

Present: Patty Chaffee – Chair; Jeremy Wood; Dick Lincourt; Alissa Bascom; Alan Putnam

Alternates: Sharon Francis, and Keith Weed

Staff: Liz Emerson; Kristan Patenaude - Secretary

Patty Chaffee called the meeting to order at 7:00pm.

Sharon Francis sat for Gabe Bailey and Keith Weed sat for Doug Neill.

Approval of minutes of 10/5/2021: Motion by Alan Putnam to accept the minutes as amended, seconded by Alissa Bascom.

Corrections: Page 1, last paragraph, change the word ‘assessment’ to ‘age limit’;

Page 2, paragraph 4, The Board reviewed the Education draft. Change ‘Education’ to ‘Economic Development’;

Sharon Francis would like to add the following quote after paragraph 3 ‘Sharon Francis suggested that the Economic Development recommendation about trimming trees and shrubbery on Main Street be eliminated, as well as duplicative recommendations about zoning updates.’

7-0-0, motion approved unanimously.

Agenda Review: none

Applications:

Liz Emerson stated that the Board will hear a site plan application from the proposed hair salon on November 2, 2021. The Board will also hear a subdivision and site plan application for St. Luke’s, and a lot line adjustment on River Road on November 19, 2021.

Continued Business: none

New Business: none

Administration: Ballot items

The Board discussed the upcoming items to place on the ballot including, amending Section VII of the building code to require mobile homes to be double-wide and to be built within the last five years. Item C allows mobile homes to move within the Town of Charlestown, as long as they follow HUD requirements.

Patty Chaffee explained that, once a public hearing is held by the Planning Board on these amendments and the Selectboard agrees on them, the amendments will go into effect until placed onto the ballot and voted on by citizens. These have not yet gone before Town Counsel.

A second item is to amend the definition of manufactured housing, manufactured housing parks, tiny homes, etc.

There was discussion of section 2.5, definition of a building. Dick Lincourt suggested that a structure without exterior walls but otherwise meeting the current definition (such as a carport) should be considered a building. The Board agreed that there could be further discussion about this topic at a future meeting.

A third item will be a general provision against new mobile home parks allowed in Town.

Communications: none

Master Plan Subcommittee: Approve as final drafts: Utilities, Housing, Implementation & Vision Sections:

The Board reviewed the Utilities section. It was mentioned that bolder and more emphasized headers for each section might be useful.

The Board reviewed the Housing section.

The Board reviewed the Implementation section. There was discussion regarding if the Selectboard should be the group in charge of many of the goals. It was noted that the Selectboard can delegate these tasks to other groups, but this should come from the Selectboard.

The Board reviewed the Vision section.

Sharon Francis noted that she would like to see more specific mention given to the Grist Mill and CEDA in this section. Patty Chaffee stated that there were references to these within the Master Plan, but the Economic Development Task Force recommended removing them. It was noted that these are not Town entities. If the Master Plan is going to promote economic development and available land in Town, all groups deserve exposure to be fair.

Patty Chaffee explained that the next Planning Board meeting will be a public forum on November 2, 2021. This will be a time for the public to review the draft Master Plan and make comments. This should be held through a Zoom meeting. On November 17, 2021, the Planning Board will present the document to the Selectboard. This meeting will include an invitation to all committee members listed in the Implementation section. It is hoped that there will be a public hearing to review and adopt the document at the first meeting in December.

Patty Chaffee noted that this Saturday is the Charlestown Fall Festival. There will be a booth for Planning Board and other board/commission members. The draft Master Plan will be available for review.

In response to a question from Sharon Francis, Patty Chaffee explained that the draft Master Plan document will be uploaded to the Town website for the public to review prior to the public hearing. During the public hearing, Board members will mostly talk about the Implementation section. It is hoped that this meeting will illicit questions, ideas, and suggestions from the public.

Motion by Dick Lincourt to adjourn at 8:10pm, seconded by Alissa Bascom. Meeting adjourned.

Respectfully submitted,

Kristan Patenaude
Recording Secretary