



PLANNING BOARD MEETING

Monday April 23, 2018 7:00 PM
Council Chambers, City Hall
Claremont, NH

MINUTES

Approved 5/14/2018

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

I. Roll Call

Present: Allen Damren, Marilyn Harris, Marlene Jordan, Bruce Kolenda, Charlene Lovett, David Putnam, Richard Wahrlich

Absent: Nick Koloski, James Short, William Greenrose

City Staff: Michael McCrory, City Planner

II. Review of Minutes

A. April 9, 2018

Motion: To approve

Mayor Lovett asked to have the words "Planning Board" added to the front of "Rules of Procedure" on page 1.

Page 4 clarification: The Mayor said the City Council directed the administration to come up with a parking plan following the meeting with developer (of the Goddard Block discussion, top of page 4).

Made by: Mayor Lovett **Second:** Mr. Damren

Vote: Unanimous in favor

III. Follow-up Regarding April 9, 2018 Planning Board Discussion about the Goddard Block Project

Mr. McCrory said the original application stated there would be 36 units. He said it was his opinion that the Board's approval applied to those 36 units. He did not recommend calling the site plan back for additional action, but put it to the board to decide.

There was substantial discussion about site plan amendments, fees (how they are created, charged and collected), when an amendment is not an amendment, and lifespan of site plans.

Once again, Mr. McCrory asked the board if they wanted the Goddard Block site plan amendment to be re-opened. The consensus of the board was no.

Mr. McCrory explained in more detail the criteria for determining whether a site plan amendment is required or not. Using these criteria, review of the Goddard Block project

showed that it clearly did not meet the criteria to require a site plan amendment and could have been administratively waived. However, the staff decided to “err on the side of abundant caution” and have the project submitted to the board for site plan amendment and conditional use approval (residential use on the ground floor).

IV. Amendment Language for Site Plan Regulations

Mr. McCrory said these amendments were ready in 2013 but never made it through the adoption process.

Mr. McCrory reviewed the high points of the new regulations.

It was agreed to add language to the Technical Review Committee section that will match the City ordinance language (section 2-120) that would require the TRC to submit copies of their decisions to the Board.

Mr. McCrory asked the board members to review the regulations and be prepared to discuss them in detail at the next meeting.

October 9th letter from the Mayor

The minutes of the October 23rd meeting indicated that the board had begun discussion of the Mayor’s October 9th letter and had continued to do so after the Mayor had had to leave the meeting early. The discussion was not structured as an item-by-item discussion, but the board members present felt they had discussed all of the points raised by the Mayor in the letter and no further discussion was needed. The Mayor, however, felt that her questions had not been answered and asked the board to revisit the letter.

It was agreed to use the questions raised by the Mayor in the letter as a means for reviewing the new site plan regulations.

V. Letter from Mayor to all Commissions, Boards and Committees

In February, the Mayor sent a letter to all of the City’s boards, committees, and commissions asking each of them to submit periodic reports of their activities so as to keep the Council up to date on board activities and to assist in guiding the Council on decision-making in some areas.

Mr. Wahrlich said he had received the letter and took it to mean it was something that he, as chairperson, needed to do. He asked how this report would differ from the monthly report on board activities that goes to Council every month from the Planning and Development Director. He also said he disagreed with this (new) report going directly from the Planning Board to the Council Clerk and bypassing the Planning and Development Department.

Mr. Putnam said that the board had agreed that all communications would go through the Planning and Development Department.

Mr. McCrory asked if there was something lacking in the monthly reports that this new report would fill in. Mayor Lovett said those reports tend to be primarily operational and that wasn’t what she was looking for. Mr. Damren said some boards are better than others in communicating with the Council.

Mayor Lovett said the Zoning Board had asked the Council to look at the ordinance due to the number of variances they have been hearing. She said the Council could have the policy committee look at zoning changes.

Mr. McCrory said that the request was made by the Council representative on the zoning board and was not in response to a discussion on the matter by the zoning board as a whole.

Mr. McCrory said the policy committee was not appropriate for zoning ordinances; it would make the process much more difficult. When zoning changes are needed, the request goes first to the staff; staff develops the changes and brings them to the planning board.

Mayor Lovett said the intent behind the reports is about coordinating efforts through better communication.

Mr. Wahrlich said he didn't feel it was necessary to do any additional reporting.

Mr. McCrory said the staff could share the monthly reports with the board so the board could make changes if desired.

VI. Reports from Boards and Commissions

There were no reports.

VII. Other

Mr. McCrory will be applying for a \$20,000 grant to review the zoning, subdivision and site plan regulations and recommend changes with regard to housing. He asked for the board's approval, which was granted. He will be seeking a letter of support from the board soon.

Mr. Putnam said plans are underway for a community-wide conversation about housing in Claremont. It is tentatively scheduled for May 31st. Details will be made available when more is known.

VIII. Correspondence

There was no correspondence.

IX. Adjournment

Motion: To adjourn the meeting

Made by: Mr. Putnam **Second:** Mayor Lovett

Vote: Unanimous in favor

The meeting adjourned at 9:02 PM.

Respectfully submitted,
deForest Bearse
Resource Coordinator