

**MINUTES
CHARLESTOWN PLANNING BOARD
JULY 19, 2016**

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

Alternates Present: Duane Wetherby, Patricia Chaffee

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 Mr. Cobb (ex-officio) is not in attendance however an alternate member cannot be appointed to sit in his place.

APPROVAL OF MINUTES OF JULY 5, 2016:

Mrs. Francis moved to approve the Minutes of the July 5, 2016, Planning Board meeting, as presented. Mrs. Smith-Hull seconded the motion. With six members in favor, the Minutes were approved.

J.S. AUTOMOTIVE – Sign Permit – 892 Old Claremont Road – Map 108, Lot 19 – Zone E (Mixed Use): Mr. Edkins advised that this sign will be black and white. Mr. Lincourt brought to his attention that the sheet metal business on that same property also needs a Sign Permit. Mr. Edkins gave Mr. Stoddard two Sign Permit applications but only this one came in. He will send a reminder that the other application also needs to come in. The sign is within the dimensional requirements. Mrs. Francis asked why the lights have to be on all night; they could go off at the close of business. The PB has asked other applicants to do this. Mr. Edkins replied that there are no regulations that govern this. Mr. Lincourt noted it could be partially for security. There are lights on the sides and back but these are for the front of the building. Mr. Neill reported that the lights have been on since the business opened and there have been no complaints. Mr. Edkins has not had any complaints. Mrs. Francis mentioned the sign is really nice; it can be easily read as one drives by.

Mr. Frizzell asked if there were any comments from abutters or the public. There were no abutters present nor were there comments from the public.

Mr. Bruno moved to approve this Sign Permit application for J.S. Automotive as submitted. Mr. Lincourt seconded the motion. With six members in favor, the motion was approved.

JAYSON DUNBAR, cont'd – Four (4) Unit Multi-Family Dwelling – SE Corner of Main Street & Paris Avenue – Map 119, Lot 26 – Zone A (Town Center Residential/Professional): Mr. Edkins had sent an email to Mr. Dunbar's architect after the last meeting and

told him that the PB members might reject the application as incomplete unless they had an update from them. He has not heard anything back from the architect or Mr. Dunbar. It has been three months since this application first came before the PB.

Mr. Frizzell asked if any abutters were present but there were none.

Mr. Lincourt moved to reject this application for Jayson Dunbar as incomplete. The information requested by the Board at the initial meeting on April 19 has not been submitted. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

RICK & ROBIE’S PROPERTY MANAGEMENT, LLC., cont’d – Add 36’ x 40’ Garage with Apartment Above to Existing 6 Unit Apartment Building – 806 Old Claremont Road – Map 106, Lot 8 – Zone E (Mixed Use): Ms. Diane Milliken, an employee, represented the applicants. The PB members had asked for more pictures and drawings which she displayed on a poster board. Mr. Edkins reported that Mr. Fortier came into the office the day after the last meeting and he was given the list of items as outlined in the PB motion during the last meeting. Ms. Milliken pointed out the Old Claremont Road and Lovers Lane locations, the fence which is 25.5-feet from the edge of the garage; there was a picture of the carport, the structures on the property, etc. Mrs. Francis pointed out that the Site Plan calls for a plan that shows parking for the tenants, a place for children and snow storage. The PB needs to know where those designated areas are. Ms. Milliken pointed out those areas on the pictures. Mr. Lincourt mentioned that the applicant made a good faith effort to answer the PB questions and to address the issues but there is nothing here that can be put in a file. He would be more comfortable if they saw this on a tax map or something more standard. Mr. Bruno added something that is enforceable. Mrs. Francis does not know if the breezeway was a pre-existing regulation before they made the zoning change or whether it came afterwards. Mr. Edkins replied they have historically allowed that but usually it is a single family dwelling; the two buildings were connected to make a two-family dwelling with a breezeway or something similar. The PB does not see two-family dwellings but this is before the PB because the applicants want to add another unit to an existing 6 unit apartment building. Mr. Frizzell stated they have to make a decision on where they are going to draw the line on these connections. Following Mrs. Francis’ statement about increasing the tax base, Mr. Bruno is not sure it is within the PB purview to base a decision on an application to its impact on the tax base; it either meets the regulations or it does not. (*Ms. Patricia Chaffee came into the meeting.*) Mr. Edkins pointed out that when they changed the regulation allowing for a second dwelling on the same lot it was not so much for tax base purposes but because the regulation allowed a second dwelling if a family member was occupying that second dwelling. However when a family member no longer occupied the second dwelling the property owner wanted to rent it out. That is when the regulations were changed. Mr. Bruno said if the regulations are silent as to what constitutes a connection and an effort is made to make a physical connection he would like to see something four-to-five feet wide so it could be used as a shelter but if the regulations do not define what it is and there is a good faith effort to make the connection the benefit of the doubt would go to the applicant. Mr. Edkins replied “yes”. Mr. Bruno would not have a problem with it but he would rather see a better Site Plan of what they are approving with all the requested items on it including the connection between the two buildings. They need to put something in the regulations to define a connection. He feels this is

