



Town of Hampden
Planning Board
Wednesday, January 8, 2025, 6:00 pm
Municipal Building Council Chambers
Agenda

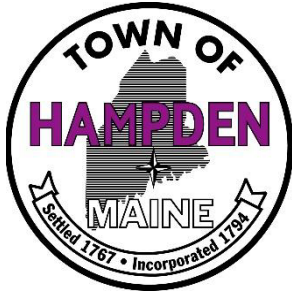
This meeting will be held remotely. If you would like to participate you may phone in using the following number (followed by the PIN#)

1 216-714-2245 PIN 449 194 343#

Or

Participate from a laptop or a desktop, you may go to this URL: <https://meet.google.com/ngx-hdba-asb>

1. Administrative
 - a. Election of Planning Board Chair
 - b. Election of Planning Board Vice-Chair
 - c. Minutes – December 10, 2024, Workshop Meeting
 - d. Minutes – December 11, 2024, Regular Meeting
2. Old Business - None
3. New Business - None
4. Town Planner Report
5. Planning Board Comment
6. Adjournment



Town of Hampden
Planning Board Workshop
Tuesday, December 10, 2024, 6:00 PM
Municipal Building Council Chambers
Minutes

In Attendance:

Planning Board

Benjamin Dunham, Chair
Jacob Beaulier, Vice-Chair
David Ryder
Kurtis Marsh
Ben Kaiman
Ryan Tribou

Staff

Amy Ryder, Dir. of Planning & Economic Dev
Wanda Libbey, Admin Asst.

Public

None

Vice-Chair Beaulier called the meeting to order at 6:00 p.m.

1. Habitability Standards

CEO Myles Block reviewed the changes to the Habitability Standards with the Planning Board.

The Board recommended rewording the weathertight language in 4.27.2.1, removing vermin proof from 4.27.2.1, 4.27.2.2, and 4.27.2.3, and clarifying the language in 4.27.5 and 4.27.6 concerning entrance denial.

CEO Myles Block stated that he would update section 4.27 Habitability Standards as recommended by the Planning Board for the public hearing scheduled for December 11, 2024.

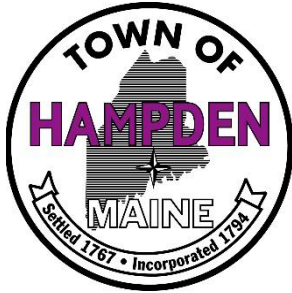
2. ADU dimensions discussion

Dir. Of Planning & Economic Dev. Amy Ryder updated the board on the new affordable housing section of the Zoning Ordinance that she sent to the State for review after board discussion on November 20th. The state replied and explained that we would need to add the minimum ADU size, which she has done in 4.25.3.5 and is 190 sq. ft. minimum. The state also responded to the board's questions concerning whether 51% of affordable housing units must receive certificates of occupancy before non-affordable houses are built. The state response was that C of O permits are not mandated before development.

Dir. of Planning & Economic Dev. Amy Ryder briefed the board on a Medical Marijuana Caregiver Cultivation Facility application that was received and after being reviewed by the CEO was denied. Based on our use table this use is not allowed in the zone. An emergency moratorium on issuing marijuana Licenses is being requested at the town council's next meeting.

3. Adjournment

The consensus of the board to adjourn the meeting at 6:50 p.m.



Town of Hampden
Planning Board
Wednesday, December 11, 2024, 6:00 pm
Municipal Building Council Chambers
Minutes

In Attendance:

Planning Board

Benjamin Dunham, Chair
Jacob Beaulier, Vice-Chair
David Ryder
Benjamin Kaiman
Kurtis Marsh
Ryan Tribou
Amanda Day

Staff

Amy Ryder, Dir. of Planning & Economic Dev.
Wanda Libbey, Admin Asst.

Public

Paula LaRoque
Adrian LaRoque
Matt LaChance
Aimee Young
Terry McAvoy
Roland Narofsky
Matthew Pushard
Samuel Brewer
Don Grogan
Susan Cowles-Dumitru
James T. Stack

1. Administrative

a. Minutes – November 13, 2024, Regular Meeting

Motion by Member Beaulier to approve the minutes of November 13, 2024, Regular Meeting; second by Member Tribou; motion carried 4/0/2 by roll call vote (Members Day and Ryder abstained).

b. Minutes – November 20, 2024, Workshop Meeting

Motion by Member Beaulier to approve the minutes of November 20, 2024, Workshop Meeting; second by Member Kaiman; motion carried 4/0/2 by roll call vote (Members Day and Ryder abstained).

