



**Planning Board Meeting**  
Monday, February 28, 2011  
Council Chambers, City Hall at 7:00 pm

**Meeting Minutes**  
**Approved March 28, 2011**

**I. Roll Call**

**Present:** Peter Guillette, Lori Richardson, Richard Wahrlich, Catherine MacKenzie, Deborah Cutts, Adam Burke, Bruce Kolenda, Ruben Ramirez

**Absent:** Erwin Caplan, Amanda Silvers

**City Staff:** Katrina Spaulding, Business Development Specialist; Tracey Thibault, City Planner, Kelly LeBlanc, Administrative Assistant

Ruben Ramirez will sit in for Amanda Silvers

Bruce Kolenda will sit in for Erwin Caplan

**II. Review of Meeting Minutes from February 14, 2011**

**Motion to:** approve the meeting minutes from February 14, 2011

**Made By:** Mr. Kolenda

**Second:** Ms. Richardson

**Vote:** Unanimous

Adam Burke and Ruben Ramirez have abstained from voting due to their absence at the last Planning Board meeting.

**III. New Business**

- **(2011-0004) Coughlin, Inc, 231 Washington Street Claremont, NH** Applicant seeks approval for a Site Plan amendment to allow the addition of a second drive thru at an existing McDonald's facility at 231 Washington Street. **Property Location:** 231 Washington Street, Claremont, NH Tax Map 133, Lot 49, Zone B-2.

This project is a re-Application that was approved by the Planning Board on October 8, 2007. This approval has expired. There are no changes to the original Site Plan Amendment that was approved in 2007.

**Motion to:** consider the reapplication as complete

**Made By:** Mr. Burke

**Second:** Mayor Cutts

**Vote:** Unanimous

**The existing McDonald's facility will add a second drive through window and modifies the circulation.** The applicant will be subject to a shoreland permit from the state which is one of the conditions.

Chris Boyea, Bohler Engineering out of Albany, NH, stated that this application obtained Planning Board approval in October 8, 2007. Since the original McDonald's was built, over 60% of clients are drive-through traffic versus dine-in patrons. These resources will aid in

customer service. A second ordering station will be added to the back of the building and an additional menu board will be added in the back of the location with a landscape island. The prepay window will be relocated to an appropriate distance back from the pick-up window. These modifications bring the McDonald's up to current restaurant standards.

A few parking spaces will be lost. A total of 20 parking spaces are required and there will be a total of 56 when the plan is complete (this takes into account the loss of a few spaces).

Left-hand turns will be restricted out of the far entrance. Line striping, the arrow, and a sign indicate no left-hand turns.

Ms. Richardson inquired why the project has not been started in the last two years. Mr. Boyea stated that he believes it was the economy. While this is a small project, it still requires a substantial investment on the part of the local owner. The owner is anxious to obtain building permits soon as possible so it is speculated that it will start in the Spring of 2011.

Ms. Cutts clarified that the Memo should state 'no left hand turns.'

Mr. Kolenda confirmed that there is no additional paving and only the existing parking spaces will be used.

Ms. Cutts inquired if there has been an updated TRC meeting and did Chief of Police or his designate have the opportunity to give their opinion on this project. Ms. Thibault reviewed the TRC notes from 2007 and Planner Coogan's memo. The TRC notes and Mr. Coogan's memo were the basis of the memo tonight.

### **Open Public Hearing**

Roger Hofman, Ward III abutter, has been neighbors with McDonald's for 27 years. He likes what is being done and that there will be no left hand turn onto Washington Street.

### **Close Public Hearing**

**Motion to:** approve the application for the existing McDonald's facility proposal for the addition of a second drive-through. This is the same proposal that was approved by the Planning Board on October 8, 2007. Vehicular traffic access, circulation and overall traffic management for the site: Existing. Proposed 2<sup>nd</sup> drive in the rear of the building will eliminate 12 parking spaces. The site has three access points; the one on the westerly side is access only; the middle one will be both access and egress; the easterly one will be egress only and no left hand turn. 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, and (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 Planning and Development 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) Site Plans are 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, and

(4) Two (2) mylars in a form suitable for recording at the Sullivan county Registry of Deeds must be provided.

**Made By:** Mayor Cutts

**Second:** Ms. Richardson

**Vote:** Unanimous

- **(2011-0005a) Lillian A. Wagner, 419 Main Street, Claremont, NH** – Applicant seeks approval to subdivide a 47.34 acre parcel. **Property Location:** 419 Main Street, Claremont, NH Tax **Map:** 82, Lot 11, Zone B-2 and RR.

Mr. Thibault stated that this property is split between the B-2 and RR zoning districts with municipal water and private sewer. The parcel will be divided into three lots.

Mayor Cutts inquired if it was necessary to run the application by the Conservation Commission. Ms. Thibault stated it is not necessary to run the subdivision through the Conservation Commission, but there is a mitigation plan with the Site Plan review that will go through the Conservation Commission at some point.

**Motion to:** accept application as complete

**Made By:** Ms. Richardson

**Second:** Mayor Cutts

**Vote:** Unanimous

The parcel will be divided into three lots. Each lot has frontage on either North Street or Main Street and each lot has developable land on it. The only site specific condition recommended is when Phases II-IV are developed that they provide additional adequate information on sewage disposal.

