

**MINUTES
CHARLESTOWN PLANNING BOARD
MAY 6, 2015**

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

Alternates Present: John Bruno, Richard Lincourt

Staff Present: David Edkins – Planning & Zoning Administrator

5:00 PM - Site Visit – NH Electric Co-op – Tree Trimming / Removal – Old Acworth Stage Road (Designated Scenic Road): Mr. Frizzell reported that prior to this meeting several members of the PB (himself, Sharon Francis, Richard Lincourt and John Bruno) did a site visit on the Old Acworth Stage Road as the NH Electric Co-op is requesting permission to do tree trimming/removal in that area. Also present on the site visit were Dave Edkins, NHEC Forester, Scott Carlson and Conservation Commission member, Richard Holmes. This is an Agenda item for this meeting.

CALL TO ORDER & SEATING OF ALTERNATES: Mr. Frizzell called this meeting to order at 7:00 PM. He noted that has Jim Jenkins resigned from the Board. At the last meeting the members present nominated Richard Lincourt to fill the vacancy. He expressed a willingness to serve but requested that it be voted on when the full Board was present.

APPOINTMENT OF NEW MEMBER TO FILL VACANCY:

Mr. Neill moved to appoint Richard Lincourt for the vacant position until the next election. Mrs. Royce seconded the motion. With six members in favor, the motion was approved.

Mr. Edkins advised that Mr. Lincourt will need to be sworn in. An alternate cannot sit in a vacant position therefore he will remain an alternate member for this meeting.

APPROVAL OF MINUTES OF APRIL 15, 2014 MEETING:

Mr. Thibodeau moved to approve the Minutes of the April 15, 2014, meeting, as written. Mrs. Smith-Hull seconded the motion. Mrs. Royce noted a correction under Replacement of Board Member – change “until the next election” to “until the next meeting”. With five members in favor, the Minutes were approved. Mrs. Smith-Hull abstained as she was not present at this meeting.

TERESA DESJARDINS / PHILIP FRANK METHOT – Sign Permit – 3607 Claremont Road – Map 205, Lot 64 – Zone E (Mixed Use): Mrs. Royce pointed out that the spelling of Ms. Desjardins first name should be corrected from “Teresa” to “Theresa”. Ms. Desjardins had pictures of what the existing sign looks like; the new sign will be the same dimensions and will go in the same place but will get re-painted. The new sign will be double sided and say

“Terry’s”. There are two signs – one by the building entrance and one on the directory sign near the road. Mrs. Francis asked if a few years from now somebody looks at the records to see what was approved will this provide sufficient information. Mr. Edkins said with the Minutes it would. He will make notations on the photographs differentiating the “old sign” from the “new sign”.

Mr. Bruno referenced a Workshop that he, Mr. Lincourt and Mrs. Francis attended. One of the things they emphasized was what is enforceable and what is in the Permit. It is important to include in the Permit reference to these photographs, the size, etc. not only in the application but in the actual approval itself. Mr. Edkins pointed out that with Sign Permits the application is the permit once it is signed by the Planning Board Chairman. These pictures would be stapled to it but he will put some notations on it as well.

Mr. Neill moved to approve this Sign Permit as submitted by Theresa Desjardins. Mr. Thibodeau seconded the motion. Mrs. Francis added that the notes will say which new sign is replacing which old sign and indicate where the signs are. With six members in favor, the motion was approved.

RALPH’S SUPERMARKET, LLC – Sign Permit – 197 Main Street – Map 118, Lot 210 – Zone B (Business): Mr. Gary Stoddard was present representing the applicant. Mrs. Francis asked what colors the new sign will be. Mr. Stoddard responded that it will be cut-out silver letters on a maroon background. It is a little smaller (30” x 240”) than the existing sign but complies with the new regulations. Mrs. Francis feels that not only will it be compatible with the new Sign Ordinance but it will be easier to see.

Mrs. Royce moved to approve the Sign Permit with the dimensions of 30” x 240” as presented. Mr. Thibodeau seconded the motion. With six members in favor, the motion was approved.

Mr. Frizzell opened the Public Hearing on the NH Electric Co-Op request at 7:16 PM.

