



**PLANNING BOARD MEETING**

Monday August 14, 2017 7:00 PM  
Council Chambers, City Hall

**MINUTES**

**Approved 8/28/2017**

**I. Call to Order**

Mr. Wahrlich called the meeting to order at 7:00 PM.

**II. Roll Call**

**Present:** Marlene Jordan, Charlene Lovett, David Putnam, Bruce Kolenda, Richard Wahrlich, Victor Bergeron, Nicholas Koloski

**Absent:** Marilyn Harris, William Greenrose, James Short

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

**III. Review of Minutes –**

**a. July 24<sup>th</sup> work session**

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

**Made by:** Mr. Putnam                      **Second:** Mayor Lovett

**Vote:** Unanimous in favor

**b. July 10<sup>th</sup> meeting**

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

**Made by:** Mr. Putnam                      **Second:** Mayor Lovett

Mayor Lovett asked to add, *“The Planning Board discussed an annual review of approved site plans with an expectation that on an annual basis, the Planning Board would get an update from the Planning Department with regard to the status of approved site plans.”* She said this discussion is in the work session minutes, but she said it was also discussed in the meeting and wanted it clarified in those minutes as well.

**Vote:** Mr. Kolenda abstained; all others voted in favor of the motion as amended.

**IV. Old Business**

**V. New Business**

- a. **(PL 2017-00009) WSK Goddard, Wolfeboro NH:** Application for Site Plan Approval for redevelopment of the existing building at **54-62 Pleasant Street**. Tax Map: 120, Lot: 85. Zoning District: MU

Mr. Warhrlich read the public notice. Mr. Mr. McCrory informed the Board that the applicant had requested that the hearing be continued to the September meeting.

**Motion:** To continue this hearing to the September 11, 2017 meeting at 7PM in Council Chambers at City Hall.

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

**Vote:** Unanimous in favor

- b. **(PB 2017-00010) Kel Car LLC, 425 Washington Street, Claremont:** Application for Site Plan Approval for construction of a Ford Dealership on **Charlestown Road**. Tax Map: 165, Lot 13. Zoning District: B2

Mr. Wahrlich read the public notice.

#### **Planner's Report**

The applicant is proposing to construct two new buildings - an 18,800 SF sales and service building and a 5,500 SF secondary service building. The project site is located in the B2 zoning district. It will have direct access to Charlestown Road. The project has been reviewed by the department heads. Based upon the materials and information provided by the applicant, he recommended that the Board find the application complete.

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

**Made by:** Mayor Lovett                      **Second:** Mr. Putnam

**Vote:** Unanimous in favor

Mr. McCrory said that the plans have incorporated comments from the staff review. He said the site has no technical issues. The site layout is standard for a dealership. He deferred to the applicant for specific site details. The Conservation Commission has viewed the project and site with the applicant and submitted the following letter of support to DES (Mr. McCrory read the letter):

*August 15, 2017*

*NHDES Wetlands Bureau – Stephanie Giallongo  
NHDES Alteration of Terrain Bureau – Ridgely Mauck  
29 Hazen Drive  
PO Box 95*

Concord NH 03302-0095

RE: *Wetlands Permit Application*  
*Intersection of Lane Ridge Road & Charlestown Road*  
*Claremont NH*

*Dear Stephanie and Ridgeley,*

*The Claremont Conservation Commission has viewed the proposed project site and reviewed the project plans with the applicant, Chris Gomes, and engineer Randy Rboades, and is satisfied that the project as designed will have minimal impact to the wetland, both in its driveway crossing of the wetland and in its systems to protect the wetland from storm water runoff from both the impervious surfaces and the grasslands to the rear.*

*The Commission is grateful to the applicant for his thorough attention to the Commission's concerns and appreciates the opportunity to review and comment on the project.*

*Sincerely,*  
*Gary Dickerman, Chair*  
*Claremont Conservation Commission*

Mr. McCrory also read a letter from the applicant that provided additional details about the project:

*KEL CAR, LLC DBA Ford of Claremont*  
*425 Washington Street, Box 121*  
*Claremont NH 03743*

*City of Claremont Planning Department*  
*14 North St*  
*Claremont, NH 03743*

*Attention: Michael McCrory*

*Mike,*

*Below I have enclosed what are expected to be the hours of operation and the expected number of cars coming and going on any given day. Also, I hope to employ no less than 30 people full time with a max of 35. I also anticipate that I'll employ approximately 5-part time employees.*

*Monday - Thursday 7am - 7pm*  
*Friday & Saturday 7am - 6pm*  
*Sunday 11am - 5pm (Subject to change)*

*With regards to the hours, the service department will be opening at 7am with approximately 10 employees arriving at that time. The rest of the service and parts employees (5-7) will arrive to work at 8am. The remaining employees will arrive at 9am. The service and parts employees will leave work at various times between 3-4 pm. The office staff will leave at 5pm, with the remaining sales staff leaving at close of dealership.*

*As you can see the employees will arrive and depart at various times during the morning and evening hours, thus easing the traffic flow into and out of the dealership. When it comes to the customers, I anticipate approximately 30-40 vehicles in and out at various times throughout the 12-hour day during operating hours. Parts and new car/truck delivery tend to happen late at night in the overnight hours. Parts deliveries will occur every other day, and new car/truck deliveries will occur one or maybe two times a week.*

*I hope this information is helpful in determining the outcome of my application in front of the planning board.*

Thank you

  
Christian Gomes  
KEL CAR, LLC DBA Ford of Claremont

There were no further questions for Mr. McCrory.

