


CITY OF CLAREMONT
Planning Board Meeting
Monday, October 24, 2005, 7:00 p.m.
City Hall, Council Chambers, Claremont, NH

MINUTES
Approved with Amendments on 11/14/05

Meeting called to order at 7:00 pm by Chair, Anita Engel

Housekeeping:

- Chair Engel welcomes new Planning Board Member, Seat 9A, Mr. Peter Guillette
- Acknowledgement that an opinion letter was received from Attorney Taylor.

I. Roll Call : Anita Engel, Alan Grigsby, Mayor Scott Pope, Heather Bopp, Frederick Kuriger, Jim Hanson, Erwin Caplan, Russell Fowler, Allan Berggren, Bruce Temple, Peter Guillette

Present: Anita Engel, Alan Grigsby, Mayor Pope, Heather Bopp, Frederick Kuriger, Allan Berggren, Erwin Caplan, Russell Fowler, Peter Guillette

Absent: Jim Hanson (excused), Bruce Temple

City Staff: Gerald Coogan, AICP, City Planner; Suzanne Ripka, Boards and Commissions Coordinator

II. Minutes of October 10, 2005 meeting

Motion: Approve October 10, 2005 minutes

Made By: Mayor Pope **Second:** Mr. Grigsby **Vote:** Unanimous

III. New Business:

A. Michael W. Brown, 116 Mulberry Street, Claremont, NH – Applicant desires Site Plan approval for proposed restaurant at 116 Mulberry Street. Tax Map 131, Lot 87, Zone B2.

1. According to Mr. Coogan, Mr. Brown, the owner of the 26,900 SF (square foot) site, desires to establish a business for BBQ take out on the property using a generator powered truck (size equivalent to UPS truck) and a smoker. The applicant will have a 3 phase approach. Phases 1 and 2 are being presented for approval. Phase 1 involves takeout service from the truck. Phase 2 involves picnic tables on site. Phase 3 will involve a restaurant inside the existing building. The applicant has worked w/TRC and has been to the Department of Public Works. The existing site is not in the floodplain. The Fire Department is aware of the applicant's intent and will inspect the truck if approved. There are 14 to 15 proposed parking spaces, snow storage and screening for the dumpster. Mr. Coogan recommends acceptance of plan as complete.
2. Mr. Grigsby questions if the site plan indicates the ROW (Right of Way) for the Agel property; the site plan appears to indicate that the ROW is blocked off. Mr. Coogan states the City has requested more information on the ROW along with dumpster location.
3. The applicants, Sheila Smith-Banks and Michael Brown are partners in the proposed business. Mr. Brown owns the property and Ms. Smith-Banks is lessee. Mr. Grigsby would like to hear the business plan. Ms. Smith-Banks provides the Board with a brief synopsis on both applicants and their relevant experience. She explains their plan is to test the market with the truck. The business plan calls for a truck with trailer, smoker/grill on back of truck, take out only for Phase 1 with possible picnic tables in Phase 2. Proposed business hours are Friday to Sunday, 4 PM to 8 PM with prepared food available until daily supply runs out. The plan shows means of egress near Park Ave. The smoker will be relocated. The applicants anticipate business will be a great deal of delivery service and do not anticipate issues with the ROW. The applicants modified the plan to address Mr. Agel's smoke concern. The smoker is to be moved next to building which would be 200 feet from buildings on surrounding properties. Ms. Smith-Banks explained the design of the custom built cooker is to minimize smoke and emissions. Ms. Smith-Banks states that the location and modifications should solve smoke and odor control concerns.



4. Ms. Smith-Banks admits that they did overlook the dumpster and will address it.
5. Chair Engel questions if the business will be year round. Ms. Smith-Banks verifies that is their intention. The business will include food preparation and deliveries to local areas hoping to encourage more business. Mr. Grigsby questions when applicants intend to begin operations. Ms. Smith-Banks responds within 6 weeks.
6. Mr. Grigsby questions heavy black line that appears on plan. The applicants respond that this is a drafting error. Mr. Grigsby questions picnic tables and canopy locations. Mr. Grigsby questions if the proximity of the smoker to the building would be a potential fire problem. Mr. Berggren questions the snow storage and location. Mr. Brown has experienced moving snow at this location for 2 years and has not had issues.
7. Mr. Berggren questions signage and Ms. Smith states that because of type of operation they do not want signage. Ms. Smith-Banks responded that they expect word of mouth and quality of product to advertise the business.
8. Ms. Bopp states the site plan will require many changes. Smoker relocation closer to building, change in traffic flow, dumpster location, picnic tables and canopy within ROW; she would like to see the location of the snow removal. Ms. Bopp explains that she does not want to hold up business but is concerned with the changes. Mr. Grigsby questions why the Board should accept plan with so many questions. Mr. Coogan states the definition of plan acceptance includes sufficient information presented by the applicant to begin review of the plan application. Acceptance of the plan begins the 65 day clock during which time the Board needs to approve, deny or continue the application. Board discussion regarding plan. Chair looks for motion for action

