



PLANNING BOARD MEETING
Monday, September 25, 2017 7:00 PM
Council Chambers, City Hall

MINUTES
Approved 10/23/2017

Call to Order

Mr. Wahrlich called the meeting to order at 7:05 PM.

I. Roll Call

Present: Marilyn Harris, Charlene Lovett, Marlene Jordan, David Putnam, Richard Wahrlich, James Short, Bruce Kolenda

Absent: William Greenrose, Nicholas Koloski

City Staff: Michael McCrory, City Planner

Mr. Wahrlich once again welcomed Allen Damren to the board.

II. REVIEW OF MINUTES

A. August 28, 2017 (Meeting)

Motion: To accept the minutes as presented

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

Vote: Mr. Kolenda and Mr. Damren abstained; all others voted in favor (2 abstain, 5 yes)

III. OLD BUSINESS

- B. (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 (Cont. from 8/14/2017)**

Upon recommendation of Mr. McCrory, Mr. Wahrlich read the public notices for both applications before the Board for this meeting. The proposals were reviewed simultaneously.

Planner's Report

Mr. McCrory stated that this proposal is to renovate the Goddard block for new apartments in the upper two stories and retail and residential on the ground floor. The commercial uses will front on Pleasant Street; the ground floor residential will be on the back side of the building. The project has been granted two variances from the Zoning Board – one to allow residential use of the ground floor; the other to reduce the parking requirements for the proposed number of apartments.

The conditional use permit (formerly the special use permit) is required for the residential use of the ground floor. (Certain streets in the City Center prohibit residential uses on the ground floor.)

Because there is a site plan on file for this property (from the 1980's), this proposal is being reviewed as a site plan amendment. While there will be no substantial changes to the site, it is a multi-family development and therefore requires site plan approval.

The Conditional Use Permit does not require a completeness review. However, Mr. McCrory recommended making the finding for both applications. He said he believed both applications to be complete, but acknowledged that the Board may desire additional information as the hearing progresses.

Mr. Putnam asked what standing the Planning Board has in light of the ZBA having already granted two variances? Mr. McCrory said while there may be some overlap between the reviews, they are each distinctive.

Motion: To accept both applications as complete
Made by: Mr. Short **Second:** Mr. Putnam
Vote: Unanimous in favor

Applicant's Presentation

Prospective owner, Kevin Lacasse and architect Jay Barrette presented the application.

Mr. Lacasse owns several properties in Claremont including the Latchis Theater building which he renovated into residential uses. The Goddard block was recently condemned by the City for numerous code violations. The building needs to be completely gutted back to the studs. Exterior architectural features and the building's character will be maintained. It will be a \$5-6M project. It is his intention to keep the commercial façade on Pleasant Street. The building will be brought up to code and made energy efficient.

Mr. Barrette said the City was correct in condemning the building, calling it a potential deathtrap. He said they are working with an historic consultant to help with the historic preservation tax credits. The Pleasant Street façade will be restored.

The first floor of the building is very deep, so they are proposing to keep the retail spaces in the front and shorten them up considerably as there is no demand for downtown retail space. They will keep the center arcade and add management office space; tenant storage space; a community room; and six rental units on the back side. The ground floor units will be handicapped accessible which will eliminate the need for an elevator to the upper floors (and considerable expense). They will clean up the back of the building and add some landscaping, some outdoor patios and additional building mass on the upper stories. Exterior work will be reviewed by the Historic District Commission. There will be 36 units altogether.

Mr. Barrette showed the Board a site plan depicting the landscaping, traffic circulation and parking.

Mr. Barrette said that the City staff, the City Council, and the ZBA have all been very supportive of the project and helpful. He said the new City Manager has indicated that Pleasant Street is one of his key priorities.

Mayor Lovett questioned the number of apartments – that originally it was going to be 32, but now it is 36. Mr. Barrette said the number was originally 32 based on very rough estimates and measurements, but since that time, he has been able to do more detailed analyses and the number has evolved to 36.

Mayor Lovett asked how big the studio apartments would be. Mr. Barrette said they are still in the process of allocating spaces to the array of apartment types. Mr. Lacasse said the funding sources and building codes have minimum standards to which they must abide, but the exact details will continue to evolve. He cannot commit to details until there is some funding in place. He said the housing will be work force housing with 25% of the total being 2-bedroom units.

