



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

Minutes

I. Roll Call

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

Absent: Erwin Caplan, Amanda Silvers, Deborah Cutts

City Staff: Tracey Thibault, City Planner, Kelly LeBlanc, Administrative Assistant

Bruce Kolenda will fill in for Erwin Caplan
Ruben Ramirez will fill in for Amanda Silvers

II. Review of Meeting Minutes from February 28, 2011

Motion to: Accept the meeting minutes from February 28, 2011

Made: By: Mr. Burke **Second:** Mr. Kolenda **Vote:** Unanimous

III. New Business

- **(2011-0006) Roselyn Caplan, 42 Summer Street, Claremont, NH -** Applicant seeks a waiver of Site Plan and property survey plan for change of use from residential to light commercial. **Property Location:** 42 Summer Street, Claremont, NH, Tax Map 132, Lot 8, Zone B-2/R-2.

Ms. Thibault gave a brief overview of the application.

Roselyn Caplan, applicant, present
Stephen Jesseman, P.E., the applicant's agent was present
Heidi Leslie, business owner, present

Chair Guillette read Article VII of the Site Plan Regulations for the benefit of the viewing public. This Article relates to waivers.

Ms. Richardson inquired if there was a previous site plan. Ms. Thibault stated that there was not a previous site plan.

Mr. Jesseman stated that the cake business, previously located on Main Street, flooded out and the owner needed to relocate. Relocation to 42 Summer Street would be ideal. It was realized after the fact that this building needed to be commercial and not residential.

The property adjacent to this parcel is also owned by the Caplans. There is a real estate office and another building on the far corner used for an office. It was proposed that the separate drive entrance is eliminated and a curb put in; both buildings would share one entrance. This would prevent traffic flow conflict. Parking, therefore, would be for both parcels. It is believed that there are 10 to 14 parking spaces above what is required by code.

Mr. Jesseman stated that they based their primary waiver request on the fact that there is no additional square footage being added to the building. There are no additional plans for other uses in the building. Mrs. Caplan will return to the Planning Board if the use should change.

Mr. Jesseman stated that on the far side of the building there is a porch that sits back from the sidewalk. A handicap ramp will be added to assure the business is accessible.

Ms. MacKenzie asked if the waiver is requested to expedite the business opening due to emergency or for cost. Mr. Jesseman stated that this is not for cost savings but it would allow the business to reopen sooner.

Mr. Burke inquired about business traffic. Ms. Leslie stated that she does wedding cakes by appointment and they will have some baked goods and candies in the store so foot traffic might increase.

Mr. Burke inquired about exterior any signage. Ms. Leslie stated that there will be one sign that is approx 4' x 4'.

Open Public Session

Steven Picano, abutter, lives in the house across the street. Mr. Picano does not have objections to the business but has a few questions. First, Mr. Picano inquired if the sign will be illuminated. Mr. Jesseman stated that no, the sign will not be lit. Mr. Picano inquired about the electric power needed and about the number of seats. Ms. Leslie stated that there will not be any indoor seating and that there will only be one oven. Electricity is not an issue. Mr. Picano would also like to prevent litter from blowing into his yard.

Mr. Picano followed-up with a question about business hours. Ms. Leslie stated hours will be roughly 8am-5pm/6pm. Mr. Picano inquired if there are filters for the aromas. Ms. Leslie stated that the oven is in the back and this will not be commercial equipment.

Rebecca Ferland, owner of the quilt shop, is in support of the bakery.

Close public hearing

Ms. Thibault stated that the owner would be required to meet the B-2 zoning district sign regulations. A Condition can be placed on the waiver per discussion of the Planning Board.

Mr. Kolenda questioned if the waiver was granted, and down the line if the owner wants to renovate the 2nd floor, does the owner then have to re-submit a site plan. Ms. Thibault stated yes, but only a site plan for the second floor.

Mr. Burke inquired about rubbish. Ms. Leslie stated that they will use the dumpster at Mrs. Caplan's business.

Mr. Guillette inquired about the sign. Ms. Leslie would like to use the same sign she has on Main St. which is 2.5 ft high and 4 ft in length.

Ms. Richardson inquired about the length of the lease. Ms. Leslie stated this is a 6 month lease. Ms. Richardson is concerned that there is no existing site plan, that there is an

uncertainty of how things may run, and while we are only doing this for 6 months there may be ramifications if this business does not work.

Chair Guillette stated that we can grant the waiver with site specific conditions.

The board would have to specify that the waiver is only for this applicant and not for the parcel as a whole.

Mr. Burke would agree to approve the application for this business with operating hours from 8am-5pm and a 2.5 x 4ft sign. Mr. Burke questions if 8am-5pm is enough for the hours of operation. Ms. Leslie stated that 7am-6pm would be ideal and allow for flexibility.

