

**MINUTES
CHARLESTOWN PLANNING BOARD
MAY 20, 2014**

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

Alternates Present: None

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

CALL TO ORDER & SEATING OF ALTERNATES: Mr. Frizzell called this meeting to order at 7:00 PM. He welcomed new member, Richard Lincourt. Mr. Frizzell noted the absence of regular member Roger Thibodeau and alternate member John Bruno. There were no alternate members in attendance but there was a quorum present.

APPROVAL OF MINUTES OF MAY 6, 2014 MEETING:

Mrs. Francis moved to approve the Minutes of the May 6, 2014 meeting, as written. Mr. Neill seconded the motion. With six members in favor, the Minutes were approved.

LORRAINE LAWRENCE, cont'd. – Convert Existing Motel to Child Daycare Center – 402 Old Claremont Road – Map 102, Lot 1 – Zone E (Mixed Use): Mr. Lawrence called the State about the septic system and it was unclear about the requirement for a permit but they did research and the “One Step Ahead Daycare Septic Calculations” appears to show a decrease in usage. The person at DES did not want to make a decision by himself to say he did not need a permit but he was going to consult with their legal staff; he did not specify a date for an answer. The regulations say he only needs a permit if the usage increases. Mr. Lawrence is looking for a Waiver for approval from the State until they make a decision. When they come back with “yes” or “no” then they will get the approval. The system was in operation for many years. Tom Fuller thinks the system is working properly. Mrs. Francis asked who the Septic Calculation document was prepared by. Mr. Lawrence took the information off the DES chart; he did it himself based on the motel units. Mrs. Francis pointed out that there are two units that are lived in all the time so she is not sure whether the calculations are based on the information as the system is now used. Was there an inspection of the system? Mr. Lawrence knows Mr. Fuller was there and there are not any issues with the system but he is not sure if Mr. Fuller is certified. There will be the same number of units whether it is the daycare or rental units. Mrs. Francis noted that there are two apartments rather than two rooms so it is based on full time occupancy. Mr. Frizzell felt motel rooms could be used as much as apartments. Mr. Lawrence said the people in the units work; those units are not changing it is the middle units that are changing. Mrs. Francis pointed out that when they are dealing with water and wastewater they do not want to have any mistakes. She would feel better if it was prepared by a licensed engineer who is qualified to make recommendations to Mr. Lawrence and the PB. Mr. Edkins said it could be a

licensed septic system designer. He is doubtful there are septic system plans as the motel has been there a number of years; he looked in the Town files and there are none.

Mr. Lincourt is concerned because the figures are hypothetical and are not necessarily accurate. The DES person said in the 2008 standard it was clear for the change of use and he did the calculations with Mr. Lawrence on the motel versus the daycare. Mr. Frizzell advised the PB is on his side but they do not want him to have a problem later on. The State decides these things but he feels the PB can do something pending State approval. Mr. Lawrence talked to Mr. Travis Royce about the new standards and he said 30 linear feet was needed for the septic system to meet the new standards; 30' x 10'. Mr. Edkins said Mr. Lawrence calculated the two end units as motel rooms at 100 gallons per day but he felt they would probably be treated as one-bedroom or studio apartments because they are occupied consistently and that requires 225 gallons per day so he is not sure Mr. Lawrence's calculations are accurate. There could be a modest increase. Mr. Neill explained that the State can be slow to respond unless the issue is black-and-white. He believes they could put in a new system with no problem but it might make the PB more in tune if he had an approved septic design in place in the event there is a problem with the existing system. Mr. Travis Royce advised that approved designs are valid for four years before they have to apply for another approval. Mr. Neill felt that might be the quickest way to be able to move forward. Mr. Edkins said the State sends those out approvals to the applicant, the Town and the designer. He does not see any way that the State will approve the existing system, not knowing how it was designed. Mr. Royce said they might give Mr. Lawrence an opinion that he does not need a new approval. Mr. Edkins summarized that the condition would be subject to either a letter from the State saying that he does not need a new approval or a State approved design that could be implemented and leave the choice to Mr. Lawrence.

Mr. Neill moved to approve this application subject to either the submittal of a letter from the Department of Environmental Services saying that no new approval is necessary or the submittal of a State approved septic design for the new use. Mr. Lincourt seconded the motion.

