

**MINUTES
CHARLESTOWN PLANNING BOARD
APRIL 7, 2015**

Members Present: Robert Frizzell (Chair), Sharon Francis (Vice-Chair), Steve Neill (Ex-Officio), John Bruno, Richard Lincourt, Rose Smith-Hull, Roger Thibodeau

Alternates Present: None

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. A full Board was present. Meetings are tape recorded therefore he asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF MARCH 17, 2015:

Mr. Thibodeau moved to approve the Minutes of the March 17, 2015, meeting, as printed. Mrs. Smith-Hall seconded the motion. Mr. Lincourt pointed out that on page 4, Dollar General Store, line 4, change “that were other conditions” to “that there were other conditions”. With six members in favor, the minutes were approved as corrected. Mr. Lincourt abstained as he was not an official PB member at this meeting.

SELECTION OF ALTERNATES: Mr. Frizzell advised that several residents expressed an interest in being considered as alternate members for the Planning Board. The PB likes to have alternate members as they gain experience and quite often become regular members on the Board. The following people introduced themselves:

- Duane Wetherby – Is a resident and has lived here all his life.
- Douglas Neill – Is a resident and has lived here all his life.
- James Jenkins – Has been a resident for 31 years.

Mr. Frizzell thanked the candidates for their interest.

Mr. Edkins reported that under State Statute and the PB Rules of Procedure the PB can have up to five alternate members. The Rules of Procedure state that the alternates have three year terms that should be staggered. The PB can change their Rules of Procedure through a motion to do so. The motion made at the last meeting for one year terms was not done as an amendment to the Rules of Procedure therefore it was an informal decision.

At the last meeting Ms. Chaffee was appointed as an alternate member but she has not yet been sworn in.

Mr. Bruno moved to accept the language as proposed by Mr. Lincourt that this section of the Rules of Procedure be changed that alternates be appointed to one,

two or three years at the discretion of the Planning Board. Mrs. Francis seconded the motion. With seven members in favor, the motion was approved.

Mrs. Francis asked Mr. Edkins if he could get copies of the Land Use Regulations for alternate members. Mr. Edkins can provide copies of the local regulations but it might be difficult to obtain copies of the State regulations. Mrs. Francis stated that the PB is not here to express their personal opinions but rather are here to apply the Charlestown Zoning Ordinance and to implement the State Land Use Regulations. There is homework involved with being a PB alternate member.

Mr. Lincourt asked if a notice has to be published for these vacancies. Mr. Edkins explained that technically Mr. Lincourt is right about this but it was on the PB Agenda and all Town openings were posted. Mrs. Francis felt that is adequate notice.

Mr. Neill moved to appoint Duane Wetherby, Douglas Neill and Jim Jenkins for one year terms as PB alternate members. Mr. Thibodeau seconded the motion. With seven members in favor, the motion was approved.

Mr. Edkins will write Appointment documents that Mr. Frizzell signs and then the appointees have to come in to be sworn in by the Town Clerk.

OLD FORT #4 ASSOCIATES – Entrance Improvements Including New Stockade Fence – 267 Old Springfield Road – Map 111, Lot 1 – Zone C (Fort No. 4): Mr. Albert St. Pierre is a member of the Board at the Old Fort #4 and is present this evening to see about getting approval for a new entrance to the Fort. Ms. Wendy Baker found a drawing of proposed renovations to the Fort that was drawn by Mr. Moulton back in the 1980s. He displayed the sketch. One problem is parking in the field. People go in there and park but especially during big events, there is no way to funnel them to pay at the gift shop. This proposal would allow them to collect entrance fees before they park. It would not change the parking location. They plan to start with a stockade fence (near the neighbor's pool) about 130-feet from the road up to where the entrance would be. It would allow room for a few vehicles to be backed up a little off the Charlestown-Springfield Road while collections are being taken. The Island would remain the same.

Mr. Edkins advised that nineteen abutters were notified by certified mail. Only one person came in to ask about it. No abutters were present at this meeting.

Mr. St. Pierre has some pine trees that he will donate; a re-enactor at the Fort will do the plantings. They plan to do this before the Fort opens in May. The red pine trees will be taken out as they do not offer much protection for the neighbors and will be replaced with something that can be trimmed. Mr. St. Pierre has spoken to some of the neighbors about their plans.

Mr. Thibodeau asked if the small building shown on the sketch is going to be put up. Mr. St. Pierre responded that there is a ticket booth; at this point they do not plan to build another building. The existing sign will be re-painted.

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Mr. Frizzell pointed out that the sketch does not show exactly what they plan to do at this time. It appears that they plan to do the stockade fence but not the tower. Mr. St. Pierre said now that the snow is gone he could come back to the next meeting with some accurate measurements.

Mr. Lincourt felt this would be a great improvement but the PB needs to have a drawing that represents what it will look like with lot lines, etc. This should be treated as a conceptual meeting.