a reasonable separation. Ms. Milliken said they spoke to their neighbor closest to the fence, Alrich Cabinetry, and he had no problems with this proposal. Mr. Edkins pointed out that notices were sent to the abutters and nobody contacted him. Mr. Bruno does not feel the application is complete yet. Mr. Edkins asked Ms. Milliken to bring the plan into his office prior to the next meeting.

Mr. Bruno moved to continue this application for Rick & Robie's Property Management, LLC until the next PB meeting on August 2, 2016. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

STUDENT CONSERVATION ASSOCIATION – Construct 42' x 92' Clear Span Fabric Structure for Storage of Equipment and Supplies – 689 River Road – Map 207, Lot 2 – Zone E (Mixed Use): Ms. Lisa Shaw, representing the Student Conservation Association (SCA), handed out the Site Plan for the proposed storage building. It shows where the structure will be, the driveway that currently exists off the road and the gravel driveway. It is maybe 20-feet from the tree line. She also brought the pictures displayed at the last meeting. There will be underground electric lines. Mr. Edkins advised that this driveway is off a State road therefore no Town Driveway Permit would be issued. The structure will have electricity and propane heat but no water. It will be used for storage of outdoor equipment. Ms. Chaffee asked why they consider it temporary. Ms. Shaw said they have equipment caches all over the country; this one serves eastern areas. They do not know how long it will be there. Mr. Bruno asked about lighting. Ms. Shaw replied that there will be a sensor activated light in the front.

Mr. Lincourt moved to accept this application for Student Conservation Association as complete. Mrs. Smith-Hull seconded the motion.

Mr. Frizzell asked if there were any abutters present. Ms. Gail Fellows who lives on Buttonwood Lane mentioned there is a lot of green space there. She asked where CSA is storing this equipment now. Ms. Shaw said it is at the Salt Shed building but it is costing them a lot of money for rent. These type buildings are used a lot for agricultural purposes so Ms. Shaw thought it would work; the rest of the area will continue to be used for farming. Mr. Edkins mentioned that this building will be at least 80-feet off the road.

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

Mr. Bruno moved to grant final approval to the Student Conservation Association with the condition that the exterior lights be at the entry way only and be sensor activated. Mr. Lincourt seconded the motion. With six members in favor, the motion was approved.

WHELEN ENGINEERING CO., INC. & ALEX OLSON – Boundary Adjustment between Existing Lots – 99 CEDA Road & 502 Old Claremont Road – Map 106, Lot 3 and Map 103, Lot 11 – Zones E & F (Mixed Use & Business/Industrial): Mr. Bruno recused himself from this agenda item. Ms. Chaffee assumed his seat on the PB. Mr. Travis Royce represented the applicants. He pointed out that Mr. Alex Olson is Mr. John Olson's grandson and they are just squaring off the property line boundary. One-tenth of an acre will be annexed from Whelen

Engineering Co., Inc. and added to the Alex Olson property. Mr. Frizzell asked if any abutters were present; there were none. Mrs. Francis did not see any adverse impacts.

Mrs. Francis moved to accept this application from Whelen Engineering Co., Inc. and Alex Olson for a Boundary Adjustment as complete. Mr. Neill seconded the motion. With six members in favor, the motion was approved.

