

**HOOKSETT
TECHNICAL REVIEW COMMITTEE (TRC)
MEETING MINUTES
HOOKSETT MUNICIPAL BUILDING – room 204
Thursday, December 10, 2009**

CALLED TO ORDER

J. Duffy called the meeting to order at 9:10am.

ATTENDANCE

Town of Hooksett

J. Duffy, Town Planner, D. Tatem, Stantec, P. Rowell, Building Dept., J. Gryval, Planning Board Chair, M. Hoisington, Fire Dept., S. Agrafiotis, Police Dept., and D. Boyce, Transfer Station, and Greg Weir & Jay Smith, Central Hooksett Water Precinct (arrived @ 9:45am)

1. (9:00 - 10:00am)

PAUL A. MAURAS – “CASTLE BROOK” (plan #09-25)

**Paul A. Maurais, owner, and Matt Peterson, Woodland Design Group, Inc.
49 Mammoth Road, Map 45, Lot 33-2**

Proposal for the construction of a 30-unit residential development under the workforce housing regulations.

Representing the Applicant

Matthew Peterson & Doug MacGuire, Woodland Design Group, and Ben Maurais, landowner.

J. Duffy: We would like to welcome you to the TRC for the 30-unit workforce housing. We will start with introductions.

M. Peterson: Two months ago we were here for the 2-lot line adjustment, last month 3-lot subdivision, and now we have a proposal for the back piece. Our plan set is 85% done, and we will submit to the Planning Board for the January 11th acceptance. The parcel is in the back 19.21 acres, once cut off the back piece will be 15.88 acres. We looked at a standard subdivision. 22 lots were approved back in the 1980's, and Mr. Maurais paid taxes on the site with no substantial approval. The Master Plan when we met with the Planning Board: option 1) 12 single-family homes, **OR** 2) project under workforce housing. The plan today is under the workforce housing regulations. I am the first or second project for workforce housing in Town. We are working with staff and Dan for what we need to do for workforce housing. Last month for the 3-lot subdivision, the Town road was 500 ft road and another 400 ft to the cul-de-sac. We would like to pull a Town road from that. Doug and I have walked around Castle Drive. Workforce housing is in other Towns, but not in residential neighborhoods. There are seven 4-unit

and one 2-unit condo ponds to total 30 units. Everything in dark green on the plan has limits on grading. The existing trees are outside of the dark green. The condo development will control the impact on what will be allowed to be done on the outskirts. The Castle Drive side would have had 4 homes with the ability to do whatever they wanted with 15-20 ft setbacks, and another house in the middle, and some back lots. Now there is the 30-unit workforce housing. Sheets 8 & 9 outline the grading and impacts of the project. There are trees out there today and other stuff that was left when Mr. Maurais originally sold that should be removed. We want to create a landscape berm with a 6 ft high stockade fence. The first detention pond is on right side. There are a couple of fore bays into the second basin. Doug is finalizing the basins and ponds and we are shooting for next Friday for it to be done. We met with the Fire Dept. briefly for turnarounds; 4 hammerheads throughout the project. The mail stop is at the beginning in front of the 2-unit condo. There is a garage for every unit; 27 ft for each unit. There is parking for visitors throughout. We have not gone through the workforce housing for our final numbers. Ben and his Dad will either keep and rent the condos or sell them. They know they need to meet the workforce housing regulations. We have done profiles of the roadway.

P. Rowell: How did you come up with the number of units?

M. Peterson: 2 units per acre.

P. Rowell: More density affects the cost of construction.

D. Tatem: I don't remember any density. Traffic will be quite minimal. Matt, could you swap the 2-unit with the 4-unit building at the beginning of the project? I understand speeds are slow. Move the parking area to where the 4-unit building is located.

D. MacGuire: The grade starts to increase.

M. Peterson: 6.5% dropping down.

D. Tatem: The regulations say not more than 4%. Can you shift the parking further away from the cul-de-sac?

M. Peterson: We will slow down the traffic by stopping them to take the turn. A landscaped inner island won't be seen from the entrance. We can look at that.

D. Tatem: You show 4 parking spaces in the upper units, and 8 parking spaces for the bigger pod in the back. Parking spaces for the units in front by the cul-de-sac, you also have mailboxes where people will park and pick-up their mail. What if they have visitors? Have a parking sign "only for mailbox pickup".