Motion: To continue application to next meeting
Made by: Ms. Bopp **Second:** Mr. Berggren
Roll Call Vote:
 Anita Engel, Chair- no
 Alan Grigsby, Vice Chair – yes
 Scott Pope – no
 Heather Bopp - yes
 Frederick Kuriger – yes
 Russell Fowler - no
 Erwin Caplan – no
 Allen Berggren – yes
Vote Results: tie vote – motion fails (4/4)

Motion: To accept site plan as complete
Made by: Mr. Kuriger **Second:** Mayor Pope
Roll Call Vote:
 Anita Engel, Chair- yes
 Alan Grigsby, Vice Chair – no
 Scott Pope – yes
 Heather Bopp - no
 Frederick Kuriger – yes
 Russell Fowler - yes
 Erwin Caplan – yes
 Allen Berggren – yes
Vote Results: 6 yes 2 no, motion passes. Site Plan is accepted as complete

Mr. Fowler would like to move approval pending approval from Fire Department
Motion: continue consideration to the next Board meeting on November 14, 2005 providing the applicant sufficient time to resolve the following questions:
 1) ROW
 2) Truck/Smoker relocation
 3) Canopy and picnic relocation



- 4) Traffic Flow
- 5) Dumpster and Snow removal relocation

Mr. Coogan will meet with the applicants in a work session prior to next meeting.

Made by: Mr. Fowler **Second:** Mayor Pope **Vote:** Unanimous

B. Steven Provost, 120 Myrtle Street and Edward Provost, 124 Myrtle Street, Claremont, NH –

Application for Subdivision Approval submitted for Annexation of 10,000 sq. ft. of land from Tax Map 119, Lot 17 to Tax Map 119, Lot 18. Edward Provost, 124 Myrtle Street, Tax Map 119, Lot 18 then proposes a Minor Subdivision into proposed Lot 1 – 17, 550 sq. ft and proposed Lot 2 – 20, 150 sq. ft. Tax Map: 119, Lot: 17 and Tax Map: 119, Lot: 18, both located in Zone R1.

1. Mr. Coogan presents that Steven Provost would like to transfer 10,000 SF of land to his father Ed Provost and then elder Provost would create a new lot.
2. Mr. Dombroski presents for property owners. Both lots currently have frontage on Myrtle Street and Memorial Drive, both lots have existing houses and conforming side lots. Steven would like to add 10,000 SF to Ed’s property which would leave Steve with 12,000 SF with frontage on Myrtle Street. Ed would then subdivide the parcel into 2 lots. The water and sewer hookup has been reviewed by DPW.
3. Mr. Coogan recommends plan be accepted as complete

Motion: To accept plan as complete

Made by: Mr. Grigsby **Second:** Mr. Berggren **Vote:** Unanimous

Open Public Hearing:

Abutters list read

Abutter	Mailing Address	Map	Lot	Noticed	Public Hearing
Edward Provost <i>present</i>	124 Myrtle St Claremont, NH 03743	119	18	10/12/05	10/24/05
Steven Provost	120 Myrtle St Claremont, NH 03743	119	17	10/12/05	10/24/05
Merle and Irene Boardman	10 Memorial Dr Claremont, NH 03743	119	16	10/12/05	10/24/05
Ronald and Lillian Whittemore	6 Memorial Dr Claremont, NH 03743	119	19	10/12/05	10/24/05
Nicholas and Heidi Emanuel	8 Woodland St Claremont, NH 03743	119	25	10/12/05	10/24/05
Wayne and Tammy McElreavy	2 Woodland Street Claremont, NH 03743	119	26	10/12/05	10/24/05
Scott and April Dwyer	118 Myrtle St Claremont, NH 03743	119	28	10/12/05	10/24/05
Stephen Scott	127 Myrtle St Claremont, NH 03743	119	180	10/12/05	10/24/05
Marcia Burch	123 Myrtle Street Claremont, NH 03743	119	181	10/12/05	10/24/05
Ronald and Tamara Nelson	119 Myrtle Street Claremont, NH 03743	119	182	10/12/05	10/24/05

Close Public Hearing:

4. Mr. Coogan presents conditions of approval recommended by the City.
 1. Applicant shows all easements on plan
 2. Provide easements to city for water and sewer
 3. Driveway permit
5. Mr. Grigsby questions if water and sewer easements are standard. Mr. Coogan responds that Memorial Drive does have city water and sewer but there are no easements to the lot. Easements are needed to lay water and sewer lines. Discussion on location of proposed building.



