

Town of East Kingston, NH  
Planning Board Minutes

Date of Meeting: July 18, 2002  
Place of Meeting: Town Hall  
Time of Meeting: 7:00 P.M.  
Type of Meeting: Monthly Meeting

Present: Richard Smith, Chairman, Beverly Fillio, Vice Chairperson, John Fillio, Ex-Officio, Dr. Robert Marston, Cathy Belcher, Alternate, Eugene Madej, Alternate and Roby Day, Alternate.

Others Present: Andy Conti, Fire Department  
Adam Mazur, Fire Department  
Larry Smith, Conservation Commission  
Maura Carriel, Rockingham Planning Commission

Call To Order: Mr. Smith called the meeting to order at 7:02 p.m. and Mrs. Rice conducted the roll call.

Voting Members: Mr. Smith, Ms. Fillio, Mr. Fillio, Mr. Madej and Mr. Day.

In-Coming Correspondence:

1. Receipt of a plot plan for the Woodward parcel located on South Road for a Conservation Easement.
2. Seacoast Region Smart Growth Roundtable Workshop for September 26, 2002.
3. Office of State Planning Questionnaire.
4. Memorandum from Rockingham Planning Commission regarding Aerial Orthophoto Maps.
5. Letter dated July 10, 2002 from the Conservation Commission regarding drainage analysis for the Cricket Hill Development. This letter satisfies Condition #3 of the conditional approval granted by the Planning Board on June 6, 2002.

Continued Public Hearing for Jeff Caley and Gary Denson for a proposed elderly housing community located at 163 North Road, Country Hills of East Kingston

Mr. Dennis Quintal, PE and Attorney John Ratigan were present. Revised plans were presented to the board for an elderly housing community located at 163 North Road.

Mr. Quintal noted since the last meeting the applicant has experienced a delay with the proposal. The applicant had a concern with the Town and the water supply. The applicant proceeded to drill two wells that were proposed. The result of the water quantity of the two wells was not sufficient for the proposal. Because of the physical constraints of the gas pipe line and property line another well could not be added into the present well location, thus a third well was placed in the rear back corner and the results of the third well were still not as high as anticipated, but all three wells

combined would meet the water quantity that was needed for the proposed development of 36 units. The multi-unit buildings have been eliminated. Because of these changes, the length and configuration of the road is currently being redesigned for the road and drainage. The applicant has chosen to place a community building, with parking on the inside loop of the rear cul-de-sac. Mr. Quintal noted the applicant could not make these design changes within the time frame of this meeting tonight, as the wells had to be tested. Mr. Quintal estimated that the drainage and road engineering would be completed within the next few weeks so that it could be submitted for the next meeting for a complete review.

Mr. Quintal noted that the Board Engineer, Jay Stevens, had communicated a few issues relative to drainage and road location. Mr. Quintal noted that a better swale system is being designed for along the property line near the secondary wetland crossing. He noted that another submittal for the dredge and fill permit will be necessary. The pump house location will remain in the same location. Mr. Quintal explained the well radius for each well based on the capacity of each well. He noted the open space has increased and the storm water retention area may change due to the decrease in impervious surface water run-off due to the decrease in the number of buildings and road network.

Mr. Day asked if the three wells will meet the minimum flow requirements.

Mr. Quintal explained that a certain volume of water is necessary and between the three drilled wells, the volume of water is met. He noted a minimum of two wells are necessary and so long as the applicant can establish the water volume, he can drill as many wells as necessary. He noted the applicant could drill another well to establish additional water volume to increase the number of units, but it would be difficult to maintain the well radius and site the additional units. Mr. Quintal further explained that a double factor is figured into the volume of water that is needed for the proposal.

Ms. Carriel asked what the re-submission of plans would consist of.

Mr. Quintal noted the re-submission would consist of a complete set of plans including cross sections, profiles, open spaces, drainage analysis and response to the Board Engineer's comments.

Ms. Carriel suggested that because the Board accepted jurisdiction of the plans in April and several continuances have resulted, as well as a design change, that the Board may wish to consider re-notifying the abutters of the Public Hearing in August.

Ms. Belcher discussed the traffic flow patterns, traffic control devices and signage at the intersection. She expressed concern over the layout of this four way traffic area.

Mr. Quintal noted that traffic control devices would be proposed with stop signs and stripes. It was noted the State entrance has remained the same.

It was noted that the original emergency access was to be gravel and it has evolved to a secondary two way, paved roadway system. The board discussed the access and egress flow patterns of the proposed development. It was felt that the traffic flow would be split at 50-50 for each roadway.

