

**Kingston Planning Board
Public Meeting**

May 2, 2017

The Chairman called the meeting to order at 6:55 PM while waiting for the camera equipment technical difficulties to be addressed. There were no challenges to the legality of the meeting.

Members in attendance:

Glenn Coppelman, Chair
Peter Coffin, V. Chair
Carol Croteau
Ernie Landry, alternate

Carol Croteau
Lynne Merrill
Ellen Faulconer, alternate

Members absent: Mark Heitz, BOS rep., Peter Bakie, Peter Bashaw

Also in attendance: Glenn Greenwood (arrived with meeting in progress)

Mr. Coppelman announced that Mr. Landry and Ms. Faulconer would be full-voting members for this meeting.

Historic Resources Chapter and Master Plan Primer

An attendance sheet was passed around for attendees in the audience to complete. Mr. Coppelman introduced the Board; he explained that Mr. Greenwood had a scheduling conflict and would join the meeting as soon as possible. The Master Plan process was explained by Mr. Coppelman; he walked through the “slides” for a power-point presentation that referenced the pertinent RSA’s. Mr. Coppelman stated that it is a tool to guide development and activities; it provides the foundation and framework to develop future ordinances; it provided the justification and foundation for ordinances and regulations giving the details for the original vision/idea. Mr. Coppelman noted that the Planning Board is the body responsible for the Master Plan; the recommendation is to revise every 5 to 10 years; the last time was in 2007. He explained that it is a huge process and one way is to take it in bits and pieces with a new chapter being a good way to begin the revision. He continued reviewing the specifics of adoption of a master plan and amendments. There were no questions following his presentation.

Mr. Landry reviewed the need for the Historic Resources Chapter. He noted that a Historical and Cultural Survey had been done in 1983 and currently 15% of those structures identified were now gone. He stated that there are three organizations in Town dealing with Historic Resources, the Historic District Commission, Heritage Commission and Museum Committee.

<Board note: the cable equipment starting broadcasting at this time.>

Mr. Landry reviewed aspects of the chapter and the uses for the Boards, officials and Town residents. He explained the grant which was a 60/40 match with the Town being provided with

\$15,000 for the grant; the Town can put up some of the 40% as a soft match which included the time of volunteers and employees to help defray the costs to the Town; meetings and attendance can be counted towards the match as well as reviewing of drafts and participation at meetings; anyone participating will have a log; it counts as \$23.79/hour per volunteer. Mr. Landry explained the application process and requests for proposals for qualified consultants. He handed out and reviewed the proposed scope adding that public participation was necessary not only from the committees. Ms. Morse said that she had no comment as Mr. Landry did a good job explaining the process. Mr. Coppelman commented that Mr. Landry had done the bulk of the work which was greatly appreciated. Mr. Landry asked if there were any questions. Ms. Nathan, Chair of the Conservation Commission, asked whether there would be a chance to sit down one-on-one with the consultant; she was thinking about properties that might be historical but not readily known. Mr. Landry said these would be items to be brought up at the first information meeting. Ms. Alessio, Chair of the ZBA, suggested committees compile a list of assets and how they would fit in this chapter to be reviewed by the consultant and community members. There was discussion regarding natural resources and how they may come into play in this project and possibly lead to other projects and chapters. Mr. Landry re-iterated the importance of the discussion with the consultant; he said that the research has been done on the built environment and archaeological resources. Ms. Nathan noted the burial ground recently unearthed at the Torromeo site on Dorre Road wondering how extensive the discussions and research will be. Mr. Coppelman said that this is the type of information to be given to the consultant. Ms. Morse confirmed that all boards and committees would be able to speak at the initial meeting and invited to share ideas. Mr. Coppelman said the first meeting would be the “big tent” with the ability to provide more information to the consultant. Mr. Landry explained that there were specific requirements necessary to be considered for the position with the NH Division of Historical Resources providing the qualifications and names of possible consultants. Mr. Coppelman added that the resources are over the entire community, not just the Historic Districts. There were no other questions or comments. *<Board note: Mr. Greenwood joined the meeting at this time.>*

