

**MINUTES  
CHARLESTOWN PLANNING BOARD  
JANUARY 17, 2012**

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

Alternates Present: James Jenkins

Staff Present: David Edkins – Planning & Zoning Administrator

**CALL TO ORDER & SEATING OF ALTERNATES:** Mr. Frizzell called the meeting to order at 7:00 PM. He noted that regular members Pat Royce and Rose Smith-Hull were not present therefore he called upon James Jenkins to sit on the Board for Pat Royce.

**APPROVAL OF MINUTES OF THE JANUARY 3, 2012 MEETING:**

**Mr. Thibodeau moved to approve the Minutes of the January 3, 2012 meeting as printed. Mrs. Francis seconded the motion with the following addition: Page 3, Section 8.6.4 – Sign Design Criteria- Zone E - Mixed Use – add “and if the sign is proposed to be 80 square feet”. With six members in favor, the motion and addition were approved.**

Mr. Jellie stepped off the PB for this Agenda Item.

**COLD RIVER CYCLES, LLC – Sign Permit – 26 Sullivan Street – Map 118, Lot 94 – Zones B (Business) & E (Mixed Use):** At the last meeting the PB members had questions relative to the lighting of the sign, was it shielded, and the hours of operation. Mr. Collins explained that the light would be low temperature fluorescent. There would just be a small opening on the bottom of the box for the light as he doesn't want it to obstruct any traffic. Mr. Edkins pointed out that the Sign application indicated hours of operation to be from 10:00 AM to 8:00 PM but the Site Plan application was 10:00 AM to 6:00 PM. Mr. Collins said some people do not get home in time to get to the shop so they plan on staying open later to give them enough time. He indicated that he might be working later than that but they will not be open for business. The sign would not be lit up after 8:00 PM. Mr. Edkins mentioned that abutters are not notified for Sign Permits.

Relative to the sign, Mr. Jenkins questioned the proportion of the sign for that part of the building. Mr. Edkins indicated that there are general guidelines. Mr. Collins felt this was an appropriate location for the sign out of consideration for his neighbors as well as for people and traffic going by. Even Mr. Poisson will not see the sign from his office windows. They wanted to put it on the car-port for people coming off Main Street to see the entrance. He will only have one sign and it meets the size regulations. Mrs. Francis pointed out that he would be allowed a directional sign that says “Entrance”. She said that because of the proportion of the sign it would look better on the building but his reasons for wanting to put it where indicated are reasonable. Mr. Collins took a straw poll of his customers and they all agree that it is better on the car-port. Mr. Edkins understood that the PB had come to a consensus during their last meeting that there

were no real issues with the sign or the location but there was a question on the lighting. Mr. Frizzell noted that the question of the size of the letters on the sign was brought up at the last meeting. Mr. Collins pointed out that it was not his intention for people driving down Main Street to read his sign. A lot of his customers come from out-of-town as well as in-town. Mrs. Francis felt it would be easier for people to read what is on the sign if it was over the entrance-part rather than off the gable-end of the building. That is a reason for her to say keep it on the car-port but she is wondering if it wouldn't look better if the sign was not 4' x 8' but maybe slightly smaller. Mr. Collins said they are allowed 50 square feet; this sign is 48 square feet. He wants to put as much emphasis on his logo as it is on his banner, letterhead, etc. Mrs. Francis asked how important is it to have the telephone number on the sign where they are trying to get people to come to the door. She wondered if the lower part of the sign could be cut off so it wouldn't hang down too low. Mr. Thibodeau felt it is for people that go by when the business is closed. Mr. Collins said the phone number is important. Because the sign does hang down he plans on doing the other side to make it symmetrical. Mrs. Francis confirmed that the fluorescent light would be under the over-hanging roof line. Mr. Collins agreed.

**Mrs. Francis moved that sign schematic as presented to the Planning Board be approved to be located on the gable end of the building. Mr. Neill seconded the motion.**

Mr. Collins pointed out that the application is not even about that, it does not make any sense. They should either approve or not approve the sign going on the car-port. He does not understand their motion. They try to be nice to their neighbors. Mr. Edkins pointed that Mr. Collins' motivation to place it where requested was not to cause any problems with his neighbors. The PB does not have any objective criteria in their regulations to do this; it is a matter of the PB's aesthetic as opposed to Mr. Collins aesthetic. Mr. Neill feels the PB has the authority to make the decision. Mr. Frizzell read a portion of the regulations relating to the size of signs and the facade.

**Vote In Favor: Mr. Thibodeau, Mr. Neill, Mrs. Francis, Mr. Jenkins  
Vote Opposed: Mr. Frizzell. The motion was approved by a 4-to-1 vote.**

Mr. Frizzell advised that Mr. Collins can Appeal to this Board. Mr. Neill said he can submit another application to change the location.

Mr. Jellie resumed his seat on the PB.

**PLANNING & POLICY ISSUES:**

**Sign Ordinance:** Mr. Edkins reported that the changes were made to the Sign Regulations. Mr. Frizzell wants to be sure that the sections that were changed are brought to the attention of the public before the vote. Mr. Edkins said there will be an opportunity during the Deliberative Session for either him or a PB member to talk about this. Mrs. Francis felt it might be beneficial to have a one-page document with the proposed changes highlighted. Mr. Edkins noted that three things were changed: 1) the directional signs; 2) the 80-foot signs in Zone E; and 3) removed the requirement for a permit for temporary signs if they are up for less than two weeks

before the event. It could easily be done on half a page of paper. He will ask Mr. Weed for an approximate price for a directional sign to be erected.

**ADMINISTRATION & CORRESPONDENCE:**

**Borough Road:** Mr. Edkins advised Mrs. Francis that he talked to Jon LeClair about the partially demolished trailer on Borough Road. Mr. LeClair contacted Mr. Sauro and told him that if he did not take care of the issue promptly Mr. LeClair would be looking into revoking Mr. Sauro's Building Permit.

**Sign on the old Fall Mountain Water Testing Building:** Mr. Neill had mentioned this sign at the last meeting. Mr. Edkins mentioned it to the contractor and he took the sign down the same day.

**ADJOURNMENT:**

**There being no other business, Mr. Jellie moved to adjourn this meeting. Mr. Neill seconded the motion. With six members in favor, the motion was approved. The time was 7:48 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 1-31-12

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the February 7, 2012, Planning Board meeting.)