The board discussed the possibility of requiring a traffic study. It was noted that it has not been required by Alan Garland of District 6.

Ms. Fillio noted concern regarding the traffic situation as it presently exists and the potential traffic situation and volume in 5-10 years. She noted that individually the proposed developments may not have an impact on the community, but collectively there might potentially be an impact.

Mr. Quintal stated that the peak traffic flow hours of the development would not coincide with the peak traffic flow of this particular development or that of a standard subdivision.

It was noted the current proposal consists of single units with a community septic system as delineated on the plans. It was further noted the plans specifically call for a fire cistern and a fire pond.

Outstanding items to be addressed for the next meeting include the following:

1. Revised plans to be submitted to the Planning Board Office for distribution to the Board Engineer and Ms. Carriel.
2. 10 reduced revised plans for Planning Board members.
3. Abutters of the proposal shall be notified of the next continued public hearing.
4. A legal notice shall be placed in the newspaper regarding the next continued public hearing.

Ms. Fillio made a motion to continue the Public Hearing until August 15, 2002 at 7:30 p.m.

Mr. Day seconded. The motion passed unanimously.

Dr. Marston arrived at 7:45 p.m.

Voting Members: Mr. Smith, Ms. Fillio, Mr. Fillio, Dr. Marston and Mr. Madej.

Acceptance of Minutes:

June 6, 2002:

Correction: Change "Stewart Mitchell" to "Gordon Mitchell".

Mr. Day made a motion to accept the minutes as amended.

Mr. Madej seconded.

Mr. Smith, Mr. Day and Dr. Marston voted in favor. Mr. Fillio and Mrs. Fillio abstained.

June 20, 2002:

Ms. Fillio made a motion to accept the minutes as presented.

Mr. Fillio seconded. The motion passed unanimously.

Public Hearing for Suzanne J. and Michael J. Ryan for a proposed lot line adjustment located at 126 Main Street, Newton, NH further identified by Newton Tax Map 9-1-3 and East Kingston Tax Map 1-1-5 and 1-1-5(1).

Ms. Suzanne Ryan, Mr. Dennis Quintal, PE and Attorney Charles Tucker, Donahue, Tucker and Ciandella were present.

Ms. Ryan presented a proposed lot line adjustment located at the East Kingston-Newton Town line. The lot line adjustment consists of one five acre parcel, one 30,000 square foot parcel known as lot "a" and one 66,000 square foot parcel known as lot "b". The frontage of all three of these lots is located in Newton with the "back-land" being located in East Kingston. Newton's requirement for frontage is 150 feet. The proposal calls for a lot line adjustment between the five acre parcel-which currently is Ms. Ryan's home and lot "a". Lot "a" will actually become more conforming to the Newton Zoning Ordinance consisting of 93,000 square feet after the lot line adjustment. Each of these three parcels have the sufficient 150' frontage for the Town of Newton. It was noted approvals from Newton has been received.

Outstanding items that were discussed at the last meeting include the following:

1. Notation on the plan that the Town boundary marker shall not be disturbed or buried.
2. The setbacks and buildable areas shown on the plans for each lot.

These above stated items were completed and addressed by the applicant. It was further noted by Mr. Dennis Quintal, PE that the setbacks and buildable area were calculated according to the Town's ordinances.

The Town of Newton, NH Planning Board has previously held a public hearing on this proposed lot line adjustment and the mylar has been signed and approved by that board. It was noted that both boards needed to hold a public hearing on this matter and that both boards would need to approve this lot line adjustment as it straddles the Town Boundary. The board reviewed the proposal as presented.

Ms. Belcher asked about the lot numbering system as it does not coincide with the traditional numbering system of the Town of East Kingston.

Mr. Quintal noted he had confirmed this numbering system with Debra Gallant, Administrative Assistant to the Board of Selectmen and the original numbering of these parcels was delineated in this fashion.

The board discussed the placement of the homes on the lots, which Town would provide schools, fire, police services, etc. It was noted that the Town in which the actual house was built in would be responsible for the services. Discussion about building the home on the Town boundary line was discussed and the board discussed adding a provision that the home could not straddle the Town boundary line. The applicant felt that any new homes would be built in Newton. It was noted that no wetlands are on the site and that the soils are upland soils.

It was noted the new boundary markers have not been installed for the new lot lines. It was noted a "Certificate of Monumentation" is required to be completed in East Kingston prior to recording. It was further noted that the Town of Newton, NH is requiring that they file the plan with the Registry of Deeds.