Ms. Richardson agreed to sign limitations but would not want to limit the owner to specific hours.

Motion: to approve this application for site plan waiver for this specific applicant along with a condition that signage is limited to 2.5ft in height and 4ft in length. The sign will not be lit.

Made: By: Ms. Richardson **Second:** Mr. Kolenda **Vote:** Unanimous

- **City of Claremont, 58 Opera House Square, Claremont, NH** - Informational review of development of dog park, Veterans Park. **Property Location:** 25 Veterans Park Road, Claremont, NH, Tax Map: 96, Lot 86, Zone R-2.

Scott Hausler, Director of Parks and Recreation
Tracie Ruggles, Chair of Claremont Dog Park Committee

The Dog Park Committee has been meeting for approximately one year to create an off leash dog park in the Veteran's Park area.

Ms. Ruggles gave a power point presentation on dog parks, their locations, goals, rules for usage, general benefits, and socialization benefits (for both the dogs and their owners)

The dog park committee has been working with a consultant who helped to secure Veteran's Park as an ideal location. Parking and maintenance is currently being assessed. The land and accessibility would be in compliance with the American Disabilities Act. There will be access to water and both open and shaded areas for the dogs and their owners.

The estimated cost of the project is \$30,000 due to coated fencing, landscaping, insurance and the like. Primex, the City's insurer, is willing to cover the dog park so long as their rules are posted and their regulations followed.

Chair Guillette inquired about a proposed open date. Ms. Ruggles stated that this will depend on fundraising but the committee wanted to address the boards first.

Mr. Kolenda commends the idea. Ms. MacKenzie agrees that this is a great idea but would like to know how the insurance works if there are any incidents.

Mr. Hausler stated that Primex has a set of rules and regulations of how to monitor the park and certain types of dogs would not be allowed. This is also why there are designated small and large dog areas. Much of the enforcement would be self policing. While there are no guarantees that something will not happen, the dog park experience is generally positive.

Ms. Ruggles stated that the closest dog park to Claremont is in the White River area. The general feel is that most people who cannot handle their pets only go to the park once. Dogs must be registered and their shots current.

Ms. Ruggles stated that there is generally a flow of cars as there will not be picnic tables or the like to prompt long-term visits.

Mr. Burke inquired if any of the softball teams have been consulted as the dog park will be in close proximity to the field.

Mr. Hausler stated that the softball issue came up in a Parks and Recreation meeting and the potential of softballs being hit into the little dog area is currently being discussed. An access gate and fencing will be proposed. For liability, there might be a sign posted to watch for foul balls.

Chair Guillette inquired about maintenance. Mr. Hausler stated that Parks & Recreation will be working with the dog park committee. Typically the dog park committee would be an active board and there would be open communication and fundraising. Most dog park committees have a designated clean up day in the spring, a weekly assessment, etc. Shared maintenance is ideal so that the park will be a benefit to the City and not a burden.

Ms. MacKenzie inquired about hours. Ms. Ruggles stated the park would be open from dawn to dusk. There will be no staff or fees.

Ms. MacKenzie stated that while the rules state that the dogs need their registration and shots, there is no enforcement confirming this information.

Mr. Ramirez stated that this is a great idea and the self policing would bring Claremont to an elevated stage as a City. The concern is for safety but this is a concern at any park.

Mr. Kolenda asked about the city's insurance. Does this cover the owner and what is the risk? Mr. Hausler stated that the insurance would cover any person using the park so long as we have the correct regulations, rules and design.

The city currently maintains the proposed dog park area.

IV. Reports from Boards and Commissions

Chair Guillette attended his first Conservation Commission Meeting in March and this meeting will be discussed at the next Planning Board meeting.

There was a brief update on the Historic District Commission from Ms. MacKenzie.

The Master Plan Public Comment Session was held on Saturday, March 26, 2011. There was a proposal for a new Historic Resources Chapter that was substantially edited from the original version. The main edits were in the introduction and the list of historic places. The Planning office is working with Mr. Sanborn who presented the chapter.

Comments relating to the Master Plan will be collected over the next two weeks.

The Claremont City Center Project/ HUD Challenge Grant is forming the steering committee and would like a Planning Board member to be involved. The standard board application will be used.

V. Other

VI. Correspondence

The Spring OEP Training will be held June 11, 2011

Chair Guillette would like to formally thank Mr. Erwin Caplan for his years of service on the Claremont Planning Board.

VII. Adjournment

Motion: to adjourn

Made: By: Mr. Burke

Second: Ms. MacKenzie

Vote: Unanimous

Meeting adjourned at 8:05 PM

Respectfully Submitted by,

Kelly LeBlanc

Administrative Assistant