



PLANNING BOARD
TOWN OF EAST KINGSTON
New Hampshire

2011-2012
Ed Warren, Chairman
Dr. Robert Marston, *Vice Chairman*

MINUTES
Regular Meeting 20 October 2011
7:00 pm

AGENDA:

- ◆ **Call to Order**
- ◆ **Approval** of Minutes
- ◆ **Discussion** with Brad Jamieson regarding proposed renovations at 14 Powwow River Road
- ◆ **Discuss** revisions to Site Plan Review regulations due to law changes.
- ◆ **Discuss** revisions to Telecommunications chapter due to law changes.

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: Mr. E. Warren, Dr. R. Marston, Mr. J. Cacciatore and Mr. J. Bath; ex-officio Mr. M. Cook.

Advisors: Rockingham Planning Commission Planner Ms. J. LaBranche and Building Inspector R. Donald.

Board Business

Mr. Warren welcomed new Planning Board member Joshua Bath to the table. Mr. Bath has been a resident of East Kingston for 19 years and is an architect. Mrs. White reminded Mr. Bath he would need to sign his appointment sheet at the Town Clerk's Office.

Discussion with Brad Jamieson regarding proposed renovations at 14 Powwow River Road

Mr. Jamieson wanted to revamp the existing garage to rent as storage space and renovate the hatchery building into business condos. He needed to find out from the Board if his ideas were something that would be allowed in that zone before he put an offer on the table to purchase the property.

The short-range plan was to upgrade the electric, add a heating system and a bathroom to the existing masonry garage and rent it out as storage to a business that had trucks needing a large garage for storage first. Revenue acquired from renting that space would help offset expenditures to renovating the hatchery building. He would close up any openings in the hatchery building so it was secure, and concentrate on those renovations next year.

Plans for the hatchery building including upgrading the façade to a pleasing frontage with windows on two stories, and portioning off the existing space into business condos on a rent-to-suit basis. He wanted to finish out one unit at the end of the building as an example of what he could offer to potential clients and then proceed as clients came to him with their specific needs.

The hatchery is built on a 12' on center framework, easily converted to spaces in 12', 24' or 36' increments depending on what a client's needs were. As the second floor is only 7' high, his thought was to take out the floor and install a roll-up garage door at the rear for easy access and storage for the renters. This would eliminate any load-bearing problems with the second floor.

His thought was to install several doors along the front, once for each individual unit, and add a drip edge overhang, sidewalks and plantings for an inviting look. He would install individual metering for the units, and install a new septic system as each unit would have a bathroom. He is aware he will need test pits to be dug and the engineer will be contacting the Building Inspector. Mr. Jamieson is an electrician and would do the electrical work himself.

Mr. Jamieson showed the Board members a drawing of what he wanted to do, and he passed around examples of renovations to houses he had done. The Board agreed Mr. Jamieson does very nice work.

Ms. LaBranche informed Mr. Jamieson he would need to have a site plan review before the Planning Board since it was a change of use. The Board would decide whether a major or minor site plan review was needed. Ms. LaBranche noted that Mr. Jamieson might also need to apply to the state for a driveway permit, as the present ingress is shared with the existing house. Mrs. White will provide Mr. Jamieson with a site plan application and a copy of the regulations.

Mr. Jamieson thanked the Board for their time.

Minutes

Mr. Warren asked if there were any changes/additions offered to the September minutes. There being none, he asked for motion on the minutes.

MOTION: Mr. Cook **MOVED** to approve the September minutes as presented; Mr. Cacciatore seconded. The vote was unanimous.

Interest in Membership

Mr. Warren read a letter of interest for membership from David Lovering, and he was recommended by Mr. Donald. The letter of intent was given to Mr. Cook to present to the Selectmen at their next meeting.

Review of the Site Plan Review Regulations

Mr. Warren turned this portion of the meeting over to Ms. LaBranche. Ms. LaBranche had one more change to the regulations to offer. She had originally struck section 4.(b) iii. as legislation relating to nitrogen standards and pollutant loading had not yet been passed. Some neighboring towns have come up with a hybrid regulation in anticipation of the new legislation, and she would like to put together something relating to percentages for nitrogen removal to be included before the legislation is passed. Ms. LaBranche noted nitrogen came from a myriad of places; rain, agricultural uses, septic systems, and other non-point sources.

