

Present: Robert Frizzell - Chair; Sharon Francis - Vice Chair; Rosie Smith-Hull; Dick Lincourt; Terry Spilsbury; Douglas Neill

Absent: Steven Neill

Staff Present: Steven Schneider; Sarah Davis, Secretary

Mr. Frizzell called the meeting to order at 7pm

Motion by Mr. Frizzell to approve the minutes of the meeting of 9/17 at the next meeting on November 5th as there are insufficient board members present for a quorum. All in favor, motion approved.

Site plan review T Cobb Services LLC - 200 Main Street; Vintage Soul Tattoo. Tom Cobb spoke to the client being ideal for the space, the business is by appointment only, this will be minimal impact and the tenant is a local veteran. Mrs. Smith-Hull spoke to the website showing a very professional business. Ms. Francis spoke to signage needing to state by appointment only with the full telephone number, Tom Cobb confirmed that this is what is planned. Mr. Lincourt asked about opening hours which when previously discussed did not include Sunday hours. Tom Cobb confirmed that this will not be normal operating hours this is simply to make this time slot available for customers who have specific time restraints such as activity duty military.

Motion by Ms. Francis: to accept as complete the application of the Vintage Soul Tattoo site plan, seconded by Mrs. Smith-Hull. All favor, motion approved.

Mr. Frizzell asked for comments from any abutters. Judy Baraly spoke to confirm that she is delighted to welcome the new business.

Motion by Ms. Francis: final approval for the Vintage Soul Tattoo site plan as part of the 4 unit commercial activity at 200 Main Street, seconded by Mrs. Smith-Hull. Approved with 1 abstention.

Mr. Spilsbury abstained and spoke to parking spaces being for employees and all clients will need to park elsewhere. Ms. Francis spoke to the discussion at the previous meeting and provision for customers and employees requiring on-site parking being waived.

Approval of the minutes of the meeting of September 17th: (Mr. Lincourt and Mr. Douglas Neill arrived late to the meeting). Motion by Mrs. Smith-Hull to accept the minutes of September 17th, Charlestown Planning Board as presented, seconded by Ms. Francis.

Amendments: Ms. Francis: p.1 para. 2 first line; add a period after "Nickerson's"; p.1 9th line from the end, add "for Liberty Utilities. She manages... remove the word "managing"; p.2 para. 5, first line add "of the Conservation Commission" after meeting; p.2 6th line from the bottom, change "raised the questions as to why" to "asked"; p.2 3rd line from the bottom change "confirmed" to "stated"; p.3 para. 2, first line add "Cobb's" before plan; p.3 para. 4 first line, remove "spoke to the plan" and change "she hopes that the plan is accurate" to "the plan needs to be accurate"; p.3 para. 6, first line add "space" after "green"; p.4, para. 2, first line remove "spoke to the loading area on the north side of the building and"; second line add a period after "on"; p. 4 last line, remove "Mr. Lincourt spoke to tenants using spaces outside of the Ice Cream Machine" and replace with "Mr. Lincourt said tenants can use spaces outside of The Ice Cream Machine as offered by Dan Pelkey"; p.8 para. 11 replace "spoke to" with "said that" and add "is" after "board"; option 1 replace "for" with "that" and remove "to" after tenant;

All in favor, minutes approved as amended. Mr. Frizzell abstained as he was not present at the meeting.

Site Plan Review - S&K Services LLC - 16 Main Street; S&K Services Property Inspections. Scott Wade spoke to having 4 employees with 1 full time person in the office. There will be no customers visiting the space. Mr. Frizzell asked for abutters, there were none present. Mr. Lincourt asked about parking spaces, per the plan there are 8 spaces. Mr. Spilsbury spoke to the proposed business being an ideal use of the space being a lighter use than the previous tenant. Mr. Douglas Neill asked about overnight vehicle parking, Scott Wade confirmed that there will be 1, possibly 2 vehicles parked on the premises overnight.

