

**MINUTES  
CHARLESTOWN PLANNING BOARD  
MARCH 4, 2014**

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

Alternates Present: John Bruno, Richard Lincourt

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 advised that the full Planning Board was present therefore there was no need to call on the alternate members. Noting that meetings are tape recorded, he asked that anyone wishing to speak identify themselves for the record.

**APPROVAL OF MINUTES OF JANUARY 21, 2014:**

**Mrs. Francis moved to approve the Minutes of the January 21, 2014, meeting, as written. Mrs. Smith-Hull seconded the motion. Mr. Lincourt requested the following corrections: Page 2, second line from the bottom, there is a duplication of the word “that”. On Page 6, beginning with “Mrs. Francis, second line, change “approved” to “approval”. With six members in favor, the Minutes were approved as corrected. Mr. Thibodeau abstained as he was not present at this meeting.**

**ROBERT METCALF & ROBERT C. METCALF IRREVOCABLE TRUST – Boundary Adjustment between Existing Lots – South Hemlock Road – Map 248, Lots 11 & 14 – Zone E (Mixed Use):** Mr. Travis Royce, Sam’s Hill Surveying & Permitting, LLC, was present representing the applicants. The property is on the west side of the South Hemlock Road a few hundred yards from the Langdon town line. Under this plan, 21.18 acres will be transferred from the 46.61 acres to lot #11. It was 10.90 acres but will be 32.08 acres after annexation. There are no changes in road frontage. There is a dwelling on Lot #014. The Metcalf farm house is on Lot #12, and now owned by Donald Cady. Mrs. Francis asked if abutters were notified. Mr. Edkins responded that they were notified by certified mail. No abutters were present nor did any of them submit comments.

**Mrs. Francis moved to accept this application for Robert Metcalf as complete. Mr. Jenkins seconded the motion. With all in favor, the motion was approved.**

**Mr. Jenkins moved to grant final approval of this application, as submitted. Mrs. Royce seconded the motion. With all in favor, the motion was approved.**

**PATRICK CAREY & TIMOTHY CAREY – Artistic Metalwork as a Home Business & Sign Permit – 1228 Langdon Road – Map 257, Lot 6 – Zone E (Mixed Use):** Mr. Patrick Carey and Timothy Carey were present. Mr. Patrick Carey advised that the property is about

one-quarter of a mile from the Langdon line. They are looking to do a home occupation. They take metal, clean it and turn it into products similar to two decorative ornaments they displayed. They work with colors; the paint is a powder coat and is 100% recyclable. There is no hazardous waste. Mr. Thibodeau asked if they have to ventilate. Mr. Carey said it is done in a small booth with a fan; it melts in a 4' x 4' x 6' oven that is self-contained. Mr. Lincourt asked if there are any solvents. Mr. Carey said they sand-blast it. There are no heavy metals. Mr. Neill questioned if the sand-blasting is contained in a booth or done outside. Mr. Carey said it is done inside; they have about a 32' x 5' high area, the sand gets sucked into the gun and it is vacuumed. They use gloves but put their hands inside; it is contained inside a booth while he is standing outside. MSDS information comes with the products. It is about a 16 hour process. Mr. Edkins advised that abutters were notified but none were present. Mr. Lincourt asked where the abutters are located in relation to this business. Mr. Carey responded that the neighbors are way up in the back.

