

**TOWN OF CHARLESTOWN
PLANNING BOARD
DECEMBER 4, 2018**

Members Present: Robert Frizzell (Chair); Richard Lincourt, Doug Neill, Rose Smith-Hull, Terry Spilsbury, Thomas Cobb (Ex-Officio Selectboard member)

Members Absent: Sharon Francis

Alternates Present: James Jenkins; Duane Wetherby, Patricia Chaffee

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, Sharon Francis and therefore asked alternate member, Mr. Jim Jenkins, to sit on the Board. 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 November 6, 2018, as submitted. Mr. Richard Lincourt seconded. With six members in favor, the motion was approved. Mr. Cobb abstained as he was not present for the November 6, 2018 meeting.

**Owner – WHELEN REALTY, LLC and WHELEN ENGINEERING CO., INC.–
Boundary Adjustment Between Existing Lots and two lot subdivision – Old Claremont
Road & CEDA Road – Map 106, Lots 3 & 4 – Zones E (Mixed Use) & F-1
(Industrial/Business)**

Chairman Frizzell asked Mr. Brian Boardman of Whelen Engineering Inc. to discuss the project. The consultants for Whelen introduced themselves as: Dan Nash, Civil Engineer, Advanced Geomatics; Andres Torizzo, Stormwater consultant, Watershed Consulting Associates; Austin Feula, traffic consultant, RSG.

Mr. Boardman explained that the proposed boundary line adjustment and two lot subdivision is proposed in order to allow for the construction of a new manufacturing facility on its own lot, and to comply with building setback requirements.

The Board decided to review the boundary line adjustment and subdivision plan first and review the site plan application subsequently.

The minor subdivision and boundary line adjustment checklist was reviewed. There was discussion regarding the need for an easement over the building 6 property to the proposed building 7 property. There was consensus that the Board would not require an easement. If access needs were to change in the future, then the Planning Board would need to review any requested change. The building 6 lot will remain lot 4 and the new lot for the proposed building 7 will become lot 4-1.

Mr. Cobb moved to grant approval of completeness to the Whelen Engineering Inc. and Whelen Realty LLC Boundary Line Adjustment application: Mr. Neill seconded. With seven PB members in favor, the motion was approved.

Mr. Cobb explained the process of approving an application as complete prior to reviewing the merits of the application and holding the public hearing.

Mr. Cobb moved to grant approval of completeness to the Whelen Realty LLC Minor Subdivision application: Mr. Neill seconded. With seven PB members in favor, the motion was approved.

Chairman Frizzell opened the public hearing for the boundary line adjustment and minor subdivision and reminded those present that this hearing was relative to the boundary line adjustment and minor subdivision and does not include the proposed building. Abutting property owner Paul Lacasse, asked how much closer any new construction would come to his property line. Mr. Boardman explained that any markers near Mr. Lacasse's property were only for surveying purposes and there is no construction proposed for that portion of the property.

Ms. Chaffee asked who is the applicant and does the application have the correct signature. Whelen Realty owns the land to be subdivided. There was a consensus that the application should be revised to show Whelen Realty LLC and verify a suitable signature.

Abutting property owner Mr. Larry Crainich, explained that he is pleased that Whelen is expanding however he would like some issues to be addressed. Mr. Crainich stated that his property is zoned half residential and half mixed use. If that zoning line continues across Ceda Road then $\frac{3}{4}$ of the property in question is zoned residential. Mr. Crainich also expressed concerns over garbage that is collecting along Ceda Road as well as speed concerns on Ceda Road. Mr. Crainich also voiced concerns about exterior lighting at the current facility as well as high beam headlights from current employees' vehicles.

Mr. Boardman indicated that it would be beneficial for abutters to voice their concerns to him when the issues are occurring and he will attempt to remediate those issues in a timely manner.

Abutting property owner Mr. Myron Domingue, expressed concerns over blasting at the building 6 construction site and potential wetland impacts at the proposed building site.

