



## PLANNING BOARD MEETING

Monday, March 12, 2018 7:00 PM  
Council Chambers, City Hall

### MINUTES

Approved 3/26/2018

#### I. Call to Order

Mr. Wahrlich called the meeting to order at 7:00 PM and asked for a roll call.

#### II. Roll Call

**Present:** David Putnam, James Short, Bruce Kolenda, Marlene Jordan, Charlene Lovett (via telephone), Richard Wahrlich

**Absent:** William Greenrose, Marilyn Harris,

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

#### III. Review of Minutes

##### A. February 12, 2018

**Motion:** To accept the minutes as complete

**Made by:** Mr. Short                      **Second:** Ms. Jordan

**Roll Call Vote:**

Putnam – Abstain

Short – Accept

Lovett – Yes

Wahrlich – Yes

Kolenda – Yes

Jordan – Yes

Mr. Wahrlich went directly to New Business.

**(PL 2018-00001) Eric Wilkinson, 85 Roberts Hill Road** – Application for a conditional use permit for an accessory dwelling unit at **85 Roberts Hill Road**. Map 122, Lot 12.  
Zoning District: RR2

Mr. Wahrlich read the public notice.

#### Planner's Report

Mr. McCrory said the applicant is seeking a conditional use permit to construct an accessory dwelling unit. The unit meets the standards for an ADU (Sec. 22-513) and meets the zoning setback requirements. If approved, conditions of approval will require that the permit be recorded at the Sullivan County Registry of Deeds and an annual check-

in to assure that the owner's principal residence is either the ADU or the primary residence.

Mr. Putnam asked what would happen if the property changes hands – would the new owners have to apply for a permit to keep the ADU as an ADU? Mr. McCrory said the ADU could remain as such. Only if the new owners wanted to convert it to a duplex (and not live on the property) would a permit be required. This is why the permit needs to be recorded.

Mr. Kolenda said it appeared from the application that the project had already been started. Mr. McCrory deferred to the applicant.

### **Applicant's Presentation**

Eric Wilkinson said he wants the ADU for his mother. The addition is off the back of the garage. There will be an entry door from inside the garage and one outside at the back. A finished path will be constructed to that back door. There will be outside lighting off the side of the building and one off the end of the garage.

At Mr. Wahrlich's request, Mr. McCrory read the abutters roll. Mr. Wahrlich opened the public forum. No one wished to speak. Mr. Wahrlich closed the public forum.

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

**Made by:** Mr. Short                      **Second:** Mr. Putnam

Mr. McCrory asked if the motion was to approve the application. Mr. Short and Mr. Putnam said yes.

Mr. Wahrlich read the list of conditions as recommended by Mr. McCrory in his staff report dated March 5, 2018:

### **Recommended Conditions of Approval**

The Planning Board may add supplemental conditions of approval as necessary.

1. The Notice of Decision for this Conditional Use Permit for an accessory dwelling unit shall be recorded in the Sullivan County Registry of Deed.
2. The property owner shall occupy either the principal dwelling or accessory dwelling for the period of time the ADU is in use.
3. The property owner shall demonstrate no later than July 1 of each year that one of the residential units is the owner's principal place of residence.
4. Size and composition of the ADU shall abide by the requirements of Section 22-513 of the City Code as adopted at the time of this decision.
5. The proposed expanded use shall be completed substantially in accordance with the information provided by the applicant for Case No. PL 2018-00001 and testimony during the public hearing for said case.

### **Roll Call Vote:**

Putnam – Yes

Short – Yes

Lovett – Yes

Wahrlich – Yes  
Kolenda – Yes  
Jordan – Yes

**(PL 2018-00002) Timothy & Tammi-Rae Cross, 425 Washington Street** – Application for a Lot Line Adjustment with Green Mountain Power on **Lafayette Street**. Map 106, Lots 20 and 30. Zoning District: I-2, CR-2

Mr. Wahrlich read the public notice.

### **Planner's Report**

Mr. McCrory said the application is for a simple lot line adjustment that is mutually agreeable to both parties. He said there was sufficient information contained in the application to find it complete.

**Motion:** To accept this application as being complete.

**Made by:** Mr. Putnam      **Second:** Ms. Jordan

### **Roll Call Vote:**

Putnam – Yes

Short – Yes

Lovett – Yes

Wahrlich – Yes

Kolenda – Yes

Jordan – Yes

### **Applicant's Presentation**

Surveyor Tom Dombroski represented the applicants. Green Mountain Power is going to convey two small triangles of land to the Crosses (total land area of approximately one-half acre). The annexation will provide the Crosses with more land that is not in the wetlands. They will be buying the land from GMP.

At the request of Mr. Wahrlich, Mr. McCrory read the abutters roll. Mr. Wahrlich opened the public forum. No one wished to speak, so he closed it.

**Motion:** To accept this as presented.

**Made by:** Mr. Putnam      **Second:** Mr. Short

Mr. Putnam read the recommended conditions of approval as provided in Mr. McCrory's staff report.

1. The final minor subdivision shall be in substantial conformance with the plan titled, "Lot Line Adjustment for Timothy F. & Tammie-Rae Cross & Green Mountain Power Corporation, Lafayette Street, Claremont, NH" dated January 19, 2018, prepared by Thomas Dombroski, LLS.
2. The applicant or the applicant's agent shall ensure placement of proposed boundary markers identified on the referenced plan by a surveyor licensed in the State of New Hampshire.

3. The applicant shall submit two copies of the approved Minor Subdivision, printed on mylar, to the Planning and Development Office within six months of the date of this approval. The plans shall be suitable for recording at the Sullivan County Registry of Deeds.