They get the new metals from Laconia; the company delivers about twice a week or when they order it. Mr. Neill asked about the fumes. Mr. Carey said it is no different than welding. It does not create any fumes but just a little dust. They are doing this in the small building. Mr. Neill asked if this building was inspected by the Building Inspector for code. Mr. Carey said "yes" it was quite a while ago; it was for commercial use when they were upgrading the electrical system. The walls have fire proof fiber board. The only thing not finished is their office. Mr. Edkins pointed out that this came about when Mr. Carey asked about a Sign Permit and Mr. Carey explained what they were doing. Mr. Edkins felt it needed Site Plan Review approval. Mrs. Royce asked if noise is a factor to the neighbors. Mr. Carey replied that there are no neighbors close to them. Mr. Thibodeau asked what they do with the scrap metal. Mr. Carey said they hope to sell the scrap metal. To date they have one bucket of sand; they need to find a place where they can dispose of it. Mrs. Smith-Hull visited the site. She had them show her the sand bag and it says non-toxic on it. Mrs. Francis asked if they wear masks. Mr. Carey said they do have masks but they have yellow curtains up because of the welding; plus they have cutting glasses. Mr. Thibodeau asked if they have a water bath. Mr. Carey said they do not have one because they would have polluted water to dispose of; it is a dry process.

**Mr. Neill moved to accept this application for a home business for Patrick Carey & Timothy Carey as complete. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.**

**Mrs. Francis moved to grant final approval to this application for a home business for Patrick Carey & Timothy Carey, as submitted. Mr. Neill seconded the motion. With seven members in favor, the motion was approved.**

**Sign Permit – Patrick Carey & Timothy Carey:** Mr. Edkins displayed the photo of the actual sign. There will be two 60-watt lights at the bottom. They will be off by 9:00 PM and probably on about 5:00 AM; they will be on a timer. During the summer they will probably not use the lights. Mrs. Francis recommended that they test the positioning of the lights to avoid glare for oncoming traffic. Mr. Neill noted that the application states 7:00 AM to 9:00 PM. Mr. Carey clarified that the lights would probably be on from 7:00 or 8:00 AM to 9:00 PM.

**Mr. Thibodeau moved to approve the application for a Sign Permit for Patrick Carey & Timothy Carey. Mrs. Francis seconded the motion. With seven members in favor, the motion was approved.**

**ZAREMBA PROGRAM DEVELOPMENT, LLC, Cont'd – 9,240 Square Foot “Dollar General” Retail Store – 20 Sullivan Street and 113, 117-119 Main Street – Map 118, Lots 96, 98 & 99 – Zones B (Business) and E (Mixed Use):** Mr. Frizzell advised that the Planning Board received a letter dated February 19, 2014, with proposed changes to this application. Chris Nadeau from Nobis Engineering, Inc. said they are just covering the changes they made since the last time they were present.

**Architectural Elevation Plan Revisions:**

- East and South elevations are now polar white metal panel at the request of the Fire Chief. It will be vertical siding along the Medical Building side and wrapped around the other side. The other two sides (front and side facing Sullivan Street) will be white vinyl siding. Mr. Thibodeau pointed out that the East and South sides will still be visible from the bank.
- Revised Lighting on East elevation. Mr. Nadeau said they changed the lights on the rear part of the building; there is only one 50-watt wall pack for security.
- They added a sign to the receiving doors that states “No Truck Idling”.
- The building shall be fully sprinkled.

**Site Plan Revisions:**

- Painted crosswalks have been added along the Main Street and Sullivan Street driveway entrances. Stop bars have been added before anyone gets to the sidewalk.
- Landscape islands have been provided along the northwest corner of the proposed building. The islands will be protected with sloped granite curb and additional landscape plantings have been provided.
- The heating, ventilation, and air conditioning (HVAC) pad has been revised. The pad is now a proposed gravel pad rather than a concrete pad. It will have an 8-foot solid wood fence around it. They added plantings all along the property line to provide further screening.
- The parking lot “bump out” area has been removed along the southern property boundary next to the medical building.
- The plans have been updated to eliminate trees within 8-feet of the property boundaries. Any conflicts between proposed landscaping and snow storage have been resolved.
- An alternate loading plan has been provided to show the delivery truck unloading along the driveway rather than backing up to the loading dock area.
- The building drip edge connection to the underground detention system was added to the Stormtech Construction Detail on Sheet C12. It had been previously omitted.
- An area for bicycle parking has been added along the building.

They have handicapped ramps in front right up to the front door.

