



Planning Board Meeting
Monday January 22, 2007, 7:00 p.m.
City Council Chambers, City Hall, Claremont, NH

Meeting Minutes

Meeting Called to order by Chair Anita Engel at 7:02 pm

Roll Call

Present: Fred Kuriger, Ralph Swift, Anita Engel, Alan Grigsby, Lori Richardson, Russell Fowler, Erwin Caplan, Peter Guillette, Richard Wahrlich

City Staff: Gerald Coogan, City Planner, Michelle Aiken, Boards and Commissions Coordinator, Bruce Temple, Planning and Development Director, Kurt Beek, Community Development Project Manager

Absent: Mayor Scott Pope (excused)

I. Minutes of December 11, 2006 Meeting

Mr. Grigsby advised of changes and additions he would like made to the minutes.

Motion to: Minutes of December 11, 2006 Meeting approved as amended

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

II. New Business

- **(01-2007) City of Claremont, 14 North Street, Claremont, NH** - Applicant desires Site Plan approval to demolish a portion of the existing 25,520 sq ft Sawtooth building located at **44 Main Street & 10 Central Street, Claremont, NH 03743** and convert it into a Parking Garage, Tax Map 119; Lot 348; Zone MUM.

Mr. Coogan advised this property has been vacant for more than 20 years and the city acquired it in the 1990's with the intent that it would be used for a parking facility at some time. The plan calls for demolition of a portion of a Sawtooth structure but retention of the historical part. The new facility will provide 269 parking spaces and 10,000 SF for shipping and warehousing. There will be 2 new driveway permits. 1 driveway will provide 2 way access, the other driveway will provide delivery and automobile access. There is also space for a tractor trailer to back in. Regarding pedestrian traffic, the sidewalk will be upgraded; there will be new crosswalks to provide easy entrance into the new Mill redevelopment because the parking will be required for the 3 new Mill building redevelopments. The site is in the historic district. They will also need to go in front of the Historic District Commission to receive a Certificate of Appropriateness. The Landscaping plan calls for 3 new trees, 13 shrubs and 3 evergreen trees and existing landscaping will be used as possible. There is a storm water management that will accommodate runoff and it will funnel it into the city system, there will be a connection to the waste water treatment system and the city water system. The Fire Department has requested dry stand pipes and a fire lane. The Plan calls for removal of 4,000 cubic feet of material that is not useable. There will be appropriate signage on the building. When necessary DPW will remove snow; there is a dumpster show on the plan. The applicant does have a historic preservation architect Mr. Scully who has rendered the buildings into a historically appropriate context. Based on all the information that has been received to date, the application is complete and can be accepted as complete.

Motion to: to accept plan as complete

Made by: Mr. Swift

Second: Mr. Grigsby

Vote: Unanimous

Mr. Risley of Clough Harbour & Associates and he is here with Tom Basil who is the project architect. Mr. Risley provided an aerial photo showing the location of the site and existing conditions. The Sawtooth building will have a portion that will remain and there is a wall along side of the west wall will remain intact. The north side will remain intact; the northern half of the east wall will remain, and the garage has been dropped into the southern end of the building toward the east. The main driveway is at the northeast corner of the parking structure. There is a surface parking lot that will have 11 surface parking spaces and there will be a truck loading dock in this area. There will be a stairwell at the northeast corner and another at the northwest corner. They have proposed a drainage system for storm water runoff at the existing building, with a storm water treatment device. The water use will be minimal at the garage. There will be a dry pipe for the Fire Department and the access for the Fire Department at the northeast corner of the parking garage. The site is designed to accommodate a semi delivery truck coming along Main Street. It will be necessary for the truck to back in off the street as there was no other alternative. Landscaping will be provided along Main Street and Central Street; two trees remain and they will add 3 more and they will place shrubs in there. On the southern edge there are existing trees that will remain. The dumpster is on the west side of the building. There are two entrances into the storage areas and there is one garage door into that area. The lighting for the garage entrance will be by lights place about entrance and exit doors and will shine over the driveway. There is one pole light at the entrance for the service parking lot. There is an additional light on the west side to light the walkway.