Mrs. Francis is concerned that if this piece of paper is what the State has it is not enough information on the use of the two end units. She would like our records to be done by a licensed professional who would verify the information and what is required by the State. She is not happy voting for something where the information from the State is not accurate. Mr. Frizzell asked if any abutters were present; there were none. Mr. Neill mentioned that the tenants are not transients; one of them was there 16-or-17 years. Mr. Edkins stated that if they treat those two units as apartments or studios the usage increases from 100 gallons per day to 225 gallons per day each which raises the total to 975 gallons per day as compared to the 810 that would be calculated for the motel units. The usage should be increased to 1,060 gallons per day. Mr. Edkins stated that Mr. Lawrence is right in reality it is a decrease if you treat those two end units as apartments rather than motel units.

Mr. Lincourt amended the motion to approve this upon the condition of the Planning Board receiving the State approved septic design reflecting the proposed use of the property. Mrs. Royce seconded the amendment. Mr. Neill accepted this as a friendly amendment. Mrs. Francis agreed.

Mr. Edkins confirmed that the motion is basically to have a State approved septic design for the proposed use of the daycare with the two studio apartments. Mrs. Francis mentioned they are not saying anything about time. Mr. Frizzell will not sign the paperwork until he has the documents in-hand.

Vote for final approval: With six members in favor, the amended motion was approved.

NORMAND BEAUDRY, cont'd. – Two (2) Lot Subdivision – 187 Paris Ave. – Map 233, Lot 45, Zone E (Mixed Use): Mr. Travis Royce reported that at the last meeting the PB said they did not need any more information. Mr. Frizzell pointed out that there were some neighborhood concerns. Mr. Edkins and Mr. Royce spoke to Mr. Beaudry about the demolition debris and the type of housing he intends to build on the lots. Mr. Royce said the pile of debris is smaller. Mrs. Kathy St. Pierre said it is getting better but they are still picking some up. Mr. Frizzell noted that the PB's main concern is the subdivision. Mrs. Royce said there was a two family house on that property at one time. Mr. Edkins noted there was also a mobile home on the property as well at one time. Mrs. St. Pierre would be interested in knowing if it will be two single family homes or two duplexes. She called Mr. Beaudry but he did not return her calls. Ms. Debra Burns said if it was going to be next to their homes they would be right there at the meeting too. Her property will decrease in value. Mr. Frizzell pointed out that that has nothing to do with this PB; she should contact Mr. Beaudry. Mrs. Royce mentioned that the PB has to abide by their regulations. The applicant has gone through the proper channels; it complies with the regulations so they have no recourse but to approve even if they found out that he was going to build two duplexes their hands are still tied. Mr. Royce is not sure if Mr. Beaudry has a solid plan for this property.

Mrs. Royce moved to grant final approval for this two lot subdivision for Normand Beaudry. Seconded by Mrs. Smith-Hull. With six members in favor, the motion was approved.

GRANITE STATE LAWN CARE / PHILIP FRANK METHOT, cont'd. – Retail Sales of Bark Mulch, Loam, Stone, Wood Chips, Firewood – 3607 Claremont Road – Map 205, Lot 64 – Zone E (Mixed Use): Mr. Andrew Campbell was present. He is the owner of Granite State Lawn Care. Mrs. Francis asked if he was in business before. Mr. Campbell responded in Claremont. Mr. Edkins reported that the concern was that he never got Site Plan approval for the existing operation. Ms. Patty Chaffee, Enforcement Officer, sent Mr. Campbell a letter and, as a result, he submitted an application. It has been there for a while now. It is a low intensity commercial use on a commercial parcel. Mr. Neill asked what was approved on that site in the past. Mr. Edkins said the most recent approved Site Plan for that property was for New England Outdoor Furnace. It included a display of merchandise outdoors. He is not aware of any issues or concerns that have been raised about this operation other than it never received Site Plan approval. Mr. Campbell explained that everything is temporary so if there was an emergency it could get moved easily. There is no fire hazard; they do not have water or sewer. Mr. Edkins said he submitted Sign applications because he has price signs in each of the individual bins. Mrs. Royce asked if he intended to put up a sign for the business. Mr. Campbell responded not at this time. People steal the product so the signs are there to alert people to the fact that it is not

free but rather for sale. At the mulch pile he does have tri-pod sign that is 3' x 5' so people know it is a business; his phone number is on that sign as he is not there all the time. He has a bucket loader and three Bobcats behind the building.

