

**Kingston Planning Board  
Public Hearing  
Minutes**

**July 18, 2017**

The Chairman 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	Ernie Landry, alternate
Lynne Merrill	Robert Pellegrino, alternate
Mark Heitz, BoS rep. (arrived with meeting in progress)	
Ellen Faulconer, alternate/admin. assist.	

Members absent: Chris Bashaw, Peter Bakie

Also in Attendance: Glenn Greenwood, Circuit Rider Planner

Mr. Coppelman announced Mr. Landry and Ms. Faulconer would be voting members this evening. He noted there were three sets of minutes to approve this evening.

**Board Business:**

**Critical Correspondence:**

- Letter from Dept. of Safety from Durham School Services – the Board reviewed the file and determined that the use of the fleet station had been previously approved; the Chairman signed the form to forward to the Board of Selectmen adding that no vehicles for sale were to be displayed; signage per the sign ordinance is permitted; there are no separate business units on the site.
- State subdivision approval for Bartlett subdivision was received; the Board is awaiting additional funds for escrow to pay for pending invoices. 's
- Release of bond request for Pellegrino/LeFevre, LLA – the Board approved okay to release.
- Bond expiration received from Traveler's – approved as okay from the Board.
- Invoice received for AAAL – Ms. Faulconer stated that AAAL will be sending additional funds to pay the invoices; they were signed by the Chair.
- Invoices received for Bartlett subdivision from Town Engineer and Circuit Rider; approved and signed
- Bond Balance list reviewed; the Board approved the release of the following bonds: American Tower, Montana Realty Trust, YMCA/Camp Lincoln, Trendezza – 3 bonds
- There was discussion regarding sign compliance; question asked by the "Stove" business on Rte. 125, the Board determined that "feather" banners were not allowed by the

ordinance and the location on the property was not a factor; Ms. Faulconer can tell the business owner that a directional sign was allowed without an additional permit and could be used or he could go to the ZBA.

- The Board instructed Ms. Faulconer to send a letter to Swings and Things reminding them of the sign ordinance and that “feather” banners are not permitted; contact Comac Well and Pump regarding the regulations for signage and that they are not allowed off-property, specifically telephone poles; letter to Campers Inn regarding the multiple signs on the fence that are not permitted.
- Information received from RPC regarding the Technical Assistance Grant for the MS4 requirements; Mr. St. Hilaire has been in contact with Mr. Greenwood about this; he will let Mr. St. Hilaire to get in touch with the Planning Board for any assistance they can provide.
- Answers received for the ECSI case; awaiting Judge’s decision.
- Town and City magazine, July/August

**MM&S to accept the minutes of June 6, 2017 as amended by correction “Mr. Merrill” to “Ms. Merrill” on p. 5.** (Motion by Mr. Coffin, second by Ms. Croteau) **Motion carried 5-0-1** with Ms. Merrill abstaining.

**MM&S to accept June 20, 2017 as written.** (Motion by Mr. Coffin, second by Mr. Coppelman) **Motion carried 3-0-3** with Mr. Landry, Ms. Croteau and Ms. Merrill abstaining.

The Board reviewed the minutes of June 27, 2017 as there was concern regarding appropriately reflecting the mandatory requirements of the Board’s hydrogeologist; the Board agreed that the intent of adding the “recommendations” to the conditions was that they were mandatory requirements but wanted to make sure that was clear; Mr. Greenwood explained that he was sure that, during the discussion, the applicant was aware that it was mandatory. By consensus, the Board agreed to amend the minutes to clarify this intent.

*<Board note: Mr. Heitz arrived at this time.>*

**MM&S to accept the minutes of June 27, 2017 as amended; the amendment being to add the word “mandatory” after the word “following” and before the word “actions” on p.4, Section #4 of the minutes.** (Motion by Mr. Coffin, second by Mr. Landry) **Motion carries 3-0-4** with Ms. Croteau, Mr. Heitz, Ms. Merrill, and Mr. Coppelman abstaining.

The Board reviewed an application for the August hearing. There was discussion regarding the requirement in the regulations for two test pits. There were multiple items missing from the plan which will all be done prior to the August hearing. Any changes will be brought to the Planning Board as soon as possible. The application was added to the agenda.

