



## PLANNING BOARD MEETING

Monday, April 8, 2019 7:00 PM  
Council Chambers, City Hall

### MINUTES

Approved 4/22/2019

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

#### I. Roll Call

**Present:** Marlene Boisclair, Bruce Kolenda, David Putnam, Richard Wahrlich, David Pacetti, Charlene Lovett

**Absent:** Allen Damren, William Greenrose, Nick Koloski

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

#### II. Review of Minutes

Mr. Wahrlich called for a motion on the March 25<sup>th</sup> minutes.

##### A. March 25, 2019

**Motion:** So moved

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

Mayor Lovett asked to have the word “existing” added to this sentence on page 3: *Mr.*

*Hassan could not recall the height of the existing fence.*

**Vote:** Unanimous in favor

#### III. Old Business

There was no old business to discuss.

#### IV. New Business

- A. **(PL 2019-00007) Emily Lemieux, 519 Jarvis Hill Road** – Application for site plan approval for a wedding/event venue at **519 Jarvis Hill Road**. Tax Map 128, Lot 1. Zoning Districts: R-1, RR-2 & AR.

Mr. Wahrlich read the public notice. He asked Mr. Osgood for further information.

Mr. Osgood stated that Mr. Lemieux had gone before the Zoning Board last week with an application for a variance for this proposal, which the Board approved.

Mr. Wahrlich asked Mr. Osgood if this application was complete. Mr. Osgood said no. The information he had received was “not complete as yet.” He said he understood that the applicant was presenting additional information at this meeting.

Mr. Wahrlich asked if the Board should handle this “as a conceptual review”. Mr. Osgood said he thought so as they had not seen the information yet. He said it would be a step in the process.

Mr. Putnam asked, if the Board is waiting to see more information and the applicants present it at this meeting, would it be proper for the Board to approve it at this meeting or would the additional information have to be further reviewed by the Planning department. Mr. Osgood said he thought the abutters would have the right to see this information and if it is all approved at this meeting, then they would not have that opportunity. He therefore thought “it would have to be continued”. Mr. Putnam said he was okay with that clarification.

Mr. Wahrlich invited Emily Lemieux to introduce herself to the Board and tell the Board what her plans were.

Ms. Lemieux gave to the Board a written description of her proposal, a photograph of the yellow barn at 519 Jarvis Hill Road, and two surveys of the property at 519 Jarvis Hill Road showing the frontage on the road, the existing buildings on the lot, a 2-acre area designated for parking, the access road to the parking area highlighted in orange, and 4 proposed locations for event tents. The outline of the existing yellow barn was indicated in yellow on the plans. Ms. Lemieux said the plans clarified items requested by the Zoning Board.

Ms. Lemieux introduced herself and said she is relocating back to Claremont next week. She said her plan is to create an outdoor wedding and events space on the property at 519 Jarvis Hill Road. She said she was present to answer any questions the Board may have or address concerns they may have.

Mr. Wahrlich said the Board would be looking to know if Ms. Lemieux would be putting up a tent, where cars would be parked, how rubbish would be handled, would there be a permanent structure – i.e. the logistics of the proposal.

Ms. Lemieux stated:

- There are currently five barns on the property;
- She would not be adding any structures;
- Event hosts would rent tents from a local company;
- She would ask clients to rent from Scott Decker, a family friend, with whom she has been discussing this idea;
- A dumpster will be provided for trash;

- She would prefer weddings as they would be her “money-maker”, but they are also thinking of smaller events such as anniversaries, class reunions, baby/bridal showers – anything seeking a picturesque, outdoor space;
- There are two acres available for parking;
- Parking would be accessed via a gravel drive;
- Parking would be on grass;
- There is room for at least 100 cars;
- She would limit event size to 150 people;
- She would have accessory tents and portable bathrooms (on trailers).

Mr. Putnam said the Board is used to seeing site plans that show specifically where and how the applicant will be doing things. Ms. Lemieux turned to her drawings and indicated the parking area, the location of Route 12A, the driveway leading to her parents’ house, the location of the yellow barn, the driveway to the parking area, the location of proposed tent spaces.

