

**MINUTES  
CHARLESTOWN PLANNING BOARD  
SEPTEMBER 18, 2012**

Members Present: Robert Frizzell (Chair); Steve Neill (Ex-Officio); Sharon Francis, Pat Royce, Roger Thibodeau

Alternates Present: Eric Lutz

Staff Present: David Edkins – Planning & Zoning Administrator

**CALL TO ORDER:** Mr. Frizzell, Chair, called the meeting to order at 7:00 PM. He noted that regular members Andy Jellie and Rose Smith-Hull were absent. He called upon alternate member Eric Lutz to sit on the Board for Andy Jellie. Noting that meetings are tape recorded, he asked anyone wishing to speak to identify themselves for the record.

**APPROVAL OF MINUTES OF AUGUST 21, 2012:**

Noting the lack of a quorum of members who were present for the August 21 meeting and site visit, Mr. Frizzell suggested that the approval of the Minutes be passed over until the next meeting. Members agreed.

**GREEN PINES ASSOCIATES, LTD. (TALL PINES) – Sign Permit –222 Lovers Lane – Map 105, Lot 18 – Zone E (Mixed Use) –** Mr. Edkins passed around an enlarged sketch of the proposed sign. He noted that the applicants are changing the signs at all of their facilities and that this is a standard example. The name of the Charlestown facility “Tall Pines” will be used on the actual sign as installed. Board members noted that colors to be used on the sign are not fully specified and that question marks are used on the sketch in a number of places where a color should be specified. Mr. Thibodeau noted that while one place on the application indicates that the sign will have no lighting but another indicates that it will be illuminated from 7PM to 7AM. The application also states that “We are currently working on lighting @ complex” but it is unclear what that means. The applicant was not present to answer these questions.

**After further discussion Mrs. Royce moved that action on the application be deferred until the questions raised this evening can be adequately answered. Mr. Neill seconded the motion and with all in favor the application was deferred.**

**LEONARD, SR. & GAIL C. POLAND – Preliminary Consultation re: 2 Lot Subdivision – 64 Old Province Road – Map 232, Lot 17 – Zone E (Mixed Use) -** Surveyor Tom Dombroski was present representing the applicants. It was noted that this is a preliminary consultation not a formal application. Mr. Dombroski explained that the Polands wish to subdivide a 5 acre lot for their grandson from their 115 acre parcel on Old Province Road. The road becomes a Class VI highway right after the house on the property so a short section will have to be upgraded to Class V in order to obtain the necessary frontage. In discussions with the Selectboard about upgrading this section of road it was determined that the Town’s road specifications require that the upgraded

section must be paved even though the rest of the road is not. There was some question as to whether it made sense to require paving but it is the Selectboard's feeling that precedent has been set that makes the paving necessary.

Mr. Poland is willing to pave this section but will not be able to do so until next year. This would actually be the Selectboard's preference as well since it will mean that the new gravel base can be allowed to set over the winter before being paved. Mr. Poland provided an estimate of the paving cost (\$5,200) and is willing to post a bond for this amount.

The work will include a new "hammerhead" turnaround. Mr. Dombroski stated that the Polands are willing to grant the Town an easement for this turnaround. There was discussion as to whether fee ownership would be preferable to an easement.

Mrs. Francis noted that this end of Old Province Road does not appear on the Zoning Map although she was able to locate it and it does have a sign. It was noted that it is shown on the Tax Map.

After further discussion the Board reached a general consensus that that there were no significant issues that would preclude approval of the subdivision assuming that the section of road providing frontage to the new lot is brought up to Town standards for a Class V road. Mr. Dombroski noted that he has submitted a formal application for consideration at the October 2 meeting. He asked if it might be possible that the Board could approve the application in one meeting. Mr. Frizzell replied that that would depend how the hearing goes and whether any issues are raised that were not addressed tonight.

## **PLANNING & POLICY ISSUES**

Mrs. Francis asked where we are with enforcement regarding some of the recent non-compliance issues that have been raised. Mr. Edkins replied that he has had some correspondence with the Town Attorney which he will forward to the Board tomorrow via e-mail. She had some advice regarding the issue of selective enforcement which she wants to discuss further. Mrs. Francis pointed out the provision in the Zoning ordinance (8.7.1) regarding enforcement noting that it provides for the Selectboard to appoint a Zoning Enforcement Officer. She feels that more attention should be given to the enforcement issues that have recently been raised.

Mr. Edkins stated that he intends to propose to the Selectboard an expanded code enforcement role for the position of the building inspector in the upcoming budget process. Mr. Neill suggested that the Planning Board might wish to raise these concerns with the Finance Committee when they begin their 2013 budget deliberations.

The Board discussed the issue of peripheral signs and how they can be regulated.

## **ADJOURNMENT:**

**There being no other business, Mrs. Francis moved to adjourn the meeting. Mr. Lutz seconded the motion. With six members in favor, the motion was approved.** The time was 7:50 PM.

Respectfully submitted,  
David Edkins,  
Planning & Zoning Administrator

Minutes Filed: 9/25/12

**(Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the October 3, 2012, Planning Board meeting.)