Mr. Putnam asked if the plans were to evolve so much that a second approval from the Board would become necessary. Mr. Barrette said he didn't think so, but it will all depend on how much latitude the staff has. He said there will be a continual back-and-forth because of the need for exact measurements.

Mayor Lovett said that the schematic Mr. Barrette presented was not in the Board's packet. Mr. Barrette agreed, saying that the drawing he presented was developed after the application had been filed.

Mayor Lovett pointed out that the front of the Latchis building has not been maintained. Mr. Lacasse said he was planning to include the Latchis façade renovation in the Goddard block project.

Mr. Putnam asked about plans for parking. Mr. Lacasse said he had gone to City Council first and Council had directed staff to come up with a solution. Mr. Barrette said the site plan shows 16 spaces – 11 on the Goddard block property and 5 on City property. They need 36 spaces altogether. Mr. McCrory said he doesn't have a final solution at this point, but he is working on it. Creation of a comprehensive solution for all of Pleasant Street is the goal. He suggested making demonstration of adequate parking a condition of the Certificate of Occupancy. Mr. Lacasse agreed to that.

Mayor Lovett wanted to add a condition that the once the façade is refurbished that it will be maintained and that the landscaping will be maintained as well.

Ms. Harris asked if retention of the commercial use on Pleasant Street should also be added as a condition. Mr. McCrory agreed that it should be.

Mr. Lacasse said he was concerned about the Board adding too many conditions as it could have a negative effect on funding.

Mr. McCrory said the schematic layouts need to be accepted into the record.

Motion: To accept the Barrette Architecture drawings into the record.

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

Vote: Unanimous in favor

The abutters roll was called – there were abutters present. Mr. Wahrlich closed the public forum.

Additional conditions were discussed;

1. Additional drawings that have been reviewed to be submitted to the Planning Board and City staff - schematic floor plans prepared by Barrette Architecture pages 1, 2, and 3, dated 8/1/2017.
2. CO to be delivered when the project is completed and appropriate parking is identified.

Mayor Lovett asked that maintenance of the landscaping and the building façade be included in the conditions. Mr. Wahrlich felt that it is already covered in Condition #2 of the staff report.

Motion: *Approve the Application for Site Plan Review for a mixed-use renovation at 54-62 Pleasant Street (Tax Map 120, Lot 85), Zoning District MU.*

Recommended 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 2017-00009 and testimony during the public hearing for said case.
2. The site shall be constructed and maintained in accordance with the plan titled, “Goddard Block Revitalization, 54-62 Pleasant Street, Claremont, NH” dated July 21, 2017 and as amended. Additional drawings that have been reviewed to be submitted to the Planning Board and City staff - schematic floor plans prepared by Barrette Architecture pages 1,2, and 3, dated 8/1/2017.
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.
 - a. CO is to be delivered when the project is completed and appropriate parking is identified.
5. This Site Plans 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.

Made by: Mr. Putnam

Second: Mr. Short

Vote: Unanimous in favor

Motion: *Approve the Application for Conditional Use Permit for expansion of an existing multi-family building & placement of dwelling units on the ground floor at 54-62 Pleasant Street (Tax Map 120, Lot 85), Zoning District MU.*

Recommended Conditions of Approval

1. The proposed expanded use shall be completed substantially in accordance with the information provided by the applicant for Case No. PL 2017-00014 and testimony during the public hearing for said case.

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

Vote: Unanimous in favor

Mayor Lovett said she had contacted DPW to inquire if the City sewer lines could accommodate these apartments – the answer was yes. She said she wanted the Planning Board to know that the use of the term “impact fee” is incorrect as the City never adopted an impact fee ordinance. The correct term is capacity fee and that is being taken care of by the staff.

IV. NEW BUSINESS

- C. **(PB 2017-00014) WSK Goddard LTD Partnership, Wolfeboro NH: Application for a Conditional Use Permit for renovating a multifamily building with residential use at street level at 54-62 Pleasant Street. Tax Map 120, Lot 85. Zoning District: MU**

This application was reviewed simultaneously with the site plan application above.

V. REPORTS FROM BOARDS AND COMMISSIONS

VI. OTHER

VII. CORRESPONDENCE

VIII. ADJOURNMENT

Motion: To adjourn the meeting

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

Vote: Unanimous in favor

Respectfully submitted,
deForest Bearse