Ms. Engel asked about the soil being removed and if any of the materials are hazardous. Mr. Risley advised that the contaminated soil has already been removed. Ms. Engel stated that the back stairway looks very secluded. Mr. Grigsby stated that he is concerned about the tractor trailer traffic and he would suggest putting an entrance to the surface parking area off of Central Street so that it becomes a U drive. He suggested that the parking spaces in that surface area are probably not that critical and the parking will presumably be for the warehouse. For a tractor trailer to have to back across on coming traffic and into that spot is a real hardship. A flag man would definitely be required for that kind of maneuver. Ms. Engel advised that she would not recommend any trailers coming down Central Street. Mr. Grigsby stated that he also is concerned with the pedestrian traffic and he would like to know they envision people coming and going from the area. Mr. Risley advised that they provided two crosswalks and there are pedestrian sidewalks and crosswalks crossing the street. The scope of their project did not extend beyond the immediate vicinity. He knows that there are other projects that will be more involved in the pedestrian access to the Mill Buildings and onto Water Street.

Mr. Swift asked what the forecast of trucks will be for the garage. Mr. Beek advised that they will be looking at a half dozen trucks and maybe one tractor trailer a day. Most trucks will be UPS types of truck. Ms. Engel asked if the regular trucks will be backing in. Mr. Beek advised that only the trailers needed to back in.

Mr. Tom Basil from Desmond Associates advised that they have a historical architectural design. They will be repairing some of the damaged brick; they will be replacing windows and repairing the roof. There are a lot of damages to the building that will be repaired; most of the openings will remain the same with some grill work. There are 3 Sawtooths on the roof that will be repaired with new glass and structure as required. The intent for the garage was to use a contrasting backdrop with some glass towers, not to mimic but to provide a back drop. There is an existing opening that will be used for the trucks and they are using all the existing doors. Mr. Kuriger asked if there is parking on the roof. Mr. Risley advised that there will be limited parking on the roof. Mr. Kuriger asked if there is enough of the Sawtooth building left to satisfy the historic aspect. Mr. Risley advised it was presented to the State Historic Preservation Office and they were given approval.

Ms. Richardson asked about why they were not going to try to match the Sawtooth. Mr. Basil advised that they will retain as much of the Sawtooth as possible but will not be mimicking it on the new part of the garage. They will have new windows and will use as much of the material as possible that can be retained.

Mr. Grigsby asked if the operation of the elevator will be visible from the exterior. Mr. Basil advised that you will be able to see through to the elevator from the side. The elevator itself will be in a shaft.

Ms. Richardson asked where the general offices will be and how will they get to the second story. Mr. Risley advised that the sawtooth space is 2 stories although it is 1 floor and the offices will be in there. Ms. Richardson asked if the doors will be wood or glass. Mr. Risley advised they appear to be glass doors on the main entrance. Ms. Richardson asked how they can use it as an office space. Mr. Beek advised that they worked with the architect to explore it so that there could be two units for lease. They are still in the preliminary stages, but there will be two spaces and they will have two entrances. The occupant will be able to install cubicles as needed; they will have a central divider and there will be a common space with restrooms.

Open Public Hearing

Mr. David Perry advised that he used to work in the Sawtooth building. There is a tunnel that runs under Main Street, is there something that will be done with that. Mr. Beek advised that it will be filled in as far as they can and will no longer be available for use.

Closed Public Hearing

Mr. Grigsby asked if Mr. Beek could explain a little more about the tunnel. Mr. Beek stated that as part of the Mill Development project there are utility work and new sewer lines that are being addressed and it has already been breached. It will be filled in and bulk headed and there will no longer be access to that tunnel. Mr. Grigsby asked about the other end. Mr. Beek advised the other end may be on private property.

Mr. Grigsby advised that the truck traffic concerns him even if it is just 1 truck a day and he thinks the resolution is fairly easy one. Mr. Beek advised that losing parking it is a significant issue. To lose 1 or 2 parking spaces is an issue. They could investigate it but they would have to introduce another curb cut and they try to minimize curb cuts. You also try to keep your curb cuts far apart in order to reduce confusion. Mr. Beek advised that he feels that adding another curb cut would cause confusion. They have looked at the possibilities as much as possible to maximize all their needs and there really is no other way to get the trucks in there.

