

3-13-24: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester  
Planning Board Meeting  
Wednesday, March 13, 2024  
Approved Minutes**

**The meetings are broadcast live on Comcast Channel 6, and streamed on Government <https://reflect-chesterctv-from-nh.cablecast.tv/CablecastPublicSite/?channel=1> - click "Watch Now".**

**Members & Staff Present:**

Brian Sullivan, Chair  
Evan Sederquest, Vice Chair  
Elizabeth Richter, Member  
Richard Snyder, Member  
Eric Swanson, Alternate  
Chuck Myette, Selectboard Liaison  
Andrew Hadik, Town Planner

**Members Absent:**

Mike Weider, Member

**Guests and Members of the Public Present:**

Selectboard Member Dana Theokas  
Chris Hickey, Project Engineer, Keach-Nordstrom Associates  
Amber Ragnarsson, Owner, Map 4 - Lot 58  
Chester PACT

**Meeting Agenda**

**7:00 PM – General Business**

1. Review & approve invoices, sign documents etc.
2. Review & approve the minutes of the 2/28/24 PB meeting.
3. Review and approve the request from Chester Academy for the release of \$30,000 in accrued impact fees for several Capital Improvements Program (CIP) projects.
4. Review second draft of proposed Zoning Article 7B – Fair Market Rental Housing.

**7:00 PM – Appointments - None scheduled**

**Public Hearings**

1. Proposed zoning amendment for Section 4.6 - Recreational Vehicles.
2. Adopt the annual update of the Capital Improvements Program (CIP).
3. Subdivision application by 192 Chester, LLC (owner), PO Box 396, Chester, NH 03036, for a 1-lot subdivision located at 192 Chester Street in Chester, NH (Map 4, Lot 58).

3-13-24: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

48 **Non-Public Sessions** - None scheduled.

49

50

### Meeting Minutes

51

52 Chair Sullivan called the meeting to order at 7:00 p.m. He announced that Mr. Swanson would be sitting  
53 in for Mr. Weider.

54

55 **7:00 PM – General Business**

56

57 **1. Review & approve invoices, sign documents, etc.**

58

59 Documents and/or invoices were reviewed and signed.

60

61 **2. Review & approve the minutes of the 2/28/24 PB meeting.**

62

63 *Vice Chair Sederquest moved to approve the minutes of the 2/28/24 Planning Board meeting as  
64 written. Ms. Richter seconded the motion. A vote was taken. All were in favor, except Mr. Snyder,  
65 who abstained. The motion passed 5-0-1.*

66

67 **3. Review and approve the request from Chester Academy for the release of \$30,000 in accrued  
68 impact fees for several CIP projects.**

69

70 Mr. Hadik reviewed a request from Chester Academy for the release of \$30,000 in impact fees for  
71 several CIP projects, including upgrading and reconfiguring the Main Office to provide a more secure  
72 building entry. The Board discussed the ability of the School District to request reimbursement for funds  
73 already spent.

74

75 *Mr. Snyder moved to release \$30,000 in accrued impact fees to the Chester School District per their  
76 letter dated March 6, 2024. Vice Sederquest seconded the motion. A vote was taken. The motion  
77 passed unanimously.*

78

79 **4. Planning Board budget reduction.**

80

81 Mr. Hadik explained he had received an email from the Town Administrator passing on a request from  
82 the Selectboard to all departments to seek additional budget reductions. He note the Planning  
83 Department’s Administrative Assistant is not using the full number of hours budgeted for. He has  
84 discussed this with her, and, as a result, recommends reducing the budget by \$5,000, which will bring  
85 the Department to almost a flat budget. The Board concurred.

86

87

### Public Hearings

88

89 **1. Proposed zoning amendment for Section 4.6 - Recreational Vehicles.**

90

91 *Mr. Snyder moved to open the public hearing to review the proposed zoning amendment for Section  
92 4.6 - Recreational Vehicles. Vice Chair Sederquest seconded the motion.*

92

3-13-24: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

93 Mr. Hadik noted the amendment had not changed since it was presented at a public meeting for review  
94 two weeks ago. The Board agreed the amendment resolves the problems noted earlier by the Building  
95 Inspector.

96  
97 Chair Sullivan asked for public comment.

98  
99 Amber Ragnarsson, 72 Trillium Lane, asked if this amendment would be voted on by the Board at this  
100 meeting or presented to the legislative body at the Annual Town Meeting. The Board clarified it will go  
101 on the ballot for Town Elections (May 14, 2024).

102  
103 **Ms. Richter moved to close the public hearing on the consideration of the proposed zoning**  
104 **amendment for Section 4.6 - Recreational Vehicles, and take it to a public hearing on March 27, 2024,**  
105 **with a backup date of April 3, 2024, and deliberate and vote. Vice Chair Sederquest seconded the**  
106 **motion. A vote was taken. The motion passed unanimously.**

107  
108 **Mr. Snyder moved to move the proposed zoning amendment for Section 4.6, Recreational Vehicles, to**  
109 **the ballot for Town Elections. Ms. Richter seconded the motion. A vote was taken. The motion**  
110 **passed unanimously.**

111  
112 **2. Adopt the annual update of the CIP.**

113  
114 **Ms. Richter moved to open the public hearing to discuss and decide on adopting the update to the**  
115 **proposed CIP. Vice Chair Sederquest seconded the motion. A vote was taken. The motion passed**  
116 **unanimously.**

117  
118 Mr. Hadik described the CIP and how it is used. The Board noted that the CIP has been discussed and  
119 reviewed extensively.