Mr. Boardman and Mr. Nash used the subdivision plan to explain the proposed layout of the new lot as well as the location of the proposed building 7.

Mr. Neill moved to grant final approval to the Whelen Engineering Inc. and Whelen Realty boundary line adjustment and minor subdivision application with the following condition:

1) The application shall be revised to show Whelen Realty LLC as the property owner and provide verification of a suitable signature.

Mrs. Smith-Hull seconded. With seven PB members in favor, the motion was approved.

WHELEN REALTY, LLC and WHELEN ENGINEERING CO., INC. Site plan review – 65,000Sq.Ft.+/- Light Manufacturing Building – Old Claremont Road – Map 106, Lot 4-1 – Zones F-1 (Industrial/Business) and E (Mixed Use)

The major site plan checklist was reviewed. It was noted that the project is located within the Drinking Water Protection District and a Conditional Use Permit is requested. The Board feels that elevation views of the proposed building are required to be provided. The plan was revised to indicate dimensions of driveway, parking, sidewalks and other paved areas. There is no sign proposed at this time. Mr. Spilsbury asked how traffic patterns will be controlled. Ms. Chaffee asked, how will employees from other parts of the campus be prevented from using the new access. This issue will be discussed further during the public hearing. There will not be a dumpster located outside of the proposed building. The proposed building will include typical HVAC systems installed on the roof. These systems shall conform to noise level limits as dictated by the site plan review regulations. The project will require the approval of the Water and Wastewater Commissioners. Mr. Nash will contact Mr. Duquette to discuss the project, the project will require water and sewer services approximately equal to those required for a single family dwelling. The NHDES Alteration of Permit will be required for this project. A driveway access permit from the Charlestown Road Agent will be required. It was noted that sheet L-1 contains specifications for exterior lighting.

Mr. Cobb moved to accept this Site Plan application from Whelen Engineering Inc. as Complete. Mr. Jenkins seconded. With seven members in favor, the motion was approved.

Chairman Frizzell requested that Mr. Feula provide an overview of the traffic impact study. Mr. Feula explained that the proposed use of the new building is similar to uses of the existing Whelen Engineering facilities. There was significant discussion regarding the number of trips expected to be created by the proposed project. Ms. Chaffee and Mr. Spilsbury questioned the amount of peak hour trips that will be produced by this project. It is expected that the layout of the campus as well as internal controls put in place by Whelen Engineering will prevent employees of the existing facilities from using the new access as a shortcut. Mr. Feula explained that on site observations were made from Wednesday October 3 to Friday October 5. Mr. Lincourt expressed concerns regarding the impacts to traffic related to Emma's Market especially in the morning. Mr. Feula feels that traffic interactions with Emma's traffic will not create problems. Peak hours are 6:15am to 7:15am and 3:30 to 4:30. Mr. Jenkins is concerned with the timing of increased traffic and its impact on school bus services. Mrs. Smith-Hull: The plan shows a gate at the proposed Old Claremont Road entrance, when will this gate be closed. Mr. Boardman indicated that the existing gate closes around 5:00pm and is also closed during weekends.

Mr. Feula's study indicated that site distances at the proposed access meet design minimum requirements. Trimming of vegetation to the north will increase site distance to the desired distance. The impacts of this entrance are expected to be minimal. Mr. Feula also noted that NHDOT guidelines recommend a formal traffic impact study if the project is expected to create 100 trips at peak hour. The calculated maximum peak hour impact for this project is 68. Mr.

Lincourt asked if the vegetation that is recommended to be trimmed is located on Whelen property. Mr. Boardman indicated that the vegetation is located on Whelen property.

