



Planning Board Meeting
Monday, July 23, 2012
Council Chambers, City Hall at 7:00 pm

Minutes
Approved 8.13.12

I. Roll Call

Present: Peter Guillette, Andy Austin, Ruben Ramirez, James Neilsen IV, William Greenrose, Victor Bergeron, Bruce Kolenda, Richard Wahrlich, Ken Harlow (alt), James Short (alt), Rusty Fowler (alt)

Absent: Stephen Cutts

City Staff: Tracey Hutton, City Planner; Kelly LeBlanc, Administrative Assistant

Alternate Russel Fowler will sit in for Stephen Cutts.

II. Review of Minutes July 9, 2012

Motion: to approve the minutes from July 9, 2012

Made By: Mr. Austin **Second:** Mr. Fowler

Vote: Unanimous

[Abstention – William Greenrose,
James Neilsen IV, Bruce Kolenda,
Ruben Ramirez]

III. Old Business

- **(PB2012-0014) New Branch Properties, LLC, Cornish, NH.** Site Plan Application to covert residential lot to retail with a restaurant. Property Location: **40 Main Street**, Tax Map 120, Lots 31, 34, and 35, Zoning District B-1.

Motion: Accept the application as complete.

Made By: Mr. Kolenda **Second:** Mr. Fowler

Vote: Unanimous

Currently a two family dwelling, the applicant would like to remodel the building and use it for a retail bakery/restaurant space. The applicant would like to remodel a two-family dwelling as shown on the accompanying elevations. This construction project would include an expanded porch to be 4 feet or more from the proposed new property line. The setback in this district is 15 feet from the side lines according to section 22-269 of the City Code. A variance from this setback was obtained on July 2, 2012.

On July 11, 2012, The City Council authorized the City Manager to convey approximately 1344 square feet to New Branch Properties, LLC. There will also be additional easement exchanges and a voluntary lot merger that will take place prior to the construction of the project.

Mr. Eugene Lattuga was present to discuss his application. The applicant is asking to combine three lots (second application). The renovation of the building will be for the new Stone Arch Bakery.

Chair Guillette confirmed that cement will be removed and the lot graded. Mt. Lattuga stated that the sidewalk to the building is essentially where the old driveway was located. The main access to the building would be through the parking lot. The grade on Franklin Street to the base of the building is fairly flat. Mr. Lattuga stated that they plan to grade in front of the building where the sidewalk access would be. The only part that will be changed is the access point for the parking lot. The currently driveway would be removed. The entrance would be off Main Street and the exit off Franklin Street.

Mr. Austin inquired if the parking will be lit. Mr. Lattuga stated there is a lighting plan in the board packets. Mr. Austin asked about the heating and cooking fuel. Mr. Lattuga stated it would be propane. Chair Guillette confirmed lantern style lighting. Mr. Lattuga stated they would like to keep it low profile but secure. Maintaining historic character would be important in the development. Mr. Wahrlich asked about the ADA access. Mr. Lattuga stated it will be in the rear as shown on the plan.

Chair Guillette inquired about snow removal. Mr. Lattuga stated that they will use the grassy area for snow or, if needed, truck off excess. Mr. Austin asked if the 3/4" water line is sufficient. Mr. Wayne Leonard, Claremont Department of Public Works, informed Mr. Lattuga that the copper line was adequate.

Open Public Hearing

Pricilla Hall, Chair of council of the Methodist Church, spoke in favor of this project and application. It will bring business to the area and an improvement of area aesthetics.

Close Public Hearing

Motion: approve the Site Plan Application to convert a residential lot to retail with a restaurant with the 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, (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, (5) Two (2) mylars in a form suitable for recording at the Sullivan county Registry of Deeds must be provided. Site Specific Conditions: (1) Approval contingent on the conveyance, execution, and recording of deeds and easements between the City of Claremont and New Branch Properties, LLC., (2) Approval contingent on the voluntary merger of Map 120 lots 31, 34 and 35 owned by New Branch Properties, LLC., and (3) A grading plan stamped by a NH Professional Engineer shall be required prior to the issuance of a Building Permit.

Made By: Mr. Greenrose **Second:** Mr. Fowler **Vote:** Unanimous

IV. New Business

- **(PB2012-0016) New Branch Properties, LLC, Cornish, NH.** Lot Line Adjustment Property Location: **40 Main Street**, Tax Map 120, Lots 31, 34, and 35, and Map 119, Lot 348 Zoning District B-1.

On July 11, 2012, The City Council authorized the City Manager to convey approximately 1,344 square feet to New Branch Properties, LLC. There will also be additional easement exchanges and a voluntary lot merger that will take place prior to the construction of the project. This submission is a Final Plat.

Motion: Accept the application as complete.

Made By: Mr. Kolenda

Second: Mr. Austin

Vote: Unanimous

Ms. Hutton stated the only item that has not been secured and that is the written statement from the Department of Public Works attesting to the availability and adequacy of sewer and water services.

Open Public Hearing

No Abutters Present

Close Public Hearing

Mr. Austin asked about the written statement from Public Works. Ms. Hutton stated that due to requirements, Mr. Lattuga needs a written statement to record his Subdivision.

