



Planning Board Meeting
Monday, November 24, 2014
Council Chambers, City Hall at 7:00 PM

MINUTES
Approved 12/22/2014

I. Roll Call

Present: William Greenrose (arrived late), Richard Wahrlich, James Short, Mayor Neilsen, Victor Bergeron, Bruce Kolenda
Absent: Marilyn Harris, Matthew Whooley
City Staff: Michael McCrory, Interim City Planner

II. Review of Minutes – October 13, 2014

Motion: To accept the minutes of October 13

Made by: Mr. Short **Second:** Mr. Bergeron **Vote:** Unanimous in favor

III. Old Business

There was no old business.

IV. New Business

- a. **(PL 2014-00015) New Branch Properties, LLC, Cornish, NH:** Site Plan review for conversion of a residential lot to retail with a restaurant at **40 Main Street**, (Map120, Lot 31) Zone: MU

Mr. McCrory stated that the applicant had obtained site plan approval for this property in 2012, but because a Certificate of Occupancy had not been issued, the site plan expired, thus recertification of the plan is required.

Parking requirements in the MU district have been reduced since the original plan was submitted. Mr. McCrory stated that the number of spaces shown on the plan meet the minimum current requirements.

Mr. McCrory said that the application submitted satisfies the requirements for site plan review and deemed the application complete.

Motion: To accept the application as complete.

Made by: Bruce Kolenda **Second:** Mr. Short **Vote:** Unanimous in favor

Mr. McCrory stated that under section 22-537 of the zoning ordinance, 15 parking spaces is the minimum required for this project. He said the plan shows 16 spaces. The applicant is proposing a gravel parking lot, exterior lighting via flood

lights from the utility poles, and landscaping over time as finances allow. Mr. McCrory urged the board to consider setting a timeline for completion of the site plan components.

Gene Lattuga, representative for the applicant, stated that the project has had financial challenges and appealed to the board to accept his proposal so he can get the business open.

The abutters roll was called. There were no abutters present. Chairman Wahrlich closed the public hearing.

(Mr. Greenrose joined the meeting.)

There were no further questions from the board.

Motion: To approve the site plan with the following conditions:

Conditions Precedent

1. This Site Plan Approval incorporates the Historic District Commission (HDC) April 26, 2012 Conditions of Approval including returning to the HDC for final approval for site lighting, landscaping, and signage.

Conditions Subsequent

1. All proposed site work shall be completed in substantial compliance with the following plans submitted by the applicant:
 - Site Plan for Ranney Building, Main Street, Claremont, NH, Revised 10/27/14;
 - Landscape and Lighting Plan for Ranney Building, Main Street, Claremont, NH, Revised 10/27/14;
 - Grading Plan for Ranney Building, Main Street, Claremont, NH, Revised 10/14/14.
 - Parking as per revised sketch plan dated 11/24/2014.

Any substantial revisions to the approved plans will require review and approval by the Planning Board.

2. A grading plan stamped by a NH Professional Engineer shall be required prior to the issuance of a Building Permit.
3. The applicant shall obtain and receive approval for all necessary permits as determined by the Local, State, and Federal governments.
4. The applicant shall obtain and receive approval for all necessary permits as determined by the City of Claremont Planning and Development Department. All building permits applied for from the Planning and Development Department will

be reviewed under the Building/Fire Codes in place at time of application regardless of the date of this approval.

5. Prior to issuance of a Certificate of Occupancy, the owner/applicant shall notify the Zoning Administrator and Building Inspector that the project is ready for final inspection. Completion of the project shall be in substantial compliance with the plans submitted for review and all conditions of approval.
6. Site Plans are valid for two (2) years from the date of approval. If a certificate of occupancy has not been issued before the two-year deadline, the site plan is no longer valid and must be recertified through the Planning Board.
7. Two (2) copies of the approved 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.
8. Proposed landscaping and lighting shall be completed within three years of receipt of the Certificate of Occupancy. If said improvements are not completed, the applicant shall request an extension from the Planning Board.

