

**PLANNING BOARD**  
**27 School Street**  
**HILLSBOROUGH, NH**  
**July 20, 2022**

**DATE APPROVED:** 08/03/22

**TIME:** 7:00 p.m. – 9:28 p.m.

**MEMBERS:** Susanne White- Chairperson, Melinda Gehris -Vice Chair, Adam Charrette, Ed Sauer, Steve Livingston, Nancy Egner

**EX-OFFICIO:** James Bailey III

**PLANNING DIRECTOR:** Robyn Payson

**ALTERNATES:** Kim Opperman, Dana Clow

**Excused:** Melinda Gehris

**Public:** Deanna Higgins, Andrew Higgins, Avery Bilerweiler, Jack Franks, Terry A. Thomas, Bill Shee, Joyce Bosse, Richard Head, John Herga, Erin Darrow.

**Call to Order:**

Chairperson Susanne White called the meeting to order at 7:00 PM.

Susanne White called the roll and appointed Kim Opperman to sit in place of Melinda Gehris.

**Minutes:** 06/15/22 Nancy Egner made a motion to approve the minutes. Ed Sauer seconded the motion. The motion carried with Jim Bailey, Kim Opperman, Susanne White, Ed Sauer, and Adam Charrette abstaining.

**Dark Skies Committee**

Adam Charrette brought forward a list of people who needed to be appointed to the Dark Skies Committee.

Susanne White  
Melinda Gehris  
Katherine Charrette  
Adam Charette - Chairman  
Bill Collins  
Steven Luger  
Sarah Gater  
Babette Haley

Nancy Egner made a motion to appoint the list of candidates as presented. Ed Sauer seconded the motion. The motion carried unanimously.

**Site Plan Review**

219 West Main Street Map 110 Lot 170  
Jack Franks-Avanru Development

Susanne White asked Robyn Payson if the application was complete.

Robyn Payson said it was not. She said updated plans were not received in time to sufficiently review them or to send them out to the Planning Board.

Susanne White expressed the wish of the town to work with the applicant to work towards meeting their deadline. This is not a public hearing, but the applicant was invited to present their project for the Board.

Erin Darrow of Right Angle Engineering PLLC., and Jack Franks of Avanru Development presented the project for two 42-unit workforce housing buildings serviced by Town water and sewer.

Kim Opperman asked about the parking ratio.

Mr. Franks said there were 53 parking spaces per building. He said the Workforce Housing Authority who has studied these projects, and it is generally .9 cars per unit.

Kim Opperman asked how people would get to work without public transportation available. He asked if there would be space for visitors to park.

Mr. Franks said at their Abenaki Springs facility in Walpole, they have 43 units with 86 parking spaces. He said there were 41 cars using the lot. There are 92 parking spaces for that development. He said in Swanzey, there is a reduction from the 2 spaces per unit to 1.5 spaces for the two-bedroom apartments. There is space set aside for expansion if necessary.

Dana Clow said he would question the .9 spaces per dwelling given the absence of public transportation in this area. This project has 1.2 spaces, so the issue of visitors is covered and seems reasonable.

Kim Opperman said there was no area for visitor parking.

Dana Clow asked how wide the access driveway is.

Ms. Darrow said it is 22 ft wide with 1-foot shoulders.

Dana Clow said there could be on-street parking if it was necessary.

Ms. Darrow said there could be a grassy area set aside for overflow parking, but that would create a maintenance problem. She said it has been consistent that when there is someone who may have more visitors, other people are likely to be out.

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Adam Charrette asked if there would be any accommodations for future Electric Vehicle Charging Stations.

Mr. Franks said they haven't incorporated that in yet. He said he would ask the state Housing Finance Authority if there were any facilities that offer Electric Vehicle Charging Stations. He said he would investigate if there was funding available for that.

Susanne White asked if Mr. Franks would speak to the eligibility requirements for workforce housing.

Mr. Franks said it would be people who made 60% of the median income and below. He said the general rule is if you are making between \$12.00 and \$26.00 per hour you would qualify. This is not subsidized housing. He said perspective residents would be screened through a background check and an income verification check. Once they do that, they are qualified. He said this kind of housing isn't a "hand out" it is a "hand up". He said propane heat is included in the rent. The residents will be responsible for their own electricity and cable.

Susanne White asked what the occupancy rate was.

Mr. Franks said in Walpole they are 95-100%.

Susanne White asked about their turnover rate.

Mr. Franks said it was not very high.

Kim Opperman asked if the State sets the rent.

