

**MINUTES  
CHARLESTOWN PLANNING BOARD  
OCTOBER 4, 2011**

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

Alternates Present: None

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 the full Board was present. He advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

**APPROVAL OF MINUTES OF AUGUST 16, 2011 and SEPTEMBER 6, 2011:**

**Mr. Thibodeau moved to approve the Minutes of the September 6, 2011 meeting as printed. Mrs. Francis seconded the motion. With six members in favor, the motion was approved. Mr. Neill abstained as he was not present at this meeting.**

**Mr. Neill moved to approve the Minutes of the August 16, 2011 meeting as printed. Mrs. Francis seconded the motion. With four members in favor, the motion was approved. Mr. Jellie, Mrs. Royce and Mrs. Smith-Hull abstained as they were not present at this meeting.**

**RINGSCAPE – Sign Permit – 3613 Claremont Road – Map 205, Lot 64 – Zone E (Mixed Use):** Mr. Edkins advised that this business is located at the north end of the Frank’s Bargain Center building. This sign panel will be put above the doors over the existing bulbs where the original sign was. Mrs. Francis questioned the hours of illumination “Dark till Ten PM”. Mr. Ring responded that during the winter months the sign will be on earlier than the summer. If he is open he wants to be able to keep the sign on 7 days a week; for example, close to Christmas and Halloween and when running a special. There is one existing light that covers the entire parking lot but sometimes he puts his sign/lights on just to check the area. No abutters were present.

**Mr. Thibodeau moved to grant approval for this Sign Permit for Ringscape as modified for seven days a week from Dark until 10:00 PM if the business is open. Mrs. Francis seconded the motion. With seven members in favor, the motion was approved.**

**WHELEN REALTY, LLC – New 75,000 Square Foot Manufacturing Facility and 10,686 Square Foot Addition to Existing Manufacturing Facility – 182 CEDA Road, Map 106, Lot 1 – Zone F1 (Business/Industrial):** Mr. Edkins clarified that the square footage for the new addition is actually 10,312 square feet. Mr. John Olson explained that this will be an addition to

Building #5, where the former Design Standards building was located, for metal processing. They have more than adequate parking already. This is a part of their future 5-to-6 year plan. At this time there are two different properties with two owners under common control. Whelen Realty, LLC and Whelen Engineering, Inc. own approximately 10 acres with about 500,000 square feet of buildings. Mr. Thibodeau asked if there are any emissions from the metal processing. Mr. Olson said “no”; the process is for coating the extrusions.

An abutter representing the adjacent Corning property asked if Whelen is looking for new employees. Mr. Olson responded “yes” he is; talented people, tool makers, machinists, die makers, skilled people, etc. Long term they might hire about 200 more employees. They run five shifts and stagger the shifts. Mr. Jellie expressed concern with the traffic flow onto Route 12 with that many new employees. Mr. Olson said staggering the shifts reduces the traffic; they have less people on first shift than they had two years ago. CEDA built that road for a lot of traffic and there is good site distance.

Building No. 6 (new 75,000 square foot manufacturing facility) could be used for machinery, warehousing and/or a distribution center. If there are truck docks they will face the other buildings.

Mr. Edkins noted that usually the Site Plan approvals are to be exercised within one year but the PB could waive that requirement.

**Mr. Thibodeau moved to accept this Site Plan Review application from Whelen Realty, LLC, as complete. Mr. Neill seconded the motion.**

**Mr. Thibodeau moved to approve this Amendment to the Site Plan for Whelen Realty, LLC for the 75,000 square foot facility, to be developed within a five year period. There was no second.**

Mrs. Francis’ concern with five year approval is that the applicant is not sure how the new facility will be used. The owner might get involved in some other operation that might require State approval. Mr. Olson said they are a manufacturing operation; they are not in the retail business. Anything they do would be in the line of manufacturing. Mr. Neill stated the Whelen property always looks nice; they take care of everything. Mr. Olson said the ownership is secure. He wouldn’t be opposed to adding “for use similar to what is being done on the property now”.

