



Planning Board Meeting
Monday, July 11, 2016 7:00 PM
Council Chambers, City Hall

MINUTES
Approved 8/8/2016

I. Roll Call

Present: Marilyn Harris, Richard Wahrlich, Bruce Kolenda, James Short, Victor Bergeron, Marlene Jordan, David Putnam, Rois Neil Ward, Jr.

Absent: William Greenrose, Charlene Lovett, Nicholas Koloski

City Staff: Michael McCrory, Interim City Planner

Mr. Wahrlich asked Mr. Ward to sit in for Mr. Greenrose. He welcomed Mr. Putnam to the Board.

II. Review of Minutes – June 13, 2016

Motion: To accept the minutes as written.

Made by: Ms. Jordan **Second:** Mr. Short

Vote: Unanimous in favor.

III. Old Business

There was no old business to discuss.

IV. New Business

- A. PL 2016-00010 Maple Avenue Real Estate LLC, Newport, NH:** Application for Site Plan approval for 71-space parking lot and pavilion at **137 Maple Avenue**. Map 130, Lot 46. Zoning district: B2

Mr. Wahrlich read the public notice.

Planner's Report

Mr. McCrory stated that the site is being designed as a parking lot for an adjacent use.

He noted that landscaping and lighting plans are not specified on the plan. He suggested adding a condition to require that all light fixtures be full cutoff downcast fixtures.

Storm water will leach into the ground due to the sandy soils on the site.

Pedestrians will be crossing Maple Avenue between National Field Reps and the parking lot. There will be a cross walk and a pedestrian-activated flashing light for safety. This is appropriate for this type of road and level of traffic.

The plan meets the standards for a complete site plan.

Motion: To accept the plan as complete

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

Vote: Unanimous in favor

Applicant's Presentation

Wayne McCutcheon, surveyor for the project, presented the plan to the Board. Randy Rhoads is the plan's engineer. He was not able to attend this meeting. Mr. McCutcheon submitted a landscaping plan to the Board.

Motion: To accept the landscaping plan.

Made by: Ms. Harris **Second:** Ms. Jordan

Vote: Unanimous in favor

Mr. McCutcheon said there will be 71 parking spaces with a pavilion. Handicapped parking will be across the street near the building. Light fixtures will be placed in the 5-ft wide center aisle surrounded by granite curbing. Landscaping will be provided in the 5-ft buffer zone around the perimeter of the parking lot. The entrance/exit is 40 feet wide. There is a concrete walkway that guides pedestrians from the road crossing along the western edge of the parking lot. A 3-ft wide striped crosswalk gets pedestrians from the west side of the lot to the east side through the center aisle. Two dry wells and four catch basins will contain storm water runoff. A 25-ft wide easement will be granted to the City for access to the existing drainage line on the property. Lighting will be low density downcast – in the center the lighting will be directed to either side of the lot. Lighting on the perimeter will be focused into the lot. Details of the dry wells and catch basins are shown on a separate sheet. Snow will be plowed toward the woods as much as possible. If there is too much, it will be trucked off site. The electric meter will be on the pavilion.

Open Public Hearing

Mr. Wahrlich called for the abutters' roll call. Tom Liveston of Acer Heights Road (not an abutter) asked if the lights would be on all the time. He was assured that they would not be, although the exact timing was not certain. He was also assured that lighting would be directed toward the parking lot.

Jim Contois of Glenwood Avenue asked about the setback of the parking lot from the church property next door and about drainage. Mr. McCutcheon said there is a 5-ft. buffer between the properties and that all drainage will remain on the parking lot property.

Close Public Hearing

There were no further questions or comments so Mr. Wahrlich closed the public hearing.

Mr. McCrory recommended that the pedestrian-activated light and the downcast lighting fixtures be included in the conditions of approval.

Motion: The Planning Board approves the Site Plan for Maple Avenue Real Estate LLC for construction of a parking lot at 137 Maple Avenue (Map 130, Lot 46) with the following Conditions of Approval:

1. The site shall be maintained in accordance with the plan entitled; “Site Plan Prepared for Maple Avenue Real Estate LLC, 137 Maple Avenue, Claremont, New Hampshire” dated June 24, 2016.
2. The applicant shall obtain all necessary permits as determined by the Local, State, and Federal governments and maintain the site in compliance with these permits.
3. Prior to issuance of a Certificate of Occupancy, the owner/applicant shall notify the Zoning Administrator and Building Inspector that the project is ready for final inspection. Completion of the project shall be in substantial compliance with the plans submitted for review and all conditions of approval. If Planning and Development Department staff determine the changes are substantial and warrant Planning Board review, then the applicant shall submit for Site Plan Amendment.
4. 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.
5. Two (2) copies of the final approved overall Site Plan, printed on mylar and in a form suitable for recording at the Sullivan County Registry of Deeds, shall be provided to the Claremont Planning and Development Department.
6. Pedestrian-activated flashing lights with signage acknowledging a pedestrian crossing shall be provided for the street-crossing.
7. Parking lot lighting fixtures shall be full cutoff downcast lighting fixtures.
8. Landscaping shall be completed as shown on the plan entitled, “Landscape Plan”, drawn by Berry’s Landscaping Service and as presented to the Planning Board on July 11, 2016.

Made by: Ms. Harris **Second:** Mr. Short

Vote: Unanimous in favor

Mr. McCutcheon said he would make his survey drawing match the landscaping plan.

