

**PLANNING BOARD
TOWN OF EAST KINGSTON
NEW HAMPSHIRE**

MINUTES
for Regular Meeting of 18 December 2014

AGENDA

- Call to Order
- Approval of November 20, 2014 minutes.
- Discussion with Mr. Jim Eaves, Principal of the East Kingston Elementary School
- Review and approval of updates to Growth Management Ordinance
- Board Business

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

ROLL CALL:

Members Present: Chairman Joe Cacciatore, Vice Chairman Dr. Robert Marston, Joshua Bath, Ex. Officio Ron Morales and Bill Caswell.

Advisors Present: Building Inspector John Moreau, Tom Welch, and Circuit Rider Planner Julie LaBranche

Minutes

Chairman Cacciatore asked for a motion to approve the November minutes.

MOTION: Joshua Bath **MOVED** to approve the November 20, 2014 minutes. Ron Morales seconded. The motion passed unanimously.

Discussion with Mr. Jim Eaves, Principal of the East Kingston Elementary School.

Jim Eaves met with the Planning Board to explain a proposal by the East Kingston Elementary School to raise their existing outbuilding/storage structure (known as the Cole House) and rebuild a new structure on the existing foundation footprint. The new structure will be used for storage of school equipment and materials, house the sports activity “snack shack” (already located in the Cole House), and will have greater space for storage on the second floor and in the basement. Mr. Eaves provided the Planning Board with a written description of the proposal including the site history, project rationale and need, building design, testing and inspections, project timeline, and draft building plans for the proposed construction. The school will be partnering with the Seacoast School of Technology (SST) for construction of the new building. See attached document.

John Moreau questioned whether the capacity of the existing block foundation could carry the weight of the new larger building and its storage contents. He also asked if the foundation had been inspected by an engineer to evaluate the structure integrity and increased load. He also noted that the new structure must comply with

current building code standards which have changed since the Cole House was built. Ron Morales agreed with the Building Inspector's concerns about foundation's capacity to carry the weight of the new building and its storage contents. Mr. Moreau, Mr. Morales and Mr. Bath recommended that the foundation be inspected and its capacity verified by a certified engineer and the construction plans be stamped by a certified engineer.

Mr. Bath noted that the school should verify that proper insurance is held either by the SST or the East Kingston Elementary School to cover liability during construction.

There was general discussion by the Planning Board and Mr. Eaves about the existing septic system and whether the septic tank would be removed. If vehicles drove over the septic tank it could cause the tank to collapse. Mr. Eaves stated that the septic tank would remain in place and is situated away from areas where vehicle traffic will occur (i.e. the existing driveway entrance to the Cole House and the double front doors proposed for the new building).

The Circuit Rider Planner Julie LaBranche asked the Planning Board if after this discussion about the project whether they felt it was necessary to hold a public hearing for the proposal. Mr. Bath stated that a public hearing was not necessary providing Mr. Eaves submitted final construction plans to the Planning Board. The remaining Planning Board members agreed.

MOTION: Mr. Morales **MOVED** to accept the information provided by the East Kingston Elementary School Principal Jim Eaves. The motion was seconded by Mr. Bath. The motion passed unanimously.

There was general discussion between the Planning Board, Building Inspector and Mr. Eaves about the need for inspection by the Fire Chief of the site and building to determine compliance with life safety codes and material storage requirements. Mr. Eaves agreed to complete this inspection.

MOTION: Mr. Morales **MOVED** to amend the previous motion to include the following provisions:

1. Final construction plans are provided to the Planning Board; and
2. The construction site and new building are inspected by the Fire Chief Ed Warren prior to occupancy.

The motion was seconded by Mr. Bath. The motion passed unanimously.

Discussion about annual review and update of the Growth Management Ordinance.

The Planning Board, Building Inspector and Circuit Rider Planner reviewed the updates to the Growth Management Ordinance prepared by Secretary Barbara White and the Circuit Rider Planner. The following updates were discussed:

1. Pages 47-48 Table 1 – addition of housing stock statistics for 2014 for 2014.
2. Page 49 Table 2 – addition of 2014 student enrollment population for the Elementary, Middle and High schools. It was noted that total school enrollment has decreased particularly a decrease of 22 students in the East Kingston Elementary School.

The following additional amendments were recommended:

3. Pages 47-48 Table 1 – Mr. Bath noted what seemed to be an error for houses on Brandywine for 2013 and 2014; the housing number should be 29 for both years. Mr. Bath also noted that the subtotals throughout Table 1 are incorrect. Mr. Morales noted that this was discussed last year and a suggestion made to convert the table to Excel to ensure accurate accounting. The Planning Board agreed the Excel table should be created and asked that Secretary Barbara White and the Circuit Rider Planner coordinate to complete this task.

