

**MINUTES
CHARLESTOWN PLANNING BOARD
JUNE 5, 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, Eric Lutz

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 the Alternate members. Noting that meetings are tape recorded, he asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF THE MAY 15, 2012 MEETING:

Mrs. Francis moved to approve the Minutes of the May 15, 2012 meeting as printed. Mrs. Smith-Hull 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 he had not heard from this applicant therefore he will call them to find out where they stand.

Mr. Thibodeau moved to continue this application until the June 19th PB meeting or possibly the next one. 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): Mr. Edkins advised that the PB was looking for a better delineation between the car sales lot and the customer parking area. Mrs. McClay has provided a new plan. Mrs. McClay pointed out that the line is on the plan; the used car area will be toward the RV dealership. Mr. Thibodeau feels there needs to be a well drawn out plan that shows things as they will be (not crossed out areas); there aren't any dimensions. He does not feel that tax maps should be used for the plans. Mrs. Royce asked if the applicant is going to retain the pavement area of the track. Mrs. McClay said they are going to utilize it; it will not be perfectly flat but will be much more level than it is now. Mr. Frizzell expressed concern about the sales lot going up-and-down in spots. Mrs. McClay said her husband is working with someone on that. Mrs. Smith-Hull questioned if the parking

area itself should show lines so they know what direction the vehicles will be parked. Mrs. Francis asked how many parking spaces there are for visitors. Mrs. McClay responded that there are 30 spaces in the existing parking lot with an additional 125 spaces plus up to 20 spaces for the car dealership. Mrs. Francis asked how the vehicles for sale are going to be arranged. In the parking area they need to have wide enough spaces for vehicles to come-in and back-out. Mrs. McClay said they were going to have lined parking spaces. Mr. Frizzell noted that this needs to be shown on the plan for the visitor area.

Mr. Edkins mentioned that in the approval motion there will be language from the State Statute regarding the car dealership and Mr. Neill wanted them to have spill containment materials on-site. Mrs. Francis pointed out that this is a minor Site Plan Review and she read the criteria. The snow storage and dumpster areas should be shown on the plan as well as the lined drawing for the visitor parking spaces.

Mrs. Royce moved to continue this application until June 19th PB meeting or possibly the next meeting. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.

CASEY & JEFFREY McCLAY - Sign Permit – 3849 Claremont Road – Map 203, Lot 2 – Zone E (Mixed Use): Mrs. McClay advised that the jester that was on top of the sign is gone. Sign measurements will remain the same as the existing ones; lettering on the building will be removed. There are some directional signs. Mr. Edkins noted that there are no problems with the existing signs. Mr. Thibodeau said there is approximately 61 square feet of signage. There was discussion pertaining to the 50 square foot regulation; the sign is within 150 feet of the center line of the road. Mrs. McClay said it is hard to read the signs that are there when you are driving by. She felt they would be close to the square footage if they removed the two bottom panels. There will be three panels with verbiage and one will be reserved for the car dealership.

Mr. Thibodeau moved to approve the Sign Permit based on the removal of two panels and that the signs remain within 50 square feet. Mrs. Royce seconded the motion. With seven members in favor, the motion was approved.

ROBERT & KELLY SCOTT – 40' x 25' Garage for Wrecker Storage – 121 Almar Street – Map 235, Lot 10 – Zone E (Mixed Use): Mr. Edkins reported that the PB had previously given permission to the applicant for a car impound lot on Almar Street. They are now looking to construct a garage to house their wrecker and flat bed trucks that are associated with the towing business. This lot is land-locked but Mr. and Mrs. Scott own the two parcels and they have a right-of-way over the existing circular driveway. Mrs. Scott submitted pictures of the area where the garage will be built. Mr. Scott explained that the flat bed is too large to be repaired in their Main Street garage therefore he wants to be able to make repairs on these two pieces of equipment, when needed, in a warm garage instead of outside in the winter/rain. Mrs. Royce is concerned with noise. Mr. Edkins pointed out that Mr. Scott will not be making repairs every day. Mr. Thibodeau advised that their plan is also on a tax map; it needs a well drawn plan that shows the roads, driveway, the location of the garage, the boundary line needs to be delineated, etc. What will it look like when it is done? Mrs. Scott noted that they staked out the actual location of the garage.

Mr. Edkins asked if it is safe to say that the PB members do not have a problem with the proposal but it is just that they want a better plan. A majority of the PB members verbally agreed. Mr. Frizzell disagreed in that he feels it is too busy to be on a residential lot. This is a land-locked parcel. Mr. Edkins responded that it is Zone E; this is a permitted use.

Mr. Thibodeau moved that the applicant re-do the plan to scale showing all the details and activities on the plan with the driveway, garage and storage area properly laid-out. Mrs. Francis seconded the motion. With seven members in favor, the motion was approved.

Mrs. Scott requested that they not be on the Agenda for the June 19th meeting but they will be available for the following meeting.

