



**Planning Board Meeting**  
Monday, August 10, 2009  
Council Chambers, City Hall at 7:00 pm

**Meeting Minutes**

**I. Roll Call**

**Present:** Peter Guillette, Erwin Caplan, Paul LaCasse, Deb Cutts, Lori Richardson, Adam Burke, Brian Rapp

**Absent:** Richard Wahrlich, Andy Austin

**City Staff:** Peter Dzewaltowski, Interim City Planner; Katrina Spaulding, Administrative Assistant; Peter Chase, Fire Chief

**II. Review of Meeting Minutes from July 13, 2009**

**Motion to:** Approve the July 13, 2009 meeting minutes as amended.

**Made by:** Deb Cutts

**Second by:** Lori Richardson

**Vote:** Unanimous

**III. New Business:**

- **Mike Satzow, 471 Sullivan Street, Claremont NH** seeks Site Plan Review approval for the construction of additional building space and fire lane at North County Smoke House. Tax Map 117, Lot 6, Zoning District Industrial 1.

The applicant would like to add 1,320 square feet to an existing building for a total of approximately 14,000 square feet of building. The addition is to be used for supportive services for the staff. This facility will have locker rooms etc. The facility will not increase in capacity and will merely support existing operations. Around the rear and eastern side of the building is a proposed fire lane. This is intended to provide safe and clear access so fire apparatus can circle the building. Initial drawing on the original application did not show a culvert where the fire lane would enter on Sullivan Street. The applicant has provided a cut sheet showing size and dimension of the culvert and is being sized by the NH DOT standards.

The hill itself has a challenge for the line of site and the applicant's engineer has designed and improved sight distances. There have been some questions in the past regarding filling of land and where the fill was being located and what type was being used. The fill was placed in a location proximate to the proposed fire lane. Fill will be transported and used to fill the slab. Site work will be done and a culvert added. This is being resolved as part of the construction process. Peter Dzewaltowski said he went to the site and found there was some asphalt and concrete being used but was predominantly gravel. Issues related to traffic impact will not be a concern as this addition will not have any change to the buildings usage.

## **Project Description**

The proposed project includes a small addition to the existing building and a fire lane to provide access to the west side of the building. The building addition totals 1,320 square feet and is intended to be used as a bath and break room for existing employees.

## **Primary Planning Considerations**

Given the nature of the expansion it is unlikely to result in expansion of facility capacity and therefore traffic and parking impacts are not expected.

The new entrance requires a driveway permit from the Department of Public Works. One of the DPW's concerns is related to the sight distance of the new entrance. The concern is that vehicles traveling eastbound will have a difficult time seeing exiting vehicles due to the elevation change in Sullivan Street. The applicant has relocated the entrance slightly east to address this issue. The applicant has also provided evidence from a NH licensed engineer that the site distance for the fire lane is adequate.

All construction work should be completed according to Best Management Practices for erosion control and storm water management. The plans do not show an increase in impervious surface; however, during construction erosion control measures should be implemented. A plan should be submitted to the Planning and Development office prior to construction to indicate the erosion control measures.

The prior filling of land on the site presented an erosion control and material issue. According to the applicant's file, the filling of land did not require state permits but was inconsistent with the approved site plan. The applicant has indicated that they plan to use this fill in the construction of the addition. City staff is investigating the nature of the fill and will update the Board at the public hearing.

### **Standard Conditions**

#### Conditions Precedent

1. The applicant shall obtain and receive approval for all necessary permits as determined by the City of Claremont Public Works Department.
2. The applicant shall obtain and receive approval for all necessary permits as determined by the State of New Hampshire.

#### Conditions Subsequent

1. The applicant shall obtain and receive approval for all necessary permits as determined by the City of Claremont Building Department.
2. Prior to issuance of a Certificate of Occupancy, the owner/applicant shall notify the Zoning Administrator and Building Inspector that the project is ready for final inspection. Completion of the project shall be in substantial compliance with the plans submitted for review and all conditions of approval.
3. The Michael Satzow Site Plan is valid for two (2) years from the date of approval. If a building permit has not been issued before the two-year deadline, the site plan is no longer valid and must be recertified through the Planning Board.

### **Site Specific Conditions**

Conditions Precedent

1. Obtain a Driveway permit from the Department of Public Works.
2. An erosion control plan will be submitted to the Planning and Development Department for approval prior to construction.

