

**MINUTES
CHARLESTOWN PLANNING BOARD
OCTOBER 21, 2014**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Steve Neill (Ex-Officio Member), Richard Lincourt, Rose Smith-Hull

Alternates Present: There were no alternate members present.

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 regular members, Pat Royce and Roger Thibodeau, and alternate member, John Bruno, were not present. Mr. Frizzell advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF SEPTEMBER 16, 2014:

There was a consensus to table action on the Minutes of the September 16, 2014, meeting until the next regular meeting.

APPROVAL OF MINUTES OF OCTOBER 7, 2014:

Mrs. Francis moved to approve the Minutes of the October 7, 2014, meeting as presented. Mrs. Smith-Hull seconded the motion. On page 5, Historic District Ordinance, third paragraph, Mr. Lincourt requested that the fourth sentence be changed to “Mr. Lincourt thinks regulating fences and stone walls are appropriate under the Ordinance. In the last paragraph, seventh line, change “considered *the* zoning” to “considered zoning”. On page 6, second paragraph, fifth line, Mrs. Francis requested that “boundaries of the” be deleted. In the second paragraph, eighth line, after “Site Plan” add “Review Process”. Also, change the wording “to go to one or the other” to “get two separate approvals”. With five members in favor, the minutes were approved as corrected.

CAROD PROPERTIES – Sign Permit – 122 Main Street – Map 118, Lot 91 – Zone B (Business): Mr. Edkins advised that Mrs. Clark has re-submitted the Sign Permit application as it was submitted to the PB at the October 7 meeting. It is approvable as is, it gets the message across and he does not see any reason why it could not be approved. Mrs. Clark pointed out that the PB had requested a permanent directional sign saying “Not an Exit” less than five-feet high. Mr. Edkins pointed out that this is a directional sign that does not require a permit.

Mr. Neill moved to approve the application for a Sign Permit for Carod Properties, as submitted. Mrs. Smith-Hull seconded the motion. With five members in favor, the motion was approved.

PUBLIC SERVICE OF NH – Removal of Trees on a Designated Scenic Road (Borough Road): Mr. Edkins took pictures today that the PB members reviewed. Mr. David Crane, arborist for the Public Service Company of NH, was present. Mr. Edkins explained that the first picture is of the single tree between #1094 and #1136 Borough Road. The upper electrical wire is inches from the tree; the concern is that it is a fire hazard. The next two pictures show the base of the tree which is showing signs of decay. Mr. Crane pointed out that the movement in the wind is almost certainly brushing the tree against the coated wire, eventually the tree will wear through the coating and then it will begin to arc and be a fire hazard. The other picture is of the two dead sugar maples just south of house #925. Mrs. Francis felt it is good to take down those two trees for the scenic view and safety. She has no objections. Mrs. Smith-Hull saw them and said they have to come down plus there are some more trees that should come down. Mr. Lincourt agrees and is surprised that more are not coming down. Mr. Crane explained that they try to minimize the impact; there will be a lot of trimming the brush, etc. They remove brush that is four-inches in diameter or less.

Mrs. Francis moved to approve the request of the Public Service of NH to remove the three trees as proposed on the Borough Road. Mr. Neill seconded the motion. With five members in favor, the motion was approved.

DALE MAHAFFEY – Welding & Metal Fabrication Business in Existing Building – 982 Old Claremont Road – Map 108, Lot 19 – Zone E (Mixed Use): Mr. Edkins advised that Mr. Joel Stoddard brought in an application for Site Plan approval about this same time last year for a small addition to the shop and to continue the automotive business. It is questionable as to whether or not Mr. Mahaffey's welding business, which is similar enough to the automotive business, that it would require Site Plan Review or not but to be on the safe side he felt it would be best to have the welding and metal fabrication business get its own approval. The Site Plan that Mr. Mahaffey submitted is identical to the one that Mr. Stoddard submitted except that the addition is not included.

Mrs. Smith-Hull asked Mr. Mahaffey if he is doing welding on vehicles. Mr. Mahaffey said that is a small part of the business but it is miscellaneous welding and metal fabrication of equipment, etc. Mr. Lincourt asked if the Fire Chief looked the building over; he wondered if it was safe. Mr. Mahaffey did not believe that the Fire Chief had looked at the building but it is a cinder block building. Mr. Edkins pointed out that the wrong plan was forwarded to the PB members as it was Mr. Stoddard's plan; the new Site Plan for Mr. Mahaffey shows that the addition is deleted. Mrs. Francis asked if he has waste materials that need to be disposed. Mr. Mahaffey advised that the scrap metal goes to the Transfer Station; there is no oil, etc. Mr. Frizzell noted that the hours of operation are 7:00 AM to 5:30 PM. A PB member had heard that there is some work being done during late night hours; it bothered some neighbors. Mr. Mahaffey explained that there was one time when he was doing an urgent job. It might happen occasionally but it is not a usual occurrence. Mr. Edkins never received any complaints from the neighbors. Mr. Frizzell pointed out that the PB expects Mr. Mahaffey to stay within these times but they understand that there are situations when he might have to go beyond those hours. No abutters were present.

Mr. Lincourt moved to accept this application from Dale Mahaffey for a welding and metal fabrication business as complete. Mrs. Smith-Hull seconded the motion. With five members in favor, the motion was approved.

Mr. Lincourt moved to grant final approval to this application from Dale Mahaffey, as submitted. Mrs. Smith-Hull seconded the motion. With five members in favor, the motion was approved.

