

**MINUTES
CHARLESTOWN PLANNING BOARD
JUNE 4, 2013**

Members Present: Robert Frizzell (Chair), Sharon Francis (Vice-Chair); James Jenkins, Pat Royce, Rose Smith-Hull, Roger Thibodeau

Alternates Present: John Bruno, Richard Lincourt, Eric Lutz

Staff Present: David Edkins – Planning & Zoning Administrator
Regina Borden – Recording Secretary

CALL TO ORDER: Mr. Frizzell called the meeting to order at 7:00 PM. He noted that Mr. Neill would be a little late but as the Ex-Officio member, an Alternate member cannot be appointed to sit in his place. Noting that meetings are tape recorded, he asked that anyone wishing to speak identify themselves for the record.

APPROVAL OF MINUTES OF APRIL 16, 2013:

Mr. Edkins pointed out that the Minutes were not approved at the last meeting as Mrs. Francis requested that a sentence be deleted because she did not feel she had made that statement. Ms. Borden listened to the tapes and confirmed that it was Mrs. Francis' however she did add "but she did not think that would happen" after her statement in the sentence in question.

Mr. Thibodeau moved to approve the Minutes of the April 16, 2013, meeting with the above clarification. Mrs. Royce seconded the motion. With five members in favor, the Minutes were approved. Mrs. Smith-Hull abstained as she was not present at this meeting.

APPROVAL OF MINUTES OF MAY 7, 2013:

Mr. Lincourt requested a correction as his first name is "Richard" not "Robert". On page 3, 4th paragraph, under his statement: he had two concerns – one was the traffic but the second was that he wanted to make sure that the "design of the facility was consistent with the Town Plan and with the aesthetics of Charlestown".

Mrs. Royce moved to approve the Minutes of the May 7, 2013, meeting with the above amendments. Mrs. Smith-Hull seconded the motion. With six members in favor, the Minutes and amendments were approved.

Mr. Neill came into the meeting.

GYB SPILSBURY & ST. LUKE'S EPISCOPAL CHURCH – Sign Permit – 176 Main Street – Map 118, Lot 84 – Zone B (Business): Mr. Spilsbury wants to build a sign in front of St. Luke's Episcopal Church on Main Street. Currently they have a small metal sign that cannot be seen when one drives by. This would be a wooden sign with dimensions of 5' x 4' and the height from the ground would be 8' at the top of the posts. It would be white with black and red lettering so people can identify the church. This will be his Eagle Scout project. It will be single sided. The sketch he provided was discussed. Mrs. Royce asked if it is his intent to take down

the existing metal sign. Mr. Spilsbury would have to talk to Rev. Martha Dyner at the church about that. Mr. Jenkins asked if it would be illuminated. Mr. Spilsbury said it would not be. Mrs. Francis noted that there has been another sign recently that did not come before the Planning Board; it is a folding sign for the Seventh Day Adventist church that uses the building on Saturdays. It should not be there. Mr. Edkins explained that if it were just a temporary sign that was out on occasion he could sign off on it but if it is out there all the time then it is not permissible. Mr. Spilsbury was not sure of its status. Mr. Edkins confirmed that the owner signed off on this application.

Mrs. Francis moved that the Planning Board approve Scout Spilsbury's proposed sign for St. Luke's Church contingent on the church's removal of the other St. Luke's sign and the temporary sign and that they enter into discussion with the Planning and Zoning Administrator about a temporary sign.

Mr. Jenkins felt that Mr. Edkins should write a letter to the church basically stating what Mrs. Francis just proposed with the condition and that they need to comply with the sign regulations. He did not feel that Scout Spilsbury should be responsible for going back to the church about the other signs. Mrs. Francis read the section of the Sign Ordinance pertaining to temporary signs.

Mr. Thibodeau seconded the motion with the clarification that Mr. Edkins write the letter to the church. With seven members in favor, the motion was approved.

Mr. Jenkins moved to waive the fee for the new sign given that this is a community service project toward Mr. Spilsbury's Eagle Scout rank. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.

