

**Kingston Planning Board
Public Hearing
Minutes**

January 2, 2018

The Chairperson called the meeting to order at 6:50 PM. There were no challenges to the legality of the meeting.

Members in attendance:

Glenn Coppelman, Chair	Carol Croteau
Peter Coffin, V. Chair	Peter Bakie
Chris Bashaw (arrived with meeting in progress)	
Ellen Faulconer, alternate/admin. assist.	

Members absent: Mark Heitz, BoS rep., Lynne Merrill, Ernie Landry, alternate, Robert Pellegrino, alternate
Also in Attendance: Glenn Greenwood, Circuit Rider Planner

Mr. Coppelman announced that Ms. Faulconer would be a voting member until the Board filled up with full members so would start the hearing with 6 voting members.

**Warrant Article
Public Hearing**

Mr. Coppelman noted that the Board had previously reviewed all of the proposals and moved them to this public hearing. He read the proposed warrants in order as presented.

#2: There were no Board questions or comments; no public questions or comments. <Board note: Mr. Bashaw arrived at this time.>

MM&S to move proposed article #2 to warrant. (Motion by Ms. Faulconer, second by Mr. Coffin) **PUNA** (Passed unanimously)

#3: Ms. Croteau stated for the record that she was not happy with the wording of “D” and was concerned with the probability of it being misinterpreted; she suggested that the Board go back to the original language and fix it later with better language. Mr. Coffin said that with the update, the ordinance didn’t have to list everything; he said adding the intent addresses the scale issue; the ZBA will interpret the intent and the parenthetical wording gives the guidance to the ZBA; he is happy with the language with the intent stated. Mr. Bashaw said that he agreed; adding the intent works; he said that someone will always try to push the envelope but the ZBA has to make sure that the intent is met to grant a variance and the intent is stated; he added that he likes the new language better than having a listing of allowed uses. Ms. Croteau said that she

is not pushing the previous list but would rather leave the old language and work on better language. Mr. Coffin said that this is a minor improvement and the Board can always look at it again for further improvement. Ms. Croteau suggested that this is no rush to change it. Mr. Coffin said that the exclusivity list is bad and this is an improvement; the Board can take a re-look at it for the 2019 warrant. Mr. Bashaw stated that he agreed with Ms. Croteau that it isn't perfect but believes that it goes along with the rest of the changes and all the proposals are like a package. Ms. Croteau expressed concern that it could hurt the Town in the meantime. Mr. Bashaw said that he felt it was better protected in the short-term as the current Board knows the intent should anything come to the Board before the 2019 election. Mr. Coppelman said that he didn't disagree with Ms. Croteau's comments but added that the proposal is an improvement over an enumerated list so he is comfortable supporting the proposal. Ms. Croteau said that she would not be supporting this particular change.

There was no public comment.

MM&S to move Article 3 (108.5) to the warrant as presented. (Motion by Mr. Coffin, second by Mr. Bashaw) **Motion passes 5-1** with Ms. Croteau opposed.

#4: There was no additional Board or public comment.

MM&S to move proposed Article #4 (109.5) as presented to warrant. (Motion by Mr. Coffin, second by Ms. Faulconer) **PUNA**

#5: There was no additional Board or public comment.

MM&S to move proposed Article #5 (109.6) as presented to warrant. (Motion by Mr. Coffin, second by Ms. Faulconer) **PUNA**

#6: Ms. Faulconer suggested an editorial amendment to add Article 110.4 to the language to clarify the article like the previous articles. Mr. Greenwood agreed that this addition was no substantive. There was no additional Board or public comment.

MM&S to move proposed Article #6 to warrant as edited by adding the article number. (Motion by Mr. Bashaw, second by Mr. Coffin) **PUNA**

#7: The Board reviewed previous discussion from October regarding amendments to 104.4 and 104.5. There was no additional public comment.

MM&S to move proposed Article 7 to warrant as written. (Motion by Mr. Coffin, second by Mr. Bashaw) **PUNA**

Mr. Coppelman recapped that all the proposed ordinance changes would be moving to warrant; all passed unanimously except for proposal #3 which had one "no" vote. He closed the hearing at 7:16.

