



**PLANNING BOARD MEETING**  
Monday, August 28, 2017 7:00 PM  
Council Chambers, City Hall

**MINUTES**  
**Approved 9/25/2017**

**I. Roll Call**

**II. Review of Minutes**

A. August 14, 2017

**Motion:** To approve the minutes of August 14, 2017 as presented

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

**Vote:** Unanimous in favor.

**III. Old Business**

There was no old business to discuss.

**IV. New Business**

A. **PL 2017-00012 Cheshire Oil Co Inc, Keene NH:** Application for subdivision approval for 2-lot subdivision at **170 Charlestown Road**. Tax Map 165, Lot 15. Zoning District: B2

Mr. Wahrlich read the public notice.

**Planner's Report**

Mr. McCrory said this is a minor 2-lot subdivision of an existing developed property. There will be no substantial changes. He recommended that the Board find the application complete.

**Motion:** To accept this application as complete

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

**Vote:** Unanimous in favor

The applicant wishes to separate two commercial buildings that are currently on a single lot. Each building will have its own parking. There are cross easements for utilities. There are no changes to the site, so most of the subdivision standards don't apply. There is an existing free-standing sign for both properties located on the southern lot. Any changes in signage would be handled administratively.

**Applicant's Presentation**

Russell Huntley, surveyor with SVE presented the application for Cheshire Oil. He said all of the applicable zoning requirements have been met – parking, setbacks, lot size.

The purchase and sales agreement will specify responsibilities regarding the access, the same as for the utilities. The lot is oddly shaped so as to meet the lot size requirements. There is sufficient room on the south lot for a dumpster. Its exact location is not relevant to the subdivision. A new business could operate from this lot as it is, so it probably will not need site plan review.

The abutters' roll was read. There were no abutters present so the public hearing was closed.

**Motion:** To approve application #PB 2017-00012 from Cheshire Oil Co. Inc. for a 2-lot subdivision of the property at 170 Charlestown Road, Tax Map 165, Lot 15, zoning district B2 with the following conditions:

1. The final minor subdivision shall be in substantial conformance with the plan titled, "Two Lot Subdivision, Land of Cheshire Oil Company, Inc., Located at Tax Map 165, Lot 15, 170 Charlestown Road, Claremont, Sullivan County, New Hampshire" dated August 1, 2017, prepared by Russell J. Huntley, LLS.
2. Deed reference and easement shall establish continued shared use of the existing free-standing sign located on lot 165-15-2.
3. The applicant or the applicant's agent shall ensure placement of proposed boundary markers identified on the referenced plan by a surveyor licensed in the State of New Hampshire.
4. The applicant shall submit two copies of the approved Minor Subdivision, printed on mylar, to the Planning and Development Office within six months of the date of this approval. The plans shall be suitable for recording at the Sullivan County Registry of Deeds.

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

**Vote:** Unanimous in favor

**V. Reports from Boards and Commissions**

There were no reports.

**VI. Other**

There was no other business.

**VII. Correspondence**

There was no correspondence.

**VIII. Adjournment**

**Motion:** To adjourn the meeting.

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

**Vote:** Unanimous in favor

The meeting adjourned at 7:27 PM.

Respectfully submitted,

*deForest Bearse*

Resource Coordinator