

**Kingston Planning Board
Public Meeting
May 6, 2014**

The Chairman called the meeting to order at 6:45 PM. There were no challenges to the legality of the hearing.

Members in attendance:

Richard Wilson, Chairman	Ernie Landry
Glenn Coppelman, V. Chair	Stanley Shalett
Peter Coffin	Adam Pope
Mark Heitz, BOS rep.	

Also in Attendance: Rich St. Hilaire, Town Road Agent, Glenn Greenwood, Circuit Rider Planner; Ellen Faulconer, Administrative Assistant (Board Alternate)

Board Business

Correspondence:

- Memo to the Board from Town Road Agent; Mr. St. Hilaire reviewed inadequacies concerning a previous decision by the Board specific to setback requirements for roads and driveways. He explained issues pertinent to the Town's regulations; he added that there is no such thing in the regulations for something called an "access road". Mr. Greenwood noted that he should have looked at the proposal differently when making his recommendation to the Board. Mr. St. Hilaire said that the State does not look at the Town's issues when granting a permit on a State road. Mr. Landry suggested the Board do a "lessons-learned" type of approach based on this information. He said for this application there were possibly some confusing designations regarding the ROW vs. fee ownership ROW adding that the Board should have looked at the proposal more closely. Mr. St. Hilaire cautioned the Board that there should not be wood road less than 50 feet for any property. He commented that road designs should have a 40 foot ROW, not 20 feet; buildings should not be close to slopes and swales. There was discussion regarding Town standards and requirements; requirements for private roads were reviewed. There was a proposal to review these standards for this year's projects. Mr. St. Hilaire agreed this would be a positive step. The Board thanked Mr. St. Hilaire for his time and comments.
- Letter re: Glass Company at Commerce Park; no further review required by the Board as presented.
- Travis McConnell request; the Board did not grant approval as the site is currently not in compliance, continued non-compliance with sign ordinance.

ACTION ITEM: Ask BOS to send enforcement action.

- Letter from Krugers; 52 Main Street; Mr. Greenwood has already reviewed requirements of CUP.
- ATC generator at Depot Road

MM&S to request an amended site plan for this expansion. (Motion by Mr. Coppelman, second by Mr. Heitz) **Motion passed 4-1-2** (Mr. Heitz opposed, Mr. Pope and Mr. Coffin abstained)

- Danna Truslow, Invoice approved.
- Letter from Richard Johnson re: Hot Dog Stand at 4 Bartlett Street
Mr. Greenwood advised that the Planning Board needed to invoke some type of jurisdiction. Mr. Coffin noted that it was a commercial use on a residential lot; Mr. Greenwood confirmed that there was no commercial use approval for the site. Mr. Coppelman stated that a business use needs to follow correct approvals and procedures. There was discussion regarding requirements and the activity on the site. Mr. Coppelman stated that this proposal would require site plan review; it would need to show all the activities on the site, including the vegetable stand. Mr. Pope agreed. Mr. Coppelman added that this proposal would need to go the HDC before coming to the Planning Board. There was Board consensus that a full engineered plan would not be required as there were not permanent structures being added; after review by the HDC, the applicant could add to a plot plan by drawing in the current and proposed activities on the site with realistic measurements.
- Discussion with Mr. Early reviewed.

ACTION ITEM: Contact Mr. Early to confirm that the Bond was still valid or get it re-established ASAP.

- Pope Housing letter was read; in response to request by Planning Board; no further action at this time.
- Non-compliance of the Lancaster property re: Wicked CAS trailer and car parked on the grass area near Rte. 125

ACTION ITEM: Send a letter to Wicked CAS/Mr. Lancaster reminding them of approved areas for parking; Send a copy to the NHDOT re: parking in the State ROW.

- Letter received re: Impact Fee collected
- Golden Motors, 72 Rte. 125 request for Wholesale Plates; the Board reviewed and this does not appear to be the property owner.

ACTION ITEM: Invite Golden Motors in to speak with the Board.

- Memo re: increasing fees for registering documents

MM&S to increase fees to \$50 for the first page, \$26 for each additional page; increase from \$1.00 to \$1.50 per copy. (Motion by Mr. Coppelman, second by Mr. Pope) Motion carries 6-0-1 with Mr. Heitz abstaining.

