

**MINUTES  
CHARLESTOWN PLANNING BOARD  
DECEMBER 20, 2016**

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

Alternates Present: Patricia Chaffee, Duane Wetherby

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. Mr. Cobb (Ex-Officio) will not be present; an alternate member cannot be appointed to sit in his seat.

**APPROVAL OF MINUTES OF DECEMBER 6, 2016:**

**Mrs. Smith-Hull moved to approve the Minutes of the December 6, 2016, Planning Board meeting, as presented. Mr. Bruno seconded the motion. With five members in favor, the Minutes were approved. Mr. Lincourt abstained as he was not present at this meeting.**

**PUBLIC HEARING – Proposed Zoning Amendment allowing Accessory Dwelling Units in all Zoning Districts as required by state statute, along with certain minor editorial revisions intended to reflect current practice:**

Mr. Frizzell called the Public Hearing to order at 7:04 PM.

Mr. Edkins read a portion of the notice that was duly advertised and posted: “Pursuant to the provisions of RSA 675:3 & 7, the Charlestown Planning Board will hold a Public Hearing on Tuesday December 20, 2016 at 7:00 PM in the Community Room of the Silsby Library/Municipal Building to hear and consider public comment on an amendment to the Town Zoning Ordinance intended to bring it into conformance with State Statute allowing Accessory Dwelling Units in all Zoning Districts, along with certain minor editorial revisions intended to reflect current practice.”

Mr. Edkins advised that this came about as a result of a new State statute that requires towns to allow for Accessory Dwelling Units (ADU) in all residential zoning districts. The State gave a lot of leeway on how they go about allowing that; size, occupancy, etc. The Town’s Zoning Ordinance already allows one and two family dwellings in all zones except at the Watershed Zone. The only change the Town is proposing to make is to allow one and two family dwellings in the Watershed Zone. They have to be contained in the same building and a few editorial revisions were made. This is not a significant change in the Town’s regulations except for the Watershed Zone. Mr. Frizzell stated it does make a change in the Watershed Zone as the ordinance now states there is to be one septic system in a five acre parcel. Mrs. Francis pointed

out that the PB members talked about this, but in fact, the septic systems will have to be approved if there is a proposal for a two family dwelling. Mr. Edkins noted that any proposal to change an existing one family dwelling to a two family dwelling would require the septic system be checked as it is based on the number of bedrooms in a dwelling. This amendment brings the Town into compliance but we do not have to make a lot of changes to do this. Mr. John Olson said five acres is a lot of land for two septic systems. There were no other public comments. Four people were present in the audience.

Mr. Frizzell closed the Public Hearing at 7:09 PM.

**Mr. Bruno moved to place this Proposed Zoning Amendment allowing Accessory Dwelling Units in all Zoning Districts as required by state statute on the Town Meeting Warrant for consideration by the voters. Mr. Lincourt seconded the motion. With six members in favor, the motion was 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):** Mr. John Olson advised that this is a piece of property on the Old Claremont Road zoned F-1 (Industrial/Business) and E (Mixed Use). They would like to build a 60,000 Sq. Ft. Light Manufacturing Building with a 5,000 Sq. Ft. loading dock. The building will be mostly used for a machine operation; not a lot of people will work in it.

Mrs. Francis mentioned this is a beautiful plan. At the preliminary consultation Mr. Olson indicated there would be vehicle access/egress from the Old Claremont Road. Mr. Olson spoke to the Police Chief who sees no issues with this. He asked if anybody saw a big problem with the plan; an Alteration of Terrain Permit. Mr. Bruno said that State regulations require that when there is over 100,000 square feet of disturbed area the owner would must obtain an Alteration of Terrain Permit. This would require a design by an engineer and a storm water study of the impervious area of the site and erosion control as well as a storm water treatment. This project appears to be more than 100,000 square feet of disturbed area. Mr. Olson advised they would like to amend the original plan. Mr. Travis Royce passed out a set of revised plans. The parking was re-configured and access from the Old Claremont Road was eliminated. Mr. Royce pointed out this revised plan has 40 parking spaces. They have other adequate parking areas and run shuttles all the time. They would prefer not to have access/egress off the Old Claremont Road but rather access/egress from CEDA Road. The building will be 20-feet high; even the elevated storage on the side does not stick up. Mrs. Francis asked if the perimeter of the building is the same. Mr. Royce replied it is identical to the original plan. Mr. Bruno noted they have enough space to treat storm water without having to go under-ground. Mr. Olson pointed out when he did the foundation all around this building there is a 4-foot deep area with a diversion pipe going all around it into the ground. Mr. Edkins noted they are showing a property line to be discontinued and a new property line; are they planning to do a Boundary Adjustment. Mr. Royce said “yes” but they want to be sure they have an approvable plan before doing that. Mrs. Francis welcomes no access off the Old Claremont Road as it eliminates the abutters’ concern expressed at the prior meeting. Mr. Lincourt is interested in the landscaping and light dispersion to the neighbors. Mr. Olson responded they did away with all the lights the neighbors could see. Mr. Royce said they show the lighting on the building. Mr. Olson added the only area he wants decent lights in is by the parking lot.