NH ELECTRIC CO-OP – Tree Trimming/Removal – Old Acworth Stage Road (Designated Scenic Road): Mr. Frizzell reported that the PB members had visited the site prior to this meeting except for Mrs. Smith-Hull. He feels the NH Electric Co-Op should cut more than indicated as there are a lot of trees that are still dangerous. Mrs. Smith-Hull asked how wide are they are going to cut. Mr. Scott Carlson, NHEC Forestry Coordinator, said they would cut 15-feet on either side of the wires and 20-feet over-head. He marked the trees they wish to remove along the Old Acworth Stage Road that are near the distribution lines. He tried to be as selective as possible. Mr. Edkins confirmed that almost all the trees to be removed are dead. Mr. Carlson said the others that are not dead would be disfigured. Mr. Neill advised that Mr. Weed, Mr. Edkins and he rode that area last Friday. Mr. Weed does not have any issues with it and neither does Mr. Neill. Mr. Edkins explained that the Town does not maintain Old Acworth Stage Road but they still have control over it. Mrs. Francis lives on a scenic road and is fond of trees but there were a couple of trees that they could debate about whether to leave or save but for safety reasons she feels they should be cut. Mr. Carlson would like to add an additional dead

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ash tree to the list; in the inventory it would be a 12” ash tree, 8B1/13 would be two dead ash trees rather than one. There were no comments from the public.

Mr. Neill moved to approve the request from NH Electric Co-op to do Tree Trimming/Removal on the Old Acworth Stage Road as presented. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

Mr. Frizzell closed the Public Hearing at 7:25 PM.

LORRAINE LAWRENCE – Convert Existing Motel to Child Daycare Center – 402 Old Claremont Road – Map 102, Lot 1 – Zone E (Mixed Use): Mr. Ed Lawrence advised that his wife and daughter are currently operating a daycare on Bridge Street and are getting close to capacity so they are looking to expand by converting six units of the Motel into the Daycare. They are planning to open up rooms to make it accessible all the way through and provide two exits from each room. The lawn will be fenced in for a play area. One side of the driveway is one-way for the safety of the children; the other side will be used for parking and there will be parking on the lawn. It is a circular driveway. They are looking to get additional children, there is a need in Charlestown, and this is a great opportunity. Mr. Thibodeau questioned where the two efficiency apartments are. Mr. Lawrence said there are one bedroom efficiency apartments at each end of the building and the six motel units are in the middle. Mrs. Smith-Hull asked if there will be any over-nighters. Mr. Lawrence said “no”; the occupants of the two apartments are long-term occupants. He checked with the State and they had no issues because the children will be isolated. Mrs. Francis pointed out that the fence should be shown on the plan. She asked what the size of the efficiency apartments is. Mr. Lawrence felt about 15’ x 20’. Mr. Thibodeau noted that for the kids to go to the fenced in area they have to cross the driveway. Mr. Lawrence said the driveway will be one way; they talked about temporarily barricading it when the children are crossing. The children will not go in and out while cars are moving. The P-3 parking area is where the entrance will be two directions so people can pull in and park there. Mrs. Francis asked where the tenants park and what would be the height and material of the fence. Mr. Lawrence said they want to meet with the parents to talk about what kind of material to use; either wood or vinyl about 5’ high. The main goal is to keep the children protected. One resident parks in P-2 and the other in P-1. The employees will also park in P-1; two employees will walk to work but two will be driving.

Mr. Frizzell asked if any abutters were present.

Rachel Wilson expressed support for the project.

Jamie Shand advised that his son attends the daycare. He appreciates the questions that are being raised as it will help in the process of moving. The State will be looking into this to make sure that the area is feasible. He supports moving forward.

Lorraine Lawrence owns the Red Robin Motel. Since 1953 her parents have owned the motel. She supports this project and feels it is a great idea because as the business expands they can go into another room. She foresees no problems.

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Mr. Edkins said the plan shows the existing sign but he assumes that will change. If so, they will have to apply for a Sign Permit. Mr. Lawrence explained that they will keep the frame and just replace the sign that will be similar.

