



**Planning Board Meeting**  
Monday, October 10, 2016  
Council Chambers, City Hall at 7:00 PM

**MINUTES**  
**Approved 10/27/2016**

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

**I. Roll Call**

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

**Absent:** Neil Ward, Nick Koloski

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

**II. Review of Minutes – September 26, 2016**

**Motion:** To accept the minutes of the September 26, 2016 meeting as written.

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

**Vote:** Mr. Greenrose, Mayor Lovett, and Ms. Harris abstained; all others voted in favor

**III. Old Business**

- A. (PB 2016-00016) Farhan Yaqoob, Claremont NH** – The applicant is seeking a Special Use permit to convert an existing two-family home to a three-family home. Property location: **154-156 North Street**, Tax Map 107, Lot 280, Zoning District PR. (Cont. from 9/26/2016)

Mr. Wahrlich read the public notice.

**Planner's Presentation**

The applicant is seeking a special use permit for the conversion of a two-family home to a three-family. The conversion requires a variance from the Zoning Board and a special use permit from the Planning Board.

The Zoning Board has opened their variance hearing and continued it to their November meeting so they can have a site visit.

Mr. McCrory said the application meets the ordinance standards for floor area for each unit. He provided photos of the property.

Mr. McCrory said the current owner bought the property about four months ago knowing that a variance was required for the third unit. He provided copies of correspondence with the current and prior owners to provide a history of how this case has been evolving over the past year. The prior owner had started work on the third unit without permits and had

been ordered to stop by the Building Inspector. The prior owner had assured the current owner that he (the former owner) had applied for the variance, but after the property transferred, the current owner learned that no variance application had ever been filed.

Mr. McCrory provided the Board with alternatives on how to proceed with the application. The consensus of the Board was (a) to continue the hearing until after the Zoning Board had decided on the variance and (b) to attend the site visit.

The Board asked for a scaled, site sketch showing the required number of dedicated parking spaces for each unit; the location of the dumpster; space for snow storage; location(s) of exterior lighting; and fire/emergency vehicle access.

**Motion:** To continue the hearing to the November 14<sup>th</sup> meeting.

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

**Vote:** Unanimous in favor

There followed much discussion on how this sequence of events came to pass and how, if possible, similar events could be prevented in the future. Mr. McCrory assured the Board that the City had done everything in its power to inform and assist the applicant, but it was the applicant's choice to proceed.

Mayor Lovett said that this conversion goes against the Master Plan as the City already has more than the State average of rental units. Mr. Greenrose said that there are already a number of buildings on the street with higher than allowed densities. Mayor Lovett said that what has happened in the past is grandfathered and that the City needs to move forward, and that while it's good that the applicant is trying to make things right, approving the application will only exacerbate the situation. Mr. Wahrlich agreed.

Mr. Bergeron said that the City has to control the conversion of old houses into multiple units which ends up with people parking on the grass or the sidewalk.

Mr. McCrory said the department notifies real estate agents whenever they notice something wrong with a listing, and while the City might foster a working relationship with the agents, the City cannot require them to do anything. Ms. Jordan said the City departments are working more closely together now than ever before.

Ms. Harris said that despite, the back story on this application, the Board must decide the case on its own merits and follow the Master Plan.

### **B. Follow-up work session for Site Plan Regulations**

The Board briefly discussed with Mr. McCrory the draft site plan regulations and suggested including snow removal, snow storage, and a methodology for following up on approved site plans. They also discussed the Technical Review Committee.

Mr. McCrory asked the Board to read through the draft regulations and to pass along via email any changes, corrections, etc. over the next two weeks. Once the Board is happy with it, it will be sent to the City Solicitor for legal review.

**IV. New Business**

There was no new business to discuss.

**V. Reports from Boards and Commissions**

There were no reports.

**VI. Other**

Mr. McCrory encouraged the Board to register for the upcoming NHMA annual conference. The City will provide financial assistance.

**VII. Correspondence**

**VIII. Adjournment**

**Motion:** To adjourn the meeting.

**Made by:** Mr. Greenrose      **Second:** Ms. Harris

**Vote:** Unanimous in favor

The meeting adjourned at 8:24 PM.

**Respectfully submitted,**

*de Forest Bearse*