Motion: To approve subdivision application with the following conditions:

1. Applicant shows all easements on plan
2. Provide easements to city for water and sewer
3. Driveway permit

Made by: Mr. Grigsby

Second: Mr. Fowler

Vote: Unanimous

C. Kelly Phillips, 50 Lane Ridge Road, Claremont, NH - Application for Minor Subdivision Approval submitted; proposed Lot 1 - 1.08 acres, proposed Lot 2 – 25.6 acres. Owners Coleen and Sean Tutton, Tax Map 164, Lot 4, Zone RR2. - *Mayor Pope recuses himself.*

1. Mr. Coogan presents proposed 2 lot subdivision. The City feels additional information is needed for exact width and length of Lane Ridge Road in order to determine where the ROW ends. The City has requested that SEA consultants give an estimate of what the cost will be for the new information. Once cost is received, the City will request that the applicant provide funds to pay for the 3rd party review.
2. Mr. Coogan recommends continuing the application until Monday, November 28, 2005 meeting at 7:00 PM. Mr. Fowler states that he was present for Hinkley application approval and believes ROW change was granted up to Hinkley property. Thus, the City may only have a 50 foot ROW up to the Hinkley site. Documentation from Mr. McCutcheon states Lane Ridge Road has a width of 49.2 feet or 49.5 feet.
3. Chair Engel recommends a Planning Board site visit to the location to be scheduled at next meeting November 14, 2005.
4. Mr. Coogan states that the plan shows a 50 ft frontage prepared by a NH licensed land surveyor. Absent additional new information from the surveyor of record, the City feels that 3rd party review would be appropriate.
5. Mr. Grigsby questions why the width of road would have so much impact on frontage. Mr. Grigsby feels the lot would still have 50 ft frontage even if road is not 50 ft. The plan reflects frontage goes around the side of as well as end of Lane Ridge Road. Mr. Coogan and Mr. Grigsby reviewed plan. Mr. Grigsby states that frontage appears to be there. Ms. Bopp would rather see entire hearing continued until November 28, 2005.

Motion: to continue application to Monday, November 28, 2005 meeting

Made By: Ms. Bopp

Second: Mr. Grigsby

Vote: Unanimous

Chair Engel questions if this will give applicant enough time to gather proper information. Mr. Coogan expects the estimate soon and when he receives it, he will notify the Tuttons and then notify the Board of Tutton’s decision. Mr. Fowler requests update at next meeting and then set site visit at that time.

Atty. Wells Chandler, representing abutters Mr. and Mrs. Regan, inquires if notification of the public hearing will be provided. Mr. Coogan verifies that they will be notified.

Mayor Pope rejoins Board.

D. City of Claremont, 448 Sullivan Street, Claremont, NH - Applicant desires Site Plan approval for construction of 33' x 252' airport hangar and to reconstruct 83.5' x 391' of taxiway “B” pavement. Tax Map 117, Lot 16, Zone II.

1. Mr. Coogan states the City is exempt from local land use regulations yet the City believes it is appropriate for the City to go through with the process. The proposed hangar is consistent with the FAA-approved Master Plan. Mr. Coogan points out that the airport is a secure facility and the existing site is restricted by FAA regulations. Fire prevention will be presented by Chief Chase. The airport has its own on-site snow removal equipment. There will be no signs, no outdoor waste storage and no conservation or wetland issues.
2. Mr. Coogan recommends plan be accepted as complete