Mrs. Francis focused on the rectangle “L” play area and asked about the desirable dimensions. Did they think about the different age groups? Is there enough area so the children do not feel crowded? There is a lot of traffic close by. Mr. Lawrence said they have given that a lot of thought. The area is larger than what they have now; the existing area accommodates the children with room to spare. They looked at daycares with a similar number of children and their play yards are no bigger than this one will be. They talked about dividing it up for the different age and gender groups; again they are looking to the parents for input. There are a lot of State restrictions on play equipment; it is to prevent injuries. As they grow they will be looking for more equipment; they can expand the play area in different directions.

Mr. Neill questioned the re-modeling work that will take place in the six units; what do they need to do to satisfy the State. Mr. Lawrence said the State has no requirements for re-modeling but there is concern with having two exits from a room, right now there is one, the building is all truss construction so there are no interior supporting walls. They will put in a 6-foot opening with a gate that they can walk through in the walls between the units. Each unit has a bathroom and a sink. They will add changing tables. The rooms are pretty much all set and safe. They will have to move a radiator but it should be easy to re-model. Mr. Neill asked if this unit is served by septic and, if so, will it be able to handle the maximum number of people. Mr. Lawrence confirmed that there is a septic system. The motel has been there for many years and there have been no problems; it is good soil. Some children will be in diapers. Mr. Bruno feels they will have to contact the DES because there will be a change of use on the property; daycare with efficiency apartments and the house. Mr. Lawrence may have to prove to the DES that the size of the septic system is adequate. Mrs. L. Lawrence explained every October the septic tank is emptied and it has been working fine. Mr. Frizzell noted that in 1954 there were no septic regulations.

Mrs. Francis asked if they serve food to the children. Mr. Lawrence said they do provide breakfast, lunch and two snacks. The food area has to be clean. Right now they will be living in the house on the property so food will be transferred from the house to the daycare. In the future they will put in an office in one of the units that will have a stove or oven in it to prepare meals.

Mrs. Smith-Hull asked when they are at full capacity at the motel what is the people count and how long do they stay. Mr. Lawrence felt it can be 26 at a maximum and they can stay from one night to several.

Mr. Thibodeau moved to accept this application as presented with a few additions: 1) an approved septic system from the DES in writing; 2) make sure there are barricades across the driveway for the play area shown on the plan; 3) designate where the apartments are on the plan; and 4) show the six spaces for the daycare on the plan. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

Mr. Edkins advised that this approval is for completeness. This will be continued on the Agenda for the next meeting on May 20th.

NORMAND BEAUDRY – Two (2) Lot Subdivision – 187 Paris Ave – Map 233, Lot 45 – Zone E (Mixed Use): Mr. John Bruno stepped off as an alternate for this application. Mr. Travis Royce is representing the applicant, Normand Beaudry. He advised that this is the property where Paris Avenue intersects with Taylor Hill Road. The property is 1.2 acres and they are looking to subdivide it in half to make two lots. This is Zone E with Town water and sewer; it meets the 100-foot road frontage requirement. It is a relatively flat lot with soils that are well drained. There is one existing driveway. Mr. Edkins met with Mr. Weed who has no problems with the proposed driveway location and he is willing to issue a Driveway Permit. The old house is gone. Mr. Edkins reported that they went through proper procedures for the demolition permit including asbestos removal investigation. Mr. Frizzell opened the discussion to abutters.

Debbie Burns abuts this property and personally feels the lot is too small for two houses. It is a nice neighborhood and she hates to see that corner lot turned into a development. The debris from the house they took down has not been removed; it is blowing into the neighbor's yards. Mr. Frizzell explained that the lots are a size within the regulations and meet the required road frontage. Mr. Edkins pointed out that Mr. Beaudry could either build single family homes or duplex homes on each lot with a Building Permit.

Kathy St. Pierre said they are picking up debris from her property every day. With the wind it is blowing all over. Mr. Royce spoke to Mr. Beaudry about that but he said the roads were posted. Mr. Edkins felt the postings might come down this week. Mr. Frizzell noted that what is in front of the PB is the subdivision of the lot. Mrs. St. Pierre said that a duplex on each lot will not be fitting for this neighborhood. It is important for them to know what is going to happen. Mr. Edkins or Ms. Chaffee will write to Mr. Beaudry to say they want the debris removed as soon as possible. Mrs. Francis felt that some conversations should be happening with Mr. Beaudry to convey the neighborhood's strong views. Mr. Royce will bring this to Mr. Beaudry's attention.

