



CITY OF
CLAREMONT
Planning Board Meeting

Monday, June 24, 2013
Council Chambers, City Hall at 7:00 pm

MINUTES
Approved 7.8.13

I. Roll Call

Present: Peter Guillette, Richard Wahrlich, Rusty Fowler, Bruce Kolenda, James Short (alt), Ken Harlow (alt), Ruben Ramirez, James Neilsen IV

Absent: William Greenrose, Victor Bergeron

City Staff: Michael McCrory, Interim City Planner; Kelly LeBlanc, Administrative Assistant

Kenneth Harlow will sit in for Bill Greenrose.

II. Review of Minutes May 28, 2013

Motion: to approve minutes from May 28, 2013

Made By: Mr. Kolenda

Second: Mr. Wahrlich **Vote:** Unanimous

III. New Business

- **(PB2013-0005) L. Leigh Sykes & Verne E. Johnson, Claremont, NH** - The applicant is seeking a Site Plan Amendment for a proposed office, garage and caretaker apartment. Property Location: 101 Twistback Rd, Tax Map 106, Lot 10, Zoning District I-1.

The applicant proposes a Site Plan Amendment for a proposed office, garage and caretaker apartment.

ZBA approval is pending.

Motion: to accept the application as complete

Made By: Mr. Fowler **Second:** Mr. Kolenda

Vote: Unanimous

Wayne McCutcheon, surveyor, was present to discuss the application. Leigh Sykes, owner, was also present for the application. Mr. McCutcheon stated he added the NH DES Subdivision Approval Number SA2013010165. A wood rail fence has been added at the front of the property to prevent a third curb cut. The handicap parking spot and dumpster location exist on site. The other asphalt drive is proposed and would service the garage. VLS trucks would be stored in the garage. Sufficient parking is incorporated for the entire use. A night watchmen's one-bedroom apartment is requested in part of the existing structure. There is an old septic is on site. A second septic is also on sight with a new approval number. This will service the watchman's apartment.

Chair Guillette asked if the parking lot lines will be striped. Mr. McCutcheon stated the parking will be striped.

The current *Timberpeg* sign location and sign size will be used for VSL; no new structure proposed. Low lighting will be utilized. The building will be sprinkled as a safety feature.

Leigh Sykes, CEO VT Life Safety, stated they operate around the clock 24/7. People could be going in and out to pick up a service vehicle at any hour, but there would be no site activity outside of vehicle pick-up.

Open Public Hearing

No Abutters Present

Close Public Hearing

Motion: to approve the application for a Site Plan Amendment for a proposed office, garage, and caretaker apartment with the following Conditions Subsequent: (1)The applicant shall obtain and receive approval for all necessary permits as determined by the Local, State, and Federal governments, (2) The applicant shall obtain and receive approval for all necessary permits as determined by the City of Claremont Planning and Development Department including a Special Exception for the proposed caretaker apartment, (3) Site Plans are valid for two (2) years from the date of approval. If a certificate of occupancy has not been issued before the two-year deadline, the site plan is no longer valid and must be recertified through the Planning Board, and (4) Two (2) mylars in a form suitable for recording at the Sullivan county Registry of Deeds must be provided.

Made By: Mr.: Fowler **Second:** Mr. Ramirez **Vote:** Unanimous

- **(PB2013-0006) Claremont School District, Claremont, NH** – The applicant is seeking a Site Plan Amendment to upgrade and improve the Stevens High School campus. Property Location: 175 Board Street, Tax Map 132, Lot 5, Zoning District MU.

The Claremont School District (SAU 6) is in the process of renovating the Stevens High School, which includes building renovations and site improvements. Changes to the site associated with the project include modifications to site vehicle circulation, parking, and limited site grading on the referenced lots as shown in the enclosed plan set.

Steve Jesseman, Jesseman Associates/C.E., was present to discuss the application.

Chair Guillette asked about the ‘French Drain’ in the teacher’s parking lot. He would like to clarify how this will be addressed. Mayor Neilsen, IV, would like to know how the fence and bus holding area will work.

Mr. Jesseman stated that along Broad Street there will be a drop off for cars/buses. This easement is complete with the City. The intersection between Summer Street and Broad Street will be a no drop-off zone. There will be approximately 85 parking spaces in the front, double what is currently available. A wrought iron fence will be placed along the between the sidewalk and curb so that kids can walk back and forth on the sidewalk but only have one place to cross. In terms of drainage, test pits were completed and dry wells that will be placed in the sand. At the top, a 6” pipe will be designed to go to the City drainage. The drainage design is for 100 year storms. The front yard will be renovated so that a lift will be located within the front door. The Cherry trees will be saved and a gradual incline will be created for handicap access.

Mr. Short asked about parking increases for the SAU and traffic flow. Mr. Jesseman stated Middle Street will now be one-way traffic.

Mr. Jesseman informed the public that the tentative start date is between July 10th and 15th. The front drop off section will be completed before school starts in the Fall.

IV. Other

Mr. McCrory stated Site Plan Regulations are under legal review. The current draft will be included in the next meeting packet.

V. Adjournment

Motion: to Adjourn

Made By: Mr. Harlow **Second:** Mr. Fowler **Vote:** Unanimous

Meeting adjourned at 7:50 PM

Minutes Respectfully Submitted by Kelly LeBlanc