

**MINUTES  
CHARLESTOWN PLANNING BOARD  
OCTOBER 20, 2009**

Members Present: Robert Frizzell –Chair; Sharon Francis –Vice-Chair (late); Doug Ring –Ex-Officio (late); Andy Jellie, Eric Lutz, Ken Moore, Pat Royce

Alternates Present: Herb Greenwood, Linda Stewart, Steven Neill (Ex-Officio Alternate)

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

**CALL TO ORDER & SEATING OF ALTERNATES:** Robert Frizzell, Chair, called the meeting to order at 7:00 PM. The absence of regular member Sharon Francis and ex-officio member Doug Ring was noted. Mr. Frizzell called upon alternate member Linda Stewart to sit for Sharon Francis. Ex-officio Alternate Steve Neill sat in for Doug Ring

**APPROVAL OF MINUTES OF SEPTEMBER 15, 2009:**

**Mr. Lutz moved to approve the Minutes of the September 15, 2009 meeting as printed. Mrs. Royce seconded the motion. With four members in favor, the minutes were approved. Mr. Neill, Mrs. Stewart and Mr. Moore abstained as they were not present at this meeting.**

**LIFE FELLOWSHIP FOURSQUARE CHURCH – 75’ x 100’ Addition to Existing Church Building –85 Wheeler Rand Road– Map 213, Lot 11 – Zone E (Mixed Use):**

Pastor David Grasso and Richard Mazzola, a council member, were present. They are in the planning stage for an addition to their existing building for a larger sanctuary and office space. The addition will be 75’ x 100’; 75’ x 75’ of that would be the seating area; there would be some room in the back for expanding the office, new bathrooms and some storage. They currently have about 200 seats but are looking for about 400 seats. Between both services they average about 260 people. They would like to consolidate back to one service. The parking space will be increased substantially. Currently they have about 100 spaces but are looking to increase that by over 100 to the south; there might be three rows of vehicles. Mr. Edkins noted that they have not marked out the spaces; spaces should be at least 9’x 18’. Mr. Grasso said the new parking area will start as gravel but will be blacktopped as soon as possible. Mr. Jellie asked if the new parking lot will eliminate parking on the street. Mr. Grasso responded that that is their intent. Mr. Neill sees parking on the street as a problem especially in the winter when the crews are plowing snow. *(Mrs. Francis arrived at this time).*

This past week they had a septic design company look at the present system; they are waiting for the report. It is in great shape but they are planning to up-grade it. They have communicated with the State. The well is near the southeast corner of the building. Mr.

Frizzell requested that the well be shown on the plan and they will have to know about the septic system from the State. Mr. Grasso spoke with Dave Duquette about hooking onto the town water and that is a possibility; the well would be a back-up.

Mrs. Royce asked if there is going to be some exterior lighting for the addition or the parking area. Mr. Grasso said they have not included any for the parking area as they do not want to be an intrusion for their neighbors. There is a big parking lot light near the pole. The new addition will have motion sensitive lights so they will not be on all the time. Mr. Frizzell noted that the PB just wants to be sure that lighting is limited to the property. Mrs. Francis read the Site Plan regulations, Performance Standards, for lighting.

Mrs. Royce asked if an additional exit would be needed from the new parking lot. Mr. Grasso noted that they now have two exits; he asked if the Town would have an issue if they eliminated a current one but added a new one off Wheeler Rand. Mr. Frizzell advised that that is the Highway Superintendent's decision.

Mr. Edkins noted that they are planning to make some substantial changes to the drainage on the lot. Mr. Grasso explained that their designer looked at the site. There are two culverts off Wheeler Rand that cause runoff so he suggested a swale to catch that water, running it over to the south of the property as indicated. The area is not deemed a wetland but they feel it necessary to create the swale for better drainage.

Mr. Edkins brought up the issue of vegetative screening shown on the plan as "owner's choice". Mr. Grasso said they have not gotten to that part yet but he assumes some shrubs or trees will be planted to create a little bit of a block. Hemlocks or evergreens were suggested.

Mr. Edkins asked how soon they plan to build the addition. Mr. Grasso said they hope to be able to do it in late spring or early summer 2010.

**Mr. Lutz moved to accept this application as complete subject to provision of the following information:**

- **Show the well location on the Site Plan;**
- **Information on the screening; and**
- **Adequacy of the septic system**

**Mrs. Stewart seconded the motion. With seven members in favor, the motion was approved.**

Mr. Neill and Mrs. Stewart stepped off the Board; Mr. Ring and Mrs. Francis took their regular seats on the Board.

