



Planning Board Meeting
Monday, August 24, 2015
Council Chambers, City Hall at 7:00 PM

MINUTES
Approved 9/14/2015

I. Roll Call

Present: Jim Neilsen, David Putnam, James Short, William Greenrose, Bruce Kolenda, Neil Ward, Marilyn Harris, Richard Wahrlich

Absent: Victor Bergeron, Chris Belvin

City Staff: Michael McCrory, Interim City Planner

Mr. Wahrlich asked Mr. Putnam to sit in for Mr. Belvin.

II. Review of Minutes – August 10, 2015

Motion: To accept the minutes of August 10, 2015 as presented.

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

III. Old Business

- a. **MSJJ LLC, 356 River Road, NH 03743:** Review of Conditions Precedent to Site Plan Approval dated July 29, 2015 application #PL 2015-00009 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. Wahrlich stated that he would be working on this project (as a private contractor) and asked if he should recuse from this proceeding. Mr. McCrory stated that recusal is up to the individual. None of the Board members objected to Mr. Wahrlich's participation, especially in light of the fact that this plan has already been approved. Mr. Wahrlich did not recuse himself.

Mr. McCrory stated that this is effectively a compliance hearing – to ensure that the plans that have been prepared are consistent with the site plan requirements and the conditions precedent set at the previous hearing. Final approval is granted if the Planning Board finds that these plans meet the expectations and requirements.

Mr. McCrory stated that the staff have reviewed the plans and find they are a substantial improvement over what was originally submitted. The grading plan and erosion control plan have been submitted to the State. These plans have been designed and stamped by a civil engineer (sheets SW1-5). Also included are a utility plan, a landscaping plan, a plan of details, and a lighting plan. Mr.

McCrorry stated that the plans show circulation, underground utilities, dumpster location, propane tanks and underground connections to the building. The landscaping plan shows the limits of clearing as well as the intent for the corner of River Road and Grissom Lane, and much more detail/clarity for the site in general. According to the photometric light plan, there will be little or no spillage of light onto the right-of-way.

Mr. McCrorry stated that he is satisfied that all of the conditions precedent have been completed. The Board had no further questions for Mr. McCrorry.

Vic St. Pierre, agent for Jewell Transportation, then addressed the Board. He said the biggest change to the plans were in the storm water drainage plans. The retention pond is much bigger and shallower than previously shown. They are working to save as many of the mature trees as possible to preserve the setting.

The Board had no questions for Mr. St. Pierre.

Motion: To accept and approve the plans as complete as recommended by the City Planner as a supplement to the previous vote to approve the plans.

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

IV. New Business

- a. **PL 2015-00011, Grace River Church, 56 Main Street, Claremont, NH 03743:** Site plan amendment for new church at **135 Maple Street**. Tax Map: 130, Lot 47, Zone: B2

Mr. McCrorry stated that this site plan came before the Board in 2013 and was approved for the main building and site improvements. The Church would now like to put up a permanent 40 ft x 60 ft pavilion for seasonal activities. Due to the substantial size of the structure, the staff was uncomfortable granting administrative approval and passed it on to the Board.

Mr. McCrorry stated that the plans submitted contained all of the necessary information for site plan review.

Motion: To accept the site plan as complete.

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

Deb Hagen, standing in for Pastor David Crosby, came to the podium to answer questions from the Board. She stated that the pavilion is intended to replace a tent they have been using for services and events during the summer. During the summer, they combine the two services, so the pavilion must be large enough to accommodate the number of people attending. There will be no electricity and no permanent fixtures inside the pavilion – it is just a roof on posts. They have chosen the location shown so as to be near the grass and trees at the edge of the pavement.

There was much discussion regarding:

- the loss of parking spaces that will result from construction of the pavilion;
- visibility of the pavilion from Maple Avenue;
- the possibility of kids congregating in the pavilion;
- the lack of lighting.

Mr. McCrory assured the board that there are more than sufficient parking spaces on the site to accommodate existing and reasonable future growth. At the conclusion of the discussion, the proposed location and the absence of electricity were accepted by the Board.

Mr. Wahrlich opened the public hearing. The abutters' roll was called. No abutters were present, so the hearing was closed.

Motion: To approve the plan with the recommended conditions of approval as submitted.

Recommended Conditions of Approval

1. 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.
2. 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.
3. 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.
4. 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: Mayor Neilsen **Second:** Mr. Putnam **Vote:** Unanimous in favor

V. Reports from Boards and Commissions

Mr. McCrory announced that there is a new webpage for the Master Plan Update process. It is accessed via the Planning and Development Department page. The Department is advertising for Steering Committee members. Once the Committee is formed, the process will start up. Anyone interested in participating should send a letter of interest to the

Planning and Development Department.

VI. Other

Mayor Neilsen stated that the Council had received its first 79E application for a project in the Historic Mill District. The applicant is looking to renovate the first and second floors at a total cost of about \$470,000. Discussion about the application will take place on Wednesday at the Council meeting.

VII. Correspondence

The Board received a “Request to Provide Stormwater Inspection & Maintenance Records” from DES addressed to The Community Center. No action was required.

VIII. Adjournment

Motion: To adjourn the meeting.

Made by: Mr. Putnam

Second: Mr. Greenrose

Vote: Unanimous in favor

The meeting adjourned at 7:52PM.

Respectfully submitted,

deForest Bearse

Resource Coordinator