- B. **PL 2016-00011 Taverne on the Square, 2 Pleasant Street:** Application for site plan waiver for Tavern on the Square at **2 Pleasant Street**. Map 120, Lot 75. Zoning district: MU

Planner's Report

Mr. McCrory said he had not prepared a staff report for this application. He said that the site plan regulations make provision for staff to waive site plan review (subject to certain criteria), but staff presently will almost always defer the decision to the Planning Board.

Mr. McCrory said the applicant is the new owner of the (former) New Socials restaurant and he would like to place a walk-in cooler for keg beer behind the building. It measures 11 ft x 12 ft and will not be attached to the building. Because this property is in the Historic District, it has been reviewed by the Historic District Commission. Building codes and fire safety are the primary issues to be addressed because the cooler will be placed between two egress doors on the back of the building. These two departments will ensure that the cooler is placed such that the safety of the two egress doors is maintained.

The question that remains is will the placement of this structure trigger a full site plan review.

Mr. Wahrlich asked if there were any issues regarding the width of the walkways (from the egress doors by the cooler)? Mr. McCrory said planning, building, and fire departments met with the Charests and examined the site. Building and fire will be looking at the utilities on the brick wall of the old building (communications, electrical, cable, etc.) They may have to be modified to maintain safe egress by the cooler. Mr. Wahrlich asked if the Planning Board grants the waiver, will building and fire still be able to address the egress issues. Mr. McCrory assured him they would.

Mr. Putnam asked if a full site plan review were required could the Board address other issues on the site. He said he has had phone calls about the appearance of the dumpsters and rubbish removal. Would a full site plan review allow the Board to require screening of the dumpsters? He referred to the work of the City Center group that focused on preserving the beauty of the downtown. Mr. McCrory said he is aware of the dumpster situation and some changes are in process.

Mr. Bergeron said he didn't think site plan review was necessary, given that public safety will be addressed by building and fire. He said he didn't understand the need to put businesses that want to move to the downtown through a lot of regulations because someone doesn't like the looks of something. He said the board could deal with the dumpster issue later on.

Ms. Harris asked how beer would be delivered to the cooler.

Mr. Kolenda asked how the Board could come back later to address the dumpsters. Mr. McCrory said the department would attempt to work with the property manager of the building to address the issue.

Applicant's Presentation

Mr. Charest said he does not own the building – Taverne on the Square is a tenant. He said two of the dumpsters belong to the restaurant. The three dumpsters

currently on the site will be combined into one large dumpster and moved to a location behind a tree and fence on the property. This is supposed to happen in the next ten days.

Mr. Charest said beer will be delivered in the morning by the vendors who will back their trucks into the parking area and wheel the kegs to the cooler. The beer will be piped from the cooler through a conduit to the bar inside the building.

Mr. Charest said he feels his waiver request meets all of the criteria for granting it.

Open Public Hearing

Mr. Wahrlich called for the abutters' roll call and opened the public hearing. No one was present at the hearing. Mr. McCrory read into the record a letter from Marty Davis who objected to granting the waiver for multiple reasons, primarily the beauty of Broad Street.

Mr. Putnam said it is difficult to balance the desire for beauty and the desire for economic development in the City Center.

Mr. Charest said he and his wife have been deeply involved in the beautification of the City Center as volunteers, so he understood the desire for beautification. However, he said, that while the City Center may be historic, at the end of the day the City Center is still a business district and if Claremont is going to grow, it needs to attract businesses and the City needs to make these obstacles easier to overcome. The Board acknowledged that it requires balance.

Mr. Wahrlich said that the Historic District Commission had required the cooler to be sided with fascia and corner boards so as to look like the building it will be next to. He said his concerns about building and fire safety will be taken care of by each department and that with businesses downtown, the Board needs to be willing to "think outside the box".

The consensus of the Board was to work with businesses in the downtown.

Motion: To approve waiver application #PB 2016- 00011 for Taverne on the Square.

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

Vote: Unanimous in favor

V. Reports from Boards and Commissions

Mr. Putnam reported that the Master Plan Steering Committee is seeking volunteers for the chapter subcommittees. Ms. Harris said she would like to be on the Housing and Land Use chapters; Mr. Ward volunteered for the Land Use chapter. Mr. McCrory asked the Board to approve the subcommittees and their rosters.

Motion: To approve the subcommittee rosters with the above updates.

Made by: Mr. Bergeron **Second:** Mr. Kolenda

Vote: Unanimous in favor

Mr. Bergeron reported that the Policy Committee has been meeting to review the City's many policies. An updated cemetery policy should be before the Council soon.

VI. Other

Mr. Putnam said that the City Center group had done some work on the zoning laws in the municipal district – part of that work has been endorsed by the Planning Board and City Council, but there is another part that has not been presented to the Planning Board because it is awaiting final legal review. He asked the Board to consider making a motion asking for a report on the status of the review and a timeline of its finalization. These pending changes could have helped with the applications reviewed at this meeting. Mr. McCrory explained that what is pending is a full re-work of the site plan regulations to streamline the process. It would have made Mr. Charest's project easier. Mr. McCrory agreed to make the Board's request on behalf of the Board.

VII. Correspondence

VIII. Adjournment

Motion: To adjourn the meeting

Made by: Ms. Jordan **Second:** Mr. Short

Vote: Unanimous in favor

The meeting adjourned at 8:35 PM.

Respectfully submitted,

deForest Bearse

Resource Coordinator