Mr. Neill felt it is being used as a construction yard. Mrs. Francis asked if they have the boundaries of the portion of the land that he leases. Mr. Edkins pointed out that with the application Mr. Campbell submitted a letter. He displayed the tax map but nothing was mentioned about the storage of equipment to the rear of the property. Mr. Campbell mentioned that there is no interior use of the building. Mr. Neill asked if there are 55 gallon drums out back. Mr. Campbell said 5 gallon buckets. Mrs. Francis feels they need an amended Site Plan that shows the portion of the property that he leases, what is there, the bins and what he is storing. They also need the dimensions and where it is located. The price signs are not pictured on the plan. Mr. Frizzell asked if he changes oil there, etc. Mr. Campbell said he is not a mechanic and does not do that type of work. Mr. Edkins summarized that what the PB would like Mr. Campbell to submit is a permit application for the business sign, including a picture and the dimensions of the sign with the phone number; but he does not need permits for the individual price signs. Mr. Frizzell feels they need the whole plan on where he parks the vehicles, equipment, etc. Mr. Campbell advised that the equipment is not all there at any one time. He also does snow plowing. He stores sand in the winter. Mr. Edkins felt a dotted line showing the equipment storage and a listing of what might be there at any given time. Mr. Frizzell asked if any abutters were present; there were none.

Mrs. Royce moved to defer approval of the Site Plan until the next meeting when the applicant returns with more complete site plan. Mr. Lincourt seconded the motion. With six members in favor, the motion was approved.

CAROD PROPERTIES – Hair Salon & Wellness Center – 122 Main Street – Map 118, Lot 91 – Zone B (Business): Mrs. Clark introduced Alicia Flagg who would like to put in a hair salon and health wellness center where the Hot Tub business used to be in the former Carriage House. The hair salon would be in the upper level and the wellness center would be in the lower level. Ms. Flagg explained that she teaches people a healthy life style. She is a professional trainer and has been doing this for nine years. Having both businesses in one building would be suitable. Ms. Flagg asked if she would be required to have the building be handicapped accessible. Would it need a ramp and handicapped bathroom? Mr. Edkins said those are questions for the Building Inspector, Jon LeClair. Mrs. Francis asked if she was licensed. Ms. Flagg said ‘yes’ for nine years. Mr. Neill asked if they have access from the upstairs to the downstairs. Ms. Flagg said “yes”; downstairs there will be a break room and massage room. There will be two exits. Mrs. Francis questioned the outdoor exercise. Clearly there is parking for the salon. Are they planning to park up above? Mrs. Clark said there are four areas they can make on the upper level for parking spaces and on the lower level there will be two more parking spaces. Mr. Edkins noted that the Site Plan is a copy of the survey that was done recently. Mr. Frizzell asked what the requirement is for parking spaces for a salon. Ms. Flagg said two per chair or four parking spaces. Mrs. Francis said continuing with the lower level, they should see where the parking is for the activity that will be carried out there. If there will be an exercise area wouldn't she want that set off with a small fence. The clients need to be safe. Ms. Flagg explained that they do not need a designated area as they might do a mile run or a run to Patch

Park. The activity will vary depending on the weather. Mrs. Clark advised that the back entrance will be a two way entrance that is shared by them and the Jiffy Mart but the area close to the Carriage House is all their parking area. Ms. Flagg said they counted eight lined parking spaces on the lower level; the employees will park around the side of the building where they will have an entrance. Mr. Lincourt asked how many employees will there be. Ms. Flagg said two. Mr. Lincourt felt it would be helpful to see where the parking spaces are. Mrs. Smith-Hull said they will also have to indicate one handicapped parking space. Ms. Flagg needs to check on the need for the handicapped space. Mr. Frizzell asked if any abutters were present; there were none.