B. Maurais: We can squeeze in one more parking space.

J. Gryval: Will these units be rented or sold?

M. Peterson: Mr. Maurais is working with Atty. Bussiere. The goal is to sell them.

D. Tatem: Preference from the Board?

J. Gryval: Once approved for workforce housing, in must remain that way for perpetuity.

J. Duffy: The workforce housing ordinance goes into affect in January 2010. We may put it in the Development Regulations. Steve Keach and Mark Fougere presented at a recent LGC Conference, and they said we should have a checklist for workforce housing. Their handout lists things that should be submitted. It is not in our regulations yet, but the Planning Board will be looking for this. We rushed the workforce housing ordinance in 2009, knowing we would include it in the Development Regulations. An example of incorporating into our regulations is to remove phasing restrictions. We don't have this in our regulations right now, so it will be a give and take with applicants.

M. Peterson: We presented a conceptual to the Planning Board on workforce housing. The builder for the house newly built out front is running the numbers with that building. We see possible phasing on this project.

P. Rowell: When evaluating the cost of the building, determine the maximum number of units to lower the developer's cost of the project.

J. Duffy: They would have to provide spreadsheet.

B. Maurais: Correct, with the whole financial situation.

J. Duffy: We should hire someone to look at the numbers (i.e. Bruce Mayberry).

M. Peterson: We will be looking for help on acceptance, and technical items. For estimates, etc., we will work with the Planning Board. Some people said we were splitting up the project, but that wasn't the case. We needed the 2-lots, then the 3-lot subdivision to get to this project.

P. Rowell: I have received concerns from abutters on the drainage.

D. MacGuire: Outflow, but we have a reduction in run-off.

P. Rowell: The existing drainage on Castle Drive, can this handle the new load?

M. Peterson: The detention area goes to a closed drain system. Doug is working on the volume and timeline.

D. Tatem: Harmony Place and Brookview Sr. Housing, these developments are upstream from an existing neighborhood. The Planning Board required them to show a decrease in volume.

D. MacGuire: The majority of water is coming from upstream.

D. Tatem: It is not in the regulations, but the last two projects had to do it.

M. Hoisington: The "Castle Brook" project name won't pass. Keep the street name "Maurais Street" all the way through.

P. Rowell: The road name goes through the Town Council and other departments for approval.

D. Tatem: It's the name of the project "Castle Brook" that is too close in name to the road name "Castle Drive".

M. Hoisington: Will snow storage interfere with my access?

P. Rowell: Who is going to enforce that?

M. Hoisington: Potential phasing, would the entire road be done?

M. Peterson: Not the whole road. We would complete phase I road with a hammerhead.

M. Hoisington: The buildings need to be sprinklered.

M. Peterson: Guy Chabot, Manchester Water Works, said he wants water in the road. Dale said no.

J. Gryval: Every time they have to do a road over for pipes, it is an added expense.

B. Maurais: We have 13 permits in escrow with the Sewer Dept.

M. Peterson: It is on our agenda to meet with the Sewer Dept.

D. Tatem: Size of your retaining walls?

M. Peterson: Small ones.

D. Tatem: You can do what you want, but I recommend the big ones. Stop sign condition?

M. Peterson: We will add that.

D. Tatem: Speed limit design?

M. Peterson: 25-30 mph.

D. Tatem: Per the regulations, it has to be designed for 35 mph.

S. Agrafiotis: You can't post less than 25 mph without a study. Anything under 30 mph, you need a study.

D. Tatem: For a private road, can Hooksett Police Dept. enforce speed?

S. Agrafiotis: Yes we can enforce.

D. Tatem: Then the speed limit should be 30 mph, unless you have a study.

J. Duffy: You also have a special exception for the wetland.

M. Peterson: Yes we will pursue that.

2. (9:50 - 10:45am)

CHARLES HOLT (plan #09-26)

**Charles Holt, owner, Jennifer Vadney, NeighborWorks, and Jennifer
McCourt, McCourt Engineering Assoc. PLLC**

313 Londonderry Turnpike, Map 25, Lots 39 & 39-1

Proposal for the construction of a 16-unit residential development in 4 buildings under the workforce housing regulations.