Mr. Franks said HUD sets the rent.

Dana Clow asked if the Town has any responsibilities for the operation of the housing.

Mr. Franks reviewed the process and said no, the Town is not involved but they can ask any questions they like throughout the development.

Dana Clow asked if there was any reservation of units to the residents of the Town.

Mr. Franks said no, but his experience was that about 80% of the residents come from the immediate area.

Kim Opperman asked if the building will be sprinkled.

Mr. Franks said yes and that it will be monitored and tied into the fire alarm system.

Kim Opperman asked how many ADA units there would be.

Mr. Franks said there would be 7 total units between the two buildings. The requirement is 4.

Ed Sauer asked if the stoves in the kitchens would be propane.

Mr. Franks said they would be electric.

Steve Livingston asked if there were any access plans besides the road shown on the plan.

Mr. Franks said that the road shown on the plan was the only one planned.

Mr. Franks wanted to speak to the energy usage of the buildings. The two buildings that he has in Walpole are, according to New Hampshire housing are two of the most efficient multi-family housing units in the state. The buildings are modular. He said he created a thermal envelope which was applied to the modulares. He said the thing about modulares is that they can adjust the width and the height. From a heating perspective, he was able to heat phase 1 and phase 2 for \$5000.00. He said their carbon footprint will be extremely minimal. He said the stove and the dishwasher will be electric. He said he has always tried to think up ways to save time, money and energy. He said he has come up with a way to build housing half as fast for less money with a carbon footprint that is second to none in the state.

Ed Sauer asked if they would remove the trash.

Mr. Franks said they will have a trash company do that.

Jim Bailey said, on the plan he didn't see any accommodation for snow storage.

Ms. Darrow and Mr. Franks showed the Board where on the plan snow storage was located. Mr. Franks said he hasn't spoken to the people who will be plowing yet, but he expected the snow to be put in the open areas indicated. Ms. Darrow said she would indicate the snow storage with an area line.

Ed Sauer asked what the ground was like in those areas. He asked if it was grass or if it was or paved.

Mr. Franks said it was grass.

Ed Sauer said Ms. Darrow had expressed concern about parking on the grass areas and asked if there was any concern about the grass being torn up.

Mr. Franks said he would not be concerned about snow storage because the snow would be piled up. He suggested reserving the grass area indicate be reserved for additional parking.

Nancy Egner asked if they had thought of putting solar panels on the roof.

Mr. Franks said they had not. Because of the structures they still have time look at what roof loads look like with the slightly pitched roof design. He said in the last few weeks he had been talking to his engineers about that so that they may have an opportunity to do that and add solar

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later. He said it is a whole other level of expertise and he has never done it before. He said he would be willing to discuss that in the future after they receive Site Plan approval.

Susanne White turned over discussion about the lighting plan to Adam Charrette.

Adam Charrette said he was glad to see all of the fixtures were Dark Skies approved.

Mr. Franks discussed the light fixtures and their design.

Adam Charrette asked what the color rendering of the fixtures was. He said they would prefer to see 3000 kelvin or less.

Mr. Franks said he would send information on the lighting and photos of the fixtures to Robyn for the Board.

Adam Charrette said the photometrics looked very good.

Dana Clow said in the submission, he didn't see a drainage study. He said that drainage is one of the things that the Planning Board will be considering. One of the responsibilities of the Board is to know if there are stormwater impacts.

Ms. Darrow said she could provide that information.

Mr. Franks said that this all had to go to DES anyway.

Dana Clow said that they are asking the Town of Hillsborough to make an assessment as to whether there are sufficient controls against potential impacts from a project of this magnitude.

Dana Clow discussed the 18" culvert across the road. He said he had been told that there was already a problem with it backing up and flooding during certain storm events. He said if there are insufficiencies on site it would contribute to the problem.

Ms. Darrow said they had been in close communication with NH DOT District 4, and there was nothing mentioned about flooding.

Jim Bailey brought up the sidewalk project on the opposite side of the street. A part of that project is improving the drainage on West Main Street. He also brought up the need for a crosswalk at that location.

There was a discussion about the location of a crosswalk at the property. Mr. Franks and Ms. Darrow said they would not be opposed to adding a section of sidewalk on their side of the road to allow for a crosswalk.

Mr. Franks asked if anyone had looked into "Invest New Hampshire" for towns approving workforce housing development. He said that towns can receive up to \$10,000.00/unit. The town in this case has the potential to qualify for \$840,000.00. Mr. Franks said he would help

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with that.