They have modified two Waivers they requested:

- The proposed site plan now consists of approximately 58% impervious cover. They were originally at 60%. They have to come back for a Subdivision Plan because they

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are giving some land to the Town for the sidewalk and also giving property for the driveway to the abutters. If they added back in that land they would be at 56-1/2%.

- They no longer request a Waiver from Section 5.7.3 (G) (1) which deals with internal landscaping aisles or islands as they now comply with that.

Mr. Edkins took the section of the Site Plan Review regulations that deals with Major Site Plan applications and turned it into a Checklist. Copies of this document were distributed. He went through the application and found everything we require was included in the plans or the written material that the applicants have provided. The one exception was on page 3 “Potential noise generators and decibel levels at the point of generation”, but they are prepared to address that at this meeting. They know that the noise generators are the HVAC units on the back side of the building but they do not have much information on what decibel levels are being generated. Everything else was there. There was a consensus of the PB to accept the Checklist as presented.

Mr. Thibodeau feels the dumpster is a noise generator. Mr. Matt Casey, of Zaremba Program Development, pointed out that this was addressed at the last meeting. They agreed that the trash pick-ups would occur only during business hours. Since the last meeting they talked to York Mechanical who will be the HVAC supplier to make sure that they were going to hit the 56 decibel mark that the code requires. There are multiple ways to handle this but the first step when they get into the building design is the HVAC unit. Standing alone it will be in the low 60 decibel level. The screening will be an 8-foot wood fence and based on that design the architect feels they will be below the 56 decibel level. There will be a gate in the fence to access that area. The houses are a lot further back than the property lines. The HVAC units are smaller than the pad itself. Not all units will be on at the same time. Mr. Edkins pointed out that there is nothing written about the decibel levels at the point of generation but everything else is there. Mr. Frizzell stated that they can put a clause in that they will be tested afterwards. Mr. Casey said there is a company that handles specific applications for noise; they make acoustic panels for outdoor use that are like a sponge that sucks up the sound; they are expensive but they will take this next step, if needed. Mrs. Smith-Hull asked what the distance on the south line is to the Medical Center. Mr. Nadeau said the building is set back 10-feet from the property line and the Medical Center is about 3-feet off their property line.

Mrs. Francis followed-up on the amount of paved area and the impervious surface question. It is good to see them reducing the amount of impervious area but they are still asking for a 16% Waiver from the regulations. At the last meeting she felt that maybe a 5% Waiver might be satisfactory but 16% is a lot. Mr. Edkins noted that the Jiffy Mart was at 58% when approved. Mrs. Francis is thinking about further steps that could be taken to reduce the percentage. She asked how many parking spaces they now have. Mr. Casey said 26; they originally had 30 and typically Dollar General wants to see a minimum of 30 spaces. Mrs. Francis questioned the size of the store. Mr. Casey responded that Dollar General has only two building designs that they will construct; this is the smallest one for them to be comfortable with the investment. Mrs. Francis asked how much of that paved area is required by the tractor-trailer delivery trucks; if deliveries were made by smaller trucks it would not require so much space. Mr. Casey said they operate the larger trucks because they stop at many stores to maximize the logistics. They service their own stores. He displayed the sketch on the truck space that is needed. Mr. Thibodeau asked if they would consider pervious paving for all the parking spaces. Mr. Nadeau