Board Business

Correspondence:

- Letter received from Lace and Twigs photography to be located at 160 Main Street; proposed hours: T, Th, Fri, Sat; no earlier than 9 AM and no later than 8 PM; office hours on Tues and Wed., same hours; one full-time employee with a potential assistant and one other employee; by appointment only; film will not be processed on-site; there will be no chemicals on-site. Permits for signage and business occupancy were reviewed. Mr. Coppelman explained the standard set of signage at the plaza.

MM&S that no further Planning Board review is required. (Motion by Mr. Coffin, second by Ms. Croteau) **PUNA**

- Voluntary Lot Merger Form for U4-167 and 167A, 10 Fourth Street was signed by Mr. Coppelman
- Ms. Faulconer noted that the Selectmen had received a petitioned warrant article but that office determined that there were not enough signatures to meet the RSA requirements.
- Letter received from Conrad Magnusson – this will be held for the appropriate upcoming public hearing.
- Annual census dated 12/10/17 received from King's Landing confirming that there are 41 homes with all occupants being at least 55 years of age. Mr. Coffin asked if the Town had received any similar information from Diamond Oaks. He would like the condo. docs. reviewed to determine if this is a requirement. Mr. Greenwood discussed receipt of information from Mr. Quintal; he suggested the request of information should come to the Board not to Mr. Quintal directly. Information will be sent to the Board members.
- Draft of Historic and Cultural Resources Chapter – Mr. Coffin reviewed the meeting.

Updated Policies and Procedures and Driveway regulations were distributed.

Minutes: Mr. Coppelman asked for a motion for the December 5, 2017 minutes. Mr. Bakie asked to review aspects of accepting minutes specific to absentions which did not signify approval or disapproval; holding and providing tapes; procedures for keeping the tapes of meetings; timing of requesting to copy tapes and their availability. Mr. Coppelman said that someone could ask to copy the tapes but Ms. Faulconer did need them initially to be able to do the minutes. Mr. Bashaw stated that if someone asks for the tapes before they are destroyed, they should be provided. Ms. Faulconer explained the procedure once the minutes are accepted; she tries to finalize actions from the Tuesday meeting before leaving the office on Thursday which includes getting rid of the tapes. She explained that someone who wants to review the tapes has a month to do that before the Board approves them adding that once the minutes are approved, those are the legal documents. She stated that due to a request for the tapes of the November 21st hearing that was received after leaving the PB office on the Thursday after the minutes were already accepted, she went through the trash to find the tapes and gave them to the Town Clerk to hold pending the discussion at this meeting. Ms. Faulconer asked the Board to confirm the policy so she didn't have to fish future tapes out of the trash. Ms. Croteau stated that she appreciated Ms. Faulconer taking that extra effort and asked if Board policy could require that asking for the tapes be put in writing. Mr. Bashaw said that requiring that the request be put in writing was all right to do under the Right-to-Know law; he said that any time he wanted to

review a Planning Board tape, he submitted the request via email or in writing and never had any problem with getting them. Mr. Bashaw stated that Ms. Faulconer didn't do anything wrong. Ms. Faulconer asked the Board about handling future minutes; she questioned whether the minutes needed to be done verbatim as that was not the regular policy; she explained that minutes are not "word for word", they are meant to be an overall discussion. The Board agreed that, unless specifically requested by the Board, they did not want the minutes to be "word for word". Mr. Coffin suggested that Board members try to read the minutes before the meeting as they get them in advance rather than abstain. Ms. Faulconer reminded the Board that "requesting the tapes" actually meant preserving the tapes so someone could come in and make a copy, not take the tapes. There was continued discussion regarding policies and procedures; adding requirements for preservation of tapes.

MM&S that requests to preserve the tapes of a Planning Board meeting need to be put in writing and presented to the Planning Board office prior to acceptance of the minutes of that meeting; in writing also includes email requests. (Motion by Ms. Croteau, second by Mr. Coppelman) **PUNA**

Mr. Coppelman stated that this will be added to the Board's policies and procedures.

Prior to the acceptance of the December 5th minutes, Mr. Bakie asked if they would be available per Mr. Pellegrino's request as it wasn't currently in writing. Ms. Faulconer explained that Mr. Pellegrino had already requested them verbally to her so they were already in the Town Clerk's office.

MM&S to accept the December 5, 2017 minutes as written. (Motion by Mr. Coffin, second by Mr. Coppelman) **Motion passed 5-0-1** with Mr. Bashaw abstaining.

MM&S to adjourn at 8:23. (Motion by Mr. Bakie, second by Mr. Coffin) **PUNA**