Mr. Landry gave a “public service announcement” about the multiple boards needing alternates: HDC, PB, HC and the Conservation Commission who is also looking for a full member; anyone interested can contact the individual committee chairperson; that information is available on the Town’s web site. Mr. Landry noted that the museum people are always open to people joining. He thanked everyone for coming to the meeting. Mr. Greenwood stated that this is an exciting project which is overdue for the Town. Mr. Coppelman announced that the master plan is available on the Town’s web site. Mr. Greenwood noted that the link to the Master Plan was not available from the Planning Board page and suggested that this got added.

ACTION ITEM: Ms. Faulconer will speak with Ms. Grant about adding this link from the Planning Board page.

Steve Sousa, Library Trustee, asked if the 1983 survey was available on-line; Mr. Landry said it was although the narrative needed to be put back on; he will work on this; reports from DHR will be downloaded and added to the web site within the next three weeks. Mr. Coppelman hoped that people would continue to participate as the plan moves forward.

Capital Improvement Plan

Mr. Coppelman stated that the plan had been emailed to the Board members. Mr. Greenwood explained the 2017-2022 CIP plan; amendments to the plan from last year included recreation, highway and fire. Mr. Greenwood confirmed that there were plans for the Nichols building. He reviewed the average financial aspects of the plan at approximately \$300,000 per year; the infrastructure fund figures had been updated to reflect current numbers. Mr. Greenwood explained that the CIP was just an advisory document; the goal is to help stabilize the tax rate. The process for meeting, creating and adopting the plan was reviewed by Mr. Greenwood.

MM&S to adopt the CIP as presented. (Motion by Mr. Coffin, second by Ms. Croteau)
Motion passed 5-0-1 with Ms. Merrill abstaining.

Board Business

Correspondence:

- Letter from Attorney representing AAA Living Facility; Mr. Coppelman said he was not sure how much should be discussed outside of the public hearing; Mr. Coffin said it is correspondence to the Board with a new request for action; Mr. Greenwood said there isn't any display of an intended legal action so it is not non-public. He added that this is no avenue for acting on their request as the application was continued to a time and date certain. Mr. Coffin noted that the continuations had been at the applicant's request. Mr. Greenwood said that there had been continuing guidance to the applicant as to why the Board was continuing.

ACTION ITEM: Ms. Faulconer will begin a letter for Mr. Greenwood's review to send a letter to the applicant that the requests in the letter will be discussed at the next AAA Living hearing; they should contact the Board of Selectmen directly about other matters about the BOS hearings on the project.

- Rockingham County Auto Sales: letter of intent dated 4/27/17, use the site currently with Little Old Lady Auto Sales, 5 Rte. 125.

MM&S that no further review is required per the information in the letter dated 4/27/17; remind them that they need a sign permit and Business Occupancy Permit. (Motion by Mr. Coffin, second by Mr. Croteau) **PUNA**

- Invoices approved and signed for CCM: Magnusson property review, AAA Living, Bresnahan storage invoice reviewed; this was a request from the property owner prior to any application to the Planning Board; the bill will be sent to Mr. Bresnahan for payment; invoice for two meetings approved with condition of Ms. Faulconer reviewing that it shouldn't be posted to an applicant's escrow; she will contact Mr. Quintal as needed.
- J&M Quality Sales and Service application for an auto inspection station at 102 Rte. 125; Mr. Greenwood reviewed for compliance noting the site was much improved but there were non-permitted "feather" signs; Ms. Faulconer confirmed that they were no longer there. Mr. Coppelman signed the permit to be forwarded to the Selectmen with the notation that the site must comply with the sign ordinance. Mr. Greenwood stated that the applicant had noted another site with similar signs. There was discussion as to

how to handle this. Ms. Faulconer suggested a friendly reminder as the owner has cooperated with the Town requirements in the past. Ms. Merrill agreed that with sending a friendly reminder to avoid any “overkill” on the issue.