2. Old Business

a. L27, LLC – Major Site Plan/Conditional Use Review for a truck terminal and associated office space at 103 Carey Circle; Map/Lot: 10-B-027. This property is in the Industrial Park District.

Member Beaulier moved to remove this agenda item from the table; seconded by Member Kaiman; motion carried 6/0/1 by roll call vote (Member Ryder abstained).

Chair Dunham went over the rules for public hearings, confirmed with Administrative Assistant Libbey that the required public hearing posting had been met, and reopened the public hearing from the November 13, 2024, meeting at 6:03 p.m.

Aimee Young, representing the applicant, presented the plan:

- 1.5 acres undeveloped lot within the Hampden Business and Commerce Park.
- Proposing to build a 2,750 sq. ft. truck terminal with associated parking and impervious area.
- Meet DEP stormwater requirements with calculations.
- Have met with the town's Code Enforcement Office, and Police and Fire Departments.
- Has provided financial capacity for the project.

Dir. of Planning & Economic Dev., Ryder confirmed that the applicant met the requirements requested by the Planning Board on November 13, 2024, and the Staff Review Committee with no concerns. Dir. of Planning & Economic Dev., Ryder recommends approval.

Public Questions/Concerns/Opposition: None

Planning Board Questions:

Member Kaiman asked applicant representative Aimee Young if the project had received DEP approval. Aimee Young explained that because the Business Park already has an SLODA permit this project needed to meet the standards of what SLODA requires per lot. Dir. of Planning & Economic Dev. Ryder stated that Town Engineer Victor Smith has reviewed this information and agrees that the project meets the standards.

Chair Dunham asked if there will be living quarters within the structure. The applicant's representative Aimee Young explained that it is set up for potential living quarters and also office space.

Member Beaulier asked if the applicant is seeking conditional approval for the residential mixed-use or just a shop and office. The applicant's representative Aimee Young confirmed it will be a shop and office space. Director of Planning & Economic Dev. Ryder noted, for the record, that living quarters for personnel are permitted in the Industrial Park.

Chair Dunham closed the public hearing at 6:07 p.m.

Motion by Member Beaulier that based on findings and information presented herein move to approve the Major Site Plan for the construction of a truck terminal building located on Carey Circle in the Hampden Business and Commerce Park (Tax Map/Lot: 10-B-027); second by Member Kaiman; motion carried 7/0/0 by roll call vote.

3. New Business

- a. Stearns Farm Subdivision Amendment – Public Hearing for an amendment to an approved major subdivision on Main Road North: Map 33-0-011-A and 33-0-015-A. This property is in the Residential A District.

Chair Dunham went over the rules for public hearings, confirmed with Administrative Assistant Libbey that the required public hearing posting had been met, and then opened the public hearing at 6:08 p.m.

Dir. of Planning & Economic Dev. Ryder explained that this is a minor amendment of four lots with just a slight lot line reassignment because of deeds and bank issues to get certain loans. Because some of the construction was built over the existing subdivision line, they had to be slightly adjusted. They still conform with the standards, which were 10.67 and are now 10.73. There are no non-conforming issues here. The applicant stated that the property owners of the four lots are aware of the line adjustments.

Public Questions/Concerns/Opposition:

Don Grogan of 210 Main Road North asked who he would contact about the plantings and fence to separate the Stearns Farm Subdivision from the abutters and when they will be in place. Dir. of Planning & Economic Dev. Ryder explained that the Code Enforcement Officer enforces those types of issues, and she would notify him.

Roland Narofsky’s daughter and son-in-law live in the Stearns Farm Subdivision, and he asked to see a visual of the lot line changes, which Dir. of Planning & Economic Dev. Ryder provided.

Susan Cowles-Dumitru is a new resident of Hampden and owns a property that abuts the subdivision. Susan shared the same concerns as Mr. Grogan about when buffers will be in place.

Jamie Stack a member of the HOA, for Stearns Farm Subdivision, asked if the developer does not provide a buffer will that be the responsibility of the HOA? Dir. of Planning & Economic Dev. Ryder this is the responsibility of the developer, not the HOA.

Planning Board Questions: None

Chair Dunham closed the public hearing at 6:14 p.m.

Motion by Member Beaulier that based on findings and information presented herein move to approve the amendment to an approved subdivision for Stearns Farm Subdivision on Main Road North; second by Member Kaiman; motion carried 7/0/0 by roll call vote.

- b. Zoning Ordinance - Public Hearing to consider the following amendments:

Chair Dunham, confirmed with Administrative Assistant Libbey that the required public hearing posting had been met and opened the public hearing at 6:18 p.m.

