



Planning Board Meeting
Monday, June 13, 2016 7:00 PM
Council Chambers, City Hall

MINUTES
Approved 7/11/2016

Mr. Wahrlich called the meeting to order at 7:00 PM.

I. Roll Call

Present: Charlene Lovett, Marlene Jordan, Bill Greenrose, James Short, Nick Koloski, Richard Wahrlich, David Putnam, Neil Ward

Absent: Marilyn Harris, Victor Bergeron, Bruce Kolenda

Staff: Michael McCrory, Interim City Planner

The Board observed a moment of silence in honor of the victims of the Florida shootings.

Mr. Wahrlich asked Mr. Putnam to sit in for Ms. Harris and Mr. Ward to sit in for Mr. Kolenda. Mr. Koloski sat in for Mr. Bergeron.

II. Review of Minutes

A) May 9, 2016

Motion: To accept the minutes of May 9, 2016 as written.

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

Vote: Unanimous in favor

III. Old Business

A) **PL 2016-00007 Jeremy Zullo, 86 Windy Hill Road:** Application for Site Plan approval to establish property maintenance and paving businesses with a 20 ft x 40 ft salt shed and a 30 ft x 60 ft maintenance garage on **Caajm Place**. Map 35, Lots 2 & 2-1. Zoning district: RR (Continued from 5/9/2016)

Mr. Wahrlich read the public notice.

Planner's Report

Mr. McCrory stated that the Zoning Board had approved the variances for the use and the location of the salt shed based on the same site plan that the Planning Board had received on May 9th. The plan shows driveways, internal circulation, parking and storage, and landscaping. It meets the site plan requirements. Mr. McCrory recommended that the Board find the plan complete.

Motion: To accept the plan as complete

Made by: Mr. Short

Second: Ms. Jordan

Vote: Unanimous in favor

Mr. Greenrose asked about signage and lighting. Mr. McCrory said signage would be addressed and permitted separately. Mr. Putnam said that the City Center Initiative had recommended that all exterior lighting be downcast and cut-off to preserve the dark night sky. Mr. McCrory said these standards could be included in the site plan conditions.

Mr. McCrory distributed to the Board copies of his June 8th supplemental memorandum and reviewed it with the Board. Included were all of the conditions set by the Zoning Board on the variances, a review of the eleven site plan criteria, and recommended conditions if the Board should choose to approve the plan.

Mayor Lovett asked if there was any risk of damage to the adjacent wetlands. Mr. McCrory said that Mr. Zullo has installed silt fencing to prevent erosion into the wetlands and that stormwater drainage will be directed away from the wetlands and into existing drainage facilities in Caajm Road. He also said that DES monitors and enforces protection of wetlands.

There were no other questions from the Board.

Public Hearing Opened and Closed

Mr. McCrory read the abutters roll. Mr. Wahrlich invited public comment. There was none, so Mr. Wahrlich declared the public hearing closed.

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

1. The site, including the commercial landscaping business use, shall be maintained in accordance with the plan titled; "Site Plan Final Conditions, Jeremy Zullo, Caajm Road and Paddy Hollow Road, Claremont, New Hampshire" revised May 2, 2016.
2. The applicant shall maintain the approved use in accordance with the application, testimony, supplemental materials, approvals and conditions of approval for Zoning Board of Adjustment variances under Case No. ZO 2016-00010.
3. The approved Site Plan shall not be expanded or changed without issuance of appropriate permits and approvals as determined by the Local, State and Federal governments at the time of the proposed expansion or change.
4. Site Plans are valid for two (2) years from the date of approval. If the site is not utilized in a way that is substantially in conformance with the approved Site Plan before the two-year deadline, the site plan is no longer valid and must be recertified through the Planning Board.
5. Two (2) mylars of the final approved Site Plan with amended grading and drainage features, in a form suitable for recording at the Sullivan County Registry of Deeds, shall be provided to the Claremont Planning and Development Department.
6. Applicant shall install downcast cutoff light fixtures to maintain dark night sky.

