

**MINUTES
CHARLESTOWN PLANNING BOARD
JULY 5, 2011**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Doug Ring (Ex-Officio); Andy Jellie, Roger Thibodeau, Rosie Smith-Hull; Pat Royce

Alternate Present: James Jenkins

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

CALL TO ORDER & SEATING OF ALTERNATES: Mr. Frizzell called the meeting to order at 7:00 PM. He noted that Doug Ring (Ex-Officio) is sitting in for Steve Neill (Ex-Officio) and that Alternate member Eric Lutz is absent but the full Board was present therefore there was no need to call on the Alternate.

APPROVAL OF MINUTES OF JUNE 7, 2011:

Mrs. Royce moved to approve the Minutes of the June 7, 2011 meeting as printed. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved. Mr. Ring abstained as he was not present at this meeting.

SIGN PERMIT – Carod Properties: Carol Clark, applicant, submitted an application for a sign for “The Sumner House – Restaurant, Diner, Gifts”. This is almost exactly the same size as the previous sign of the “Heritage Restaurant” but the height from the ground might vary a little from the 44”. There was discussion relative to making the lettering of the sign larger than it appears as they seem small in relation to the size of the sign. Several members agreed. Mrs. Clark would be happy to make them larger. She wanted to bring it to the Board before having the sign made. The sign would be made of wood; the colors would be a maroon background with white/off white text. She plans to use the existing lighting but, at this time, nothing works; the electrician is looking into it.

Mr. Edkins mentioned that this is the basic design and concept. There is room to make the letters larger. Mrs. Clark said there will be a small arm that will dangle with the hours because they may change seasonally and maybe it will have the phone number. Mr. Jenkins mentioned that she has 50 square feet of signage to work with. Mr. Edkins noted that this sign is just over 38 square feet.

Mrs. Francis moved to approve the concept of the Sign Permit for Carod Properties d/b/a “The Sumner House” as presented and the applicant will be asked to return with the final design specs and any other additional information. Mrs. Royce seconded the motion. With seven members in favor, the motion was approved.

NON-PUBLIC SESSION – RSA 91-A:3 II (c) – Pending Litigation:

Mr. Thibodeau moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II (e) to discuss pending litigation. Mrs. Francis seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 7:16 PM.

Mr. Frizzell resumed the regular Planning Board meeting at 8:14 PM.

PLANNING & POLICY ISSUES:

18th Annual Spring Conference: Mr. Jellie attended this conference recently. There was an interesting talk on cluster housing. Salem passed a policy similar to Charlestown. They processed 15 proposed projects. They presented some slide shows on how they were presented and how they ended up looking. Amendments were made as they went along.

Site Plan Regulations: Mr. Thibodeau thought they were going to review their Site Plan regulations. Everything that comes along before this Board should have a professionally drawn site plan or a survey. It should not be on a tax map. They need to know what the property looks like. Mr. Edkins noted that for a small home-based business it is difficult to ask the owner to obtain a professionally drawn site plan.

Enforcement Issues:

Old Claremont Road: Mrs. Smith-Hull mentioned that there is a building that is being added onto on the Old Claremont Road. Mr. Edkins will check on it as it might need a Building Permit. They would only need to come to the PB if it was commercial.

Vehicles: Mrs. Smith-Hull mentioned that when you are leaving Claremont there are six vehicles for sale. Mr. Jenkins advised that the truck with the scrap metal sign is still there at Morningside.

Adjournment:

There being no other business, Mrs. Francis moved to adjourn the meeting. Mr. Thibodeau seconded the motion. With seven members in favor, the motion was approved. The time was 8:29 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 7-8-11

(**Note:** These are unapproved Minutes. Correction, if necessary, will be found in the Minutes of the July 19, 2011, Planning Board meeting.)