Dir. of Planning & Economic Dev. Ryder explained that LD 2003 is a state initiative for affordable housing to address the housing crisis. Items regarding affordable housing had to be added to Hampden's Zoning Ordinance, which the state has approved, staff approved, and the Planning Board has approved. What is before the Planning Board is what will be referred to the council. The Use Table appears to have been an oversight in November 2022 on the stopgap. The Planning Board is reverting H-12 to the initial allowed uses and will discuss H-13 of the Use Table at a future meeting. Habitability Standards have been brought before the Town Council, Planning Board Workshop, and the Staff Review Committee.

Public Questions/Concerns/Opposition: None

Planning Board Questions: None

Chair Dunham thanked the Staff Review Committee and Code Enforcement for working on the Habitability Standards.

Chair Dunham closed the public hearing at 6:19 p.m.

Member Beaulier clarified with Dir. of Planning & Economic Dev. Ryder that item A is in reference to 4.25 and 4.28 item B is in reference to the Use Table and item C is in reference to 4.27.

a) LD 2003/Affordable Housing

Motion by Member Beaulier to recommend to Town Council the acceptance of the proposed amendments to 4.25 and 4.28 of the Zoning Ordinance as presented; seconded by Member Marsh; motion carried 7/0/0 by roll call vote.

b) Use Table H-12 and H-13

Motion by Member Beaulier to recommend to Town Council the acceptance of the proposed amendments to the Use Table H-12 and H-13 as presented; seconded by Member Kaiman; motion carried 7/0/0 by roll call vote.

c) Habitability Standards

Motion by Member Beaulier to recommend to Town Council the acceptance of the amendments to 4.27 of the Habitability Standards as presented; seconded by Member Ryder; motion carried 7/0/0 by roll call vote.

c. Historic Preservation Ordinance – Public Hearing to consider various amendments to the ordinance.

Chair Dunham, confirmed with Administrative Assistant Libbey that the required public hearing posting had been met and opened the public hearing at 6:22 p.m.

Dir. of Planning & Economic Dev. Ryder explained that the Historical Preservation Ordinance was previously overseen by the Historic Preservation Commission which has been inactive for several years. There has been no interest from the public in reactivating the Historic Preservation Commission, even with advertising. Because there are no longer overseers of the Historic Preservation Ordinance properties in the Historic District cannot request permits to make much-needed improvements to their buildings. Staff Review Committee and Planning

Board have discussed and recommended that the Planning Board become the overseer of this ordinance.

Public Questions/Concerns/Opposition: None

Planning Board Questions:

Chair Dunham asked if attempts to develop a Historic Preservation Commission would continue even if the Planning Board became overseers of the ordinance. Dir. of Planning & Economic Dev. Ryder stated that it was decided not to add verbiage to the proposed amendments, but we will continue to seek public interest in reinstating the Historic Preservation Commission.

Member Tribou asked what the process would be if a group of individuals wanted to reinstate the commission. Dir. of Planning & Economic Dev. Ryder explained that standard practice is to ask the Town Council to reinstate the commission. Then it would be the Director of Planning & Economic Development's responsibility to review the current ordinance with the new commission and give them the right to operate.

Chair Dunham closed the public hearing at 6:25 p.m.

Member Beaulier asked if the town council would update the ordinance, not the planning board. Dir. Of Planning & Economic Dev. Ryder explained that the planning board would update the ordinance because it is a land use and is an overlay of the current zoning ordinance. Town Council would reinstate the commission and then the commission would oversee the ordinance.

Member Beaulier asked if the planning board has the authority to update this ordinance. Dir. Of Planning & Economic Dev. Ryder explained that the historic preservation ordinance was created by the planning board then the commission was formed to enforce the ordinance.

Motion by Member Tribou to recommend to Town Council the acceptance of the amendments to the Historic Preservation Ordinance as presented; seconded by Member Ryder; motion carried 6/0/1 by roll call vote (Member Beaulier abstained).

4. Town Planner Report

Dir. of Planning & Economic Dev. Ryder stated that although there is no agenda set for January 8, 2025, currently the board will be voting for a new chair and vice chair at that meeting.

5. Planning Board Comment

Member Kaiman – Merry Christmas

6. Adjournment.

Motion by Member Beaulier to adjourn the meeting at 6:29 p.m., seconded by Member Tribou; motion carried by a roll call vote 7/0/0.

Respectfully submitted by Wanda Libbey,
Administrative Asst.