Motion: To accept site plan application as complete

Made by: Mr. Grigsby

Second: Ms. Bopp

Vote: Unanimous



3. Chief Chase, Fire Chief, Airport Manager, states his responsibility as airport manager is to ensure that appropriate development, consistent with the Airport Plan take place. Mr. Love’s hangar was the 1st private hangar in 30 years. As the City and nearby communities develops, more people are interested in housing planes. The FAA and NH DOT grant provides funds for municipal hangar; the City will own the hangars and receive rent space, which will offset taxpayer responsibility. Chief Chase explains that plan for the hangars is a “build out” prepared by Dufresne-Henry. Chief Chase states the FAA and NH DOT will approve to ensure it meets all federal and state guidelines for airport development. The City hopes to begin construction within the next 2 weeks. The goal is to make the airport self sufficient. Hangar rental and lease will assist that effort. Chief Chase describes the plan as cold storage for airplanes. Estimated cost for the whole project is \$499,000. Only 2.5% of the project costs will be City money.
4. Mr. Grigsby states it appears that the development will occur on the 2nd runway. Chief Chase explained that this runway is no longer in use (Claremont is a 1 runway airport) and will be modified as needed to be a taxiway to build hangars on.
5. Mr. Kuriger questions if hangar labeled as # 9 is a previously approved hangar. Chief Chase verified this.
6. Mr. Kuriger questions if city funds have been approved and Chief Chase indicated they have been approved by the City Council.

Open Public Hearing:

Abutters list read

Abutter	Mailing Address	Map	Lot	Noticed	Public Hearing
Andre Lemieux	9 Woonsocket Avenue Claremont, NH 03743	118	6	10/12/05	10/24/05
Arlene St Pierre	396 Sullivan Street Claremont, NH 03743	117	12	10/12/05	10/24/05
Ascutney Aviation	448 Sullivan Street, 3 Claremont, NH 03743	117	16	10/12/05	10/24/05
Aurora Loan Service Inc.	601 Fifth Avenue Scottsbluff, NE 69361	117	4	10/12/05	10/24/05
Belfon Machine Company, Inc.	PO Box 669 Claremont, NH 03743	129	1	10/12/05	10/24/05
Bernard and Pauline Ouellette	PO Box 439 Claremont, NH 03743	118	25	10/12/05	10/24/05
BIS Realty	85 Plains Road Claremont, NH 03743	117	5	10/12/05	10/24/05
Central VT Public Service Corp	77 Grove Street Rutland, VT 05701	118	23 24	10/12/05	10/24/05
City of Claremont	58 Opera House Square Claremont, NH 03743	117 118	2, 16 22	10/12/05	10/24/05
Claremont Concord Railroad	PO Box 1598 Claremont, NH 03743	131	240	10/12/05	10/24/05
Costa Precision MFG Corp	PO Box 990 Claremont, NH 03743	117	16-5	10/12/05	10/24/05
Daniels Neil H, Inc.	PO Box 246 Ascutney, VT 05030	117	16	10/12/05	10/24/05
Donald and Francine Emerson	855 Hanover Street Manchester, NH 03104	118	19	10/12/05	10/24/05
Donna Simoneau	35 Woonsocket Avenue Claremont, NH 03743	118	16	10/12/05	10/24/05
Herbert and Chloe Rourke	PO Box 3 Claremont, NH 03743	105	18	10/12/05	10/24/05
John Phelps	PO Box 1293 Claremont, NH 03743	130	2	10/12/05	10/24/05

