



**Planning Board Meeting**  
Monday, July 27, 2015  
Council Chambers, City Hall at 7:00 PM

**MINUTES**  
**Approved 8/10/2015**

Due to the absence of the chair and vice chair, Mr. McCrory called the meeting to order at 7:00 PM. He asked the Board to designate a chair by vote.

**Motion:** To designate Mayor Neilsen as acting chair for this meeting.

**Made by:** Mr. Putnam      **Second:** Mr. Short      **Vote:** unanimous in favor

**I. Roll Call**

**Present:** Jim Neilsen, David Putnam, James Short, Victor Bergeron, Neil Ward, Chris Belvin

**Absent:** William Greenrose, Bruce Kolenda, Marilyn Harris, Richard Wahrlich

**City Staff:** Michael McCrory, Interim City Planner

Mayor Neilsen asked Mr. Ward to sit in for Mr. Wahrlich and Mr. Putnam to sit in for Ms. Harris.

**II. Review of Minutes – July 13, 2015**

**Motion:** To accept the minutes as complete

**Made by:** Mr. Short      **Second:** Mr. Ward      **Vote:** Unanimous in favor

**III. Old Business**

**IV. New Business**

- a. **PL 2015-00009 MSJJ LLC, 356 River Road, NH 03743:** Site Plan application for a 2340 SF office, 11,280SF maintenance area, truck repair shop, truck parking area, and dispatch at **442 River Road**. Tax Map 187, Lot 2-1, Zone: I-3

Mr. McCrory stated that the lot at 442 River Road is a part of the Syd Clarke Park. The application is for site plan approval for a proposed truck terminal for Jewell Transportation. It will include property access, parking, site storage, a maintenance shop, offices and a dispatch center.

Staff have reviewed the application and note that some of the required information is not presented. It is staff's opinion that review of the application could proceed this evening if the Board were to grant a waiver of Article V (site plan application requirements). Without the waiver, staff would recommend that the application is not complete and review of it would be continued to the next meeting. If, with the waiver, the missing details could be

sufficiently addressed tonight, the Board could move on it, with conditions to submit revised plans to staff.

Mayor Neilsen called for a motion to request a waiver with discussion.

**Motion:** To accept the request for a waiver

Mayor Neilsen clarified that this motion is for discussing the request for a waiver.

**Made by:** Mr. Short

**Second:** Mr. Putnam

**Vote:** Unanimous in favor

Mr. McCrory listed the items that were missing for which the waiver would be required:

- a) Property metes and bounds
- b) North arrow
- c) Name of the firm preparing the plan
- d) Engineer stamp for drainage plan
- e) Tie-in for city water and sewer
- f) Lighting details
- g) Circulation patterns
- h) Signage on the property.

The specific article numbers are from Section A - 2, 3, 6 (north arrow and bar scale), 7, 11, 12, 14, 18; Section B – hours of operation, maximum hourly traffic volume, and driveway permits for driveways on River Road (state) and Grissom Lane (city).

The Board then discussed the waiver request in light of the details just given. Mr. McCrory assisted in the discussion by clarifying the process, the possible outcomes, and the types of conditions the Board could set (precedent vs. subsequent).

**Motion:** To grant the waiver to Article V of the Site Plan Regulations, Application Requirements.

**Made by:** Mr. Bergeron

**Second:** Mr. Putnam

**Vote:** Unanimous in favor

Mr. McCrory stated that, with the waiver granted, staff finds that it be accepted as complete.

**Motion:** To accept the plan as complete.

**Made by:** Mr. Short

**Second:** Mr. Belvin

**Vote:** Unanimous in favor

Mr. McCrory assured the Board that there would be a second hearing on this application at which time the Board would make a formal final vote of approval. He explained that precedent conditions would have to be satisfied before that final vote would be taken. Subsequent conditions are addressed after the approval is made.

Mr. McCrory then addressed the items raised in the staff memo, Planning Considerations.