120  
121 Chair Sullivan asked for public comment.

122  
123 Selectboard member Dana Theokas, 9 Muskat Circle, asked how the impact fees are calculated, based  
124 on the seven-year plan in the CIP.

125  
126 Mr. Hadik explained the CIP does not drive the impact fees. The fees have different calculation  
127 methodologies depending on the stakeholders. For example, the Library's fees is calculated based on  
128 the value of the inventory of books, CDs and other media. Highway fees are related to the number of  
129 vehicle trips based on a national transportation manual. Mr. Snyder noted the CIP is a guide to how the  
130 impact fees can be spent. He clarified if the question was how the impact fees are calculated. He  
131 explained that the Southern New Hampshire Planning Commission (SNHPC) goes through a process to  
132 come up with formulas and spreadsheets that identify the funding that is required to support Town  
133 infrastructure. Mr. Hadik said impact fees were adopted in 2011, 2015, and 2016 for specific  
134 departments. Selectman Myette noted impact fees are paid by developers as they develop lots which  
135 impacts Town services/stakeholders.

136  
137 Ms. Theokas asked if general government and administration costs for municipal buildings come from  
138 the declared inventory. Chair Sullivan said the Board has asked the same question, and it is extremely  
139 complex. Mr. Hadik said one has to read SNHPC's fee methodology.

3-13-24: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186

Ms. Theokas asked if the impact fees are a "ticket to entry" for new residents to enjoy the level of service the Town provides. Mr. Snyder clarified this occurs indirectly, as the developer is paying the impact fees; however, they pass these on to the buyer.

Ms. Theokas noted the CIP is a list of Departmental "wants and needs," and that sometimes these are put off to a later year or eliminated completely. She said it would be useful to have a more robust list of wants and needs so that the community can provide input. Chair Sullivan explained during CIP workshops, Departments present and discuss their wants and needs. Mr. Hadik noted they have to be realistic as to what can be proposed to the taxpayers. There are already many more projects listed than can be reasonably funded. Selectman Myette clarified that Departments may request the release of impact fees for specifically listed projects. The Board concurred that maintaining a list of projects not included in the CIP would be informative.

***Mr. Snyder moved to close the public hearing on the update to the proposed CIP and formally adopt it per the document reviewed on March 13, 2024. Ms. Richter seconded the motion. A vote was taken. The motion passed unanimously.***

**3. Subdivision application by 192 Chester, LLC (owner), PO Box 396, Chester, NH 03036, for a 1-lot subdivision located at 192 Chester Street in Chester, NH (Map 4, Lot 58).**

Mr. Hadik advised the application and plan were complete enough for acceptance.

***Ms. Richter moved to accept the subdivision application by 192 Chester, LLC (owner) for a 1-lot subdivision located at 192 Chester Street in Chester, NH (Map 4, Lot 58) and to open the public hearing. Vice Chair Sederquest seconded the motion. A vote was taken. The motion passed unanimously.***

Project Engineer Chris Hickey of Keach-Nordstrom Associates appeared before the Board to describe the proposed one-lot subdivision, which will subdivide the existing house from the 17-acre property, creating a 2.4-acre lot. They were granted a variance by the Zoning Board of Adjustment to create a new substandard frontage lot of approximately 15 acres.

Mr. Hadik reviewed the conditions of approval. Amber Ragnarsson (owner) asked for clarification on a few of the conditions, which Mr. Hadik provided.

Chair Sullivan asked for public comment; there was none.

***Mr. Snyder moved to close the public hearing. Ms. Richter seconded the motion. A vote was taken. The motion passed unanimously.***

***Mr. Snyder moved to approve the subdivision plan with conditions as amended on March 13, 2024. Ms. Richter seconded the motion. A vote was taken. The motion passed unanimously.***

**General Business (continued)**

**5. Review second draft of proposed Zoning Article 7B – Fair Market Rental Housing.**

3-13-24: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
  
214  
215  
216  
217  
218  
219

The Board reviewed the second draft of proposed Zoning Article 7B. Mr. Hadik noted the previous term "attainable housing" might be too ambiguous and suggested it be called "Fair Market Rental Housing" because the article is based on the HUD Fair Market Rental Housing guidelines for the area Chester is located in. The Board decided the title "Fair Market Rental Housing" would be the most appropriate terminology to use.

Mr. Hadik explained the rental rates for these properties will meet HUD fair market rent guidelines. The current published HUD monthly rates are \$1,483 for a one-bedroom unit, and \$1,917 for a two-bedroom unit. The mix of units will have to be 50/50 one- and two-bedroom units to qualify as Workforce Housing under NH's Workforce Housing law.

The Board discussed suggested edits to the proposed zoning article. They asked about specific requirements and restrictions noted in the article, and why they are included. Mr. Hadik offered explanations.

***Mr. Snyder moved to bring the proposed zoning amendment Article 7B to a public hearing on March 27, 2024, with a backup date of April 3, 2024. Ms. Richter seconded the motion. A vote was taken. The motion passed unanimously.***

***Ms. Richter moved to adjourn the meeting. Chair Sullivan seconded the motion. A vote was taken. The motion passed unanimously.***

The meeting was adjourned.

#### **Future Meeting Dates**

- April 3 – PH for Fair Market Rental Housing
- April 10 –
- April 24 –

Respectfully submitted,  
Beth Haggeli, Recording Secretary