Mrs. Francis moved to continue this application until such time as Ms. Flagg can come back with a plan showing the parking spaces and an answer on the handicapped space. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

CAROD PROPERTIES – Add 850 Sq. Ft. Deck to Existing Restaurant – 122 Main Street – Map 118, Lot 91 – Zone B (Business): Mr. Griffin Dusault will be building the 850 square foot pressure treated deck. It will be on the north side of the former diner. There will be two entrances. Mrs. Smith-Hull mentioned that the application indicates 850 feet but the Agenda states 850 square feet. Mr. Edkins said it is 850 square feet. Mr. Frizzell asked if any abutters were present; there were none. Mrs. Smith-Hull asked if there will be tables and chairs on the deck. Mrs. Clark advised that as soon as they get State approval there will be. Mr. Edkins raised the issue of the entrance onto Main Street. When the original Heritage Restaurant was approved that entrance was approved by both the State and this PB as being one way in only, it used to be signed. They could ask the State to amend the Driveway Permit to allow two-way traffic and then come back to this PB; that is something that could be considered. He wanted to make her aware of it. Mrs. Clark said her preference would be that once they get the large sign up that was approved last month she would like to take the existing sign and have it with an arrow saying “One Way Only”.

Mr. Neill moved to approve this application for Carod Properties as complete for a pressure treated deck. Mrs. Royce seconded the motion. With six members in favor, the motion was approved.

Mrs. Francis moved to grant final approval to the application to amend the Site Plan for the Sumner House Restaurant by adding a deck on the northwest end of the building as proposed. Mrs. Royce seconded the motion. With six members in favor, the motion was approved.

JOAN KUNCIK – Two (2) Lot Subdivision – 64 River Street – Map 118, Lot 55 – Zone E (Mixed Use): Mr. Neill stepped off the PB for this application. Mr. Travis Royce was present representing Joan Kuncik who was also present. Mr. Royce advised that this property is on the north side of River Street and East side of Northwest Street. It is a 2.11 acre parcel that Mrs. Kuncik would like to divide into two lots; Lot #1 would be 1.11 acres with 413-feet of road frontage and Lot #2 would be 1.00 acre with 111.56-feet of road frontage. He met with Keith Weed, Highway Superintendent, who did not have a problem with issuing a Driveway Permit for

Lot #2 on Northwest Street. Mr. Weed verbally confirmed approval to Mr. Edkins. The existing house with one apartment would be on Lot #1. It has existing Town water and sewer. Mr. Frizzell asked if any abutters were present; there were none. Mr. Edkins had one person come into the office to look at the plans but had no problems with it. Mrs. Kuncik advised that the neighbor has a shed that is over the line. Mr. Royce said the wall is right on the line but it has a roof over-hang that goes over onto Mrs. Kuncik's land. Mr. Edkins suggested that they talk to the Building Inspector to see if a Building Permit was issued for it.

Mrs. Royce moved to accept this application for Joan Kuncik on River Street as complete. Mrs. Francis seconded the motion. With six members in favor, the motion was approved.

Mrs. Royce moved to grant final approval for the two-lot Subdivision of Joan Kuncik contingent upon approval of the Driveway Permit. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Zoning Board of Adjustment: Mr. Edkins provided copies of the PB letter to the ZBA regarding the Dollar General store Variance application. Most of the letter was written by Mrs. Francis but there was input from Mr. Lincourt and Mr. Bruno. The PB members signed the letter. Mr. Edkins will try to contact Mr. Thibodeau to sign the letter.

ADMINISTRATION & CORRESPONDENCE:

Next PB Meeting – June 3rd: Mr. Edkins reported that there is no new business for the next meeting. Mrs. Francis and Mr. Lincourt felt it would be a good meeting for them to report on a workshop they attended. Mr. Edkins said if they have any information that would be useful to the other members it can be included in the next packet.

Champlain Oil: Mrs. Francis said at the last meeting with Champlain Oil she proposed that they make a contribution to the Charlestown Woman's Club to move one of the light poles to the south part of their site so it would beautify the entrance to the site and would be in keeping with the other poles. It was a good idea until the people tried to figure out where to put it. They called Mrs. Frizzell, the President, who came down and they came to the conclusion that the light pole would be close to the Sumner House light. It turned out to not be a good idea but Mrs. Frizzell and Champlain Oil agreed when Champlain Oil suggested making a contribution of \$2,000 to the Woman's Club to help pay for the flowers and maintenance. Mr. Frizzell advised that they were able to put that light pole back in almost in the same spot. Mr. Dwight LaFountain from Champlain Oil will be in Mr. Edkins office tomorrow regarding the transfer of their liquor license for beer and wine to the new location.

ADJOURNMENT:

There being no other business, Mrs. Royce moved to adjourn this meeting. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved at 9:07 PM.

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Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 5-27-14

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the June 3, 2014, Planning Board meeting.)