

**TOWN OF CHARLESTOWN
PLANNING BOARD
AUGUST 21, 2018**

Members Present: Robert Frizzell (Chair), Sharon Francis (Vice-Chair); Richard Lincourt, Douglas Neill, Rose Smith-Hull, Terry Spilsbury, Steven Neill (Ex-Officio Selectboard member)

Alternates Present: None

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 a full Board was present. Mr. Thomas Cobb (Ex-Officio Selectboard member) was unable to attend therefore Mr. Steven Neill (Ex-Officio Selectboard member) is present. No Alternate members were present. Mr. Frizzell advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF JULY 17, 2018:

Mrs. Smith-Hull moved to accept the Minutes of the July 17, 2018, Planning Board meeting, as submitted. Mr. Lincourt seconded. Mr. Lincourt made the following addition. Page 1, Public Hearing, line 1, after “a total of 53” add “mostly dying or dead ash trees”. Mrs. Francis noted on page 2, line 1, add “At a previous meeting” there had been a question. Page 2, second paragraph, line 2, change “This public system is a transient minimal regulation” to “this public system is considered transient”. Mr. Spilsbury noted on page 3, under Other Business, “Mr. Parent” should be changed to “Mr. Perrin” in lines 1 and 5. On page 3, Mrs. Francis corrected line 4 from “The Water Shed Zone allows hair salons” to “The Watershed Zone allows home occupations subject to a Special Exception”. With six members in favor, the Minutes were approved. Mr. S. Neill abstained as he was not present at this meeting.

ANGLICAN CHURCH OF THE GOOD SHEPHERD – Directional Sign Permit – 187 Main Street – Map 118, Lot 110 – Zone B (Business): Mr. Royce had included copies of the Minutes of the September 2, 2014 Planning Board meeting in the PB’s packets for reference as it was when a Sign Permit had previously been discussed. This new application removes the word “Welcome” and the hours of their services; the intent is for it to be a directional sign. Mr. Philip Turner, Property Officer for the Church, was representing the Church. Six members of the Anglican Church of the Good Shepherd were also present. They believe this new sign complies with the guidance given to them in 2014. He thanked Mr. and Mrs. Baraly for supporting this application by allowing the sign to be placed on their building. The Anglican Church was once the Connecticut River Bank built in 1820; it is an historic building. The sign will be two-sided and a picture was submitted to show how it would look from the sidewalk/road. It conforms in size to the regulations.

Mrs. Francis asked for a description of the sign hanger. Mr. Turner replied it will be a metal-type with two holes for screws or other attachment. There will be a short chain to drop the sign down. Their membership is growing so they would like new parishioners to locate them easily.

Mr. Lincourt looked at the Zoning regulations. To comply this sign would have to be a directional sign put up by the Town. A free-standing sign would be acceptable. Mr. Lincourt likes the design and is in favor of the sign but it does not meet the ordinance requirements. Mr. Spilsbury suggested the applicant donate the sign to the Town and let the Town put it up. Mr. Frizzell reminded PB members that they do not want to set a precedent. Possibly they could approve the Sign Permit subject to approval of the Selectboard. Mr. S. Neill felt the Selectboard would probably not have a problem if the Church donated the sign to the Town and they put it up provided the Church accepted responsibility for the sign. The other two Selectboard members would have to approve this.

Mr. Spilsbury moved that the Planning Board approves this Sign Permit provided the applicant receives permission from the Selectboard that they will accept this donated directional sign to the Town and install it but there be no expense to the Town for the installation of the sign or future maintenance. Mr. D. Neill seconded. Mr. Lincourt feels the proper way to handle this is for the applicant to go to the ZBA. With seven members in favor, the motion was approved.

DANIELLE SPURGEON - Sign Permit Application Danielle Spurgeon – 16 Main Street, Suite A, Map 117, Lot 6, Located in Zone A-2 (North Main St.): Mrs. Smith-Hull noticed the applicant checked –“Lighting – External”. Mr. D. Neill replied there are no lights on that pole. This sign will be above the other sign.

Mrs. Francis moved approval to this Sign Permit for Danielle Spurgeon with the understanding there will not be any external lighting. Mr. D. Neill seconded. Mr. Lincourt amended the motion to include the “height from ground” be added on the application.

Mr. D. Neill mentioned there was a previous sign there. There was discussion relative to the size of the sign. Mr. Royce measured and the bracket is longer than 41-inches. The tree is already blocking a large section of the sign therefore it will be hard to see coming from the north. Mrs. Francis did not realize they were approving another sign that would be larger than the existing “Fresh Fades” sign. Mr. Frizzell mentioned Ms. Spurgeon was not present to answer questions.

Mrs. Francis moved to withdraw her previous motion.

Mr. Lincourt moved to postpone this Sign Permit until the next meeting on September 4, 2018. Mrs. Smith-Hull seconded. With five members in favor, the motion was approved. Mr. D. Neill and Mr. S. Neill were opposed to this motion.

Preliminary Discussion - WHELEN ENGINEERING BUILDING 7, Tax Map 106, Lot 4, Located in Zone F-1 (Industrial/Business) and Zone E (Mixed Use): Mr. Brian Boardman from Wheeler Engineering advised the approval for this building has expired. They would like to take advantage of this by changing the lay-out; moving the building further north away from the Perry property and the tower will be moved about 75-feet to the north side of the building. He would also like to change the emergency access road off the Old Claremont Road to an employee entrance. Mr. Boardman is here for discussion about what he needs to provide when he comes back in. Mrs. Francis indicated he would have to follow the Site Plan regulations. Mr. Royce will provide him with that information. Mr. Frizzell noted they will have to talk about the road change; the daily traffic. Mr. Boardman advised this lot will be subdivided so it will stand alone. About nine years ago they started staggering shifts. Employees stationed in this building will use this driveway. The gate will open about 5:30 am and close about 5:30 pm. There should be no back-up of traffic on the Old Claremont Road as the shift will not start until 7:30 am. A consultant has been hired to do the Traffic Study. Preliminary sketches and the type of lighting had been previously distributed.

