

**MINUTES  
CHARLESTOWN PLANNING BOARD  
APRIL 5, 2016**

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

Alternates Present: James Jenkins, Duane Wetherby

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

**CALL TO ORDER:** Mr. Frizzell called this meeting to order at 7:00 PM. He noted that meetings are recorded and asked that anyone wishing to speak identify themselves for the record. Mr. Frizzell advised that the full Board is present therefore there was no need to call upon alternate members. He noted the absence of alternate member, Patricia Chaffee.

Mr. Frizzell welcomed Thomas Cobb, ex-officio, who is taking Steve Neill's place on the Board on behalf of the Selectboard. There were no other changes on the PB following the annual Town election.

Mr. Edkins pointed out that they now have three alternate members. They can have up to five alternate members but historically they carried three. Last year they had four alternates. This is a Planning Board decision.

**ELECTION OF OFFICERS – 2016-17:**

**Mr. Bruno nominated the current full slate of officers. Seconded by Mrs. Smith-Hull.**

Mr. Frizzell asked Mr. Lincourt to take over this meeting for the election process.

**Mr. Frizzell is the Chair and Mrs. Francis is the Vice-Chair. There were no other nominations. Mrs. Smith-Hull moved that nominations cease. Mr. Bruno seconded this motion. With five members in favor, the nominations were approved. Mr. Frizzell and Mrs. Francis abstained from this vote.**

**APPOINTMENT OF ALTERNATES:**

**Mrs. Francis moved to re-appoint Ms. Patricia Chaffee, Mr. James Jenkins and Mr. Duane Wetherby as alternate members of the Planning Board for one year terms. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.**

**APPROVAL OF MINUTES OF MARCH 15, 2016:**

**Mrs. Smith-Hull moved to approve the Minutes of the March 15, 2016, Planning Board meeting as printed. Mr. Lincourt seconded the motion. With four members in favor, the Minutes were approved. Mr. Cobb, Mr. Frizzell and Mrs. Smith-Hull abstained from the vote as they were not present at this meeting.**

**ANDREA BROOKS – Voluntary Merger of Adjacent Lots – 34 Morway Street – Map 110, Lots 43-1 and 43-2 – Zone E (Mixed Use):** Andrea Brooks was not in attendance at this meeting. Mr. Edkins pointed out that these Voluntary Mergers are usually pretty routine. There are two lots on Morway Street; a .86 acre and a 1.00 acre. A number of years ago there was a three lot subdivision approved by the PB but now Ms. Brooks would like to merge two of the lots back together again. There is one house on one lot and the other lot is empty.

**Mr. Bruno moved to approve this Voluntary Merger of Adjacent Lots for Andrea Brooks, as presented. Mrs. Francis seconded the motion. With all in favor, the motion was approved.**

**CHARLES WARYAS – Site Plan Review & Sign Permit – Sale of Used Autos as a Home Business – 192 Oxbrook Road – Map 207, Lot 64 – Zone E (Mixed Use):**

**Site Plan Review:** Mr. Edkins explained that Mr. Waryas took up a hobby of buying and selling used vehicles. He only has two-to-three vehicles there at any one time but usually it is one-or-two. To legitimize that business he has applied for a Dealer’s License from the State but he needs approval from the PB for a home business. There will not be any physical changes to the property. Mr. Bruno asked if he will be doing any repairs. Mr. Waryas replied that any major repairs go to a mechanic; he does any minor repairs. Mr. Frizzell clarified that the PB is concerned with if he changes oil, retains junk parts, etc. Mr. Waryas said “no”. Mrs. Smith-Hull mentioned seeing several vehicles on the property when she drove by. Mrs. Waryas noted that they have two teen-age drivers plus their own vehicles; they have five registered family vehicles. Mr. Lincourt asked about lighting and hours. Mr. Waryas said there will not be any lights and the hours will be 9:00 am to 6:00 pm. The hours have to be set for the Dealer’s License from the Motor Vehicle Department. Mr. Edkins noted that when somebody applies for a Dealer’s License he gets a form from the MV Department asking whether the applicant has the proper permits and complies with local regulations that he responds to.

Mr. Charles St. Pierre was representing St. Pierre, Inc., an abutter. His concern is the added traffic. Should there be some signage or warning light on the corner. Parking on that corner could present a danger. Mr. Frizzell asked Mr. Waryas if there is sufficient parking for customers on his property. Mr. Waryas said there is. Mrs. Waryas added that usually customers are there by appointment.

Fire Chief Charles Baraly’s only concern is the traffic on Oxbrook Road and the corner but with the vehicles off the road and not near the corner his concern was addressed.

**Mr. Lincourt moved to accept this Site Plan application from Charles Waryas as complete. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.**

**Mr. Bruno moved to grant final approval to this Site Plan to Charles Waryas with the following conditions:**

- 1) That all customer parking be on the property and that no parking be allowed on the street;
- 2) There shall be no storage of vehicle parts outside of the garage or visible;
- 3) There shall be a maximum of three vehicles for sale on the property at any one time; and
- 4) There shall be no major vehicle repairs on the property or any work involving the changing of fluids.