**PUBLIC HEARING ON PROPOSED ZONING AMENDMENT – Lot Size Averaging: Mr. Frizzell opened the Public Hearing at 7:32 PM.** - Mr. Edkins advised that the Lot Size Averaging would apply in the Mixed Use (E) and Watershed (D) Zones. The minimum acreage for a lot size averaging subdivision plan would be twenty (20) acres. The applicants would have to submit a subdivision plan showing how many lots

could be developed in a conventional plan and that would determine how many lots could be developed under the lot size averaging. The minimum lot size they had previously discussed was 15,000 square feet. A density bonus of up to 25% will be permitted for subdivisions that result in the permanent protection of 75% of the total acreage or more for the protection of resources identified in the Master Plan and/or the Natural Resources Inventory as important to the community.

Mr. Edkins had provided copies to several local developers. Mr. Lutz recommended that a copy be sent to Vic St. Pierre. Travis Royce was present at this meeting.

Gerald Coogan from T.F. Moran Company responded by email. One of his comments was that “75% protection of the total acreage is a difficult requirement to meet in order to receive a density bonus, especially if the parcel in question is small in size.” He also provided a copy of the “Open Space Development Ordinance” for the Town of Sandown. A lot of emphasis is on how they calculate their minimum lot sizes. They do not make any provision for municipal water and/or sewer which Charlestown has in some areas.

Travis Royce commented that the PB should apply it to some hypothetical property and see what happens. Mr. Edkins noted that this amendment does not need to be finalized until mid-January 2010.

Mrs. Francis was looking for the incentive for a developer to do two plans. She questioned if we have provisions for a common septic system. Mr. Edkins noted that in the Sandown Ordinance they talk about zero lot line developments; multiple structures but on one parcel of land where they share such utilities. In the current Charlestown Ordinance there are provisions for multi-family dwellings in Zone E; there are no density requirements.

Mr. Edkins noted that both Mr. Royce and Mr. Coogan raised concern about the protection of 75% of the total parcel; is that too high to be realistic? A well radius could be a part of the common space. The well would then have to remain in the care of the Homeowners’ Association. A developer would be able to get more buildings on a smaller portion of land at a lot less cost in terms of roads, water and sewer. The open space would have to be truly open space for trails, etc. but not tennis courts, a pool, etc. This Ordinance would not preclude someone from coming in with a conventional development. Mr. Edkins referenced the last paragraph on page 3 “Management of Permanently Protected Area”.

Mr. Jellie appreciated Mr. Royce coming in. He asked if there was a way to encourage some other local contractors to come in to talk to the PB about this proposal.

Mr. Frizzell declared the Public Hearing closed at 7:58 PM.

**PLANNING & POLICY ISSUES:**

**Route 12 Project:** Mr. Edkins and Mrs. Francis attended the last Department of Transportation Route 12 Advisory Committee meeting about the Route 12

Reconstruction Project between North Walpole and the Route 12A overpass. They had reviewed ten alternatives but have now come up with the preferred alternative. There are several configurations which Mr. Edkins explained. Mrs. Francis said they are talking about 11-foot travel lanes with 4-foot paved shoulders on both sides. The next step is to hold a Public Informational Hearing in early December; if this plan has support they will hold a formal Public Hearing in the spring of 2010. They would then begin to acquire some private property/rights-of-way. The Railroad was invited to participate on the advisory committee but they only came to one meeting. This project is programmed into the State's Ten Year Plan. The railroad relocation would occur in 2012 with the road work in 2015; it would be phased in. The anticipated cost is \$15-20 million dollars. Mr. Lutz felt it is time to begin lobbying to get the other half of Route 12 from the overpass to the Charlestown Village on the Ten Year Plan.

**ADMINISTRATION & CORRESPONDENCE:**

**Wetlands Permit:** The Town was issued a Wetlands Permit to replace the culvert over Beaver Brook on Michael Avenue at the Beaudry Development. The Department of Environmental Services is moving in the direction of natural bottom spans.

**City of Keene, NH:** Notices were received from the City of Keene regarding several cell towers applications. Towns within 20 miles have to be notified of the Public Hearings.

**Historical Society:** Mr. Lutz advised that the Historical Society has an open house once a week and a meeting every month in the Town Hall. Sometimes people need a handicapped parking space but they have been told this is not possible. He wants to stress the need for two handicapped parking spaces in front of the building. One person wants to come to the meetings but she does not know where to park close to the building. Mr. Edkins said it can be looked at again but the Selectboard has to make that decision. Mr. Jellie felt the PB can ask that they look at the options. Parking by the Town Hall has been an on-going problem.

**Next Meeting:** The next meeting is scheduled for Tuesday, November 3, 2009 at 7:00 pm.

**ADJOURNMENT:**

**There being no other business, Mrs. Francis moved for adjournment. Mr. Moore seconded the motion and, with all in favor, meeting adjourned at 8:22 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 10-26-09

(**Note:** These are unapproved minutes. Corrections, if necessary, may be found in the minutes of the November 3, 2009, Planning Board meeting.)