Dana Clow asked about a sidewalk coming down the driveway for the residents.

Mr. Franks said what is more likely is to add a two-foot lane to the side of the road for pedestrians.

Nancey Egner asked about the timeline on the project.

Mr. Franks said they submitted a pre-application June 5<sup>th</sup>. August 30 is the deadline for the final application to the state. They make the final decision between mid and late October. If everything works out, they hope to be in the ground by April of 2023.

Susanne White asked about what would be happening with the land the landscaping plan.

Ms. Darrow said there would be red maple, cherry and some deciduous trees.

Susanne White asked what will be happening with the rest of the site she asked if it would be completely cleared or have areas of trees and grass.

Ms. Darrow said they want to keep the land in its natural state other than what is cleared for building and the road.

Dana Clow asked about a grading plan. He pointed out that there was no grading shown on the plan other than the driveway. He said there is going to be a lot of grading beyond the limits of the building and parking. He said he would like to see an indication of that on the plan.

Ms. Darrow said she needed to add some spot grades to the plan.

Susanne White asked the Board if they would be interested in having an extra meeting on this application. There were dates discussed but nothing was set. The consensus was that the Board would schedule an extra meeting if necessary.

The next meeting will be a public hearing. The application will be accepted, there will be a discussion about a site walk at the Abenaki Springs facility in Walpole.

Susanne White said that the Planning Board was very excited about working with them.

### **House Bill 1661**

Robyn Payson reviewed the contents of House Bill 1661 which has an affect on land use boards. As of August 23, 2022, Planning Board will have to develop "Findings of Fact" when making their decisions.

The Board discussed this change.

### **Rules of Procedure**

Robyn told the Board about the section on “Applications” from the Zoning Board of Adjustment’s Rules of Procedure that she added it to the changes in the Planning Board Rules of Procedure. This change requires all materials to be used for the hearing be submitted 7 days before the hearing or the applicant risks a continuance.

The Board had a brief discussion.

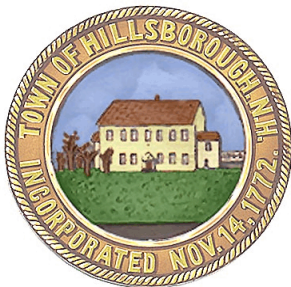
The latest updates to the Rules of Procedure will be circulated to the Board members.

There was a brief discussion by the Board about the timeline for workforce housing application. The Board was concerned with the deficiencies in the application on drainage, stormwater management, grading, and traffic it would be difficult to meet the deadline the applicant needs to meet for their funding application.

There being no further business, Ed Sauer made a motion to adjourn. Jim Bailey seconded the motion.

### **Meeting Adjourned 9:28 pm**

Respectfully Submitted,  
Robyn L. Payson, Planning Director



**TOWN OF HILLSBOROUGH  
PLANNING BOARD**

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**Town of Hillsborough NH**

July 5, 2022  
Case No 2022-11

**LEGAL/PUBLIC NOTICE**

Notice is hereby given in accordance with RSA 676:4 & 675:7, that an application for site plan review has been submitted by Jack Franks of Avanru Development Group, LTD., to construct two, 42-unit multifamily housing structures in the Commercial Zone at 219 West Main Street (Map 110 Lots 170). The application will be submitted to the Planning Board on July 20, at 7:00 p.m. at the Hillsborough-Deering Highschool Cafeteria, 12 Hillcat Drive, Hillsborough, New Hampshire, during a regular meeting of the Board.

Upon a finding by the Board that the application meets the submission requirements, the Board will vote to accept the application as complete and the public hearing on the merits of the proposal may follow immediately. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Copies of the application may be viewed at the Office of Community Planning, 27 School Street, Hillsborough, New Hampshire and via e-mail. Anyone with questions about this application should contact Robyn Payson, Planning Director at 603-464-7971 or by e-mail at [robyn@hillsboroughnh.net](mailto:robyn@hillsboroughnh.net)



07/20/2022  
Hillsborough  
Planning Board  
Sign in Sheet

Name Please Print	Address Please Print
Deanna Higgins	15 Lincoln Cir. Hillsboro
Arthur Higgins	211 West Main St
Mary Beyerweiller-Frank	Walpole NH
Litch Franks	Walpole NH
Terry A. Thorne	Keene NH
Bill Shee	Hillsboro
Cope Bore	Hillsboro
Richard Head	Conservation Comm <sup>n</sup>
John Hest	Hillsboro
Erin Darrow	Right Angle Engineering, New London NH