

**TOWN OF CHARLESTOWN
PLANNING BOARD
JANUARY 15, 2019**

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

Members Absent: Richard Lincourt

Alternates Present: James 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 the absence of regular member, Richard Lincourt, and asked alternate member James Jenkins to sit in his place on the PB. Mr. Frizzell advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF DECEMBER 18, 2018:

Mrs. Smith-Hull moved to accept the Minutes of the Planning Board meeting of December 18, 2018, as submitted. Mr. Spilsbury seconded. Mr. Lincourt noted: Page 1 last line of the page, insert “of” after “parameters”. With four (4) members in favor, the motion and correction were approved. Mr. Cobb, Mr. Jenkins and Mr. Neill abstained as they were not present for the December 18, 2018 meeting.

Child Evangelism Fellowship of NH – 2 Lot subdivision – Sam Putnam Road and Camp Good News Road, Tax Map 240 Lot 2, Located in Zone E (Mixed Use)

Mr. Kevin Bascom was present to discuss the subdivision. He noted that the property was being subdivided and the larger wood lot of approximately 71 acres would be purchased by Bascom Maple Farms. There was discussion regarding where Camp Good News Road transitions from Class V to Class VI. Tracy Coverdale of Child Evangelism Fellowship of NH, stated that the Road has been plowed to the corner by the farm house.

Mr. Cobb read through the minor subdivision checklist. It was noted that a waiver is needed for the scale of the plan.

Mr. Cobb moved to accept the application as complete, seconded by Mr. Neill. With seven members in favor, the motion was approved.

Mr. Neill moved to grant final approval of the Child Evangelism Fellowship of NH – 2 Lot subdivision, with the condition that the end of the Class V road be shown on the subdivision plan with an appropriate notation, motion seconded by Mrs. Smith-Hull. With seven members in favor, the motion was approved.

The applicant will arrange a meeting with the road agent and surveyor in order to determine the location of the end of the Class V road.

Preliminary Discussion: 200 Main St.

Mr. Cobb stepped off the Board in order to discuss potential plans for the former Jiffy Mart located at 200 Main Street. Mr. Cobb and his brother Joe Cobb are in the process of purchasing the property. They are considering converting it into four retail rental units. Mrs. Francis and Mrs. Smith-Hull have concerns regarding parking capacity. Mr. T. Cobb explained that there is substantial capacity for parking and the gasoline pumps will not be in the way. Mr. J. Cobb explained that he would utilize one of the units for his business. Mr. T. Cobb stated that the units will not be used for a deli, pizza, convenience store or gas station but any other retail use is possible. He also stated that there would be items for sale outside at times.

Mr. Spilsbury noted that the use of the units are likely to vary over time. Mr. T. Cobb is looking for guidance regarding the requirements that he will need to meet especially because the site has a history of significant retail use. Mr. Jenkins is concerned about items for sale outside of the building. Mr. T. Cobb stated that items would be moved inside after business hours. Mrs. Francis asked about the boundary between the state R.O.W., Town R.O.W. and the subject property and noted that some individuals in town would like to see a grass strip continued along this property. Mr. Spilsbury asked if parking on the property could be reduced and public parking used instead of onsite parking. Mr. T. Cobb is not agreeable to eliminating the parking on the property. Mr. T. Cobb asked what the current status of the property is relative to planning and zoning concerns. Some Board members feel that if the use of the property remains retail, then the owner would not need Planning Board approval. Mrs. Francis noted this area of Main Street is parking challenged. Mrs. Francis also noted that a grass strip is desired between the sidewalk and Main Street. There was significant discussion regarding potential parking configurations.

Mr. T. Cobb asked for a specific mechanism within the planning and zoning regulations that would require an application for the use being discussed tonight. Mr. Frizzell feels that it is important for the Planning Board to review the use in order to prevent or reduce potential problems with parking, traffic or other potential issues. Mr. Spilsbury feels that the change from one unit to four units would require a site plan review application.

There seemed to be a consensus that the use described tonight would fall under a minor site plan review application.

Planning and Policy: Mr. Royce noted that Mr. Neill and Mr. Lincourt’s terms are up this year and the filing period is January 23 through February 1.

Personnel: There was brief discussion regarding potential revisions and improvements to the Planning and Zoning Administrator job description.

ADJOURNMENT:

Mrs. Smith-Hull moved to adjourn this meeting. Mr. Cobb seconded. With seven (7) members in favor, the meeting was adjourned at 8:25 PM.

Respectfully submitted,

Travis Royce, Planning and Zoning Administrator

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the February 5, 2019, Planning Board meeting.)