The Board agreed that in the future, when changes are made to plans, only the changed pages will be required to be re-submitted for distribution; 12 copies will still be required.

The application paperwork was reviewed in light of previous submissions that had been missing items required for a complete application. Mr. Heitz suggested including the subdivision and/or

site plan requirements in the packets with an area for the applicant to "check-off" and have the engineer sign to confirm the checklist is complete. Mr. Pellegrino agreed adding that an engineer is paid to do a job and it is expected that it is complete. The Board continued discussing this issue and want the application checklist to include the requirement that there is a notation on each item as to the page that the requirement can be found. Mr. Landry suggested that the hydrogeologic study be included as a requirement; the Board decided that the zoning designation could be broken out with the notation that if in APO there is a hydrogeologic study required, as an example but to also expand this to include any additional studies required for Shoreland, Wetland and Aquifer. The requirements for the hydrogeologic study was reviewed. Mr. Landry added that a recent application took 6 months to provide the hydrogeologic study.

Mr. Coppelman stated that the CIP Committee needed to be reconstituted; the requests for submissions usually get sent out in August; there are usually 3 PB members, 2 BudCom members and 1 Board of Selectmen's representative. Mr. Coppelman explained the process. Mr. Heitz will confirm the Selectmen's representative and get back to the Planning Board; Ms. Croteau will volunteer for the BudCom but will check with that Board; Mr. Landry, Mr. Coppelman and Mr. Coffin volunteered to represent the Planning Board. Mr. Landry said that many submissions come in after the deadline, wasting time for the Committee; he suggested that the letter clearly states that the deadline means "deadline"; there were additional suggestions that only those submissions received by the deadline would be included in the revised CIP.

### **Upcoming Projects:**

The Board discussed possible projects for the upcoming year; Mr. Coppelman suggested a smaller list with someone championing each project and working on it.

- Ms. Merrill: permitted uses within certain zones
- Mr. Coffin: procedures for election of officers; he noted that the current procedures are very good and follow state statutes.

The Board discussed procedures for the projects; any ideas or comments should be sent to the office and Ms. Faulconer will forward to the person heading the project.

- Mr. Coffin: sign ordinance to confirm that in compliance with Supreme Court decision specific to not having requirements regarding content; he'll review RPC's suggested wording. Mr. Coppelman suggested that anyone with specific suggestions should bring them in writing to the Board as it works better with something in front of them to review.

Ms. Faulconer had a list of some issues that the Board members had previously discussed or noted as well as some items from discussions with Inspectors.

- The Fire Chief has asked that the Driveway Permit regulations add in a sentence regarding complying with the Fire Code. Ms. Faulconer to get the specific code(s) from the Fire Chief to add to the regulations.
- The Road Agent sent an email regarding Stormwater regulations, updates and follow-through.
- Mr. Landry's "lessons learned" had already been discussed except for the application including the dates that permits were applied for; this will be added to "list" previously discussed during this meeting.

- Article 104: clarify "special exception" section of 104.5 "J" – specifying what it applies to and whether it belongs in the ordinance; make the unnumbered paragraph after "J-5" to be numbered "K" – Mr. Greenwood and Ms. Faulconer will work on this for the Board.
- "Definitions/continuity" – this had been an item brought up by Mr. Bashaw so will be "assigned" to him pending his confirmation.
- Ms. Croteau will work with Mr. Coppelman on the definition of agriculture.

**Board Business, continued:**

The Board reviewed the upcoming calendar; August 1<sup>st</sup> currently has nothing on the agenda; the Board members can use that date to work on projects individually so it was decided to cancel that meeting. "Projects" will be added to the August 15<sup>th</sup> agenda.

Mr. Coffin had new information regarding lot merger forms; he will provide the information for Ms. Faulconer to discuss with the Selectmen's staff.

Ms. Faulconer will prepare a draft budget for the Board's review at the August 15<sup>th</sup> hearing.

Mr. Coppelman signed the Circuit Rider contract.

Meeting was adjourned at 8:35 PM.