Ms. Fillio made a motion to accept the plans for jurisdiction.

Mr. Fillio seconded. The motion passed unanimously.

Mr. Fillio made a motion to allow the request for waiver from the Subdivision Regulations to allow a minor lot line adjustment.

Ms. Fillio seconded. The motion passed unanimously.

Ms. Fillio made a motion to approve the lot line adjustment for Michael and Suzanne Ryan with the following conditions:

1. Receipt of "Certificate of Monumentation".
2. Verification that the lot numbering system is in accordance to the East Kingston established policy.

Dr. Marston seconded. The motion passed unanimously.

Ms. Rice will confirm the lot numbering system and after receipt of the "Certificate of Monumentation", Mr. Smith will be notified to sign the mylar and two copies. The Town of Newton, NH shall be responsible for obtaining the signed mylar from the Town of East Kingston, NH Town Hall and record the same at the Registry of Deeds.

Public Hearing for Brentwood Commons, LLC/Jim and Mary Mowers for a proposed three lot subdivision located at 91 Willow Road further identified by East Kingston Tax Map 7-1-7 and 8-1-16

Mr. James Lavelle, Lavelle Associates and Mr. Larry Erickson were present.

Mr. Smith stepped down from the Board as he is an abutter.

Ms. Fillio noted the following members as voting members for this hearing:

Voting Members: Ms. Fillio, Mr. Fillio, Mr. Madej, Ms. Belcher and Dr. Marston.

Revised plans were presented to the board depicting a three lot subdivision located on Willow Road based upon review comments presented by Rockingham Planning Commission. The road and drainage design was prepared by William Gregsak, Engineer. The proposal is initially a lot consolidation with a three lot subdivision being proposed after consolidation. The 16 acre proposal would subdivide the existing home into one 2 acre lot, with two additional lots being created in the rear serviced by an approximately 600 foot cul-de-sac road, proposed as Taylor Lane. The two lots consist of 6.21 acres and 6.67 acres respectively. The drainage proposal is to collect drainage and place the flow into a treatment swale prior to releasing the flow into the existing wetlands on the property. Mr. Lavelle noted that previous discussion about this proposal with the Board depicted that no impact to the wetlands would occur. State Subdivision Approval is pending. No site specific or dredge and fill permit is needed for this project.

Mr. Conti arrived at 8:40 p.m.

The board reviewed the comment letter prepared by Ms. Carriel, Rockingham Planning Commission.

The items of concern are outlined below with the action taken or to be taken placed in bold print:

1. The owner of MBL 8-1-16 should be noted on the plan for the lot consolidation and authorization of the owner provided. **Mr. Lavelle noted the owner of MBL 8-1-16 is the same as 7-1-7 and the addition has been made to the plan set.**
2. Map, block and lot numbers for the proposed lots should be confirmed with the Town. All notes on the plat should indicate the full tax map, block and lot number for the lots involved. **The board explained the Map, Block and Lot numbering system the Town follows to Mr. Lavelle and this item will be amended for the next meeting.**
3. Sheets 2 and 3 (Existing Conditions) should include the existing lot line between 7-1-7 and 8-1-16 and area of each lot. **Mr. Lavelle has correctly shown this lot line on the revised plan set.**
4. Sheets 2,4 and 6 incorrectly show Lot 7-1-7 with two different owner names and addresses, while lot 7-2-2 is not shown. While this may have been a typographical error only on the plan set, the abutter list should be reviewed to ensure that all abutters were properly notified. **Mr. Lavelle noted this was a typographical error and the owner of MBL 7-2-2 is listed as Kenneth and Nancy Cummings. Although appearing on the abutter list, they were not notified and a notification for the continued Public Hearing will be sent.**
5. The Town requires that septic system leach fields be set back 20' from property lines. (Zoning Ordinance Art. VII, Section D.6) A portion of the 4k septic area for proposed lot 7-1-7-1 is within the 20' setback, which would require a variance. **Mr. Lavelle stated the 4k septic area has been moved and does not lie within 20 foot setback.**
6. The board should confirm that a drainage report has been submitted as part of the application package. **A drainage report has been received and was forwarded to Mr. Larry Smith, Conservation Commission. Four additional copies will be sent, one for the Planning Board, one for the Building Inspector, one for the Board Engineer and one for the Board of Selectmen.**

7. The applicant was before the Board in January, 2002 for preliminary consultation, when alternative lot layouts to avoid or minimize wetland impacts were discussed. I recommend that the Board review the proposed lot configuration. The shape of proposed lot 7-1-2 could potentially create problems for property owners (current or future) and the Town. The approval of unusual shaped lots and/or excessively narrow portions of lots can create a situation that reduces privacy, increases congestion and overcrowding of the land, and can result in house sites in close proximity, which tends to create conflicts among the use of the land, including maintenance disputes, use disputes and property ownership disputes between landowners.

