

**TOWN OF CHARLESTOWN  
PLANNING BOARD  
OCTOBER 2, 2018**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Richard Lincourt, Rose Smith-Hull, Terry Spilsbury, Thomas Cobb (Ex-Officio Selectboard Member)

Alternates Present: Jim Jenkins

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 that regular member, Mr. Doug Neill, was absent 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 SEPTEMBER 18, 2018:**

**Mrs. Francis moved to accept the Minutes of the September 18, 2018, Planning Board meeting, as submitted. Mrs. Smith Hull seconded. Mr. Lincourt noted a correction on page 2, under Beaudry Enterprises Inc: Change “move the building from the previously approved site in North Charlestown to this Old Claremont Road site” to “construct a trucking facility on Old Claremont Road. The plan is similar to one previously approved for a North Charlestown location”. Mr. Spilsbury noted the following corrections: On Page 4 in the motion: Add the following between “to” and “that” in the third line: “add waiver of”. Also on Page 4, 2<sup>nd</sup> to last line replace the period between “zone” and “Nothing” with “and that”. Page 5: The motion should be bold rather than underlined. On Page 2 within the 3<sup>rd</sup> motion: add “final” before “approval” and remove “completeness for”. Mrs. Francis noted on page 2: Remove “review” from the 3 motions. Mr. Lincourt noted on page 4 within the motion: add “for” between “waivers” and “the boundary”. With six members in favor, the motion and correction were approved. Mr. Jenkins abstained as he was not present at this meeting.**

**Solar Ordinance:** Mr. Lincourt discussed the work done so far and stated that the subcommittee has a few questions for the Board. The first question is regarding the Historic District, should solar installation be regulated differently than they would be anywhere else. Mr. Frizzell noted that Concord is proposing some restrictions on solar installations. Mr. Cobb is not in favor of regulating a historic district differently. Many of the buildings have been heavily modified over time. Mr. Jenkins asked where the Historic District is located. There was discussion regarding the location and regulatory standing of a historic district.

Mr. Lincourt noted that regulating a historic district would not prohibit the solar installations but would regulate the installation. Mr. Frizzell feels that some of the potential language is subjective. Mrs. Francis noted the changes that have been made to the historic buildings in town

and future changes are expected however some additional criteria would be sensible. Mrs. Francis also suggested meeting with the Historic District Commission.

Mr. Cobb feels that it is important to distinguish between sizes of solar installations. Mr. Spilsbury noted that the model solar ordinance is an all encompassing ordinance and only portions of the ordinance will apply to Charlestown's situation.

There was discussion regarding how each zoning district would impact the regulation of the various sizes of potential solar installations. Mr. Spilsbury noted that the Historic District spans several zoning districts. Mr. Spilsbury provided some background on Charlestown's Historic District Commission.

Mrs. Francis suggested that the Board should of course consider comments from the public but should not single out any one group to have additional input on the ordinance.

Mr. Lincourt feels that installations within the Historic District should be regulated differently from other areas but the degree of regulation may be more flexible.

Mr. Spilsbury feels that the proposed ordinance should focus more on larger or commercial installations although some regulation of smaller systems may be needed.

There was lengthy discussion regarding the scope of the ordinance and which types and sizes of installations should be regulated.

**Land use and property tax concerns:** There was brief discussion regarding how land use controls can be used to help mitigate the impact of distressed properties.

**Major vs Minor site plan applications:** Mr. Royce asked for some clarification on the Board's view of what constitutes a major site plan vs a minor site plan. The regulations leave this distinction to the Board's discretion. There was discussion regarding a change in use versus a new use.

**PLANNING & POLICY ISSUES: None**

**ADMINISTRATION & CORRESPONDENCE:** Mr. Royce had no Administration or Correspondence for this meeting.

**ADJOURNMENT:**

**Mrs. Smith-Hull moved to adjourn this meeting. Mr. Jenkins seconded. With seven members in favor, the meeting was adjourned at 9:25 PM.**

Respectfully submitted,  
Travis Royce, Planning & Zoning Administrator

(**Note:** These are unapproved Minutes. Corrections will be found in the Minutes of the October 16, 2018, Planning Board meeting.)