



Planning Board Meeting
Monday September 10, 2007, 7:00 p.m.
City Council Chambers, City Hall, Claremont, NH

Meeting Minutes

Meeting Called to order by Alan Grigsby at 7:02 pm

I. Roll Call

Present: Richard Wahrlich, Mayor Scott Pope, Peter Guillette, Ralph Swift, Alan Grigsby, Russell Fowler, Erwin Caplan

City Staff: Bruce Temple, Director of Planning & Development; Michelle Aiken, Boards and Commissions Coordinator

Absent: Lori Richardson

Mr. Grigsby read through an order of operations of the Planning Board to describe the process.

II. Minutes of August 13, 2007

Motion to: Approve the minutes of August 13, 2007 as amended

Made by: Mr. Swift **Second:** Mr. Guillette **Vote:** Unanimous

III. Continuation

- **(17-2007) Shirley Ferland, 193 River Road, Claremont NH 03743** – Application desires Minor Subdivision approval for existing 16.92 acre lot. Proposed Lot 1 to contain 11.12 acres with existing house. Proposed Lot 2 to contain 5.90 acres. Tax map 140, Lot 15, Zoning RR-2

Mr. Coogan advised that there were some issues on this case and the staff and attorneys have met and agreed to four conditions of approval. One of the conditions is to upgrade the road and Mr. Grigsby asked who sets the standard of what the road can handle for emergency vehicles. Mr. Coogan advised that it will be a collaborative effort between the applicant and DPW. Mr. Guillette asked if there were more issues for this applicant other than these conditions. Mr. Coogan advised that the conditions have been worked out with the applicant and he would recommend accepting the plan as complete.

Motion to: accept the application as complete

Made by: Mr. Guillette **Second:** Mr. Swift **Vote:** Unanimous

Mr. Paton advised that the right of way is passing through the City pump station and it extends through lot 1 and 2. Mr. Grigsby asked how long the roadway is. Mr. Paton advised it is probably 4-500ft if he was to guess. Mr. Grigsby asked what is going to be required to bring it up to standard. Mr. Paton advised that it has been used for farm machine equipment and he assumes that it will require some gravel and widening, etc. Mr. Swift asked if the city plows the road. Mr. Coogan advised that it is the applicant's responsibility to plow the road out. DPW considers the pump station roads to be last priority and it will be the applicants responsibility for plowing their own driveway.

Open public hearing

Mr. Robert Woodman advised that on behalf of the Claremont Conservation Commission he would like to mention that there is a large culvert that takes care of Gulley Brook and its not in too good of condition. He hopes that they will get a permit from the state and repair it. It is definitely not in good enough shape for a fire truck to cross. Mr. Grigsby asked if that should be a condition. Mr. Coogan advised that they will have to improve the entire right of way to the residence and if it is in bad shape it shall be upgraded by the applicant.

Closed public hearing

Motion to: Approve the plan with the following conditions

- The owner of lot#2 shall be responsible to maintain the right of way as the City of Claremont assumes no responsibility for its maintenance
- The City of Claremont shall have the right to do all necessary maintenance and repair to its pumping station which may temporarily interfere with the use of the right of way.
- There shall be no parking permitted on the portion of the right of way owned by the City of Claremont
- Before any building permit for Lot #2 shall be issued, the right of way shall be upgraded and improved to the extent it will support use by emergency vehicles and this shall include maintaining the culvert for Gulley Brook

Made by: Mr. Swift **Second:** Mr. Guillette **Vote:** Unanimous

IV. New Business

- **(19A-2007) Tyler Mills Real Estate, Represented by Provan & Lorber, Inc, 53 Maple Street, Contoocook, NH** – Application seeks Minor Subdivision approval for land on 350 Plains Road at the old Coy Paper Factory. Lot 1 existing acreage 9.17, proposed acreage to be 7.81 acres. Lot 2 existing acreage 2.31 acres, proposed acreage to be 1.84 acres. Proposed Lot 3 to be 1.837 acres. Tax map 69, Lot 7 and Map 69, Lot 64; Zoning I-2.

There are two existing lots and the applicant would like to take land from both lots and subdivide the machine shop and shed to create a new lot. The applicant did receive an area variance from the Zoning Board of Adjustment at the previous meeting on Tuesday the fourth. Mr. Coogan brought out for viewing an old photo of the Coy Paper Mill to show the locations of the new subdivisions. We feel the board should accept the applications as complete.

Motion to: accept the plan as complete

Made by: Mr. Guillette **Second:** Mr. Swift **Vote:** Unanimous

Mr. Theodore Kupper is an engineer for Provan& Lorber and he showed the existing lot plan and the proposed plan. The rear lot is open land with nothing on it and the front lot retains the mill bldg, the machine shop and the storage shed. They would like to propose to take a portion of each lot to create a lot that will have the minimum requirement of 80,000 sqft and they have received some areas variances that were necessary because of the locations of the shop and the shed. The reason for the subdivision is to subdivide the machine shop and shed from the large mill building. The mill building has some encumbrances attached to it that make it more difficult to improve the site. He is still going to go ahead with these improvements, but he would like to separate the machine shop & shed so that it can be rented out or sold to help pay for the improvements to the mill buildings. Mr. Grigsby asked if they would be sharing access to the property. Mr. Kupper advised that yes they will be drawing up some cross easements for the properties. This will protect all parties involved so that they will keep the same accesses. Mr. Grigsby asked if this subdivision will have any impact on the building that is adjacent to it. Mr. Kupper advised that there is no impact that they are aware of, other than that it will allow Mr. Zentmeyer to get money to make improvements to the property. Mr. Grigsby advised that he is of the understanding that once the use is determined, if it's a dramatic change in use they will come back to the

Planning Board for an amended site plan. Mr. Kupper advised that that is their understanding as well. Mr. Fowler advised that he is on the Conservation Commission and he was aware of some dumping on the property. Mr. Coogan advised that the adjacent property owner was dumping fill in an area that he shouldn't have been and he was notified and he has made some improvements although that is not on this property for this application.

