

**KINGSTON PLANNING BOARD**  
**September 1, 2020**  
**Public Hearing**

**Minutes**

The Chairman called the hearing to order at 6:30 PM; he noted a quorum present through the Zoom platform for a remote hearing; there were no challenges to the validity of the hearing. Mr. Coppelman began the hearing by reading the Right-to-Know checklist explaining the requirements, workings and access information for the remote hearing via the Zoom platform; he explained the ability to contact the Planning Board through emails and the phone, both options were being monitored during the hearing.

A roll call vote of the Board members present occurred; each member noted that there was no one present with them in the room while attending this meeting.

Members present at the roll call vote:

Glenn Coppelman, Chair

Lynne Merrill, V.Chair

Chris Bashaw

Ellen Faulconer, alternate/admin. asst.

Peter Coffin

Robin Duguay

Peter Bakie

*<Board note: Phil Coombs joined the hearing in progress; was not present for the original roll call vote.>*

Members absent: Richard Wilson, BOS rep., Steve Padfield, alternate.

Also present: Glenn Greenwood, Planner

Mr. Coppelman announced that Selectman Coombs was expected to be replacing Selectman Wilson for this hearing and would be joining the meeting in progress.

**Fieldstone Industrial Park**

**34 Route 125**

**Tax Map R2 Lot 13**

Mr. Coppelman read a request from Doug McGuire, engineer on the project, for a continuance. Mr. Coffin questioned how this impacted the 65-day time clock; Mr. Greenwood said that this is suspended due to the Governor's Emergency orders. The upcoming meeting dates were reviewed; Ms. Merrill suggested that it would be better to have everything complete and prepared.

**MM&S to continue to October 6 at 6:45 with any new plans and materials due to the office by noon on September 24<sup>th</sup>.** (Motion by Ms. Merrill, second by Ms. Duguay) Roll call vote on the motion:

Glenn Coppelman - yes

Peter Coffin - yes

Lynne Merrill - yes

Robin Duguay - yes

Chris Bashaw - yes

Peter Bakie – yes

**Motion passed unanimously.**

### **Board Business**

#### **Correspondence:**

- Follow-up on the Dealer plate applications received for the same address: AJA Auto Repair, LLC for Retail Vehicle plates and Nationwide Recovery Services for Transporter plates. Mr. Greenwood said he drove by the site and there were several items out of compliance although he had yet to contact them. He will contact them about compliance and will contact the dealer desk to let them know the status.
- Memo from the Building Inspector regarding a complaint received concerning cutting trees/road building on Lefevre Drive. Mr. Greenwood told the Board that he met with the Ingalls on Monday explaining that there was an approved subdivision plan that required a bond be in place; any non-compliance was currently with the Board of Selectmen and was not currently under the purview of the Planning Board.

**MM&S to accept the June 30<sup>th</sup> minutes as submitted.** (Motion by Mr. Coffin, second by Mr. Bashaw) Roll call vote on the motion:

Glenn Coppelman - yes

Peter Coffin - yes

Lynne Merrill - yes

Robin Duguay - yes

Chris Bashaw - yes

Peter Bakie – yes

**Motion passed unanimously.**

- The Board reviewed the proposed 2021 budget; increases were due to specific upcoming proposals that will be coming before Board that might require additional surfaces for engineering and consultants. Mr. Coppelman noted that the BOS discussed a proposal to upgrade the audio/visual at their recent meeting. The “contracted services” line was explained. Mr. Bashaw stated that he thought the proposed budget is appropriate as the Board would need the resources to assist the Board in reviewing projects that could possibly bring revenue to the Town. Ms. Faulconer told the Board that while the Town Hall was closed earlier in the year, she had been going through existing paperwork to make room in the files. She stated that, while not in the upcoming budget proposal, the Planning Board office was running out of room and would become a problem in the near future. Mr. Coppelman stated that at their last meeting, the BOS was discussing the possibility of digitizing documents at the Town Hall.

*<Board Note: Mr. Coombs joined the hearing via Zoom at this time.>*

Mr. Coombs said that the BOS was getting a quote to digitize all departments in the Town Hall which would go into the CIP for the next couple of years and be put in the

CIP queue. Mr. Coppelman reviewed the Board's budget discussion for Mr. Coombs benefit. He explained that the 8% increase may have some off-setting revenue due to the anticipated projects. Mr. Bashaw added that there should be consideration given to the increase as it will be for reviewing projects that, if approved, would increase the tax base. Mr. Coombs commented that at the end of the day, the Planning Board budget isn't going to break the budget. He added that it was a valid point that there are major things going on for the Board to review. Mr. Bashaw noted that the projects will stimulate the Town's economy.