Lots that are unusual in dimension do not ultimately serve the property owner or the municipality. Many of the disputes between property owners arise when a property line is unclear, and someone ends up mistakenly placing an outbuilding or other structure on their neighbor's property. These property owners often then turn to their municipality to help resolve the situation.

Square and/or rectangular lots promote clarity of ownership and promote convenient and harmonious development of the land.

**Mr. Lavelle noted he had discussed the proposed layout in January, specifically the layout of the proposed lots and based upon the recommendation of a board member, the applicant changed the lot configuration. Mr. Lavelle noted that this proposed layout seems to be the best use of the property. The board discussed the driveway length, buildable area of each lot and configuration of the two acreage lots. It appeared the board was content with the revised lot layout as presented in tonight's plan. The board discussed the upland soil requirements for each lot. The first acreage lot (6.67 acre lot) consists of 61,975 square feet of contiguous upland before the large wetland area with a total of 192,000 square feet of upland. The second lot (6.21 acre lot) consists of 90,170 square feet of contiguous upland prior to the large wetland area separating the remainder of the lot with a total of 219,500 square feet.**

8. The application material does not include the required soil information as outlined in Subdivision Regulation Sec. VII. The required level 2 information and supporting documentation should be provided to determine whether SSS maps are/are not necessary. **Mr. Lavelle presented revised soils data and presented the NHDES State Subdivision Approval information which delineates the SCS soil types as prepared by Tim Ferwerda, Wetland Scientist. The average lot size is greater than 2 acres and the soil type was delineated as a Canton soil type, #42 with varying slopes. Mr. Larry Smith, Conservation Commission asked that the NHDES plan become part of the plan set and that level 2 soils mapping was not required.**
9. All proposed easements (roadway, drainage) should be identified on the plan set. Is the road proposed to be a public roadway? A proposed road name should also be provided. **Mr. Lavelle noted the easements have not been shown on the plan set and the plans will be revised to accommodate this request. The road is intended to become a public roadway, known as Taylor Lane.**
10. The plan shows utilities from Willow Road to the existing house to remain above ground.

Are extensions to the proposed new lots be overhead or underground. **Mr. Lavelle stated the utilities are being planned as overhead.**

11. The verbage that bounds are "to be set" should be removed. The Board requires a "Certificate of Monumentation" prior to final approval. **Mr. Lavelle noted that he prefers not to set the roadway bounds because of the road construction and to bond those amounts within the road surety amount. He noted that the bounds for the lots that do not front the roadway certainly could be set. Mr. Lavelle stated he would revise the plans accordingly.**
12. Suggest adding proposed wells and 4k septic areas to those sheets to be recorded. **Mr. Lavelle stated they would prefer not to show these areas on the recorded plan as the areas for the loctions are large and offer the approximate location, not the exact location for these improvements. The board felt the recorded document showing these improvements protects the board to insure that these improvements can be placed on the newly created lots. Mr. Lavelle stated he would show this information.**
13. I have not reviewed the plans to determine whether fire protection provisions are met, and defer to the Town Fire Chief's review. **The applicant has not made contact with the Town's Fire Chief on this issue. Chief Mazur was present and the board held discussion on the need for fire suppression for this development. It was noted that the second lot would be located within 1200 feet of Willow Road and the proposed new home would be approximately 450 feet from the new Town Road (Taylor Lane). The board reviewed the regulations and cited that the home must be located within 1200 feet of the said water source. Mr. Lavelle stated the applicant will review the regulation and the placement of a cistern or fire pond on the property. Chief Mazur advised that a proposal must be made to the Fire Department and if approved as presented, the applicant could move forward with the subdivision.**
14. Engineer review will be needed once the Board accepts jurisdiction on the plan. **This review will be completed and the plans will be sent to the Board Engineer when the Board accepts formal jurisdiction.**
15. All State permits are required before final Board approval. **Mr. Lavelle noted State Subdivision Approval is required and the application has been filed.**

The board took a five minute recess.

Ms. Filio asked for abutter comment.

