



PLANNING BOARD MEETING
and
WORK SESSION
Monday, January 9, 2017
Council Chambers, City Hall at 6:00 PM

MINUTES
Approved 1/23/2017

Work Session

Mr. Wahrlich called the session to order at 6:00 PM.

I. Roll Call

Present: David Putnam, James Short, Victor Bergeron, Bruce Kolenda, William Greenrose, Marlene Jordan, Charlene Lovett, Richard Wahrlich, Marilyn Harris, Neil Ward

Absent: Nick Koloski

City Staff: Michael McCrory, City Planner; Nancy Merrill, Director, Planning & Development Dept.

Ms. Merrill recapped the process that has created the draft chapters before the Board – the public forum in March 2015, attended by 75 people with initial survey input; followed by an online survey to which 250 people responded; the formation of the Steering Committee in December 2015, and finally the formation of subcommittees for each of the chapters of the Master Plan. Department staff have assisted the subcommittees with the writing and will represent their subcommittees at the Planning Board meetings.

Most of the work on the energy chapter was staffed by Zach Williams. deForest assisted in its completion after Zach left his position.

Ms. Merrill stressed that the work is not being done entirely by the staff and read the names of the energy subcommittee members. She said the subcommittee members' names will appear on each of the subsequent chapters to acknowledge the work they had done.

Ms. Merrill said that each chapter is being written by the subcommittees. The draft is then submitted to the steering committee for review against four criteria - is the chapter consistent with the vision statement? Are there any gaps in the chapter? Is the chapter in conflict with other chapters? Does the chapter incorporate the survey results? If the steering committee has recommendations, the chapter is sent back to the subcommittee for resolution.

If the Planning Board requests changes to any of the draft chapters, they will be sent back to the Steering committee for resolution.

ENERGY CHAPTER

This chapter is the first energy chapter for the Claremont Master Plan. In general, all of the chapters will follow the same format – existing conditions, future challenges and opportunities, and goals/objectives.

Mr. McCrory talked about energy consumption vs energy generation and how they each have their own issues to address. He said Claremont has done a great deal to decrease its energy consumption through increased energy efficiency. However, this work has been driven more by the desire to control energy costs than to lessen environmental impacts. Having this energy chapter in the Master Plan and forming an energy committee are the next step in increasing our energy awareness.

The Board agreed to the following changes in the chapter:

- **Vision Statement**

Claremont will be a resilient, energy-efficient community able to adapt to and mitigate the effects of local, regional and global changes, by creating and implementing comprehensive, sustainable and regenerative energy policies for all.

- Add an inventory of existing energy-generating facilities as an appendix
- Add the New Hampshire State Energy Profile as an appendix
- Objective: The City will become a resource for energy issues, and will be connected to other ~~regional~~ stakeholders around such issues.
 - The Planning and Development Department should keep Claremont citizens, businesses, and nonprofit agencies informed of relevant local, regional, **statewide** and national energy incentives and initiatives. This should be achieved using all available media resources.
 - The City should participate in local, regional, ~~and~~ statewide **and national** energy forums and roundtables to study best practices, form regional energy alliances, and share information gained with the public in order to support awareness and a transition to sustainable practices city-wide.
 - The City should encourage collaboration among **the city schools, Sullivan County, and other** public and private agencies to promote sustainable energy production and energy efficiency for citizens and business owners.
- Add, **“Objective; Consider participation in other opportunities or programs consistent with this goal.”**

Everyone agreed to continue with the 6:00 PM start time for the work sessions.

Regular Meeting

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

I. Roll Call

Present: David Putnam, James Short, Victor Bergeron, Bruce Kolenda, William Greenrose, Marlene Jordan, Charlene Lovett, Richard Wahrlich, Marilyn Harris, Neil Ward

Absent: Nick Koloski
City Staff: Michael McCrory, City Planner

II. Election of Officers

Mr. McCrory assumed control of the meeting for the election of officers.

Chair: Mr. Putnam nominated Richard Wahrlich to be chair. Mr. Bergeron seconded the nomination. All were in favor.

Vice chair: Mr. Kolenda nominated Mr. Putnam to be vice-chair. Mr. Greenrose seconded the nomination. All were in favor.

III. Review of Minutes – December 12, 2016

Motion: To accept the minutes of the of December 12, 2016 meeting as written.

Made by: Mayor Lovett **Second:** Mr. Kolenda

Vote: Ms. Jordan and Ms. Harris abstained; all others voted in favor.

Mayor Lovett asked about the letter of support for the transition housing project. Mr. McCrory said he is continuing to work on it.

IV. Old Business

- a. **(PL 2016-00019) Albets Properties LLC, 976 E Prospect St, Woodmere NY –**
The applicant is seeking a Special Use permit to convert a single-family home to a two-family home at **13 Prospect Street**. Tax Map 131, Lot 74. Zoning District CR2. (Cont. from 11/14/2016)

Mr. Wahrlich read the public notice.

Planner's Report

Mr. McCrory recapped the application and the review of it by the board in November. He said the applicant had submitted supplemental information that had been requested by the board including a cover letter, a site plan, a floor plan, a photo of the parking area, and photos of the exterior of the building.

Applicant's presentation

Alan Perahia, owner of the building, was present to answer the board's questions. He said he planned to make the second unit a furnished apartment for traveling nurses. Mr. Perahia acknowledged that the outside of the building needed improving, calling it "a disaster". He said he is already working on improving the inside and will continue to the exterior. He said he owns other properties in Claremont that he has already improved. Mayor Lovett agreed that Mr. Perahia's other buildings were indeed in better condition than this one.

