



PLANNING BOARD MEETING

Monday, August 27, 2018 7:00 PM
Council Chambers, City Hall

MINUTES

Approved 9/10/2018

Mr. Wahrlich called the meeting to order at 7:00 PM and asked for a roll call.

I. Roll Call

Present: Marlene Jordan, Bruce Kolenda, Nick Koloski, David Putnam, Richard Wahrlich, David Pacetti

Absent: Allen Damren, William Greenrose, Charlene Lovett

City Staff: Michael McCrory, City Planner

Mr. Wahrlich asked Mr. Pacetti to sit in for Seat 1, and Mr. Koloski to sit in for Mr. Damren.

II. Review of Minutes

A. July 23, 2018

Motion: To accept as presented

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

Vote: Unanimous in favor

III. Old Business

There was no old business to discuss.

IV. New Business

- A. (PL 2018-00006) Green Tec, Inc, Banford CT:** Application for site plan review for construction of a 6,000 SF warehouse and 1,500 SF office building and associated parking and loading facilities at **435 River Road**. Tax Map 174, Lot 5. Zoning District: Industrial-One (I-1)

Mr. Wahrlich read the public notice.

Planner's report

Mr. McCrory said this project is for construction of a warehouse transfer facility and an office building on an open, undeveloped lot in the Industrial district. It is standard development for this type of site. It will be specifically industry-based – either contractors or shipping and receiving or specific orders – not high volume; more like a distribution

center. The use is permitted in the district. It has been reviewed and fine-tuned by the department heads. Mr. McCrory said the plan meets all the requirements of a complete application.

Motion: A motion accepting the complete proposed plan for our approval

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

Vote: Unanimous in favor

There were no further questions for Mr. McCrory.

Applicant's Presentation

Jason Hill, civil engineer with TF Moran, presented the application on behalf of GreenTec. Mr. Hill stated that he had met with the Board a month ago with the same basic plan. Since then he had worked with DOT to finalize the access onto River Road.

He stated that this will be a distribution facility for contractor pick-up of HVAC equipment. Everything will be stored indoors. Traffic is expected to be low volume, primarily contractor pick-up and deliveries.

GreenTec Industries will occupy the site in conjunction with a company called HVAC Comfort, which is a sales company that works with GreenTec like a manufacturer's representative for the same HVAC systems.

Mr. Hill described the 2-acre vacant lot as having some stone walls, some field, and some woodlands. They are proposing to build a 6,000 SF warehouse building – prefab, steel building with metal siding with three loading docks on the north side. There will be an access door on the front of the building.

There will be a second, smaller 1,500 SF building with one overhead door and a couple of “man-doors” for access to the office space for management and sales.

There is municipal sewer and water service in River Road that they will be connecting to.

There are two driveway accesses – one off River Road; the other off Balcom Place. The main, full access (for tractor trailers, customers and staff) is from River Road. It is nearly opposite the Jewel driveway.

The site is surrounded by industrial uses. They are proposing a row of pine trees along the north boundary for screening.

Stones from some of the stone walls will be re-used decoratively and in the signage on the site.

Due to the low volume of traffic, they anticipate no traffic impacts.

Drainage will be handled by a pond – the site sheet flows towards the Connecticut River. They have some storm water BMPs which will allow them to treat the water that runs off of the paved areas.

The applicant has looked into installing solar power for the project, but due to the capital costs, he has decided it is not a viable option.

Mr. Putnam asked if the water in the pond becomes dirty over time. He suggested creating an artificial bog to prevent the standing water from becoming a public health hazard.

Mr. Hill said that these ponds do require maintenance over time. This site has a high water table, and a special soil mixture was needed to provide the proper filtration. He said he could make the pond into a type of rain garden to address Mr. Putnam's concerns.

There will be an 18-inch culvert under the driveway.

DOT has required that all truck traffic coming out of Balcom Place turn left only. Both directions are allowed out of the River Road driveway.