Mr. Mike Schott addressed the board with regard to a previous proposed subdivision of the property done by Gary Bertrom for the 30 acre parcel when four house lots were being proposed. He noted that the 4 house lot subdivision had been turned down by the Town and that this 16 acre parcel was to consist of one house lot and frontage due to the wetlands. The board will research this issue and report back at the next meeting on the status of this previous subdivision. The second issue Mr. Schott asked the board to consider was the sight distance, as the proposed road will connect to Willow Road at a small blind hill. It was noted that input from the Road Agent and Building Inspector would be necessary to confirm that adequate sight distance has been achieved. It was further noted that this item would be reviewed by the Board Engineer. Mr. Lavelle noted that additional clearing along the frontage of Willow Road would improve the sight distance. Wetland



setbacks were discussed as Mr. Schott was curious as to where the new home could be placed. It was noted that the rear and side setbacks are 25 feet and outbuildings may be located within 15 feet. Driveways must maintain a 10' distance from boundary lines.

Mr. Douglas Krah, 95 Willow Road asked that the name "Dennis" be stricken from the plan as he is not an owner. Mr. Krah also advised the board that Mr. and Mrs. Cummings had not been notified. This was an error and a notification will be sent as soon as possible advising them of the public hearing. Mr. Krah respectfully asked that the grading plan be reviewed by the Board Engineer to insure that no grading would encroach onto his property and that the grading be kept away from the property line to insure that no encroachment would occur. He asked that no trespassing be allowed onto his property and that all erosion and sediment control measures and procedures be followed during road construction.

Mr. Lavelle noted the proposed right of way is wider than required and that the proposed road does not encroach near the abutting parcel so that grading would not be an issue. He noted that this will be reviewed during the Board Engineer review of the project.

Mr. Lavelle asked for acceptance of the plans for jurisdiction. The board felt this was premature and did not act on this request.

Mr. Fillio made a motion to continue the Public Hearing until August 15, 2002 at 8 p.m.

Ms. Belcher seconded. The motion passed unanimously.

Items outstanding include the following:

1. Research of records to determine status of Berstrom Subdivision.
2. Receipt of additional drainage reports and distribution to appropriate boards.
3. Receipt of State Subdivision Approval.
4. Correction of Map, Block and Lot Numbers.
5. Removal of the name "Dennis" from the plan set for the abutter "Krah".
6. Notification of the Cummings.
7. Confirmation of adequate sight distance at the intersection of Willow Road and the proposed Taylor Lane.
8. Proposed easements to be shown on the plans.
9. Certificate of Monumentation to be presented when outside lot bounds have been set. The interior or roadway bounds will be bonded.
10. 4k area and well location shall be shown on the recorded plan set.

Mr. Smith resumed his seat on the Board as Chairman. Ms. Belcher returned to her alternate status.

Mr. Peter Landry, Discussion Purposes Only, Ashlie Road, Proposed Lot Line Adjustment

Mr. Peter Landry, Licensed Land Surveyor and Mr. Brett Smith were present.

Mr. Smith noted this discussion was for discussion purposes only and that the board's discussion was non-binding.

A proposed lot line adjustment plan for Ronald Dawson and Brett Smith. Mr. Dawson's land is located on 150 Haverhill Road which abutts Mr. Smith's land located on Ashlie Drive. The Dawson lot consist of approximately 11 acres and the final lot sizes would allow the Smith property to consist of 7.9 acres and the Dawson lot to consist of 5.01 acres. State Subdivision Approval will not be necessary as this property is not considered part of the Shoreland Protection. It was further noted that 2.15 acres of the Dawson property is upland soils and is depicted as such on the property. A shed located on the portion of the lot to be conveyed to Mr. Smith currently meets all setback requirements if this lot line adjustment is approved, however, Mr. Smith's intention is to remove the shed because of its disrepair. The board advised the applicant that a Certificate of Monumentation will be necessary.

The board thanked Mr. Landry for this informational session.

Mr. Ron Strickland, Willow Road, Discussion Purposes Only, Home Occupation

Mr. Ron Strickland was present.

Mr. Strickland stated that recently his son has moved back to his home and is considering opening a home occupation business which consists of the importing of cars, modifying them to become street legal within the United States and to sell the vehicle thru the internet when the modifications have been completed. He noted his son has completed this process for a personal vehicle for himself and used the current garage to complete this task. He noted the cars would be relatively new and the type of work necessary is to pass the crash safety tests which would involve welding and the necessary governmental paperwork.

