

**MINUTES
CHARLESTOWN PLANNING BOARD
MAY 15, 2012**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Steve Neill (Ex-Officio); Andy Jellie, Pat Royce, Rose 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 on an Alternate member. Noting that meetings are tape recorded, he asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF THE APRIL 17, 2012 MEETING:

Mrs. Francis moved to approve the Minutes of the April 17, 2012, meeting, as printed. Mr. Thibodeau seconded the motion. With seven members in favor, the motion was approved.

FLIGHT PARKS, LLC/KHK MORNINGSIDE, LLC., cont'd – Building Renovations, Zip Line Construction, Concessions & Additional Recreational Activities at Existing Hang Gliding Facility – 357 Morningside Lane – Map 208, Lot 6 – Zone E (Mixed Use): Mr. Edkins reported that the applicant is still working with the State on their septic system and water supply and are making progress but are not ready to come back before the Board at this time.

Mrs. Francis moved to continue the application for Flight Parks, LLC/KHK Morningside, LLC until the June 5th meeting. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.

CASEY & JEFFREY McCLAY – Reopen Existing Recreational Business and Establish Used Car Dealership – 3849 Claremont Road – Map 203, Lot 2 – Zone E (Mixed Use): Mrs. McClay explained that they are looking to re-open the miniature golf course, driving range, ice cream shop and to add a small used car dealership. They plan to rent out the party store and the upstairs as a resource area for community events, such as weddings, showers, etc. The batting cages are gone. In addition they are looking to add a seasonal Halloween attraction. In place of the go-cart area they want to convert that space into a small used car dealership for up to 20 vehicles. It can be visually separated from the parking area. It could also be used for over-flow parking spaces. The existing single car garage will be used for detailing cars. Relative to parking, Mrs. McClay said that during regular events they do not anticipate filling the 100 parking spaces. During the Halloween event when they would expect heavier attendance they would move cars from the dealership spaces to another area and there is additional space in the back. There is currently asphalt on the go-cart area; crushed stone will be used beyond the area.

They pulled all the fencing out but everything else is still there. Mr. Edkins explained that they do not need approval for most of the recreational aspects as those were previously approved but the application is basically for the used car business. Mrs. Royce asked about the lighting. Mrs. McClay responded that there is a flood light by the track for when it is being used; the lights will not be on all night. The security cameras have night vision. Mrs. Francis asked about distinguishing the car lot from the recreational customer parking area. Mrs. McClay said they have not worked all that out yet but it will be very separate. Mr. Jenkins questioned if there will be an office for the car dealership. Mrs. McClay said they plan to utilize the office space in the house for now. Mr. Edkins noted that relative to the used car dealership the biggest concern is to protect against leaking fluids but that is mostly for towing and impoundment lots. These are to be readily usable cars. Mrs. McClay said will not be doing any mechanical repairs. Mr. Thibodeau felt they need a clause for no mechanical repairs and no stored parts such as tires, etc. The cars should be saleable and registerable. Mrs. McClay noted that they plan on having used cars, snowmobiles, motorcycles, recreational vehicles, etc. There will be no large trucks. Mr. Edkins pointed out that there are similar businesses in that area.

Mrs. Beagan, an abutter, advised that her concern is that they have security there. There is a lot of illegal activity in that area. Look at the police records.

Mrs. Francis would like to see a revised map showing the visitor parking on the map and the car dealership area to delineate between the cars and visitor parking. Mrs. McClay noted that if there are concerns with the recreational vehicles they could start with the cars and then come back for the other recreational type vehicles. She explained that the vehicles will be pushed to the farthest end of that space. Mr. Edkins said this plan is the tax map from the GIS so he could enlarge the front area because the back area does not appear to be of significant concern. This would provide more detail.

Mrs. Francis moved approval of the proposed Site Plan Review for completeness subject to the following conditions: 1) That the plan brought to the PB indicate the space designated for the car sales lot and the areas designated for customer parking; 2) Show where lighting will be placed; 3) There be no parts stored outside; 4) That no mechanical work be done on-site; 5) That all vehicles for sale must be inspectable and registerable. Mr. Thibodeau seconded the motion.

