



## PLANNING BOARD MEETING

Monday March 11, 2019 7:00 PM  
Council Chambers, City Hall

### MINUTES

Approved 3/25/2019

Mr. Wahrlich called the meeting to order at 6:00 PM and asked for a roll call.

#### I. Roll Call

**Present:** Allen Damren, Marlene Boisclair, Bruce Kolenda, Nick Koloski, Richard Wahrlich, David Pacetti

**Absent:** William Greenrose, Charlene Lovett, David Putnam

**City Staff:** D. Scott Osgood, City Planner

#### II. Review of Minutes

##### A. February 25, 2019

**Motion:** To approve

**Made by:** Mr. Damren

**Second:** Mr. Pacetti

**Changes:** Mr. Osgood asked to have the names “Scott” and Todd” added to the names “Osgood” in the minutes in the appropriate places. He also asked to change the 3<sup>rd</sup> paragraph on page 3, change “IRC” to “IBC” and “The IBC has written an appendix on tiny homes *on foundations* that could be adopted (Appendix Q).” (Add the words “on foundations”.)

**Vote:** Unanimous in favor (with the changes)

#### III. Old Business

There was no old business to discuss.

The order of business was changed to hear the conceptual discussion first.

**Conceptual Discussion** – Stewart Richards for a food trailer serving ice cream on a temporary basis at 198 Washington Street

Mr. Osgood said that Mr. Richards had come to him with a business idea that Mr. Osgood felt should be heard by the Board.

Stewart Richards said he is looking to open a new business and creating some new jobs in Claremont. Mr. Richards stated the following:

- He is looking for suitable sites for an ice cream location.
- He owns a brand-new ice cream concession trailer.

- He is looking for “broad approval”, so when he finds a site that’s ok to operate from, he can site the trailer and business can proceed while he rehabs or makes any changes to a permanent structure.
- He shared pictures of the trailer with the board members. He called it a commercial kitchen on wheels.
- He said it has been approved by the state.
- One of the sites he is looking at is 198 Washington Street. He can plug in to the electric service (in the building that’s there).

Mr. Damren read the following message from Mayor Lovett, who was unable to attend the meeting: *On March 13, the Claremont City Council will be considering the Policy Committee's recommendation for a food truck policy. If the City Council concurs with the recommendation, legal counsel will then format the recommendation into an ordinance. The first reading of the ordinance would be tentatively scheduled for March 27. If nothing is changed at the first reading, it will be scheduled for a second reading on April 10. Charlene Lovett, Mayor, City of Claremont*

- Mr. Richards said he would go through the food licensing process “with you”.
- He is looking for high-traffic areas
- He has cash to spend
- He is also looking at a site on the Charlestown Road
- The trailer would be parked at the back of the site at 198 Washington Street to maximize the parking area
- The business would be take-out; they would want people in and out as quickly as possible
- There is “real good potential for that at the back of the building to have a couple of take-out windows there”
- He doesn’t want “inside sit-down format – it’s pure take-away”
- He wants to move forward with this “as soon as possible, but it’s down to the buyers and sellers agreeing”, then food licensing, so probably 2-3 months to operating

Mr. Osgood said that if Mr. Richards decided to move forward with this, that Site Plan Review would be the next step.

#### **IV. New Business**

- A. **(PL 2019-00003) Michael Lemieux, Claremont** – Application for subdivision approval for creation of an 11.54-acre lot from a 64.31-acre parcel at **154 Red Water Brook Road**. Tax Map 47, Lot 4. Zoning District: RR & AR

Mr. Wahrlich read the public notice.

Mr. Osgood said this is a basic subdivision and it meets all the requirements of zoning. He deferred to the engineering firm representative that was present to present the application.

Matthew Stasalovich from Eckman Engineering presented the application. He stated:

- They are proposing a one-lot minor subdivision
- Creating an 11.5-acre lot from a 64-acre parcel
- Everything is existing
- There is no proposed development
- There is about one acre of development; everything else is in current use

There were no questions from the board.

