

**MINUTES  
CHARLESTOWN PLANNING BOARD  
OCTOBER 2, 2012**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Steve Neill (Ex-Officio); Andy Jellie, Pat Royce, Rose Smith-Hull

Alternate Present: James Jenkins

Staff Present: David Edkins – Planning & Zoning Administrator

**CALL TO ORDER:** Chairman Frizzell called the meeting to order at 7:00 PM. He noted that regular member, Roger Thibodeau, and alternate member, Eric Lutz, were absent. He called upon alternate member Jim Jenkins to sit on the Board for Roger Thibodeau. 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, AND SEPTEMBER 18, 2012:**

**Mr. Jellie moved to approve the Minutes of the August 21, 2012, Site Visit. Mrs. Royce seconded the motion. With Mr. Jellie, Mrs. Royce, Mrs. Smith Hull and Mr. Jenkins in favor and Mr. Frizzell and Mrs. Francis abstaining, the minutes were approved**

**Mr. Jellie moved to approve the Minutes of the August 21, 2012, Planning Board meeting as printed. Mrs. Smith-Hull seconded the motion. With Mr. Frizzell, Mr. Jellie, Mrs. Royce, Mrs. Smith Hull and Mr. Jenkins in favor and Mrs. Francis abstaining the minutes were approved.**

*Mr. Neill joined the meeting.*

**Mrs. Royce moved to approve the Minutes of the September 18, 2012, Planning Board meeting as printed. With Mr. Frizzell, Mr. Neill, Mrs. Royce and Mrs. Francis in favor, the motion was approved. Mr. Jellie, Mrs. Smith-Hull and Mr. Jenkins abstained from the vote as they were not present.**

**GREEN PINES ASSOCIATES, LTD. (TALL PINES) – Sign Permit – 222 Lovers Lane – Map 105, Lot 18 – Zone E (Mixed Use):** Mr. Edkins attempted to contact the applicant but was unable to reach them to obtain the answers to the questions raised at the last meeting.

**Mrs. Royce moved to table this Sign Permit until the next meeting on October 17, 2012, as additional information is needed. Mr. Jenkins seconded the motion. With seven members in favor, the motion was approved.**

**LEONARD, SR. & GAIL C. POLAND – 2 Lot Subdivision – 64 Old Province Road – Map 232, Lot 17 – Zone E (Mixed Use):** Surveyor Tom Dombroski was present representing the applicants. A preliminary consultation was held at the last meeting. Mr. Dombroski advised that this is an application for a two lot subdivision on the Old Province Road. Mr. Poland wishes to subdivide a 5 acre lot from their 115 acre parcel for his grandson. In order to do this they will

have to upgrade a short section of the road to Class V. The Class VI road is drive-able. The Polands are proposing a new “hammerhead” turnaround that will be granted to the Town by an easement. Currently when the Town trucks are snow plowing, they turn around in the driveway near the house. They have met with the Selectboard relative to what kind of specs will be required. The Selectboard felt the new portion should be paved; it is about 3,100 square feet. Mr. Edkins did not feel the Town needed ownership of the turnaround area as long as there is a recorded permanent easement.

Relative to a discussion regarding not paving the road, Mr. Edkins noted that it would be unfair to previous developers who were required to pave the road frontage they are using. The Selectboard has been pretty rigid in terms of development on Class VI roads and requiring that the road be brought up to full Town specs. Bob Davis was required to do this for three lots. Vic St. Pierre’s proposed subdivision had an issue with a short section of road not having the 50-foot right-of-way and he was unable to acquire that. Mr. Edkins has not been able to find anywhere in the Subdivision regulations where it specifically states that all new or up-graded roads shall be paved. In the Street Design Standards there is a typical section for both a paved road and a section for a gravel road. Ultimately the Selectboard has the responsibility and the authority to decide what kind of specifications they are going to require in order to create a new road or upgrade a Class VI road to Class V standards. The Planning Board could approve the subdivision with the requirement that the road be brought up to Class V road standards and recommend to the Selectboard that they not be required to pave that section. Mr. Neill felt that Mr. Poland could post a bond or put the money in a reserve for this winter season to allow the gravel to settle before it is paved. It is \$8,250 for the whole job of which \$5,200 is for the paving. Mr. Edkins felt this could work if the Planning Board would approve the subdivision subject to the Selectboard accepting that section of road as a Class V road. The mylar could not be recorded until the Selectboard vote to approve that section of road as a Class V road. It would then be up to the Selectboard as to what they would require to accept that section of road as a Class V road.

Mr. Edkins explained that Mr. Poland could post a Bond for the entire amount of road work then the mylar could be signed and recorded and they could sell the lot. After they do the gravel work this fall the Town could release a portion of the Bond but hold the balance until the rest of the work is done to the town’s satisfaction. The Bond could be from an insurance company, a check for the amount of money it will take to do the project or a letter of credit from a bank. If Mr. Poland wanted to build the gravel section before the mylar is recorded he could just post a Bond for the paving work. This could be negotiated. Mr. Weed, Highway Superintendent, would inspect the road to be sure it meets the requirements.

Mr. Edkins reported that all abutters were notified by certified mail. One abutter came in to inquire about the subdivision but since it was not close to their property they had no concerns.

**Mr. Jellie moved to accept this application as complete. Mrs. Francis seconded the motion. With seven members in favor, the motion was approved.**

**Mrs. Francis moved to grant final approval for this application for Leonard, Sr. and Gail C. Poland for a two lot subdivision with the following two conditions: 1) that the road is accepted as a Class V road by the Selectboard; and 2) that a Bond or**

**other acceptable security that will be adequate for construction of the road be submitted before the mylar is signed. Mrs. Royce seconded the motion. With seven members in favor, the motion was approved.**

**PLANNING & POLICY ISSUES:**

**Peripheral Signs:** Mr. Edkins had started a discussion on how to regulate peripheral signs. He enlisted assistance from the Upper Valley Lake Sunapee Regional Planning Commission. Their request was to try to provide them with an example of what the PB thought would be acceptable peripheral signage as opposed to unacceptable peripheral signage. They requested that Mr. Edkins take some pictures. Even temporary signs require approval. Every time he tries to deal with new establishments he gets questioned about what is being done about those that are already up. Weekly specials and small advertisements are posted in many business windows plus on buildings in Town. Are neon signs going to be acceptable? A suggestion was to have a directory type sign to list their products rather than displaying various signs. Mr. Edkins felt that going out as a group to look at signs to determine if they are acceptable or not would be a good idea. He read the Zoning Ordinance section of regulations that covers temporary signs. It was suggested that Mr. Edkins ask the UVLSRPC what experience other communities have had with directory type signs. Maybe designate a certain percentage of their building façade for signage.

For the next meeting Mr. Edkins suggested that perhaps a representative from the UVLSRPC would attend that meeting. Prior to the meeting the PB members could take some pictures that would be spread so they could determine if they are acceptable or not acceptable.

**Enforcement Issues:** There was discussion relative to posting “No Parking” signs to enable the Police Department to enforce illegal parking in some areas especially due to poor visibility.

**ADMINISTRATION & CORRESPONDENCE:**

**Planning and Land Use Regulations:** The new edition of the book is out. Last year the PB decided that they did not need them. Mr. Edkins asked if anyone would like an up-dated book. He always orders at least two new books.

**ADJOURNMENT:**

**There being no other business, Mr. Jellie moved to adjourn the meeting. Mr. Neill seconded the motion. With seven members in favor, the motion was approved. The time was 8:46 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary  
(Transcribed from Tapes)

Minutes Filed: 10-9-12

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the October 16, 2012 Planning Board meeting.)