Mrs. Francis moved to grant final approval to this application from Whelen Engineering Co., Inc. and Alex Olson for a Boundary Adjustment. Mr. Neill seconded the motion. With six members in favor, the motion was approved.

Mr. Olson advised that at the next PB meeting he will be presenting a Site Plan for a 60,000 square foot building off the Old Claremont Road. It will be built with three fire-proof rooms as it will have very expensive machinery in it. It will be used for light manufacturing; assembly of printed circuit boards. Mr. Royce is still working on the plan.

CHARLESTOWN ECONOMIC DEVELOPMENT ASSOCIATION – Three (3) Lot Subdivision – George Moulton Way – Map 116, Lot 37 – Zone E (Mixed Use): Mr. Bruno remained off the PB for this agenda item as he is representing CEDA. Ms. Chaffee continued to assume his seat on the PB. He explained that CEDA would like to subdivide a portion of the Gristmill property. St. Pierre is doing the quarry operation to the east of this area. On the plan he indicated that there would be a 3.24 acre lot, a 3.25 acre lot and the remaining 18.41 Acres. This is in anticipation of some interest in these lots so they would be readily available. These lots are serviced by Town water and sewer. George Moulton Way is a Town road. Mr. Edkins explained that the road was built by the Town with a CDBG grant. If somebody wants something changed they would come back to request a boundary adjustment or a merger. Mr. Frizzell asked if any abutters were present; there were none.

Mr. Lincourt moved to accept this Three Lot Subdivision application for CEDA as complete. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

Mrs. Francis moved to grant final approval to this Three Lot Subdivision for CEDA. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

Mr. Bruno assumed his seat on the PB. Ms. Chaffee returned to her alternate member position.

PLANNING & POLICY ISSUES:

Upper Valley Lake Sunapee Regional Planning Commission: Mr. Edkins advised that Mr. Nate Miller, Director of the UVLSRPC, is leaving so they are looking for a new Executive Director. They are sorry to see him go.

Enforcement Issue: A PB member questioned at what point action will be taken to resolve the outdoor business on Main Street across from the church. Ms. Chaffee explained that they had talked to her about a temporary tent to sell clothing and items during the Town-Wide Yard Sale

Day because they had to empty out the portion of the building that used to be an ice cream stand. She will check on it tomorrow. Mr. Edkins explained that it was originally approved as a retail store and it has remained a retail store; it does not make any difference what they are selling. There was discussion relative to if the space was clearly abandoned for a year it would have to come back for a new Site Plan but there has been no sign that the owner abandoned the retail space. Responding to a statement from Mrs. Francis, Mr. Edkins explained that if changes were going to be made to the building or new infrastructure that would have to come before the PB. He will bring the Site Plan application for the ice cream business to the next PB meeting as well as the first Site Plan application that goes back to when the retail space was the Red Barn Sports.

Dollar General Store: When a PB member was in the Dollar General store she spoke to the Head Manager about the outdoor displays and he said it should go to the corporate office in writing. Mr. Bruno felt they should take a picture of the outdoor displays and send it to them. Mr. Edkins will do this. He has sent letters to Zarembo Group who had accepted the conditions of the permit but they no longer own it. Zarembo has responded to some conditions such as providing the as-built plans, the Site Plan and drainage issues. He also sent letters to the Dollar General Corporate. Zarembo was to speak to Dollar General Corporate about other operational issues such as deliveries to the front door. The PB member said the individual she spoke to said that as long the business down the road has merchandise displayed on the outside they will continue to do so.

Sumner House. Mr. Bruno mentioned how nice the Sumner House sign looks. Other PB members agreed and some had mentioned this to Mrs. Clark.

ADMINISTRATION & CORRESPONDENCE: Mr. Edkins had no Administration issues or Correspondence to bring before this meeting.

ADJOURNMENT:

There being no other business, Mr. Bruno moved to adjourn this meeting. Mrs. Smith-Hull seconded the motion. With six members in favor, the meeting was adjourned at 8:16 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 7-26-16

(**Note:** These are unapproved Minutes. Any corrections will be found in the Minutes of the August 2, 2016, Planning Board meeting.)