Ms. Richardson asked if the City expects all parking spaces will be filled. Mr. Beek advised that they do expect all the spaces will be used. When you introduce curb cuts, it can cause confusion for motorists. The area is difficult as it is and the City is trying to improve it. They are developing requirements in their leases where the requirements could be for someone to get out and direct traffic. There are things they can do to minimize problems. Mr. Grigsby stated that he thinks a curb cut is the solution; the thought that the parking garage would be maxed out is very ambitious. Mr. Beek stated that most of the parking garage is designated spaces, the space are designated for the restaurant, the Mill, the Condo owners, the computer company. Mr. Grigsby asked if there will ear marked spaces as you drive in. Mr. Beek advised yes that some of the spaces will be reserved in a manner that there will be some public parking on the first and second floors.

Mr. Swift asked if they could limit the size of the tractor trailer. Mr. Beek advised that he is not sure, but he could check into it. They can do delivery hours, but he is not sure what kind of constraints could be possible depending on the tenants. Mr. Basil advised that they looked at a number of different traffic patterns and he does not think that Mr. Grigsby's suggestion would be possible; a tractor trailer would probably not be able to do this in one trip, and the trailer would have to back into the street anyway. Their task was to maximize parking spaces and with Mr. Grigsby's proposal he does not think it would be possible for a semi and he thinks

that he would still have to pull onto the street. The space is envisioned as storage for the mill development and those uses will probably not require trailer loads of materials. Mr. Kuriger asked if there was a traffic engineer look at it. Mr. Beek advised that Clough Harbour did traffic planning and they were able to use a program that will show the movement of a tractor trailer truck.

Ms. Richardson asked if the company that comes in employs more than 11 people. Mr. Beek advised that they are not sure who will occupy the space although there is additional city parking, on Main Street, etc. Mr. Swift advised that no one is going to go into the building if they need more than the 11 spaces. There may technically not be 75 spaces for the public; there could be less space for the public. Mr. Beek advised that about 25% of the garage will be public parking.

Mr. Grigsby advised that he would like to make a requirement to have a flagger; it is a heavily traveled area and there is a school in the area. Mr. Fowler advised that it is legitimate, although tractor trailer drivers will already have a flagger and they will see to it that someone will be directing him into the building.

Motion to: to approve the site plan with the condition of a flagger be required for tractor trailer parking

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

III. Other Business

- Workshop with Sandy Crystall of NH DES Wetlands Bureau on the DES Wetlands Informational Program

Her main job is outreach through DES Wetlands bureau. Highly recommends walking the sights to verify the wetlands impacts. Ms. Crystall presented a slide show (attached), showing the types of vegetation and details on obtaining wetland permits.

Mr. Temple advised that the city is not exempt from State wetland regulations; all City culverts that are replaced require a NH DES wetlands approval.

IV. Correspondence

- Memo from Jerry Coogan regarding the 2007 work program for the Planning Board
- New York Times article on Wood Boilers
- American Planning association article on Integrating Storm water Regulation and Urban Design
- Notice from NHDES advising of CDA permit to disturb land
- Resignation letter from Anita Engel

V. Report from Boards and Commissions

- Elections and Appointments
 - Chair and Vice Chair

Motion to: to nominate Mr. Grigsby for Chair

Made by: Mr. Fowler **Second:** Ms. Richardson **Vote:** Unanimous

Motion to: to nominate Ms. Richardson for Vice Chair

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

- Planning Board Member Appointments

1. Conservation Commission – Mr. Fowler would like to continue on the CC
2. Historic District Commission – Ms. Richardson would like to continue on HDC
3. Zoning Board of Adjustment - Determined to be a conflict of interest and no longer needed.
4. Technical Review Committee – Alan Grigsby advised he would like to continue to sit on the committee

Mr. Grigsby expressed appreciation for the service to the City provided by Ms. Engel and Mr. Kuriger who will be leaving the board in March when their terms expire. He urged persons interested in serving on the Planning Board to contact Michelle Aiken at the Visitors Center or Mayor Scott Pope.

VI. Adjournment

Motion to: Adjourn

Made by: Mr. Fowler

Second: Ms. Engel

Vote: Unanimous

Meeting Adjourned at: 9:27 pm

Respectfully Submitted,

Michelle Aiken

Boards and Commissions Coordinator