John and Loretta Yurek	13 Woonsocket Avenue Claremont, NH 03743	118	7	10/12/05	10/24/05
Kimie LeBlanc Trust	RR2 Box 661 Claremont, NH 03743	117 106	8, 1 3	10/12/05	10/24/05
Leon and Janet Morin	PO Box 354 Claremont, NH 03743	118	18 17	10/12/05	10/24/05
Linzer Products Corp.	PO Box 9002 Wyandanch, NY 11798	117	16-2	10/12/05	10/24/05
Lyme Investment Company	9 Claflin Circle Hanover, NH 03755	117	1	10/12/05	10/24/05
Michael L. Lemieux	PO Box 846 Claremont, NH 03743	117	3	10/12/05	10/24/05
Michael Satzow	PO Box 1415 Claremont, NH 03743	117	6	10/12/05	10/24/05
Optimum Manufacturing Corp	PO Box 1456 Claremont, NH 03743	117	16	10/12/05	10/24/05
Petroline Gas Service LP	PO Box 798 Valley Forge, PA 19482	131	240	10/12/05	10/24/05
Ralph and June Silva	393 Sullivan Street Claremont, NH 03743	105	19	10/12/05	10/24/05
Ralph and Diana Simoneau, Jr	PO Box 1506 Claremont, NH 03743	118	21	10/12/05	10/24/05
Recycling Services Inc.	PO Box 305 Claremont, NH 03743	129	2, 3	10/12/05	10/24/05
Richard and Lorraine Bonneville	PO Box 473 Claremont, NH 03743	118	20	10/12/05	10/24/05
Richard Love	PO Box 448 Dillsburg, PA 17019			10/12/05	10/24/05
Ricky and Cynthia Doxter	428 Sullivan Street Claremont, NH 03743	117	15	10/12/05	10/24/05
Roger LaCasse	394 Sullivan Street Claremont, NH 03743	105	21	10/12/05	10/24/05
Sacorly's Real Property Trust	169 Pleasant Street Claremont, NH 03743	130	22	10/12/05	10/24/05
Shawn and Star Eitapence	1 Woonsocket Avenue Claremont, NH 03743	118	2	10/12/05	10/24/05
Sherman D. and Cheryl Ouellette	PO Box 1518 Claremont, NH 03743	117	7	10/12/05	10/24/05
Sinclair Machine Products Inc.	PO Box 30 Claremont, NH 03743	117	13- 14, 9	10/12/05	10/24/05
Tony and Gloria Gray, Sr.	377 Sullivan Street Claremont, NH 03743	105 106	20 2	10/12/05	10/24/05
Wayne McCutcheon	492 Washington Street Claremont, NH 03743	117	4	10/12/05	10/24/05
William Brodeur	29 Woonsocket Avenue Claremont, NH 03743	118	14	10/12/05	10/24/05

Close Public Hearing

Mr. Meyette, a resident of Cornish, NH, questions vehicle access to hangars, vehicle access to site and parking. Mr. Coogan responds that vehicles can park in hangar once plane has vacated. There will be access through the Main gate then vehicles can also park alongside hangars.

- a. Mr. Meyette observes the plan does not show parking or vehicle access to gates



- b. Chief Chase responds that this is a preliminary plan and will change as additional hangars are built. If an individual builds a hangar they will have their own site plan and will present to the board at that time.
 - c. Mr. Meyette questions how will the city will get power and phone conduits to private hangars. Chief Chase explains that the city has buried power to primary transformer near Mr. Love's hangar and it is Mr. Love's responsibility to continue connection to his hangar.
 - d. Mr. Meyette would like to see access roads and parking continue to behind each hangar.
 - e. Chief Chase was looking for something long range for proposed hangar placement.
 - f. Mr. Grigsby questions if city intends to provide access from airport road. Chief Chase responds that there is a ROW across the Sinclair property to the airport. Mr. Grigsby would like to see utilities added to plan. Chief Chase stated that typically utilities are buried.
7. Mr. Fowler questioned the status of the Daniels building, which remains uncompleted. Chief Chase responded that construction was stopped because of the building's location. The City has received a waiver from the FAA for the building to be completed. The City lacks the authority to request that the building be removed since lessee is currently responsible for property.

Motion: To approve site plan

Made by: Mr. Grigsby

Second: Mr. Fowler

Vote: Unanimous

V. Other:

- 1. Mr. Coogan informed the Board of the NH OEP Planning Conference on Saturday 11/5/05 and encourages board members to attend. Interested members can contact Suzanne Ripka
- 2. Mr. Coogan informs the Board that funds are in the City 2006 budget for the Master Plan update.
- 3. Mr. Fowler refers to letter from Attorney Taylor in packet. Mr. Fowler states that he has concerns with Mr. Hanson going to Mr. Woodley with Planning Board information for comment prior to meetings. He feels such information should be discussed by the DPW department at the TRC meeting. Chair Engel explains that Mr. Hanson is asking questions as a member of the Planning Board. Chair assumes that Mr. Hanson is showing dedication to the board and his intention is to be thorough. Mr. Coogan states that Board members should not discuss the merits of a case before the Board outside of the Planning Board meeting. Mr. Hanson is a city employee and has chosen to share information with his supervisor. Mr. Coogan does not have a problem with this occurring. When Mr. Hanson speaks to Mr. Woodley, he is seeking information. Mr. Kuriger questioned if the board is fine with Mr. Hanson continuing to discuss cases with Mr. Woodley. Board agreed that this can continue.

VI. Adjournment

Motion: To Adjourn

Made By: Ms. Bopp

Second: Mr. Kuriger

Vote: Unanimous

Regular Meeting Adjourned at 8:55 p.m.

Respectfully Submitted By,

Suzanne Ripka
Boards and Commissions Coordinator