Mrs. Royce moved to accept this application of Normand Beaudry as complete. Mr. Thibodeau seconded the motion. With six members in favor, the motion was approved.

Mr. Bruno wanted to be clear that that the PB does not need any more information for the next meeting and questioned why it has to be carried over. Mr. Frizzell said it is standard procedure to have two meetings. Mrs. Francis pointed out that this is controversial and it is wiser not to rush through this. Mr. Bruno explained that it is not controversial if it meets the regulations.

GRANITE STATE LAWN CARE / PHILIP FRANK METHOT – Retail Sales of Bark Mulch, Loam, Stone, Wood Chips, Firewood – 3607 Claremont Road – Map 205, Lot 64 – Zone E (Mixed Use): Mr. Edkins contacted Mr. Campbell because he was operating that business without Site Plan approval and as a result of that he submitted an application for Site Plan approval to bring his business into compliance with the regulations. Mr. Douglas Ring advised that Mr. Campbell was unable to attend due to an emergency job he had to take care of.

Mr. Neill moved to table this application until the next meeting on May 20th. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

Mr. Edkins pointed out that Mr. Campbell also submitted a Sign application but it is only for the individual price signs for each bin; the price per cubic yard. He is not sure they need to be permitted. Mr. Lincourt mentioned that there are a lot of signs on that property. Mr. Edkins communicated with Mr. Methot about all the signs. Mrs. Francis felt the PB should table the Sign Permit application because it is not specific about where they would go or what they would say. Mr. Thibodeau felt there could be one sign with all the prices.

Mrs. Francis moved to table the Sign Permit application until the next meeting on May 20th. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Upper Valley Lake Sunapee Regional Planning Commission (UCLSRPC): Mr. Edkins handed out a notice regarding the UVLSRPC Annual Meeting.

Zoning Board of Adjustment: Mr. Edkins handed out copies of the ZBA notice regarding the meeting scheduled for May 22nd. The ZBA will consider a Variance for the Dollar General signs and a Variance for a set-back on the Old Cheshire Turnpike. Dollar General is looking for approximately 89 square feet of signage; both a free standing sign and one on the building. A total of 25 square feet is allowed in the Town's Ordinance. Mrs. Francis asked if the PB was allowed to communicate with the ZBA; she proposed that the PB prepare a letter. Mr. Edkins did not feel it would be appropriate for him to prepare the letter to the ZBA because he is their staff as well as the PB. Mrs. Francis said the letter would be reviewed and signed by Mr. Frizzell on behalf of the PB. The letter would explain why the PB does not approve of the proposed signs and what they believe is important to consider when the ZBA is making a decision. Mr. Edkins felt if the PB members want to email him their suggestions he can compile the letter to be on PB letterhead and have the letter available for their review on May 20th. Mr. Neill brought up the issue of whether the PB should be discussing this at this meeting. Mr. Edkins explained that although the application was submitted to the ZBA it is public information. He will put together a package and mail it to the PB. Mr. Bruno read from page 17, Section 8.6.3, Sign Design Guidelines of the Zoning Ordinance. Mr. Edkins requested that the PB members email him their recommendations for the letter.

Enforcement: The PB members felt the owners of a local business should come in to talk to the PB. They have a lot of stuff out front. Mr. Edkins said they contacted the owners about some issues but perhaps there are others that they have not talked about. The question becomes do we zero in on them because there are other businesses in Town that display merchandise outside. The PB cannot single out one business. Now that Ms. Chaffee is the Code Enforcement person and Mr. Neill is the Health Officer they are making progress with some of these matters.

Workshop: Mr. Bruno said when there is a light Agenda Mr. Lincourt, Mrs. Francis and he would like to speak about the Workshop they went to a few months ago. Mr. Edkins noted that it does not look like the next meeting Agenda will be light. Mr. Bruno wanted him to keep it in mind.

ADJOURNMENT:

There being no other business, Mrs. Royce moved to adjourn the meeting. Mrs. Smith-Hull seconded the motion. With all in favor, meeting adjourned at 8:34 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes filed: 5-12-14

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the May 20, 2014, Planning Board meeting.)