



PLANNING BOARD MEETING

Monday, January 14, 2019 7:00 PM
Council Chambers, City Hall

MINUTES

Approved 2/11/2019

I. Roll Call

Present: Allen Damren, Marlene Boisclair, Bruce Kolenda, David Putnam, Richard Wahrlich, David Pacetti, Nick Koloski (in the audience)

Absent: William Greenrose, Charlene Lovett

City Staff: Scott Osgood, City Planner

II. Election of Officers

Mr. Wahrlich turned the meeting over to Scott Osgood, the new City Planner.

Mr. Osgood called for nominations for officers for the board.

Mr. Putnam nominated Rick Wahrlich for chair. Mr. Damren seconded the nomination and all voted in favor.

Mr. Osgood called for nominations for assistant chair.

Mr. Kolenda nominated Mr. Putnam for assistant chair. Mr. Pacetti seconded the nomination and all voted in favor.

Mr. Wahrlich resumed control of the meeting.

III. Adopt 2019 Meeting Schedule

Mr. Wahrlich called for a motion on the 2019 schedule.

Motion: To accept the 2019 meeting schedule as written.

Made by: Mr. Pacetti **Second:** Mrs. Boisclair

Discussion: Mr. Putnam said he wanted it noted in the minutes that this is a working schedule; that the board will vote when there needs to be a change to a certain date. He asked that the board's vote acknowledge that.

Vote: Unanimous in favor

IV. Review of Minutes

A. December 18, 2018

Motion: To approve the minutes as presented

Made by: Mr. Putnam **Second:** Mr. Kolenda

Vote: Unanimous in favor

V. Old Business

A. Housing Grant Update

There was no new information.

B. Site Plan Regulations

Mr. Wahrlich said he would like the board to focus on the housing grant and the site plan regulations going forward. He said he also would like to see if the new city planner had any new direction he would like to take the board once he is fully settled in. The board agreed.

VI. New Business

A. (PL 2018-00009) Turning Points Network, 11 School Street: Application for site plan approval for a new facility at **231 Broad Street**. Tax Map 132, Lot 54. Zoning District: PR.

Mr. Wahrlich read the public notice.

Frank J. Barrett, Jr., architect with Barrett Architecture in White River Junction, VT presented the application.

(Note: Mr. Barrett and the applicants had a conceptual discussion regarding this project at the December 14th, 2018 Planning Board meeting. Mr. Barrett said the project design had evolved quickly since that meeting into what he felt was a very good project.)

The existing house is two stories with a single-story enclosed porch on the front. The house measures approximately 25 feet wide and 40 feet long. There is a kitchen ell and a garage/barn attached on the back of the house. The barn was never finished. It was determined that it would not be cost effective to rehab/finish the garage and retrofit the kitchen so as to satisfy current building codes and the applicant's needs. Mr. Barrett thus advised them to remove the ell and the garage and replace them with a new two-story office addition that would better serve their needs. He further advised using modular construction employing local resources. He said the addition would go up quickly, would be well made, and would be architecturally appropriate next to the existing house.

Mr. Barrett said the existing house is in good shape. The interior still has much of the original woodwork and stairs. He estimated that it was built in the 1830s. Some of the exterior trim has been changed.

Mr. Barrett said this property will work well for the applicant as it is set back from the street and has a nice feeling of privacy. The lot is nicely landscaped with a tree line on the southern boundary. The access to the property is in the rear. Clients who need to use Turning Points' services have been subjected to abuse and violence and are trying to escape that. This access offers them much needed privacy and discretion.

The parking will need to be enlarged and is shown on the site plan.

Mr. Barrett shared with the board a set of schematic floor plans to give the board an idea of the uses of the building. He did not have any exterior views yet. The addition will have the same roof pitch as the house; same window fenestration and type so the addition will blend in. The addition will be visible from the street, but the house will still dominate.

There is a 40-ft wide right-of-way between the two houses (227 and 231 Broad Street) on the north side of 231 Broad Street. The right-of-way is not in use. Mr. Barrett said they will get it quieted because it doesn't appear to serve either property. He said it probably predates Breck Avenue.

Mr. Wahrlich asked if the new roof line would be higher or lower than the house. Mr. Barrett said he didn't want it to be any higher, but if there is a bit of a difference, he didn't believe it would be more than a foot. The intent is to match the pitch and come close to matching the same eave height so the addition does not dominate the existing house.

Mr. Putnam asked what the new roofing material would be. Mr. Barrett said it will be asphalt shingles. The main gable of the addition will be parallel to Broad Street with a smaller gable filling in. The addition is somewhat offset from the main house. The additional will have a very traditional appearance with clapboards, appropriate trim, double-hung, true divided light windows, etc. (Mr. Barrett had earlier commented on the overall appearance of the structures on Broad Street – how they are still mainly intact even though their uses have evolved over time. He commented that Broad Street is an important street.)

Mr. Wahrlich asked Mr. McCutcheon if he had anything to add. Mr. McCutcheon said Mr. Barrett had covered it and declined to add more.

Mr. Putnam asked Mr. Osgood if the plan was complete. Mr. Osgood said the plan had been reviewed and the only part that didn't "fall neatly into place" was the parking. The ordinance requires one parking space for every 325 SF of floor area. Based on that standard, this project will require 15 parking spaces. Only 13 spaces are shown on the plan. He said there is additional parking (available). He said the staff informed him that there is a 12-member staff, but they are never there all at the same time. He said he didn't see this as any encumbrance on the neighborhood or the business. He asked if the board would consider giving them a waiver of this requirement. Mr. Osgood said giving a waiver is allowed under the site plan review regulations. Mr. Wahrlich said that usually goes to the zoning board and said he didn't see how off-street parking would fit into this (situation). (Mr. Osgood added that there is a right of way, too, which is being used at this time by the neighbors for parking.) Mr. Putnam said the board should ask the applicant about parking.