Mrs. Francis read the section in the Zoning Ordinance for Zone “C”. She asked what the Master Plan is for the Fort. Mr. Edkins mentioned that this is a single piece of property zoned for a single use. Mr. St. Pierre advised that there is a new Master Plan done by the Trustees but it is mostly about renovating what is there and getting it back in shape. Ms. Chaffee asked why the PB should see a copy of the Fort’s Master Plan because that is their Trustees’ job. Mr. Edkins pointed out that the Fort Trustees could change their Master Plan as often as they feel necessary. Mrs. Francis noted that maybe the PB should change the wording in the Zoning Ordinance if that is how all the PB members feel. Mr. Edkins clarified that presumably if the Fort submits an application they are saying this is consistent with their Master Plan. The Town does not have any jurisdiction over what their Master Plan states. Mr. Bruno stated that the PB has jurisdiction over the Site Plan and what changes are being proposed on the site. He would recommend going along with Mr. Lincourt in that the PB should receive a plan on what the Fort plans to do now.

Mr. Bruno asked about the right-of-way with the road. Will the stockade fence have to conform to right-of-way set-backs? Mr. Edkins would consider this a fence. When he and Mr. St. Pierre first talked about this he debated as to whether or not it was necessary to have a Site Plan Review because it is not a new use nor are there new buildings but, he thought to be on the safe side, it would be best for Mr. St. Pierre to come in to provide an explanation to the PB members. This is basically landscaping changes. Mr. St. Pierre pointed out that there was a question about needing a Building Permit rather than a Site Plan Review. Mr. Edkins stated that a Site Plan Review is good for a year, they have a year to pull a Building Permit for any buildings and then they have six more months to begin construction. Applicants can come back to request an Extension of that approval if they are delayed and the PB has usually granted those Extensions.

Mr. Neill summarized that Mr. St. Pierre just wants to do the stockade fence at this time therefore he questions the need for Mr. St. Pierre to come back. He does not need a permit to put a fence up on the property line. It would be nice if Mr. St. Pierre would give the PB a drawing of what they are going to do but nothing else is required. Mr. St. Pierre asked about the fence height; the existing posts around the Fort are 4-feet in the ground and 8-feet up. Mr. Edkins said there are no rules on height. Mr. Bruno felt they need to be careful of the site distance by the end of the fence and the road. It might be better if the posts were shorter at the road and tapered up. Mr. Thibodeau agreed but they also need to be careful with not making them too short for liability reasons. Relative to the accessory building they would not need Site Plan Review for improvements on that as it is less than 500 square feet.

Mr. Frizzell thanked Mr. St. Pierre for coming in and enlightening the Board members on what the Fort is doing. Mr. St. Pierre will keep them informed on future plans.

PLANNING & POLICY ISSUES:

HISTORIC DISTRICT: Mr. Edkins has been trying to arrange a meeting with the Heritage/ Historic District Commission and coordinate that with Mr. Nate Miller of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC). Mr. Miller is not available for the next two PB meetings. Therefore Mr. Edkins thought they might be able to arrange a meeting on the Heritage Commission’s meeting night but he has not yet had an opportunity to discuss this with Mrs. Higgins. Mr. Wetherby advised that the Heritage Commission meets on the 4th Tuesday of the month.

STATEWIDE HISTORIC PRESERVATION CONFERENCE: Mr. Wetherby plans to attend this conference in Concord on Friday from 8:30 am to 6:30 pm on “Keeping Our Place – New Realities for Historic Preservation in NH”. Mrs. Francis pointed out that it is a bonus having Mr. Wetherby involved with both Boards.

NEXT PB MEETING: Mr. Edkins reported that there is no new business for the next meeting. Mr. Bruno will be unable to attend this meeting.

FIRE DEPARTMENT: Fire Chief Charlie Baraly advised that the Fire Department’s Old #4 Fire and Hose Company would like permission to put up a temporary thermometer type sign while they are doing fundraising for a jaws-of-life. Mr. Edkins advised that this does not have to go before the PB because he, as Zoning Administrator, can issue a permit for their sign.

BULL RUN WELL: Mr. Edkins reported that the Town is in the process of developing a new larger production well at Bull Run. This well is going to require the PB to increase the size of the Drinking Water Protection Zone around it. At some point it will require a Zoning change. They will try to do this, through the Department of Environmental Services (DES), at the next regular Town Meeting. The well was drilled, now they are going through the permitting process with the State and after that interior work needs to be done.

ENFORCEMENT ISSUES: The PB members addressed the following enforcement issues:

- **Treasure Chest:** This business was never approved but the issues are not the business itself but rather they are temporary buildings and merchandise being displayed outside. A date needs to be set on when the owner will attend a meeting. Mr. Edkins will pull the file on the original store approval and follow-up on this with the PB.
- **Dollar General:** Mr. Edkins explained that the PB does not have jurisdiction over the inside of the store but the Fire Chief does have jurisdiction when the exit door is blocked.
- **Auto Repair Shop:** The auto repair shop on Wheeler Rand Road added additional signs, including one on the building, after the owner received approval for one sign. Ms. Chaffee, Enforcement Officer, will send the owner a letter relative to the signs.
- **Old Claremont Road:** Mr. Edkins was asked to check on a mobile home on the Old Claremont Road regarding a sewer issue. He will refer this to the Health Officer.

ADMINISTRATION & CORRESPONDENCE:

There was no Administration or Correspondence to come before this meeting.

ADJOURNMENT:

There being no other business, Mr. Thibodeau moved to adjourn this meeting. Mrs. Smith-Hull seconded the motion. With seven members in favor, meeting was adjourned at 8:12 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 04-10-15

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the April 21, 2015, Planning Board meeting.)