- Budget reviewed
- Letter send to the ZBA re: Camp Lincoln request for “fire tower” structure.
- Peaslee Substation – Mr. Greenwood has already reviewed with the applicant and they will be re-applying.
- Green Infrastructure workshop notice received.
- FEMA update re: Coastal Flood Insurance Rate maps notification; Mr. Greenwood noted that the Town has a compliant Flood Plain Ordinance.
- Town and City magazine received
- Letter from Berkshire-Dominion holdings with 4 plans included; Mr. Greenwood stated that he would review the plans for any deficiencies per the applicant’s request; he

cautioned the Board against reviewing a plan prior to a public hearing. The Board did not look at the plan.

- Request regarding possible expansion of church property on Mill Road; Mr. Greenwood advised that the abutters have a right to know about the expansion; the Board, by consensus, agreed that the expansion would require an amended site plan if there was a plan on file; if none on file, it would require a site plan.
- Request for business at 34 Church Street (Faulkingham); the Board required no further review.
- The ZBA agenda, as pertaining to the Planning Board, was reviewed; Ms. Faulconer was authorized to attend and speak on the Board's behalf; Mr. Coppelman and Mr. Coffin also plan to attend on behalf of the Board.

MM&S to accept the April 1, 2014 minutes as presented. (Motion by Mr. Coppelman, second by Mr. Landry) **Motion carries 5-0-2** with Mr. Heitz and Mr. Pope abstaining.

By-laws

The Board reviewed the proposed amendments regarding authority to sign Certified Record.

ACTION ITEM: Post the amendments as presented for a public hearing in June.

Up-coming projects

- Add "Board education" as an agenda item once a quarter (set up meeting with the Webinar re: preparing record)
- Road Standards/Innovative Zones/Elderly Housing Overlay zones
- Building Height Standards for SFR zone as other zones seem to be specified.
- Allowing In-law apartments in RR zone without needing ZBA approval.
- Review Accessory Apt. Ordinances re: Special Exception requirements.
- Add Mr. Landry's suggestions (that had been distributed during the meeting) to the list

Mr. Coffin reviewed the OEP meeting he had attended and some of their strong recommendations which included site visits and having submissions to help visualize a project.

Ms. Faulconer informed the Board that the site plan and subdivision regulations update was almost complete.

ACTION ITEM: The Board approved the change in deadline submittals per the RSA. Ms. Faulconer will re-do the "deadlines" calendar.

ACTION ITEM: The Board agreed to add 3-D digital representation to the submission requirements (#4 on Mr. Landry's list). Ms. Faulconer will bring this to the site plan/subdivision subcommittee to add this requirement to the updates.

Mr. Coffin reviewed updated requirements regarding Cell Towers and "Co-Location" law.

ACTION ITEM: Ms. Faulconer to notify the Building Inspector and BOS office staff to make sure the Planning Board and Building Inspector is notified of any applications ASAP due to timeframe changes; 15 days for Building, 30 days for Planning Board.

ACTION ITEM: Add “Cell Towers” to the list; check law, any pertinent changes.

ACTION ITEM: Ms. Faulconer will send list to the Board members for their review; set priorities for review at next meeting.

Enforcement Discussion:

- Signage at Memories, in the SFR-Ag Zone, was discussed; the owners had recently been before the Board and had been cautioned about checking the currently approved site plan and conforming to the Sign Ordinance. Mr. Coppelman said that in this zone, there is one sign per business; there is currently flag “signs” on poles, 4 x 8 plywood signs shaped like ice cream cones, cows with additional signage on some of them.

ACTION ITEM: Ask the BOS to send enforcement issue; Ms. Faulconer will check what they are approved for and get the information to the BOS.

- Signage at Shell Station of Rte. 125 was discussed; multiple banners and pennants have been noted.

ACTION ITEM: Ms. Faulconer will check on approvals for the Shell Station and get back to the Board.

- Koliass site on Rte. 125, equipment storage was discussed

ACTION ITEM: Ms. Faulconer will check on approvals and get back to the Board.

MM&S to adjourn at 8:55. (Motion by Mr. Coppelman, second by Mr. Landry) **PUNA**