



PLANNING BOARD
TOWN OF EAST KINGSTON
New Hampshire

2012-2013
Ed Warren,, *Chairman*
Dr. Robert Marston, *Vice Chairman*

MINUTES
Regular Meeting 21 February 2013
7:00 pm

AGENDA:

- ◆ **Call to Order**
- ◆ **Public Hearing** for Lisa McCarthy, 59 Sanborn Road, MBL 08-02-27 for a Home Occupation to conduct quilting classes.
- ◆ **Public Hearing** for Site Plan Review for Erin Kearney, 24 Powwow River Road, to operate a private preschool at 14 Powwow River Road, MBL 10-03-09.

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

ROLL CALL: Mrs. White called the roll.

Members Present: Chairman E. Warren. Mr. J. Bath and Ex-officio Mr. M. Cook. Dr. R. Marston and Mr. J. Cacciatore were absent due to other obligations.

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

Others Present: Lisa and Thomas McCarthy - applicants; Erin Kearney - applicant; Mr. Brad Jamieson - owner of 14 Powwow River Road.

Board Business

Minutes

Mr. Warren asked for a motion on the January minutes. Mrs. White presented two corrections to the minutes and the decision to the Board. In the discussion of the Masone site plan and decision, the term Conservation Commission Chairman was corrected to refer to the Conservation Commission only and in the decision, the term Occupancy Permit was changed to Building Permit.

MOTION: Mr. Bath **MOVED** to approve the January minutes as amended; Mr. Cook seconded.
The motion was unanimous.

Public Hearing for Lisa McCarthy, 59 Sanborn Road, MBL 08-02-27 for a Home Occupation to conduct quilting classes.

Mr. Warren opened this public hearing and invited Mrs. McCarthy to the front to present her intentions for a home occupation to the Board.

Mrs. McCarthy explained she was a certified quilt instructor for Judy Niemeyer quilts. She would like to offer quilt classes on Tuesday and Thursday evenings and an occasional Saturday or Sunday at her home under the name of *Compass Point Quilts*. She anticipates the average class would consist of approximately six students.

Mrs. McCarthy indicated she conducted most of her classes at quilt guilds, shops and events, but would also like to offer classes from her home.

Mrs. McCarthy requested operating hours of 9:00 am to 9:00 pm Monday through Sunday. She noted there would be an occasional UPS delivery, and supplied a drawing indicating that the driveway space was large enough for 8-10 cars. A 2 ^{1/2} x 4 flag would be mounted on the side of the house.

Mrs. McCarthy indicated the only materials and equipment to be used for this home occupation would be fabric and sewing machines.

If approved for this home occupation, the intent is to renovate the garage into a studio space so students would not need to transport sewing machines and class materials up and down stairs.

Mr. Warren opened the floor to abutters. There being none, he closed the floor to abutters.

Mr. Warren indicated that Mrs. McCarthy's home occupation meets the ordinance, and asked for Board discussion/questions. There being no discussion, he asked for a MOTION on this home occupation.

MOTION: Mr. Bath **MOVED** to recommend the home occupation for Lisa McCarthy, 59 Sanborn Road, MBL 08-02-27 for a Home Occupation to conduct quilting classes dba Compass Point Quilts to the Selectmen; Mr. Cook seconded. The vote was unanimous.

Mrs. White indicated she would send a letter of recommendation to the Selectman and copy Mrs. McCarthy.

Mr. Warren closed the public hearing. Mrs. McCarthy thanked the Board for their time.

Public Hearing for Site Plan Review for Erin Kearney, 24 Powwow River Road, Kingston, NH to operate a private preschool at 14 Powwow River Road, MBL 10-03-09.

Mr. Warren opened this public hearing and invited Ms. Kearney to come to the front and explain to the Board what it was she wanted to do. Ms. Kearney noted she had her Associates' in general studies with a focus on early childhood education, and was working on her Bachelors' at the present time.

Ms. Kearney indicated she wanted to open a private preschool/kindergarten that would serve East Kingston/ Kingston area with hours of 7:00 am to 6:00 pm. Ms. Kearney indicated it was not a day care, but a school.

The ages would be 1 through 6. Ms. Kearney brought a copy of her business plan for the Board to review, which also covered handicapped accessibility.

Mr. Bath asked what was in place as far as fire protection. Mr. Jamieson indicated the system was a Class A addressable, monitored system which meets the current regulations and was considered to be the best system there is in short of a full sprinkler system. There were pull stations, audibles, heat and smoke detection and a 24-hour monitoring service. Mr. Warren, who is also the Fire Chief, explained that there were certain codes that apply when it comes to schools and children, NFPA1 and NPPA101 safety codes. He would coordinate with Mr. Jamieson on what was required. The Board could approve the school, but the space would need to conform to the state fire codes.

Mr. Bath asked about the water supply and septic system. Mr. Jamieson explained he had been coordinating with Jennifer Mates from the DES Drinking Water and Groundwater Bureau as far as choosing appropriate types of tenants to complement the existing water supply. He indicated he was going forward with the requirements for a public water supply as far as monitoring and reporting, and was going to be certified as a tester. Mr. Jamieson was coordinating with Russell Prescott on Monday to set up an electric timer on the sewage ejection pump for the septic system and a charting system for daily water usage.

Ms. LaBranche noted that Ms. Kearney's application stated a maximum of 21 children and up to 6 employees which would bring the number above what was stated in Ms. Mates' letter for her area alone,

which did not count any other tenants in the complex. Ms. Kearney indicated that due to space-per-child requirements and the size of the space, she could only be licensed for 15 children at the maximum.