Preliminary Discussion – BEAUDRY ENTERPRISES TRUCKING TERMINAL, Tax Map 108, Lot 43, Located in Zone E (Mixed Use): Mr. David Edkins was present to represent the Beaudry Enterprises Trucking Terminal application. The PB had previously approved a plan for the Beaudry trucking terminal on the former Gray property in North Charlestown however the decision was appealed by Mr. James McClammer. Mr. Beaudry does not want to wait for that process to be finalized therefore would like to build the same facility that was previously approved by the PB on the north end of property that Mr. Beaudry owns off the Old Claremont Road across from JS Automotive. An aerial photo of the location was distributed. They would need to have a Drainage Plan. Traffic volumes will be about the same but moved about 800 yards up the road. The Noise Study done on the North Charlestown site should be applicable to this site. This site will not require a Wetlands Permit. They would be looking for a Waiver on a full perimeter property survey since this property is 140 acres; it would be very expensive. This project will be on 3 acres. They will provide the PB with as much information as they need; the site goes into the woods. They hope to submit the application in time for this to appear on the PB September 18th Agenda. Mr. Patrick St. Pierre is working on a full set of plans. Mr. Randy Rhoades will review those plans. Mr. Edkins advised if this plan is approved the applicant will withdraw his application on the North Charlestown property.

OTHER BUSINESS:

Ernest Perrin: Mr. Perrin was at the last PB meeting with a complaint and asked who follows-up on them. Mr. Royce replied that after the last visit and photos displayed by Mr. Perrin he checked the J S Automotive folder and it was not in compliance. The owner is supposed to be parking vehicles well back of the pavement/road and no parking outside the right-of-way on that side of the building. There was to be a fence and some shrubs. Mr. Royce sent the owner a letter, they had some conversations and there was a minor improvement today. Mr. Perrin noted there were still four vehicles off the J S Automotive property late today. He appreciates the help. Mr. Royce will continue to follow-up on this.

Danielle Spurgeon – Sign Permit Application, - 16 Main St., Suite A, Map 117, Lot 6, located in Zone A-2 (North Main St.): Ms. Spurgeon had come into the meeting and apologized for being late.

Mr. Lincourt moved to bring this Sign Permit application up for consideration at this meeting. Mr. Spilsbury seconded. With seven members in favor, the motion was approved.

Mr. Frizzell advised the size of the sign was a concern. Mrs. Francis explained the size of this sign is quite a bit larger than the Fresh Fades sign. Ms. Spurgeon can go smaller but the trouble is the tree as the branches will be blocking the sign. People driving by can see the other sign.

Mr. Lincourt moved to approve the Sign Permit for Danielle Spurgeon provided the sign is no larger than 24” x 30”, there be no illumination and the applicant provides the height from the ground on the application. Mr. Spilsbury seconded. With seven members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Model Solar Ordinance: Mr. Royce distributed copies of a “Narrative and Background Model Solar Zoning Ordinance for New Hampshire”. There was a consensus to form a sub-committee or to have a Workshop to work toward a Solar Energy Ordinance for the Town. Mr. Lincourt mentioned there is a great deal of information on ordinances on the internet. There are many options. At this time Mr. Lincourt, Mr. Spilsbury and Mr. Royce will form the sub-committee to begin this work. Mr. S. Neill suggested reaching out to the Conservation Committee to see if they have a representative. Mr. Lincourt mentioned asking Mr. Duane Wetherby as he is Chair of the Historic Committee.

Checklist: Mr. Royce pointed out that the checklist has been discussed at great length in the past however he is looking for feedback. He referenced the Beaudry application. Mrs. Francis mentioned use of the checklist being discussed. It is submitted by the applicant, reviewed and notes are made by Mr. Royce and then it goes before the PB. It is an essential “tool”. Mr. Spilsbury suggested two rows of checkmarks; one row by the applicant and a second row by Mr. Royce. Mr. Royce said most applicants feel they have submitted everything and that is what the checklist reflects from the applicant. What might be important are his comments on completeness. He would prefer to work in the direction of PB discussion. There will still be a lot of discussion on checklist items. In the past his goal has been to provide almost the same comments to the applicant as to the PB members; the applicant is aware of negative comments. Mrs. Francis said the PB should have completeness after doing the checklist and then go into the public hearing.

New Hampshire Municipal Association: Mr. Royce distributed copies of “Conditions” to Approvals in Land Use Boards for the PB’s information.

Town Forest: Mr. Lincourt mentioned at the Conservation Commission meeting last night it was brought to their attention that some people have been camping in the Town Reservoir Forest.

The Town does not have an ordinance that states people cannot camp there. The campers are not cleaning up their sites. Mr. S. Neill advised there is a Town Ordinance for Hall's Pond. Mr. Lincourt will suggest the CC draft an ordinance and present it to the Selectboard.

Motions and Approvals: This will remain on the Agenda for a future meeting.

Time Frame for Building Permits and Completion: This will be discussed at a future meeting.

ADMINISTRATION & CORRESPONDENCE:

Correspondence: There was no correspondence presented at this meeting.

ADJOURNMENT:

Mrs. Smith-Hull moved to adjourn this meeting. Mrs. Francis seconded. With seven members in favor, the meeting was adjourned at 9:40 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the September 4, 2018, Planning Board meeting.)