Motion: Approve the Lot Line Adjustment with the following conditions: (1) The applicant shall submit two copies of the approved Minor Subdivision to the Planning and Development Office in accordance with the Subdivision Regulations and suitable for recording at the Sullivan County Registry of Deeds, (2) Approval contingent on the conveyance, execution, and recording of deeds and easements between the City of Claremont and New Branch Properties, LLC. And (3) Applicant shall provide a statement from the Department of Public Works attesting to the availability and adequacy of sewer and water services.

Made By: Mr. Fowler

Second: Mr. Greenrose

Vote: Unanimous

- **(PB2012-0017) Northwood Power Equipment, Newport, NH.** Site Plan Application to convert agricultural equipment sales to retail communications equipment sales. Property Location: **153 Washington Street**, Tax Map 120, Lot 236 Zoning District B-2.

Motion: Accept the application as complete.

Made By: Mr. Kolenda

Second: Mr. Ramirez

Vote: Unanimous

This project will be completed in two phases. The first phase includes the conversion of the former Northwood Equipment site to a Wireless Telecommunications Retail space. It is proposed to open with the current entrance and right turn only exit. (Note the dashed line on the plan as the extent of phase one parking and pavement) The next phase will include the opening of the Bowen Street intersection to feed both AutoZone and Cinnamon's Wireless. The intersection work is being examined by NH DOT and may be eligible for 90% federal Highway Safety Improvement funding. The City Council approved the application to apply for the funding. Currently DOT is creating CAD drawings of this project. When the Autozone site plan was approved, it was a condition of their approval that if this intersection occurs, they must tie in to this intersection.

Chair Guillette stated that if Phase II occurs sooner than later it would be an improvement to the City. Mr. Greenrose confirmed that the left turn and straight across arrows on the diagram would

only be implemented in phase II. The future intersection is not built yet. Mr. Short asked if there will be a fixture change. Ms. Hutton stated that when the new intersection goes in, all of the poles and lights will be relocated. Chair Guillette stated the building itself will be the same shell, but a vast improvement of appearance.

Katherine Andrews, Cinnamon's Wireless, stated that the employees currently working in Claremont will be relocated to the new store. Mr. Greenrose asked about the typical vehicular traffic on any given day. Ms. Andrews stated from Monday - Thursday approximately 30, towards weekends or the beginning of the month approx 100 people. Chair Guillette stated parking is adequate. Mr. Fowler would like to see a right turn only sign put up on the property immediately. Ms. Hutton stated that because right turn only signs are on the plans, it is required for occupancy of the space. Mr. Kolenda asked about a timeline. Ms. Andrews stated that they would like to start construction as soon as the closing happens and are looking at a Fall 2012 opening if all goes according to plan.

Open Public Hearing

Bernie Folta, Ward III, asked about an estimated cost for Phase II. Ms. Hutton stated the estimate from the RPC is just above \$200,000. The Federal Highway improvement funds would pay 90%.

Close Public Hearing

Motion: Approve this Site Plan application to convert agricultural equipment sales to retail communications equipment sales as presented with 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, (3) Prior to issuance of a Certificate of Occupancy for phase one, 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. Proposed Site Specific Conditions: (1)Applicant must provide the 100-year flood on the final mylar, (2) Applicant must show proper parking calculations on the final mylar, (3) Should improvements be made to the Washington St.-Bowen St. intersection at any time after the approval of the site plan, the applicant/owner will be required to make appropriate modifications to Map 120 Lot 236 as may be required by the intersection improvement design, including, but not limited to, the closure of other curb cuts, and (4) Upon design and prior to construction of any improvements to the Washington St.-Bowen St. intersection, the applicant/owner shall be required to negotiate and grant a permanent, non-exclusive easement to the owner of Map 108 Lot 120 for purposes of ingress and egress to Washington St. over Map 120 Lot 236.

Made By: Mr. Fowler **Second:** Mr. Ramirez **Vote:** Unanimous

V. Reports from Boards and Commissions

Mr. Folta, Ward III, reported to the Planning Board that he has resigned from his seat #2 on the UVLSRPC. He read his letter into the record. The seven year mark served as his stopping point and Mr. Folta informed the board that he plans to pursue other endeavors. The PB has a role in

appointing commissioners to the UVLSRPC as they recommend the citizen. There are now 2 open seats on the UVLSRPC.

VI. Other

• Capital Improvement Plan

Ms. Hutton reported on the CIP. She presented a refresher for some of the existing members and an introductory session for new members. Mary Walter, Finance Director, will present the CIP at the next Planning Board meeting.

Chair Guillette stated that he participates in the CIP meetings with Ms. Hutton, Ms. Walter, and Ms. Merrill. The CIP will help determine the tax base. Mr. Fowler confirmed that this is a 6-year document. Ms. Hutton clarified that while this is a 6 year plan, it is updated annually.

Mayor Neilsen provided the board with an example and explained that in the 6 year plan there might have been an item regarding the outdoor pool, which is no longer working. This is the time where funds that might have been allocated for the outdoor pool are reallocated.

Mr. Folta described the CIP as a rolling 6 year plan and that it does not have to start with the department heads. Claremont does the CIP this way but as an example, in Laconia, citizens sit on the CIP board with department heads.

Chair Guillette stated that while the infrastructure must be taken care of, citizen concerns can be brought up at any time.

VII. Adjournment

Motion: to adjourn

Made By: Mr. Greenrose

Second: Mr. Wahrlich

Vote: Unanimous

Meeting adjourned at 8:00PM

Respectfully Submitted by Kelly LeBlanc