



Planning Board Meeting
Monday, February 23, 2015
Council Chambers, City Hall at 7:00 PM

MINUTES
Approved 4/13/2015

I. Roll Call

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

II. Review of Minutes – January 26, 2015

Motion: To accept the minutes as presented.

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

III. Old Business

There was no old business.

IV. New Business

- a. **PL2015-00001 NIMMA Holding LLC:** Administrative waiver for change of use of property at 140 North St (Tax Map 107; Lot 279) Zone: PR

Mr. McCrory stated that the Zoning Administrator had determined that with the change in use of the building from office and counseling space to a private school/club, a site plan review was warranted. The applicant is proposing a karate/yoga studio and preschool on the first floor, with a potential for future office space on the second floor. Changes will be made to the interior of the building that may drive changes to the use of the site. There are no plans for exterior changes to the building. The applicant and present owner would like to waive the site plan process. The zoning administrator has referred the waiver request to the Planning Board.

There is a site plan on file for the current property showing the building, parking and circulation.

There was much discussion regarding the existing parking provisions for the current proposal and whether this would be sufficient to meet future uses of the building. Mr. McCrory stated that this waiver would apply to this proposal only and not the full use of the building.

The applicant, Michael Sartwell, stated that the busiest time of day, in terms of traffic flow, for the martial arts studio is at 4:30 PM – 6:00 PM; 20-30 students training at

the same time. He said there are 50 parking spaces on the site. He said he had no plans to change the outside of the building. The yoga classes will probably be held at the same time as the martial arts classes. The preschool would occupy approximately 750 SF of floor space, which limits it to 25 children. Most of the traffic is “drop-off/pick-up”. There is one exterior light on the site. The applicant plans to upgrade it to an LED fixture. (Later the applicant said there were two lights on the exterior of the building.) The building would be occupied Monday – Friday full days; partial days on the weekends (over by noon). The applicant is asking for the waiver to save time and money.

Motion: To grant the waiver for the site plan application.

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

- b. **PL 2015-00002 Roselyn Caplan:** Subdivision of land at 122-130 Pleasant St. into two lots (Tax Map 132; Lots 6 & 8) Zone: PR

Motion: To accept the application as complete

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

Wayne McCutcheon presented the application. He said Roz Caplan owns two separate properties as shown on the plan. There are two office buildings on one of the lots (the Ira Colby Estate). The intent is to divide these two structures. There is a third structure on Summer Street that is also owned by Ms. Caplan.

Parcel “A” fronts on Summer Street and will be annexed to the structure on Summer Street.

Parcel “B” goes from the Summer Street structure to the yellow structure on Pleasant Street.

The Ira Colby property will be subdivided.

Lot 1 will be on the corner of Summer and Pleasant Streets. It will be 0.35 acre or 15,898 SF in size.

Lot 2 will be 0.58 acre or 25,146 SF in size. Parcel B will become part of that lot.

Utilities are shown on the plan.

There is a private sewer line that will remain unchanged with easements to the sewer main to be provided when the lots sell.

Water lines go to the city lines in the respective streets.

Power is overhead from existing poles.

An infiltration basin is shown on the lower part of Parcel “A”. The basin does not drain to any city drainage system. It was constructed 20+ years ago and works well.

Easements will be provided for access to the lots.

The abutters roll was called. No abutters were present.

Mr. McCrory said the site dimensional requirements and setbacks are met with this plan. There will be access and egress easements shared among the properties. The staff has no objections to the plan.

Motion: To accept 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: Mr. Kolenda **Second:** Mr. Short **Vote:** Unanimous in favor

- c. **PL 2015-00003 Roselyn Caplan:** Site plan application for enlargement of a paved parking lot at 122-130 Pleasant St (Tax Map 132; Lots 6 & 8) Zone: PR

Mr. McCrory stated that the parking lot on the southern-most lot of the lots that were just created above will be expanded. The site plan memorializes the dedicated parking for each of the new lots. Parking lines are laid out; utility lines and drainage are identified. There is a new catch basin for storm water in the “back parking area” with its own infiltration basin. The DPW director does not object to the proposal, but would like to see the final design.

Motion: To accept the application as complete.

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

Mr. McCutcheon presented the site plan. The plans showed traffic access/egress and flow on the site; parking, and drainage for each of the three new lots. He explained that easements will be provided as needed to accommodate what’s shown on the plan. He indicated where new pavement will be added. Lighting is to be downcast and affixed to the building.

The abutters roll was called. No abutters were present.

It was noted that dumpster locations were not shown on the plan. Mr. McCutcheon said they would be added to the final plan.

The staff had no concerns with the project as proposed.

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

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 storm water design and dumpster locations to City staff for review and approval.
3. 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.

4. Two (2) mylars of the final approved Site Plan 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: Ms. Harris **Second:** Mr. Kolenda **Vote:** Unanimous in favor

d. **CIP Discussion with Finance Director, Mary Walter**

Ms. Walter presented the draft CIP for years 2016 – 2021. She explained the purpose of the CIP, its importance to the Master Plan, economic development, and grant applications and the Planning Board’s roll in the process. She described the ranking system, the gross capital cost and the effect on the tax rate. She answered questions from the Board.

Motion: To approve the CIP as documented and pass it on to City Council.

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

e. **Code Enforcement Ordinance Amendment discussion**

Mr. McCrory presented some proposed amendments to the ordinance for the Board’s consideration. The amendments will allow for focused and broader enforcement authority for property maintenance and nuisance issues. According to Mayor Neilsen, the City Council has had a first reading of the ordinance and will have its second and public hearing at their March meeting.

No action was taken. The matter will be discussed at the next meeting.

V. **Reports from Boards and Commissions**

There were no reports.

VI. **Other**

Mr. Wahrlich would like to be re-appointed to the Upper Valley Lake Sunapee Regional Planning Commission. This Commission requires the Planning Board to recommend a candidate to City Council for the appointment.

Motion: To recommend to the City Council that Richard Wahrlich be re-appointed to the Upper Valley Lake Sunapee Regional Planning Commission.

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

VII. **Correspondence**

VIII. **Adjournment**

Motion: To adjourn the meeting

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

The meeting adjourned at 8:57 PM.

Respectfully submitted,
deForest Bearse

Resource Coordinator