Mr. Olson asked for a list of what the PB members would like more information on. Mr. Bruno started the list as follows: 1) details on evergreen hedge particularly the height/landscaping; 2) more details on the lighting and that it be shielded away from the abutting properties; 3) proposed contours, grading, any drainage should be shown on the plan; 4) the storm water treatment system. Mr. Olson will see there are trees along the old access road.

**Mr. Bruno moved to accept this Site Plan application for Whelen Engineering Co., Inc. as complete subject to the submittal of the above information. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.**

Mrs. Francis mentioned the plans show there are six exits from the building. Mr. Olson replied there are fire exits. There will be one main door where everybody will come in and go out.

**Vote: With six members in favor, the motion was approved.**

The next Planning Board meeting is scheduled for Tuesday, January 3, 2017. This application will be kept on the Agenda.

Mr. Olson advised on January 3, 2017 there will be a major meeting with the utility companies on electricity and energy needs in New Hampshire. He spoke on the necessity of building the Northern Pass in New Hampshire before 2019. It is necessary to feed the power grid. Maine and Vermont received their permits to build it. Some big manufacturing companies in NH are considering moving out-of-state because they are experiencing black-outs. Approximately 68,000 manufacturing jobs receive the highest wages and pay the most taxes in the State. Without Northern Pass some companies will have to shut-down periodically.

**PLANNING & POLICY ISSUES:**

**Accessory Dwelling Units:** Mr. Edkins reported they are all set to put this on the Ballot.

**2017 Meeting Schedule:** A new meeting schedule for 2017 was included in the PB packets. February and July show one meeting date “To Be Determined”. February 7, 2017 is the Town’s Deliberative Session and July 4, 2017 is a holiday. They will have to see if there is any new business or not; at that point a decision can be made as to whether they wish to meet on a different date or cancel that meeting.

**Enforcement Issue:** Mr. Edkins spoke with Attorney Fulton about the Dollar General store. It is on her list; she will work on it this week.

**Springfield Medical Center:** Mr. Edkins reported the PB had previously talked about the excessive cutting on this property and he did talk to Mr. Mark Blanchard about this concern. Mr. Edkins would like to see if he can get a current Google map to compare how much they actually cut. They have decided not to re-locate the driveway so it will remain in the previously approved location. Their engineers met with DES who determined that the stream that goes through the ravine is an intermittent stream so it makes the permitting easier. The Medical Center will be responsible for the culvert. Mr. Bruno feels the Medical Center should be notified they are in

violation of their PB Permit because they were not supposed to start before the Site Plan was signed. Mrs. Francis mentioned the Site Plan identified the area of disturbed land therefore in terms of measurements it should be easy to see how much they disturbed. Mr. Edkins advised the plan they have shows an impervious 37,190 square feet which is 10.4% of the 8 acres they have. It is well within the Town's standards. Mr. Bruno feels the PB can ask them for a copy of the plan that shows the limitations of what they have disturbed. Mr. Edkins was asked to contact the applicant to see if they could come into the January 3<sup>rd</sup>, 2017, PB meeting for a discussion as there are concerns with compliance.

**Treasure Chest:** A PB member commented on how nice it was to go by the Treasure Chest tonight as the flashing lights were not flashing.

**ADMINISTRATION & CORRESPONDENCE:**

**Non-Public Session:** Mr. Lincourt mentioned the PB members met in a Non-Public Session on October 18<sup>th</sup>. At that meeting they voted to seal the Minutes. Mr. Edkins referenced the State statute on Non-Public Minutes. The PB members can keep them sealed or vote to unseal them. If they are unsealed he will put the minutes in the regular Minutes binder.

**Mr. Bruno moved to unseal the Minutes of the October 18, 2016, Non-Public Session. Mr. Lincourt seconded. With six members in favor, the motion was approved.**

**ADJOURNMENT:**

**There being no other business, Mrs. Smith-Hull moved to adjourn this meeting. Mr. Bruno seconded the motion. With six members in favor, the meeting was adjourned at 7:59 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 12-27-16

**(Note:** These are unapproved Minutes. Any corrections will be found in the Minutes of the January 3, 2017, Planning Board meeting.)