Town of Chester
Planning Board Meeting
Wednesday, October 10, 2018
Municipal Complex
Approved Minutes

Members Present
Brian Sullivan, Chairman
Evan Sederquest, Vice Chairman
Elizabeth Richter, Member
Michael Weider, Member (arrived at 7:20 pm)
Aaron Hume, Alternate Member (arrived at 7:05 pm)
Dana Theokas, Alternate Member

Members Absent
Richard Snyder, Member
Cass Buckley, Ex-Officio

Staff Present:
Andrew Hadik, Planning Coordinator

Others Present at Various Times:
Sylvia von Aulock, SNHPC
Cameron Prolman, SNHPC
Deb Munson, Chester Resident, Conservation Commission

Chairman Sullivan opened the meeting at 7:00 pm.

Chairman Sullivan noted that Ms. Theokas is the alternate for Mr. Snyder.

Meeting Agenda

General Business

- Review and sign invoices and time sheets.
- Review and approve minutes for October 3, 2018 meeting.
- Review and approve revision of Appendix G – Site Plan Review Checklist.
- Poll Board Members, re: BOS request to meet with Department Heads and Budget Committee to review proposed CIP projects on Thursday 11/8 instead of Wednesday 11/7

7:15 PM – Appointments

1. **SNHPC Director Sylvia von Aulock and Associate Planner Cameron Prolman to discuss the status of the Age-Friendly Town Initiative and possible zoning amendments to create more affordable and senior housing.**

2. **Conference call with Chuck Myette re: Pipit Estates Conservation Easement. Review letter from HAWSCO.**

7:15 - Public Hearings

None Scheduled.

Non-Public Session

Annual Employee Review

Future Meeting Dates:

October 24, 2018 – CIP, PHC Gesel SPR, PH GBN Properties SPR
November 7/8? – CIP Project Reviews with Departments, BOS and Budget Committee
November 14 - CIP
November 28 - CIP

7:15 PM – Appointments

1. **SNHPC Director Sylvia von Aulock and Associate Planner Cameron Prolman to discuss the status of the Age-Friendly Town Initiative and possible zoning amendments to create more affordable and senior housing.**

Ms. von Aulock and Mr. Prolman joined the Board at the meeting table at 7:02pm.

Chairman Sullivan noted that SNHPC Director Sylvia von Aulock and Associate Planner Cameron Prolman were present to discuss the status of the Age-Friendly Town Initiative and possible zoning amendments to create more affordable and senior housing.

Mr. Hadik said that this is a starting point to create a “stand-alone” article in the ordinances for properties that range from 12 to 24 acres.

Mr. Prolman handed out the community discussion summary from the meeting that took place on May 19th; he noted that approximately twenty plus residents attended the meeting.

Ms. von Aulock explained that the reason the SNHPC is involved in the community discussion of housing in Chester in the first place is that Mr. Hadik and Ms. Munson expressed interest in the age-friendly communities pilot program when the SNHPC presented the program. She said Chester was one of nine communities that applied for the program, with Chester being one of three chosen to participate in the age-friendly communities pilot program.

Ms. von Aulock explained that the program is focused on understanding how communities are preparing for their population as they age (aging population is growing), as well as, how to bring back young people. She said the goal is to understand how to better supply a mix of housing.

Ms. von Aulock said that on May 19, 2018, Southern NH Planning Commission (SNHPC) and a Chester SNHPC representative facilitated a discussion with Town residents on housing options in the Town of Chester. The residents present were asked to choose any of the following housing options they would like to see in Town. The community discussion summary (distributed by Mr. Prolman), was the outcome of the first meeting, showed that 60.6 percent of residents at the discussion choose the single-level living.

Mr. Hadik noted that even though there are diverse options for different types of housing allowed in the zoning; he explained the options are not being used because of external factors such as the cost of land, the cost to build houses, and the required minimum size of the parent lots. He said that they tried to determine how to create something that can be built for those families looking to downsize or who are just starting out.

Mr. Hadik said there was a place in the zoning for a new special Age-Friendly zoning article because Article 7 had been deleted when Article 6 – Open Space Subdivision had been completely rewritten and adopted.

The Board and all present reviewed the draft of the "Chester Age-Friendly Neighborhoods Zoning Allowance."

Ms. von Aulock explained the "Chester Age-Friendly Neighborhoods Zoning Allowance" draft intent.

"Intent: Chester is a growing community. Many new homes are being developed in Chester, but most are too large and expensive for senior residents wanting to downsize, or for younger Chester natives wanting to live affordably in their home town. Because Chester's current zoning regulations favor large lots for single family homes, and large tracts (25+ acres) to allow cluster developments, builders have indicated they must construct these larger homes to meet their profitability requirements.

The Age-Friendly Neighborhood Zoning Allowance was created to provide a zoning alternative to encourage builders to develop units that meet the needs of this demographic group. The Age-Friendly Neighborhoods are envisioned to consist of smaller, affordable, low maintenance homes for people of all ages.

There are both required and suggested practices outlined below. Infrastructure systems should follow best management practices when possible. Energy efficiency – to help with the affordability goal, and universal design – to meet the age-friendly goal, are important features that should be designed into these units. Sharing recreational and infrastructure amenities also helps to achieve these size and affordability goals, and to increase the attractiveness of the neighborhood in general."

(The full document is attached to these minutes.)

All present reviewed the draft including the definition of the universal design, the required components, and the suggested components.

The Board and all present had much discussion about the draft zoning proposal, the optimal size of a dwelling, age-friendly neighborhoods, the ability of Chester to support age-friendly neighborhoods, and the interest of the Town in developing age-friendly neighborhoods.

Mr. Hadik suggested, that for those concerned about any proposal to amend the zoning ordinance, that there could be some sort of cap on the number of houses built under the proposed article.

