



Planning Board Meeting

Monday, July 28, 2014
Council Chambers, City Hall at 7:00 pm

MINUTES Approved August 25, 2014

I. Roll Call

Present: William Greenrose, Victor Bergeron, James Short, Richard Wahrlich, Jim Neilsen, Marilyn Harris, Bruce Kolenda

Absent: None

City Staff: Michael McCrory, Interim City Planner; deForest Bearse, Resource Coordinator

II. Review of Minutes June 9, 2014

Motion: To accept the minutes of the June 9 meeting as presented.

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

III. Old Business

Mr. McCrory explained that the previous meeting held on June 23 was discounted as a legal meeting because insufficient members were present to have a quorum. Therefore any actions taken at that meeting must be repeated.

IV. New Business

- a. **PL2014-00008 Corina Sprague Donovan, 182 Pleasant St:** Special Use Permit application to add a 1-bedroom apartment to the existing, attached barn (Tax Map 131, Lot 161)

The applicant seeks to construct an apartment in the barn that is attached to the single family residence at 182 Pleasant Street. The proposal is allowed with a Special Use Permit from the Planning Board in the CR2 zoning district in which the property is located.

Motion: To accept the application as complete.

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

The Board reviewed the application using the criteria provided:

- a. The proposed residential use and conversion of a single family dwelling to a duplex is compatible the multi-family dwellings that abut and surround the subject property. There should be no negative impact from the proposal.

- b. Renovations are entirely internal.

- c. 182 Pleasant Street is located in a neighborhood of other apartment buildings. Therefore the location is appropriate for the proposed project.

d. The applicant and planner both stated that there is sufficient room on the property to allow parking for three vehicles.

e. The proposal is to add a one-bedroom apartment. Traffic arising from this use will be minimal and should not have an adverse impact on vehicular or pedestrian safety.

f. The apartment will utilize City water and sewer services, both of which are available at that location.

g. The proposed use is allowed under the current zoning regulations.

h. The applicant claimed to be disabled, so the apartment will be handicapped accessible.

i. The Planning Board asked that any new exterior lighting be downcast to minimize intrusion on abutting properties, which the applicant agreed to provide.

Abutters' roll call was taken. There were no abutters present. The public hearing was closed.

Motion: To accept the application with conditions as follow:

- i. The applicant shall obtain and receive approval for all necessary permits as determined by the Local, State, and Federal governments.
- ii. 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.
- iii. Exterior lighting shall be downcast only.

Made by: Mr. Greenrose **Second:** Mr. Kolenda **Vote:** Unanimous in favor

b. PL2014-00009 Lot line adjustment for Sandra Farnsworth and David Olson on Slab City Road (Tax Map 73; Lots 25, 25-1 & 25-5)

The applicant proposes to transfer 600 square feet (SF) of land from parcel 73-25-1 to parcel 73-25 to allow the existing driveway for parcel 73-25 to be fully on parcel 73-25. Additionally, parcel 73-25-5 will transfer 600 SF of land to parcel 73-25-1 so that parcel 73-25-1 will have sufficient frontage to conform to the RR zoning district requirements in which the parcels are located.

The applicant was not present.

Motion: To accept the application as complete

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

The abutters roll was called. No abutters were present. The public hearing was closed.

Motion: To accept the application with the recommended conditions of approval as follow:

1. The applicant shall submit two copies of the approved Minor Subdivision to the Planning and Development Office in accordance with the Subdivision Regulations and suitable for recording at the Sullivan County Registry of Deeds.

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

- c. **PL2014-00010 Quartz & Stone Creations, 147 Charlestown Road:** Site Plan application for construction of a 2,940 S.F. addition to an existing building for counter top fabrication (Tax Map 165, Lot 6)

This light industrial use is allowed in this zoning district (B2) by a variance obtained by the previous owner of the property. The proposed project will not cause a substantial change to the site.

Motion: To accept the application as complete

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

Presenting the application were Tucker McCarthy (engineer) and Rick Ernst (owner). The addition will allow greater efficiency in the fabrication process. No new impervious surfaces will be created by the addition, as pavement will be removed where the addition will be located. Existing drainage patterns will be maintained. There will be no increase in the number of employees, nor is there any anticipated increase in the number of retailers coming to the site. New outside lighting will be downcast wall packs. Noise levels should be reduced by the new space.

The abutters roll was called. No abutters were present. The public hearing was closed.

Motion: To approve the application with the conditions subsequent as follow:

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. 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. 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.
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) 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. Greenrose **Second:** Mayor Neilsen **Vote:** Unanimous

V. Reports from Boards and Commissions

Mayor Neilsen stated that a committee has been formed to attempt to get a train stop in Claremont on Amtrak's new high speed line from Boston to Montreal. The current stop has no amenities and the area in which the stop is located has no attractions. The committee is working with the Planning & Development Department to submit data to Amtrak. City Council will need to consider necessary steps such as creating a TIF district in the area and addressing drainage issues from Charlestown Road (cost of approximately \$5M) to convince Amtrak that the City is committed to having an attractive and functional rail stop in the City. Amenities for airport traffic will also be investigated.

VI. Other

There was a discussion regarding cars being parked in the wrong location at 152 Washington. The parking location does not comply with the site plan for the business that owns the vehicles. The consensus of the Board was that the conditions of the site plan should be enforced and if the owner needs to change the conditions, he should request a plan amendment.

VII. Correspondence

Received by the Board were:

- (a) Notice of a Request for Project Review by the NH Division of Historical Resources for the parcel at 313 Washington Street. The nature of the project is unknown.
- (b) The latest issue of NH Town & City magazine
- (c) Wetlands Permit Application filed for bank stabilization at 1 Slab City Road.

VIII. Adjournment

Motion: to adjourn the meeting.

Made by: Mayor Neilsen **Second:** Mr. Greenrose **Vote:** Unanimous in favor

The meeting adjourned at 8:13PM.

Respectfully submitted,
deForest Bearse
Resource Coordinator