Mr. Osgood said the application is complete. He said one neighbor had come by to look at it – he had no problems with the plan. Mr. Osgood had no further comments on it.

Mr. Wahrlich called for a vote on the application being complete.

**Motion:** So moved

**Made by:** Mr. Damren                      **Second:** Mrs. Boisclair

**Vote:** Unanimous in favor

Mr. Wahrlich called for a motion to approve the subdivision. Mr. Osgood read the proposed conditions of approval:

1. The Proposed Subdivision Plan shall be completed in accordance with the information provided by the applicant in the Application for Subdivision Approval, Case No. PL 2019-00003, and testimony during the public hearing for said case.
2. The applicant shall obtain all necessary permits as determined by the Local, State, and Federal governments.
3. This minor subdivision is valid for two (2) years from the date of approval. If a no action is taken to exercise this Minor Subdivision approval before the two-year deadline, the Minor Subdivision will no longer be valid and must be recertified through the Planning Board.
4. Two (2) copies of the final approved overall Minor Subdivision, 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 within six (6) months of this approval.

Mr. Wahrlich asked for the abutters' roll to be read. No one wished to speak, so Mr. Wahrlich closed the public forum.

**Motion:** To accept, with the conditions as read by Mr. Osgood

**Made by:** Mr. Damren                      **Second:** Mr. Pacetti

**Vote:** Unanimous in favor

**B. Conceptual Discussion** – Stewart Richards for a food trailer serving ice cream on a temporary basis at 198 Washington Street

(See above)

**V. Reports from Boards and Commissions**

Mr. Damren read this message from Mayor Lovett: *On March 1, the NH House of Representatives Municipal and County Government Committee voted on HB370, relative to membership on city and town planning boards. The vote was 11-8 Ought to Pass. It will now be sent to the full House floor for a vote. The House is scheduled to meet on March 14. Charlene Lovett, Mayor, City of Claremont*

**A. Energy Committee Update**

Mr. Osgood said the energy committee had met last week. The meeting was guided by someone from Vital Communities. The board identified their goals for the year and made a report of them.

**VI. Other**

**A. CIP**

Mr. Osgood said the CIP committee had met Friday and talked through most of the topics except for the department of public works. He met with DPW this morning did some updating of their plan. He will report that work to Nancy Merrill tomorrow. The committee will meet again this coming Friday. The board is invited to attend the meeting. The board will be asked to vote on the priority of these items.

Mr. Wahrlich said the committee is using the same weighted measure that they used last year. The departments made some changes, but nothing major. He repeated the invitation to the board members. The meeting will be at 3PM at the Welcome Center. He said the committee hopes to finish up at that meeting. It will then be presented to the planning board.

Norm Blouin, Ward 3; repeated his question from the previous meeting of where we stand on tiny homes? He said the City won't get any tax revenue from them and felt they will devalue neighboring properties. He asked what will city do about it?

Mr. Blouin asked that the City look into two properties on East Green Mountain Road – one with a DPW-approved driveway, septic, and apparently power going in; the second with a camper being lived in with a septic and a driveway.

Mr. Blouin was urged to speak to the Chief Building Inspector about the tiny home, although Mr. Osgood said that Mr. Coombs is fully aware of the property. He said this started in October – 2 people from Massachusetts wanted to put a tiny home on wheels on the lot to use from time to time and were given permission to do so. Their septic system has been approved, but is not yet installed. Because our ordinance does not address tiny homes nor does it address the amount of time someone can stay in an RV, the department is seeking legal guidance on how to proceed.

**VII. Correspondence**

- A. NOD – PL2019-00002 – Osgood
- B. *Supply Lines* – Winter 2019
- C. *Town and City* – March/April 2019

**VIII. Adjournment**

**Motion:** To adjourn the meeting

**Made by:** Mr. Pacetti     **Second:** Mrs. Boisclair

**Vote:** Unanimous in favor

The meeting adjourned at 7:34 PM.

Respectfully submitted,  
*deForest Bearse*  
Resource Coordinator