

Kingston Planning Board

February 4, 2020

Public Meeting

Minutes

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

Members present:

Glenn Coppelman, Chair

Peter Coffin, Vice Chair

Chris Bashaw

Phil Coombs, BOS rep.

Peter Bakie

Robin Duguay

Steve Padfield, alternate

Ellen Faulconer, alternate/admin. asst.

Members Absent: Lynne Merrill

Also present: Glenn Greenwood, Town Planner

Mr. Coppelman introduced the Board noting that Mr. Padfield would be a voting member.

Mark Viens

D and M Holdings, LLC

1 Diamond Oaks Boulevard

Tax Map: R3-4 LU 2

<Board note: This portion of the meeting began at 6:45 PM> Mr. Coppelman read the legal notice and invited Mr. Viens to join the Board. Mr. Coppelman noted that Mr. Greenwood had handed out his comments regarding the proposal; plans were distributed. Mr. Viens explained that he wants to add an 8 x 12 lien-to type addition to the building for a mechanical room. Mr. Bashaw suggested reviewing Mr. Greenwood's comments. Mr. Coffin questioned whether the lot coverage needed to be amended so the plan notes would be accurate. Mr. Bashaw that it was unlikely the percentage would change significantly by the addition of 96 sq. ft.; Mr. Coppelman agreed.

Mr. Greenwood said that the proposal met all the requirements for expedited review per 904.3(D) of the site plan regulations: there is an approved site plan for the property on file in the PB (Planning Board) office; the expansion does not constitute a change of use; the proposal does not result in expansion greater than 7% of the original structure's size; all other requirements of site plan review are satisfied; all site activity must presently conform to the existing approved site plan; twelve copies of the revised site plan shall be submitted.

MM&S to grant the expedited review and not require a new plan as it meets the requirements of 904.3(D) (as noted in Mr. Greenwood's comments dated 1/30/2020 for the 2/4/2020 hearing) and to approve the proposal as it met all of the conditions. (Motion by Mr. Bashaw, second by Mr. Bakie) **PUNA** <Board note: This portion of the meeting ended at 6:57 PM)

Board Business

Correspondence:

- Diamond Oaks waiver request for full amount of engineering escrow for two applications. The Board reviewed the request and the amount currently in the account. Mr. Coombs said he was not opposed to waiving the full amount for the "dormer" application but not for the residential use application. Mr. Bashaw stated that due to some of the unknowns for the application, he would defer to the BOS. Mr. Coffin said he was more inclined to have a new amount totaling \$5000. Mr. Greenwood said that it would not be out of the ordinary for the Board to agree that the \$1000 was enough for the dormer application review and request the applicant meet the \$5000 requirement for the residential use application. The Board confirmed that should the escrow amount become depleted, the Board had the authority to ask that it be replenished. Mr. Bakie said that there is usually \$5000 per application and suggested that both applications total to \$5000 which would be requiring an additional \$4000 be added to the escrow.

MM&S to require a total of \$5000 to cover both applications for Diamond Oaks. (Motion by Mr. Bashaw, second by Mr. Coombs) **PUNA**

- Letter of denial for a trail at Camp Lincoln received from DES.
- Spring Planning and Zoning Conference information received; any Board member interested should contact Ms. Faulconer about registering. Mr. Greenwood stated that the conference often fills up by the first week of March.
- Invoice from RCCD re: site walk and report for Bresnahan, Marshall Rd; invoice signed by the Chair.
- Letter received from Robert Kalil re: operating a vehicle sales business at 5 Route 125 called "Truck World". Mr. Greenwood stated that the Board would usually receive a request from the State confirming compliance in order to get the State license; there were comments regarding current activity on the site, compliance concerns, questions regarding the actual use on the site and number of business activities on the site. The Board had received a question from the Building Inspector about whether a review of the site was warranted with questions concerning such items as whether the berms were properly functioning. Mr. Greenwood said that required clear travel lanes haven't been there for at least 8 months; there were multiple non-compliance issues on the site. He suggested letting Mr. Kalil know that when the Board receives the permit from the State, he may need a site visit or a visit to the Board. Mr. Coppelmann suggested chatting with him before the permit arrives to get all concerns addressed prior to the permit arriving.

ACTION ITEM: Mr. Greenwood will send a letter to Mr. Kalil that includes information regarding the site plan and issues still on the site and issues from Inspectors and will invite him to meet with the Board on March 3, 2020.

- Release of escrow request from Mr. Fraser; Ms. Faulconer will confirm that all invoices have been received and charged accordingly before final release is given to the Financial Officer.
- Release of escrow request from Mr. Pryor; Ms. Faulconer will confirm that all invoices have been received and charged accordingly before final release is given to the Financial Officer.
- Draft Conditional Use Permit (CUP) form for Accessory Dwelling Units (ADU) was reviewed by the Board in anticipation of upcoming election.

MM&S to accept the “Application for CUP for ADU Detached or Connected” as presented. (Motion by Mr. Coombs, second by Ms. Duguay) **PUNA**

Mr. Bashaw suggested a Letter to the Editor explaining the upcoming warrant articles would be helpful for the public.

MM&S for Glenn Coppelman, as Chairperson of the Planning Board, to write an explanation of the warrant articles to submit as a Letter to the Editor on the Board’s behalf. (Motion by Mr. Bashaw, second by Mr. Coffin) Motion **passed 6-0-1** with Mr. Coombs abstaining.

- Ms. Faulconer explained issues with full plan sets not being received for conditional approvals where changes had been made.

MM&S to require complete plan sets (one for the PB, one for the Building dept.) be submitted along with the mylars for signing when plans were conditionally approved and changes made to the plan were not available in the Boards’ plan set at the time of the approval. (Motion by Mr. Bashaw, second by Mr. Bakie) **PUNA**

Other: Driveway permits/Permit fees

Mr. Coombs reviewed concerns currently being dealt with for a property in a subdivision that occurred in the 1970’s. Due to some of the issues arising from this, the BOS feel that every driveway in Town needs a driveway permit including those driveways off of State roads. He stated that the State is only concerned with the initial area of the curb cut, 10 to 15 ft., but the Town still needs to make sure the driveways meet specifics such as life safety issues and stormwater management. Mr. Coppelman confirmed that the idea would be to also require a State permit off of a State road. Mr. Coombs said that Driveway regulations are under the Planning Board and the BOS would like that added. He continued that the fee schedules for Inspections are being removed from ordinances and regulations so there can just be a fee schedule in the BOS office with changes made as necessary. He stated that ultimately, the driveway fee schedule is up to the PB but would be available in the BOS office. The Board agreed to post the changes as requested for a hearing on the April 7th agenda. There was discussion about other sections of the Driveway regulations that was a broader topic; it was suggested that this be one of the Board updates that are determined after the March election.

MM&S to adjourn at 7:50 PM. (Motion by Mr. Coombs, second by Mr. Bashaw) **PUNA**