explained that he used it on a number of projects in Concord. One of the schools had a big parking lot so the parking was spread out and it held up well but one of the smaller schools with ten spaces did not and they ended up coming with a standard overlay. He is hesitant about spec'ing it on this project. In a few years they might make a better product. Mrs. Francis asked if there are other ways to modify the delivery system. Mr. Casey said there are two different ways; they are showing an alternate that was brought up at the last meeting. As far as the logistics goes that is something Dollar General cannot change; for once a week delivery that comes during business hours it is not an inconvenience. Mrs. Francis asked if there are ways to reduce the pavement area. Mr. Casey advised that they have whittled down everything on the site; it seems to be as far as they can go plus they are giving away the land that would be closer to the 56 mark if they were not giving away the land. Mr. Jenkins spoke about setting a precedent with referencing the Jiffy Mart but he feels it is up to Dollar General to conform to the Town regulations. There are still some areas where they could cut the impervious areas down. There are the four parking spaces on the north side toward Sullivan Street, in front of the store, that would bring them closer. Mr. Lincourt said the applicant felt when making deliveries they could block off some parking spaces so he does not understand why they could not do without them all the time. Mr. Casey responded that Dollar General requires 30 spaces; for the small time a delivery takes they are comfortable with blocking off the spaces. They schedule it when the truck is on the way. Mr. Bruno pointed out that the problem with pervious pavement is they have to vacuum rather than sweep it. In the course of the year he feels it would have to be more than once a year plus it freezes up. He is not convinced that pervious pavement works well for this part of the country. Mr. Nadeau added they cannot use sand on it in the winter time. Mr. Neill pointed out that currently for winter maintenance private contractors cannot get any salt; it is reserved for the State and municipalities.

Mr. Frizzell mentioned that one abutter is present. Ms. Gayla Aiken's concern is landscaping.

Mrs. Smith-Hull was looking at the alternative truck plan and thanked the applicant for that. She spoke to a trucker of 40 years who said it should not take more than a half hour to unload. Mr. Frizzell said Dollar General likes to have enough spaces so customers can find a parking space. Mr. Casey explained that the mind-set is to have a space between the vehicles. Mrs. Francis is not convinced that that number of parking spaces is necessary in Charlestown; they have to be practical. Mr. Bruno commented that one possibility might be to take the six spaces next to the detention pond, put in the sub-base but grass it over and if they need them they could pave that area over; keep them in reserve. Mr. Edkins said that would save 3,869 square feet. The Institute of Transportation Engineers (ITE) has a manual on parking generation. Mr. Nadeau felt it is pretty standard.

Mr. Edkins recommended that the PB get to completeness as the members are discussing the merits of the plan rather than whether it is complete or not.

Mrs. Francis wanted to discuss the landscaping plan. They propose eight Red Sunset Maples. Mr. Nadeau explained that they are Red Maples. Mrs. Francis said that makes a difference because the Town planted two of them at the North end of Main Street about 27 years ago and they did not do very well. Maples are susceptible to adverse effects of salt so if they will be adjacent to the parking spaces or snow storage area Maple is probably not a good choice. She

asked if they would consider changing to Oak trees. Mr. Nadeau will go back to the landscape architect to talk about other options. Mr. Aare Ilves advised that Red Maples are the kind they planted in various locations five-or-six years ago and they have been doing fine so far. He suggested a couple of Liberty Elms trees on the Main Street side.

**Mrs. Royce moved to accept this application from the Zaremba Program Development, LLC as complete. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.**

Mr. Frizzell asked Mr. Bruno if they did not have the pond would the PB be requiring the 50% impervious area. Because they do have it does that make it so the PB could allow more? Mr. Bruno explained the subgrade storm water system that is accepted for mitigating run-off. In terms of the impervious surface the system has been designed to accept the increased storm water from the impervious area on site. The advantage of the surface system is that it is apparent whether it is working or not. When he put together possible conditions he mentioned that it be certified that it went in according to the plan and all inspection and maintenance be done by a qualified individual. From the stand-point of the storm water system whether it is 50% or 58% is not an issue.

Mr. Thibodeau asked if we are sure what the building will look like. Mr. Casey said this was a rendering of what the two sides will look like along with the roof line. Mr. Edkins noted that Fire Chief Baraly asked that the fence be removed for better access. Mr. Thibodeau commented that the metal siding will not be very appealing to look at on the Medical Building and bank side; he is sure there is something else out there that could be used. Mr. Casey said at the last meeting they discussed keeping the material consistent along the entire back-side; the Fire Chief wanted something non-flammable. Mr. Edkins noted that Mr. Casey had sent him a rendering of a building that had a masonry look with a flat roof but he discouraged him from going in that direction. Mr. Bruno would like to see a rendering of that side of the building to see what it looks like or to look at some alternative siding.

