



Planning Board Meeting
Monday, October 8, 2012
Council Chambers, City Hall at 7:00 pm

MINUTES
Approved 10.22.12

I. Roll Call

Present: Peter Guillette, Andy Austin, Bruce Kolenda, James Short (alt), Ken Harlow (alt)

Absent: James Neilsen IV, William Greenrose, Ruben Ramirez, Stephen Cutts, Victor Bergeron, Richard Wahrlich, Rusty Fowler (alt)

City Staff: Tracey Hutton, City Planner

Mr. Harlow will fill in for Mr. Ramirez.

Mr. Short will fill in for Mr. Greenrose.

II. Review of Minutes September 10, 2012

Motion: to approve the minutes from September 10, 2012

Made By: Mr. Austin

Second: Mr. Harlow

Vote: Unanimous

Abstention – Mr. Kolenda

Motion: to approve the minutes from September 24, 2012

Made By: Mr. Short

Second: Mr. Austin

Vote: Unanimous

Abstention – Mr. Kolenda

III. New Business

- **(PB2012-0019) Claremont Savings Bank, Claremont, NH. Site Plan Amendment under Appendix C Article II of the City Code to allow for the addition a maintenance building, picnic area, and additional parking. Property Location: 145 Broad Street, Tax Map 120, Lot 118, Zoning District B-1.**

Ms. Hutton explained that these used to be two separate parcels; the one that the bank is on and the one that there was a house on. The house was removed and the two lots were merged voluntarily earlier this year.

Motion: to accept the application as complete.

Made By: Mr. Kolenda

Second: Mr. Short

Vote: Unanimous

Ms. Hutton explained the scope of the project is to construct a 20 car parking lot, a maintenance building and a picnic pavilion. There will be a path from the new lot to an existing pedestrian way into the bank. The sewer lines under the proposed parking lot will be terminated at the proposed maintenance building and discontinued thereafter.

Ms. Hutton explained that it should be the responsibility of Claremont Savings Bank to install a sewer line for the Fletcher property (map 120 lot 112) at such time as the owner of that parcel wishes to redevelop it.

Howard Grace, Peter Blakeman, and Wayne McCutcheon were present representing the application. Mr. Grace reiterated that this application was for 20 parking spaces and two buildings.

Mr. Short asked if the picnic pavilion will be for employees or customers. Mr. Grace stated that there are two tables there now for employees; this will be a shaded area out of the weather for their break times.

Mr. Grace furthered there will also be a sign added to the Broad and Crescent street corner of the parcel.

Mr. Short inquired how far from the parking lot the new sign will be. Mr. Howard said it will be 5 or 10 feet away.

Mr. Austin asked if the maintenance building will be heated. Mr. Howard said yes, but they are not sure what the heat type will be yet.

Mr. Short asked what will be stored in the maintenance building. Mr. Grace stated that it will store equipment, such as lawnmowers that are in the main building now.

Mr. Austin asked a follow up question about the heating type inquiring whether a propane tank will be required. Mr. Grace explained that that is one of the reasons that they had not made a final decision yet.

Mr. Kolenda asked if there would be water and sewer to the maintenance building. Mr. Howard explained that the lines for water, sewer, and electrical are going to be underground.

Mr. Short inquired the size of the parking lot. It was determined from the plan that the spaces are 9 feet by 19 feet.

Mr. Harlow asked if this would be employee parking. Mr. Grace answered yes.

Abutters Roll Call

Open Public Hearing

No Abutters Present

Close Public Hearing

Mr. Short indicated that this would be valuable for the bank and their customers to have additional parking. The employee break area will be an asset as well.

Mr. Kolenda asked for further explanation of the sewer line issue. Mr. Hutton went over it again.

Motion: to approve Site Plan Amendment under Appendix C Article II of the City Code to approved the amended plan as presented with the following conditions: (1) The applicant shall obtain and receive all permits and approvals necessary 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, (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) Site Plans are valid for two (2) years from the date of approval. If a building permit has not been issued before the two-year deadline, the site plan is no longer valid and must be recertified through the Planning Board, and (5) Two (2) mylars in a form suitable for recording at the Sullivan county Registry of Deeds must be provided (6) Prior to the start of construction property interests between the City, Claremont Savings Bank, SAU #6, 20 Middle Street and 26 Middle street must be resolved with a revised easement, (7) at such time as map/lot 120/112 is developed, Claremont Savings Bank shall install a sewer line connected to the municipal system.

Made By: Mr. Kolenda

Second: Mr. Harlow

Vote: Unanimous

IV. Reports from Boards and Commissions

Ms. Hutton went over the Regional Plan that the UVLSRPC is working on. This will involve interaction with the citizens over an extended period of time, much like their booth at the Chili Fest the preceding weekend.

Mr. Guillette read some excerpts from the letter the UVLSRPC to further explain what the effort will entail.

V. Other

Mr. Guillette encouraged the Board to attend the Planning and Zoning conference in November. The city will pay the fee and registrations are due to Ms. Leblanc by weeks end.

VI. Correspondence

VII. Adjournment

Motion: to adjourn

Made By: Mr. Harlow

Second: Mr. Kolenda

Vote: Unanimous

Meeting adjourned at 7:26 PM

Respectfully Submitted by Tracey Hutton