

**MINUTES
CHARLESTOWN PLANNING BOARD
OCTOBER 4, 2016**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Thomas Cobb (Ex-Officio); John Bruno, Richard Lincourt, Doug Neill, Rose Smith-Hull

Alternates Present: Patricia Chaffee (late)

Staff Present: David Edkins – Administrator
Regina Borden – Recording Secretary

CALL TO ORDER & SEATING OF ALTERNATES: Mr. Frizzell called the meeting to order at 7:00 PM. He advised that meetings are recorded and asked that anyone wishing to speak identify themselves for the record. The full PB was present.

APPROVAL OF MINUTES OF SEPTEMBER 20, 2016:

Mrs. Smith-Hull moved to approve the Minutes of the September 20, 2016, Planning Board meeting, as presented. Mr. Lincourt seconded the motion. Mrs. Francis advised that on page 3, second paragraph: change “Will it meet the health care needs in this community?” to “Which health care needs will they have to meet in this community over the next five years?” With seven members in favor, the minutes were approved as corrected.

Mrs. Francis moved to approve the Minutes of the September 20, 2016, Planning Board Site Visit, as presented. Mr. Cobb seconded the motion. With seven members in favor, the minutes were approved.

WHELEN ENGINEERING CO., INC. – 60,000 Sq. Ft. Light Manufacturing Building – Old Claremont Road – Map 106, Lot 4 – Zones F-1 (Industrial/Business) and E (Mixed Use). This application was deferred to the December 6, 2016 meeting.

BLUE STREAM AQUACULTURE NH, LLC – Commercial Fish Farm – Burma Road – Map 201, Lot 3 – Zone E (Mixed Use) This application was deferred to the October 18, 2016 meeting.

SPRINGFIELD MEDICAL CARE SYSTEMS, INC. – 8,300 Sq. Ft. Healthcare Facility – CEDA Road – Map 105, Lots 29 & 29.1 – Zones F-1 (Business/Industrial) and E (Mixed Use): Mr. Erik Christman, P.E. of Engineering Ventures was present. Mr. Edkins advised that Mr. Christman submitted a revised trip generation table for the proposed facility. One thing that was discussed at the last meeting was how the culvert was going to be installed at the driveway because the Highway Superintendent does not want to be responsible for an additional 46+ feet of culvert. A revised plan for that entry way was submitted. Mr. Edkins reviewed this with Mr. Weed and he is satisfied with the revised plan. Mr. Christman mentioned that they are in the process of obtaining the Permit from the State for this culvert extension; they will meet with the

DES. They do expect that a permit will be required by the State. At the previous meeting Mr. Edkins mentioned that a 2014 Highway Safety Analysis was done on the Route 12/Lovers Lane Road intersection. A copy of that is in the folder. The State talked about trimming back the bank and vegetation on the northwest corner to improve site distances and some of that was done. The State is aware of the traffic issues. Mrs. Francis asked if there have been a lot of traffic accidents at this intersection. Mr. Edkins replied that there is a good history of accidents; it is all documented in this report. They attribute most of the accidents to driver inattentiveness, solar glare, speeding, limited site distance, inappropriate gap distances, etc. The real problem is vehicles coming off the bridge and making a left hand turn onto Route 12. *Ms. Chaffee came into the meeting.* Long term there was discussion about a round-about at the intersection. Consideration was given to more signage and pavement markings. It is an area that the State has devoted some attention to. There is no plan to do a major reconstruction of the intersection at this time.

Mr. Lincourt looked at the landscaping plan that has all deciduous trees and thought they might want to consider some evergreens for the winter. Mr. Christman advised that they will try to maximize the existing trees. Mr. Edkins noted that there is a very good buffer of evergreens and deciduous trees all around this property.

Mrs. Francis asked Mr. Christman how many vehicle trips a day will go in-and-out of the Medical Center. Mr. Christman said in an average day about 125 spread out over the course of the day. This Medical Center is a re-location of an existing facility on Main Street where they averaged 107 trips a day.

