



PLANNING BOARD
TOWN OF EAST KINGSTON
New Hampshire

2015-2016
Joe Cacciatore, *Chairman*
Dr. Robert Marston, *Vice Chairman*

MINUTES
Regular Meeting 17 March 2016
7:00 pm

AGENDA:

- ◆ **Call to Order**
- ◆ **Public Hearing** for a Home Occupation for Mark Chetwynd, 112 North Road (MBL 15-03-13) dba as Capture Your Action, PB 16-HO1.
- ◆ **Review** with Erin Kearney of necessary approvals for her Zoning Verification Form.
- ◆ **Discussion** with Mr. Robert Stowell with regard to a proposed 3-lot subdivision.
- ◆ **Discussion** with Mr. Jim Scali with regard to a proposed subdivision plan at Rt 107/Rt 108.
- ◆ **Continued Discussion** on the Home Occupation and Accessory Dwelling Units ordinances, and the sign regulations.

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 Joe Cacciatore, Vice Chairman Dr. R. Marston, Mr. C. Delling. Ex-Officio Ms. E. Pettinato, Mr. J. Bath, and Mr. B. Caswell were excused.

Advisors present: Rockingham Planning Commission (RPC) Senior Planner Ms. J. LaBranche, East Kingston Building Inspector Mr. John Moreau, East Kingston Assistant Building Inspector Mr. Tom Welch, East Kingston Fire Chief Ed Warren, East Kingston Conservation Commission Chairman Dennis Quintal.

Also present: Ms. Erin Kearney, Mr. Robert Stowell, Mr. Florian Kozinczak,

Board Business

Mr. Cacciatore opened the meeting at 7:00.

Review with Erin Kearney of necessary approvals for her Zoning Verification Form for KidLogic.

As Mr. Chetwynd had not yet arrived, Mr. Cacciatore opted to speak with Ms. Kearney as the first matter of business.

Ms. Kearney explained that there were a few outstanding items from the inspections of the Fire Chief and the Building Inspector she needed to clear up so the recommendation to the Selectmen to sign the Zoning Verification form could occur.

She noted the panic bars had been installed on the doors and the deadbolts were non-working, enabling the doors to be opened in an emergency. She also explained that instead of installing a half door at the bottom of the stairway, they would be installing a gate so the children could not climb the stairs to the second floor. Mr. Moreau noted that the occupancy permit was ready in his Office for Mr. Jamieson to pick up.

Chief Warren verified that the only change was to the number of children and adults; everything else was the same. Ms. Kearney stated that was correct.

All she needed was for the Selectmen to complete the Zoning Verification Form. This form was necessary to let the State know that the location of her business was zoned for the use and is a formality.

The Board had recommended to the Selectmen to sign previous forms; as Ms. Kearney was changing her location within the complex, it was necessary for her to submit new form with the new location address.

Ms. LaBranche noted that the Board needed an updated tenant list from Mr. Jamieson. Mrs. White will send him an email reminder.

It was the consensus of the Board to send the letter of recommendation to the Selectmen. Mrs. White will do so and ask that it be included on the agenda for their March 28th meeting. She asked Ms. Kearney how she wanted to handle the form once it was signed; Ms. Kearney stated she would pick it up from the Office. Mrs. White will state this in the letter to the Selectmen.

Ms. Kearney thanked the Board.

Public Hearing for a Home Occupation for Mark Chetwynd, 112 North Road (MBL15-03-13) dba as Capture Your Action, PB 16-HOI.

Chairman Cacciatore opened this public hearing and invited Mr. Chetwynd to the front to explain his application. Mr. Chetwynd had spoken to the Board in February and reviewed what his business was at that time. He reviewed again for the Board.

He explained his business was e-commerce selling various types of cameras (action, dash and trail, etc) and orders come to him via the web site he built. He would send an email to his distributor, and have the item dropped-shipped to the customer via a distributor. There was no traffic (either customers or product), no store front, no sign. He has no actual product at his home. He has no employees. His business address is an Exeter P.O. Box. As all his work is done via computer, he is asking for hours of 24 hours a day, 7 days a week.

Chief Warren asked how he advertised; Mr. Chetwynd noted it was mostly on the internet through various sites.

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

Mr. Cacciatore asked if the Board or Ms. LaBranche had any further questions. There being none, he asked for a motion.

Dr. Marston **MOVED** to recommend the home occupation for Mark and Michelle Chetwynd to the Selectmen with approved hours of 7 days a week, 24 hours a day and all the conditions associated with an invisible home occupation; Mr. Delling seconded. Motion passed unanimously.

Mrs. White will send the letter of recommendation to the Selectmen and ask that it be included on the agenda for their March 28th meeting.

