



## PLANNING BOARD WORK SESSION

Monday, July 10, 2017 7:00 PM  
Council Chambers, City Hall

### MINUTES

APPROVED 7/24/2017

- I. **Call to Order**
- II. **Roll Call**  
**Present:** Richard Wahrlich, James Short, Charlene Lovett, Marlene Jordan, David Putnam  
**Absent:** Marilyn Harris, William Greenrose, Nicholas Koloski, Bruce Kolenda, Victor Bergeron  
**City Staff:** Michael McCrory, City Planner
- III. **Review of Minutes – June 12, 2017 – Work Session**  
**Motion:** To accept the minutes  
**Made by:** Mr. Short                    **Second:** Mr. Putnam  
**Corrections/Amendments:** Page 3, bottom paragraph: *Mayor Lovett said feedback she has received from HUD city administration is that we don't have the infrastructure to administer the grants.*  
**Vote:** Unanimous in favor with the correction
- IV. **Master Plan Update**
  - a. **Transportation chapter (cont. from 6/12/2017)**  
A revised version of the chapter was distributed to the board.

Mr. Putnam said that terms such as “Complete Streets” should have clear definitions. Mr. McCrory read a definition from the Complete Streets website that describe complete streets as incorporating a wide variety of parameters to accommodate all forms of transportation within a right-of-way. It is how the transportation system serves the community. It can be applied at an over-arching perspective or at the block-level. It will look different in different areas (e.g. city center vs Charlestown Road).

It was agreed that figure 8-1 should be changed to a more generic graphic (instead of the Broad/Summer intersection it currently depicts.) However, Mayor Lovett asked that this specific intersection not be overlooked due to habitual problems there. Mr. McCrory said that Broad Street is a good candidate for complete streets treatment and cautioned against focusing on just this intersection. Mr. Short mentioned the site line difficulties posed by cars parked on either side of the islands on Broad Street.

Mayor Lovett asked that mention of the improvements/enhancements to the Claremont train stop and the airport be mentioned in the last paragraph of the introduction. Mr. McCrory agreed.

Under the Vision statement, Mayor Lovett suggested changing the word “network” to “system”. Altogether, it is a transportation system; networks can be subordinate components within the system (e.g. rail network, road network, etc.) Mr. McCrory agreed.

The word “to” is missing in this sentence under existing conditions: *Route 11/103 to Newport and points beyond in the east, and Route 11/12 to Keene in the south.*

Under Goal 1 – *Make parking lots aesthetically pleasing with "green fences" or plantings.* Mayor Lovett said it shouldn't be just for aesthetics alone. Parking lot improvements should be made for eco-friendliness - reducing impermeable services to reduce water run-off. Mr. McCrory said he would change it to include aesthetics, storm water management and shade. Mr. Putnam was concerned about rubbish collecting in parking area fences. Mr. McCrory said this happens primarily in areas that are not maintained. He said the Master Plan is stressing the importance of cleanliness, especially in the downtown. It was agreed to add mention of the need for maintenance and cleanliness to this objective.

Mayor Lovett asked that these words be added to this objective: *Encourage downtown businesses to monitor the parking of their employees and patrons to stay within the parking time limits and to park in the rear of the building whenever possible.* Mr. Putnam said this has been a problem for a very long time – he asked that the word “encourage” be changed to “require”. However, at present the City can only enforce time limits and not placement, so “encourage” may be the best approach for now. Mayor Lovett objected to the use of the word “required” because it sets policy, a function that belongs to the Council. Mr. McCrory suggested adding an objective that calls for a downtown parking plan. Mr. McCrory suggested using the word “educate” in place of “encourage”. All agreed to that change and to call for a parking plan.

Mayor Lovett suggested the following change: GOAL 2: Improve the appearance and importance of the airport and *plan for the expansion of the Claremont Amtrak Station stop to a medium-size station.* She said this is the city's goal and that it should be achieved by the work of the Amtrak ad hoc committee in the next 2-3 years. The city needs to plan for this expansion or there won't be the necessary parking to support the ridership that comes from being a medium-size station. (Mayor Lovett said ridership has increased by 30% since the ad hoc committee started and it continues to increase.)

Mayor Lovett said these objectives are confusing:

- *Build sidewalks on every street within the pupils' required one-mile walking radius of schools.*
- *Build sidewalks on at least one side of every city street within the developed portion of the community*

Mr. McCrory said these could be combined while emphasizing the priority of sidewalks within the 1-mile radii of schools.

Mayor Lovett said she was confused by the intent of figures 8-2a and 8-2b. Is the intent to eliminate cul-de-sacs and hammerheads? Mr. McCrory said no, but that the board should consider connectivity whenever possible. Mayor Lovett asked Mr. McCrory to clarify the language.

Goal 8: Mayor Lovett asked to insert the words as follows: *Communicate with elected local officials and state representatives about city and regional transportation needs in order to get necessary planning and funding.* Everyone agreed.

Goal 8: It was agreed to insert the words as follows: *Continue to Participate in the Upper Valley Lake Sunapee Regional Planning Commission's Transportation Advisory Committee, which plans for improvements on a regional basis.*

Goal 8: Mayor Lovett asked if this objective could be removed: *Pursue the reconstruction of Main Street from Elm Street to Citizen Street utilizing Complete Streets design.* It was agreed to remove it as the project is already underway.

It was agreed to continue the discussion at the next work session.

A staff person at Dartmouth Community Health Program has been assigned to the Greater Sullivan County Public Health Network and is willing to help develop a draft *Health* chapter for the Master Plan that would address many of the health-related topics that have been discussed at the Steering Committee level. By consensus this discussion was to be continued at the meeting under “Other Business”.

The board took a 2-minute break before starting the regular meeting.

Respectfully submitted,  
*deForest Bearse*  
Resource Coordinator