

**MINUTES
CHARLESTOWN PLANNING BOARD
AUGUST 19, 2014**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Richard Lincourt, Pat Royce, Rose Smith-Hull, Roger Thibodeau

Alternates Present: John Bruno

Staff Present: David Edkins – Planning & Zoning Administrator
Regina Borden – Recording Secretary

CALL TO ORDER & SEATING OF ALTERNATES: Mrs. Francis called the meeting to order at 7:00 PM. Mr. Frizzell, Chair, will be a little late. She noted the absence of Mr. Neill (Ex-officio) member however a Planning Board alternate cannot be seated in his place. Alternate member, Mr. Bruno, was asked to sit on the Board until Mr. Frizzell arrives. Mrs. Francis advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF JULY 15, 2014:

Mrs. Smith-Hall moved to approve the Minutes of the July 15, 2014, meeting, as printed. Mr. Lincourt seconded the motion. Mr. Thibodeau noted that on page 1, under Whelen Realty, LLC, 6th line, there is a duplication, delete one “with the”. Mrs. Francis pointed out that on page 3, second paragraph, 5th line, Mr. Bruno asked “do they know *what* that clearance would be (add the word “what”). On line 6, change “Neill noted that they would be losing” to “Neill noted that the Town would be losing a parking space”. Mrs. Royce mentioned on page 1, under Whelen Realty, LLC, second paragraph, second line, there is a duplication of the word “former” therefore delete the second “former”. Also, in the first paragraph indicate that “140 of road frontage” be corrected to “140 feet of road frontage”. With five members in favor, the Minutes were approved with the above corrections. Mr. Thibodeau abstained as he was not present at this meeting.

Mr. Frizzell came into the meeting. Mr. Bruno assumed his seat as an alternate member.

ZAREMBA PRORAM DEVELOPMENT, LLC (DOLLAR GENERAL) – Revision to Previously Approved Site Plan (Relocate Driveway) – 113 Main Street – Map 118, Lot 96 – Zone B (Business): Mr. Albert St. Pierre is the Site Contractor. He spoke with Chris Nadeau, the engineer, who was unable to attend this meeting to discuss the requested amendment to the plan for the Dollar General. The applicant got a price from the power company of \$70,000 to move the pole plus it might be 8-to-12 months before it could be done. Mr. Nadeau thought it would be in the \$10,000 range; he never envisioned that kind of price. It caused them to look at an alternative. To make the radius for the trucks, they need to move the driveway 8-feet to the north. As a result of the changed driveway location, Zarembo is showing the internal parking field, closest to the road, shifted by one space to the north to accommodate the truck turning

movement. They are also showing revised striping for the Main Street parking. The modifications result in no net change in parking, on-site or off-site.

Mrs. Francis asked if the new space by R & K Towing would affect the landscaping. Mr. St. Pierre noted that there are no shrubs there. Mr. Thibodeau asked if the new space is within the set-back. Mr. Edkins responded that the applicant said they could live with or without that space; it could be a PB decision. When the PB originally discussed the parking spaces they felt there were too many parking spaces. There is a set-back from the property line for parking spaces in the Site Plan Ordinance.

Mr. Lincourt questioned if abutters were notified. Mr. Edkins advised that notices were sent to the abutters by certified mail, it was published in the newspaper and posted; nobody contacted him about this revision. Mr. Poisson and Ms. Aiken were present.

Mr. Bruno asked about the turning movement for the 53-foot trailers plus tractors. Mr. St. Pierre talked to Mr. Nadeau about this; his response was that there is sufficient space. Mr. Bruno did not feel the entry area was well presented on the plan because it also shows the old driveway location which is now incorrect. He recommended that if a motion is made to approve it should include a condition that a revised Site Plan be submitted that will actually show what they are going to do. The plan should be submitted to replace the previous site plan.

Mr. Edkins pointed out that there had been previous discussion about losing parking spaces on Main Street but actually they will gain a parking space after the driveway is moved. He showed this on the plan. Mr. St. Pierre hopes the PB will approve this amendment so they can come back in on Monday to start paving.

Mr. Ilves questioned what will happen to the concrete sidewalk. Is it going to be replaced where the driveway is being moved and will it be concrete or asphalt? He would like a concrete sidewalk. Mr. Edkins responded that where the driveway is it will be asphalt with a striped cross-walk across it. Mr. St. Pierre clarified that where they took out concrete sidewalk it will be replaced with concrete.

Mr. Ilves referred to his letter to the Planning Board dated August 18, 2014. He is proposing that the Town continue the four-foot-wide grass strip, with curbing, from Claremont Savings Bank to the new Dollar General Store. Mrs. Francis asked Mr. Edkins if those four feet would come from parking spaces. Mr. Edkins said “yes”; the State claims a four-rod right-of-way but there is also Town right-of-way where the sidewalk is and the majority of those parking spaces. To achieve that four-foot area they would have to move the parking spaces closer to the traveled roadway. If they were going to look at something like this it probably would have been more appropriate when they did the original Site Plan; at this time we are considering moving the driveway plus there are issues with requiring the applicant to participate in off-site improvements.

Mrs. Francis moved to approve completeness of this Amendment to the approved Site Plan for Zaremba Program Development, LLC with the conditions that the access road be moved to the new location as shown on the plan, that the additional

on-site parking space proposed on the revised plan not be included, that the applicant submit an accurate plan that reflects these changes to the Town to become a part of the approved Site Plan file and include the condition that the Town concrete sidewalk now under construction be replaced by a concrete sidewalk before the project is complete. Mr. Lincourt seconded the motion. Mr. Lincourt offered a friendly amend to the motion to include the condition that there be no changes to the landscaping plan. Mrs. Francis accepted the amendment to her motion. With six members in favor, the motion was approved as amended.