SIGN PERMIT – DALE MAHAFFEY: Mr. Edkins pointed out that if the sign is on the outside of the window Mr. Mahaffey will need a Sign Permit but if the sign is on the inside of the window he does not need a Sign Permit. This sign is 20 square-feet; he is allowed 50 square-feet in this zone.

Mrs. Francis moved approval of the Sign Permit for Mr. Mahaffey for the welding and metal fabrication shop. Mrs. Smith-Hull seconded the motion.

Because this applicant does not need this Sign Permit as it will be on the inside of the window, Mr. Lincourt would prefer not to approve it. The drawing is distinct.

Mrs. Francis withdrew her motion and Mrs. Smith-Hull withdrew her second to the motion.

Mr. Frizzell clarified that the point they are making is that the PB needs a bigger drawing but since it is inside the window he does not need a permit therefore the PB can just let it go; fifty years down the road somebody looking at it should be able to tell what it is supposed to say.

Mrs. Francis moved that this particular sign does not require a permit because it will be on the inside of the window. Mrs. Smith-Hull seconded the motion. With five members in favor, the motion was approved.

NORMAND BEAUDRY – Voluntary Merger of Previously Subdivided Lots – Paris Avenue & Taylor Hill Road – Map 233, Lots 45-1 and 45-2 – Zone E (Mixed Use): Mr. Edkins reported that back in May the PB approved the subdivision of this property. Mr. Beaudry has decided that he plans to build one house for himself on this parcel therefore he would like to merge the two lots back together again.

Mrs. Francis moved to approve this Voluntary Merger on Paris Avenue and Taylor Hill Road for Normand Beaudry. Mr. Lincourt seconded the motion. With five members in favor, the motion was approved.

SHILO WHITE – Sign Permit – 14 Wheeler Rand Road – Map 213, Lot 59 – Zone E (Mixed Use): Mr. Edkins and Ms. Chaffee had written to Mr. White on several occasions about needing this Sign Permit. He passed around a color version of the sign. It was noted that Mr. Grenier of the Department of Transportation was going to speak to Mr. White about the A-frame sign because it is in the State's right-of-way. Mr. Edkins' concern with this sign is that someone

would have to come to a full stop to read it. Several PB members reported that he also has a car for sale on the property.

Mr. Neill moved to table this Sign Permit application until Mr. White comes in just to be able to go over some other issues. Mrs. Smith-Hull seconded the motion. With five members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Next PB Meeting: Mr. Edkins reported that there are no new applications for the next meeting other than the Shilo White Sign Permit application. However the Heritage & Historic District Commission has asked to be on the Agenda for the next PB meeting. They held a round table meeting last week and are planning on holding another one on Thursday. The biggest concern that he expressed to the Commission at the last meeting on October 8th is that we need to do a better job of defining the boundaries of the district. They have the maps that show the Historic District as it was submitted to the National Register but that is lacking in terms of precise, defined dimensions. The Ordinance lists all the map and lot numbers for the properties in the district but that does not conform to the National Register Historic District map. It includes some properties that were not in that original district and it does not include some properties that are in the district. Mr. Edkins talked to the Town's tax map people who said they would charge about \$500 to put an overlay of the Historic District over the tax map so they could see where it was but even so there are no specific dimensions. Mrs. Francis and Ms. Chaffee were at the last meeting when they got through the preliminaries of the Ordinance but did not get into the nuts-and-bolts. An issue will be that Mrs. Higgins pointed out that the bold type in their draft ordinance was not going to be in the ordinance that would be put forward to the voters; it was items that they intended to put in their regulations after the ordinance was passed. His concern is if they pass the ordinance then the commission is on their own in terms of what the nuts-and-bolts of the regulations will be. They would have to hold a Public Hearing on the regulations but they could adopt the regulations regardless of what input they received at that Public Hearing. Mrs. Francis looked at the issue of an overlap of the PB especially when it would involve a commercial property. Mr. Edkins said one of the things that is concerning is if somebody wants to demolish a structure they would need to tell the commission what will go up in its place. On occasion the Town has ordered buildings or portion of buildings to be demolished under the State's Hazardous and Dilapidated Building Statute. There could be a conflict between the Town and the Commission. Under the State Statutes it is the PB who would have to hold the Public Hearing on the Ordinance; The PB could ultimately decide "yes" they will put it on the Ballot or "no" they will not or at a minimum they could put on the Ballot that the PB recommends this Article or the PB does not recommend this Article. They have a couple of months to continue to work through this before it goes to the voters.

Mr. Edkins referenced the new law, HB1210, that states that if any zoning amendment that would change dimensional or permitted use requirements they are required to notify every person whose property would be affected by that change by mail. However this would not apply to a Historic District. It is something they should be aware of in the future for zoning changes. .

ADMINISTRATION & CORRESPONDENCE:

Law Books: Mr. Edkins plans to order new books for him, Ms. Chaffee and one for the office. If any PB members would like a book let Mr. Edkins know as soon as possible.

Enforcement Issues: Planning Board members mentioned the following possible enforcement issues:

- The banner at the VFW;
- The sandwich sign for the Seventh Day Adventist at the Episcopal Church;
- The flashing lights at the hot dog vendor's property;
- The sign advertising Oxbrook Homes when the business is no longer operating.

Next Meeting: The next PB meeting will be held on November 4th. Due to the fact that this is Voting Day the meeting will be held in the old Town Hall.

ADJOURNMENT:

There being no other business, Mrs. Smith-Hull moved to adjourn this meeting. Mr. Neill seconded the motion. With five members in favor, the meeting was adjourned at 8:19 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 10-29-14

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the November 4, 2014, Planning Board meeting.)