

**Kingston Planning Board  
Public Meeting  
February 7, 2012**

The Chairman called the hearing to order at 6:30 PM. There were no challenges to the legality of the meeting.

Members in attendance:

Richard Wilson, Chairman	Adam Pope
Glenn Coppelman, V. Chair	Jay Alberts
Ernie Landry	Rich St. Hilaire, Alternate

Absent: Mark Heitz, BOS rep.

Also in Attendance: Glenn Greenwood, Circuit Rider Planner; Ellen Faulconer, Administrative Assistant

**Shannon Griffin**  
**The Green Griffin**  
**108 Rte. 125**  
**Tax Map R11 Lot 2**

Mr. Wilson reminded the Board that a letter from the owner had been read at the previous meeting. Shannon Griffin introduced herself to the Board as the manager and primary owner of the business. She began by saying that the business is currently open 10 to 5 Tuesday through Friday, 10 to 4 on Saturday and 10 to 2 on Sunday; closed on Monday. She does make local deliveries. Mr. Coppelman confirmed that there was an existing site plan on file; he suggested the Board review that plan to make sure that this business can comply with that approval.

Doug Griffin, owner of the property and the existing business on-site, Seacoast Digital Computers explained that there had previously been 7 employees and now there were two who were able to park in the rear of the property. Mr. Coppelman explained that if there were any changes to the exterior of the site, such as exterior lighting or signs, the changes would have to confirm to current ordinances; he gave the dark-sky lighting requirements as an example. Mr. Wilson noted that there were 9 parking spaces showing on the approved plan. Mr. Griffin explained that the loading area shown in the back was gone. Mr. Alberts asked Mr. Griffin what the use of this section of the property used to be; Mr. Griffin said that it used to be a “rent by the square foot” gift shop; he apologized for not coming in to see the Board ahead of time as he did not realized that a change in use required any further review. He also clarified that Seacoast Digital was still in the same building; it has no walk-in business; Ms. Griffin uses just the one room in the front; the building shown behind the main building is part of Seacoast Digital and is used for storage.

Outside display was discussed; Ms. Griffin doesn’t anticipate outside display. Mr. Wilson explained that should she want outside display/sales at certain times of the year such as Christmas she should contact the Planning Board regarding the type of outside display and the

activity; the Board would be concerned about issues on the site especially concerning traffic and safety issues. Mr. Pope discussed the need to get a sign permit; Mr. Wilson told them to go through the Building Inspector's office for that permit. Mr. Coppelman asked if the sign post showed on the plan; Mr. Wilson noted the location shown; Mr. Griffin explained that the location shown was for an old sign and is not currently being used. Mr. Coppelman referred Ms. Griffin to the sign ordinance for review and compliance. Mr. Wilson reminded Ms. Griffin that she would also need a Business Occupancy Permit, available through the Inspectors' office.

**ACTION ITEM: Ms. Faulconer will inform the Inspectors that there is no further Planning Board action or review required for the "Green Griffin".**

Mr. St. Hilaire suggested the owner expand the hours to accommodate holidays and other busy times of the year and to include 7 days a week operation.

Mr. Wilson announced that Mr. St. Hilaire will be a voting member this evening.

**MM&S to amend the hours of operation for this site (Green Griffin) to be 8 AM to 9 PM, 7 days a week.** (Motion by Mr. Coppelman, second by Mr. St. Hilaire) **PUNA**

Mr. Wilson noted that Chief Seaman's appointment this evening was postponed due to a conflict in his schedule for training.

**Correspondence:**

- Invoice from Town Engineer was approved; the Board discussed the remainder of the escrow for Solar Hills; expenses for legal fees and the Circuit Rider were still pending. The Board discussed the process of requesting additional bond funds; it was suggested that a letter be sent giving the applicant the choice of bringing the bond back to \$5000 to allow additional review of any plans that might be updated and presented for review or waiting to discuss the escrow amount at the next public hearing.

**ACTION ITEM: Ms. Faulconer to send a letter to the property owner regarding the bond balance and the choices presented by the Board.**

- Legal fees reviewed and approved for payment against bonds for Solar Hills and Diamond Oaks.

**ACTION ITEM: Mr. Greenwood to contact Attorney Loughlin regarding ordinance questions.**

- Correspondence received from Janette and Kyle McManus, 2 Mockingbird Lane regarding a salon on site. The Board reviewed the property; a previous request had already been received and addressed; nothing had changed since that time. The Planning Board reviewed the letter in regards to Residential In-home Business; per the ordinance, if the owner is able to comply with that ordinance, there is no review or approval required by the Planning Board. Mr. Coppelman noted that the Planning Board reviewed the letter for informational purposes only; there was no approval or disapproval of anything noted

in the letter including hours of operation. The property owners will need to be told that they need to come into compliance with the Health regulations prior to beginning operation.