4. Page 50 Table 3 – Mr. Morales noted that the residential building permit history for 2013 and 2014 are missing and asked that Secretary Barbara White and the Circuit Rider Planner coordinate with the Building Inspector to complete this information in Table 3.
5. Page 51 E.4. Formula for calculation of the maximum annual number of building permits allowed. All present discussed the formula as written in the ordinance and asked for it to be clarified. All agreed to amend the formula to be more concise. The amended formula should be:

$$\begin{aligned} & (\text{Abutting Towns growth rate}/\text{Regional growth rate}) / 100 \times (\text{residential building stock}) \\ & = \text{maximum number of building permits for conventional residential housing} \end{aligned}$$

Example: Calculation for 2014: (0.83%/0.54%) / 100 = 0.0153703 % x 752 units = 11.6 permits

Mr. Bath asked if the total number of housing stock equaled the combined statistics for conventional residential and elderly housing. Mr. Morales confirmed that this was true but also noted that the maximum annual building permits allowed was based only on the total number of conventional residential housing stock.

Previously, the Town allowed roll-over of unused building permits to the following year. This gave advantage to builders to use a greater number of permits in a single year. At this time, the Town no longer applies roll-over of unused building permits to the following year.

The Planning Board, Building Inspector and Circuit Rider Planner also discussed whether the Growth Management Ordinance was still necessary given the slower growth rate over the last decade both in town and across the region. All agreed the ordinance was still relevant. Ron Morales asked if it would be better to use the growth rate for Rockingham County rather than abutting towns. It was noted by several that the Rockingham County growth rate was high due to continued stronger growth in some communities such as Portsmouth, Exeter and Epping. Mr. Morales noted that the purpose of a growth management ordinance is to balance growth and expenditures for services and thus controlling municipal costs and the tax rate. He asked if it was possible and legal to select a maximum percent annual rate of growth. The existing growth management ordinance does this already based on the growth rate of surrounding towns and the region. For the last number of years, the town has not issued the maximum number of building permits allowed as calculated by the existing growth management formula.

Planning Board members and the Building Inspector noted that there are few large undeveloped parcels remaining in town that can be developed with a significant number of new housing units. In addition, many large parcels have been placed in permanent conservation in recent years. Given the relatively low residential growth potential, the existing Growth Management Ordinance may be sufficient in the short term to accommodate requests for building permits; if conditions change the ordinance can be revisited and amended.

Mr. Bath recommended that the Board undertake a comprehensive rewrite of the Growth Management Ordinance. The Circuit Rider Planner noted that much of the statistical information in the ordinance is not available between the ten year census data cycles and it would take considerable time and effort to gather data for each of the surrounding towns and the region every year.

All present agreed that in 2015 the Growth Management Ordinance should be revised to remove any extraneous information not needed to calculate the growth rate and the maximum number of building permits per year, and incorporate the revisions discussed by the Board (items 1-5 as described above).

Discussion of updates to the Subdivision Regulations.

The Circuit Rider Planner reported that she continues to work on revising specific sections of the regulations including:

1. Need to meet with the Fire Chief to review and update standards for fire suppression and fire safety. In recent years state statute was changed several years ago to prevent requiring single family homes to use sprinkler systems for the method of fire suppression.
2. Review and update the provisions for Bonding for both Subdivision and Site Plan Regulations; need to meet with the Board of Selectmen to discuss addition of language that describes all of the Town's requirements for bonding (Town Engineer estimates the cost of construction for the bond), the administrative procedures for bonding, and standards for release of bond funds based upon project completion. All present discussed whether it is legal to require completion of construction of the road, utilities and supporting infrastructure within a certain timeframe. This could prevent situations where the existing bond for a project becomes insufficient (i.e. Ron Morales suggested making adjustments to the bond for inflation over the duration of the project) or the developer no longer has the financial means to cover the costs to complete the necessary construction.
3. Need to add the Erosion and Sediment Control and Post Construction Stormwater standards (as adopted in Site Plan Review Regulations).
4. Need to update references to state soil classification methods/documents and soil capacity tables for calculating lot size and septic system capacities.

Mr. Bath and Mr. Morales noted they had identified changes, inconsistencies and deficiencies in the regulations. The Circuit Rider Planner suggested the Board review the complete Subdivision Regulations at subsequent meetings.

Other Business

Mr. Morales asked if the Capital Improvement Program was being updated (copies provided in the Board's packets). He asked if it was possible to review the interest rate for the Town's bond to construct the new police station, library and conservation easements fund since rates have since decreased. He will inquire with the Trustees of the Trust Fund about securing a better interest rate on the Town's outstanding bonds.

ADJOURNMENT

MOTION: Dr. Marston **MOVED** for the Planning board to adjourn; Mr. Bath seconded. The motion was unanimous. The meeting was closed at 8:35pm.

The next Planning Board meeting will be on January 15, 2015.

Respectfully Submitted,
Julie LaBranche
Circuit Rider Planner

Minutes Approved January 15, 2015

Joe Cacciatore, Chairman