Mr. Thibodeau moved to grant final approval of the revised plan with the conditions stated in the motion for completeness. Mrs. Francis seconded the motion. With six members in favor, the motion was approved.

Relative to the next two Agenda items Mr. Edkins was just informed that the applicants expected a notice that these applications would be on the Agenda for this meeting but he does not usually send out notices for Sign Permits so the applicants are not present. He suggested that the PB pass over these two items until the next meeting.

ANGELICAN CHURCH OF THE GOOD SHEPARD – Sign Permit – 20 Summer Street – Map 118, Lot 209 – Zones B (Business) & E (Mixed Use):

and

ANGELICAN CHURCH OF THE GOOD SHEPARD – Directional Sign Permit – 187 Main Street – Map 118, Lot 110 – Zone B (Business):

Mrs. Smith-Hull moved to pass over Items No. 4 and 5 on the Agenda until the next regular meeting on Tuesday, September 2, 2014. Mrs. Royce seconded the motion. Mr. Thibodeau requested a better plan on the locations. With six members in favor, the motion was approved.

NEW ENGLAND SIGNS (For DOLLAR GENERAL) – Sign Permit – 113 Main Street – Map 118, Lot 9 – Zone B (Business): Mr. Edkins pointed out that this Sign Permit package has been before the PB and ZBA for the past several months. The original Sign Permit application back in the winter was not approvable as submitted because they were looking for more signage than is allowed in that zoning district. They then submitted an application for a Variance to allow a total of 83-square feet of signage both on the building and as a free-standing sign. That application was disapproved by the Zoning Board of Adjustment. They came back with a new application for 43-square foot of signage on both the building and as a free-standing sign. The ZBA met on that but one member was absent and the vote resulted in a 2-to-2 tie. The ZBA decided to continue it until another meeting on August 25th when a full Board could be present. However a few days after the ZBA meeting Mr. Edkins got an email from the Zaremba Group stating that they wanted to withdraw the Variance application and a few days later he received this application for a Sign Permit which complies with the Sign regulations for both size and height. It is for a single free-standing sign of 24 square feet. For now there will be no signage on the building. Mr. Rob McIntyre of New England Signs advised that this sign will be centered left and right between where the entrance is and the property line. The set-back is 5 foot 6-

inches on the edge of the sidewalk; the height is 10 feet. It will be internally lit. The sign will be on one-half hour before the store opens and go off one-half hour after the store closes.

Mr. Frizzell asked if the abutters had any questions. There were none. Mrs. Francis asked what the pole would be made of. Mr. McIntyre advised it will be steel and painted black; the electric wires will be inside the pole.

Mr. Lincourt moved to approve this Sign Permit for New England Signs, as submitted. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

Mr. McIntyre noted that 25 square feet is nothing for a business to advertise. Maybe down the road the Board could consider going with 50-square feet. There was discussion relative to having no regulatory authority over political signs.

PLANNING & POLICY ISSUES:

The PB members discussed several enforcement issues:

- R & K Towing: Mr. Edkins was asked to count the number of vehicles parked at this business; he will check to see how many vehicles are unregistered. He will do research to see if there was a previous Site Plan Review on that property.
- Ice cream signs: Mr. Edkins will once again talk to the owner of the business.
- Site Plan Review Regulations: Consider looking into implications/impacts regarding businesses even on private property; traffic issues, etc.
- Jiffy Mart: There is concern about tractor-trailers backing out onto Route 12. A member also heard that they are now backing into the site. The PB was given testimony and shown evidence on turning movements that would allow a diesel vehicle to come in, make the loop and go back onto Main Street. Did they use the right sized truck in their auto turn simulation? If deliveries were brought in before they opened or after they closed there would not be any vehicles in the parking spaces to allow sufficient room. Mr. Wamsganz was going to address the issues with the Transportation Manager the first time this subject came up. Mr. Edkins will contact Mr. Wamsganz again.
- Second Hand Store: The second hand store keeps selling items outside and now they have set up a tent/temporary building. Mr. Edkins will check to see if there was a Site Plan Review when the property was the Red Barn Sports Store.
- Stumps: Does the Site Review Plan include approval for disposal of stumps, demolition debris, etc. Mr. Edkins will look into that.

A PB member asked how the enforcement letters are going. Mr. Edkins replied that they are getting action slowly but surely. They have done hazardous buildings and those people have been cooperative but asbestos evaluations are expensive.

Procedural Changes: Mr. Lincourt noted that several meetings ago the PB discussed Procedural changes. Mr. Edkins asked him to forward the original email and he will work on the draft.

ADMINISTRATION & CORRESPONDENCE:

Next Planning Board Meeting: Mr. Edkins reported that for the next Agenda there are the two Sign Permit applications. He also has a partial Subdivision application but will have to contact

the applicant as the remainder will need to be received tomorrow otherwise it cannot be processed for the next meeting.

Heritage Commission: The Heritage Commission/Historic District Commission would like to attend the September 17th meeting to talk about their efforts to start putting together a Historic District Ordinance for submittal to the voters next spring. Following that PB meeting they are scheduling a public meeting to try to gather some public input.

ADJOURNMENT:

There being no other business, Mrs. Smith-Hull moved to adjourn this meeting. Mrs. Francis seconded the motion. With six members in favor, the meeting was adjourned at 8:34 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 08-23-14

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the September 2, 2014, Planning Board meeting.)