

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

Alternates: Keith Weed, Sharon Francis (7:10pm)

Staff: Liz Emerson, Kristan Patenaude (remote)

Public: Wayne McCutcheon; Phil Turner

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

Keith Weed sat for an absent member of the Board.

Continued Business:

2021-SPFP-004: Phil Turner Properties LLC (Owner): request final site plan review for 3-units multi-family housing; the property identified as Map 118 Lot 084 and is located at 188 Main Street in the Business (B) Zoning District.

Jeremy Wood recused himself.

Mr. Turner stated that the easement agreement will be recorded when the subdivision is recorded and site plan is approved by the Board. The agreement provides for rights to the driveway, utilities and parking areas of the lots.

It was noted that water will enter the main house from the 4" line. The sewer has started to be dug. A new 6" pipe will be installed to connect from the old sewer line. A new basin has been added at the junction between the church sewer line and the line from the residence. The accumulated waste will be sent to the Town sewer through the line.

Jeremy Wood explained that the catch basin will be located between the central unit and the west unit. The only unit that won't be on the catch basin is the main house, as it is already connected.

Sharon Francis entered the meeting.

Motion by Mr. Lincourt and seconded by Mrs. Bascom to approve the site plan for Phil Turner Properties, subject to the Town being provided with as-built plans.

All in favor 5-0, motion approved.

Jeremy Wood retook his seat.

Approval of minutes of 12/07/2021: Motion by Mrs. Bascom to accept the minutes as amended, seconded by Mr. Lincourt. Changes: Mr. Lincourt on lines 92 & 93 change Zone "E" to Zone D; Line 96 change the word "change" to chance.

6-0-0, motion approved.

Agenda Review: None

Applications: None

New Business:

Zoning Amendments for the 2022 Ballot: Building Code, Zoning Ordinance and Definitions

Ms. Chaffee opened the public hearing on these zoning amendments.

- 1) Amendment to the Building Code to allow only manufactured housing assembled or built within the last five years into Charlestown.

Ms. Francis suggested the language be altered to read “brought into Charlestown” or “placed in Charlestown.” The Board agreed that this language could be altered.

- 2) Amendment to Section 8.4, General Provisions to not allow new manufactured housing parks in Charlestown.
- 3) Amendment to Section 2, Planning & Zoning Regulations, for better definitions to manufactured housing/parks, tiny homes, updating language to match that from the State, etc.

Mr. Lincourt stated that he has a concern with the proposed building code amendment for manufactured housing, as it could be construed to cover existing units. He would prefer language that, “Manufactured housing units already installed shall be exempt.”

Ms. Chaffee stated that a language change was suggested by Ms. Francis for the Warrant Article, and a language change was suggested for the Building Code itself.

Ms. Emerson discussed amendment #3. In regard to Section 2 (DEFINITIONS) number 2.1, this was cut and pasted from the RSA. Building frontage, number 2.6, comes from the RSA. Manufactured housing, number 2.36, is from the RSA. The manufactured housing park definition is a generic definition. Pre-site built housing, number 2.50, was added because this is different from a manufactured house. number 2.66, the smallest tiny house is suggested to be listed at 319 s.f. or less and must be on a permanent chassis.

Mrs. Bascom asked if a minimum size for a tiny home should be included. It was noted that the IIRC mentions the minimum square footage for a house can be 120 s.f. Thus, it was suggested that the range for a tiny house could be 120 s.f. – 319 s.f.

Ms. Chaffee closed the public hearing.

Motion by Mrs. Bascom and seconded by Mr. Lincourt to approve proposed Warrant Article 1 as written for Select Board approval: Are you in favor of adoption of the Building Code amendment to the existing Town of Charlestown Building Code, as proposed by the Planning Board – Amend the Building Code to allow only manufactured housing assembled or built within the last five calendar years brought into Charlestown for placement.

Roll call vote: All in favor 6-0, motion approved.

Motion by Ms. Chaffee and seconded by Mr. Wood to approve proposed Zoning Amendment as written for Select Board approval: Are you in favor of adoption of the Zoning Ordinance amendment to the existing Town of Charlestown Zoning Ordinance, as proposed by the Planning Board – Section 8.4, General Provisions, to not allow new manufactured housing parks in Charlestown?

Roll call vote: All in favor 6-0, motion approved.

Motion by Mrs. Bascom and seconded by Mr. Wood to approve proposed Warrant Article 3 as written for Select Board approval: Are you in favor of adoption of the Planning & Zoning Regulation amendment to the existing Town of Charlestown Planning & Zoning Regulations, as proposed by the Planning Board –

Amend Section 2, Definitions, to define abutter, manufactured housing, manufactured housing parks, tiny homes, update existing definitions to comply with State regulations, and grammatical corrections?

Roll call vote: All in favor 6-0, motion approved.

Administration:

Ms. Emerson noted that there are updated Sections 1, and 3 to be included in the Board's binders.

Ms. Francis asked about distribution of the Master Plan. It was noted that the Master Plan is on the Town website and some binder copies will be available in the office.

Ms. Chaffee noted that the Planning Board is the one to initiate the Capital Improvements Plan for the Town. Some preliminary work is being done to get this off the ground.

Communications: none

Motion by Mr. Lincourt to adjourn at 7:54pm, seconded by Mrs. Bascom.

All in favor. Meeting adjourned.

Respectfully submitted,

Kristan Patenaude
Recording Secretary