Mr. Barrett said that the full staff is never present on the site at the same time.

Deb Mozden, director of Turning Points Network, said there are 12 daytime staff. Not everyone works every day, and they are not all in the building at the same time. She said there needs to be parking for survivors as well as staff. She said 13 spaces is fine. She said there are 3-4 spaces on Broad Street in front of the property that are available. She said they will be approaching neighbors to look for additional parking. Howard Dunn offices next store have let them use their parking for special events. (This property is currently for sale.)

Mr. Putnam noted that snow removal won't be taking up parking spaces. Mr. Barrett said there will be a 1-ft wide buffer to be maintained on the southern boundary of the property. The buffer will serve two purposes: (1) to have a grass-lined swale with a small pitch for runoff from the parking lot (soils are extremely good there which facilitates percolation of the runoff into the soil); and (2) for containing snow pushed from the parking area.

The dumpster will be located in the back corner of the lot as shown on the plan. The dumpster will be used for disposal of paper products.

Mr. Putnam asked Mr. Osgood if, in his opinion, the application was complete. Mr. Osgood replied, "Absolutely."

Mr. Wahrlich said he recalled the board granting waivers for parking before. He asked if the board needed to make a motion on the waiver before making the motion to find the plan complete. Mr. Putnam said the board needed to know specifically what the waiver is first. (Mr. McCutcheon said there are two lined spaces in front of the property that would make the 15 that the board needed. Mr. Wahrlich said he didn't know if the board could use them to satisfy the requirement.)

Mr. Putnam said the conditions of approval would not contain the waiver, but the motion to approve should acknowledge the waiver the board is providing for the two additional parking spots.

Motion: To accept that the application is complete
Made by: Mr. Putnam **Second:** Mrs. Boisclair
Vote: Unanimous in favor

Mr. Wahrlich asked for an abutters' roll call. He opened the public hearing and asked for comments from the public. There were none. Mr. Wahrlich closed the hearing.

Mr. Pacetti asked to have condition #6 changed to read "similar species" in place of "the same species", citing a similar discussion from a previous site plan.

Mr. Osgood read the portion of the ordinance regarding parking waivers:

Article V, Division 2, section 22-257, part (d):

The planning board in approving the site plan for the reconstruction or replacement of existing permitted non-residential use may waive or modify the requirements for off-street parking as specified in this chapter provided there is no enlargement of the use and finding that lot topography and/or area prevent compliance and that adequate public parking is available.

Mr. Osgood said the previous tenant of the building was an accountant. He said he didn't know how many customers frequented the business then. He said TPN would have something "relatively stable for the most part. The increased parking requirement wouldn't gain anything. With the adequate parking on the street and next door, I think it's easily covered."

There was no other discussion from the board. Mr. Wahrlich called for a motion.

Motion: That we approve the application for site plan review for professional offices at 231 Broad Street in the Professional Residential Zoning District subject to the following conditions of approval, with a waiver for parking of 15 to 13 parking spots acknowledging that under the code there's no enlargement of use (Section 22-527 section d):

Conditions of Approval

1. The Proposed Site Plan shall be completed in accordance with the information provided by the applicant in the Site Plan Application Case No. PL 2019-00001 and testimony during the public hearing for said case.
2. The site shall be constructed and maintained in accordance with the plan titled, "Site Plan Prepared for Turning Points Network -11 School St, Claremont, NH 03743 dated January 7, 2019 and as amended."
3. The applicant shall obtain all necessary permits as determined by the Local, State, and Federal governments.
4. Any new signage will require an approved sign permit prior to placement.
5. The structure to be removed shall be demolished in accordance with local codes and standards.
6. The owner shall make every reasonable effort to maintain existing and proposed vegetation on the site. Should trees or shrubbery die or need to be removed for any reason, then the owner shall replace the vegetation with landscape nursery stock of similar species and in the same approximate location within six months.
7. Upon completion of construction the owner/applicant shall notify the Zoning Administrator and Building Inspector that the project is ready for final inspection. If Planning and Development Department staff determines there are substantial changes to the site development, then the applicant shall submit for Site Plan Amendment.
8. This Site Plan is valid for two (2) years from the date of approval. If a no action is taken to exercise this Site Plan approval before the two-year deadline, the Site Plan is no longer valid and must be recertified through the Planning Board.
9. Two (2) copies of the final approved overall Site Plan, printed on Mylar and in a form suitable for recording at the Sullivan County Registry of Deeds, shall be provided to the Claremont Planning and Development Department within six (6) months of this approval.

Made by: Mr. Putnam **Second:** Mr. Damren

Vote: unanimous in favor

B. CIP start-up discussion

Mr. Wahrlich said it was time to start work on the CIP again. He invited anyone from the board that would like to participate to attend. He said the meetings are usually on Fridays at 3PM at the Visitor Center.

VII. Reports from Boards and Commissions

VIII. Other

- A. Nominate Richard Wahrlich to UVLSRPC

Mr. Putnam nominated Mr. Wahrlich for reappointment to the Upper Valley Lake Sunapee Regional Planning Commission. Mr. Damren seconded the nomination. All were in favor.

IX. Correspondence

The board received a wetlands permit application for a driveway expansion at the Claremont Truck Terminal on River Road.

X. Adjournment

Motion: To adjourn the meeting

Made by: Mr. Putnam **Second:** Mr. Pacetti

Vote: Unanimous in favor

The meeting adjourned at 7:42 PM.

Respectfully submitted,
deForest Bearse
Resource Coordinator