Mr. Frizzell opened the discussion to the abutters.

Mr. John Olson, Whelen Engineering, is an abutter. He strongly supports this medical facility 100% and encouraged the PB to approve it. It will be good for the Town. It will bring the people of Charlestown closer to medical care than the Springfield Hospital.

Mr. Lincourt moved to grant final approval to the Springfield Medical Care Systems, Inc. Mr. Cobb seconded the motion. Mr. Bruno suggested having a condition that all of the necessary State Permits are obtained and that, in the final approval, reference be made to the plan sheets and documents and that the State permits be submitted. Mr. Lincourt and Mr. Cobb accepted this amendment.

Mrs. Francis asked about the Storm Water Discharge. Is it based on a 25-year storm? Mr. Christman replied that they were following the checklist. Mr. Edkins confirmed that this is in our checklist. Mr. Bruno felt that a 100 year storm is a misnomer. It just means that there is a 1% chance it will occur in any given year.

Mr. Frizzell opened the discussion to the public.

Mr. Roger Thibodeau wanted the PB to make sure that the plans reflect the latest revisions as proposed. Mr. Christman has provided Mr. Edkins with those plans and he will reference those plans in the letter of approval.

Mrs. Francis asked if the plans submitted to the PB are based on the transfer of one facility to another. There are people around Town that say Whelen is planning or considering using this facility as a health care provider for their employees and families. Mr. Olson responded that Whelen does not provide a facility for their employees but while the employees are working and if they are injured on the job they could use this facility.

Ms. Joan Philbrook is a Veteran. She is wondering how many veterans there are in this community that can service this health care facility. The VA Hospitals are very busy. Can they come up with those statistics? This facility will bring her to within walking distance of a health care facility. Mr. Edkins understands that the bus service that was formerly operated by Community Alliance is going to be reinstated starting next week through Southwestern Community Services and they would be responsive as to where the stops could be.

Mr. Bruno thanked the applicant for the thorough plans as it gives the PB what they need to review and it meets their Site Plan Review requirements.

Vote: With seven members in favor, the motion and amendment were approved.

Mr. Edkins pointed out that the applicant will still need to get a Building Permit from the Building Inspector and will have to submit a Sign Permit application.

PLANNING & POLICY ISSUES:

Zone E: Mr. Edkins advised that at this point he is waiting for input from the PB members on Zone E. They briefly discussed it at the last meeting. Last year the voters approved a list of prohibited uses throughout the Town.

Sidewalks: Mrs. Smith-Hull reported that the sidewalk from Sullivan Street south to Keady's has some dangerous spots. Mr. Edkins pointed out that the Selectboard has been working on a program to improve the sidewalks up-and-down Main Street but they cannot be done all at once. Mrs. Smith-Hull asked about the Town's liability. Mr. Edkins explained the sidewalks are Town infrastructure; the Town has a certain level of immunity. This section is on the schedule to be done. Mrs. Smith-Hull asked about having a sidewalk on Sullivan Street. Mr. Edkins replied that the Selectboard has looked into this and had a detailed survey done but the limits of the right-of-way and the utility poles restrict this. Mrs. Smith-Hull is concerned that somebody is going to get hurt.

Accessory Dwelling Units: Mr. Edkins said in terms of the new State statute we comply with accessory dwelling units except in the Watershed Zone. The PB allows two family dwellings where single family dwellings are allowed except in the Watershed Zone. To bring us in compliance with the statute it is fairly easy to include two family dwellings in the Watershed Zone. In the past they had problems defining what a two family dwelling is. It needs a better definition as to what is attached and what a two-family dwelling means. The Upper Valley Lake Sunapee Regional Planning Commission did an article on this. They could do a lot of different things. It is a PB decision.