Mr. Donald and Mr. Cacciatore inquired what impact this new legislation, when passed, would have on the Town. Ms. LaBranche noted that when this legislation is passed, it would be only for new applications for commercial and industrial (non-residential) and multi-family development which come before the Planning Board.

When the load allocations come out from EPA and DES, communities will be required to develop a management plan; an overall water management plan, for their community. The community will have to show good faith efforts to work with the agricultural community in their Town and educate them about management practices to make sure the sensitive areas of the tributaries that contribute to the Great Brook are protected.

Ms. LaBranche will make the change to that paragraph and also contact Mr. Quintal, Conservation Commission Chairman, to see if he has any additional comments or changes to this regulation.

Ms. LaBranche noted the easiest management of the questioned areas would be for the owners to plant buffers of tall native grasses and trees and shrubs at the edge of all the waterways. When mature, the roots would act as a

filtering system. The MS4 (small municipal storm water system) communities will be the first to have to implement these practices; East Kingston is on the fringe of some other communities that are designated as MS4.

Ms. LaBranche also wanted to include in the Site Plan Review regulations a line stating when a telecommunication application is filed, the applicant must also submit an escrow account. Mr. Warren asked for a Motion to add this.

MOTION: Mr. Cacciatore **MOVED** to add the escrow account requirement for telecommunications application to the Site Plan Review regulations; Mr. Cook seconded. The vote was unanimous.

Mr. Warren encouraged the Board members to review the site plan review regulations one last time to see if they have any changes to add. Then, if all changes are complete at that time, the Board will motion to take it to Public Hearing in December.

Review of the Telecommunications Ordinance

Again, Mr. Warren turned this portion of the meeting over to Ms. LaBranche.

The biggest change to the law is that the application must be deemed complete and any additional information requested by the Board has to be within 30 days after the submission of the application. The Board could ask for additional studies, but could not duplicate any that had already been asked for by another Board. If the applicant needed more time to produce the requested additional information, the Town should require the extension to be signed by both parties.

Ms. LaBranche quoted from the OEP Procedural considerations, "If the board identifies additional materials that are needed within the 30-day completeness review, they must inform the applicant and the 90-day (co-location) and 120-day (new construction) deadline is suspended until such materials are delivered." The suspension should be for a reasonable amount of time (but it is not specifically stated what the timeframe is).

Ms. LaBranche wanted to incorporate in the ordinance that any charges for consultant review of the application would be borne by the applicant. When the application is filed, the applicant must also submit an escrow account, and any monies not used would be returned to the applicant when all the reviews are complete.

Ms. LaBranche will contact Stan-Tech to find out what a reasonable amount for an applicant to put in this escrow account for this purpose would be, and also to see if they would be available as a consultant for the Town for telecommunications application review.

The Circuit Rider and the Secretary will review the application for basic completeness, with a separate charge for the RPC review as it would be outside the realm of regular duties to the Planning Board.

Mrs. White and Ms. LaBranche will get together and put together a separate telecommunications application, but this would be separate from the ordinance and not need to go on the warrant.

Ms. LaBranche had also compiled a Processing Record to aid in keeping to the short (30-day) timeframe to ensure an application is complete and a checklist for the applicant.

Ms. LaBranche noted that any municipality within 20-mile radius has to be notified, and she wanted to add this note to both the application and the checklist.

Guide to Stormwater Management

Ms. LaBranche brought a copy of the NH Homeowners' Guide to Stormwater Management for the Planning Board Library. Information is also available on-line at <http://des.nh.gov/organization/divisions/water/stormwater>.

Next Meetings

There will be review of the Growth Management ordinance in November and the Home Occupation ordinance in December.

Mr. Warren recommend that the Board members review the home ordinance ordinance. It had been suggested before that a list of things NOT allowed would be better than a list of items allowed.

Handouts

- Legislative Updates from the LGC
- LGC Conference schedule for November

Correspondence

- REDC - Ms. LaBranche will review and note if there are any grants available for projects the Planning Board is presently working on, and if matching funds are necessary.
- Request for Project Review from the Division of Historical Resources re: state work at 108/107A FYI only.
- RPC - dues for next year to stay the same.

ADJOURNMENT

Mr. Warren closed the meeting at 8:40 pm.

The next Planning Board meeting with be on November 17.

Respectfully submitted,

Barbara White

Barbara A. White
Recording Secretary

Ed Warren
Chairman

Minutes approved November 17, 2011