The Board agreed to continue moving forwards by drafting a zoning article for review with the purpose of improving the enablement of some age-friendly neighborhoods.

Ms. von Aulock, Mr. Prolman, and Ms. Munson departed the meeting at 8:13 pm.

Review and approve minutes for October 3, 2018 meeting.

The Board reviewed the minutes from October 3, 2018 meeting.

Mr. Weider made a motion to approve the minutes from October 3, 2018 as presented; Mr. Hume seconded the motion. Motion approved, 4-0-2, Ms. Richter and Mr. Weider abstained.

Review and approve revision of Appendix G – Site Plan Review Checklist.

Mr. Hadik explained that during the acceptance recent site plan review application, it was noted that the site plan review checklist, Appendix G, should be updated.

Mr. Hadik and the Board reviewed and approved the revisions Mr. Hadik had made of the document "Chester Planning Board Site Plan Review Checklist, Appendix G." Ms. Richter suggested some minor rewording. The Board approved the substitution of the old checklist with the revised checklist.

Poll the Board Members, re: BOS request to meet with Department Heads, Selectmen and Budget Committee to review proposed CIP projects on Thursday 11/8 instead of Wednesday 11/7 (for that matter then why not on Thursday 11/1)

The Board discussed the optimal schedule for joint meetings with the Planning Board, BOS, Department Heads, Selectmen and Budget Committee to review the proposed CIP projects.

The Board determined the optimal meeting schedule will be on Wednesday, November 7, 2018, and again on Wednesday, November 14, 2018, both meetings to be held as Planning Board meetings.

Conference call with Chuck Myette re: Pipit Estates Conservation Easement. Review letter from HAWSCO.

The Board reviewed the letter from Hampstead Area Water Company, Inc. (not present) dated October 9, 2018, and the email from Mr. Chuck Myette (not present) dated October 10, 2018.

Mr. Myette's letter dated October 10, 2018 states, "The Conservation Commission does not support this plan."

The Board discussed the situation. Chairman Sullivan said that the Board, as a consensus, agrees with Mr. Myette's and the Conservation Commission's concerns.

Mr. Hadik noted that, according to the subdivision's conditions of approval, the burden is on the Developer and the Hampstead Water Company to draft easement terms that are acceptable to the Conservation Commission.

Non-Public Session

Annual Employee Review

The Board members did not go into Non-Public session.

Adjournment

Ms. Richter made a motion to adjourn the meeting; Mr. Weider seconded the motion. Motion approved, 6-0-0.

Meeting adjourned at 9:05 pm.

Respectfully submitted,

C. Molly Qualters
Recording Secretary

Chester Age-Friendly Neighborhoods Zoning Allowance (DRAFT)

Disclaimer: This only a draft intended as starting point for discussion purposes.

Intent: Chester is a growing community. The Age-Friendly Neighborhood Zoning Allowance was created as an effort to provide smaller units for existing senior residents who want to downsize yet remain in Chester, as well as for adult children of existing homeowners to buy their first home in the community they grew up in. The Age-Friendly Neighborhoods are envisioned to invite development of small, affordable, walkable, low maintenance neighborhoods for people of all ages. These neighborhoods are envisioned to share amenities both recreational and infrastructure. Infrastructure systems should follow best management practices when possible. Sustainable, energy efficient, and universal designed housing are important features that should be designed into the neighborhood units.

Required Components:

1. Dimensional Requirements:
    a. Open Space Subdivision with a minimum parent lot size of 12 acres and a maximum lot size of 25 acres. *(Consider limiting total density to 12 units, and not limiting the maximum lot size?)*
    b. Single-family unit sizes shall range from a minimum of 1,200 sf of livable space to a maximum of 1,600? sf of livable space for each unit. *(Consider limiting the number of bedrooms?)*
    c. Duplexes shall be range from a minimum of 1,000 sf. of livable space to a maximum of 1,500? sf of livable space for each unit, or a total of 3,000? sf per duplex.
    d. All building shall be a minimum of 40 ft apart.

2. Density Allowance:
    a. All single-family and duplex units shall be limited to a maximum of 2 bedrooms per unit.
    b. Density for single-family units is calculated at 2.5 acres per unit.
    c. Density for duplex units is calculated at 2 units per acre.
    d. Duplexes shall be limited to 50 % of each Age-Friendly neighborhood.

3. Housing Style:
    a. Livable space for all units shall be located on the ground floor.
    b. Age-Friendly Neighborhoods consist of condominiums which are single family or duplex units sharing outdoor areas.
    c. The neighborhoods will be overseen through homeowner associations. Yard and driveway maintenance will be provided through homeowner association fees.

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4. Universal Design:
    a. All units shall incorporate “universal design” components and/or adhere to “Standard on Accessible and Usable Buildings and Facilities" otherwise known as “ICC/ANSI A117.1” published by the International Code Council and American National Standards Institute, Inc.

5. Shared Facilities:
    a. Age-Friendly Neighborhoods shall include shared infrastructure which may include:
        i. Shared driveways
        ii. Shared water systems
        iii. Shared septic systems
        iv. Rain gardens or other drainage systems
        v. Community solar systems
    b. Each Age-Friendly Neighborhood shall include shared recreational amenities such as:
        i. Indoor or outdoor gathering places for recreation and social engagement
        ii. Onsite trail network to allow for walking and exercise
        iii. Community garden area
    c. Open space areas may be used as buffers to adjoining properties or street network, as trail areas for walking, and as recreation areas.

6. Article Limitations:

a. Limit the number of dwelling units built under this article per year to 3% of the Town’s housing stock;

b. And include an annual sunset clause requiring reauthorization by the Planning Board.

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