Mr. Frizzell suggested that they go through the PB members to see what their concerns are. He feels the applicant has done a good presentation and covered things pretty well; it will be an improvement over the empty lot.

Mr. Thibodeau is concerned about the siding. They have a new Police Station that has brick on two sides. He does not want a flat roof. Mr. Casey said they will be happy to work out the details with Mr. Edkins.

Mr. Neill said on the storm water drainage system it says the annual report shall be maintained by Dollar General and a copy will be sent to the Town. Does that mean it will be inspected annually? Mr. Bruno thinks that in their storm water report they had a maintenance plan. By providing the Town with the results of their maintenance on an annual basis the Town will know if they are doing it or not and it would be an incentive for them to do that.

Mrs. Francis agrees with Mr. Thibodeau about better siding on the south and east side of the building. Over all she remembers that this is the Charlestown Planning Board and not one in

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Ohio or wherever the Dollar General gets its definitions. They are asking us to waive our requirements which we have for good reasons and it is not necessary. She is not in a position to support it.

Mrs. Smith-Hull can visualize the building on that lot; it is a quaint looking building but she has a problem with the Waivers. Mr. Nadeau replied that they had 8 but are now down to 7 Waivers.

Mr. Jenkins thinks they did a good job and he does not want to appear as being against the project or Dollar General but he is afraid of setting a precedent about approving Waivers.

Mrs. Royce feels the big issue is the Waiver for the impervious area because we have flooding problems on Main Street now.

Mr. Bruno has a problem with the proximity of the HVAC pad to that property corner as he feels that is a part of the building and connected to the building so it should meet the set-back requirements. Relative to the impervious area, in his opinion they are looking at a couple of things. Ideally it would be nice to have a little smaller building to reduce the footprint and bring it back from the back property line to reduce some of the impervious area. The storm water is being treated. There is sufficient area around the perimeter for the landscaping that is shown on the plan. The site would look significantly different with 3,800 square feet less of impervious area but it is not a major concern.

Mr. Lincourt commended them for their work with the Planning Board. He is concerned with the impervious area; whittling away at the regulations bothers him.

Mr. Neill asked Mr. Bruno about the sub-surface drainage; Mrs. Royce is concerned about added flooding on Main Street. Will this control that? Mr. Bruno said the system will limit the run-off from the site and will act to detain the flow and release the flow above whatever infiltration they will get to a pre-development level. The intent of the system is to provide infiltration so the water never leaves the site on the surface and to limit the off-site flow to a pre-development condition in a 50-year storm.

Mr. Thibodeau said on the high pole light where the second truck lay-out is next to it, how tall is that light compared to the trees. He is concerned about Ms. Aiken having lights in her house. Mr. Nadeau said it is 15-feet tall and the tree is about 7-or-8 feet high. The lights have shields on them. Mr. Thibodeau is concerned if there is some light spillage. Mr. Bruno felt they could have lights recessed into the frames.

Mr. Bruno noted that we have a lot of information that was produced based on comments and questions but it is scattered around. He would like to see a new package that reflects what the final presentation would be, based on the discussions they had so there will be one document for the next meeting. He feels they did a great job with the plans but there are more issues like the building siding, the lights, and putting all the Waivers together. It would be helpful to the PB.

Mrs. Royce asked Mr. Nadeau to go through the Waivers as mentioned in the November 6<sup>th</sup> letter that came in with the application. Mr. Nadeau proceeded to do so.

The first is a Waiver from Section 5.7.3 (C)(1) which requires a minimum buffer or landscape area along the front, side and rear property lines totaling 25% of the lot area or 15 feet along the length of each property line, whichever is greater. The side and rear setbacks are 15-feet. They are asking for a Waiver because along their building side they are meeting the setback of 10-feet but if the building setback is 10-feet how can they provide 15-feet of landscaping? Mrs. Francis requested that they spell this out in writing.

