

**MINUTES  
CHARLESTOWN PLANNING BOARD  
MAY 19, 2015**

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

Alternates Present: Patty Chaffee, James Jenkins, Duane Wetherby

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

**CALL TO ORDER & SEATING OF ALTERNATES:** Mrs. Francis, Vice-Chair, called this meeting to order at 7:00 PM. She informed the Board that Chairman Bob Frizzell was unable to attend this meeting. Regular members, Mr. Bruno and Mr. Lincourt were also absent as well as alternate member, Mr. Douglas Neill, therefore Mrs. Francis called upon the alternate members present to sit in the vacant positions as follows: Mr. Wetherby for Mr. Frizzell; Mr. Jenkins for Mr. Bruno; and Ms. Chaffee for Mr. Lincourt. Meetings are tape recorded therefore she asked anyone wishing to speak to identify themselves for the record.

**APPROVAL OF MINUTES OF APRIL 7, 2015:**

**Mr. Thibodeau moved to approve the Minutes of the April 7, 2015, meeting, as printed. Mrs. Smith-Hull seconded the motion. With Mrs. Francis, Mr. Thibodeau, Mrs. Smith-Hull and Mr. Steve Neill in favor, the Minutes were approved.**

**PLANNING and POLICY ISSUES:**

**NEW APPLICATIONS:** Mrs. Francis advised that they did not have any new applications to come before this meeting but there are Planning and Policy issues.

**ZONE F-1 (Business/Industrial):** Mr. Edkins had distributed copies of Zoning Ordinance section 8.5.8 – Zones F-1 and F-2 – Business/Industrial. He provided the following background: Zone F-1 was created in 1984 when it was a different time than today. This is the CEDA Park. At that time it was envisioned that it would be an Industrial Park with multiple lots, multiple users and multiple businesses but it has evolved into basically a single, large corporate campus but that has started to raise some issues. Mr. Edkins displayed a plan that Mr. Olson, owner of Whelen, presented. He wants to build an addition on the southerly most building off CEDA Road owned by Whelen Engineering, Inc. but it would cross the property line and encroach on the property owned by Whelen Realty, LLC. This proposed addition does not conform to the Zoning regulations because it not only violates the set-back requirement but crosses the property line. Mr. Edkins will deal with this proposal short-term with possibly a Variance but he felt the Planning Board (PB) should look at this long-term by modifying this Zone F-1 so the set-backs and lot requirements are not that great. Zone F-1 also includes Design Standards. Zone F-2 has the former Saxonville Lumber in it. Not all the Whelen property is in F-1 as some is in Zone E. Mr. Thibodeau questioned why Mr. Olson does not do a lot line adjustment. Mr. Edkins noted that there are two different owners; Whelen Realty, LLC and Whelen Engineering, Inc. Even if

## Charlestown Planning Board Minutes – May 19, 2015 – Page 2

Mr. Olson does a lot line adjustment he will still need a Variance to meet the set-back requirements of 40-feet. The other possibility would be to have Whelen Engineering grant an easement to Whelen Realty, LLC. Mr. Olson was not enthusiastic about doing a lot line adjustment because of the time involved to get a survey, etc. Mr. Edkins is in the process of putting things together to take this to the Zoning Board of Adjustment (ZBA) for a Variance. He talked to Mr. Frizzell about this matter. Ms. Chaffee asked if any of the other buildings have a Variance due to the set-back. Mr. Edkins responded they do. The PB members discussed that this would not be considered as “Spot Zoning”. Mr. Thibodeau feels set-backs are important. Ms. Chaffee asked if fire protection for the buildings was considered given the set-backs. Mrs. Francis felt they should talk to Fire Chief Baraly about that. Mr. Edkins just wanted to bring this to the attention of the PB so they could start to think about this issue and the possibility of more flexibility on this site. A new zone could be created. Mr. Neill advised that they also need to think about the expanded Water Protection area because of the new Bull Run well.

