



**Planning Board Meeting**  
Monday, January 25, 2016 7:00 PM  
Council Chambers, City Hall

**MINUTES**  
**Approved 2/8/2016**

Mr. Wahrlich called the meeting to order at 7:00 PM.

**I. Roll Call**

**Present:** William Greenrose, Richard Wahrlich, Bruce Kolenda, Charlene Lovett, James Short, Chris Belvin, David Putnam, Neil Ward

**Absent:** Marilyn Harris

**City Staff:** Michael McCrory, Interim City Planner

**II. *Election of Officers***

**Chairperson:** Mr. Kolenda nominated Mr. Wahrlich for chairperson. Mr. Greenrose seconded the nomination and all were in favor.

**Vice-chairperson:** Mr. Greenrose nominated Mr. Kolenda for vice-chairperson. Mr. Short seconded the nomination and all were in favor.

**III. Review of Minutes – December 28, 2015**

**Motion:** To accept the minutes of the December 28<sup>th</sup> meeting as written.

**Made by:** Mr. Greenrose      **Second:** Mr. Short

**Vote:** Unanimous in favor

**IV. Old Business**

There was no old business to discuss.

**V. New Business**

- A. **PL2016-00001 Cynthia Vlasaty, Jarvis Hill Road:** Application for subdivision approval to annex 18 acres from Tax Map 116 Lot 3 to Tax Map 128 Lot 17. Zone: RR2

Mr. Wahrlich read the public notice.

**Planner's Report**

Mr. McCrory distributed a revised plan to the Board.

Mr. McCrory recommended that the Board find the application as complete.

**Motion:** To accept application PL 2016-00001 as complete.  
**Made by:** Mr. Short   **Second:** Mayor Lovett  
**Vote:** Unanimous in favor.

Mr. Wahrlich asked Mr. Ward to sit in for Ms. Harris.

Mr. McCrory stated that the proposed annexation, which is a type of minor subdivision, would shift ownership of approximately 18 acres from Map 116, Lot 3 to Map 128, Lot 17. This action will increase the size of an existing commercial property, Lambert Auto, by adding land that is zoned I-1 (the land being annexed is in the RR-2, B-2 and I-1 zones, with the majority of the land being transferred in the I-1 zone), which can affect the development potential for the receiving parcel. This annexation does not create any new lots. The land being annexed is affected by the airport – specifically the “Approach Surface” and “Runway Protection Zone”. Development within these areas is subject to review by FAA for safety purposes. There is no development proposal as part of this application – it is simply a land transfer.

Overall the proposal is in compliance with the zoning ordinance.

There were no further questions from the Board.

#### **Applicant Presentation**

Thomas Dombroski, surveyor, presented the plan as the applicant’s agent. Mr. Dombroski pointed out a right-of-way being reserved by the applicant across the Lambert property to the parcel being annexed. It will extend to River Road. Note #3 on the plan specifies that use of the right-of-way is by the applicant only and will dissolve when the property is transferred. It is to be used for recreational and agricultural purposes only.

Mr. Greenrose asked about the snowmobile trail shown on the plan. Mr. Dombroski said it will be unaffected by the annexation.

#### **Public Hearing Opened**

Mr. Wahrlich opened the public hearing. The abutters roll was called.

#### **Public Hearing Closed**

There were no abutters present who wished to speak. Mr. Wahrlich closed the public hearing.

**Motion:** To approve application #PL 2016-00001 with the recommended conditions of approval as follow:

1. The minor subdivision shall be in substantial conformance with the plan titled, “Proposed Annexation for Cynthia A. Vlasaty and John C. Lambert 2012 Rev. Trust,” revised January 25, 2016 and prepared by Thomas C. Dombroski, LLS.

2. The applicant shall hire a surveyor licensed in the State of New Hampshire to place proposed boundary markers as identified on the referenced plan and notify the Planning and Development Department when the work is complete.

3. Upon sale or otherwise transfer of ownership of the subject property a new deed description shall be prepared. This new deed shall include reference to any development restrictions or special conditions required by Federal Aviation Administration Regulations.

4. Prior to commencement of development within the annexed land or remaining portion of the subject parcel, the respective property owner shall consult with the Planning and Development Department and the Claremont Municipal Airport Manager to ensure compliance with the City Code and Federal Aviation Administration regulations.

5. The applicant shall submit two copies of the approved Minor Subdivision to the Planning and Development Office in accordance with the Subdivision Regulations and suitable for recording at the Sullivan County Registry of Deeds.

**Made by:** Mr. Greenrose      **Second:** Mr. Short

**Vote:** Unanimous in favor

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

Mr. Putnam reported that the Master Plan Steering Committee had held their second meeting. They developed questions for a survey, the draft of which will be available shortly. The questions on the survey will be used to help guide discussions at the first public forum, which has been tentatively scheduled for March 3<sup>rd</sup>. Mr. Putnam said the last Master Plan forum drew 140 people – he said he'd like to see even more attend this next one.

Mr. McCrory announced that there will be a workshop on development in the floodplain and floodway on February 1<sup>st</sup> at 6PM in Council Chambers. The workshop is open to the public.

#### **VII. Other**

#### **VIII. Correspondence**

#### **IX. Adjournment**

**Motion:** To adjourn the meeting.

**Made by:** Mr. Greenrose      **Second:** Mr. Short

**Vote:** Unanimous in favor

The meeting adjourned at 7:22 PM.

Respectfully submitted,  
*deForest Bearse*  
Resource Coordinator