



Planning Board Meeting
Monday, June 14, 2010
Council Chambers, City Hall at 7:00 pm

Meeting Minutes
Approved 7/12/2010

I. Roll Call

Present: Peter Guillette, Bruce Kolenda, Erwin Caplan, Adam Burke, Richard Wahrlich, Andy Austin, Lori Richardson, Catherine MacKenzie

Absent: Amanda Silvers, Deborah Cutts, Brian Rapp

City Staff: Mike McCrory, Interim City Planner; Katrina Spaulding, Business Development

Bruce Kolenda appointed to sit as alternate for Amanda Silvers

II. Review of Meeting Minutes from March 22, 2010, May 10, 2010 & May 24, 2010

Motion to: Approve Meeting minutes from March 22 as presented

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

Motion to: Approve Meeting minutes from May 10 as presented

Made By: Lori Richardson **Second:** Catherine MacKenzie **Vote:** unanimous

Motion to: Approve Meeting minutes from May 24 as presented

Made By: Adam Burke **Second:** Bruce Kolenda **Vote:** unanimous

Abstained Mr. Andrew Austin and Lori Richardson

III. New Business

- **(2010-0008) CVS Pharmacy – Broad Street / Wall Street** –Applicant seeks site plan approval for the proposed CVS Pharmacy. The proposed project includes the demolition of existing on-site buildings and the construction of a new CVS Pharmacy (13,225 sf). Property Location: **Broad Street/ Wall Street, Claremont 03743. Tax Map 120-164, 165, 166, 167, 171, 172, 173, 176, 177, 178; Zone B-1.5.**

Meeting postponed until July 12, 2010

IV. Reports from Boards and Commissions

V. Other

- Draft Update to Chapter 22, Division 14, Historic District – Discussion & Recommendations to City Council

Each board member present is in support of the draft update and recommend this to the Planning Board and Peter Guillette will write a letter to recommend this update to the City Council.

- Discussion of Master Plan

The Planning Board is advised about their non-regulatory functions such as the Master Plan for the City of Claremont. Mike McCrory presented the Planning Board is responsible for the Master Plan and required by State Law. It is their job to assemble the master plan. The Capital Improvement Program is an end result of the Master Plan.

Mike mentioned each member should have the Land Use Chapter and be familiar with this chapter adopted in February 2008. This is available on the website and copies are available at the office of Planning and Development.

This is the basis of all City regulations and used to develop interests of the City now and how to implement in the future.

Planning approach with the City staff having the role of support to the Planning Board and collect, prepare and assemble information and materials into a professional document. The Planning Board will review and provide feedback on the Master Plan Chapters, conduct public hearings and implement/adopt a plan.

Each Chapter should have goals and recommendations that are consistent with the land use chapter. The board should be aware of this in able to inform the staff if there appears to be conflicting materials with the different chapters and the land use chapter.

Land Use Chapter Vision Statement:

Land use maps were presented to the board. Maps are available online. These are to illustrate how the City wants to see the land developed over time. This is very important for the future development of the City.

The next meeting on June 28th will walk through the Economic Development and Housing chapters.

Andrew Austin asked about time frames and the last master plan being in 1991. Mike McCrory mentioned this process has been started in 2007 and lots of work and analysis has been going on to get to this point. This is a good time to get this moving forward.

Richard Wahrlich said this is a living document he feels it should be revised continuously and worked on to improve with the times. Mike said currently the 1991 Master Plan needs to be brought closer to date with the land use chapter. Other chapters and updates and new chapters are an issue for the Planning Board to work towards.

Catherine MacKenzie feels the vision statement really connects to the needs of the City and really appreciates the intentions it addresses.

Andrew Austin thinks a Master Plan needs to point in a particular direction and follow that direction. He helped to work on the 1991 Master Plan and recognizes the difficulty and sometimes the course needs to be changed.

VI. Correspondence

VII. Adjournment

Motion: to adjourn

Made By: Adam Burke

Second: Lori Richardson

Vote: Unanimous

Adjourned at 7:45 PM

Respectfully Submitted by

KATRINE SPAULDING, Administrative Assistant