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

Vote: Unanimous in favor

B) **PL 2016-00008 Gertrud Holl Revocable Trust, 28 Monument Hill Rd, Springfield, VT**
– application for site plan waiver for BJ Brickers Restaurant at **214 Washington Street**. Map 121,
Lot 46. Zoning district: B2 (Continued from 5/9/2016)

Mr. Wahrlich read the public notice. Mr. Koloski recused himself on the grounds that he is an abutter to the Claremont Plaza.

Planners' Report

Mr. McCrory stated that the applicant had asked for a continuance of the hearing because she was attending a political event and could not be at the meeting.

Mr. McCrory said that the Zoning Board had continued their public hearing with specific instructions for Ms. Holl to provide the Board with a professionally designed plan of the site showing all of the existing structures on the site and the location of the parking spaces. Ms. Holl had presented a copy of a 1995 plan with 24 hand-drawn parking spaces on it that the Zoning Board would not accept. The plan proposed a second curb cut on the southern end of the lot which would provide for one-way circulation on the site. Ms. Holl had met with the Traffic Committee to present the second curb cut plan. The consensus of the Committee was that the second curb cut could work with the restriction that traffic could only enter from the right at the north end and exit from the right on the south end.

Mr. McCrory explained the difference between a “site plan” and a “plan of the site”. A site plan must meet far more stringent standards (including being stamped by a surveyor) and be recordable at the Registry, whereas a plan of the site need only provide the specific requested information. He said City staff recommends a site plan for this project as the last plan on record was done when circumstances were very different.

Public Hearing

Paul Bauer, attorney representing Claremont Plaza Associates (CPA), asked that the waiver request be denied on the grounds that the 1995 plan does not show parking and therefore does not provide a lawful basis on which to grant the waiver.

Mr. McCrory read the abutters roll.

Mr. Koloski said that the City is trying to eliminate curb cuts along Washington Street and that there should be a professionally designed plan to show how this proposal would work. He asked that the waiver be denied.

The Board discussed the options of continuing the hearing to see the plan that may be presented to the Zoning Board or denying the waiver request and requiring a new site plan. The consensus was that a site plan would provide all of the information that both Boards need, whereas a plan of the site will only address parking spaces and structures.

Motion: To deny the request to continue the hearing.

Made by: Mr. Putnam

Second: Mr. Greenrose

Vote: Unanimous in favor

Motion: To deny the request for a waiver of the requirement to submit a site plan.

Made by: Mayor Lovett **Second:** Ms. Jordan

Vote: Unanimous in favor

IV. New Business

A) PL 2016-00009 209 Broad Street Claremont LLC, 203 Broad Street: Application for Site Plan approval for conversion of the former Moose Lodge to a restaurant/bakery and office space at **203 Broad Street.** Map 132, Lot 38. Zoning District: PR

Mr. Wahrlich read the public notice.

Planner's Report

Mr. McCrory distributed and reviewed his report on the project. The proposal is to redevelop the former Moose Lodge for use as a bakery/restaurant (2200 SF) and office space (4000 SF). The bakery would be in the front of the building, the offices in the back. The main parking area is behind the building, but a small amount of parking is proposed for in front of the building to service the bakery. Traffic circulates in a one-way pattern around the building. There is more than sufficient parking in the rear to satisfy the ordinance. Improvements will be made to the exterior of the building to improve its appearance. The project has been through staff review and some modifications had been made to the plan. Mr. McCrory recommended that the Board find the application complete.

Motion: To accept the application as complete.

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

Vote: Unanimous in favor

Applicant's Presentation

Mr. Thompson said he hopes to return some of the building's original beauty, although it will have to remain a one-story building due to financial constraints. He said he would be restoring many of the maple trees along the front of the property and along the side between 203 and 209 Broad Street.

Mayor Lovett said that while she applauds the project for the most part, she objected to the parking in the front of the building. She felt that parking in front of the building negatively affects a very beautiful street and this is not in accord with the Master Plan. She also objected to a restaurant in the professional/residential zoning district.

