

**TOWN OF CHARLESTOWN
PLANNING BOARD
NOVEMBER 6, 2018**

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

Alternates Present: James Jenkins; Duane Wetherby

Staff Present: Travis Royce – Planning & Zoning Administrator

CALL TO ORDER & SEATING OF ALTERNATES: Mr. Frizzell called this meeting to order at 7:00 PM in the Silsby Library Community Room. He noted the absence of regular member, Mr. Tom Cobb, Ex-Officio Selectboard member. An alternate member cannot sit on the PB in his place. Alternate member, Ms. Chaffee, is also absent as she is finishing up the results of today's vote. Mr. Frizzell advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF OCTOBER 16, 2018:

Mrs. Smith-Hull moved to accept the Minutes of the Planning Board meeting of October 16, 2018, as submitted. Mr. Neill seconded. Mr. Spilsbury noted on page 6, under Mr. Elliot Perrin, change the sentence starting on line 6 from “Mr. Royce said the visibility issue is a part of this but the parking off his property extending into the Hillview right-of-way is; in” to “Mr. Royce said the visibility issue is not a part of this but the parking off his property extending into the Hillview right-of-way is (delete semi-con) in some cases”. In the same sentence, Mr. Royce mentioned instead of “sidewalk” it should state “curbing”. On page 3, at the top, Mrs. Francis felt there should be clarification after Special Exception. Add “to permit property use for a 12 Bed Convalescent Care / Rest Home for Elderly Persons – 164 Old Springfield Road, Tax Map 116, Lot 33, Located in Zone A-1 (Rural Residential)”. On page 3, fifth paragraph, change “listed below” to “listed in the ZBA Minutes”. Page 5, first line, after “2,000 gallons” add “per day”. With five members in favor, the motion and corrections were approved. Mr. Spilsbury abstained as he was not present at this meeting.

Owner – Developmental Services of Sullivan County – Applicant – Campbell House LLC – Cont. – Site Plan Review for 12 Bed Convalescent Care / Rest Home for Elderly Persons – 164 Springfield Road, Tax Map 116, Lot 33, Located in Zone A-1 (Rural Residential): Mr. Wetherby sat on the PB for this applicant at the last meeting therefore he is familiar with this application and was asked to sit in for Mr. Spilsbury who was not present at the last meeting. Police Chief Charles Baraly was present to respond to questions raised at the last meeting. The Fire Department did bring their large engine up to the property and were able to get behind the building. It is tight so he asked for a couple of things to be done and had marked them on the map on display. As Chief Baraly came up the driveway and made the left hand turn he asked that the radius be wider; it can be sur-pac or another solid material. Along the bank there are some

trees where the branches are quite low so he asked for a 15-foot clearance. On the back left corner some bushes along the building should be removed. Behind the building in the corner there is a fire connection for the sprinkler system; he asked for the brush to be removed so they can see the connection. Chief Baraly would like to have a gate in the fence in the back. There is a fire hydrant in the development in back of this property that can be used in case of a fire; there should be accessibility. Replying to a question from Mrs. Smith-Hull, Chief Baraly said if there was a fire the road would be completely blocked off. There is a sprinkler system in the building. The Fire Department was there a few months ago and there is a line that needs to be repaired. He explained how the sprinkler system works in the event of a fire. Before Campbell House LLC opens Chief Baraly would do a full inspection.

On the map Ms. Campbell pointed out the areas where they intend to take out all the brush. There are signs at both sides of the driveway. The other brush that will be cut is all around the building. There is one beautiful tree that will have to go along with tall pines along the gully. An arborist will give them an opinion on what needs to be cut. They will not be clear-cutting but just cleaning the property. She has talked to her brother about putting gravel/surpac on the corner Chief Baraly would like widened. The fence with a gate (between the shed and gully) will be put up but it might be spring before that can be done. Chief Baraly said the hydrant is close to the development's cul-de-sac. They would only use the hydrant if the building was fully involved. There is a hydrant on Springfield Road. Chief Baraly likes to have a secondary source of water in case it is needed. Mrs. Francis asked if there is any kind of orientation for staff in the event the clients need to evacuate. Ms. Campbell replied not only is the staff prepared for various emergencies but the State requirement is monthly fire drills. There are day and night drills at various times. Mr. Royce mentioned the requirement for a fence is that the property owner has sufficient room to maintain it (2-to-3 feet) without trespassing on the abutter's property. Mr. Chamberlain, abutter, advised the property markers are in place. The gate will not be wide enough for a truck to go through it but wide enough for access to the fire hydrant.

Mr. Lincourt moved to grant final approval to the Campbell House LLC Site Plan Review with the following conditions:

- 1) The brush be cut at the north side of the driveway, in front of the building, at the north corner, and around the sprinkler system connection;**
- 2) Widen the first corner of the driveway and provide a firm surface with surpac;**
- 3) Provide a gated privacy fence at the rear of the building;**
- 4) Remove any trees as suggested by the arborist who the applicant has already retained.**

There were no seconds.

PB members discussed not having a plan from the arborist and questioned what he will recommend. Mr. Royce noted the concern is with screening to neighboring homes as this needs to be maintained. Otherwise he is not sure the PB has much control over other cutting.

Mr. Lincourt withdrew this motion.

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- 3) Provide a gated privacy fence at the rear of the building.**

Mr. Neill seconded. With six PB members in favor, the motion was approved.

Preliminary Discussion – Dagmar Congdon, Increase Child Care Capacity from 10 to 14 Children, 801 Meany Road, Map 243, Lot 11, Located in Zone E (Mixed-use): Mrs. Congdon withdrew her request for a preliminary discussion.

PLANNING & POLICY ISSUES:

Solar Ordinance Review: Mr. Lincourt advised the Solar Ordinance Committee began working with this draft model ordinance written by an attorney. He thanked the other committee members Mr. Spilsbury, Mr. Wetherby, and Mr. Royce for their hard work; they did a good job. Some things need to be decided especially pertaining to the Historic District. Comments were made by the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC). Mr. Lincourt recommended after the PB has approved this ordinance it should be sent to the Town Attorney for their review. Mr. Royce reported they have until the first of January to schedule a public hearing and submit this ordinance for a vote during Town Meeting in March. PB members began their review with the Purpose and Authority of the ordinance and continued through several sections. Uses in various zones generated a lengthy discussion. Section 13.5.4 – these are historic properties, listed in the National Register, in Charlestown and North Charlestown, though Charlestown has not adopted a Historic District by ordinance. A decision needs to be made on how these properties will be designated. Fire Chief Baraly mentioned the Fire Department has started taking classes on solar panels so they are becoming more aware of them; it is a concern. Committee members will meet again on Friday to go over comments / recommendations made at this meeting.

ADMINISTRATION & CORRESPONDENCE:

2019 Planning and Land Use Regulation Manuals: Mr. Royce reported these manuals were ordered.

ADJOURNMENT:

Mrs. Smith-Hull moved to adjourn this meeting. Mr. Neill seconded. With six members in favor, the meeting was adjourned at 8:56 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

(**Note:** These are unapproved Minutes. Corrections will be found in the Minutes of the November 20, 2018, Planning Board meeting.)