Mr. Neill advised that they are getting too technical for the off-road vehicles; cars are different. It will create a hardship for the applicant down the road. Following a lengthy discussion relative to inspectable and registerable vehicles, Mr. Edkins read the section from the State Statutes pertaining to being sure they are dealing with a junk yard. He felt that the language "exclude motor vehicles which are no longer intended or in condition for legal use according to their original purpose" would cover this application. He will work on some suitable language. Mr. Edkins noted that a legal parking space is 9' x 18' in Charlestown.

Mr. Neill felt they should have spill containment materials on-site such as speedi-dry. Mr. Edkins will include that in the motion.

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

WHELEN ENGINEERING, INC. – 94,000 Square Foot Addition to Existing Manufacturing Facility-99 CEDA Road – Map 106, Lot 3 and Map 103, Lot 10 – Zones F-1 (Business/ Industrial) and E (Mixed Use): Travis Royce was representing the applicant. He distributed a revised plan showing the set-backs for the building addition but the square footage remains the same. Whelen Engineering, Inc. needs to expand this portion of the business to meet demand for their product. This will create 50 to 100 new jobs. They received the permits from the State DES and from the Wetlands Bureau. A consultant was hired for the stormwater; there will be no increase in stormwater discharge from this project. The parking area will not be expanded as they are going to rotate the shifts. The building itself will be of the same style, there will be similar lighting features and the roof material will be the same. Mr. Royce explained the stormwater run-off plan. Mr. John Olson explained the location of the new water main that will go around the building.

Mr. Edkins spoke to Mr. Royce relative to merging the two lots as this addition is proposed to be on two different lots. Mr. Royce advised that they will apply for the Voluntary Merger.

Mr. Jellie moved to accept this application as complete subject to the Voluntary Merger of the two lots. Mr. Neill seconded the motion. With seven members in favor, the motion was approved.

Mr. Jellie moved to grant final approval to Whelen Engineering, Inc. subject to the Voluntary Merger of the two lots. Mr. Neill seconded the motion. With seven members in favor, the motion was approved.

SIGN PERMIT – Rosebud Florist: Mr. Edkins distributed copies of a request for a Sign Permit for Pamela Kiernan who will be operating “Rosebud Florist” at 62 Main Street. The sign will have the same dimensions as the existing sign that was for the “Forget Me Not” business: 72” x 48” and 3-feet from the ground. The existing light will only be on until 5:00 PM.

Mrs. Francis moved to approve the Sign Permit for Rosebud Florist. Mr. Thibodeau seconded the motion. With seven members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Enforcement Issue: Mr. Edkins advised that the letter to Mr. Collins, Mr. Burns and Mrs. Burns will be going out tomorrow. He gave them until June 1st to remove the illegal signs.

ADMINISTRATIVE & CORRESPONDENCE:

Upper Valley Lake Sunapee Region Planning Commission: The PB received an invitation to the UVLSRPC Annual Meeting on Wednesday, June 6th at the Common Man Restaurant in Claremont. If any PB members would like to attend contact Mr. Edkins as there is funding in the budget to cover the cost.

Borough Road: Mr. Edkins mentioned that the camper that was a violation on the Borough Road has now been removed.

Tracking Compliance Issues: Mrs. Francis put together a plan to keep track of compliance issues. Mrs. Royce suggested that the form have a space for comments. The PB felt this would be a good idea and asked Mr. Edkins to work on this.

Railroad Ties: Mr. Gary Bigelow talked to Mr. Edkins about the railroad ties that are stacked up on Erin Court. In addition, the cherry picker is sitting in front of his house. Mr. Edkins inquired about this and was advised that it is a temporary situation and they will be taken away within a short period of time. The ties are on railroad land.

Next Planning Board Meeting: Mr. Edkins advised that the next PB meeting will be held on Tuesday, June 5th.

ADJOURNMENT:

There being no other business, Mr. Jellie moved to adjourn the meeting. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved. The time was 8:54 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 5-23-12

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the June 5, 2012, Planning Board meeting.)