Judy Baraly asked about the site plan for the previous tenant "Fresh Fades" and a discussion ensued on there being no site plan at the town office for the original business location of Fresh Fades.

Mr. Frizzell asked for a motion.

Motion by Mr. Douglas Neill: to accept the application by S&K Property Services LLC for minor site plan approval as complete. Seconded by Ms. Francis, all in favor, motion approved.

Motion by Mr. Douglas Neill: to accept the application as final, seconded by Mrs. Smith-Hull, all in favor, motion approved.

Scott Wade asked about sign approval which has been paid for, this will be a separate application. Mr. Spilsbury spoke to the sign being of similar size to Fresh Fades and Scott Wade confirmed that this is the intention.

Voluntary Merger -Jacqueline Weston - 165 Sullivan Street. There was a discussion on the location of the property and whether there are houses on each of the properties.

Motion by Mr. Lincourt: to move that the item be tabled until the next meeting on November 5th to enable the tax maps to be referenced. Seconded by Ms. Francis. Comment by Mr. Lincourt that the application states "1 adjacent parcel" this should be "2 adjacent parcels". All in favor, motion approved.

Continued - Sign Permit - Sugar River Mennonite Fellowship – 3489 Claremont Road. Steven Schneider confirmed that the sign does not meet regulations as it is only 75 feet from the center of the road and not 150 feet as required. Steven Schneider read out regulation 8.6.4 subsection B sub sub section O. A discussion ensued on the size requirements and the distance from the road. Mr. Frizzell called for a motion. Mr. Frizzell confirmed that the sign does not meet the requirements and Steven Schneider should write to the applicant to request the sign size be changed in accordance with the relevant regulations.

Motion by Mr. Lincourt: to approve the application by the Sugar River Mennonite Fellowship subject to the condition that the total square footage of the signs should not exceed 50 square feet, seconded by Douglas Neill, all in favor, motion approved.

Mr. Frizzell spoke to a question of adding a house behind the garage on the garage property. Mr. Lincourt confirmed that he has discussed this with the applicant and the original site plan application which was approved did include a house. Steve Schneider confirmed that the actual site plan does not have a house but the septic system plan does include a house. Steven Schneider asked what the applicant needs to be asked to do and confirmed that the structure will be temporary. Steven Schneider shared the site plans with the board. Mr. Frizzell asked if a motion is required, Mr. Spilsbury confirmed that this is simply a building permit requirement.

Administration and correspondence: Steven Schneider confirmed there are 2 sign permits, both temporary, 1 for the High School and 1 for the Boy Scouts' Spaghetti Supper which identifies 4 separate locations.

Land Use Regulation books: Steve Schneider will order 7 books to be paid for by the town and 1 cd version.

Accessory dwelling unit question: a family is looking to convert space over a garage for an adult dependent who needs to be close to their parents. The garage is not attached. A discussion ensued on regulations and housing both in and around the Charlestown area. The conclusion of the discussion was that this is a matter for the Zoning Board and the family should be advised as such. Steven Schneider was asked to contact Dave Edkins to request assistance for the family with the application as this can be intimidating for the uninitiated. This is a topic for future discussion and possibly a public hearing.

Ms. Francis spoke to an approval for a septic system for J Fisher on the north end of the Borough Road, there is a building across the driveway which was to be for livestock possibly or farm use, there appears to be somebody living in the building, this warrants investigation.

Mr. Lincourt asked if the Sumner House has another temporary sign approval, Steven Schneider confirmed they do have approval. 109 Michael Avenue, a car port was recently erected; this does not meet the regulations as it is 6 feet from the edge of the pavement and so does not meet the 25 foot setback requirement. The question is, is this considered a building? The conclusion is that this is not a building as it does not have external walls. Minutes from the Planning Board meeting of October 2018, Michael Ave and a contractor operating from his home, Alva Construction, this should be looked into for permissions and approvals.

Robert Frizzell called for a motion to adjourn at 8.10, proposed by Mr. Lincourt, seconded by Ms. Smith-Hull, meeting adjourned.