Open public hearing

Closed public hearing

Motion to: Approve the subdivision

Made by: Mr. Swift **Second:** Mr. Guillette **Vote:** Unanimous

- **(19B-2007) Tyler Mills Real Estate, Represented by Provan & Lorber, Inc, 53 Maple Street, Contoocook, NH** - Applicant desires Site Plan approval for existing industrial warehouse space renovations at **350 Plains Road**, Tax Map 68 Lot 7 and Map 69, Lot 64; Zone I-2.

Mr. Coogan advised that the owner/applicant has advised that he would like to use the property for warehousing and storage so that is how we should view the site plan. At present the property has intended to use the Pleasant Valley Estates sewer line that is being installed by the City and should be completed within a year. We have advised the applicant that if they intend to have something that is a more intensive use in the machine shop they would need to return to the Planning Board for an amended site plan.

Mr. Swift asked what site plan they are supposed to be approving. Mr. Kupper advised just the site that contains the machine shop and the shed. Mr. Coogan advised that there are 7 parking spaces on site and there are 5 across the street they have a right to use. Warehousing use would require at least 3 spaces, although if they change the use and it becomes more intensive they would have to come back to the board for an amended site plan to evaluate parking etc.

Motion to: accept the plan as complete

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

Mr. Coogan advised that he does not believe there will be many changes to the site. Mr. Kupper advised they were tasked to develop a site plan to show as many parking spaces as possible. Since there is not an active agreement with anyone to occupy the building they are unsure how many spaces are going to be needed, but it would appear they are required to have 3 spaces and they have 7 and they are allowed to use 5 spaces across the street which they do not own although they have a right to use them.

Open public hearing

Closed public hearing

Mr. Swift advised that he thinks this area is getting off to a good start and if this supports that effort he is in favor of it. Mr. Grigsby stated that he felt Claremont's greatest assets are the unused capacity that is in this City and is not plowing up a corn field for new construction. Mr. Guillette advised that he also has a positive comment and he is happy to see this happening.

Motion to: approve the site plan

Made by: Mr. Swift **Second:** Mr. Guillette **Vote:** Unanimous

V. Presentation

- **Jack Mettee of Appledore Engineering inc, Portsmouth, NH will be presenting a first draft of the Land Use Chapter for the Master Plan**

Mr. Coogan introduced Mr. Mettee and advised that this is a bottom up type of planning approach. This is a first draft of the Land Use Chapter and we are encouraging people to take a look at the Land Use Chapter and provide your comments. There will be a public forum on October 4th and we will also accept comments on the Land Use Chapter of the Master Plan at that time. The City will be putting a draft of this on the website when it is in a form that is acceptable. Mr. Grigsby advised that the next Planning Board Meeting on the 24th is going to be canceled due to lack of items on the agenda so the next Planning board meeting on October 8th the board can make some comments.

Mr. Mettee advised that this is a status report on the Land Use Chapter of the Master Plan. He would like to give credit to Mr. Dzewaltowski who did the mapping and index chapters that are included as part of the materials for the chapter. Mr. Coogan had requested that Mr. Mettee and Mr. Dzewaltowski work together and he thinks this has been a great collaboration.

Mr. Mettee gave an overview of the chapter and pointed out the trends, the process and what this means to the future of the City when it comes to Land Use. The Land Use chapter is where most of the chapters of the Master Plan rest.

Mr. Mettee discussed Zoning and what sort of changes you would need to make to accommodate the things that the citizens of Claremont said that they want, such as recreation and retail spaces. One of the challenges is that there are specific activity centers and things like bicycle trails, sidewalks etc need to all be interconnecting.

Mr. Grigsby asked if the philosophy is from him or from the citizens of Claremont. Mr. Mettee advised that he has suggested new concepts for designing communities and he has taken from the past forums what he could and most of those were reinforced from the second session. He would also like to verify this and he will take the results from the survey and he wants to make sure that his suggestions are still in line with what everyone has conveyed in the forums and survey.

Mayor Pope thanked Mr. Mettee and he knows that Zoning is a big issue for people and he wants to make people aware this is just a philosophy for zoning. Zoning is done by ordinance. Realizing that there is a lot of thought that is put into zoning not just a master plan. Mr. Grigsby advised that it is going to be difficult to understand a new approach to designing the community. This is sometimes hard and will be an educational experience for them to handle it.

VI. Correspondence

- Notice of Decision for RCC Atlantic Inc
- Fall OEP conference registration
- Natural Resources Conservation Service: NH Cultural Resources Review Form

VII. Reports from Boards and Commissions

Mr. Coogan advised there will be another forum for the Master Plan on October 4th at the Claremont Middle School and the idea is to present to the public what they heard tonight and they will be accepting comments and suggestions. Also the survey was extended to Friday the 7th and they received 333 surveys.

Mr. Folta advised that he wanted to mention that he is a member of the Master Plan Advisory Committee and a member of the Upper Valley Lakes Sunapee Regional Planning Commission. The chapter on Land Use of the Regional Plan for the UVLSRPC is under revision. The land use regional plan and a municipal plan may or may not be in sync with what a municipality may think. It is possible for them to have a different vision for what we have and that is something we should take a look at.

VIII. Adjournment

Motion to: Adjourn

Made by: Mr. Fowler

Second: Mr. Caplan

Vote: Unanimous

Meeting Adjourned at: 8:22 pm

Respectfully Submitted,

Michelle Aiken

Boards and Commissions Coordinator