The second Waiver is from Section 5.7.3 (F) (1) and (2) for landscaping around the building. They are planting trees, shrubs and ground cover. They actually have a sidewalk against the building on two sides so there isn't any landscaping there.

The third Waiver has been deleted.

The fourth Waiver is from Section 5.7.3 (8) Impervious Surfaces. The requirement is for 50% but they are proposing 58%. Mr. Bruno pointed out that they had 56-1/2% before they gave the property away. Mr. Frizzell felt they could consider that as still being a part of the lot. The lot size is 1.8 acres before the transfers. They show maximum lot coverage as 28,413 square feet.

The fifth Waiver is from Section 5.7.7 Coordination of Roadway, Streets, Parking, Loading, Recreation and Safety – Part 8 Emergency Access. They do not have access to the rear of the building but they agreed with the Fire Chief to sprinkle the building in lieu of the turn-around.

The sixth Waiver is from Section 5.7.7 Coordination of Roadway, Streets, Parking, Loading, Recreation and Safety – Part 1. In this particular zone granite curbing is required. They are proposing a concrete curb around the building rather than granite because it is a concrete sidewalk.

Mr. Aare Ilves asked if there will be any windows except in the front. Mr. Casey explained that you cannot see through the decorative windows to the inside. On the side of the building it will just be wall. There are no real windows. Mrs. Smith-Hull noted that it will be well lit. Mr. Ilves said there is a section along Main Street for grass 10-feet in from the sidewalk. It seems it would be a good way to put in some landscaping or grass. Mr. Poisson stated that the boundary line is right next to the sidewalk. Mr. Edkins noted that the Town had a survey done back in the early 2000s. It shows pins being right up next to the sidewalk. Mr. Bruno said the boundary line is about 8-feet back from the sidewalk. Mr. Nadeau stated they would be happy to take advantage of that area but they are using their surveyor's survey. Mr. Thibodeau felt they need to keep the shrubs back from the sidewalk otherwise it is difficult to walk on the sidewalk. Mr. Casey said they do not want to block the visibility of the vehicles exiting the site. Mr. Edkins pointed out that if they accept the survey as submitted that is Town Right-of-Way between the property line and the sidewalk; about 10-feet. Any planting would require the approval of the Selectboard. Mrs. Smith-Hull felt if it is Town property it would be nice to see pansies or something low planted there.



**Mrs. Royce moved to continue this application until the next meeting on March 18<sup>th</sup>, 2014. Mr. Jenkins seconded the motion. With seven members in favor, the motion was approved.**

**PLANNING & POLICY ISSUES:**

**Site Plan Review:** Mr. Edkins commented that with some of the issues with the past two major applications over the past six months it might be good to take a look at the Site Plan Review regulations to see if they need changes.

**OTHER BUSINESS:**

**Rotary:** Mr. Albert St. Pierre, on behalf of the Rotary, advised that they would be having a Candidates Night on this Thursday at 6:30 PM in the Town Hall. He invited everyone to attend. It will be an opportunity for them to introduce themselves. Candidates for the Planning Board are Mrs. Smith-Hull and Mr. Frizzell. He asked Mr. Thibodeau to come to present the proposed budget. Mrs. Teague will present the School District proposed budget. Write-in candidates are also welcome to attend.

**ADMINISTRATION & CORRESPONDENCE:**

Mr. Edkins advised that there is no correspondence to come before this meeting.

**Dilapidated Buildings:** Mrs. Francis thanked Mr. Edkins for writing the letters to the owners of dilapidated buildings. Mr. Edkins had three people come in as the result of those letters.

**ADJOURNMENT:**

**There being no other business, Mrs. Smith-Hull moved to adjourn the meeting. Mr. Thibodeau seconded the motion. With all in favor, meeting adjourned at 9:27 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 3-11-14

**(Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the March 18, 2014, Planning Board meeting.)