**Vote on Completeness: With seven members in favor, the motion was approved.**

**Mrs. Francis moved to grant final approval for a period up to five years with the understanding that uses in the new structure would be similar to the existing business and if there are major changes the applicant would come back for approval. Mr. Jellie seconded the motion. With seven members in favor, the motion carried.**

**WHELEN ENGINEERING CO., INC. – 5,625 Square Foot Addition to Existing Manufacturing Facility – 99 CEDA Road – Map 106, Lot 3 – Zone F1 (Business/Industrial):** Mr. Olson advised that they have six plant engineers that build, modify and design equipment, and assist in the production. They are in a small room inside the main building and need a place for their machine shop set-up. The maintenance people will be moved into a separate building next door. He would like to add more engineers.

**Mr. Jellie moved to accept this application as complete. Mr. Neill seconded the motion. With seven members in favor, the motion was approved.**

**Mr. Thibodeau moved to grant final approval for this application. Mrs. Francis seconded the motion. With seven members in favor, the motion was approved.**

**PLANNING & POLICY ISSUES:**

**Violations:**

- 1) The PB members reported that the service station on Main Street has three vehicles for sale on the property. Mr. Edkins mentioned that an occasional car for sale is okay but not all the time. It was noted that they do make an effort to keep the business off the sidewalk. Mr. Edkins will talk to the owner.
- 2) There are two plywood signs at the corner of Morningside Lane and Route 12. Mr. Edkins will ask the owner to remove them.
- 3) There are several cars and a double-wide trailer on a Hackett Swamp Road property. Mr. Edkins will check on this.
- 4) There is a recreational vehicle on the Borough Road that has been out of compliance for at least a year. Mr. Edkins will follow-up with a letter as he had previously spoken to the owner about it and they were going to take care of it.
- 5) Some property owners have over-grown hedges/bushes that hinder people from walking on the sidewalks. Mr. Edkins said if they extend into the Town's public right-of-way the Town can address that by trying to work with the owner. If the owners refuse to do anything the Town has the right to trim them.

**Sign Regulations:** Mr. Edkins talked with the Upper Valley Lake Sunapee Regional Commission (UVLSRPC) and they are trying to put some sign information together for the PB. He also talked with the DOT to see how their program with the directional type signs works as the Town might be able to adopt it to meet their needs.

**Zoning Board of Adjustment:** There will be a ZBA meeting next Thursday at 7:00 PM in the Selectboard's Office. There are two applications from the Town for the new water pump station on the North Hemlock Road to pump water to the Blueberry Hill Mobile Home Park. The Town has a provision in its Ordinance that says all municipal projects such as this need a Special Exception from the ZBA but State law states that there is a process for dealing with this through the PB. At some point Mr. Edkins would like to talk to the PB about making this change. An application was received from John Harris d/b/a Morningside Flight Park/Kitty Hawk Kites for a Variance to permit the placement of a portable off-premises sign.

**ADMINISTRATION & CORRESPONDENCE:**

**Frederick Poisson, Sr. v. Town of Charlestown:** Copies of Attorney Fulton’s motion for Lift Stay and Motion to Dismiss for filing with the Court on the Frederick Poisson, Sr. v. Town of Charlestown case (motorcycle shop) were included in the Board’s packets. Several PB members reported that there is loud noise from motorcycles running, vehicles are there more than one-half the time, they park a truck in Poisson’s driveway, they need to be reminded about the dog leash law and they have two signs. Mr. Edkins will talk to them about violations.

**Local Government Center:** The LGC is sponsoring a fall workshop “Fundamentals for Planning Boards and ZBAs”. If anybody is interested let Mr. Edkins know so he can register them and the Town would pick-up the cost.

**NH Planning and Zoning Books:** The 2012 books will be available in December. Mr. Edkins usually keeps two books in the office. He asked if the members wanted an up-dated book. There was a consensus of the PB that they could use Mr. Edkins’ book.

**Route 12:** Mr. Edkins received a call from Nate Miller of the UVLSRPC who recently met with the DOT; the Town of Charlestown made an impression with them on the attendance at the public hearing on the Route 12 project. The best thing we can do is to have a good showing on the big hearing in Concord. There will be another regional meeting in Keene on October 20<sup>th</sup> with two different representatives. It might not be a bad idea to be present at this meeting also. The big turn-out at the meeting in September was noticed.

**ADJOURNMENT:**

**There being no other business, Mr. Thibodeau moved for adjournment. Mrs. Francis seconded the motion. With seven members in favor, the motion was approved.** The time was 8:21 PM.

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 10-10-11

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the October 18, 2011, Planning Board meeting.)