

**MINUTES  
CHARLESTOWN PLANNING BOARD  
DECEMBER 6, 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: 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 the full Board was present therefore there was no need to call upon the Alternate member. The meetings are tape recorded so Mr. Frizzell asked anyone wishing to speak to identify themselves for the record. Mr. Frizzell had a phone call from Mr. Lutz, Alternate Member, who was unable to attend but he sent his best wishes to everyone.

**OTHER BUSINESS:**

**Route 12 Project:** Mr. Frizzell read in the newspaper that the Route 12 Project is moving forward on the State's Ten Year Plan; there is still another Ten Year Plan cycle to go through. Mr. Edkins has been a very big pusher of this project therefore Mr. Frizzell asked the PB members to express their appreciation by giving him a round of applause. Mr. Edkins mentioned that Nate Miller from the Upper Valley Lake Sunapee Region Planning Commission was also a driving force. It was a big effort on behalf of everybody.

**APPROVAL OF MINUTES OF THE NOVEMBER 15, 2011 MEETING:**

**Mrs. Francis moved to approve the Minutes of the November 15, 2011 meeting as printed. Mr. Thibodeau seconded the motion but noted a typo on page 2, third paragraph, first line, change "pace" to "place". With six members in favor, the minutes were approved as corrected. Mrs. Smith-Hull abstained as she was not present at this meeting.**

**DANIEL & CAROL McSHANE; ERIC FLAIG; CONNECTICUT VALLEY AUTO, LLC, Cont'd. – Boundary Adjustments Among Existing Lots – 429-449 Calavant Hill Road – Map 205, Lots 32, 33 & 34 – Zone E (Mixed Use):** Mr. Frizzell advised that, at the last PB meeting, the members voted for completeness of this application. Mr. Edkins noted that there were no outstanding issues relative to this Boundary Adjustment.

**Mr. Neill moved to grant final approval for these Boundary Adjustments for Daniel & Carol McShane, Eric Flaig and Connecticut Valley Auto, LLC. Mrs. Royce seconded the motion.**

Mrs. Francis would rather wait until Tom Dombroski comes into the meeting. Mr. Neill felt there was no need to wait as this was just a matter of cleaning up some loose ends and the parties

involved are anxious to get this resolved. Mr. Thibodeau said most of the members were ready to finalize it at the last meeting but then a decision was made to hold it over until this meeting.

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

**DANIEL & CAROL McSHANE, Cont'd. – Two (2) Lot Subdivision – 449 Calavant Hill Road – Map 205, Lot 34 – Zone E (Mixed Use):** Mr. Edkins advised that during the last meeting there were two issues on this application: 1) The Verbiage that Mr. Dombroski was going to put on the small triangle lot and a better description of it; and 2) Proof of the Driveway Permit. Mr. Edkins has confirmation from Mr. Keith Weed, Highway Superintendent, that this was approved.

Due to Mr. Dombroski's absence there was a consensus of the PB members to discuss their Planning and Policy Issues and then return to this Agenda item.

**PLANNING & POLICY ISSUES:**

**Sign Regulations:** Mr. Edkins distributed copies of the first draft for revised Sign Regulations. He took the existing regulations, re-worked them and suggested some changes. A lot of it stayed the same but some things were moved around.

Section 8.6.1 – Purpose – Stayed the same.

Section 8.6.2 – Permit Required – This was moved to the front. This is language that is the current ordinance. In line 3 – add the word “and” after Planning Board.

Under this Section (a), (b), (c) and (d) remain the same.

(e) This is language pertaining to - Off premises directional signs. It would still require a Sign Permit from the PB. At one time they had talked about using the State's directional sign system. The design of the sign would have to come in to be approved by the PB. Mr. Edkins does not want to eliminate creativity of signs. Does the PB want standardized signs or have some creativity. The PB can talk about this during the meeting on December 20<sup>th</sup> but then they would have to finalize something for a first Public Hearing that would have to be held on January 3<sup>rd</sup>, 2012. That would leave an opportunity for a second Public Hearing on January 17<sup>th</sup> but then it would go to the voters.

Section 8.6.3 – Sign Design Guidelines – These were taken out of the existing Ordinance and followed the Purpose section. They give the PB some discretion in evaluating the signs as to if they are legible, if the design is acceptable, whether the size and height, etc. are acceptable. These are general guidelines.

Section 8.6.4 – Sign Design Criteria – Mr. Edkins increased the “50 square feet” to “80 square feet” in the first line. Under (b) i and ii are in the current regulations. There was discussion relative to considering a change in Zone B-Business from twenty-five feet to another dimension. Under (b) iii – Zone E – Mixed Use Zone – This is somewhat new on NH Route 12. Under (b) iv – All Other Zoning Districts – Mr. Frizzell thought they should discuss how far back from the road the sign would be placed and that would determine the size. There was a consensus that the members do not want billboards.