**FEE SCHEDULE:** The PB members reviewed the current Schedule of Planning Board Fees that was adopted July 2008. At this time the costs are not being covered. To put an ad in the newspaper is about \$70.00-\$80.00. Postage fees have gone up; paper, envelopes, personnel time, all need to be included. Mr. Edkins would like to increase at least some of these items. He likes to collect all the fees up front. His initial thought was to double the current fees. Most towns have much higher fees.

Mr. Thibodeau recommended the following increases and straight fees:

- A. Application Fee – Increase from \$50.00 to \$200.00;
- B. Subdivision Applications: Two Lots – Increase \$75.00 to \$200.00;  
Additional Lots - Increase \$40.00 to \$100.00;  
Lot Line Adjustment – Increase \$25.00 to \$100.00.

Sullivan County Registry of Deeds: A separate check is required for the recording. There was a consensus of the PB members to set a fee for Mr. Edkins time and for the mailing to the Registry of Deeds.

- C. Site Plan Review Applications:
  - Formal Application:
    - Use charge on Home Occupation Only –  
Increase \$25.00 to \$75.00.
    - Exterior Alteration – Increase \$50.00 to \$100.00.
    - New Structure < 2500 sf – Increase \$100.00 to \$200.00.
    - >2500 sf – Increase \$200.00 to \$400.00.
  - Sign Permits – Increase \$20.00 to \$50.00.
- D. Notification Costs (for all applications) – Applicant and Abutters –  
Increase \$5.00 to \$10.00.
- E. Other:
  - Copies of Town Regulations – Increase \$5.00 to \$15.00.
  - Zoning Map @ \$3.00 – increase to \$15.00.

Mr. Edkins does not want to increase the fees too much as some applicants come in for small businesses but he does want to cover costs. He will review these recommendations and bring back a proposal at the next meeting.

**ADMINISTRATION & CORRESPONDENCE:**

**New Applications:** Mr. Edkins received a new application for the next meeting on June 2<sup>nd</sup>. It is an auto repair business.

**Heritage Commission:** Mr. Wetherby reported that the Heritage / Historic Commission met. The members decided that they had put a lot of time and effort into the proposed Ordinance and they are comfortable with it. Therefore they will pass on joining the PB at their next meeting on June 2<sup>nd</sup>. After the PB gets it voter ready the Commission members will take a look at it. They asked Mr. Wetherby to bring back this decision back to the PB. Mr. Edkins felt that in view of this decision there is no need to have Mr. Nate Miller of the Lake Sunapee Region Planning Commission attend the next meeting therefore he will send a copy of the Ordinance to Mr. Miller for his review and then he can come into a PB meeting to talk about it.

Mrs. Francis asked Mr. Wetherby who has been doing the Minutes of the Heritage / Historic Commission meetings as she was only able to find one on the web-site. Mr. Edkins pointed out that there should be copies in the Selectboard office as they need to be available to the public. Also notices of meetings have to be posted; multiple dates of meetings can be on one notice. Mr. Wetherby will check with Mrs. Susan Richardson on the Minutes and posting of meetings.

**Lake Sunapee Region Planning Commission:** Mrs. Smith-Hull mentioned that Mr. Miller attended a recent Rotary Club meeting to talk about the UVLSRPC Ten-Year Plan recommendations to the NH Department of Transportation (NHDOT). Mr. Edkins pointed out that the NHDOT will be doing paving on Route 12 therefore traveling will be rough for about two months. They already started milling on the north end of Route 12 near Grissom Lane. There are projects coming all the way down to the Charlestown Fire Station (Bridge Street) about 8 miles; this is called “mill and fill”. Starting at Bridge Street all of Main Street down to the Route 12A over-pass will be what is called “cold plain” paving. There is also the Cheshire Bridge deck project and the paving on Springfield Road up to Route 12. As a part of the Main Street project the DOT put in new cross walk approaches. Mr. Neill asked Mr. Edkins to talk to the contractor about fixing the fences they put up at the cross walk areas as some are falling over; it is a safety issue.

**ADJOURNMENT:**

**There being no other business, Mr. Neill moved to adjourn this meeting. Mrs. Smith-Hull seconded the motion. With seven members in favor, meeting was adjourned at 8:19 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 05-23-15

**(Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the June 2, 2015, Planning Board meeting.)