ACTION ITEM: Ms. Faulconer to send letter as a friendly reminder to auto dealer site to remove the “feather” signs/banners.

- Letter dated 4/17/17 from Jakki Clark about using 138 Main for “R&R Massage” as the sole operator, hours of 9 AM to 6 PM, 1 client at a time, no sign, no changes to the building. The Planning Board determined no further review of the Board was required; referred to HDC to confirm whether they needed any review prior to applying for a Business Occupancy Permit.
- Memo from Board of Selectmen regarding used car sales at 1 Jericho Drive; Ms. Faulconer wanted the record to reflect that this complaint did not come from her or her family; it was referred from the BOS office. The Board, by consensus, confirmed that there had been no approval for this use and it was not an allowed use in the zone; enforcement request to be returned to the BOS.
- The Board noted that the previous request for enforcement for the signs on the fencing at CT Plaza had been sent and the signs were removed.
- Email from Carol Croteau regarding a link to State information for Bed and Breakfasts; Ms. Croteau will send to the HDC as they would be the first committee to review this activity.
- Town and City for May/June; Ms. Merrill asked to review it and then return to the office.

Board Projects:

- Mr. Coffin brought up that Mr. Bashaw had previously mentioned multiple definitions; Ms. Faulconer said that was already on the list. Mr. Coppelman reminded the Board that members needed to take responsibility for ushering the projects forward. Mr. Coffin added setting up procedures for electing officers stating that this year’s process went well; he volunteered to see this forward. Ms. Merrill suggested reviewing various permitted uses in zones that might be outdated due to advances in some of the industries and the ability to protect the environment. Mr. Coffin suggested reviewing some past ZBA decisions that might be pertinent to Ms. Merrill’s suggestion. Ms. Merrill added the possibility of reviewing items involved with the MS4 but was unsure it was within the Board’s purview. Mr. Greenwood said the Planning Board is an obvious player and part of the process, at least initially. Mr. Coppelman read an email from Mr. St. Hilaire who is requesting reviewing and following the recommendations in Stormwater Management. There was discussion regarding the difficulty in getting funding for RPC to try to do recommendations to their communities. There was review of political discussions regarding the MS4 and Stormwater management along with review of the process, associated costs and funding. Mr. Landry’s proposed project list was reviewed that included a “lessons learned” review of the last two major projects that were accepted for review prior to being complete; questions regarding ability to have RCCD review plans for the Conservation Commission and if there was any ability to get the TRC involved earlier. The wetland scientist review process was discussed. The Board agreed to add the review process and application acceptance process to the upcoming projects. There was discussion about adding a severance clause to the Sign Ordinance.

ACTION ITEM: Ms. Faulconer and Mr. Greenwood will look to confirm if there is a general severance clause for the entire Ordinance book.

Ms. Merrill asked about the ZBA requirement for the Accessory Dwelling Unit amended ordinance. Ms. Faulconer explained that there had been quite a lot of discussion by the Board with the idea being that the ZBA could review and impose additional requirements for aesthetics and items of that nature.

The Board discussed upcoming schedules and Board member conflicts.

The discussion with possible alternates will remain on the agenda for June 6th; the project list will be reviewed on June 20th.

Ms. Merrill said she had the information on the “projector project”; she will speak with Board of Selectmen first as it is not just a Planning Board use. Agra-tourism was briefly discussed as this is still in the Study Committee at the state level. There was discussion about adding agriculture definition to the Ordinance. Ms. Croteau volunteered to work on this project as she had attended a workshop on this.

MM&S to adjourn at 9:10 PM. (Motion by Mr. Coffin, second by Mr. Landry) **PUNA**