**Roll Call Vote:**

Putnam – Yes  
Short – Yes  
Lovett – Yes  
Wahrlich – Yes  
Kolenda – Yes  
Jordan – Yes

**IV. Old Business**

**A. CIP**

Mr. McCrory said the process is a bit behind due to meeting cancellations and the need for some additional information (LCHIP assessment on City Hall). He asked if the remaining tasks could be expedited so that the final CIP could be passed on to the Manager and the Council.

Mr. Wahrlich asked the Board how they wanted to proceed.

Mayor Lovett stated:

- Last Thursday, Mr. McCrory sent to the Board the additions from the LCHIP assessment for City Hall;
- I don't know if Mr. Putnam or Mr. Wahrlich had a chance to weigh in on Mr. McCrory's rating of the four of the five criteria for each individual item;
- that was the only segment that the CIP Steering Committee was not able to meet on and I don't know if the other members were able to provide their input;
- I did it late this afternoon;
- I'm not sure if Mr. McCrory even had a chance to look at it;
- I don't know if other members of the Planning Board had a chance to score criterion 5 as far as how we saw the item as to how it related to the Master Plan
- I used the rating that was identified in the Master Plan as far as how many areas of the Master Plan it touched upon.

Mr. Wahrlich asked the other Board members if they had gone through the assessment. No one had completed it.

Mr. McCrory said that hard copies of the Master Plan were being distributed to the Board at the meeting. He referred the Board members to the implementation chapter to rate the various CIP projects.

Mr. McCrory asked the Board if they wanted to go through the CIP rating process or take it home to work on. Mr. Wahrlich asked that he go through it with them at this meeting at least to the point where everyone understands what they should be doing.

Mr. Wahrlich asked how soon Mr. McCrory would need their work if they took it home. Mr. McCrory asked that they be done by the end of the week.

Mayor Lovett suggested the Board go through three of the projects and then have everyone complete the list at home on the grounds that it took her 2-3 hours to complete it herself. She said the Board had to first agree on how the rating would be done. Mr. Wahrlich agreed.

They started at the top of the list with Rail Trail Improvements. Mr. McCrory said the steering committee had already worked on the first 4 ratings, which he explained to the Board. The fifth criterion, the one the Planning Board needed to work on, pertains to how well the project relates to the Master Plan.

Rail Trail Improvements: how well does it fit with the Master Plan Vision and Goals?  
Meets multiple goals = 3  
Highly Consistent = 2  
Consistent = 1

Mayor Lovett's approach as cited in Chapter 11 of the current Master Plan:  
6+ chapters = 3  
3 - 5 chapters = 2  
0 -2 chapters = 1

Mr. McCrory offered to use Mayor Lovett's approach and do the exercise for the Board. He said he would mail it to all the Board members so they could review and comment on it. The Board agreed with the idea. Mr. McCrory explained how members should submit their comments via email. The final results will be included in the report to the City Manager and City Council.

Mr. Wahrlich asked that Board members submit their comments to Mr. McCrory by no later than March 18<sup>th</sup>, so Mr. McCrory can assemble the (preliminary) results for the Council meeting packet. Everyone agreed. The information will be accompanied by a cover letter from the Board.

**Motion:** To follow the process just discussed.

**Made by:** Mr. Short      **Second:** Mr. Putnam

**Roll Call Vote:**

Putnam – Yes

Short – Yes

Lovett – Yes

Wahrlich – Yes

Kolenda – Yes

Jordan – Yes

(Typos will be corrected.)

## B. Rules of Procedure

The Rules of Procedure had been adopted by the Board in December, but a legal review was requested. Some formatting changes were suggested and made. Also, some of the language was changed for clarification. Mr. McCrory reviewed the language changes.

Everyone accepted the changes made by legal review.

**Motion:** To approve the revised Rules of Procedure based on legal review

**Made by:** Mr. Putnam                      **Second:** Ms. Jordan

**Roll Call Vote:**

Putnam – Yes

Short – Yes

Lovett – Yes

Wahrlich – Yes

Kolenda – Yes

Jordan – Yes

**C. Airport Terminal Design Changes**

Mr. McCrory read the letter received from Stantec Consulting regarding changes in the design of the airport terminal. Due to budget constraints, the restaurant is being removed from the scope of the project.

**V. New Business**

- A. **(PL 2018-00001) Eric Wilkinson, 85 Roberts Hill Road** – Application for a conditional use permit for an accessory dwelling unit at **85 Roberts Hill Road**. Map 122, Lot 12. Zoning District: RR2

(See above)

- B. **(PL 2018-00002) Timothy & Tammi-Rae Cross, 425 Washington Street** – Application for a Lot Line Adjustment with Green Mountain Power on **Lafayette Street**. Map 106, Lots 20 and 30. Zoning District: I-2, CR-2

(See above)

**VI. Reports from Boards and Commissions**

There were no reports.

**VII. Other**

There was no other business.

**VIII. Correspondence**

- A. Announcement of 24<sup>th</sup> annual spring planning/zoning conference on April 28<sup>th</sup>  
B. Request for Project Review by NH Division of Historical Resources for the Opera House Square project

**IX. Adjournment**

**Motion:** To adjourn the meeting.

**Made by:** Mr. Putnam                      **Second:** Ms. Jordan

**Roll Call Vote:**

Putnam – Yes

Short – Yes

Lovett – Yes

Wahrlich – Yes

Kolenda – Yes

Jordan – Yes

The meeting adjourned at 8:23 PM.

**Respectfully submitted,**

*deForest Bearse*

Resource Coordinator