Representing the Applicant

Robert Tourigny & Jennifer Vadney, NeighborWorks of Greater Manchester, and Jennifer McCourt, McCourt Engineering Assoc., PLLC

J. Duffy: We would like to welcome you to the TRC for the 16-unit workforce housing. We will start with introductions.

R. Tourigny: Steve Keach and Mark Fougere's plan is in development and will be coming out as a guide. It will include a model to do a cost evaluation. The biggest challenge now is you are responsible for approving something based on market conditions. For preserving affordability, it is not wise to grant workforce housing based on one day, then the next day at market rate. Deed covenants and restrictions are needed to manage workforce housing.

D. Tatem: Does anyone audit your books?

R. Tourigny: Yes, the State and NHHFA. Once you relinquish ownership, there is no audit.

D. Tatem: The new owner will have to comply with the median cost restrictions in the deed.

R. Tourigny: If you are a for profit developer, it is hard to do workforce housing. Who will monitor this?

P. Rowell: Didn't Exeter do a workforce housing project and they held some title to the property? This way every time the property changed hands, they could review it to determine the sale value at real market vs. workforce housing.

R. Tourigny: That is what we do in Manchester. That is a good point. Exeter hired someone to review their financial spreadsheet. You don't want someone at the Town to be looking at tax returns, etc.

D. Tatem: Who pays for the review?

R. Tourigny: It is a fee levy up front.

P. Rowell: Ben Frost?

R. Tourigny: Ben Frost, Steve Keach, and Mark Fougere are working on the guide. Ben states it will be available January 1, 2010; maybe not in hardcopy but available on the website. It will include an 8-10 page checklist.

J. Duffy: What is the median income for Hooksett?

R. Tourigny: Manchester is 100% rented 60% family of four. Median incomes are provided annually by HUD for the State, and by NHHFA for all counties, regional, and statewide. Hooksett is regional with Manchester. We went to the Planning Board in September or October to present workforce housing.

P. Rowell: The end units have 3 bedrooms for a family of 4, and the inside units have 2 bedrooms for a smaller family?

J. Vadney: 3 bedrooms can have a family size of 4-5 members.

R. Tourigny: It is 1 ½ individuals per bedroom. This project for workforce housing, we were hoping to find out when the project may be approved. For the 16-unit development, we would own and manage it for the life of project for 99 yrs. We own and manage 266 units in Manchester. We also have a project in Goffstown.

J. Gryval: Any provision for the handicap?

R. Tourigny: One, the site is pretty flat.

J. Duffy: I like how you took away the curb cut off Whitehall Rd. The units are right up to the setback line. Are there any decks?

R. Tourigny: No decks planned for this project. Our project in Goffstown has walk out decks.

P. Rowell: There is a 25 ft no cut buffer commercial to residential.

J. Duffy: It is the use not the zone. The use is residential to residential. With the traffic light there, have accidents slowed down?

S. Agrafiotis: No numbers.

M. Hoisington: The Fire Dept. still goes there for accidents.

S. Agrafiotis: The accidents are not as serious as they used to be.

M. Hoisington: But they are still continuous.

R. Tourigny: The PZ zone is across the street. This is a good location for a higher density development.

J. McCourt: Instead of 20 units @ 5 units each building, we cut back to 4 units per building to total 16 units. For the green area, we were thinking more of just having picnic tables vs. playgrounds. Playgrounds are age specific.

J. Vadney: The green space will be used more with picnic tables. If a playground, the equipment after a year or two would become weathered and misused. The back corner is a nice area for the green space.

D. Tatem: Jenn, this is just at conceptual design?

J. McCourt: Yes.

D. Tatem: Without technical plans submitted, I don't have any comments at this time. This site is directly up stream from bad flooding. You show no increase in volume and peak rates. The conceptual is for 16 units on one acre and a driveway at an intersection. AASHTO and sight distance, look at these extremely carefully.

J. Duffy: Water and sewer yet?

J. McCourt: No.

D. Tatem: Pipe size?

G. Weir: 12 inch pipe.

D. Tatem: Would you want to loop it?

G. Weir: No.

J. Smith: The water is on the Deerhead side.

G. Weir: This project will come off Whitehall Rd.

D. Tatem: Capacity issues?

G. Weir: No.

J. Smith: Mike, buildings sprinklered?

M. Hoisington: Yes sprinklered and a fire hydrant at the entrance.

G. Weir: What about the fire hydrant at the top right on Whitehall Rd?

M. Hoisington: We can't get to that hydrant. We need a new hydrant for this project.

G. Weir: Do you also want a hydrant in the middle some place?

M. Hoisington: Yes, a hydrant at the entrance and one in the middle.

G. Weir: A separate fire line?

M. Hoisington: Yes a line for fire and another line for domestic.

D. Tatem: Get a letter from water that they can serve capacity and work with Janet Levy their engineer. You will need something in writing from sewer that you have capacity for all 16 units, or you don't get accepted as complete.

