

**MINUTES
CHARLESTOWN PLANNING BOARD
OCTOBER 20, 2015**

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

Alternates Present: James Jenkins, Doug Neill, Duane Wetherby

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 that meetings are tape recorded and asked that anyone wishing to speak identify themselves for the record. He pointed out that regular member, John Bruno, and alternate member, Patty Chaffee, were not present therefore he called upon alternate member, James Jenkins, to sit on the Board for Mr. Bruno.

APPROVAL OF MINUTES OF OCTOBER 6, 2015:

Mrs. Smith-Hull moved to approve the Minutes of the October 6, 2015 meeting, as presented. Mr. Lincourt seconded the motion. Mrs. Francis requested the following changes: Page 2, line 8, under North Charlestown United Methodist Church, change “The church would like to use them because they have the ‘United Methodist Church’ on them” to “The church would like to use them because they have the United Methodist Church logo on them”. On page 2, line 6, under David Germain; clarify the position of the guy wires from “relative to the right-of-way” to “relative to the public right-of-way”. Page 3, second bullet, line 1, Mrs. Francis felt it should state “A letter was received from Radio Communications Unlimited” to “A letter was received from Tim Kochis, Radio Communications Unlimited”. Page 3, the “he” on lines 4 and 5 should be changed to “Tim Kochis”. Page 3, lines 5 and 6, the first three “they” should be the “applicants” and on line 7, change “they” to “the Planning Board needs a stamped document from the applicant”. Page 4, third paragraph, first line, change “it” to “the frequency”. Page 4, line 2, change “They” to “Her family”. Page 4, line 3, change “they” to “the applicant”. Page 4, line 2, change “they” to “the Planning Board is usurping”. Mr. Lincourt requested that in the third paragraph, fourth line, change “looked up” to “researched qualifications”. Mrs. Smith-Hull and Mr. Lincourt accepted these changes. With six members in favor, the minutes were approved as amended. Mr. Thibodeau abstained as he was not present at this meeting.

DAVID GERMAIN, cont’d – Low Power FM Radio Station w/ 70’ Transmission Tower – 44 Northwest Street – Map 118, Lot 53 – Zone E (Mixed Use): Mr. Edkins distributed copies of an email from Mr. Victor Pohle requesting that this application be deferred to next month’s agenda as they have not been able to secure an engineer at this point that will sign a letter. The applicant has contacted the manufacturer of the tower who has never had a request for a tower so

small to be inspected, and they state it could cost more than the tower itself. Mr. Edkins talked to Police Chief Connors who will contact R & R Communications about interference that could be affecting police radios. Mr. Edkins said, based on comments that people have made, that some of the radio reception problems that some local agencies have been having, the State and Town Highway Departments and the Police Department, started before the tower went up.

Mrs. Francis moved to continue the David Germain application until the next meeting on Tuesday, November 3rd, 2015. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.

J & H STODDARD PROPERTY HOLDINGS, LLC – 46’ x 72’ Automotive Repair Garage w/Two Shelf Service Car Wash Bays – 892 Old Claremont Road – Map 108, Lot 19 – Zone E (Mixed Use): Mr. Travis Royce, representing the applicant, advised that this is the former Charlestown Garage property. The new 46’ x 72’ building will be north of the existing building. There will be about 19 feet between the buildings and the set-back from the road is the same distance as the existing building. Mr. Joel Stoddard is looking to move his business in North Charlestown into this new building. Some customers will park in front. Most vehicles waiting to get repaired will be in the back. Mr. Royce displayed an elevation view of the buildings. The second floor is for office space. Downstairs will be limited to a reception area and bathroom. The building will have an asphalt roof with vinyl siding and on a slab. This business will have the same hours as the North Charlestown business. Mr. Edkins has not had any of the abutters or neighbors contact him about this application. Mrs. Smith-Hull pointed out that the abutters are not shown on the plan. Mr. Lincourt asked if the parking area will be paved with asphalt or gravel. Mr. J. Stoddard said it will be the same as the existing garage for now.

Mr. Lincourt asked if this location is in the Drinking Water Protection area. Vehicles might leak fluids, there could be drainage issues; this is of concern to him. Mr. Edkins explained that this area was mapped back in the mid-1990s by USGS for the Bull Run well. However because the Town re-developed the Bull Run well site that Drinking Water Protection zone will get a lot bigger and it will eventually include this building. He needs to talk to Water Superintendent Dave Duquette about this because what the Department of Environmental Services (DES) considers the protection area for the well from their stand-point and what the Town wants to regulate from a land use standpoint may be separate issues. There is nothing in the State regulations that would prohibit something like this from being in that zone but Mr. Duquette has to do inspections and talk with the owners to make sure they are using Best Practices in terms of not doing anything that could result in groundwater contamination. The Town needs to make a decision relative to if they want to adjust the boundaries of its regulated Drinking Water Protection District and, if so, how much do we want to do. He needs Mr. Duquette’s advice. The Town has lines drawn on a map but they are not easily located on the ground; it is not measured dimensionally from any specific point. Mrs. Smith-Hull asked if there are any streams on the property. Mr. J. Stoddard said “no”. Mr. Frizzell stated that the new building will be on Town sewer. Mr. Edkins summarized that the Selectboard, Mr. Duquette and he will have to talk more about how the regulations should be changed. He would like to have Mr. Duquette come to a Planning Board meeting to talk about what the Town needs to do in accordance with DES regulations. The current Drinking Water Protection area was a local effort after the Town was provided with the mapping in the 1990s.

