



Planning Board Meeting
Monday, January 12, 2015
Council Chambers, City Hall at 7:00 PM

MINUTES
Approved 1/26/2015

I. Roll Call

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

II. Review of Minutes – December 22, 2014

Motion: To accept the minutes of December 22 as complete
Made by: Mr. Short **Second:** Mayor Neilsen **Vote:** Unanimous in favor

III. Elect Chair and Vice-Chair

Nomination for Chair: Richard Wahrlich
Made by: Mayor Neilsen **Vote:** Unanimous in favor

Nomination for Vice-Chair: Bruce Kolenda
Made by: Mayor Neilsen **Vote:** Unanimous in favor

IV. Old Business

There was no old business to discuss.

V. New Business

- a. **PL2014-00018 Mikros Manufacturing Inc., 24 Colonel Ashley Lane:** Site Plan application to for construction of a 15,000 SF addition to the building at 24 Colonel Ashley Lane (Tax Map 163, Lot 3-3) Zone: I1

Mr. McCrory stated that the applicant had submitted revised plans this evening for the board to review. He said these plans were not substantially different from those the members had received in their packets. He also said that there is a waiver request with the application. He recommended that the board find this application as complete.

Motion: To accept the application as complete
Made by: Mr. Kolenda **Second:** Mr. Short **Vote:** Unanimous in favor

Mr. McCrory commented on the staff observations of the plans as follow:

- These plans represent Phase 2 of the building, effectively doubling the size of the building.
- Site access is being split from the old side and the new side.
- There will be access and parking on either side of the building.
- Safety and arrangement of vehicular traffic is suitable for traffic circulation and safety.
- There are no pedestrian facilities on Colonel Ashley Lane or River Road. Pedestrian circulation is accommodated on-site. What is shown on the plan is adequate.
- The building is stepped into the hillside, which helps minimize site grading.
- This also helps mitigate appearance and noise or other objectionable features of the building.
- The main access to the building is along the contours, which also helps with re-grading of the site.
- The site is fairly remote with a fair amount of vegetation around it.
- There are few properties to impact.
- The site and layout are both suitable.
- The storm water design is pending the board's decision on the waiver. This would be addressed as a condition of the approval.
- Landscaping is not proposed nor is it necessary or required.
- The applicants are requesting a waiver of the onsite parking requirements. The requirement is 1.5 spaces per employee; the applicant is requesting slightly over 1 space per employee.

Chuck Moretti from NCM Construction Management presented additional information to the board. Mr. Moretti explained that Mikros Manufacturing is a high-end manufacturing company. He said that Mikros had master planned this site in 2002 for this addition. He explained details of the site plan and interior of the addition to the board. He said most of the space in the addition will be used for manufacturing and storage

Randy Rhoades, engineer with M & W soils, said that the request for the delay in approving the storm water design was because they needed to know how much parking they would be required to provide. He said 53 spaces are being proposed for a maximum of 35 employees plus 8 spaces for visitors. He said because this is a remote location, the parking (or lack thereof) will not impact anyone else. Existing utilities will be expanded to accommodate the addition. The building is not visible from the road.

Mayor Neilsen noted that Mikros employees use “flex-time”, which means employees come and go throughout the day and evening (6 AM – 1 AM), rather than all of them arriving and departing at the same time; this helps reduce the parking needs. (30 employees dispersed over 18 hours)

Ken Gilbert, IT and facilities manager for Mikros, said if more employees are needed in the future, the company would move to Phase 3 of the master plan or develop on additional land. There are currently 31 employees at Mikros (2 off-site). The company anticipates hiring another 15 employees. Exterior lighting is LED and downcast with a light pool approximately 5 parking spaces wide. Walkway lighting is low intensity and on very short fixtures.

The abutters roll was called. No abutters were present. Mr. McCrory said that the Claremont Development Authority (CDA), which is an abutter, supports the application.

Mr. Wahrlich closed the public hearing.

Mr. Wahrlich said not granting the waiver would cause unnecessary hardship; that requiring more pavement is not always best; this is not a downtown location; and there are very few abutters as points to consider with regard to the waiver.

Mr. McCrory read the pertinent section of the zoning ordinance relative to granting waivers.

Motion: To grant the waiver because it is consistent with the regulations and does not go against the Master Plan; and because green space is preferable to more parking spaces, and it would create an initial hardship in that it may cause problems with storm water containment.

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

Motion: To accept the plan as complete with the recommended conditions of approval recommended by staff under item V, 1-6 as follow:

Recommended Conditions of Approval

1. The applicant shall obtain and receive approval for all necessary permits as determined by the Local, State, and Federal governments.
2. The applicant shall provide a copy of the final grading, drainage, and utility plan to City staff for review and approval. If, in the opinion of City staff, the revised Site Plan is substantially different from the approved Site Plan prepared by M&W Soils Engineering dated 12/5/14, then the Applicant shall receive approval for a Site Plan Amendment from the Planning Board prior to commencement of site work.
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) mylars of the final approved Site Plan with amended grading and drainage features, 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: Mayor Neilsen **Second:** Mr. Kolenda **Vote:** Unanimous in favor

The board asked to see the approved storm water plan.

VI. Reports from Boards and Commissions

The 2015 RSA books were distributed to board members. There were questions and discussion regarding tuition for course being offered. Mr. Kolenda noted that he was interested in attending the classes, but finds having to drive to Concord after work is a hardship. He said he would definitely attend if the classes were closer to Claremont.

VII. Other

There was no other business.

VIII. Correspondence

IX. Adjournment

Motion: To adjourn the meeting.

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

The meeting adjourned at 7:44 PM.

Respectfully submitted,
deForest Bearse
Resource Coordinator