Mr. Thompson stated that the landscaping and building improvements will draw the eye away from the parking area. He said that the front parking was critical to the success of the bakery – without it, the bakery could not move in there and the building could remain an eyesore until another use could be found. He claimed that there are several other properties in the neighborhood that have parking in the front, including the high school and the bank. It was pointed out that there will be a landscaped strip of land about ten feet wide between the parking area and the sidewalk that should help soften the appearance of the parking area.

Catherine Andrews, co-owner of the Stone Arch Bakery, read a letter to the board from Todd Bersaglieri, owner of the bakery, stating that parking in the front of the building was of paramount importance to the bakery.

Mr. Thompson said there would be eight spaces in the front. Handicap access will be in the back to eliminate the need for a long exterior ramp.

Mr. Short said he had no problem with the plan as presented.

Mr. Ward asked about the hours of operation and possible lighting. Mr. Thompson said the bakery is currently open between 5:30 AM and 3:00 PM, with employees in the building by 4:00 AM. He said he has not addressed lighting yet, but the lighting fixtures will be building-mounted, downcast and fully cut-off. He said he would address lighting in the back when a tenant is found for the office space.

Mr. Putnam asked about seating capacity. Mr. Thompson said that part of the design had not been addressed as they needed commitment for the parking spaces in the front of the building. He said he will probably double the current seating of the bakery. When asked if the bakery could be placed in the back, Mr. Thompson said the bakery needed to be in the front of the building, which is the old house, for aesthetic reasons. The back part of the building is a ballroom, which could be outfitted for the bakery, but it would not be as aesthetically pleasing.

Mr. Koloski said he could not find any fault with the plan. Mr. Wahrlich said the good (renovating the building and establishing a business) and the bad (parking in front of the building) balance each other out.

Mayor Lovett said she wasn't convinced that having a restaurant with parking in front of the building complies with the Master Plan, and that consistently making exceptions to allow such parking arrangements, will ruin a beautiful street.

Public Hearing Opened

Mr. McCrory read the abutters roll. Carolyn Towle, representing William Howard Dunn (abutter), said Mr. Dunn was in favor of the project. Mrs. Towle said she, too, had reservations about the parking in the front, but felt that the positives would outweigh the negatives and wanted to see the project go forward.

Mayor Lovett asked if there were any plans for the bakery to become a commercial bakery. Mr. Thompson said he didn't think so – that such a move would require zoning approval and the kitchen they are installing won't support a commercial operation.

Public Hearing Closed

There were no further questions or comments. The public hearing was closed.

Motion: To approve and accept the plan as presented.

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

Vote: Mayor Lovett voted against the motion; all others voted in favor. Motion carried.

V. Reports from Boards and Commissions

Mr. Putnam said the Master Plan Steering Committee had reviewed the survey results and was drafting the new Master Plan vision statement.

Mayor Lovett said she had attended the OEP training conference and found it to be excellent. She said she had materials to share and asked that there be a follow-up training session for the Board.

VI. Other

VII. Correspondence

Received by the Board was a letter from Sullivan County regarding UNHCE Community & Economic Development Specialist, Carolyn Sweet and the May/June issue of *Town and City* magazine.

VIII. Adjournment

Motion: To adjourn the meeting

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

Vote: Unanimous in favor

The meeting adjourned at 9:14 PM.

Respectfully submitted,
deForest Bearse

MINUTES

I. Roll Call

Present:

Absent:

City Staff: Michael McCrory, Interim City Planner

Marilyn Harris, William Greenrose, Richard Wahrlich, Bruce Kolenda, James Short, Charlene Lovett, Victor Bergeron, Nicholas Koloski, Marlene Jordan, David Putnam, Rois Neil Ward, Jr.

II. Review of Minutes –

Motion:

Made by: Second: Vote:

III. Old Business

IV. New Business

V. Reports from Boards and Commissions

VI. Other

VII. Correspondence

VIII. Adjournment

Motion:

Made by: Second: Vote:

The meeting adjourned at

Respectfully submitted,
deForest Bearse
Resource Coordinator