



PLANNING BOARD
TOWN OF EAST KINGSTON
New Hampshire

2016-2017
Joe Cacciatore, *Chairman*
Dr. Robert Marston, *Vice Chairman*

MINUTES
Regular Meeting 19 January 2017
7:00 pm

AGENDA:

- ◆ **Call to Order**
- ◆ **Review** of the Growth Management Ordinance/Elderly Housing Ordinance
- ◆ **Review** of the Sign Ordinance
- ◆ **Board Business**

CALL TO ORDER: This meeting of the East Kingston Planning Board was called to order at 7:00 pm.

Members Present: Chairman Joe Cacciatore. Vice Chairman Dr. Robert Marston, Joshua Bath, Bill Caswell and Ex-Officio Richard Poelaert. Chris Delling was excused.

Advisors present: Rockingham Planning Commission (RPC) Senior Planner Ms. Julie LaBranche.

Residents present: Bud Staples, President of the Country Hills Homeowner's Association.

Minutes

Mr. Cacciatore asked for a **MOTION** to approve the December minutes.

Mr. Bath **MOVED** to approve the December minutes as presented; second by Dr. Marston. The vote was unanimous.

Discussion with Mr. Staples

Mr. Staples explained to the Board there had been an issue with a renter of one of the units and a question if that person was over 55 to be in compliance with the mandates for the community and the Town. They have since dealt with that issue, but it has brought up the need for several condo documents to be updated.

There are 4 pages of reference to expandable land in the Declaration, which is no longer viable or current, that they would like to have removed as it is confusing to buyers. They will also have some other changes to their By-Laws.

Ms. LaBranche noted as those documents were part of the original subdivision approval, changes to any of the documents would need to come before the Planning Board for approval. The Homeowner's Association should have their changes reviewed by a lawyer on their end, and then everything would need to be sent to the Town Attorney for his review. The Homeowner's Association would be responsible for the fee for the review by the Town Attorney.

Mrs. White noted they would also need to include a copy of the minutes from the meeting for the vote on the changes, and a list showing how the members voted. It would need to show a 67% vote.

Mr. Staples noted they have made some changes along the way and had not come to the Town. Mrs. White will make a copy of what the Town has on file so Mr. Staples can compare any changes that have been made since and submit them along with the new changes.

Mr. Staples thanked the Board for their time.

Continued Review of the Growth Management Ordinance/Elderly Housing Ordinance

Mrs. White had not completed updates from Mr. Moreau on the streets with discrepancies. We will review again in February.

If the accessory dwelling units are going to be added to the chart in a separate category as suggested, there will need to be research done for that. This table will be presented to the Board at a later date.

Signs

Ms. LaBranche handed out a marked-up copy of the existing sign regulations and reviewed with the Board. She noted that reference to signage is in the Site Plan Review Regulations section. There is nothing regarding signs in the subdivision regulations. This could be visited at a later date to see if anything needs to be included in that regulation.

Ms. LaBranche noted that with the changes to the laws regarding signs, the Town cannot dictate what the content of any sign can be as long as it is not sexually explicit or offensive. What can be regulated is size, color, illumination, location, and the number of signs allowed.

For the most part, the Town's ordinance for signs was fairly good, but parts need to be updated to incorporate the new laws. She suggested adding a Purpose statement which would refer to traffic safety, aesthetics, and compliance with Master Plan goals. Her suggested updates are: Section (c) Paragraph i) should specify approved sign size. Paragraph ii) should include that the 20' height restriction was for residential signs as well. It was also suggested that allowance for additional signs for drive-thrus, traffic circulation, special events, and sale or lease might be added to paragraph vi). She recommended that the notation "*enter and exit signs*" be changed to "*traffic directional signs*" in paragraph (e) and that that phrase "*one of each for each driveway entrance to the site*" be removed.

Mr. Bath asked if Ms. LaBranche would craft a purpose statement; she said she would.

Mrs. White noted there was also reference to signs under General Provisions Section F. Ms. LaBranche reported that section needs no changes.

Ms. LaBranche asked if the Board would review her suggested changes and they would address this at next month's meeting.

Other Business

Sign Question

Mr. Bath inquired if the approval for the sign at the entrance to the light industrial park for "Repairable Wrecks" was a one-time approval for that business only. Ms. LaBranche noted it was; permission for the extra sign was granted because they were an inspection station and their name could not be easily read on the main marquee. Mr. Bath reported there is a different name on that "post" at the present time.

Mrs. White will let Code Enforcement know.

Conflict of Interest

Mr. Cacciatore noted that the old post office building has been sold and the new owners would be coming before the Board to open a business. Since he was involved in the sale of the building, he would be excusing himself from those discussions.

Accessory Apartments

Ms. LaBranche asked if the Board wanted her to put together some sort of fact sheet so that residents would understand why the changes were made for accessory apartments to comply with the state changes that were coming in July. Mr. Poelaert said it should be on the Town web site and copies available at the Town Hall and at the Deliberative. Ms. LaBranche will make a poster for the Deliberative. The Board thought that would be a good idea. Ms. LaBranche will do this and send to Mrs. White to forward to the website manager.

Adjournment

MOTION: Dr. Marston **MOVED** the Planning Board adjourn, Mr. Bath seconded. The motion passed unanimously.

Dr. Marston closed the meeting at 8:00 pm..

The next Planning Board meeting will be on February 16, 2017.

Respectfully submitted,

Barbara White

Planning Board Secretary

Joseph Cacciatore

Chairman

Minutes approved February 16, 2017

Ms. LaBranche noted she had made the following revisions to the Ordinance. Table 2 had been updated to reflect school enrollment numbers for the current year. Enrollment had increased as follows: K-G5 - 12 students; G6-G8 - 8 students; G9-G12 - 5 students for a total of 25 students.

Ms. LaBranche opined updating this ordinance would be an excellent project to work on for 2017. A good portion of the information is based on older data and will need in-depth research to update. Most of the updates are needed in Section C which covers Populations, Housing Stock, Municipal Services, Property Valuations, Capital Expenditures, and the CIP.

Ms. LaBranche suggested the \$2,000 in the budget could be used towards these updates, as it would take more hours than allocated in the circuit rider's contract to the Planning Board. Information would need to be collected from the 5 surrounding towns for the updates. She would be devoting most of her circuit rider time updating the subdivision regulations next year, so work on updating this ordinance would be a separate project.

Mr. Bath asked at what point does it become critical for the updating of Master Plan? Ms. LaBranche said statute recommends updating it every 5-10 years, but there is no penalty for not doing so. There has not been a lot of growth or growth pressure, so a lot of items have not changed since it has been written.