Michael Norman, Horizon's Engineering in Littleton, NH, was present as the engineering agent on behalf of Richard Landry.

Richard Landry, Thurloe Kensington Corp., was present as the applicant/developer.

Lot 1 -12.4 acres, Phase I & Phase II

Lot 2 -2.3 acres, Phase III

Lot 3 – 32.5 acres, Phase IV

Stevens Brook will divide lot 1 and 2. Waste Water Disposal System information will be addressed with the Site Plan application.

### **Open Public Hearing**

*No Abutters Present*

### **Close Public Hearing**

**Motion to:** approve this application for subdivision with 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, and (2) The applicant shall obtain and receive approval for all necessary permits as determined by the Local, State, and Federal governments. Conditions Subsequent: (1) The applicant shall obtain and receive

approval for all necessary permits as determined by the City of Claremont Planning and Development Department and (2) Two (2) mylars in a form suitable for recording at the Sullivan County Registry of Deeds must be provided. Site Specific Conditions: (1) Adequate soils for on-site sewage disposal for phases 2-4 will have to be demonstrated at time of Site Plan Approval, or municipal sewage disposal provided.

**Made By:** Mr. Burke

**Second:** Mr. Kolenda

**Vote:** Unanimous

- **(2011-0005b) Lillian A. Wagner, 419 Main Street, Claremont, NH** – Applicant seeks site plan approval to develop property at 419 Main Street. Phase 1 – Commercial Riverside Marketplace. Tractor Supply Co. – 19,097 SF; Retail building – 3,200 SF; Retail Building – 9,600 SF; and ATM Kiosk – 118 SF. **Property Location:** 419 Main Street, Claremont, NH Tax **Map:** 82, Lot 11, Zone B-2.

Lot 1 of the approved subdivision is currently before the board. The applicant has met the submission requirements.

**Motion to:** accept this application for Site Plan as complete

**Made By:** Ms. Richardson

**Second:** Mr. Burke

**Vote:** Unanimous

The applicant seeks site plan approval to develop property at 419 Main Street. Riverside Marketplace would include a Tractor Supply Co. consisting of 19,097 SF, an adjacent retail building having 3,200 SF, a standalone retail building containing 9,600 SF; and finally a 118 SF ATM Kiosk.

Striping will be required on Main Street for ‘turn only’ lanes. If this becomes something other than retail space, new septic designs will be required. Handicap designation will be corrected. Free standing signage at the road is proposed a little bit larger than allowed. The limit should be 224 SF and the application proposed 300 SF. The applicant is aware of this and is willing to make the correction.

Mr. Burke inquired if the turn only lanes on Main Street will require widening the road and also questioned if the lanes will be signaled.

Ms. Thibault stated that Main Street will be widened in both directions and the turn only lanes will not be signaled as it is not a recommendation from the Public Works Director. The Street will be widened prior to development of the lot.

Mr. Burke inquired about the needed handicap space. Ms. Thibault stated that 5 spaces are required and the fifth space is recommended at space marker 100. The locations of these 5 spaces are not bound by code therefore there is not a specification of how many need to be in front of each building.

Ms. Cutts stated that the applicant will be under 47 parking spaces from the required amount and this is a significant amount. Ms. Thibault stated that in the packet there was a report from the Traffic Engineer and while this is a lot from our ordinance standard, TSC based their calculations on other TSC needs versus our zoning ordinance or the ITE manual. While 47 spaces are a large number of parking spaces; it has been proven in other TSC studies that the spaces proposed will be sufficient.

Chair Guillette wanted to clarify that the building inspector did not have an issue with the placement of the handicap spaces. Ms. Thibault stated that the building inspector recommended that an architect review the handicap accessibility. The applicant is an architect and he has an engineer so this was sufficient satisfaction that they could place the handicap parking appropriately.

Mr. Norman stated that the application shows the entire potential developments for full disclosure purposes. Part of the application and design includes a shoreland permit, wetlands dredge and fill permit, wetlands mitigation package, state road improvements, AoT permit, state subdivision approval and wastewater disposal system approval. The site slopes in a southerly direction towards Stevens Brook. Part of the mitigation plan is to restore the current gravel area to green space. The dam will be removed and part of Stevens Brook restored. The house will be demolished and the property restored.

Mr. Norman reviewed the parking situation. The outdoor storage area had to be considered for the parking considerations (this adds 15,000 SF) which added 50 spaces. This outdoor area is not so much display as an overflow storage area. This is also why the applicant felt they could ask for a waiver.

Drainage flow into Steven's Brook will not increase.

The Septic Tank will lead into pretreatment chambers and then into the actual detention and infiltration chambers. Manholes and ports will allow for the inspection of these areas. The 50 year storm goes into an overflow and back into Steven's Brook. The treatment of that storm is taken care of in the system.

A Shoreland permit is needed for excavation and fills within the 100 year floodplain.

Richard Landry clarified that the 15,000 SF was not initially included when parking was calculated. TSC generally needs 60 spaces; the goal was to provide only what was needed to optimize green space.

