

Kingston Planning Board

May 7, 2019 Public Meeting Minutes

Mr. Coppelman called the hearing to order at 6:50 PM; there were no challenges to the legality of the hearing.

Members present:

Glenn Coppelman, Chair
Peter Coffin, Vice Chair
Lynne Merrill
Robin Duguay
Phil Coombs, BOS rep.

Peter Bakie
Chris Bashaw
Steve Padfield, alternate
Ellen Faulconer, admin. asst., alternate

Absent: Glenn Greenwood, Town Planner

Mr. Coppelman introduced the Board. He explained that Mr. Greenwood and Mr. Quintal would not be present this evening. There were no public hearings scheduled this evening.

Board Business

Correspondence:

Mr. Coppelman noted that Fire Chief Bill Seaman was present regarding a specific letter that would be taken out of order.

- Letter regarding fireworks storage had been distributed to the Board for discussion. Mr. Coppelman said that they had been before the Board last year and had been granted a temporary permit for 180 days and told they would need to come back to the Board for site plan. There was discussion regarding the requirements from the Fire Marshall for granting a temporary permit which was the request. Ms. Faulconer noted that the Board did not have an approval of the proposed use from the owner of the property which was the usual Board procedure. Chief Seaman reviewed the different requirements for temporary storage versus permanent storage; he said that there was a lease for the use on the property for fireworks storage; there had been on-going operation on the site for over 20 years. He added that Chief Briggs had told him that the State Police has records about the activity; the number of containers are less that when it was owned by Austin Powder; the activity is governed by the Fire Marshall and State Police; this use was a continuation of annual temporary storage.

MM&S that no further review is required pending receipt of a letter of approval from the land owner by June 1st. (Motion by Ms. Merrill, second by Mr. Bakie) **PUNA** (Passed unanimously)

- Letter from Freedom Pet Service for use at 34 Church Street, Unit 4.

MM&S that no further review is required per the activity described in the letter. (Motion by Ms. Merrill, second by Mr. Bashaw) **PUNA**

ACTION ITEM: Ms. Faulconer to send letter of confirmation

- Request for release of escrow from Apache Trucking; confirmed by the Board to release if no outstanding bills.

- Invoice for office laptop “okayed” to purchase.
- Budget reviewed
- Reply received from NHMA attorney re: no enabling legislation for PB counts on warrant.
- AAAL update - invitation to informational dinner meeting
- Invoice for Planner – approved to pay
- Land Use “correction” insert distributed

Agritourism Definition Review

The proposed wording and the event permit was distributed. Mr. Coppelman reviewed the previous discussion; the Board had not wanted to develop a full regulation instead using the special event review process with the idea that if the special event request had expanded to a recurring use, for example, then the Board of Selectmen (BOS) would refer to the Planning Board (PB) for review. The language will be put in “agritourism”. Ms. Duguay suggested that the word “activity” be changed to “event” for better continuity of language. Ms. Merrill agreed.

MM&S to change the word “activity” to “events”. (Motion by Ms. Duguay, second by Ms. Merrill)

Discussion on the motion: There was discussion concerning the word “activity” versus “event” in State law, the special event form and “agritourism”. Mr. Coombs added that issues for events was impact to traffic and neighbors. There was also discussion that if a site was not in compliance with its site plan then it would not be issued a special event permit. Per Mr. Coffin’s question, Mr. Coombs confirmed that a multiple event permit could be issued if within a reasonable timeframe and if it was the same activity. He suggested that three events over the course of a summer would be okay for a special event permit. Mr. Coombs suggested it would not be for a recurring item that required town resources. Mr. Bashaw reiterated that the process for a special event permit for this use would start with the BOS and then go to the PB if the BOS thought it was necessary. Per Ms. Faulconer’s question, the Board clarified that this was specific to occurring on a farm, not just an activity for someone’s yard. Mr. Coppelman added that it was uses in agritourism. Mr. Coppelman explained that this would be added to Site Plan regulations and would need to be posted and adopted at a public hearing. Mr. Coffin asked if the Board wanted to make any caveat that acquiring any State approvals or permits, like a restaurant would require PB review. Ms. Duguay suggested that those items would be flushed out within the special event permit process.

Vote on the motion: PUNA

MM&S to bring forward to the hearing on June 18, 2019. (Motion by Ms. Merrill, second by Mr.

