



**Planning Board Meeting**  
Monday, March 10, 2014  
Council Chambers, City Hall at 7:00 pm

**MINUTES**  
**Approved 4/28/2014**

**I. Roll Call**

**Present:** Peter Guillette, Rusty Fowler, Victor Bergeron, James Short (alt) sitting in for the Open Seat, Bruce Kolenda

**Absent:** William Greenrose, Richard Wahrlich, Jim Neilsen

**City Staff:** Mary Walter

**II. Review of Minutes**

- **February 24, 2014**

- **Motion:** To accept the minutes of February 24, 2014 as presented.

- Made by:** Mr. Short

- Second by:** Mr. Kolenda

- Vote:** Unanimous in favor

**III. Old Business**

There were no old business items to discuss.

**IV. New Business**

- **(PL2014-00002) Constantine Scrivanos (Dunkin' Brands) – 148 Charlestown Road, Claremont, NH** Site plan amendment – applicant proposes construction of 2100 sq ft addition to approved building with associated changes in parking on Tax Map 165, Lot 19. Zone B2.

**Motion:** To accept application #PL2014-00002 as complete.

**Made by:** Mr. Kolenda

**Second by:** Mr. Short

**Vote:** Unanimous in favor

Review of application: Consultant indicated total building area now approximately 5,000 SF. Site circulation and operations mostly the same (excepting additional retail/office space in the expanded area). City DPW approved of drainage design. There was additional discussion regarding site circulation and drive-through stacking. Vehicle stacking with current location of menu board may present back-up onto Charlestown Rd. Applicant explained the waiting at the two operational service windows causes the most delay, not ordering at the menu board. It was suggested that the applicant consider moving the menu board if there is, eventually, an issue with safety at the property access.

Public hearing: no public comment.

**Motion:** to approve (accept) amended site plan with conditions of approval as follow:

### Conditions Subsequent

1. The applicant shall obtain and receive approval for all necessary permits as determined by the Local, State, and Federal governments.
2. 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.
3. 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.
4. City of Claremont Planning and Development Department shall evaluate site lighting after site construction is substantially complete to ensure new light fixtures do not cast undue glare in the Charlestown Road right-of-way or neighboring properties. If undue glare is observed, the applicant shall take reasonable measures to mitigate observed glare.
5. 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.
6. 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:** Mr. Short                      **Second by:** Mr. Bergeron

**Vote:** Unanimous in favor

- **Dunkin' Brands – 200-202 Washington Street, Claremont, NH** Conceptual discussion for development of 200-202 Washington St Tax map 121, Lots 7 & 8, Zone B-2

Reviewed and discussed were:

- the site layout,
- the merger of two adjacent parcels,
- the change in property access (proposal to remove access onto Moody Avenue), and
- general improvement to site and traffic circulation.

Further changes in the proposal may occur as the process develops further. The consensus of board members present was that no special safety studies would be necessary given the proposed site conditions.

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

There were no reports from Boards and Commissions.

**VI. Other**

There was no other business.

**VII. Correspondence**

There was no correspondence.

**VIII. Adjournment**

**Motion:** To adjourn the meeting

**Made By:** Mr. Bergeron

**Second By:** Mr. Short

**Vote:** Unanimous in favor

The meeting adjourned at 7:52 PM.

Respectfully Submitted by:  
deForest Bearse