Ms. LaBranche noted that there needed to be calculations for water and septic for each of the businesses in the complex. She also informed Mr. Jamieson that he would need to provide a report for any new proposed businesses' load on both the water and septic system for each proposed new tenant. There should be running tally of usage for the complex.

Mr. Jamieson noted he was working with Mr. Quintal on the Stormwater Management System and hopefully it would be ready for the March meeting. Ms. LaBranche indicated that there should not be any notes specific to current businesses on the plan to be recorded as they were transient and would change in the future. Ms. LaBranche recommended that Mr. Jamieson generate two separate site plans; one to indicate the outside spaces (parking (including ADA), circulation around the building, outdoor space for the preschool, etc.) and an interior space showing entrances/exits for each of the units.

For Ms. Kearney's pre-school plan, it would need to indicate the individual classrooms with hand wash sinks, the accessible bathroom and the outdoor space, as well as allocated parking spaces, and drop off and pick up circulation of students. Ms. Kearney stated that the intent was not to have parents drop off children, but to park and walk them into the school.

Mr. Warren asked for a Motion.

MOTION: Mr. Bath **MOVED** to conditionally approve the site plan for KidLogic with water and sewage calculations to be provided for the site; all fire and life safety and State requirements for the preschool to be met, and an inside and outside space plan to be provided. Mr. Cook seconded the motion.

Ms. LaBranche cautioned the Board against giving conditional approve for a plan for the preschool that they haven't seen yet. She noted they might want to reconsider waiting with the approval until they have had the opportunity to view the plan and make sure it contained everything it needed to, and reminded the Board they had not yet seen the entire site plan. Once it was approved, there would be no way to go back and make any changes. She recommended this public hearing be continued to the next Planning Board meeting in March.

In light of the Circuit Rider's recommendation, Mr. Warren asked if the Board wanted to withdraw the second and rescind the motion. Mr. Cook withdrew his second; Mr. Bath rescinded his motion.

Mr. Warren asked for a new Motion.

MOTION: Mr. Bath **MOVED** to continue the public hearing for KidLogic to the March 21st meeting of the Planning Board. Mr. Cook seconded. The motion passed unanimously

Ms. LaBranche suggested Ms. Kearney amend her application for the actual amount of children and workers anticipated. She also recommended it would be helpful to include a statement regarding food service and a narrative stating what the plans were for dropping off and picking up the children, including times of drop off and pick up and how long children would be outside.

Ms. Kearney thanked the Board.

Mr. Bath thanked Ms. LaBranche for her leadership in helping the Board make sure they were approving applications according to the RSAs and the ordinances.

Board Business

10 North Road - Mrs. White brought up an application for Rare Drive, Inc. which came to the Selectmen's Office. She had originally thought it to be the form for Mr. Jazbi on Haverhill Road, but now realized it was for a different business on 10 North Road which had been previously approved as a restoration

business, but not as a dealer. They will need to come before the Board for a change of use. Mrs. White will deliver a Change of Use form to them and let them know when the deadline for submission is.

March's Meeting - Mr. Tim Gramolini will be coming before the Board with an application for a butcher shop in Mr. Jamieson's complex, and Charlie Zilch will be coming before the Board with an application for Woldridge Lane.

Change in Noticing - Mrs. White had previously mentioned to the Board a suggestion for changing the deadline times so Public Notices can be submitted to the Carriage Towne News instead of the Exeter News-letter. She has researched and found that they could save almost 1/2 the amount on noticing by going with the Carriage Towne News (the Exeter Newsletter adds an additional \$30 for internet access which is non-negotiable and it goes with the noticing fee). She wanted to have permission from the Board to make the change. The Board agreed it would be a good change. The deadline schedule will be changed and the switch to the Carriage Towne News will start in April. The new deadlines for submission of applications will be on the Tuesday following the Planning Board meeting.

CIP - Mr. Cook noted the Planning Board is tasked to produce the CIP and he asked if they had yet done it. Mrs. White explained she had overlooked it this year, so it had not been done in a timely manner. She had gathered most of the information after-the-fact for the report, but was lacking one department's information. In the past, some departments had been untimely in their submissions or not responded to the letters for information at all. Mr. Cook noted if the Selectmen had known there was a problem, they could have done something about it. Mrs. White said for the next report, she will send out the letters requesting the information sooner and let the Selectmen know if there is any problem with departments responding.

Flood Plain Workshop Ms. LaBranche noted the Coastal Adaptation Work Group is presenting the sixth in a series of workshops on Flood Plain Management Workshop on Feb. 27 at Great Bay Estuary Center in Greenland. The workshop is free. Ms. LaBranche also noted that the State Alteration of Terrain Program has changed their reference documents to reflect the changes in 100 year storm event numbers.

Election of Officers - Mr. Warren stated that in March when the Planning Board holds their election of officers, he will not continue to serve on the Planning Board. He stated it has been an honor to serve on the Planning Board and as Chairman, but he has been spread too thin and areas are suffering. Mr. Cook noted that the Planning Board will also have a new ex-officio after the elections.

Membership - Ms. LaBranche offered to write an article to inform residents about the Planning Board to promote interest for new members, and also offered to hold a special informational meeting in the Spring. Board members thought that would be a wonderful idea. Ms. LaBranche will also put something together to post at the elections for people who might be interested in serving on other town boards and committees.

ADJOURNMENT

MOTION: Mr. Bath **MOVED** the Planning Board adjourn; Mr. Cook seconded. The motion passed unanimously.

Mr. Warren closed the meeting at 8:45 pm. The next Planning Board meeting will be on March 21.

Respectfully submitted,

Barbara White

Barbara A. White
Planning Board Secretary

Ed Warren
Chairman

Minutes approved March 21, 2013