Mr. Chetwynd thanked the Board for their time.

Mr. Cacciatore closed the public hearing.

Discussion with Robert Stowell, Tru-Tech Engineering regarding a proposed 3-lot subdivision for North Road.

Mr. Stowell was informed that the Board could not look at the proposed plans as this was a discussion only and not a formal application. Mr. Cacciatore invited Mr. Stowell to the front to speak to the board. Mr. Stowell has some points he wanted to questions before submitting the application.

Mr. Stowell explained he had a proposed 3-lot subdivision at 136 North Road. They had done some test pits and had a lot that was shy on the receiving layer. They wanted to clarify that according to the ordinance they could supplement the receiving layer up to the depth needed. The wetlands had also been mapped.

The existing house already has one driveway cut, and would only be allowed one more as it is a state road and there are State limitations on driveway cuts. Mr. Stowell asked about the possibility of a shared drive as there was only one more cut available for two new lots. He referred to the Subdivision Regulation which states each building lot shall have their own driveway.

Ms. LaBranche noted it also stated "according to State and Town regulations" and as the State would not allow each of the lots to have their own driveway cut, it would be allowed to have a shared driveway. Mr. Stowell noted that they would be proposing the shared driveway to start at the existing driveway.

Ms. LaBranche stated the DOT noted the driveway has to be shared for a distance perpendicular from the street for a distance of 30 feet and can then branch off and for separate access. Ms. LaBranche noted there would also need to be easement documents drawn up for the property owners for the shared driveway. Mr. Stowell also noted that they would be taking advantage of the back lot provision as the driveways would be so close to each other.

For frontage, one would have 300', one would have 400', and the back lot would have 50'.

Mr. Stowell asked for clarification for fire protection. He noted there was a dry hydrant and a cistern within 2600' of the lots and inquired if they would need to have a cistern or sprinkle the houses. The Fire Chief verified Mr. Stowell was correct the cistern and dry hydrant were close, but noted until he saw the actual plans and how far back on the lots the houses were going to be, he could not state definitely.

Mr. Stowell asked about the requirement for a drainage report. Mr. Cacciatore asked Mr. Quintal, who noted the regulation is vague. Ms. LaBranche reviewed and noted as there was not going to build a road, she did not think it would be necessary.

Mr. Stowell noted the state subdivision approval will be applied for but might not be received by the time they were to appear at their public hearing. Ms. LaBranche noted it would not be a problem and could be listed as a condition of approval if they did not have it by that time.

Ms. LaBranche asked Mr. Stowell to send her a copy of the application and the plan, and stated if he had additional questions he could contact her. Mrs. White stated the deadline to submit the application for inclusion on the April agenda was Tuesday, March 22, and noted Office hours were 8-1, Mon-Fri.

Mr. Stowell thanked the Board.

Discussion with Mr. Jim Scali with regard to a proposed subdivision plan at Rt 107/Rt 108.

Mr. Scali was not in attendance, so the Board moved on to the next discussion.

Continued Discussion on the Home Occupation and Accessory Dwelling Units ordinances, and the sign regulations.

Ms. LaBranche opted to wait for in-depth discussions until there was a full Board present.

As the changes to the accessory dwelling unit section of the ordinance were not near the deadline for presentation as a public hearing, Ms. LaBranche will present the complete text for review by the Board in the May-June timeframe.

Chief Warren noted that in previous discussions, the Board had noted it would be easier to list what was not allowed as opposed to what was allowed.

Ms. LaBranche reviewed a potential survey with the members present. After review, the members opted for a 3-column question survey including Already Permitted, Not Permitted, and Other Potential Uses. This will be distributed via Survey Monkey, and copies will be located at the Town Office, the Post Office, and other various locations and collected back for compiling. Ms. LaBranche will bring the finalized version to next month's meeting.

Other Business

Mrs. White distributed a notice for the 2016 Local Officials Workshops, which is open to all members. Mrs. White will pass the information on to the new ex-officio. The closest location is Concord on Saturday, June 4. The workshop is free but pre-registration is required. Continental breakfast and lunch will be provided. If cancellation is necessary, it must be received 48 hours in advance or there will be a \$20 fee to cover workshop costs and meal cost; mileage will be reimbursed. Members interested should contact Cheryl at the Selectmen's Office who will sign them up.

Adjournment

MOTION: Dr. Marston **MOVED** the Planning Board adjourn, Mr. Delling seconded. Unanimous approval.

Mr. Cacciatore closed the meeting at 8:10pm.

The next Planning Board meeting will be on April 21, 2016.

Respectfully submitted,

Barbara White

Planning Board Secretary

Joseph Cacciatore

Chairman

Minutes approved April 21, 2016