- File Retention was discussed; Ms. Faulconer can utilize State guidelines; Hannaford paperwork, other than the certified record, can be discarded.
- Mark Lepage's escrow release request was received; Ms. Faulconer will check for any outstanding bills so it can then be released.
- Plan NH announcement received
- Sign compliance issue re: Little Old Lady car lot

**ACTION ITEM: Ms. Faulconer to send letter concerning site compliance issues, including signs, for "Little Old Lady" car lot.**

- Scott Delucia (Hunt Rd./Rte. 125) compliance date has passed; number of cars on the site and their locations may still be an issue; site needs to be checked for final compliance.

**ACTION ITEM: Ms. Faulconer to confirm if the BOS will authorize the Building Inspector to check the Delucia site for compliance and return to the Planning Board.**

- Additional postage increase

**MM&S to increase the abutter postage fees from \$10.00 each to \$10.50 each.** (Motion by Mr. Coppelman, second by Mr. Landry) **PUNA**

- Letter received from RPC re: Commissioners; issue already addressed; letter attached.
- Parking space recommendations received from Health Officer for the Board's review.
- PR Express Deliveries letter re: confirmation to register vehicles.
- Notice sent to abutter re: Solar Estates
- Letter sent to Mr. Michaud and Mr. Daher re: compliance on site; Mr. Michaud has contacted the Board as to how he will come into compliance, with his apologies; Ms. Faulconer has been notified by an outside party that Mr. Daher should be sending a letter to the Board shortly regarding his ability to come into compliance on the site.

**ACTION ITEM: In anticipation of Mr. Daher's letter, the Board will wait until its public hearing on Feb. 21<sup>st</sup> before pursuing any further action against Mr. Daher.**

- New DES permit application process notice
- Guide to Groundwater Management had been brought to the Board's attention by Mr. Coppelman; copy and web address available for the Board; Mr. Coppelman provided a shorter, explanatory document.

**ACTION ITEM: Ms. Faulconer to scan Groundwater document and send to Board members for their information.**

- Impact Fees follow-up was discussed

**ACTION ITEM: Mr. Greenwood will contact Mr. Mayberry re: awaiting Town Meeting approval; contract signed and get on his 2012 schedule.**

- Election/Board positions were reviewed.

**MM&S to approve the minutes of December 13, 2011 as written.** (Motion by Mr. Landry, second by Mr. Pope) Motion passed 3-0-3 with Mr. Coppelman, Mr. St. Hilaire and Mr. Alberts abstaining.

**MM&S to approve the minutes of January 3, 2012 as written.** (Motion by Mr. Coppelman, second by Mr. St. Hilaire) **PUNA**

- Possible upcoming zoning discussions were reviewed; previous Board discussions were reviewed for suggestions already made; Mr. Pope reminded the Board of possible subdivision clarification; Mr. Wilson included “Blasting”; Recreation was a carry-over from the 2011 projects. The Board will need to compile a list of projects.
- Mr. Greenwood told the Board that the Aquifer flyer, through the TBG grant, will be brought in next week for the Board to review; it should be sent out at least 10 days prior to Town Meeting whether by bulk mail or through the Carriage Towne News.

**ACTION ITEM: Mr. Greenwood will contact the CTN for insert costs.**

- Planning Board-sponsored Letter to the Editor regarding zoning articles was discussed; Mr. Greenwood suggested that someone needed to write an article about the aquifer changes and simply mention the highlights and changes based on the greater yield aquifer since the flyer will be out explaining the changes in more detail.

**ACTION ITEM: Ms. Faulconer to have the flyer added to the web site.**

**MM&S to authorize Glenn Coppelman to write the letter supporting the Aquifer Ordinance proposal on behalf of the Planning Board.** (Motion by Mr. Pope, second by Mr. Landry) **PUNA**

- **Committee Updates:**
  - **CIP:** Mr. Coppelman and Mr. Greenwood will have updates for the next meeting.
  - **HDC:** Due to health issues, Mr. Coppelman had not been able to attend recent meetings; he did tell the Board that the HDC had approached the School District and would be placing markers in the Spring at the former sites of Colcord Hall and Gilmore Cottage.

- **ZBA:** Mr. Alberts said that there was nothing going on at the ZBA at this time, with no meeting scheduled for February. Mr. Alberts asked the Board about membership of Board members on multiple committees.

**ACTION ITEM: Ms. Faulconer will review membership requirements for the Planning Board and the Historic District Commission and report back to the Board.**

- **Returning to plans for 2012:** Mr. Wilson confirmed that the Board will be setting goals and reviewing procedures at the 2<sup>nd</sup> meeting after the election; the first meeting being the public hearing.
- The Board continued its discussion of some of the history of Kingston, including some of the former, historical businesses.

**MM&S to adjourn at 7:50.** (Motion by Mr. Coppelman, second by Mr. Pope) **PUNA**