Conditions Subsequent

1. The 18 foot fire lane will be maintained within a 30 foot zone that is free of obstructions.

**Motion to:** Accept the application as complete

**Made by:** Brian Rapp

**Second by:** Adam Burke

**Vote:** Unanimous

Mike Satzow, applicant asked if the board had any questions. Mr. LaCasse asked if there was any on site parking. Mr. Satzow said there was a great deal of parking on the side, across the street. There is also reserved parking at Sinclair Machine.

Mr. Rapp asked if the plans show a kitchen or kitchen storage. Mr. Satzow said it is the kitchen and beside that is the bathroom and sauna. There are no doors to the kitchen, the area is all open.

*Open Public Hearing*

No abutters present

*Close Public Hearing*

Mr. LaCasse asked if the Asphalt was clean fill. Mr. Dzewaltowski said he believes the asphalt and concrete is clean fill. Mr. LaCasse doesn't believe asphalt is considered clean fill. Mr. D will look into the question further but the applicant doesn't feel it is necessary to use the asphalt as fill. This could be added as a site specific condition.

**Motion to:** Approve the applicant's proposal with the Standard and Site specific conditions in addition to prohibiting the use of asphalt if it is determined to be unclean fill.

**Made by:** Deb Cutts

**Second by:** Adam Burke

**Vote:** Unanimous

#### **IV. Reports from Boards and Commissions**

- **Truck Route Plan Presentation**, Upper Valley Lake Sunapee Regional Planning Commission.

Mr. Peter Dzewaltowski presented the Truck Route Project he is working on for the City of Claremont. He has been working with the Upper Valley Lake Sunapee Regional Planning Commission on this project since April 2009. The information provided to the City will give a general overview of the project and the presentation is to inform the Planning Board about this project.

A truck route is being presented because of the many challenges places such as Opera House Square are faced with. There are problems with the curbing in the roadway and issues that relate to loads of cargo and freight. The potential for hazards and spills as well as how truck traffic affects the development of the downtown area are all concerns.

The study will reveal direct truck traffic and what alternatives exist. There will be a demonstration of where the routes could be and where they should not be. The findings are not intended to close off the downtown to vehicular traffic. A truck route is a mechanism used for creating a route in the most direct manner. As well truck routes contain exceptions, such as a crane used for construction. Exceptions are also made for emergency vehicles.

This is not the first time truck routes have been considered. They have been considered for more than 20 years.

In 1986 there was a plan for generating truck routes. Since then there has been a change in industry and shipping. Changes within the Mill areas, newly redeveloped, are changing land use patterns. On River Road there are several different industrial uses.

Early this year manual classification, origin, and destination surveys were conducted to better understand truck patterns. Truckers were asked where they are coming from and where they are headed to. The committee then will use this information and information from the past, to understand what types of challenges and alternatives to mitigate these challenges.

There will be a meeting with the City council on August 12 to present these items to the council. August 25<sup>th</sup> at 7:00 am there will be another meeting at Claremont Savings Bank.

There is a city Advisory committee that consists of many different city staff and public businesses used for consultation.

Almost 40% of the truck traffic surveyed was just passing through the City. It appears this amount of traffic didn't realize where they were going. Most of the traffic is coming from the Southern part of the state or Massachusetts. Most of the truck traffic enters the City via Main Street, Washington Street and Charlestown Road. There was more than 90% participation on the survey.

4 Alternatives, these alternatives for enhanced South-North/East Travel:

1. Ainsworth-River-Plains
2. Pleasant-Mulberry-Union-Main-Elm
3. Pleasant-Summer-Broad
4. Sugar River Connector

In the future, there will need to be screening criteria developed and calculations done to help plan the future land use or developing the criteria to continue the assessment.

**Screening criteria:**

Impacts to residents

Travel time

Cost of implementation

Impacts to the downtown

Safety

Environment – noise, dust, vibration

Consistence with future land use plan

Infrastructure adequacy

Mr. Guillette asked who in the end makes the final decision? Peter D. said it would follow by the mayor, the council, and public dialogue. The ordinance development process would determine how changes are made in the future.

Mr. Bernie Folta spoke to say the first meeting of the school building committee phase II occurred last week. The school building committee has an architect that is working on a site plan. As a courtesy when plans are complete the site plans of Stevens High School would be presented to the Planning Board.

## **V. Adjournment**

**Motion to:** Adjourn

**Made by:** Paul LaCasse

**Second:** Adam Burke

**Vote:** Unanimous

Meeting Adjourned at: 8:15 P.M.

Respectfully Submitted,

Katrina Spaulding  
Administrative Assistant