The board asked for clarification of the site and floor plans, which Mr. Perahia addressed.

Mr. McCrory said that the proposal complies with zoning and that there were no outstanding planning issues. The locations of the parking area and the trash collection are shown on the site plan.

Mayor Lovett asked if there is a restriction on the number of people that can live in a single apartment. Mr. McCrory said that the definitions in the zoning ordinance describe the limitations, but that they are very difficult to enforce. Mr. Perahia said he has very strict limitations written into all of his leases and has evicted tenants who violate them.

Mr. McCrory read the following proposed conditions for the permit:

1. The applicant shall obtain and receive approval for all necessary permits as determined by the City of Claremont Planning and Development Department. Prior to issuance of a Certificate of Occupancy, the Zoning Administrator and/or Building Inspector shall inspect the property for compliance with applicable regulations, application materials submitted, statements made, and conditions of approval.
2. The applicant shall maintain the two-unit dwelling and property in accordance with applicable regulations.
3. The residential unit shall be for lease at no less than the market rate in any year, as established by the U.S. Department of Housing and Urban Development and published annually in the Federal Register.

Motion: To approve the application with the conditions as read.

Made by: Mr. Greenrose **Second:** Mayor Lovett

Vote: unanimous in favor

V. New Business

- a. **(PL 2016-00021) Jack J. McKenzie Jr, 231 Winter St, Claremont NH –** Application for subdivision approval for 4-lot subdivision at **231 Winter Street**. Tax Map 73, Lot 29. Zoning District RR.

Mr. Wahrlich read the public notice.

Planner's Report

Mr. McCrory said this was a standard minor subdivision. He said many of the required submissions did not apply to or were not necessary for this application and suggested that the board formally waive them. Then the board could accept the application as complete with the waivers.

Jack McKenzie, owner of the property, said that he plans to have the two 5-acre lots connect to the City's water system, despite the fact that the survey shows them as having onsite wells. None of the lots will be tied into the City's sewer system.

Mayor Lovett said there is a need to grow the number of users on the water distribution system. She said that from a Planning Board perspective it is important for the Board to be cognizant of the fact that it is important that we grow the number of users on the water distribution system as a way of being able to influence

the water rates. She said it is important when the Board is looking at (subdivision) plans to ask, “can the people who are applying hook up to the water system?”

Mr. McCrory said the plan doesn’t meet the threshold for a state drainage plan (there are only 4 lots and they are all fairly large) and that DPW will address driveways and drainage along the roads.

There were no other questions.

Motion: To accept the application as complete waiving submission criteria 4.09.A.5, 9,10 &11; 4.09.B.1, 2, 3, 4, 5, 6, 7, 8, 9 & 10; 4.09.C.1, 2, 3, 4 & 5.

Made by: Mayor Lovett **Second:** Ms. Jordan

Vote: unanimous in favor

Applicant’s Presentation

Patrick Dombroski, surveyor, acted as the applicant’s agent. Mr. Dombroski described the proposed subdivision: two 5-acre lots, one 10-acre lot and one 57-acre lot. There is an old water line that crosses the 57-acre and 10-acre lots. It was found on a 1912 map of the property. Its location has been surveyed and placed on the subdivision plan.

The board had no questions. There was no further discussion.

The abutters roll was called. No one was present. Mr. Wahrlich closed the public hearing.

Mr. McCrory read the proposed conditions.

Condition Precedent

The applicant or the applicant’s agent shall finalize the subdivision plan and easement language, as appropriate, to the satisfaction of City staff. Final approval of this condition precedent shall be granted administratively with notice provided to the Planning Board.

Standard Conditions

1. The final minor subdivision shall be in substantial conformance with the plan titled, “Proposed Minor Subdivision for Jack J. McKenzie, Jr., Winter Street, Slab City Road, & Veterans Park Road, Claremont, N.H.” dated October 18, 2016, revised December 15, 2016, prepared by Thomas C. Dombroski, LLS.
2. The applicant or the applicant’s agent shall ensure placement of proposed boundary markers identified on the referenced plan by a surveyor licensed in the State of New Hampshire.
3. The applicant shall submit two copies of the approved Minor Subdivision, printed on mylar, to the Planning and Development Office within six months of the date of this approval. The plans shall be suitable for recording at the Sullivan County Registry of Deeds.

Mr. McCrory then added the following condition:

4. The applicant shall supply a statement from the Department of Public Works attesting to the availability and adequacy of municipal water service to the new parcels.

Motion: To approve the application with the conditions as read.

Made by: Mayor Lovett **Second:** Mr. Short

Vote: Unanimous in favor

- b. **Energy Chapter** (Master Plan Update) – first review
(addressed earlier in the meeting)

VI. Reports from Boards and Commissions

There were no reports.

VII. Other

a. Review Rules of Procedure

The new Rules of Procedure were not available for this meeting.

b. Handbook Check-up

Board members were asked to look through their binders and submit requests to Mr. McCrory for any missing or outdated articles.

VIII. Correspondence

There was no correspondence.

IX. Adjournment

Motion: To adjourn the meeting

Made by: Mr. Putnam **Second:** Ms. Jordan

Vote: Unanimous in favor

The meeting adjourned at 7:59 PM.

Respectfully submitted,
deForest Bearse