



**Planning Board Meeting**  
Monday, January 28, 2013  
Council Chambers, City Hall at 7:00 pm

**Minutes**  
**Approved 2.11.2013**

**I. Roll Call**

**Present:** Bruce Kolenda, Rusty Fowler, Peter Guillette, James Neilsen IV, Ruben Ramirez, James Short (alt), Ken Harlow (alt)

**Absent:** William Greenrose, Victor Bergeron, Andy Austin, Richard Wahrlich

**City Staff:** Michael McCrory, Interim City Planner

Mr. Harlow and Mr. Short will sit in for Mr. Greenrose and Mr. Wahrlich

- o Election of Offices

**Motion:** to nominate Peter Guillette as Chairman and Bruce Kolenda as Vice Chairman

**Made By:** Mr. Fowler      **Second:** Mr. Neilsen, IV      **Vote:** Unanimous

**II. Review of Minutes December 26, 2012**

**Motion:** to approve minutes from December 26, 2012

**Made By:** Mr. Kolenda      **Second:** Mr. Harlow      **Vote:** Unanimous

**III. New Business**

- o City Center Project – Zoning Ordinance Review

Mr. McCrory, Interim City Planner, and Mr. David Putnam, Chair of the Claremont City Center Steering Committee, were present to discuss the Zoning Ordinance Review. The Cecil Group will attend at a later meeting.

Chair Guillette asked Mr. Putnam for a history of what has been going on with the CCCP/Zoning Ordinance. Mr. Putnam reported that Claremont received a grant from HUD for approximately \$100,000. This included hiring a facilitator, forming the CCCP Steering Committee and collecting data. Several Upper Valley groups gave presentations early on (e.g. the Rockefeller Study Group from Dartmouth College). Comprehensive street surveys, public surveys, and focus groups were held to collect the desired data. The Cecil Group was hired and has used our information/data and their own information to present their draft recommendations. These recommendations have been extensively reviewed by the CCCP Steering Committee.

Mr. McCrory stated that as a result of this work, there were changes to the City Center Zoning Map as well as the Zoning Ordinance itself. The Planning Board will be reviewing the changes to see if they would be interested in the adoption of this document and recommend them to the City Council. There are broad changes that do apply to the overall ZO. This is mostly confined to definitions, procedures and standards to meet current state law.

Mr. McCrory stated that there are currently 11 zoning districts in the downtown area. After the review, there was consensus to reduce the number and combine some down to 6 zoning districts (City Center Residential I - CR1, City Center Residential II - CR-2, Professional Residential - PR, City Center Business II - CB-2, Industrial II – I-2, Mixed Use –MU). This will help make the downtown more understandable for individuals. The desire was to make the new zoning districts consistent with the landscape. The change of the ZO will affect how development happens in the City Center. Instead of prescribing the use, the new ZO would look at how the use performs in its surroundings. The Table of Uses (pg. 77) has three designations per use for each section: permitted use (P), special exception (SE), and special use (SU). The special use changes the process of how a use may be reviewed in the City Center. Section 22-100 and 22-100 would allow the Planning Board to look at a proposal and make an assessment. A SE or Variance has very specific criteria, whereas the SU has fewer criterions which allows for the performance of the property to be evaluated. It should be noted that the use chart is not necessarily new uses. The placement of open porches and setback and manufactured housing are under legal review. Mr. Putnam stated the Steering Committee tested the chart by taking examples from certain zones. The new zoning will be more user friendly for property owners.

Mr. Ramirez confirmed that if a use is not listed under P, SE, or SU that it is not allowed. In a CR-1 designation, is a multi-family allowed? Mr. McCrory stated that in this specific case, multi-families in the zone would be existing non-conforming uses. There are opportunities to look at improving non-conforming lots. A Variance would be needed for a multi-family and then it would go to the PB for site review. The goal is not to impact the existing neighborhood in a negative way. The CR-2, PR, and MU have allowance for higher density uses.

Mr. Fowler confirmed that this only pertains to the City Center district. Mr. Putnam stated that they had to form a boundary for the HUD grant and they will not be going out of this area. Mr. McCrory stated the goal in this project was to remove downtown barriers. Mr. Fowler asked if the downtown center, mainly Pleasant Street, will now be allowed to add apartments on the 2<sup>nd</sup>/3<sup>rd</sup> floor. Mr. McCrory stated that multi-family conversions are allowed by SU. The intent is to encourage this. Mr. Putnam reminded the board that parking is often one of the main issues. Mr. McCrory stated minimum development standards are being used in the proposed ZO.

Mr. Ramirez discussed development and inquired if there was a way to put out to other communities that Claremont is citizen friendly and adopting zoning changes to support this. Mr. Putnam stated that the changes will be used in marketing.

Mr. Putnam commented that the new ZO stresses how we want the mill district to be developed. This will allow us to lead with expectations. The redesign of this zone was critical. Mr. Fowler appreciated the work and commitment of the CCCP Steering Committee.

Mr. Putnam stated that the new Use Chart is set up so that codes, zoning, and definitions can be updated easily.

Mr. Short asked if the steering committee will continue their work after the completion of the ZO. Mr. Putnam stated the committee will disband after the completion of the project.

The board agreed that any future changes can be submitted in one page forms versus entire booklets.

#### IV. Reports from Boards and Commissions

Mr. Fowler reported that there was a meeting on Jan. 2<sup>nd</sup> with the Traffic Advisory Safety Committee and that they are doing a wonderful job. The next meeting will be February 7, 2013. This is the Washington Street Access Management Study. Mr. McCrory is managing the project through the UVLSRPC. The TASC is the steering committee for this project. On February 12<sup>th</sup> at 7:30am and February 13<sup>th</sup> at 5:00pm stakeholder meetings will be held to learn about the study and talk about traffic safety and access along Washington Street.

#### V. Other

- Claremont Savings Bank Easement

In 2012 there was a site plan review for Claremont Savings Bank that included a sewer easement. All parties came to consensus on the easement. The city is looking for affirmative support from the PB this evening so that the Claremont Savings Bank can continue with their project. In order to protect the banks interest, there is a right for the Fletcher property to have ... If the Fletcher property would like to get a new line in the right of way, 'CSB agrees to pay the reasonable cost of connecting the Fletcher Property to the City's sewer line under Middle Street...not later than October 1, 2022.'

**Motion:** the Planning Board affirms the formation of the sewer easement agreement among Oarkood Park Inc., Claremont Savings Bank, Claremont School District, the City of Claremont, and Clarebank Inc.

**Made By:** Mr. Fowler

**Second:** Mr. Harlow

**Vote:** Unanimous

Mr. McCrory stated he is recommending a Community Planning Grant called the Business Corridor Project which would promote changes to the B-2 district. The points that will be built on are the MP, Truck Route study, Washington Street Access Management Study and apply to the B-2 districts in the City. This is a quick turnaround grant, the applicants are due February 12<sup>th</sup> and results announced March. A letter to the City Council is needed from the board in support of the application and to give authority to receive monies. The maximum grant amount is \$30,000. Only one quarter of the grant amount needs to be a match and one quarter of that cash.

The board is in consensus to support the grant.

#### VI. Correspondence

#### VII. Adjournment

**Motion:** to Adjourn

**Made By:** Mr. Fowler

**Second:** Mr. Harlow

**Vote:** Unanimous

Meeting adjourned at 8:15 PM

Minutes Respectfully Submitted by Kelly LeBlanc