



Planning Board Meeting
Monday, January 24, 2011
Council Chambers, City Hall at 7:00 pm

Meeting Minutes
Approved February 14, 2011

I. Roll Call

Present: Peter Guillette, Lori Richardson, Catherine MacKenzie, Adam Burke, Bruce Kolenda, Deborah Cutts, Amanda Silvers

Absent: Erwin Caplan, Ruben Ramirez, Richard Wahrlich, Amanda Silvers

City Staff: Katrina Spaulding, Business Development; Tracey Thibault, City Planner

II. Review of Meeting Minutes from January 10, 2011

Peter wanted to add to the minutes that he welcomed Tracey and thanked Mike McCrory for his services at the last meeting.

Motion: to approve meeting minutes from January 10, 2010

Made By: Lori Richardson **Second:** Adam Burke **Vote:** Unanimous

III. New Business

- **(2011-0001) Patrick Clow and Theodore & Karen Williams – 9 Raymond Place, 37 Sugar River Drive, Claremont, NH** Applicant seeks approval for an annexation and lot line adjustment between Tax Map 158, Lot 24 and Lot 29. Zone R-1.

Tracey Thibault, City Planner stated she feels the application is complete.

Motion: Accept the Application as complete

Made By: Deb Cutts **Second:** Adam Burke **Vote:** Unanimous

Tracey stated the plans meet the standards of the ordinance in this case. The buildings which are within 100 feet of the property line are not printed on the plan. The plat also does not include what zoning district the lots are located in. It is recommended that these items be added to the plans. The applicant and the agent are present for this application to be heard.

Thomas Dombroski introduced himself. The annexation is for adding 8/10 of an acre for Mr. Clow when done and Mr. Williams will have over an acre. This is over 20,000 square feet being conveyed.

Open Public Hearing

No Abutters Present

Mr. Steve Raymond, neighbor, has lived in the neighborhood for almost 40 years, and the lot purchased is right across from him. He feels this will benefit the neighborhood by expanding the lot allowing him to build a new home on the lot and be much more conforming to the zoning regulations.

Public Hearing Closed

Proposed Conditions

1. The applicant shall submit two copies of the approved Minor Subdivision to the Planning and Development Office in accordance with the *Subdivision Regulations* and suitable for recording at the Sullivan County Registry of Deeds.
2. All buildings within 100 feet of the property lines should be indicated on the final plat.
2. The final plat shall indicate the proper R1 zoning district.

Motion: Approve the annexation with the three proposed conditions.

Made By: Deb Cutts

Second: Lori Richardson

Vote: Unanimous

- **(2011-0002) Edward J. Boggis, Jr – 46 Webster Avenue, Claremont, N.H.**
Applicant seeks approval for annexation from Tax Map 93 Lot 31-1 to Tax Map 93, Lot 18, Tax Map 93 Lot 27, and Tax Map 93, Lot 31. Zone RR and AR.

Tracey presented this as a complete application.

Motion: Accept the plan as complete

Made By: Adam Burke

Second: Bruce Kolenda

Vote: Unanimous

Tax Map #93-18 Proposed to get 20,600 square feet which is Annexation “A”, Tax Map 93-31 Annexation “B”, Tax Map 93-27 is Annexation “C”.

Tracey stated that she had a concern about regulation 4.09.A.3.

As a Minor Subdivision, per the *Claremont Subdivision Regulations* the following submission criteria are required by §4.09 of the *Regulations*:

- 4.09.A.3** Names and addresses of abutting property owners, subdivisions and buildings within one hundred (100) feet of the parcel to be subdivided, and intersecting roads and driveways within two hundred (200) feet of the parcel to be subdivided

Tom Dombroski asked about waiving the placement of the buildings on the property on the plat as he is very limited on showing the descriptions. There is very limited space on the plans.

Deb Cutts asked for clarity on the request. Tracey explained the waiver would be to eliminate the need to show the buildings on the final plat. This would be to show what buildings are in the vicinity of the subdivision.

Open Public Hearing

No Abutters Present

Bernie Folta wanted to address the board on requesting the waiver and wanted to know if there would be an unintended consequence if the waiver was awarded.

Mr. Dombroski said it was merely a size issue and not having the room to indicate the buildings and the scale doesn't allow for the space.

Close Public Hearing

Lori Richardson doesn't have any problem with the waiver and said if it did have an impact on the abutters then they would most likely be present at the meeting and there are no abutters at the meeting.

Motion: To waive section 4.09.A.3 to list all building within 100 feet of the building line.

Made By: Adam Burke

Second: Deb Cutts

Vote: Unanimous

Proposed Conditions of the approval of the application

1. The applicant shall submit two copies of the approved Minor Subdivision to the Planning and Development Office in accordance with the *Subdivision Regulations* and suitable for recording at the Sullivan County Registry of Deeds.

2. The final plat shall indicate the proper AR/RR zoning districts.

Motion: To approve a lot line adjustment to annex approximately 11.0 acres to an abutting parcel (Map 93, Lot 27) owned by Edward J. Boggis Jr., to annex approximately 14.95 acres to an abutting parcel (Map 93, Lot 31) owned by Christy A. Richardson and Damon A. Loiselle, and to annex approximately 20,500 square feet to an abutting parcel (Map 93, Lot 18) owned by John C. and Jean F. Breen in addition to the conditions listed above.