**Mr. Lincourt seconded the motion. With seven members in favor, the motion was approved.**

**Sign Permit:** Mr. Edkins advised that this is for a sign attached to the front of the garage; 40-feet from the road and 40-feet from the property line. The sign will be 2-feet x 3-feet and 10-feet from the ground. It will say “Waryas Auto” and will have white lettering on a black background; no lights. Mrs. Francis asked if the sign would be better saying “Waryas Auto Sales”. Mr. Waryas replied that he is registered with the State as “Waryas Auto”.

Mr. and Mrs. Morway, abutters, came into the meeting. They had no objections to the auto sales or the sign.

**Mr. Lincourt moved to approve the Sign Permit for Charles Waryas as presented. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.**

**CONSULTATION:** Fire Chief Charles Baraly is here in support of what Mr. Edkins is about to bring up. Pastor David Grasso from the Life Fellowship Church was present. He had been approached by the Claremont Christian Academy, a small private school, about using a few of the church’s rooms for classrooms during the week as the school has grown significantly. This would be for about 40 Junior High and High School students. The hours would be from about 8:00 am to 3:30 pm. Pastor Grasso explained that they would only be reimbursed for electricity. There will be no physical changes to the property. No new signage will be added. Chief Baraly did a walk-through in the building and, as Fire Chief, he does not have any problems with this request. Mr. Edkins noted that this is just an additional use of the building. He asked if the PB wants to put the Life Fellowship Church through a full Site Plan Review process or accept this additional use of the building without an application. Mrs. Francis asked how the students would arrive. Pastor Grasso felt some students would be driving themselves and others would be dropped off and picked-up by parents. The church does not usually use this space during the week. Mrs. Francis asked if they are prepared for a possible “mishap” of some kind; Pastor Grasso stated that they deal with this a lot as they have over 100 people on a Sunday morning plus other church activities; they have a liability policy. The school is also going to supply Chief Baraly with an Emergency Operations Plan. Chief Baraly is treating this the same way as the other three schools in Town. He also talked to Police Chief Connors who has also been through the building a number of times. Mr. Bruno feels the function of a church does include education therefore, based on what was presented at this meeting, he does not believe they need a Site Plan Review. Mr. Jenkins questioned if they need school zone signs on the highway. Chief Baraly will bring this to Chief Connors attention. Pastor Grasso pointed out that there are speeding vehicles on that roadway therefore speed limit signs would be appreciated. Responding to a question, Pastor Grasso noted that the Director of the Christian Academy will be there throughout the day, there will be teachers and church staff there at any time during the day plus he is quite often there as well. The Christian Academy’s long term goal is to find

suitable space closer to home and Life Fellowship does not have any plans to be a school. There was a consensus of the Planning Board members to approve this additional use of the Life Fellowship Church for the Claremont Christian Academy.

**PLANNING & POLICY ISSUES:**

**Next PB Meeting:** Mr. Edkins reported that there are a few new applications that will be on the Agenda for the next meeting. 1) An application was received for a possible four unit multi-family building on the corner of Paris Avenue and Main Street. 2) A request was received from the NH Electric Co-op to cut eight dead trees on Sam Putnam Road, a designated scenic road. The trees are marked with green and black checkered tape.

**Voluntary Merger – Collins:** At the last meeting the PB approved a Voluntary Merger for Collins with the condition that the two mobile homes be removed. It is Mr. Edkins understanding that they are gone therefore he would like to get Mrs. Francis' signature on the document so it can be recorded at the Registry of Deeds.

**Zoning Ordinance:** Mr. Frizzell was asked to sign the amended Zoning Ordinance. After it is recorded in the Town Clerk's office Mr. Edkins will make copies and distribute them to the PB members in the next packet.

**Violation:** A PB member mentioned that someone is living in a mobile home (or old bus) on the Leonard property where the house had burned. Mr. Edkins will have Ms. Chaffee, Code Enforcement Officer, check on this.

**End of Sullivan Street:** There was discussion about the end of Sullivan Street going onto Main Street as being a dangerous intersection. If it gets bad enough maybe the State will put in another lane. The PB should acknowledge to the State that we have a problem. Mr. Cobb understands that the State did a year-or-two year Traffic Study and they are considering a third lane. Mrs. Smith-Hull said they also need a cross-walk closer to the church.

**ADMINISTRATION & CORRESPONDENCE:** There were no new Administration issues or Correspondence to come before this meeting.

**ADJOURNMENT:**

**There being no other business, Mr. Bruno moved to adjourn this meeting. Mrs. Smith-Hull seconded the motion. With seven members in favor, the meeting was adjourned at 7:56 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 04-11-16

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