EDWARD LAWRENCE – Home Day Care – 60 Bridge Street – Map 117, Lot 50 – Zone E (Mixed Use): Mr. Lawrence explained that they hope to open a licensed Home Day Care at 60 Bridge Street. The State came in and they think it is a wonderful site. His wife and daughter will run it full-time but they might have some part-time employees periodically. The Health inspection, Fire Inspection and Safety Inspection will all be in place before they open. Most of the activities would be on the railroad side of the garage in the fenced in area. There are a few rooms in the house that would be dedicated to child care. They are looking for approval and hope to open in July or August. They will not have many vehicles coming-and-going because there will not be a large number of children. The hours will be normal day time hours. They will be licensed for up to 12 children but their initial plan is for six children. The State requirement is one adult for six children. The ages will be 2-to-5 but they are limited to four under age 3. Relative to a question from Mrs. Francis, Mr. Lawrence responded that the State recognizes two day care classifications – home based and center based. In a home based program they allow six children with one adult or twelve children with two adults. This is done for safety reasons. For employees there is a requirement for background checks, medical checks and they have to be over 18 years of age. His wife and daughter were unable to attend this meeting as they were taking a First Aid CPR course.

Mr. Jenkins is concerned with parking. There is no place to pull off the road there. He questions if there is adequate space. Mr. Lawrence advised that his wife's car and his daughter's car would be parked in the garage during the day care hours. There might be one or two additional cars for

the part-time employees. They also have room in the back for vehicles. Mr. Edkins pointed out that the regulations say they have to provide adequate parking for employees and customers/clients but there is no specific formula for calculating parking requirements. Mr. Neill asked if the shed is off Northwest Street and is there permitted driveway access there. Mr. Lawrence said that Mr. Boynton used to park his camper there, it is graveled but he is not sure if there is a permit. Mr. Thibodeau felt the PB would want to see a boundary survey or at least boundary lines on the sketch. They need measurements. Mr. Neill can see a problem with the kids getting in and out of the vehicles especially if the vehicles park in the street. Mr. Frizzell said there could be an issue on rainy days and with foggy windows. Mrs. Francis would like to see Mr. Lawrence come back with a plan of his whole lot showing where there will be parking and where kids will be dropped off so it will not happen on the street. Mr. Jenkins recommended doing a site visit. Mr. Edkins had given Mr. Lawrence a copy of the tax map which would probably answer their questions in terms of dimensions. Mr. Lawrence would expect that the double driveway would provide enough space for the kids to get dropped off; the area between the two driveways is paved. Mr. Thibodeau mentioned that this is a one shift operation. He would estimate that there would be four parking spaces for employees and there would be 12 kids coming and going; people do not like to wait. Mr. Lawrence explained that some shifts would spread out for example: 3:00, 3:30 or 6:00 pm.

Mr. and Mrs. Ralosky are abutters that live across the street. Mr. Ralosky's concern is parking and in front of the house there is a fenced in area but the kids could climb over it. Mr. Lawrence said they could gate off that area so the kids could not get out. Mrs. Smith-Hull also felt that the members need a site visit as the whole property is congested.

Mrs. Francis asked Mr. Lawrence to describe where he sees people being dropped off. Mr. Lawrence said in the double driveway.

Mr. Thibodeau moved to table this application until the next meeting on June 15th to allow time for a site visit at 6:00 PM before the meeting. Mrs. Smith-Hull seconded the motion. Mr. Jenkins would like to Mr. Lawrence to provide a sketch or drawing to scale with a parking plan. Mr. Thibodeau and Mrs. Smith-Hull accepted this amendment. With seven members in favor, the motion was approved.

WHELEN ENGINEERING CO., INC. – 1,200 Square Foot Addition for Wood Pellet Boiler – 99 CEDAR ROAD – MAP 106, LOT 3 – ZONE E (MIXED USE): Mr. John Olson is requesting a 1,200 square foot addition for a wood pellet boiler system. He has a road going out to the loading dock now where the pellets will be delivered. There will be four small furnaces in the same building. Mrs. Francis asked if there would be air emissions and if there would be problems with the people on the Old Claremont Road. Mr. Olson stated that there will be a small emission but it is not a health issue. They are leaning toward dry chips rather than the pellets.

Mrs. Francis moved to approve the 1,200 square foot addition as an amendment to the previously approved Site Plan. Mr. Neill seconded the motion. With seven members in favor, the motion was approved.

