

**MINUTES  
CHARLESTOWN PLANNING BOARD  
MAY 3, 2016**

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

Alternates Present: Patricia Chaffee, Jim Jenkins

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 advised 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.

**APPROVAL OF MINUTES OF APRIL 19, 2016:**

**Mrs. Francis moved to approve the Minutes of the April 19, 2016, Planning Board meeting, as printed. Mrs. Smith-Hull seconded the motion. With seven members in favor, the Minutes were approved.**

Mr. Frizzell stepped off the PB for the next Agenda item. Mrs. Francis assumed the position as Chair. Mr. Bruno also stepped off the PB for the next Agenda item due to a conflict as the applicant's surveyor. Mr. Jenkins, alternate member, was asked to sit on the PB to replace Mr. Bruno.

**THE FRIZZELL FAMILY TRUST – Boundary Adjustment Between Existing Lots – 1223 Old Claremont Road & 6 Strawberry Row – Map 114, Lots 26 & 33 – Zone E (Mixed Use):**

Mr. Bruno referenced the plan that was submitted by The Frizzell Family Trust for the boundary adjustment. Lot #33 is 2.86 acres but after annexation it will be .79 acres. Lot #26 is 36.02 acres but after annexation it will be 38.09 acres. Lot #”A” is 2.07 acres and will be annexed from Lot #33 to Lot #26. Lot #26 will be 38.09 acres after the annexation instead of 36.02 acres. Frontage remains the same. Mr. Edkins noted that this will not create any new building lots. Mr. Travis Royce, surveyor, came into the meeting.

Mr. Dennis Stone, an abutter, asked about the other boundary lines. Mr. Edkins explained that Mr. Frizzell is taking two acres off a piece of property he owns and attaching it to an adjacent lot that he also owns; it would become part of the same lot.

Mr. Lincourt advised that the plan references parcel #30 instead of #33. Mr. Bruno will correct this on the final mylar.

**Mrs. Smith-Hull moved to accept this Boundary Adjustment between Existing Lots as complete with the correction on the plan of Lot #30 being changed to Lot #33.**

**The motion was seconded by Mr. Lincourt. With all in favor, the motion was approved.**

**Mr. Lincourt moved to grant final approval to the Boundary Adjustment between Existing Lots for The Frizzell Family Trust with the correction on the plan from Lot #30 to Lot #33. The motion was seconded by Mrs. Smith-Hull. With all in favor, the motion was approved.**

Mr. Frizzell resumed his position as Chair. Mrs. Francis resumed her position as Vice-Chair. Mr. Bruno returned as a regular PB member. Mr. Jenkins returned to his seat as an alternate member.

**CAROD PROPERTIES – Sign Permit – 122 Main Street – Map 118, Lot 91 – Zone B (Business):** Mr. Edkins had included in the PB packets an excerpt from the Planning Board Minutes of March 15, 2016, when the CAROD Property Sign Permit application was discussed. He also handed out copies of the original Sign Permit application. The PB approved the Sign Permit with the conditions that are listed in the motion. An alternate member had expressed an interest in seeing the sandwich board sign instead of the marquee type sign but it was not a part of the motion. Mrs. Clark then applied to the Zoning Board of Adjustment to increase the number of times she could display the sandwich board sign but the ZBA members determined that the Variance did not meet the statutory criteria for a Variance. Mrs. Clark is present at this meeting to request that the PB reconsider the conditions under which the original sign was approved.

Mrs. Clark has complied with the PB request to have a darker background for the sign and ordered light color letters. She now has somebody who would custom make the sign. She would like to have the PB re-consider some of the other conditions; one being a cover over the sign so the letters cannot be moved. There are a number of times a year she might like to have something other than advertising for the restaurant such as for Old Home Days or Town-wide Yard Sale Day. Mr. Cobb was thinking about the cover; his concern would be that the inside could have moisture at times so it would be problematic. Mr. Edkins noted that another condition was that the sign could only advertise restaurant events. Mr. Bruno clarified that it was the PB's feeling that they did not want all kinds of verbiage on the sign not related to the business on the property. Mr. Edkins pointed out that in most cases when the PB grants a permit it runs with the land but they applied a condition that this permit only applies to the CAROD Property ownership of the property; this is not the typical situation. Mrs. Francis interpretation was that CAROD Properties is featuring special kinds of entertainment for customers such as music at the restaurant and that is what they were recognizing and agreed that it would be okay to promote. Mr. Lincourt asked Mrs. Clark if the fact that a condition runs with the property is a concern. It would include events at the property or civic events. Mrs. Clark replied that the condition to run with the property is not her concern. She is involved with the Senior Center and a few times a year they perform at the restaurant; this is something she would like to advertise. Mr. Cobb felt she might want to congratulate the Fall Mountain Region High School graduates for example.

