

**Kingston Planning Board
Public Meeting
June 3, 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	Ellen Faulconer, Alternate

Also in Attendance: Glenn Greenwood, Circuit Rider Planner;
Members Absent: Mark Heitz, Adam Pope, Rich St. Hilaire, alternate

Board Business

Correspondence:

- Request for confirmation of zoning for pre-school at Rockrimmon Road; Board confirmed information given to applicant that it is not allowed in zoning; form to be returned to State with that information.
- Information from Steve Early regarding property on Rte. 125; application to State to excavate with bond expiring in July; Mr. Coppelman noted that he has no current excavation permit from the Town as he said it was closing. The Board would like to invite Mr. Early to a meeting to clarify the activity on the site.

ACTION ITEM: Ms. Faulconer to invite Mr. Early to a meeting; review approvals, activities, site status with Mr. Greenwood, Mr. Quintal and Mr. St. Hilaire; contact Attorney Loughlin regarding Board options, contact Mr. Heitz with complete information on how the Town should proceed if necessary.

- Outline from Danna Truslow about possible education workshop with the Board at no cost to the Town; Ms. Faulconer will set this up as part of the Board's continuing education program.
- Received letter of interest for Board alternate position; interested party will be invited to attend a meeting to meet the Board and see if she is still interested after attending a meeting.
- Letter received from Chief Briggs re: Trendezza proposal.
- Impact letter received.
- Letter from the Fire Chief regarding issues of concern at Kingston Place.
- Letter from the Town attorney about proposed bond/letter of credit for Solar Hills; the Board authorized the Town attorney and the applicant's attorney to speak with each other directly; contact Dennis Quintal regarding any specific requirements for the Bond; charges to be placed against the applicant's bond.

- Two invoices approved; Ms. Faulconer to charge to the appropriate applicants per the dates on the invoice.
- Copy of letter from the Fire Chief Memo to “Pondview” owners regarding concerns and activities on the site.
- HDC Notice of Decision for proposal at Clark’s garage property.
- Letter from Attorney Loughlin regarding the Court upholding the Planning Board decision at Granite Fields.
- Copy of letter sent to DOT regarding SELT driveway application.
- Copy of letter sent to John Lancaster re: compliance at the site; memo from Ms. Faulconer regarding phone conversation with Mr. Lancaster in which he confirms that the issues were addressed and the site was in compliance; Board members commented on seeing the cars behind the building and non-compliant signs along Rte. 125 on the site; Ms. Faulconer will send an additional letter to Mr. Lancaster.
- Board members noted that Mr. Lepage was parking vehicles on the grassy area, possibly on State owned property; Ms. Faulconer will send a letter asking that he comply with his approved site plan.
- Copy of letter sent to the ZBA from Attorneys Brown and Lapointe
- Memories follow-up

ACTION ITEM: Ms. Faulconer to check Memories approved hours of operation; follow-up on why the signs are still up at Memories and the Board’s enforcement request about the signs.

Project Prioritization

The Board, having already set the list of the Board’s projects for the upcoming year, prioritized the list. Due to some questions regarding the wording of the Performance Bond regulation versus the actual way it is done, the Board agreed to add that to the list of projects. Ms. Faulconer will send the revised list to the Board members.

The Board recommended that the subcommittee prepare a draft proposal of those issues involved with the roads/assorted zones project and return to the Board; the consensus was that bonding of a private road should be part of the discussion. Ms. Faulconer to bring that point to the subcommittee.

ACTION ITEM: Mr. Greenwood will contact the Circuit Rider in Fremont to get a copy of what they do about road bonding specifically as it pertains to private roads.

Upcoming projects and how they pertain to the Master Plan was discussed.

ACTION ITEM: Mr. Greenwood to contact UNH (Charlie French) about steps to update the Master Plan.

Draft proposals for Building Heights were distributed. Ms. Faulconer will check with the Building Inspector and Fire Department as to how they measure the height, where it starts from and get back to the Board; reschedule the discussion for building heights to finalize that project.

Webinar Discussion

Mr. Coffin suggested that the Board be careful to mention all items for final discussion/approval to make a clear record; the Board shouldn't rush through the things when it gets to the end of a review. Per review of the webinar, the discussed the recommendation that the Board continue a discussion when there are multiple conditions to allow review of the conditions by the staff to bring back to the Board for a final vote on the conditions of approval rather than do it at the meeting without further review of the minutes; especially for a complicated application. Mr. Landry noted that if the Board was as disciplined as was being proposed by not accepting a plan for an agenda until the application requirements were complete, the issues regarding the multiple conditions will be decreased; the review time would also decrease if all the requirements were already met and the Board was not continually getting changes that needed more review. He stated that then it would not be hardship on the applicant to have to wait a couple of weeks while the Board's decision was reviewed to make sure something was not omitted regarding conditions of approval. He re-iterated that the Board would just need to be disciplined enough to be strict on the guidelines and application requirements.

The webinar discussion clarified that the Heritage Commission is a land-use Board; based on this, Mr. Landry will check on whether the KHC wants to receive Department comment forms.

Mr. Coffin and Mr. Landry both noted that if the Planning Board makes a decision and finds that they missed something or there is an error and they need to make a correction, the Board has 30 days in which they can re-visit the issue; the requirements of public hearing notification was reviewed. Mr. Coffin noted that this applies to the ZBA as well.

SELT Annual Celebration

Mr. Landry announced that the South East Land Trust annual Conservation Celebration would take place at the Town's Recreation Center from 11:00 to 1:00 on Saturday; if anyone was interested he had the information; he noted that there were also three hikes that can be participated in.

The Chairman declared the meeting adjourned at 8:10 without any objections.