Mr. McCrory said that staff have discussed various elements of this plan with the applicant's agent, but these elements were not shown on the plan. Points discussed were:

- a) Site circulation – how trucks would enter and exit the facility; what might happen within the maintenance facility; who is intended to use the parking; how the parking would operate.
- b) The River Road access is shown on the plan as a wider access (than the Grissom Lane access) – this is where trucks might come onto the property and exit onto Grissom Lane. Private vehicles will enter and exit via River Road. These access points need driveway permits (possible condition subsequent).
- c) These plans have been reviewed by department heads. Onsite utilities have been discussed with the DPW.
- d) There is adequate provision in the plan for pedestrian circulation on the site.
- e) The building location and layout is shown on the plan (Mr. McCrory submitted an elevation drawing of the building to the Board as a visual aid), but there is no clear depiction of the lighting. Staff want to be certain that the lighting will not cause glare onto adjacent roads or properties.
- f) Signs are not shown on the plan (site identification, entrances, exits, and circulation patterns, as necessary).
- g) Landscaping – Mr. McCrory encourages retention and maintenance of as many of the road-front trees as possible for aesthetics of the general public on the road and the general character of the area. More detail should be shown on the plan as to what is being proposed.
- h) Stormwater, sanitary waste disposal – there is a drainage plan shown. A state-approved drainage plan is required. The sewer connection should be shown on the plan.
- i) The limits of clearing are not definitive on the plan and should be. This may be related to the final drainage design.
- j) The building should be built to comply with fire safety codes (condition subsequent). There is sufficient room on the site for circulation of large vehicles.
- k) There will be minimal amounts of dirt entering or leaving the site during the development phase.
- l) Off-street parking - 38 vehicles spaces are shown on the plan with substantial parking space for the trucks and vehicles associated with the trucking terminal. However, there is no real discussion of the parking needs in the application.
- m) Dumpster locations, exterior storage areas and snow storage areas are not shown on the plan.
- n) Propane tanks are shown, but protective features are not shown (if the tanks are to be above-ground).

Mr. Putnam raised concern for the aesthetic impact of a trucking terminal on other future abutting tenants in Syd Clarke Park. Mr. McCrory stated that when the Zoning Board granted the variance (in March 2015) to allow this use in the I-3 zone (where it is not allowed) they assigned the site layout, appearance, and operation appropriate to the Planning Board in the Planning Board's review. Thus Mr. McCrory's focus on how the site will appear from the road – maintenance of the road-front tree line and careful attention to the removal of vegetation during site clearing. Staff recommends maintaining the vegetative buffer between the facility and the Crown Point Cabinetry facility to the south. There are heavy industrial zones to the west, across River Road

and to the north, across Grissom Lane. He said he is more concerned with how the site appears from the road than its impact on adjacent uses. There is a substantial vegetative buffer to the east (toward Syd Clarke Park) because it is a functioning wetland (very difficult to develop).

**Motion:** To accept the “Exterior Elevation Drawing” as part of this application.

**Made by:** Mr. Short      **Second:** Mr. Putnam      **Vote:** Unanimous in favor

The abutters roll was read and the public hearing opened. There were no abutters present.

Vic St.Pierre, agent for Jewell Transport and the Claremont Development Authority, came forward to present the application and address questions from the Board. He said that the plan was not complete because there had been serious illness and recent death in the family of the applicant and final details for the plan could not be obtained before the hearing.

He stated the following:

- a) The state driveway permit cannot be obtained until the alteration of terrain permit is approved. Pathways has submitted the plan to the state.
- b) An endangered species plant was noted to be within a ½ mile of this site, so a site survey had been conducted today to look for it (Virginia Stickweed).
- c) Pathways is designing the drainage and stormwater plan. He said there is a very high water table on the site so the retention ponds have to be bigger than anticipated. All stormwater will be retained on the site.
- d) A wide buffer will be retained on the Crown Point side of the site.
- e) On Grissom Lane there is a stone wall that is 4 feet higher than the road. There are a lot of trees that are out of grade. Recently Canam tried to get some beams onto Grissom Land and they won't make the turn. Jewell will widen the road onto their property to facilitate the turn.
- f) The grade should be cut down to improve the visibility on the south side of the Grissom Lane/River Road intersection. He said they would save the best of the trees that are there and remove the rest. This will be shown on the plan.
- g) The sewer tie-in will be from Grissom Lane. Water will come from across Grissom Lane.
- h) Pathways has surveyed the property. Metes and bounds and other such details will be placed on the final stamped (engineer and survey) plan.
- i) The propane tanks will be buried. Dumpster and snow storage will be shown on the plan.
- j) All truck maintenance will take place inside the building. They have two mechanics and 40 trucks. The 40 trucks are never all on the site at the same time. This is a maintenance site – not a storage site.