Section 8.6.5 – Permit Not Required – Most of this section is the same as the current ordinance. (i) Mr. Edkins added “on the premises”. (m) This is a new letter. Second line - correct “of” to “or”. (p) As of right now the ordinance has the same language but it requires a permit that Mr. Edkins issues. Many groups / organizations do not do this. There are very few complaints provided that the signs are taken down. Mr. Frizzell suggested adding some wording as follows: “For people that want to put up a sign for more than two weeks in advance a Special Exception will be needed from Mr. Edkins for a permit”. (o) This was added because the Town cannot regulate political signs.

Section 8.6.6 – Existing Non-Conforming Signs – Mr. Edkins explained that this wording is in the current ordinance.

Section 8.6.7 – Temporary Signs – Mr. Edkins noted that this is the same as the existing ordinance except he took out the wording for “charitable and civic events”.

Section 8.6.8 – Prohibited Signs – This is basically the same.

Page 6 includes “Definitions” and page 7 provides Other Provisions.

Mr. Edkins has many publications on sign regulations. Some have complicated charts based on the square footage of the building and the speed of traffic, etc. He passed around one pamphlet; members are welcome to look at the other town ordinances and publications.

**ADMINISTRATION & CORRESPONDENCE:**

**Petition from Larry Crocker:** A copy of the actual Petition that Mr. Crocker is circulating was distributed at this meeting. In Mr. Crocker’s emails, that several PB members received, he has indicated that he would like the Planning Board to put forth this Zoning Amendment rather than putting this in by a Petition. After reviewing the emails, Mr. Edkins feels that this seems like a fairly simple amendment to the Zoning Ordinance but it raised a lot of issues; it may not be as simple as it looks from the Petition itself. Were the Planning Board to propose it some of those issues would have to be addressed. This would be a general provision applicable to the entire town. Mr. Frizzell noted that when this was discussed previously most of the PB members felt they were covered on this issue. If it should come up, the PB would use their judgment on it. Mr. Edkins mentioned that the New Hampshire Stormwater Manual has some extensive requirements that go beyond the 25-and-50-foot buffers that the Town has. They recommend that 50-feet be the absolute minimum and that is just one inconsistency between the Town regulations and that manual. There was discussion relative to a definition for “a natural vegetated buffer”. Mr. Edkins advised that if this comes in by Petition the PB would have to hold a Public Hearing on the proposed Amendment and they would have to make a decision on whether to recommend or not recommend the Petition.

**DANIEL & CAROL McSHANE – Two (2) Lot Subdivision – (Continued):**

Mr. Frizzell noted that Mr. Dombroski did not arrive therefore the following motion was made.

**Mr. Thibodeau moved to continue the McShane Two Lot Subdivision until the next meeting. Mrs. Francis seconded the motion. With seven members in favor, the motion was approved.**

**ADMINISTRATION & CORRESPONDENCE (Continued):**

**Borough Road:** Mrs. Francis reported that Mr. Sauro removed one side of their recreational vehicle and hauled some metal away but it is still there. Contents from the inside like mattresses are still on the property in a pile. Mr. Edkins will call Mr. Sauro tomorrow. Apparently Mr. Sauro gave the recreational vehicle to a local person who attempted to move it but the tires went flat so they took it back. Mr. Sauro does have a permit to build a shed. Mr. Edkins will look at the Building Permit that was issued by the Building Inspector.

**Kurt Frazier:** Relative to an inquiry, Mr. Edkins advised that Mr. Frazier does have a permit from the Building Inspector to build a shed. He will take a look at the permit.

**Fred Poisson:** Mr. Edkins advised that Mr. Poisson does have a DES Restoration Permit for Cummings Avenue. He looked at what was done today.

**Gary Knight:** Mr. Knight does have a permit from the Building Inspector to build an addition onto his house. There is a question relative to it being too close to the boundary line.

**Off the Old Claremont Road:** Mr. Neill has had complaints regarding Mr. Knight as he has moved a lot of equipment onto the property. He felt it was time for Mr. Edkins to request that Mr. Knight come into a Planning Board meeting to explain his operation.

**ADJOURNMENT:**

**There being no other business, Mrs. Smith-Hull moved to adjourn this meeting. Mrs. Royce seconded the motion. With seven members in favor, the motion was approved. The time was 8:12 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 12-15-11

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the December 20, 2011, Planning Board meeting.)