Mr. Putnam asked if Ms. Lemieux had any plans for the existing buildings on the property so she could host events year-round. Ms. Lemieux said she hoped to generate enough income to be able to do that at some point in the future. She said her first wedding season would be in the summer of 2020 (late May to early October). She acknowledged having to come back to the Board if that should happen.

The property is served by City water.

Everything for an event would be brought in and then taken away at the end of the event. Ms. Lemieux is providing a space; the event host would hire all of the vendors they would need for the event (caterer, florist, baker, tent-guy, music, etc.) She is planning on, after some research, providing a portfolio of vendors she could recommend – people who are “good to work with” from the community.

Mayor Lovett asked if the events would have a lot of extra lighting. Ms. Lemieux said no; she envisioned lights under the tent, but not outside of it. She said there are some exterior lights on the yellow barn that used to light the (former) ice cream stand parking lot that could be turned on if requested.

Mayor Lovett asked if she anticipated having events later on at night. Ms. Lemieux said weddings typically go till “9ish”, so they would go until then, but it would depend on the type of event.

Ms. Lemieux said music would be turned off at a reasonable hour. She said any noise that went beyond the property lines would be off by 9PM. She said her research has shown that outdoor wedding hosts expect to have their music turned off at some point. She did not see

that this would be a problem. Mayor Lovett felt this should be stated somewhere in the application (and in the conditions). (She said the City does have an ordinance that pertains to amplified music.) Ms. Lemieux said she didn't want to agitate any of her neighbors, who so far have been very supportive (of this proposal). Ms. Lemieux had submitted letters of approval from her neighbors with the application.

Mr. Kolenda asked if the sites shown on the plans were the only area Ms. Lemieux planned on using. Ms. Lemieux said she was planning on keeping everything in the barnyard area for now.

Mayor Lovett asked if the events would be in the tents or in the barns. Ms. Lemieux said they would not be in the barns – the barns would just be the backdrop.

Mr. Wahrlich asked how electricity would be provided. Ms. Lemieux said all of the barns have power to them that can be drawn from.

The Board had no further questions. Mr. Wahrlich instructed Ms. Lemieux to work with Mr. Osgood to provide the items necessary for a site plan. Mr. Osgood said there is a list of required items on the application. He had also included a list of items in his staff report for this application, which included additional items like alcohol and noise provisions. Those items must be provided or the applicant must request waivers in writing. He said the Lemieuxs had been invited to meet with the department heads (police, fire, DPW, building inspectors, etc.) at the staff review meeting the next day.

The consensus of the Board was that this was a good idea. Mr. Wahrlich said he was glad to see a young person coming back to Claremont.

Mr. Putnam suggested that Ms. Lemieux could be the broker for the event vendors and put together a whole event package. Mr. Wahrlich agreed with Mr. Putnam and added, "The more you are in control, instead of just renting the property and saying 'have at it' – I think we're going to be a bit more comfortable if we know that you are in control of that situation." He suggested she present her proposal that way.

Mayor Lovett asked if Mr. Wahrlich wanted a motion to continue the hearing. Mr. Wahrlich agreed.

Mayor Lovett pointed out that Mr. Lacasse was present and asked Mr. Wahrlich if Mr. Lacasse should have an opportunity to speak before the hearing was continued. Mr. Wahrlich invited Mr. Lacasse to speak.

Paul Lacasse, Ward 2, said he was an abutting neighbor and he had “absolutely no problems with this venture. I support it 100%.” The Board thanked Mr. Lacasse for attending. Before setting a date for the continued hearing, the Board asked Mr. Lemieux how much time he needed.

**Motion:** To continue the hearing to April 22<sup>nd</sup>

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

**Vote:** Unanimous in favor

### **Conceptual Hearing**

Mr. Osgood introduced Shani Farhan Yaqoob, who owns a childcare business called “Ready, Set, Grow”, is looking to move into a different property. He wanted to bring his idea to the Board for some feedback. Mr. Osgood said this is purely a discussion between the Board and Shani with no obligations on anyone’s part.