Made by: Mr. Greenrose **Second:** Mr. Short **Vote:** Unanimous in favor.

- b. **(PL 2014-00016) Carol Burr, off of Keeley Street:** Minor subdivision and annexation of parcel 143-81 to parcels 143-79, 143-78 and 143-83 (Tax Map: 143; Lot 81) Zone: R1

Mr. McCrory stated that the application is for a minor subdivision with a merger and two annexations. He said all of the information required had been submitted and deemed the application complete.

Motion: To accept the application is complete.

Made by: Mr. Kolenda **Second:** Mayor Neilsen **Vote:** Unanimous in favor

Mr. McCrory explained that the applicant is dividing a landlocked parcel into three parcels, two of which will be annexed to abutters that front on Nelmar Heights, and the third will be merged to the applicant's lot that fronts on Keeley Street.

Surveyor Wayne McCutcheon spoke in favor of the proposal on behalf of the applicant.

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

Motion: To approve the subdivision with the following condition:

1. 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: Mayor Neilsen **Second:** Mr. Greenrose **Vote:** Unanimous in favor.

- c. **(PL 2014-00017) ML Limoges, 296 Elm Street:** Site plan amendment to add a 30,000-gal LP bulk storage tank next to an existing bulk storage tank at **286 Main Street** (Tax Map: 107; Lot: 125) Zone CB-2

Mr. McCrory stated that the only change to the site plan is the addition of the second storage tank. He said the application submitted contained all of the required information and deemed it complete.

Motion: To accept the application as complete.

Made by: Mr. Short **Second:** Mayor Neilsen **Vote:** Unanimous in favor.

Mr. McCrory said the applicant is proposing to add a second bulk fuel storage tank approximately 41 feet from the southeast property line. This project will require a variance from the zoning board (for expansion of a nonconforming use) and a variance from the state fire marshal because the proposed location is too close to the property line to satisfy the fire safety code.

Applicant Mark Limoges said that the second tank will serve as a back-up source in the event of unforeseen shortages in the winter. He said he chose the location because he felt it was the most efficient for the site layout and for aesthetic reasons. He said nothing else will change.

The abutters roll was called. No abutters were present. The public hearing was closed.

Motion: To approve the site plan amendment with the following conditions:

Conditions Precedent

1. This approval is contingent upon receipt of a variance from the Zoning Board of Adjustment for substantial expansion of a nonconforming use.
2. This approval is contingent upon receipt of a variance from NFPA 58, Liquefied Petroleum Gas Code, from the NH State Fire Marshall.

Conditions Subsequent

1. All proposed site work shall be completed in substantial compliance with the following plans submitted by the applicant:

- Overall Site Plan for Eastern Propane & Oil, Project No. 10123-01, Revised 11/05/14, and;
 - Site Plan for Eastern Propane & Oil, Project 10123, Revised 11/05/14.
- Any substantial revisions to the approved plans will require review and approval by the Planning Board.

2. The applicant shall obtain and receive approval for all necessary permits as determined by the Local, State, and Federal governments.
3. The applicant shall obtain and receive approval for all necessary permits as determined by the City of Claremont Planning and Development Department. All building permits applied for from the Planning and Development Department will be reviewed under the Building/Fire Codes in place at time of application regardless of the date of this approval.
4. Prior to issuance of a Certificate of Occupancy, the owner/applicant shall notify the Zoning Administrator and Building Inspector that the project is ready for final inspection. Completion of the project shall be in substantial compliance with the plans submitted for review and all conditions of approval.
5. Site Plans are valid for two (2) years from the date of approval. If a certificate of occupancy has not been issued before the two-year deadline, the site plan is no longer valid and must be recertified through the Planning Board.
6. Two (2) copies of the approved 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.

Made by: Mr. Greenrose **Second:** Mr. Kolenda **Vote:** Unanimous in favor

V. Reports from Boards and Commissions

There were no reports.

VI. Other

There was no other business to discuss.

VII. Correspondence

VIII. Adjournment

Motion: To adjourn the meeting

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

Respectfully submitted,
deForest Bearse
 Resource Coordinator