**Mr. Bruno moved to amend the original permit for CAROD Property as follows:**

- **the color of the sign background will be changed from brown to a dark background;**

- **there will be no requirement for a cover over the letters;**
- **no restrictions on the message but it still be community oriented and/or be related to events at the restaurant.**

**The motion was seconded by Mrs. Smith-Hull.**

*Ms. Chaffee came into the meeting.*

**Mr. Lincourt amended the motion that this be tied to the CAROD Property ownership. Mr. Bruno and Mrs. Smith-Hull concurred with this friendly amendment. With six members in favor, the motion was approved. Mr. Cobb abstained from the vote.**

#### **PLANNING & POLICY ISSUES:**

**Dunbar Site Plan Review Application:** Mr. Edkins met with Mr. Dunbar and the architect last week. They now have a good understanding of what the PB concerns are. They are going to hire an engineering firm to work on the drainage issues especially the storm water. The PB continued the application until the May 17<sup>th</sup> meeting and it will be on that Agenda but the applicant may not be ready by then. If not it will be continued to the next meeting on Tuesday, June 7<sup>th</sup>. Mrs. Francis asked if they know they have to address the hydrology of that area because it is a problem. Mr. Edkins pointed out that the PB cannot hold the applicant responsible for what is going on around them; they just need to deal with the storm water that ends up on their property. Mr. Edkins mentioned that the PB needs to be careful about getting into details and discuss the specifics at this time because the applicant is not present.

#### **ADMINISTRATION & CORRESPONDENCE:**

**Enforcement Issues:** A PB member explained that SCA has a new project called The River Bend. They will be having weddings and other events there. Does the fact that they will be renting put them in another category property tax wise? Mr. Edkins noted that this is not a PB issue. Ms. Chaffee is aware of this new project. Because this is a revaluation year the Selectboard will request that this property be looked at by the assessor. The Selectboard makes the final assessing decisions.

A PB member mentioned that on Sullivan Street a property owner has an 8' x 16' building that is full of turkeys. Mr. Edkins pointed out that depending on the actual size of the building the owner may need a Building Permit but no permit is required for the turkeys. Ms. Chaffee could write to the property owner and request that he come in for a Building Permit but she has no recourse if he does not do so as it is now after the fact.

A PB member advised that there are signs on properties in Town that probably do not have Sign Permits. There are "We Buy Used Metals" signs. Ms. Chaffee will send them a letter. Mr. Edkins is aware of some of the signs. They do not allow off-site signs but directional signs are okay. Signs off the owner's premises could not get a Sign Permit.

A PB member is concerned about a Main Street property where there are unregistered vehicles; are they leaking fluids? Ms. Chaffee will check into this.

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Mr. Edkins advised that because there is currently a staffing shortage in the Selectboard office Ms. Chaffee will be very busy doing administrative tasks for at least the next few weeks. She will not have a lot of extra time to deal with enforcement issues.

**CAROD Property:** Mrs. Clark came back into the meeting to ask if her motion was approved by a unanimous vote. Mr. Cobb abstained from the vote because he did not particularly agree with putting binders (what she could say) on her sign. Mr. Bruno clarified that an abstention vote does not necessarily mean that someone is against the motion but that they will acquiesce with the majority.

**Next PB Meeting:** The next PB meeting is scheduled for Tuesday, May 17<sup>th</sup> at 7:00 PM. Mr. Edkins reported that there is an application from Whelen Engineering for another building. He asked the Department Heads to take a look at this application. Mr. Olson wants to heat everything with bio-mass therefore he needs a building for the boilers and storage of the chips/pellets, etc.

### **OTHER BUSINESS:**

Mr. Lincourt pointed out that the PB members have a tendency to try to be helpful yet in Mrs. Clark's case they created more problems for her than when she came in. It is in the RSAs and the regulations that they are not supposed to suggest those kinds of things. They have to be mindful of this in the future.

### **ADJOURNMENT:**

**There being no other business, Mrs. Smith-Hull moved to adjourn this meeting. Mr. Bruno seconded the motion. With seven members in favor, the meeting was adjourned at 7:54 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 05-10-16

(**Note:** These are unapproved Minutes. Any corrections will be found in the Minutes of the May 17, 2016, Planning Board meeting.)