The question of who maintains Balcom Place was raised. Mr. Hill said they weren't terribly concerned about it because of the access from River Road.

Mr. McCrory suggested making it condition to formalize a maintenance plan, although he did not recall it being a concern to any of the department heads who reviewed the plans. Mr. McCrory said he would look into it.

There were no other questions for the applicant.

Mr. Wahrlich asked for an abutters' roll call. He then opened the public forum. No one was present to speak so he closed the public forum.

Motion: *Approve the Application for Site Plan Review for a warehouse and office development at 435 River Road (Tax Map 174, Lot 5), Zoning District I-1.*

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

Mr. Putnam read the conditions of approval:

1. The Proposed Site Plan shall be completed substantially in accordance with the information provided by the applicant in the Site Plan Application Case No. PL 2018-00006 and testimony during the public hearing for said case.
2. The site shall be constructed and maintained in accordance with the plan titled, “Proposed Warehouse and Office Building, 435 River Road, Claremont, NH” dated July 13, 2018 and as amended.
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. If Planning and Development Department staff determine there are substantial changes to the site development, then the applicant shall submit for Site Plan Amendment.
5. This Site Plans is valid for two (2) years from the date of approval. If a no action is taken to exercise this Site Plan approval 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 within six (6) months of this approval.

Vote: Unanimous in favor

V. Reports from Boards and Commissions

Mr. Wahrlich said that the Goddard Block rehabilitation project had been before the Historic District Commission and had received their Certificate of Appropriateness. He said at the request of Commission chair, David Messier, the owners will be looking into creating a common walkway between Pleasant Street and the parking areas on Broad Street.

Mr. Putnam said he has been receiving comments form multiple people who are concerned that the new units will be low income housing. Mr. McCrory acknowledged that there will be income adjusted apartments in the mix, but some of the funding sources require maintenance standards

Everyone hopes this will spur new renovations in the downtown.

VI. Other

A. Claremont Housing Initiative Discussion

Mr. McCrory said that there had been a discussion about housing at the City Council meeting last week (8/22). Various representatives from the housing community were present. He directed the board to watch the meeting on CCTV.

Mr. McCrory said he will be listening to the community during the outreach phase of the grant – what are the issues on peoples’ minds?

He said he had a booth at the Back to School festival to reach out to more people. He said he tried to engage families with young kids and it worked really well. He will have a booth at the farmer’s market and a couple more fall events to gather more input. The consultant will have a kick-off meeting sometime this fall. The regional planning commission will be the consultant on this project.

Steering Committee

According to RSA 673:7, II, members of the Planning Board cannot be members of any other boards, other than those specified in the statute. Therefore, members of the Planning Board cannot serve on the steering committee if the steering committee also has members of the public on it. The steering committee is only a subcommittee of the Planning Board if it is comprised of only Planning Board members.

Mr. McCrory recommended that the Planning Board serve as the steering committee and set aside time on its regular agenda to get this work done. The Board agreed.

Mr. McCrory acknowledged that they will need to engage interested community members in a different way.

NHMA is working on clarifying and improving RSA 673:7, II. The Mayor is interested in advocating for this as well.

VII. Correspondence

1. Project review sheet from Dept. of Historic Resources regarding replacing riprap on the Sugar River at the Citizen Street bridge to control erosion
2. Copy of a letter to Mr. Norman St. Aubin regarding the conditions of approval for an earlier subdivision. Mr. McCrory said that in the end it was simpler to replace the culvert (rather than postpone its replacement until necessary as Mr. St. Aubin had wanted). He said in the future these decisions should be stricter than this one had been. They should set a timeline and require a surety or bond to be posted to ensure that the work gets done within the timeline.

VIII. Adjournment

Motion: To adjourn the meeting

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

Vote: Unanimous in favor

The meeting adjourned at 8:03.

Respectfully submitted,
deForest Bearse
Resource Coordinator