### **Applicant's Presentation**

Mr. Putnam said he had been questioned by citizens about the wetlands on the project site. He said he felt those questions had been answered by the Conservation Commission letter.

Mr. Putnam said he has also been questioned about noise from the repair garages. Mr. Gomes said that most of the time the garage bay doors will be closed. However, when they are open, they face the other building, so he didn't think the sound would carry far.

Mr. Gomes said there will be no outdoor PA system.

Mayor Lovett pointed out that there are residential properties behind the project site and asked if there is a tree line dividing the project site from the rear abutters. Mr. Gomes said there is 10 acres of land behind the site. Mr. Rhoades said it is 400-500 feet to the nearest house. There is also an almost 30-ft elevation increase and a berm behind the site so there can be a ditch on the uphill side.

Mr. Rhoades said it would be cost prohibitive to hook up to the City sewer line. He said he learned from local contractors that that end of the sewer line was “kind of overtaxed. All of the businesses up our way all tie into one manhole down in front of the VFW.” Why would the City want to add more flow to that? He said there is 900 feet of road frontage that would have to be dug up; there is ledge along some of that; then there is the additional 400 feet to get onto the site. With a cost estimate of \$60-\$80 per foot, it would cost at least \$100,000. An onsite system would cost \$25,000. This is not a big water-flow use. It will be based on the number of employees plus the customers per day (approximately 1000 gpd).

Mayor Lovett asked how they plan to protect the wetlands from water containing oil, gas, etc. from washing cars and so on. Mr. Rhoades said that would be from interior use and the latest discussions with DES are that a holding tank would be the best option. He said they were hoping to discharge it to the surface waters, but they haven’t found a way to do that yet. He said it would go “concurrent with the septic system”, but not into the septic system. Discharging to the surface waters requires an EPA permit. The State does allow for discharges into the groundwater through a fairly simple State permit, but it would require passing the water through a series of oil/water separators and then proving that the water coming out the other end was clean before discharge to the groundwater. So, it will be either a holding tank or a regulated discharge to the groundwater that will go through a State permit.

Mr. Putnam wondered if the final outcome of this should be noted in the conditions of approval. Mr. Wahrlich said that obtaining all necessary State permits is already stated in the conditions. Mr. Rhoades said that the building department will not allow floor drains that don’t have a dedicated spot to go to.

Mr. Rhoades said they will connect to the City water line via Lane Ridge Road so as to avoid disrupting traffic flow on Charlestown Road and to avoid cutting through the wetland. There is a 6-in line in Lane Ridge Road that they will “live tap” into with their 6-in line, with no interruption in flow to the other users.

Mr. Rhoades said landscaping in the areas around the retention ponds is highly detailed as required by the Alteration of Terrain and Wetlands permits. They want to avoid a lot of tall trees that will obscure the view of the cars from the road. There are areas in the interior of the site where there are breaks in the pavement where there will be landscaping; the same with the inlets in the back where they cut into the parking lot – those will have shrubs on them. No one will see the back of the buildings.

Mayor Lovett asked that a condition be added to the decision requiring that the landscaping be properly maintained. Mr. Rhoades said the planting in the detention

ponds are integral to the functioning of the ponds, so it is in their best interests to maintain them.

Mr. Gomes said the 18,000 SF building will be used for show room, customer areas and a service area for new cars. That building will have seven service bays. It will also contain a parts department. All the new car servicing will be done in this building. The little building will be the “quicklanes” building, used for servicing used cars, off-brands (brands other than Ford), tires, brakes, etc. – anything that takes less than an hour. The building will have a waiting area and a write-up area.

The Board had no questions for Mr. Gomes.

Mr. Rhoades stated that the proposed lighting plan is shown on the site plan. The front of the buildings will be lit; the sides will be lit enough to get employees safely to their cars; the rear of the buildings will not be lit. All light fixtures are downcast with a small footprint and meet current Dark Sky standards.

The abutters roll was called. Mr. Wahrlich opened the public hearing and invited the public to comment.

Steve Cornell, abutter on the north side, said there is considerable light pollution from the T-Bird Station and the Subaru Dealership across the street. He did not want any more light in his backyard. He also dislikes the noise from the Subaru Dealership from the exterior PA system and service noise on Sundays. (Mr. Gomes said he won't be open on Sundays.) Mr. Cornell said he had viewed the plans for the lighting and was concerned that even though the fixtures are cut-off, when they are mounted high up, the interior of the fixture is visible. While he doesn't object to glow, he said it is worse when having to look directly at the fixture. He asked that the lights have shields mounted on them to prevent this.

Jeff Ruggles, abutter at 38 Lane Ridge, said he looks straight down to the Subaru garage. He, too, was concerned about lighting and wondered if a hedgerow could be planted to block view his view.