Mr. Yaqoob said he is currently running his daycare at 10 Royce Street, the old West Terrace school building. The building is going up for auction and he needs a new place. He said it is hard to find a building in town. He has a couple of options, but one of them is “logical” for the business. He is under state licensing requirements. He said the State “kind of like it; they approved it”, but they have definite concerns about it. The first concern is the parking. The building is the old Bond Auto building at 11 Main Street. City regulations require one parking space for every four children. With eighty children, he needs 20 spaces. There are not twenty spaces around this building. He also has to have an outside play area for the children. With eighty children, he needs a play area big enough for twenty of them at a time. He needs 50 SF per child of outside play area. He would need the entire paved parking area that’s now in front of the building. It would be fenced.

Using google maps he estimates seven parking spaces around the building. There are ten spaces on the street and a parking garage down the street.

He cannot move forward without approval from the City.

Mr. Wahrlich said the Board would want to see more parking, especially in the morning when children are all arriving at once. Mr. Putnam said he needed not only space for parking, but space for cars coming in and cars leaving. This is a time of highest risk and greatest impact on traffic, and the space needs to be incorporated into the site design. He asked how the areas indicated for parking could be used for parking when the space is needed for dropping off and picking up.

Shani said he currently has barely 10 - 12 cars a day with 60 children for the last three years. The parents usually walk to the daycare – even in the winter. The more into town he moves, the more walkers he has. His clients are the lowest (income) in the area. He said staff could park in the garage (eight cars).

Mayor Lovett asked about the JSL and if that was a possibility. Mr. Osgood said he had spoken to Shani about it. Shani said if he uses more than a single floor, the building has to

be sprinkled at a cost of \$70-80,000. Added to that would be whatever renovation costs the building would need.

Mr. Wahrlich said the Board would want to see where the play area is (at the Bond building), how the traffic would flow (drop offs/pick ups), and where there would be (realistic) parking. The Board urged Shani to work with Mr. Osgood to figure it out.

## V. Reports from Boards and Commissions

Mayor Lovett said HB 370 would be heard by the Senate this Wednesday. She said there didn't seem to be much resistance to it so it seems likely it will pass. It already passed on the house side.

## VI. Other

### A. Discussion of the 2019 CIP

Mr. Wahrlich said the CIP committee had held its last meeting last Friday, and introduced the Board to the 2019 CIP. It is the same as last year's with new items added in red and completed items so designated. Criterion 5 of the CIP rating scheme is the criterion of most concern to the Planning Board.

Mr. Osgood said he had attended the two CIP committee meetings, and met with the DPW director, the Chief of Police, and the Parks and Recreation Department. (The CIP committee members included Planning & Development Director Nancy Merrill, City Finance Director Mary Walter, and Planning Board Chair Richard Wahrlich.)

Mr. Osgood worked through the matrix with the Board.

- City Hall roof – the earlier proposal to treat the roof instead of replacing it has been changed to a full replacement on the grounds that the lower cost option will not last long enough to be worth the funds; the cost was increased to \$750,000; the Board increased criterion 5 from a 2 to a 3 to reflect the urgency of the need to repair the roof and the importance of the building to the City.
- Building efficiency improvements at 14 North Street (Planning and Development Department) was increased from \$11,000 to \$30,000 to include upgrade of lights to LEDS; the Board decreased criterion 5 from a 3 to a 2.
- The retaining wall at the Fire Station was rated by the Board as Criterion 2=1; Criterion 3=3; Criterion 4=2; and Criterion 5=1.

No other changes were made.

**Motion:** To accept the 2019 CIP and recommend it to the City Council

**Made by:** Mayor Lovett **Second:** Mrs. Boisclair

**Vote:** Unanimous in favor

The letter will be submitted for the Council's April 24<sup>th</sup> meeting packet.

## VII. Correspondence

Mr. Osgood said he, Mr. Putnam and the Mayor had attended the presentation on “Strong Towns”. He said he would be getting a written version of the presentation to share with the Board. Mayor Lovett said the presentation is available on CCTV for public viewing.

**VIII. Adjournment**

**Motion:** To adjourn the meeting

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

**Vote:** Unanimous in favor

The meeting adjourned at 8:35 PM.

Respectfully submitted,  
*deForest Bearse*  
Resource Coordinator