



**Planning Board Meeting**  
Monday, February 22, 2016 7:00 PM  
Council Chambers, City Hall

**MINUTES**  
**Approved 3/14/2016**

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

**I. Roll Call**

**Present:** Richard Wahrlich, Bruce Kolenda, Marilyn Harris, Mayor Charlene Lovett, James Short, David Putnam, Neil Ward

**Absent:** William Greenrose, Chris Belvin, Nick Koloski

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

Mr. Wahrlich asked Mr. Putnam to sit in for Mr. Greenrose; and Mr. Ward to sit in for Mr. Belvin.

**II. Review of Minutes – February 8, 2016**

**Corrections:** Change “exceptt” to “except” on page 5; add the word “said” to #3 on page 4; correct the spelling of “Lovett” throughout; repair the sentence “...now he has come...” in the last paragraph on page 6; add the word “regulations” after “Planning Board” in the fifth line of that same paragraph on page 6.

**Motion:** To accept the minutes of the February 8<sup>th</sup> meeting with corrections.

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

**III. Old Business**

There was no old business to discuss.

**IV. New Business**

- a. **PL 2016-00004 Butcher Block Inc., 471 Sullivan Street:** Application for Site Plan approval to construct a 66,900 SF food processing facility in **Syd Clarke Park**. Tax map 187, lots 2-2, 2-3 and 2-4. Zone: I3

Mr. Wahrlich read the public notice.

**Planner’s Report**

Mr. McCrory stated that the applicants are proposing to construct a 67,000 SF light industrial/food processing facility in the Syd Clarke Industrial Park. The business predicts adding 70 new jobs over the next five years at this facility. Mr. McCrory said the application met the criteria for a complete application.

**Motion:** To accept the application as complete.

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

Mr. McCrory stated that the project will use three lots in the park. There will be substantial site work (cut and fill), but very little material will leave the site.

Traffic circulation on the site (trucks and passenger vehicles) will be facilitated by signage. Traffic to and from the site will add approximately 10% above current levels, which should not pose a burden to the roads in the area. There are sufficient site lines at all intersections. Staff had no concerns with traffic for this application.

Pedestrian circulation on the site has been suitably accommodated. There is no need for off-site pedestrian circulation.

The proposed lighting plan is reasonable. Lighting will be provided by full-cut off, LED fixtures. The illumination pattern is good and there will be no off-site spillage.

The Public Works Department had no concerns with the storm water drainage design, the utilities plan, or the proposed access. The Fire Department had no concerns. Two hydrants will be added to the site. The building will meet all public safety and building codes.

There are no concerns regarding the siting of the building.

The Claremont Development Authority is the current owner of the property – they have given their consent for the pursuit of this application. Receipt of site plan approval is part of the property transfer process.

The proposed parking plan complies with current zoning requirements (1 ½ spaces per employee). Mr. Putnam asked if there would be sufficient space to add parking for the predicted increased work force. Mr. McCrory stated that this could be reviewed at a future time and addressed with a waiver if needed.

This project is consistent with the intent of the Industrial 3 (I-3) zoning district.

### **Applicant Presentation**

David Frothingham, Civil Engineer for the project, presented the project to the Board. He said the single access to the site and the traffic circulation pattern are dictated by the presence of significant wetlands on the north end of the site. Truck traffic will be scattered throughout the day. Shipping and receiving docks are located at opposite ends of the building.

Mr. Frothingham stated that the proposed parking will adequately meet the needs of the current single shift and predicted future second shift as the two shifts will not utilize the spaces at the same time. Also, the second shift does not have office staff, so fewer spaces are needed.

Mr. Frothingham presented the details of the storm water drainage design, which is a series of grass-lined retention/detention ponds. Water filters through the grass and is slowly released into the wetlands. The plan is designed to accommodate the 100-year storm and meets state requirements. The site is served by municipal water and sewer lines.

Mayor Lovett asked Mr. Frothingham to explain the landscaping plan. Mr. Frothingham stated that the perimeter vegetation will be retained and gaps filled in where necessary, but vegetation will not be added near the building so as not to provide a place for rodents to hide or provide fruits or nuts that may be attractive to rodents.

### **Open Public Hearing**

The abutters roll was read. Mr. Wahrlich opened the public hearing and invited comments from the public.

### **Close Public Hearing**

No abutters were present and no comments were received from the public. Mr. Wahrlich closed the public hearing.

Mr. Kolenda asked about the monitoring well shown on the plan. Mr. McCrory was uncertain about the well, but said he would check the DES website for information.

Mr. Putnam asked how often the grease trap would be cleaned. Mr. Frothingham said the current practice is to clean the trap every quarter. He anticipated that the new facility will follow the same schedule and adjust it if needed. He said they are working with DPW on this.

The Board complimented Mr. Frothingham on the quality of the plans presented. All agreed that the project will be an asset and benefit to the City.

**Motion:** To approve the site plan as presented with the following conditions:

### **Conditions of Approval:**

1. The applicant shall obtain all necessary permits as determined by the Local, State, and Federal governments and maintain the site in compliance with these permits.
2. Any substantial expansion to the building or site operations, as determined by the Planning and Development Department, shall be subject to Site Plan Amendment. This includes, but is not limited to, building expansions noted in the plans submitted.
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. If Planning and Development Department staff determine the changes are substantial and warrant Planning Board review, then the applicant shall submit for Site Plan Amendment.
5. Natural cover shall be retained to the extent possible and reasonable. Landscaping shall be provided which is in keeping with the character of the area and the operational requirements of the development.
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 final approved overall 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. Bergeron      **Second:** Mr. Putnam

**Vote:** Unanimous in favor

**V. Reports from Boards and Commissions**

Mr. Putnam invited everyone to attend the upcoming public forum for the Master Plan update on March 3<sup>rd</sup> at 5:30 PM at the Claremont Middle School.

**VI. Other**

Mayor Lovett asked Mr. Wahrlich if he had spoken to the HDC about conducting joint meetings with the Planning Board. Mr. Wahrlich said the HDC was meeting on February 25<sup>th</sup> and he would discuss this at that time.

**VII. Correspondence**

There was no correspondence for the Board to review.

**VIII. Adjournment**

**Motion:** To adjourn the meeting

**Made by:** Mr. Putnam      **Second:** Mrs. Harris

**Vote:** Unanimous in favor

The meeting adjourned at 7:43 PM.

**Respectfully submitted,**

*deForest Bearse*

Resource Coordinator