G. Weir: Capacity does not mean you have approval.

J. Duffy: You need to have letters that you have capacity from water and sewer for completeness. For approval sign off, you need letters from water and sewer that they approve the project.

D. Tatem: Go to water and sewer and determine their fees for hook-up.

J. Duffy: Workforce housing impact fees?

R. Tourigny: Impact fee waivers?

J. Duffy: We need a meeting with the Planning Board and Town Council to see if this Town would go with waivers of impact fees for workforce housing. Your increasing by density, but how to make the project work under workforce housing with impacts to the Town. The Town is trying to encourage workforce housing.

G. Weir: Our impact fees are separate from the Town departments.

J. Duffy: We have school, parks & recreation, roadways, and public safety. Water and sewer have separate fees.

R. Tourigny: Rather than request waiver to all the impact fees, maybe you can look at each one separately.

J. Duffy: The Town Council has final say on waiver of impact fees.

D. Tatem: Central Water Precinct is not part of the Town of Hooksett, therefore the Town Council can't tell them what to do. Also, the Sewer Dept. has their own Commission who would make their decisions.

J. Duffy: The voters voted in workforce housing. In order to make it work, the Town will need to bend a little bit.

D. Tatem: Typically, there is no way for 16-units to be built on one acre, but with workforce housing?

R. Tourigny: Density can make it work.

J. McCourt: We can work through the waivers. Multi-family ADA parking spaces, we worked through that before. One ADA space per 5 units is excessive.

D. Tatem: You would need a total of 4 ADA spaces. You could put 2 up front and 2 out back. Slope for parking?

J. McCourt: 4 ½ - 5 %.

D. Tatem: I believe the regulations are at 4%.

J. Gryval: The ADA parking looks far away from the buildings.

D. Tatem: Have an ADA parking space where the walkway is to accommodate someone in a wheelchair. Fire issues?

M. Hoisington: We need a turn around.

J. McCourt: We could have a gated entrance on Whitehall Rd for fire trucks.

D. Tatem: Mailboxes or school bus stop?

R. Tourigny: Mailboxes are at the entrance near the fire hydrant.

J. McCourt: Bus stop will be on Londonderry Tpke., they will not pull into the site. For mail, normally people will park and go get their mail.

M. Hoisington: Snow storage and dumpsters?

R. Tourigny: We will have trash pickup.

D. Tatem: Have a note on the plan for private contract pickup or show the dumpster location on the plan. Gas line?

R. Tourigny: Yes, there is a gas line.

D. Tatem: Garbage truck backup? A turnaround would be better.

J. McCourt: Fire needs the physical space to move his truck. I Only 35 ft.

D. Tatem: ½ of a hammerhead. Maybe request a waiver for 2 less visitor parking spaces. He needs a 3-point turn for his 40 ft truck.

J. Duffy: Update the DOT permit.

R. Tourigny: The feedback from the Planning Board at our conceptual presentation is that they were receptive to workforce housing.

D. Tatem: Should you go back to the Planning Board for another discussion?

R. Tourigny: We already reduced the number of units from 20 down to 16 based on the Board's comments.

P. Rowell: Density by your performer.

D. Tatem: Planning Board can say reduce the number of units.

J. Duffy: Traffic accident counts?

S. Agrafiotis: You can get the counts from the State. Whitehall Rd. and Londonderry Tpke. are both State roads.

J. Gryval: The school bus, where does that stop?

J. McCourt: I talked to the bus company, and they will not pull into a private site.

R. Tourigny: NHHFA #s were provided to the Planning Board a couple of years ago as raw data. Workforce housing is much lower than a subdivision for the number of children.

S. Agrafiotis: For the bus stop, which road is better?

D. Tatem: Show on the plan where the potential bus pick-up and drop-off will be.

ADJOURNMENT

J. Duffy declared the meeting adjourned at 10:45am. The next TRC meeting is scheduled for Thursday, January 14, 2010, Hooksett Municipal Building, 2ND FLOOR ROOM 204.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator