

**MINUTES
CHARLESTOWN PLANNING BOARD
SEPTEMBER 6, 2016**

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

Alternates Present: James Jenkins, Duane Wetherby

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

CALL TO ORDER & SEATING OF ALTERNATES: Mr. Frizzell called this 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. Due to the absence of regular member, Mr. Doug Neill, Mr. Frizzell asked alternate member, Mr. Jenkins, to sit in that seat on the Planning Board.

APPROVAL OF MINUTES OF AUGUST 16, 2016:

Mr. Lincourt moved to approve the Minutes of the August 16, 2016, Planning Board meeting, as presented. Mrs. Smith-Hull seconded the motion. Mrs. Francis asked for clarification on page 3, paragraph 6: Change “Ms. Tracy Perry is in the *center* of the buildings; a parking lot and building on both sides of her property. She is strongly opposed because of the noise. *They* can hear noise over the bank all the time. *They* originally were going to have access to the Old Claremont Road for emergencies only but now it is for employees” to “Ms. Tracy Perry is in the *middle* of the complex; a parking lot and building on both sides of her property. She is strongly opposed because of the noise. *The neighbors* can hear noise over the bank all the time. *Whelen* originally was going to have access to the Old Claremont Road for emergencies only but now it is for employees”. Ms. Perry pointed out that there is no current access. Replying to Ms. Perry’s statement on zoning, Mr. Edkins noted that the property was zoned this way since the 1980s; the zoning has never changed but several lots were merged. With seven members in favor, the minutes were approved as corrected.

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. Olson reported that the lights on the gate and the PA system on the outside that were mentioned at the last meeting have been taken care of. There are nine pages of the Major Site Plan Checklist therefore Mr. Olson asked that they concentrate on what is important and what the PB needs to review. Mr. Edkins explained that this checklist is outdated and redundant; there are several duplications. He read all the criteria. Following are the pertinent criteria discussed.

Page 1: Mr. Edkins noted that this page has a lot of factual information and the applicant should have no trouble filling in the blanks. The setbacks are 40-feet in the Industrial Zone, 20 feet on the front property line and 10 feet on all the other property lines in the Mixed Use Zone. He

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recommended the PB use the Industrial Zone as it complies with the requirements. Most of the campus is in the Industrial Zone.

Page 2:

Thirteen copies of conceptual plan (a legible overview of the site) of the proposed Site Plan prepared by a New Hampshire licensed surveyor, architect or engineer as applicable. Mr. Edkins pointed out that if the plan is professionally drawn the PB has not required stamped plans. They do not necessarily need stamped plans but that is a PB decision.

Applicant should obtain and furnish a letter stating agreement by the public utilities providers to serve the site: Mr. Edkins asks the Town's Department Heads to review the plans. We do not need an individual letter from the utility providers. The Police, Highway, Water and Sewer Department Heads have looked at this. We want to be sure it does not burden municipal utilities. Mr. Lincourt asked about public utilities. Mr. Olson replied that a few years ago the electric company re-did the whole infrastructure; there is about a 200% surplus. Mr. Bruno felt the utility service needs to be identified on the Site Plan. Mr. Edkins agreed. Mr. Olson said they plan on bringing in electricity off the Old Claremont Road.

A written description of proposed operations on the site to include (see the list). Mr. Edkins felt that could be combined with the first 13 copies of the narrative. Mrs. Francis noted that a Five-Year Growth Plan should be considered for the number of employees. Mr. Olson mentioned that in order to compete with foreign businesses they need to figure how they can get the same work done by the same number of employees. Last year with attrition they reduced the number of employees. They intend to bring more work to Charlestown from Connecticut which will necessitate adding a few employees. Mr. Cobb pointed out that Mr. Olson had stated there would be about 35 employees in this building now but there will be 75 parking spaces. Mr. Olson replied that sometimes they bring in other people to do a design or other work. They are over-building this site; it probably will be half empty for a while.

The PB, at its discretion, may require impact studies for municipal services, vehicular traffic, environmental factors, or any other impact which it considers contrary to the purposes of Section 5.2 of the Site Plan Review Regulations. Mr. Olson noted that they have already commissioned a traffic study on the Old Claremont Road. Mr. Edkins said for a lot of these applications there is an Institute of Transportation Engineers (ITE) trip generation manual. That is a good place to start for a traffic analysis; it is comprehensive.

An estimated timetable for construction and completion of buildings, parking facilities, and landscaping. Mr. Edkins stated that Mr. Olson should give their best estimate for their plans.

If the proposed development requires an approval from the Zoning Board of Adjustment. This application does not apply to the ZBA.

A list of all applicable permits required by local, State of New Hampshire, and Federal regulatory agencies. Mr. Edkins stated that they will be connected to municipal sewer. An Erosion Control Permit might be required. The Town's Water Superintendent can make the judgment as to whether or not there is adequate water there. There are no wetlands on this

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property. Access permit from the NH Department of Transportation; this is not required but it should state a Town of Charlestown Driveway Permit is required. A traffic impact study for site distances, etc. is a PB decision. Mrs. Francis pointed out that a part of that driveway is the relationship to Emma's Store. Mr. Olson replied that a traffic study is in the works.

Page 3:

Where new development creates a need for new or upgraded municipal capital facilities, including parks and recreation areas, etc.; the PB shall assess an impact fee to be paid by the new development. This is a judgment call for the PB. It depends on whether the Police Chief states it will require another police officer or if it will impact the schools; at this time Mr. Edkins has heard nothing from the Department Heads that would necessitate impact assessment fees. If the PB was going to do this it would require an Impact Fee Ordinance; it is not applicable at this time.

Storm Water Management: This goes back to the Alteration of Terrain Permit.

Requests for any waivers from the Site Plan Regulations. Mr. Edkins felt Mr. Olson might come in for waivers. The PB has the authority to grant waivers to the Site Plan regulations but they do not have authority to grant waivers to the Zoning Ordinance.

Drawings:

Certification of a currently valid boundary survey by a land surveyor licensed to practice in NH. Mr. Travis Royce did a survey recently and there are others on file.

Proposed landscaping plan. Mr. Edkins mentioned there is some landscaping illustrated on the plan. Mr. Olson does show plantings. The PB may want to see more detail.

All existing and proposed surface and subsurface storm drainage facilities. Mr. Edkins reported that this is the first time the PB has used this item-by-item checklist. The PB will want to see the storm drainage facilities.

A circulation plan of the interior of the lot. This plan is self-explanatory.

Additional construction drawings including but not limited to pavements, walks, steps, curbing, and drainage structures. Mr. Edkins advised that in two weeks the PB will see a new plan at their meeting; it has everything on about 15 sheets.

The Board may require additional information as may be reasonably necessary to accomplish the purpose. It is up to the PB as to how much detail they want. Mr. Bruno feels the sizing of water piping dimensions should be on the plan and the locations. A profile of the sanitary sewer line should be included.

Mr. Olson knows what the PB needs but he wanted to know what they want to emphasize. There is interest in the Traffic Study, Landscaping, and Storm Drainage. Mr. Bruno feels it is necessary to have a NH licensed professional engineer. Mr. Edkins pointed out that in order for the applicant to comply with this checklist it would require numerous certifications that will be

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expensive. Mrs. Francis does not feel they need a licensed landscape architect but certainly a plan on the types of vegetation and locations.

Architectural elevations shall be signed or sealed by a NH Licensed Architect or a NH Licensed Professional Engineer, as allowed by the State of NH Professional Licensing Boards. Mr. Olson advised that this will be prepared by the manufacturer of the building as they are buying the building.

Where wetland boundaries are required to be delineated: Mr. Olson said there are no wetland areas on this site.

Page 4:

Where soils are required to be identified: Mr. Travis Royce reported that it will be evaluated with the Storm Drainage Water Plan.

Drawing Standards:

Mr. Edkins usually requests three sets of full sized plans to keep, they are reviewed by the Department Heads, Selectboard, and other interested parties and requests 13 sets of 11" x 17" reduced sized sets that can be sent out in the Planning Board packets. He would like to take keep the same standard going forward.

LeRoy lettering or typewriting lettering, must be legible. Mr. Bruno stated that LeRoy lettering is rarely used anymore. This should be changed to "legible lettering".

Vicinity Plan:

The location of the development shall be shown in relation to the surrounding public street system. This is always useful.

Suggested scale: 1"=500'. Mr. Royce said that is standard.

Site Plan:

The listed items are always included in the Site Plan Review.

Page 5:

The first five items on the page should remain as is.

Perimeter boundaries: This can be a separate plan.

Width and location of any and all rights-of-way and easements: Mr. Olson noted that many items on this list are repeated. Mr. Edkins will work on "whittling it down" as so much of it is repetitive.

Layout of sewage disposal system shall include septic tanks: This is not applicable for this applicant because they are connected to Town water and sewer.

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Location and design of exterior lighting and signs: This is important as the PB needs to have some assurance that the lighting is not spill over onto adjacent properties.

Flood Plain: This is not applicable in this case.

Location of snow removal and storage: The PB will want to see this.

Location of existing and proposed waste disposal facilities: The PB will want to see where the dumpsters will be located.

Page 6:

Proposed Signs: Mr. Olson might have a “Building 7” sign over the door (this is a directional sign). They will have a separate sign on the street that says “Whelen”.

Noise: Mr. Olson has indicated they will address this. The A/C units will be quiet. The Town’s regulations state level of noise at the property line. The Town has a decibel meter so they can check on this.

Curbing: No curbing is being proposed.

Total area of impervious surfaces: Mr. Edkins advised that they have a maximum 50% in the Site Plan regulations. There should be impervious surface calculations.

Streets are not applicable to this parking area.

Erosion Control and Sedimentation Plan: This is all Site Specific items.

Page 7:

Utility and Fire Protection Plans: Mr. Olson thinks they will bring in a major fire line with two fire hydrants. He will talk to Mr. Duquette about this. They may sprinkle this building. He prefers the CO2 systems. Mr. Edkins said interior fire protection is a Building Inspector issue more than a Site Plan issue.

Page 8:

Lighting Plan: Mr. Edkins explained that there are concerns with exterior lighting. The PB will want to see that it does not spill over onto adjacent properties.

Landscaping Plan: Mrs. Francis suggested that the applicant read through this section and use it as guidance but not the requirements. Mr. Olson wants to take this information, work with Mr. Royce and in a few months come back with a plan for consultation.

Mr. Olson pointed out that they will do everything they can do to take care of the neighbors but the neighbors have to let them know about their concerns. He is looking at about three months to work on the Site Plan. They will not start this project until next spring or summer. There was discussion pertaining to whether to keep this on every Agenda until December or make a motion to forward it to a certain date.

Mr. Bruno moved to continue this Site Plan Review application for Whelen Engineering until the December 6, 2016, PB meeting. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.

Mr. Olson advised that because they are in the Water Protection Zone they are voluntarily taking out all the oil tanks. They have now discontinued burning oil for heating purposes and are using wood chips. They have generators. They are putting in double walled tanks with sensors on them. Not burning oil eliminates carbon monoxide.

BLUE STREAM AQUACULTURE NH, LLC – Commercial Fish Farm – Burma Road – Map 201, Lot 3 – Zone E (Mixed Use): Mr. Edkins reported that Blue Stream Aquaculture NH, LLC will be ready to come before the PB at their next meeting on September 20th. They offered the opportunity to do a site visit. It could be before the next meeting. We are in the process of notifying the abutters of the site visit. The site visit will be scheduled for September 20th at 5:30 PM which is prior to the next regular PB meeting.

Mr. Bruno moved to carry-over the application for the Blue Stream Aquaculture NH, LLC until the next meeting on September 20, 2016. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.

NEXT MEETING – September 20, 2016: Mr. Edkins has a new application for the Springfield Hospital Medical Facility. The plans are in his office. The PB will find the plans to be comprehensive and complete. He has spoken to the Water & Sewer and Fire Departments and is waiting to hear from the Highway, Police and Ambulance Departments.

JAYSON DUNBAR: Mr. Dunbar would like to come in for a preliminary consultation on the apartment building they have re-designed. Mr. Spilsbury has communicated with the applicant to state that he will not oppose the project if it fits the historical character of the downtown.

PLANNING & POLICY ISSUES:

Accessory Dwelling Units: Mr. Lincourt had sent an email to the other PB members about the accessory dwelling units. They need to make some plans for a zoning change. Mr. Edkins noted that the only change they have to make to bring the Town into compliance with the Statute is to make two family dwellings as an allowable use in the Watershed Zone. They are allowed in all the other zones. The PB needs to define what an attached dwelling is.

Zone E: Mrs. Francis suggested the PB members talk about Zone E and uses they do not want in this zone. Mr. Edkins mentioned that, at one time, they did propose a list of uses that would not be permitted anywhere in Town. It was voted down. He will pull out that documentation for the PB's information.

ADMINISTRATION & CORRESPONDENCE:

Dollar General Store: Mr. Edkins has contacted the Town Attorney for some advice and/or assistance on the Dollar General Store operational issues.

Upper Valley Lake Sunapee Regional Planning Commission: Mr. Lincourt has volunteered to represent the Town on the UVLSRPC Board. The PB would have to nominate him to the Selectboard. The Town's last representative was Mr. Steve Smith.

Mrs. Francis moved to nominate Mr. Richard Lincourt as the Town's representative to the UVLSRPC. Mr. Jenkins seconded the motion. With six members in favor, the motion was approved. Mr. Lincourt abstained from the vote.

ADJOURNMENT:

There being no other business, Mrs. Smith-Hull moved to adjourn this meeting. Mr. Lincourt seconded the motion. With seven members in favor, the meeting was adjourned at 8:32 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 9-13-16

(Note: These are unapproved Minutes. Any corrections will be found in the Minutes of the September 20, 2016, Planning Board meeting.)