

**MINUTES  
CHARLESTOWN PLANNING BOARD  
JULY 15, 2014**

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

Alternates Present: John Bruno

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 the absence of regular member, Roger Thibodeau, and asked alternate member, John Bruno, to sit on the Board in his place. Mr. Frizzell advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

**APPROVAL OF MINUTES OF JUNE 17, 2014:**

**Mrs. Royce moved to approve the Minutes of the June 17, 2014, meeting with the following corrections: Page 4, Enforcement Issue, end of second line, change “to” to “too”. Mrs. Francis seconded the motion. She noted that on page 4, under Appointment – Mr. Bruno, change “Governor’s Shore Line Committee” to “Governor’s Shoreland Committee”. With five members in favor, the minutes were approved as corrected. Mr. Frizzell and Mrs. Smith-Hull abstained as they were not present at this meeting.**

**WHELEN REALTY, LLC – Boundary Adjustment between Existing Lots – Old Claremont Road & CEDA Road – Map 106, Lots 4 & 15 – Zone E (Mixed Use) & F-1 (Business/ Industrial):** Mr. Bruno recused himself for this Agenda item. Mr. Travis Royce, representing Whelen Realty, LLC, explained that this property has frontage on the Old Claremont Road and CEDA Road. They are looking to take a bulk of the land and add it to the Whelen Realty property. The remaining land with the with the former house of Paul Beaudry, 0.81 acres and 140 of road frontage will be sold separately. This lot still meets the zoning requirements because it has water and sewer. Mr. Frizzell mentioned that somebody said there is a right-of-way but the plan does not show it. Mr. Royce said there is no right-of-way but there is a strip of land that some people refer to as a right-of-way.

Tracy Perry, an abutter, questioned what their plans are for the land. Mr. Edkins explained that Whelen Realty bought this entire parcel that includes the former Beaudry former residence. They are looking to take the bulk of the land, join it with Whelen’s property and leave the house as a separate lot. The zoning will not change.

Mrs. Francis asked if the former Beaudry house is in Whelen Realty’s ownership. Mr. Royce advised that it is currently; the same tenants are living in the house.

Ms. Perry asked if Whelen plans to expand with more buildings. Mr. John Olson explained that at this time there are no plans to expand their buildings. The land will remain in Current Use; it is still being used to grow corn.

**Mrs. Francis moved to accept this Boundary Adjustment application between existing lots for Whelen Realty as complete. Mrs. Royce seconded the motion. With seven members in favor, the motion was approved.**

Mr. John Olson extended an invitation to the Planning Board members to visit the facility at any time to see what they do. Mr. Edkins took that tour and stated that it is extremely impressive.

**Mrs. Royce moved to grant final approval to this Boundary Adjustment for Whelen Realty as presented. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.**

Mr. Bruno assumed his seat on the Planning Board.

**ED LAWRENCE d/b/a ONE STEP AHEAD DAYCARE – Sign Permit – 402 Old Claremont Road – Map 102, Lot 1 – Zone E (Mixed Use):** Mr. Lawrence advised that this sign will replace the existing Red Robin Motel sign. They will replace the plexiglass. Mr. Edkins pointed out that the sign is the same size as the existing sign; it is well within the Town's requirements. They technically could have 50 square feet but they are asking for 18 square feet.

**Mr. Bruno moved to approve this Sign Permit for Ed Lawrence as presented. Mrs. Francis seconded the motion. Mr. Lincourt pointed out that this sign permit application does not specify the location. Mr. Edkins noted that the sign location was on the original Site Plan as approved. With seven members in favor, the motion was approved.**

Mr. Edkins pointed out that the Septic Permit came in therefore Mr. Frizzell signed the Site Plan. Mr. Lawrence hopes to move sometime in August. They are still doing some work in the rooms. The State came today to do an inspection and Mr. Neill, Health Officer, had also done an inspection.

**ZAREMBA PROGRAM DEVELOPMENT, LLC (DOLLAR GENERAL) – Revision to Previously Approved Site Plan – 113 Main Street – Map 118, Lots 96, 98 & 99 – Zone B (Business):** Mr. Edkins had distributed copies of his memo regarding “Revision to Previously Approved Dollar General Site Plan”. He had received a phone call from Chris Nadeau, the engineer, for the Dollar General project. He explained that the approved Site Plan for the project included the relocation of a utility pole to accommodate the Main Street driveway. When the site contractor contacted the power company to arrange the re-location, they found out that it would be a lengthy and expensive process. Therefore Mr. Nadeau asked if it would be possible to make this issue disappear by moving the driveway approximately 8 feet to the north. This would entail the loss of one parking space on the site. This space could be relocated but that would involve a small incursion into the perimeter buffer. Mr. Nadeau noted that during the hearing process a number of Board members commented that there were already too many

parking spaces so the loss of one should not be a matter of great concern. Mr. Nadeau asked Mr. Edkins if he could approve this relatively minor revision administratively but he told Mr. Nadeau that he was not comfortable doing that therefore he felt it needed to come before the PB to see if they would be willing to approve the revision without going through a full Public Hearing process again. Mr. Nadeau acknowledged that it would require an Amendment to their DOT Driveway Permit. Mr. Edkins included in the packets a letter from Kevin Belanger, DOT in Swanzey, who said they had no problem with it as they considered it a minor revision. Mr. Edkins asked for input from the PB as to whether this revision would be acceptable without going to through the full Public Hearing process again. Mr. Frizzell indicated it would be fine with him.

