

KENSINGTON PLANNING BOARD MEETING
95 Amesbury Road, Kensington, NH 03833
TUESDAY July 16, 2019 – 7:00pm
Meeting Minutes - Approved 8/20/2019

In attendance: Peter Merrill, Chair; Mary Smith, Vice President; Jim Thompson, Member; Mike Schwotzer, Member; Therese Wallaga, Member; Robert Chase, Member; Julie LaBranche, Rockingham Planning Commission Representative

At 7:08pm, Peter called the Planning Board meeting of July 16 to order.

Pledge of Allegiance

Peter introduced the members of the board.

At 7:10pm, Jim made a motion to open the public hearing for 152 Drinkwater Rd LLC – Site Plan Review. Mary seconded. All voted in favor.

At 7:11pm, Jim made a motion to continue the public hearing until August 20th.

Julie explained she has been in conversation with the engineer and the request to have the hearing continued is a result of the applicant learning that they will need an alteration of terrain permit. Originally the applicants did not think this was required because of agricultural exemptions, but due to the scale and details of the project, it is required.

Mary seconded. All voted in favor.

At 7:16pm, Mike made a motion to close the public hearing. Jim seconded. All voted favor.

New Business:

1. New Member interest and recommendation to Board of Selectmen vote
 - Christine Ouellette, resident of 16 Hilliard Rd addressed the Board explaining that she is new to town and interested to become involve in the planning board.
 - There are currently 2 alternate positions are open. Peter explained the premise of the alternate position. Jim asked about Christine's current position. She gave a brief summary of her background.
 - **At 7:21pm, Mary made a motion to recommend to the Board of Selectman that Christine Ouellette be appointed as an alternate member of the Planning Board. Mike seconded. All voted in favor.**
2. Fees for planning board applications
 - The Planning Board reviewed the fees spreadsheet Kathy provided. Julie questioned what the typical deficit is between the current fee and the actual cost. There was discussion on possible escrow account and review periods. This topic will be discussed again at the August meeting. Julie mentioned that some towns use these fees as a form of revenue, although she is not advocating for that. There was discussion on administrative time costs.
 - The Board briefly discussed the Circuit Rider Contract and how other towns handle the circuit rider time. It was explained that some towns bill hours for specific project review similarly to how engineering time is billed, in an effort to free up the contract time for town-wide issues. Mike suggested the Board consider billing out Julie's hours and back charging her applications for reviews. Julie said some towns include up to 3 hours per application and anything beyond that is billed. The Selectmen will need to approve the change in the contract. There was a brief discussion on when/how the contract could be changed, and because the contract just started July 1, Julie didn't see a problem to amend it. **At 7:46pm, Mike made a motion that the circuit rider contract be amended for the fiscal year going forward so that 3 hours of site plan or subdivision reviews are absorbed by the town and anything beyond 3 hours will be billed by the applicant. Jim seconded. All voted in favor.**

3. Law Change on submission deadlines

- The Board reviewed and discussed HB 245. The Board agreed that they do not plan to make any changes to submission deadlines.

4. Law Change on Membership

- The Board reviewed and discussed HB 370. Mike explained that this made cities reflective of how towns were operating.

OTHER BUSINESS:

Moulton Ridge Road Culvert update – There is no update at this time. Mike requested to keep this item on the agenda for August.

Build Out Analysis-cost – Julie stated that the cost of a Build Out Analysis is between \$4,000-\$6,000 depending on how updated the parcel maps are.

The Board reviewed minutes from the June 18th meeting. Mike suggested an amendment clarifying that the motion made at 7:17pm was to temporarily appoint Glen as an alternate member for that particular meeting. **At 8:08pm, Mike made a motion to accept the minutes for June 18th as amended. Mary seconded. All voted in favor.**

The next meeting will be on August 20, 2019 at 7:00pm in the Town Hall.

There was a brief discussion about the meeting that occurred between the ZBA and the Planning Board regarding Home Occupations.

The Board discussed 98 Amesbury Rd. The last update was that the Selectmen were working on addressing this. The Planning Board feels that this is now an enforcement issue that they are unable to resolve. It was discussed that the applicants are now serving food on the porch, added 4 tables outside, have a liquor license, and are cooking outside. Julie pointed out that the creation of a bar is an expansion of use and they would need to go to the ZBA and get a use variance instead of having these continuing issues.

At 8:20pm, Mike made a motion to adjourn. Robert seconded. All voted in favor.

Respectfully submitted,

Chelsea Lalime