Mayor Cutts confirmed that the 110 parking spaces were for TSC and the retail spaces.

Mr. Laundry stated that the topography and use of TSC was the main focus.

Mr. Norman reviewed the Wetland Mitigation plan with the board. The applicant will provide land and monetary compensation to the State.

Mr. Burke inquired about the location of snow storage areas on the site. Mr. Norman reviewed the snow storage areas on the Site Plan.

Chair Guillette asked Mr. Norman to review the site plan in terms of landscape and lighting for the viewing public. Mr. Norman stated that Evergreen and Hardwood trees would be used and located in areas where they are less likely to be hit or run over by vehicular traffic. Lighting will be kept at the minimum needed to assure security is maintained.

Mr. Wahrlich inquired if there will be a driveway plan in the 9000 SF space. Mr. Norman stated that no, there will not be a back driveway plan due to slope. Any unloading will be done on the side of the build. Dumpster placement will be added.

Mr. Burke inquired about how the turn-only lane on Main Street will be widened. Mr. Norman stated that they will do a one-foot back saw cut to the existing pavement. A box cut will follow. The details sheet of the plans [sheet 10] show where the road is widened. After the four foot shoulder is completed a 3:1 grass slope will be completed as part of mitigation [currently a gravel area].

Propane tanks and dumpster locations will need to be identified for the 9000 SF retail space and screened.

Mr. Wahrlich confirmed that each retail space in the 9000 SF will have a rear exit.

Mr. Norman stated that there will be two hydrants and all retail spaces would be sprinkled.

### **Open Public Hearing**

No Abutters Present

### **Close Public Hearing**

Mr. Kolenda inquired about delivery times and traffic. Mr. Landry stated that shipments will be coming in during business hours only.

Ms. Thibault reported that Site specific condition #2 is not necessary as the stop sign referenced was already on the plan.

Ms. Richardson inquired about groundbreaking. Mr. Landry stated they would like to start in May or as soon as possible after the 30 day DES appeals process is over.

Mayor Cutts requested parking clarification if there was a change of use. Ms. Thibault clarified that if one of the retail spaces requires more parking due to a change of use, they would have to come back to staff and possibly the Planning Board to see if they need an additional waiver.

Mr. Laundry reminded the board that if the outdoor display space was not there, then only 107 parking spaces would be required due to the interior SF of the buildings. The 110 parking spaces meet the 1 space per 300 SF interior space of the buildings.

Mr. Wahrlich inquired about building signage. Mr. Norman stated that the sign will be 234 SF. TSC required 70 SF or 80 SF. The balance of the 234 SF would be for the other uses. The location of the sign is documents on the Landscape Plain [sheet 6].

**Motion to:** waive 47 parking spaces

**Made By:** Mr. Kolenda

**Second:** Mr. Ramirez

**Vote:** Unanimous

Mayor Cutts confirmed that Technical Review was held for his project. Ms. Thibault confirmed that several TR meetings were held.

Mr. Kolenda inquired about the location of the propane tank/dumpster. Ms. Thibault stated that a Site Specific Condition could be added to specify the location of the propane tank / dumpster and that they must be screened.

Mr. Norman stated that the same amount of trees will be kept as recorded on the Site Plan (even if they are relocated) and the screened area will be gated.

**Motion to:** Approve the site plan with the 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, and (2) The applicant shall obtain and receive approval for all necessary permits as determined by the Local, State, and Federal governments. Conditions Subsequent: (1) The applicant shall obtain and receive approval for all necessary permits as determined by the City of Claremont Planning and Development 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) Site Plans are 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, and (4) Two (2) mylars in a form suitable for recording at the Sullivan county Registry of Deeds must be provided. Proposed Site Specific Conditions: (1) Prior to issuance of a Certificate of Occupancy, travel lanes on Main Street shall be constructed as approved and properly striped to the specifications of the Department of Public Works, (2) If retail uses are changed beyond the classification under ENV-WQ 1000 as dry goods stores, additional examination of the waste water disposal will be required by the City of Claremont Planning and Development Department to determine what change of use permits will be necessary, (3) Designate space #100 as handicap, and (4) The addition of the propane tank and dumpster be screened and noted on the site plan.

**Made By:** Ms. Richardson

**Second:** Mr. Burke

**Vote:** Unanimous

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

There was brief discussion on the Historic Resources Chapter and Heritage Commission.

There will be a public information session for the Master Plan on March 26, 2011. The Planning Board will decide if they want to change the MP in response to the comments given. The Planning Board will then hold their public hearing.

The MP sent to the Planning Board contains the most recent revisions.

Chair Guillette asked the board if anyone was willing to attend the Conservation Commission per previous discussion. Chair Guillette stated that he will attend this monthly meeting after giving the opportunity to the full Board.

#### **V. Other**

#### **VI. Correspondence**

#### **VII. Adjournment**

**Motion:** to adjourn

**Made By:** Mr. Burke

**Second:** Ms. Richardson

**Vote:** Unanimous

Adjourned at 8:35 PM

Respectfully Submitted,  
Kelly LeBlanc