



Claremont City Center Project Steering Committee Meeting
Tuesday, April 26, 2011, 5:00PM
Visitor's Center, Claremont, NH

Meeting Minutes
Approved 5/24/11

I. Roll Call

Present: David Messier, William Greenrose, David Putnam, Steven Picano, Thomas Rock, Keith Raymond

Absent: Gary Trottier, Shelly Hudson

City Staff: Nancy Merrill, Director of Planning and Development, Katrina Spaulding, Business Development; Tracey Thibault, City Planner, Kelly LeBlanc, Administrative Assistant

II. New Business

Committee organization will be discussed at the next meeting to allow for all committee members to be present and review the documents. The next meeting will be held on a Tuesday at 5:00PM as this was the time the greatest number of members could attend.

There is no specified number of members that must constitute the committee.

Kurt Beek, Project Manager, will work as the grant administrator for the CCCP.

The *draft* CCCP document in the committee packets presented a brief guideline for the Steering Committee.

Ms. Thibault stated that the committee will assist and guide the City staff in completing the grant.

Dartmouth Rockefeller Center students will be working on surveys of the identified area.

The City is looking to increase public input and involvement. The end result would be a re-design of the zoning in the City core. This includes, but is not limited to, improving the quality and housing in the city core, re-invigorating Economic Development in the City and revitalization of the City Center.

The Steering Committee will define the parameters of the City Center. The outlined area in the map provided represents an area of walkability, has a significant amount of multi-family units and distinct neighborhoods.

The committee inquired how this area was determined. Ms. Merrill stated that this area was identified as a result from the Open Space Committee and also took into account the

multiple overlapping zoning districts in this constricted area. These districts might not always be the most appropriate for their use.

The Committee will be trained in basic planning fundamentals.

It should be noted that any changes will not impact the historic district and recommendations made by the committee should not be based on the zone or historic district.

U.K. architects will be working with the technical high school students on 3-D modeling.

Mr. Folta, Ward III, stated that the US Census defines urban core and that there was separate counts between urban core and the general area.

Ms. Merrill stated that the City of Dover has gone through a similar process and the City of Claremont is discussing the process with them. How to inform the public is also a pressing question.

Mr. Rock suggested mailing a letter explaining the CCCP with the tax bills so that property owners in the City have the information. This will also save on postage.

Ms. Spaulding informed the committee that the City website has a CCCP page.

Ms. Thibault stated that while there will be work sessions between the CCCP and various boards, the CCCP decisions are not contingent on board approval. This will be an 18 month grant but can go slightly longer if needed.

UNH Co-op will focus on work session facilitation and follow-up

UVLSRPC will focus on reporting to HUD, session planning, design modeling and training

Volunteer work will be provided by: UK Architects, River Valley Technical High School, and Dartmouth Rockefeller Center.

Mr. Putnam suggested conducting the assessment in two layers: (1) test of the committee recommendations and (2) assessment in the future

Ms. Merrill stated the performance assessment can be done by the committee after 1, 2, and 3 years.

Mr. Picano stated that the city was planned from the center outward; the original goal of the City has high potential.

Ms. Merrill stated that Dover is relatively 2x the size of Claremont with a similar build-out.

Mr. Folta encouraged the group to use photography to illustrate wants, needs and the like. Mr. Greenrose believes that the 3D project might provide some instantaneous results.

Mr. Picano, referring to Goal #4, stated that possibly relocating the truck route would aid Claremont in labeling the 'downtown' as a cultural center.

Mr. Putnam inquired about the Master Plan land use chapter and map. Ms. Thibault stated that the future land use map named and defined the area differently. The zoning map was fine-tuned while the future land use map was broad. Ms. Thibault will analyze the maps to determine the differences.

Marty Davis, citizen, would like to know if the students will survey all parcels outlined in the CCCP map.

Ms. Thibault stated that they are currently researching various methodologies to prepare and present to the city. There will be more information at the next meeting.

A map showing the overlay zoning districts has been recommended

The project will look at the following information: age/type of structure, percentage of deteriorations, double-check the assessing data, and count unused/vacant buildings.

Mr. Rock and Mr. Raymond agree that this type of map is a good 'start' to the project.

The committee has asked to add two neighborhoods to the CCCP map provided. The first addition is in the Veteran's Park area and the second by Osgood Ave/Chase Street.

Motion: to adjourn

Made By: Mr. Rock

Second: Mr. Picano

Vote: Unanimous

Meeting Adjourned at 6:20 P.M.

Respectfully Submitted by,

Kelly Leblanc

Administrative Assistant