Mr. Cobb was considering subdivisions; what if the PB required that both dwellings had to meet the setbacks with frontage; it could be sub-dividable. The members discussed having family apartments. Several alternatives were explored. Mr. Bruno mentioned that the second dwelling should have separate utilities. Mr. Edkins pointed out that in most cases the PB is not going to see Building Permits for a second dwelling in the same building. Whatever they do has to be applicable in the Watershed Zone as well. Mr. Edkins mentioned they could probably do a better definition for what a two family dwelling is. Mr. Lincourt referenced the nine things mentioned in the ULSRPC article. Mr. Frizzell said they need to have a better definition for detached. Mr. Bruno pointed out that someone could put a mobile home on a lot as a second dwelling. Mr. Edkins and Ms. Chaffee pointed out that with a larger lot that first acre has an approximate value of \$28,000 but the residual land is valued at maybe \$2,000/acre whereas if they subdivided it there would be two \$28,000 lots with residual land. In Charlestown about 30% of the housing stock is mobile homes either in parks or on their own land. All towns are now required to make provisions for affordable housing however Charlestown meets this mandate. Mr. Frizzell stated that years ago they thought that a one family dwelling on a five acre lot was what should be allowed in the Watershed Zone.

If changes are to be made to the Ordinance the PB would have to hold at least one Public Hearing in early January 2017, after that if they want to make substantive changes there would have to be a second Public Hearing; therefore the PB should have everything ready by mid-December. Ms. Chaffee suggested the PB just make it a little more restrictive in the Watershed Zone; have the second dwelling be attached or internal. Mr. Bruno summarized that they have to make a change in the Watershed Zone to comply with State statute. Do the PB members want a separate dwelling unit or attached and then define attached by sharing a foundation. Mr. Edkins recommended that they all think about this and send him emails with their suggestions on how to address these issues and he will distribute them to the other PB members. Mr. Lincourt will send out the information from the UVLSRPC and a copy of his previous email. Mr. Edkins explained that they have a lot of flexibility as to what they can do to comply with the new statute.

Treasure Chest: A PB member mentioned that they have not been able to deal with the Treasure Chest and their outside displays. They erected an accessory building on the outside. It has gone way beyond what was approved previously. Ms. Chaffee, Enforcement Officer, advised that it is hard to enforce something that is not in writing. There is nothing in the Site Plan for this property that says they cannot have outside storage; there is no back-up. Her letters go to the property owner with a copy of the letter to the tenant. Mr. Edkins and Ms. Chaffee will invite the property owner to sit down with them and discuss this.

Dollar General Store: Mr. Edkins reported that the Dollar General Store violations are now in the hands of the Town Attorney. She has all the paperwork; they need to talk about it a little further. There are lots of places in Town where merchandise is displayed for sale outdoors.

Dean Hill Ice Cream Business: A PB member noted that the Dean Hill Ice Cream business has been out of business for quite some time. Their sign is still there. He asked if it could be removed. Mr. Edkins felt they can deal with the sign but the property is for sale; it has not been abandoned.

Change of Use: The PB members discussed what constitutes Change of Use? Mr. Bruno explained that this is the reason he puts conditions on approvals so it is all defined and avoids legal conflict in the future. The nature of a business needs to be specifically defined. There needs to be a Site Plan Review that the PB can evaluate and approve or disapprove. Ms. Chaffee needs guidelines for enforcement.

ADMINISTRATION & CORRESPONDENCE:

Office Closure and Move: Mr. Edkins advised that the office will be closed for the next week because they are moving across the street to the former bank operations building. He will try to keep the communication open. They will expedite whatever they can.

ADJOURNMENT:

There being no other business, Mrs. Smith-Hull moved to adjourn this meeting. Mrs. Francis seconded the motion. With seven members in favor, the meeting was adjourned at 8:49 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 10-12-16

(Note: These are unapproved Minutes. Any corrections will be found in the Minutes of the October 18, 2016, Planning Board meeting.)