Mr. Royce noted that this property is over three acres. When this project is done there will still be over two acres of grass. Mrs. Francis mentioned that there is a set of specifications on the types of potential containments used at the existing site; a similar set of specifications should be attached to this application. Mr. Edkins reminded the members that they need to go by the set of rules that are on the books now regarding the Water Drinking Protection zone. Mr. J. Stoddard talked with Mr. Duquette who wants to see an oil separator and back flow prevention.

The car wash will be in the front of the building where the two overhead doors are shown on the plan. Mr. Thibodeau said it should be labeled on the plan. Mr. Royce pointed out that this will be a hand spray, self service car wash. Mr. J. Stoddard and Mr. Royce researched ways to dispose of the water. Mr. Duquette is not concerned about the water usage but rather with the disposal. The new well is permitted for 1,000,400/gallons per day or 700+/gallons a minute. Mr. Lincourt asked if the car wash will close at 5:00 PM. There was discussion regarding the house in the back. Mr. J. Stoddard explained that lights from the exterior lights should not bother anybody as they plan on putting a six foot solid fence to the rear of the building. Mrs. Smith-Hull asked if it will be drive-through. Mr. J. Stoddard replied just pull-in. Mr. Edkins recommended that Mr. Stoddard talk with Mr. Keith Weed about getting a permit for the additional access off Hillview Circle. Mr. Lincourt asked if there will be lighting in the parking area. Mr. Edkins pointed out that there are symbols on the plan showing the location of light fixtures. Mr. Royce said the proposed fence will be on the north and west side of the parking lot. The lights will be higher than six feet. Mr. Stoddard responded that the lighting in the back will not be seen by the house; the lights will be for safety reasons. Mr. Royce pointed out that the base of the fence will be 2-to-3 feet above the pavement on Hillview Circle; the ground is a little higher through there.

There was discussion regarding noise. Mr. Thibodeau asked what the hours of operation will be for the car wash. Mr. J. Stoddard was not sure. It will be credit card operated and is low maintenance. There will not be an attendant on the site. Mr. S. Neill felt that because this is a residential area he feels it reasonable to close the car wash by 9:00 PM/7 days a week.

Mr. Thibodeau feels all the buildings and driveways on this property should be shown on the plan. Mr. Royce explained that they were there but evidently got cut-off when the plan was printed.

Mr. Edkins summarized that the Planning Board is requesting the following on the plan: 1) Wash bays should be labeled; 2) Show where all the buildings are including the house; 3) Abutters shown on the plan; 4) A Driveway Permit for the Hillview Circle entrance; 5) Car Wash hours of operation will be 9:00 AM to 9:00 PM/ 7 days a week; 6) Legend for Lighting; and 7) a Pollutant Management Plan. Mr. Edkins will pull the Pollution Management Plan from the old file and make it a part of this new file. It was noted that wastewater will be going into the Town sewer.

Mr. Jenkins asked how many employees will be there. Mr. J. Stoddard responded that there are four employees plus himself for a total of five employees.

Mr. S. Neill advised that there is a revised Building Permit being used. Mr. Duquette will have to sign off as well as the Selectboard, Mr. Weed, Fire Chief and Police Chief. The members asked that a copy be included in the next packet.

Mr. Thibodeau moved to continue this application for J & H Stoddard Property Holdings, LLC until the next regular Planning Board meeting on Tuesday, November 3rd, 2015. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.

Mrs. Francis asked if they need 26 parking spaces and, if so, why. Mr. Royce said they need 12-to-16 spaces a day for vehicles plus 5 spaces for the employees. Sometimes if people do not have enough parking spaces they will open up a space to keep vehicles off the street.

PLANNING & POLICY ISSUES:

Preliminary Consultation: Mr. Travis Royce advised that Mr. Stoddard will probably want to subdivide this property. The bank prefers to have the business separate from the house. There will be a line between the existing building and the house. The block building would go with the house and the two commercial buildings would be on their own lot. The commercial property would be three-quarters of an acre to an acre. Mr. Royce's calculations for green space are at 25% but he will make sure it meets the regulations. Mr. J. Stoddard would like to get approval of the Site Plan before submitting the Subdivision application.

ADMINISTRATION & CORRESPONDENCE:

Correspondence: Mr. Edkins reported that he had nothing new for correspondence.

Water and Sewer Department: The PB members will have to meet with Mr. Duquette about what needs to be done with the Drinking Water Protection zone but he does not think there will be a need to change zoning to satisfy the State. This will be mostly about how Mr. Duquette manages that area, does his inspections of the commercial properties, etc.

Enforcement Issues: PB members mentioned the following enforcement issues:

- The A-frame sign by the Sumner House is blocking vision onto Route 12 from River Street. Mr. Edkins issued that temporary Sign Permit. He will talk to the owner about the location.
- A complaint was received by a PB member about the Old #4 Rod, Gun and Snowmobile Club starting early on Saturday and Sunday mornings plus they are using bigger guns and there are more members. Mr. S. Neill said the Selectboard is aware of this concern.
- The people on Wheeler Rand Road with the repair business have more than one sign on their property. The banner sign was there for several weeks.
- Mr. Lemieux took his building down but now has trailers on the property.

Mr. Edkins will send an email to Ms. Patty Chaffee on the above issues. She is now the Code Enforcement person. These concerns should be brought to her attention. He will continue to assist her as needed.

Towers: Mr. Lincourt mentioned that they had previously talked about an ordinance for towers. Mr. Edkins contacted the Upper Valley Lake Sunapee Regional Planning Commission to see if they had any sample ordinances. They were going to look through their files but he has not yet heard back from them.

ADJOURNMENT:

There being no other business, Mrs. Smith-Hull moved to adjourn this meeting. Mr. Lincourt seconded the motion. With seven members in favor, the meeting was adjourned at 8:23 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 10-26-15

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the November 3, 2015, Planning Board meeting.)