Mrs. Francis asked if the width would remain the same. Mr. Edkins said the width would remain the same; they would just move the whole driveway 8-feet to the north. Mr. Bruno asked about the striping internally to the parking lot and there are some striped lines on Main Street. Mr. Edkins felt they would be painted. Mr. Bruno mentioned the turning radius for the trucks coming in; do they know that clearance would be. Mr. Frizzell felt this would improve that. Mr. Neill noted that they would be losing a parking space on Main Street.

The PB reviewed the original full scale plan. Members looked at the turning radius for trucks. Mr. Bruno would like to see a full scale plan. He has concerns for the trucks and the pole if they move the driveway 8-feet to the north. The members felt that moving anything on Main Street is an issue. Mrs. Francis suggested they should move the pole. Mr. Edkins pointed out that he could have Mr. Nadeau come to the next meeting to clarify whether or not the Town would be losing another parking space. Mr. Bruno added that Mr. Nadeau be asked to bring in a plan on where they want to put the pole. Mrs. Royce proposed that as a trade-off would they be willing to designate some of their own parking spaces on their property for public parking as the Town cannot afford to lose any more parking spaces.

Mr. Frizzell felt there were enough questions raised at this meeting to ask Mr. Nadeau to come into the next meeting and to bring in a new full sized plan on what they intend to do. Mr. Edkins will ask him to come into the next meeting.

**CHAMPLAIN OIL / JIFFY MART:** Mr. Edkins reported that the Jiffy Mart does not have enough parking spaces. He distributed copies of an aerial plan on a proposal to create seven new parking spaces for employees on the Sumner House Property as shown in yellow. Champlain Oil reached an agreement with Mrs. Clark to lease that space on the Island. Mr. Bruno felt the PB should see a Site Plan of both properties. He is not opposed to this proposal but felt the PB should see the spaces that will be allocated to the Restaurant, Salon and Wellness Center plus the other uses. Mr. Neill asked if anyone has given thought to the amount of impervious pavement. The PB members talked about reducing the amount of the grass area and the issue of impervious vs pervious should be addressed. Mr. Edkins does not feel they come close to meeting that standard now. Mr. Bruno said they need to follow what the regulations are for this Site Plan; what is grandfathered in, etc. Mr. Frizzell summarized that the PB needs to know how much land Mrs. Clark is going to use for the parking spaces.

Mr. Bruno stated that the PB has some concerns of what is happening on the Jiffy Mart property in terms of the trucks having to back out into the Route 12 traffic. The PB would like to talk to them about several issues.

**CAROD PROPERTY:** Mr. Edkins advised that the other issue with the Sumner House property is that Alicia Flaig, Hair Salon and Wellness Center, came in with her Sign Permits last week. Now that the property has been re-zoned to Business, Mrs. Clark has maxed out the allowable signage for that property. They could not allow any additional signage for Ms. Flaig right now. What Ms. Flaig brought in far exceeds what the PB could approve. Mr. Edkins met with Ms. Flaig and Mrs. Clark therefore Ms. Flaig is going to scale back her sign package and go to the Zoning Board of Adjustment (ZBA) for a Variance.

Mr. Edkins pointed out that if this property was still in Zone E the signage would not be an issue. In Zone E they could have one sign on the building per business and one free standing sign for the property; each sign could be 50-square feet. He recommended that the PB re-think the 25-square foot requirement for the entire property with multiple businesses; it is not realistic.

**ZAREMBA PROGRAM DEVELOPMENT:** Mr. Edkins mentioned that the Dollar General Store came back with another Variance application for their signs. They cut 85 square feet down to 43 square feet. That will also be scheduled for next ZBA meeting.

**PLANNING & POLICY ISSUES:**

**Next PB Meeting:** Mr. Edkins reported that there is no new business for the next meeting other than the two items raised at this meeting however the deadline is not until next Monday. He asked the PB members if they want to go through a full Site Plan Review process with notices to abutters for both Mrs. Clark and the Dollar General Store or do they want both parties to come in for a consultation and try to work it out with them informally. Mr. Frizzell summarized that there is no change to the Jiffy Mart. Mr. Edkins felt the new seven parking spaces on the CAROD Property will not have any effect on abutters. There was a consensus that both the CAROD Property and Dollar General Store will be considered as Amendments to the original Site Plans.

**Procedural Changes:** Mr. Lincourt requested that Mr. Edkins re-type the procedural changes so the PB members can see what the final version will look like for the next meeting.

**ADMINISTRATION & CORRESPONDENCE:**

There were no new Administrative issues or Correspondence to be presented at this meeting.

**ADJOURNMENT:**

**There being no other business, Mrs. Smith-Hull moved to adjourn this meeting. Mr. Bruno seconded the motion. With seven members in favor, the meeting was adjourned at 8:28 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 07-28-14

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the August 5 Planning Board meeting.)