

Kingston Planning Board

February 5, 2019 Public Meeting Minutes

Mr. Coppelman called the hearing to order at 6:45 PM; there were no challenges to the legality of the hearing.

Members present:

Glenn Coppelman, Chair
Peter Coffin, V. Chair
Phil Coombs, BOS rep.

Peter Bakie
Chris Bashaw
Ellen Faulconer, alternate
Robert Pellegrino, alternate

Members absent: Lynne Merrill, Steve Padfield, Alternate

Also present: Glenn Greenwood, Town Planner

Mr. Coppelman introduced the Board; he announced that Ms. Faulconer and Mr. Pellegrino would be voting members for this meeting. Agendas were distributed.

Agritourism

Mr. Coppelman suggested waiting until after the upcoming election to review this subject as the votes would have taken place to see how the Town voted on the Board's proposal and there would be the full elected Board at that point. The Board agreed; the topic will be added to the April 2nd meeting agenda.

Board Business

Correspondence:

- Letter received from Kingston Insurance Re: relocation to 53 Church St., Suite 11. The Board discussed procedures for approval and obtaining a Business Occupancy Permit (BOP). No one on the Board stated the need for any further review from the Planning Board, based on the use as described in the letter, as it is not only permitted but also a less intensive use.

MM&S that no further review is required; a letter will be sent in reply to the letter received by Kingston Insurance. (Motion by Mr. Coffin, second by Mr. Bashaw) **PUNA** Mrs. Faulconer will inform the Inspectors.

- Letter dated 2/5/19 from Jack's Towing was reviewed regarding use at the location formerly known as Little Old Lady Auto; activity remains the same with a sister company, described in the letter.

MM&S that no further review is required per the letter received from the Board; a letter to be sent to that effect referencing the letter; include language in the letter that any signage must be in compliance and requires a permit; the sign ordinance to be included in the letter. (Motion by Mr. Coffin, second by Mr. Bashaw) **PUNA**

- Notice received from the Town of Hampstead re: Large Water Withdrawal. Mr. Greenwood stated that he reviewed the material and spoken with the project hydrogeologist; due to the notification process, there may be an insignificant amount of land that might possibly be

included in the sphere of influence required by the State but there is no chance that the draw-down will be impacted; the hydrogeologist just wanted to err on the side of caution. It was determined that no further action was needed by the Board. The packet of information to be returned to the Selectmen.

- Input received from Inspectors re: possible violations of the sign ordinance in conjunction with recent past action by the Board. Mr. Pellegrino raised issues of sign allowances on Rte. 125; he suggested the possibility of loosening up a bit more and looking at it from another point of view. Ms. Faulconer suggested that Board members should review the ordinance as some allowances being suggested are already permitted. Mr. Coombs stated that business owners needed to be involved as there is an onus on them to speak to what they think is necessary. Mr. Greenwood stated that he thinks a lit "open" sign is more of a directional sign and not an "advertising" sign and the Board might want to review that item in the ordinance. There was some Board discussion regarding illuminated signs and the Rte. 125 corridor. Mr. Coppelman suggested that if the Board wanted to re-address the Sign Ordinance, it would be more appropriate after the upcoming election; he agreed that it would require public hearing and public input. Mr. Coffin added that the Board usually does a priority list for Ordinance/Regulation review after the election. Mr. Greenwood stated that he didn't want the sign ordinance to be detrimental. Mr. Coppelman said that it can this can be discussed in more detail when the Board decides to take it up after the election.
- Notice of legal hearing received
- Letter written by Mr. Greenwood, dated 1/10/19 to Berkshire Dominion was reviewed; the Board was told that the applicant, if going forward with the changes, would re-apply by April; Mr. Bakie questioned when the current plan had been approved. Mr. Greenwood answered that the current site plan had been approved in the 2015/2016 timeframe. Ms. Faulconer will add this letter to a "tickle" file for the Board to review for any compliance/enforcement at that time.

Policy Update:

Mr. Coombs explained that the Board of Selectmen (BOS) were reviewing a policy about public meetings and were encouraging other Boards and Committees to adopt. He stated that the BOS had a couple of revisions to a specific policy that they were looking at; once finalized, a copy would be given to the Planning Board to review. Mr. Greenwood stated that the Board's current policies and procedures should be included in the review to make sure that there is not a conflict created. Mr. Greenwood said the Board's policies could be changed and adopted at a public hearing. Ms. Faulconer will get a copy of the Board's policies to Mr. Coombs and have copies available for the Board for the next discussion.

File Retention: Ms. Faulconer reviewed the current State RSA's re: retention of files. The Board agreed that Ms. Faulconer can review the files to discard anything that obviously can be removed from the files per the RSA's. Anything questionable or controversial will be brought to the Board to determine any action.

MM&S to adjourn at 7:38 PM. (Motion by Mr. Coombs, second by Mr. Bashaw) **PUNA**