- k) There are 6 overhead doors for maintenance bays, one of which is solely for engine repairs. The building can be entered from both sides. It is not the plan is not to drive through the building.
- l) The building will be sided like the community center. It is a wood frame building in the front with a steel building in the back. It is brown in the front and tan with blue trim in the back.
- m) It is not expected to expand the maintenance side of the business.

Mr. Putnam asked that shielded lighting be required, not just encouraged.

**Motion:** To accept it as complete with the recommended conditions of approval 1, 2,3,4,5 and 6 and conditions precedent 1(a)-(g):

**Conditions Precedent:**

1. The applicant shall provide plan details in accordance with *Article V: Application Requirements* for subsequent hearing, review and approval by the Planning Board including but not limited to:
  - a. Site circulation patterns, including intended access and egress patterns at the proposed driveway and truck circulation patterns in and out of the maintenance bays.
  - b. Exterior lighting plan and proposed signs to be located on the site. The applicant is required to utilize shielded or full cut-off light fixtures to ensure no glare or excessive light interferes with the safe operation of vehicles on the adjacent roadways.
  - c. Detailed landscaping plan specifying areas where existing vegetation will be retained on the site the number, location, and species of proposed trees and shrubs.
  - d. Final drainage design prepared by a licensed engineer showing location and size of existing and proposed drainage structures including culverts, pipes, catch basins, manholes, ditches, holding basins, etc.
  - e. Limits of disturbance for the site construction and plan notes limiting clearing of vegetation in areas outside of the limits of disturbance.
  - f. Location and illustrations of proposed signage including the proposed business sign and on-site directional signage.
  - g. Locations of snow storage, dumpsters, and other material outdoor storage areas.

**Conditions Subsequent:**

1. Prior to commencement of construction the applicant shall obtain and receive approval for all necessary permits and approvals as determined by the Local, State, and Federal governments including, but not limited to:
  - a. Driveway permits from NHDOT and Claremont DPW for the River Road and Grissom Lane driveways, respectively.
  - b. NHDES Alteration of Terrain and applicable US EPA National Pollution Discharge Elimination System permits.
  - c. Connections to the municipal water and sewer systems.
2. The applicant shall obtain and receive approval for all necessary permits as determined by the City of Claremont Planning and Development Department. All building permits applied for from the Planning and Development Department will be reviewed under

the Building/Fire Codes in place at time of application regardless of the date of this approval.

3. All landscaping and existing vegetation depicted on the plan to be planted or kept shall be maintained by the property owner. If there is a need to remove trees or vegetation to address property maintenance or safety issues, the property owner shall make every reasonable effort to replace the affected vegetation.

4. 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.

5. 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.

6. Two (2) mylars in a form suitable for recording at the Sullivan County Registry of Deeds shall be provided to the Claremont Planning and Development Department.

**Made by:** Mr. Short    **Second:** Mr. Bergeron    **Vote:** Unanimous in favor

**V. Reports from Boards and Commissions**

Mayor Nielsen reported on the Council's recent approval of regulation 79E, which applies to properties in the Claremont Historic District. Property owners may apply for a freezing of the assessment of the property they propose to improve. The property owner must be investing 25% of the current assessed value of the property or \$75,000, whichever is least, in the property to qualify. The assessment may be frozen for up to five years.

**VI. Correspondence**

Mikros has applied for their alteration of terrain permit – the state is requesting additional information for the application.

**VII. Adjournment**

**Motion:** To adjourn the meeting.

**Made by:** Mr. Putnam    **Second:** Mr. Short    **Vote:** Unanimous in favor

The meeting adjourned at 8:30 PM.

Respectfully submitted,  
*deForest Bearse*  
Resource Coordinator