There were no other questions or comments. Mr. Wahrlich closed the hearing.

Mayor Lovett asked the Board if they thought a site visit might be beneficial. Mr. Kolenda said he didn't think so – he said he understood the lighting concerns, that the noise concerns were being addressed and hours of operation were addressed. Mr. Putnam said he didn't think there was anything to see.

Frank Anzalone, architect for the project, said that the proposed lighting for this project is substantially lower than the lighting at the Subaru Dealership and the T-

Bird station. There will be no bright spots as these LED fixtures are much more controlled than the neighbors’.

Mr. Gomes said he will use (Dark Sky -compliant) motion-sensor lighting in the back corners of the buildings. He is considering putting a gate across the driveway during off-hours (to prevent vandalsm). He is using the minimal amount of lighting – just enough to ensure the safety of the employees. The lights will go off after 8PM or when the last employee leaves for the night. They will not be on all night.

Mr. Wahrlich re-opened the public forum to allow abutters to respond to the additional information about the lighting.

Mr. Cornell said he has faith that the owner will help solve any problems if they should arise. He said he thinks the owner did a great job to minimize lighting. Mr. Rhoades pointed out that the elevation of Mr. Cornell’s house is actually above the height of the light fixtures.

Once again, Mr. Wahrlich closed the public forum.

The shielding of the lighting was again discussed. It was agreed that it would be addressed in the conditions of approval.

Mayor Lovett pointed out a statement regarding storm water (#6) in the staff report that didn’t make sense. It was apparently supposed to have been deleted as it did not belong in this report.

It was stated in the report that no traffic study had been done for this project. It was agreed that traffic from this project will be substantially less than that of neighboring businesses. In addition, Mr. Gomes has staggered the arrival and departure times of his employees to further reduce any traffic impact there may be.

**Motion:** To approve the Application for Site Plan Review for a car dealership at the intersection of Charlestown Road and Lane Ridge Road (Tax Map 108, Lot 71), Zoning District B2 with the following conditions:

1. The Proposed Site Plan shall be completed substantially in accordance with the information provided by the applicant in the Site Plan Application PB Case No. PB 2017-00010 and testimony during the public hearing for said case.
2. The site shall be constructed and maintained in accordance with the plan titled, “Proposed Site Plan for Kel Car LLC, dba Ford of Claremont” dated July 21, 2017 and as amended pursuant to testimony for this case.

3. The applicant shall obtain all necessary permits as determined by the Local, State, and Federal governments.
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. 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.
5. This Site Plan is 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) 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.
7. Landscaping will be properly maintained.
8. Lighting may be reviewed to evaluate the need for shielding as necessary.

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

- c. **(PB 2017-00011) 200 Broad Street Realty LLC, 200 Broad Street, Claremont:** Application for Site Plan Approval for expansion of the existing dental clinic at **200 Broad Street**. Tax Map: 132, Lot: 83. Zoning District: PR

Mr. Wahrlich read the public notice. Mr. Mr. McCrory informed the Board that the applicant had requested that hearing be continued to the September meeting.

**Motion:** To continue this hearing to the September 11, 2017 meeting at 7PM in Council Chambers at City Hall.

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

## **VI. Reports from Boards and Commissions**

Mr. Putnam said the Master Plan Steering Committee has three more chapters to review – Public Health, Economic Development, and Housing.

## **VII. Other**

Mr. Putnam asked if the City could re-visit the lighting plans for the Subaru Dealership and the T-Bird Station. Mr. McCrory said the best thing that could be done is to create a revolving loan fund and encourage the two businesses use it to upgrade their lighting fixtures. He said it is possible to revisit the zoning ordinance and create lighting standards. He also said that the Board could direct him to write a letter to the two businesses and share the concerns about their lighting shared by their neighbors.

Mr. McCrory mentioned the NHMA annual training conference in November and urged everyone to consider attending.

Mr. Putnam announced that Claremont had been recognized in a national architectural magazine alongside Denver and Chicago. Mr. McCrory said he would send a link to the magazine to everyone.

Mr. Bergeron announced that he is moving to Florida and is resigning his seat on the Board. He said Claremont is on the verge of a new era and asked the Board to help keep it going forward. Everyone thanked him for his many years of service.

Mayor Lovett asked that a discussion about long-range plans for Charlestown Road be placed on the next agenda. Mr. Bergeron said that had already been discussed in the Business Corridor Project.

Mr. Putnam suggested looking at the B2 zoning to see if it still applies to Charlestown Road. He, too, said that development along the Charlestown Road had already been discussed.

Mr. McCrory said that right now finishing the Master Plan is staff's top priority.

#### **VIII. Correspondence**

The Board received copies of the DES Wetlands Permit application and the Alteration of Terrain application. The City has asked DES to expedite review of the applications because the DES timelines can be quite lengthy.

#### **IX. Adjournment**

**Motion:** To adjourn the meeting

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

**Vote:** Unanimous in favor

The meeting adjourned at 8:14 PM.

Respectfully submitted,  
*deForest Bearse*  
Resource Coordinator