Ms. Fillio noted that under home occupations, this type of business would not qualify. The list of criteria was read.

Mr. Strickland noted this is a hobby.

The board felt they are bound to the ordinances as read and that it would not meet this criteria as it is not a "home occupation" conducted within the home. It was suggested that the applicant contact a local business in Town who is seeking a tenant to rent space in a similar type of business establishment involving the work on automobiles that is located in the business district. The board discussed various home occupations, invisible businesses and businesses that are conducted off the premises.

Mr. Day noted the board is bound by the parameters for permitted uses. He noted it must be secondary to the use of the dwelling unit. He noted the applicant must convince the board that this type of business falls within one of the allowed categories.

Mr. Strickland noted he understands and appreciates the ordinance.

Mr. Strickland asked about amending his application to allow for the sale of these automobiles thru the internet at his home, further amended to buying and selling of automobiles thru the internet.

Ms. Belcher read from the ordinance regarding similar businesses that are allowed based upon the decision of the Board of Selectmen and suggested the allowance of the office procedures at the home.

Mr. Smith noted he is unsure if this type of business would be allowed (sale of automobiles thru the internet) and discussion took place on the "home occupation" and the creation of something to be sold.

Ms. Fillio suggested Mr. Strickland fill out the application and return it to the Planning Board for a public hearing if he would like to continue this process for a public hearing and for the Planning Board to make a recommendation to the Board of Selectmen.

Ms. Laurie Estey, 64 Depot Road, Discussion Purposes Only, Home Occupation

Ms. Laurie Estey, 64 Depot Road, was present to discuss the opening of a home occupation located at her residence. The type of business is a yoga instruction center. Ms. Estey is a licensed instructor and has previously practiced this art form in the Rowley, MA area. The application has been received with attached pictures. Ms. Estey felt her home occupation would qualify as this is considered an "art form". Ms. Estey noted she would be placing a sign on the premises to conform to the current ordinance. The class size would four to seven people. The board discussed off-street parking for the clients attending the sessions and the applicant provided the sketch for the area of the off-street parking and to keep this area in its natural state, dirt. The board requested that a diagram of the barn be presented to show the actual instruction area. Discussion regarding expansion into other areas of art form study, selling of products, services and a more commercial appearance of the business was discussed. Ms. Estey stated she intends to just teach yoga.

The board noted that a permit is required each year that certifies no changes have been made and that further the business is subject to inspection by the Building Inspector to insure compliance with the permit.

The board scheduled the public hearing for September 19, 2002 at 7:15 p.m.

The board thanked Ms. Estey for coming in to discuss this with the Board.

Public Hearing for proposed Zoning Ordinance Amendment, Article XVII-Building Inspector and Permits

Mr. Smith opened the public hearing for the proposed Zoning Ordinance Amendment to read as follows:

Article XVII-Building Inspector and Permits:

Add the following definition:

“Date of Issuance” shall be defined as the date of the letter sent to the applicant by certified mail notifying the applicant that the building permit is complete and can be obtained at the Selectmen’s Office. The applicant shall within 14 days of the date of such letter, pick up the completed building permit and pay any necessary fees associated with the building permit. If such building permit is not picked up within 14 days, the applicant shall forfeit his/her right to said building permit and the building permit application process shall be offered to the next applicant on the list.”

Mr. Smith asked for public comment. None was received.

Mr. Smith asked for board comment. None was received.

Ms. Fillio made a motion to propose the Zoning Ordinance Amendment for the March, 2003 Town Meeting as follows: “Article XVII-Building Inspector and Permits “Date of Issuance” shall be defined as the date of the letter sent to the applicant by certified mail notifying the applicant that the building permit is complete and can be obtained at the Selectmen’s Office. The applicant shall within 14 days of the date of such letter, pick up the completed building permit and pay any necessary fees associated with the building permit. If such building permit is not picked up within 14 days, the applicant shall forfeit his/her right to said building permit and the building permit application process shall be offered to the next applicant on the list”

Mr. Fillio seconded. The motion passed unanimously.

It was noted that since this amendment has been posted, it will be in effect until the Town votes at the annual Town Meeting. The board asked that the necessary paperwork regarding proposed Zoning Ordinance amendments be completed and filed with the appropriate boards and people.

The board adjourned at 10:55 p.m.

Respectfully Submitted,

Susan J. Rice, Secretary  
East Kingston Planning Board

Minutes Completed: July 22, 2002

Minutes Accepted: \_\_\_\_\_