**MM&S to submit the budget as presented.** (Motion by Mr. Coffin, second by Mr. Bashaw)  
Roll Call vote on the motion:

Glenn Coppelman - yes

Peter Coffin - yes

Lynne Merrill - yes

Robin Duguay - yes

Chris Bashaw - yes

Peter Bakie - yes

Phil Coombs - yes

**Motion passed unanimously.**

- The Board reviewed an item that had previously been discussed at a Planning Board meeting that had then been discussed by the Board of Selectmen at last night's meeting. Mr. Coppelman said that by a unanimous vote, the Planning Board determined that site plan review was required. He added that he was aware that the BOS' representative to the Planning Board was not at the BOS meeting due to vacation and therefore was unable to convey that information to the Board of Selectmen (BOS). Mr. Coombs said that the BOS was approached by the Vets Club about expanding the use of an approved commercial kitchen and that they should start by getting the required State approvals but also needed to go to the Planning Board (PB). Mr. Coombs added that a letter was sent to the BOS; he asked if the PB had received the letter. Ms. Faulconer added that the letter had not been sent to the PB; he stated that the Board should get the letter; he added that the Vets Club was trying to raise revenue to keep the club going. He stated that if they needed to go for an expansion, they would need to go to the PB. Mr. Coppelman asked if the BOS thought about a "Hawkers and Peddlers" license as an interim step. Mr. Coombs stated that the BOS didn't think they fit those requirements. Mr. Bakie suggested looking at the letter to see if they needed a site plan. Ms. Merrill stated that, as required by the Board for other similar uses, the tenant needed to contact the Planning Board with a letter of the proposal. Mr. Coombs said that the BOS got the letter last night and the PB should have a look at it; he questioned whether they would need to do a full site plan without a previously approved plan. Ms. Duguay questioned if they were using a mobile food unit. Mr. Coombs said they proposed prepping the food in the inside kitchen. Mr. Coombs agreed that Susan (BOS Admin.) would hold off on sending a letter to the applicant until the Planning Board reviewed the letter. Ms. Duguay said she had reached out to other Towns regarding regulations on food trucks and would hope to

hear back soon. There was continued discussion on food trucks, the pandemic and economic issues, length of time allowed for mobile food units, outside cooking, governor's orders and outside dining, required local review. Mr. Coombs agreed that if the Planning Board thinks the review is necessary then the applicant needs to go to the Planning Board. He re-iterated that the letter from the BOS to the applicant can wait until the PB review. Ms. Faulconer will get the letter and distribute it to the Board for review at the next meeting.

- Mr. Bakie asked when the PB would be holding the meetings in person again. Mr. Coppelman asked that each Board member think about this for the discussion that can be held at the next meeting. Mr. Coombs suggested that they can adapt the seating and cleaning in the Town Hall to accommodate the Board. Ms. Faulconer will send out information for the Board to review from the State and NHMA and health officials.
- Mr. Greenwood brought a question from a woman who want to do a Yoga School at Reynold's RV. Mr. Greenwood asked if the Board thought it was a change of use; the site has a lot of parking; it would be open several hours a day but not every day of the week; there is a site plan that includes the existing building. Mr. Greenwood said that the proposal can't be accepted under the "expedited review" as it is a completely different use. He explained that he wasn't asking if the Board wanted a review, as it was required; he wanted to know if the Board would accept the applicant using the existing plan or whether a new plan was required. Mr. Coppelman asked if there were any physical modifications; Mr. Greenwood said there were none. Ms. Faulconer confirmed that utilizing the existing plan would be able to be approvable, just not recordable. Mr. Greenwood agreed adding that the Board could have a Notice of Decision recorded. There were questions about what else was in the building including restroom facilities; requiring a recordable affidavit. Mr. Greenwood affirmed that a site plan review with abutter notification and department comments would still be required. Ms. Faulconer noted that the Board has done similar review in the past; Mr. Greenwood agreed that, while it was not done often, it has been done. The Board discussed differences between having an establishment for a yoga instructor/life coach and an educational facility; recreational uses; allowed uses in the C-III zone. Mr. Greenwood confirmed that there would be a recordable document at the end of the review if there was an approval.

Upon confirming that there was no further business, Mr. Coppelman declared the meeting adjourned at 7:40 PM.