Mrs. Smith-Hull asked if backing onto the Old Claremont Road is legal, the consensus is that it is legal. There was discussion regarding the flow of traffic through the proposed driveway and parking areas. Mr. Boardman explained that during shift changes the incoming shift will arrive prior to the current shift leaving. Mr. Spilsbury asked if it is feasible to direct the proposed traffic through the current Whelen campus rather than using Old Claremont Road. Mr. Boardman explained that the grade of the access between building 6 and the proposed building 7 is prohibitively steep for employee use. Fire Chief Baraly noted that the proposed full access from Old Claremont Road rather than the previously approved emergency access is a better setup for emergency services. Mr. Lincourt feels that the proposed access will impact traffic in the vicinity especially when Emma's market is busy or is receiving deliveries. Mr. Nash feels that issues regarding traffic at Emma's should not be held against Whelen's project. Additionally, the traffic impact study indicates that the proposed project is not expected to negatively impact traffic in the area. Ms. Chaffee asked if the gate will have lighting. Mr. Boardman stated that reflective surfaces would be used on the gate. Mr. Frizzell questioned the impact of headlights from late night shifts. There is a hedgerow proposed to block the headlights from homes adjacent to the driveway.

Mr. Torizzo provided an overview of the proposed stormwater system. An alteration of terrain permit is required for this project. Soils characteristics are ideal for infiltrating stormwater through an underground chamber system. The chambers shown on the plan are designed to infiltrate all stormwater from the impervious area up to a several inch storm event. Wetlands were delineated adjacent to the site, there will be no impacts to wetlands. The wetlands are shown on the plan. Mr. Torizzo does not have any concerns regarding obtaining the alteration of terrain permit from NHDES. In response to Mr. Lincourt, Mr. Torizzo indicated that the stormwater system calculations are based on a 50 year storm event.

Mr. Nash provided an overview of the proposed utilities. There will be a gravity sewer to the municipal sewer line on Old Claremont Road. The proposed waterline is 8" and there will be a hydrant installed near the building. Due to the equipment that will be used in the building, the fire suppressant system will not be provided by water but will be an alternative system to be coordinated with the Fire Chief. The driveway is 24' wide, the fire access is about 6' or 7' away from the building to allow for the stormwater system components. The overflow for the stormwater system is near the connector road the remainder of the campus. There is an overflow parking area to the south of the main project which can accommodate about 30 vehicles. The proposed hedgerow is arborvitae which is a fast growing hedge. This hedge will provide a good visual barrier and provide limited noise buffer. The electric power will be buried with a transformer near the building. Chief Baraly will review the plans but he does not have any concerns at this time.

It was noted that all abutters were notified of this application and hearing.

Mr. Cobb moved to grant final approval to the Whelen Engineering Inc. Site Plan application:

Mr. Neill seconded.

Mr. Lincourt asked about accident history at the proposed location. Mr. Feula reviewed the NHDOT crash database, over the last ten years there have been no serious accidents and there have been about 3 minor fender benders. Mr. Cobb stated that the Police Department provided similar information during the previous application for this location. Ms. Chaffee asked why did the previous application allow for access through the Whelen campus but this time it is not feasible. Mr. Boardman indicated that previously the plan was to adjust the grade of the connector road, that proposal has since been determined to be cost prohibitive.

With five (5) PB members in favor, one (1) opposed and one (1) abstained the motion was approved.

PLANNING & POLICY ISSUES:

Solar Ordinance Review: Mr. Lincourt provided an overview of the revisions since the last meeting. The requirements specific to historic properties were removed. The categories for types of projects was reduced from eight down to five. Additionally, some typos were fixed and revisions for clarity made. Mr. Spilsbury thanked Mr. Lincourt and Mr. Royce for their effort in preparing the draft solar ordinance. Mr. Spilsbury also noted that this ordinance allows for judgement of the Planning Board to be used in decision making. There was discussion regarding the definitions section and buffer requirements.

The Board decided to hold a public hearing on the draft solar ordinance at their next scheduled meeting, Tuesday December 18, 2018 at 7:00 in the Community Room.

ADJOURNMENT:

Mr. Jenkins moved to adjourn this meeting. Mr. Spilsbury seconded. With seven members in favor, the meeting was adjourned at 10:07 PM.

Respectfully submitted,
Travis Royce, Planning and Zoning Administrator

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the December 18, 2018, Planning Board meeting.)