Made By: Adam Burke

Second: Catherine MacKenzie

Vote: Unanimous

IV. Reports from Boards and Commissions

- **Review Master Plan Chapters:** Historic Resources, Natural Resources, Community Facilities, and Recreation

Community Facilities Chapter – Tracey said the chapter is mostly informational about the community.

Bruce Kolenda looked at the “Claremont Middle School” and it doesn't appear to have listed the newest addition. Bruce believed this was done in 1996.

This is an inventory document with broad based goals for the community. Lori Richardson thought it would be nice to have this be a good document to attract new people and feels the wording may be detrimental to the reader that may be interested in coming to Claremont. There seems to be negative comments throughout which may be eliminated.

Tracey stated these chapters can be used to support future grant applications and items need to be identified to create an inventory list. The deficiencies should be listed to a certain degree.

Lori would like to include the language that this is a goal and being worked towards for improvement.

Bernie Folta said this is a planning document for the future and problems need to be identified and lead to desired actions and action plans. These desired actions could be put into a separate chapter of actions to be taken. These could perhaps be prioritized.

Adam Burke said the goals of the school would mostly lie with the school district anyway and the Planning Board doesn't really have the authority to add or change goals. Tracey said this could be a good time to suggest collaboratively working together for future improvements.

Tracey said some communities put a table to their action items and who is responsible, what the priority is, and how they will be paid for, and when they anticipate it to happen.

Bernie said the Claremont School District does have a CIP committee as well for upgrades to the schools. The goal was to see how much bonding would be put on the ballot to see which needs could be addressed.

To be looked at:

Address the negative tone,
Write more of a goal section that applies to this chapter
Check on the dates of the additions to the schools

Adam asked about the introduction and what it would read. Tracey said it would be a way to tie into the entire Master Plan. Peter asked when it would be ready, and Tracey said it could be ready for the next meeting on Feb 14^h and then if approved there would be a special meeting for the public hearing. This would most likely be in March.

Adam Burke added Maple Avenue School was not on the list. This needs to be added as well. 2.14 could be listed as elementary school(s).

Historic Resources Chapter -

There are goals and recommendations listed in this chapter as well. Peter asked about the Heritage Commission. RSA 674:44-b indicates what the advisory and review authority of the Heritage Commission would be. Peter wants to know if would change anything for the HDC or this could include what happens with the Historic District Commission. Tracey said some communities have merged the two committees as one. This would be easier for finding the volunteers. Peter Guillette would like more information regarding the Heritage Commission and what the duties would be.

Deb Cutts sits on the HDC and said there was some informal discussion on the committee and asked if there was any input from the HDC about adding a Heritage Commission. Katrina stated that David Messier, Chairman of the HDC was actually on the Historic Resources committee and recommended the Heritage Commission.

Peter feels it would be informative to have the information of: What one can do that the other can't and what both can do. Deb Cutts would like to have the City Solicitor present to see what can be done with finances/budget on the Heritage Commission.

Peter also said the comment about having a larger inventory available for the final copy if need be to add any addition properties there may be.

Recreation Chapter –

Tracey will try to have all the maps uniform prior to the next meeting as best as she can. These will be available prior to the Public Meeting.

Adam Burke said the Goodwin Community Center needs to have a more detailed outline of the deficiencies in the facility. There are a lot more issues than are listed and he feels if it is going to help obtain grants in the future, more things need to be noted.

Lori Richardson said Monadnock Park needs to be checked off as a neighborhood park and wanted to make sure it was.

Natural Resources –

Maps will be uniform and the only one missing now is current use properties.

Adam asked if the Conservation Commission would be used as a resource. Tracey said Steve Wood has reviewed the chapter and the commission would be an integral part of the project. His recommendations are throughout the chapter as it is being presented.

Deb Cutts said on pages 16 and 17 there are goals and recommendations and some of the objectives appear to be action oriented and how does this play out. Some appear to be less specific and wondered if this was because the thoughts were not there yet or if there is a reason for this. She said on page 17 “adopt management practices....” Objective is clear however on this one what will the City actually be doing to ensure this happens?

Peter Guillette said some of these appear to be occurring already and is the chapter asking to continue what is being done or to continue to provide or sustain? He asked if maybe it would be possible to be a little more specific on the goals.

Tracey said specific action items would mean a different format of the plan. Deb said it could get too specific if modified. There needs to be a compromise.

Lori Richardson said there are 5 recommendations and there are so many goals it could perhaps be broken down more for clarity.

V. Other

- Peter mentioned the Conservation Commission is currently looking for a representative from the Planning Board to sit on the commission. There are no volunteers at this time.
- Tracey wanted to mention to the Planning Board the staff had a meeting with Cartographic Associates to initiate changing a section of town that is zoned RR where it should be PR. This would be brought forward as an ordinance change and the maps need to be corrected to change this back to the PR.

VI. Correspondence

VII. Adjournment

Motion: to adjourn

Made By: Deb Cutts

Second: Adam Burke

Vote: Unanimous

Adjourned at 8:25 PM
Respectfully Submitted,
Katrina Spaulding