DANIEL CALORAS - Replace Existing 1,360 Square Foot Commercial Building with a New Commercial Building of Similar Size –16 Main Street– Map 117, Lot 6 – Zone E (Mixed Use): Dr. Daniel Caloras turned the discussion on this application over to his contractor, Doug Foster. Mr. Foster advised that they are looking for approval to take down the old commercial building at 16 Main Street that is in serious need of repair and to move the new building to the north and west. Parking would be between the residential and commercial buildings as that will be easier for access. They will be looking for a professional firm/person(s) as the tenant. The new building will be about 1,400 square feet. They were hoping for two tenants but it might be one. There will be a 24' x 15' handicapped parking space out front, seven 9' x 18' parking spaces plus three spaces for the residential dwelling. The parking area will not be paved at this time. Power will be underground. It has municipal water and sewer connections. There will be a trench for runoff on the back side of the building as they do not want the bank to erode. Emergency vehicles will have access to the back of the property. Mrs. Smith-Hull questioned if the snow storage will be in the parking lot. Mr. Foster said it is within the 10-foot buffer. The building will be on a slab with frost walls.

Relative to landscaping the tree to the north may stay but the red maple will have to be taken down. Mrs. Francis pointed out that those trees were planted by the Charlestown Women's Club as a part of a beautification of Main Street project. The previous owner agreed to have them planted there and because it is the north entrance to Charlestown it was a nice spot for the trees. She questioned if it can be moved. Mr. Foster advised that he and Dr. Caloras discussed moving it but it will be very expensive plus they are not sure it will survive a move. They would rather make a contribution to the Tree Committee for another tree. Dr. Caloras is in favor of beautifying this area. Mrs. Francis asked the applicant to seek advice from an arborist to see if the tree would survive a move but, if not, to get a good replacement. Mr. Lutz explained the project that is being done by the Tree Committee in that area. They would like to have the applicant work with them on the landscaping in that area. Mr. Ilves has talked to the applicant about their plans for the property and landscaping. There was discussion relative to the applicant being a new owner of the property therefore he would have the right to cut down or move the tree. Mr. Jenkins noted that this will be a big improvement in that area. Mr. Thibodeau did not feel they could hold up the project for a tree; the applicant has indicated a willingness to replace the tree if it is cut down.

Mr. Edkins pointed out that Dr. Caloras got a Variance from the Zoning Board of Adjustment for the set-back on the back of the building to the railroad track; it encroaches 2-1/2-feet into the 10-foot set-back.

Mrs. Royce asked about the exterior lighting. Mr. Foster said there will be a light in the porch area but it will not go out in any other direction; it will be for security purposes.

Mr. Frizzell stated that this is a tiny lot, trying to be commercial but it just does not fit.

Mr. Jellie moved to accept this application as complete. Mrs. Smith-Hull seconded the motion.

Mr. Neill commented that based on the description of one tenant with four employees and two-or-three clients he does not see that the parking will be any more than adequate for that. They can come back to ask for a second office, maybe on a smaller scale, but he doesn't see the number of parking spaces as overkill.

Mrs. Francis agrees with completeness but would like the applicant to work with the Tree Committee and come back with the landscaping plan before it receives final approval. Mr. Foster said they will have some flowers and shrubs but in terms of adding more trees they are running out of grass areas.

Mrs. Francis moved to amend the motion to have the applicant work with the Town Tree Committee to develop a landscaping plan. Mr. Thibodeau seconded the amendment.

Mr. Thibodeau questioned how much landscaping does Mrs. Francis want the plan to show. Shrubs can run into a lot of money. Mrs. Francis felt that could be worked out between the applicant and the Tree Committee as the applicant is taking out a tree that the community invested in. She suggested that they both come back and say they agree on a plan. Mr. Jellie felt it is one thing to ask for a landscaping plan but it is another thing to ask the applicant to work with a committee. He does not feel the PB members should make the applicant go through that.

Vote on the Amendment: In Favor: Mrs. Francis. Opposed: Six members were opposed. The Amendment was defeated by a 6-to-1 vote.

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

SHIRLEY M. CHURCH – Voluntary Merger of Existing Lots – 37 Terrace Street – Map 233, Lots 36 & 40 – Zone A (Town Center Residential/Professional): Mr. Edkins advised that Mrs. Church owned Lot #40 and recently purchased Lot #36. She wants to merge the two lots.

Mrs. Francis moved to approve this Voluntary Merger of Lots #36 and #40 on Tax Map 233 for Shirley M. Church. Mr. Thibodeau seconded the motion. With seven members in favor, the motion was approved.

ICE CREAM MACHINE – Sign Permit – 209 Main Street – Map 212, Lot 118 – Zone B (Business): Mr. Edkins does not think this sign is approvable. Last year this applicant kept applying for temporary permits. They would like to have some exposure on Main Street but there is no additional square footage available for more signage at this location. They are not on the directional sign for Dan’s Max Saver. Mr. Edkins will talk to them about this.

Mrs. Smith-Hull moved to take no action on this Sign Permit at this time. Mrs. Royce seconded the motion. With seven members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Tracking Compliance Issues: At the last meeting Mrs. Francis submitted a proposed draft form for tracking compliance issues. She asked if it could be an Agenda item for the next meeting. Mr. Edkins will try to work on it between now and the next meeting.

Drawing Plans: Mr. Thibodeau mentioned that at some point the PB members need to address the need for applicants to submit a suitable well drawn out plan rather than just something put on a tax map.

ADMINISTRATION & CORRESPONDENCE:

Municipal Groundwater/Aquifer Zoning to Protect Wellhead Protection Areas: Mr. Edkins had enclosed a copy of this letter from the Department of Environmental Services. This was given to the PB members for information purposes only.

ADJOURNMENT:

There being no other business, Mr. Thibodeau moved to adjourn the meeting. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved. The time was 9:27 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 6-9-12

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the June 19, 2012, Planning Board meeting.)