Bashaw) **Discussion:** Mr. Coombs stated that it was well written and allows a lot of flexibility for both Boards. Mr. Bashaw said it had good flexibility for the applicants as well. Ms. Faulconer re-iterated that this process was for farms, not individual property owners who wanted to have a farm stand. The Board agreed.

Vote on the motion: PUNA

By-laws review

The Board reviewed the proposed draft as prepared from the Board’s previous review.

MM&S to accept as presented and to add the amended by-laws to the public hearing on June 18th for acceptance. (Motion by Ms. Merrill, second by Mr. Coffin) **PUNA**

Master Plan Update

Mr. Coppelman explained that Mr. Greenwood had provided the Board with suggestions on moving forward with the Master Plan update. There was discussion that included the Town doing it without outside consultants that would take a lot of time and include assistance from RPC (Rockingham Planning Commission); putting out to contract which would be costly; prioritizing chapters. Ms. Merrill expressed concern about not doing all the chapters at the same time to avoid inconsistency with data collected. Mr. Coppelman agreed that if the Plan was done piecemeal, then the entire document was not set at a point in time. Ms. Faulconer suggested that Mr. Greenwood could review and come back to the Board with a list of items that could be done in-house with similar timeframes. Mr. Coombs stated that, budget-wise, it was important to set a plan and control with a steady cost over 2 to 3 years. Ms. Merrill stated that the project itself was more than the planner could currently do.

ACTION ITEM: The Board, by consensus, directed Mr. Greenwood to come back with a recommended plan for the Board for discussion at the meeting on June 4th.

Minutes:

MM&S to approve the April 2, 2019 minutes as presented. (Motion by Mr. Coffin, second by Mr. Coombs) **Motion carried 6-0-1 with Mr. Bakie abstaining.**

The Board discussed the January 22, 2019 minutes for approval. The Board decided to amend the January 22, 2019 minutes by including the first sentence, comment #1, proposed in the paperwork handed to the Board at the March 5, 2019 meeting.

MM&S to approve the January 22, 2019 as amended. (Motion by Ms. Merrill, second by Mr. Coffin) **Motion carried 2-0-5** with Mr. Coombs, Mr. Coppelman, Mr. Bakie, Mr. Bashaw and Ms. Duguay abstaining.

MM&S to add the notations brought to the Board to the March 5, 2019 minutes as an attachment and accept those minutes as amended (the attachment). (Motion by Ms. Merrill, second by Mr. Coffin) **Motion carried 3-1-3** with Mr. Coombs opposed, Ms. Duguay, Mr. Bakie and Mr. Bashaw abstaining)

RPC: Mr. Coombs asked the Board if there were reasons to continue as members to the RPC. Ms. Faulconer suggested that this would not be the time to leave the Commission if the Town was thinking of using their services for the Master Plan as it would be more expensive. Mr. Coppelman discussed the purpose of the RPC including facilitating and fostering regional collaboration with surrounding Towns, transportation issues vetted through the Metropolitan Planning process giving the Town a “seat” at the regional table. He said that being in the RPC was bigger than just when the Planner was provided through them. It was noted that when doing the Master Plan, all the data and other professional help comes from the RPC; if the Town had to outsource those services, the expense would be greater. Ms. Faulconer spoke about transportation aspects through the RPC that included the TAC and MPO (Transportation Advisory Committee and Metropolitan Planning Organization) and Kingston being represented on those committees and its impact on Transportation issues including Rte. 125. Mr. Bashaw stated that he recalled that when determining the Planner contract issues, Mr. Greenwood encouraged staying with the RPC. Ms. Merrill also recalled having contact with the RPC when needing some sort of professional for the Board.

Alternate: Ms. Merrill asked about advertising for an alternate for this Board along with other committee needs.

ACTION ITEM: Ms. Faulconer will follow-up with the BOS and their Administrative Assistant on this.

Board Training: Mr. Coppelman reviewed the arrangement for the Town's Board training: June 27th from 6:30 – 8:30 PM. He and Mr. Greenwood will be reaching out to other Boards to save the date with additional information.

ADU Ordinance: Mr. Coffin and Mr. Coppelman will get together to work on an outline or draft prior to any Board discussion.

MM&S to adjourn at 8:35 PM. (Motion by Mr. Coombs, second by Mr. Bashaw) **PUNA**