ROBERT & RUTH BOOTH – Preliminary Consultation – 3 Lot Subdivision – Tehran Drive & Wheeler Rand Road – Map 210, Lot 80 – Zones E (Mixed Use) and D (Watershed Protection): Mr. Tom Dombroski, surveyor, was present representing Robert and Ruth Booth. He displayed a conceptual sketch plan to create three lots from two existing lots. Lot #1 would be 2 acres; Lot #2 would be 9.4 acres; and Lot #3 would be 5.5 acres. Mr. Edkins pointed out that under the General Provisions they can move the zone line 100-feet in either direction. This should be noted on the plan. The Watershed Zone (D) requires five acre lots as opposed to one acre lots in the Mixed Use Zone (E). There was discussion regarding the ratio of lot depth to frontage; normally lot depth cannot exceed five times the frontage; reference was made to Section 4.6.5.4 of the Subdivision Regulations. Mr. Dombroski pointed that they will be doing test pits on the three lots. There are no wetland issues.

ADMINISTRATION & CORRESPONDENCE:

Poland Subdivision: Mr. Edkins reported that the Poland Subdivision was approved last fall with a condition that a portion of the Old Province Road be brought up to Class 5 standards and paved. That work was completed and Mr. Weed is going to do an inspection to be sure it meets his satisfaction. The applicants had to post an irrevocable Letter of Credit in the amount of \$8,250 to guarantee that that work would be done. They would now like to have their money released as soon as possible. Mr. Edkins asked if the PB members would be willing to authorize Mr. Frizzell to sign off on the release of that Letter of Credit after Mr. Weed has determined that the roads meets the Town specs. He presented the release that will have to be signed by Mr. Weed, as Highway Superintendent, Mr. Frizzell as Planning Board Chairman, Mrs. Ferland as Selectboard Chair and Mr. Edkins before the money is released. Following a discussion there was a consensus of the PB to wait two more weeks until their next meeting.

Upper Valley Lake Sunapee Regional Planning Commission: Mr. Edkins advised that the UVLSRPC is holding their 50th Annual Meeting on Wednesday, June 18th. Dinner will be at the Hanover Inn; \$40.00 per person. They are inviting a number of their past Directors to reminisce about the growth of the Commission over the years. The RSVP is due by June 7th. Planning Board members are invited to attend. Mr. Edkins will verify the date because the 18th is actually a Tuesday.

PLANNING & POLICY ISSUES:

Cold River Cycles: It was noted that Cold River Cycles is parking more often on the church side of Sullivan Street. This started right after approval even though the owners knew that parking was to remain on their own property. The company is the biggest violator. Mr. Edkins pointed out that their approval prohibited their using the properties across the street therefore he will send them a letter of permit violation plus a copy will be sent to the Police Department.

Planning Board – April 16th Meeting: There was discussion during the April 16th Planning Board meeting and it was published in the Our Town that the PB would be writing letters to the businesses regarding signage. Mr. Edkins explained that this did not happen because this meeting had a relatively full Agenda. Mr. Frizzell felt they could try for the next meeting. Mr. Bruno suggested that before we have everybody coming in the members should discuss the interpretation of the Sign Ordinance so all are on the same page. Maybe have an Agenda item so that the PB can discuss it first. Mr. Edkins felt it could be put on the June 18th Agenda. He hopes

there will be an Assessing Clerk/Code Enforcement person on board by July 1st. That person will then be able to take on some of these responsibilities.

Violations: Following are a few violations that were mentioned at this meeting: 1) Mike Lemieux does not seem to have mobile homes on his lot but he has tractor-trailer trucks for storage there; 2) On Lovers Lane and Route 12 there are a lot of storage units. Mr. Edkins said it is his understanding that the owner allowed the substation contractor for Liberty Utilities, who is working on the Michael Avenue project, to park and use that parcel. A member said it is not this contractor but there are 6-8 trailers there and the number appears to be growing. Mr. Edkins responded to a member's concern that the Morningside Flight Park has taken care of the drinking water and the septic. He will look into the possibility of them still running ultra-lights across the road but he was not aware of it still occurring. Another PB member requested that Mr. Edkins remind the park manager that they are flying over Hubbard Hill and they should not be going in that direction.

ADJOURNMENT:

There being no other business, Mrs. Smith-Hull moved to adjourn the meeting. Mr. Thibodeau seconded the motion. With seven members in favor, the motion was approved. The time was 8:39 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 06-13-13

(**Note:** These are unapproved minutes. Corrections, if necessary, will be found in the minutes of the June 18th, 2013, Planning Board meeting.)