



Planning Board Meeting

Monday, May 12, 2014
Council Chambers, City Hall at 7:00 pm

MINUTES APPROVED 6/9/2014

I. Roll Call

Present: James Short, Richard Wahrlich, Jim Neilsen, Marilyn Harris, Bruce Kolenda

Absent: William Greenrose, Victor Bergeron,

City Staff: Michael McCrory, Interim City Planner

Election of Officers

Nomination: Mr. Wahrlich as Chairman

Made by: Mr. Neilsen **Second:** Mr. Short **Vote:** Unanimous

Nomination: Mr. Kolenda as Vice Chairman

Made by: Mr. Neilsen **Second:** Mr. Short **Vote:** Unanimous

II. Review of Minutes

a. April 28, 2014

Corrections: Add “and Mr. Short as an active member” to Chairman Guillette’s welcoming remarks on page 1; note that Mr. Kolenda could not have seconded the motion to accept the March 10th meeting minutes because he was not present at the meeting.

Motion: To accept the minutes of April 28, 2014 with corrections.

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

III. Old Business

There were no old business items to discuss.

IV. New Business

- a. **#PL2014-00007 by Claremont Properties, LLC requesting site plan approval for additional storage units at 548 Washington Street. Tax Map: 134, Lot: 15. Zone: B-2.**

Mr. McCrory stated that this site plan approval request is for Phase 3 of the Claremont Center Storage facility at 548 Washington Street. Mr. McCrory stated that he considered this plan complete.

Motion: To accept this application as complete.

Made by: Mr. Short

Second: Mr. Kolenda

Vote: Unanimous.

Mr. McCrory stated that self-storage facilities are a unique type of commercial development because:

- a. They do not require the typical parking provisions.
- b. No employees come to them.
- c. There are no goods delivered or purchases being made.
- d. There is no regular traffic circulation.
- e. It is a passive land use.

The city staff has reviewed the plans and sees no safety concerns.

Planning Considerations

- a) The project will use the existing site access on Washington Street
- b) Circulation (within the site) has not been an issue.
- c) There are two types of storage buildings – contractors’ and standard.
- d) Contractor storage buildings are taller and are accessed from only one side of the building.
- e) Standard storage buildings are accessible on all four sides.
- f) The proposed layout of buildings is consistent with what is already there.
- g) The exterior appearance of the buildings will match what is already there.
- h) Signage will remain the same.
- i) There will be no new pole-mounted lighting.
- j) Three of the existing trees on the site will be retained. The fourth will be retained if possible.
- k) No new landscaping is proposed.
- l) There will be 28% lot coverage by buildings with these three new structures.
- m) There will be 73% impervious surface on the lot.
- n) There are 3 ½ acres of total land area.
- o) Stormwater runoff is a concern.
- p) According to the project engineer, this project will disturb less than 100,000 sf. Therefore, a site specific or alteration of terrain permit is not required.
- q) There is an existing row of spruce trees along the northern property line that provides screening for the abutting residential property.
- r) The buildings will meet national building codes and applicable fire safety codes.
- s) Grading is not a concern.
- t) The use is not intense enough to require a separate parking arrangement.
- u) The applicants will be seeking a variance for the unit that will be built within the Roberts Hill Road setback.
- v) The applicants will be seeking an equitable waiver for the building that is already fully constructed, but that is partially within the Roberts Hill Road setback.
- w) The slope of the roads at the intersection of Roberts Hill Road and Old Newport Road facilitates visibility around the proposed new buildings.

The property owner, Val Summers, and applicant Wayne McCutcheon stated:

- a. The green chain link fencing will continue to the northeast corner of Building M, and then restart at the southeast corner of Building M. The building itself will serve as “fencing” on the east boundary.
- b. Building M is accessible only on the west side.
- c. Building L is accessible on all four sides.
- d. There will be 35-ft. lanes between buildings K, L, and M to accommodate larger trucks.
- e. Building K is accessible only on the east side.

Mr. Kolenda expressed concern about visibility on the old Newport Road being blocked by the new buildings and fencing. He was assured that visibility should not be an issue because the intersection is very wide due to multiple rights-of-way there.

The plan with three photographs (submitted by Mr. McCutcheon at the meeting) was incorporated into the record.

Mr. McCrory read the abutters roll call. No abutters were present. Chairman Wahrlich closed the public hearing.

There was no further discussion from the Board.

Motion: to accept the plan with the conditions subsequent presented by the staff:

Conditions Subsequent

1. The applicant shall obtain and receive approval for all necessary permits as determined by the Local, State, and Federal governments. Such permits may include a US Environmental Protection Agency Construction General Permit. The applicant shall notify the City of Claremont Planning and Development Department in writing whether or not such permits are required.
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. This approval incorporates the variance and equitable waiver approvals and conditions of approval as granted by the City of Claremont Zoning Board of Adjustment.
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.
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. Neilsen

Second: Mr. Kolenda

Vote: Unanimous.

b. Conceptual discussion of property located at 2 Pleasant Street

Neil Cannon, consultant for the NH Business Finance Authority, presented the idea of using the second floor of the Brown Block at 2 Pleasant Street as student housing for River Valley Community College. The proposal is to reconfigure the six existing apartments into six 1-bed units and 6 2-bed units. The existing office would be converted into common living space for the students. The complex would be accessed by key card. Wi-Fi, laundry facilities and janitorial services would also be provided. BFA would retain ownership of the building and lease the space to the college. BFA would also consider condominiumizing the second floor of the building in the event that the college were able to secure funding and wish to purchase it.

The proposed project is not an exact match to any of the allowed land uses in the zoning ordinance for this district. Mr. McCrory stated that the definition of “Motel” most closely resembles the proposed use.

Bob Baron, representative of River Valley Community College, explained that the college needs student housing to attract students that might not otherwise be able to enroll in some of the college’s unique course offerings. The college would perform background checks of future tenants and hold damage deposits from those selected to reside there. Tenants would be expected to abide by “dormitory rules”.

The consensus of the Board was that this is a good use of the building and would be an asset to the downtown, but expressed concerns about availability of parking spaces. Mr. McCrory assured the Board that there was sufficient opportunity for the owner to find off-site parking in the downtown area to lease and satisfy the requirements of the use as stated in the zoning ordinance.

Mr. Cannon stated that the next step in the project is to engage an architect to address the multiple building code issues and to negotiate the terms of the lease with the college.

V. Reports from Boards and Commissions

Mr. Short and Mr. Wahrlich attended the annual zoning and planning conference and reported that it was very educational.

VI. Other

There will be a public hearing on upcoming improvements to North and Main Streets on May 13th.

VII. Correspondence

The latest issue of Town and City magazine has arrived and is available for viewing or borrowing at the Planning and Development office.

VIII. Adjournment

Motion: To adjourn the meeting

Made By: Mr. Kolenda

Second: Mr. Short

Vote: Unanimous in favor

The meeting adjourned at 8:14 PM.

Respectfully Submitted by:

deForest Bearse