



Planning Board Meeting
Monday, July 9, 2012
Council Chambers, City Hall at 7:00 pm

Minutes
Approved July 23, 2012

I. Roll Call

Present: James Short (alt), Ken Harlow (alt), Rusty Fowler (alt), Peter Guillette, Andy Austin, Richard Wahrlich, Victor Bergeron

Absent: James Neilsen IV, Stephen Cutts, Bruce Kolenda, William Greenrose, Ruben Ramirez

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

II. Review of Minutes June 11, 2012

Motion: to approve the minutes from June 11, 2012 as amended.

Made By: Mr. Fowler

Second: Mr. Harlow

Vote: 6-Yes, 1- Abstention
Mr. Bergeron

III. New Business

- **(PB2012-0013) Beverly Beede, Catskill, NY.** Lot Line adjustment to transfer approximately .097 acres to abutting parcel of the same owner. Property Location: **Hanover Street**, Tax Map 84, Lot 7 and Tax Map 72, Lot 26, Zoning Districts R-1 and AR.

The applicant proposes a lot line adjustment to annex approximately 42,253 square feet (.97 acres) to the abutting parcel (Map 84, Lot 7). This submission is a Final Plat. The application is considered complete.

Motion: Accept the application as complete.

Made By: Mr. Austin

Second: Mr. Wahrlich

Vote: Unanimous

Open Public Hearing

No Abutter's Present

Close Public Hearing

Mr. McCutcheon stated this land is just North of the elms. The zoning line shown on the plan is 100 feet back from the property line. The new owners of Tax Map 84-7 will be building a house back in the AR zone. This plan will go to the Zoning Board.

Mr. Short asked if the zones will be merged. Chair Guillette stated the zones remain.

Motion: to 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 and (2) Applicant shall provide a statement from the Department of Public Works attesting to the availability and adequacy of such sewer and water services.

Made By: Mr. Austin

Second: Mr. Harlow

Vote: Unanimous

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

After review with City Staff the applicant is requesting a continuance until the July 23, 2012 meeting.

Open Public Hearing

Pricilla Hall, Chair of the Council of the First United Methodist Church, stated they look forward to the cleaning and development of the Church and City. They have discussed the plan with Mr. Lattuga and he would be willing to help the church with certain areas and this is greatly appreciated.

Close Public Hearing

Motion: Continue this application to the next regularly scheduled meeting.

Made By: Mr. Fowler

Second: Mr. Bergeron

Vote: Unanimous

- **(PB2012-0015) LA Whipple Inc., Newport, NH.** Site Plan Application for retail, warehouse, office and residential use on a single lot. Property Location: **149 Pleasant Street**, Tax Map 131, Lot 69, Zoning District B-2.

The applicant proposes to re-establish the retail use on the lot along with a 20 seat restaurant and a single 2 bedroom apartment. This is a preexisting site with challenging parking. Twenty-seven spaces are required for the mixture of uses, when you don't count the 748 square feet of unused space. The office space is not the unused space.

Motion: Accept the application as complete.

Made By: Mr. Short

Second: Mr. Wahrlich

Vote: Unanimous

Todd Whipple, agent for LA Whipple, Inc., was present to speak on behalf of the application. The building will be 100 % occupied. There is a 2 bedroom apartment on the second floor of building #1. Building #1 would also contain a warehouse and retail shop. Building #2 would consist of a restaurant. Mr. Whipple would like to get the building permitted for the uses at hand with the strictest parking. They have designated 27 parking spots for the property. Building #1 used the calculations that every 300SF equals one space (19 spaces total). The restaurant was allocated 5 spaces (20 seats) and the apartment has 3 parking spaces.

Mr. Short asked if the antique store was open. Mr. Whipple stated that they opened on the 6th of July.

Chair Guillette stated that he went around building #2 and he fails to understand how the parking will be marked. Around building #1 there is no indication of marked parking spaces. He believes there should be some type of marking. Mr. Whipple stated that they are in B-2 district with R-2 designation in the rear. Currently, restrictions state there must be a 20ft setback from residential properties. This parking structure meets regulations. Mr. Whipple stated they can devise a plan to mark the spaces.

Chair Guillette asked about snow removal. Mr. Whipple stated they would remove it as needed.

Chair Guillette stated that marking would help people know where to park.

Mr. Short asked if the parking lot will be paved in the future. Mr. Whipple stated they would plan to pave sometime in the future.

Ms. Hutton stated that curb stops could be required to indicate where the spaces are located. This would be a cost effective solution. Mr. Whipple agreed that this is an acceptable solution. Mr. Austin asked about the rear parking. Mr. Whipple stated this would be mostly residential parking. The bulk of the parking is taken by the furniture store.

Mr. Fowler concurs with Chair Guillette and Ms. Hutton that the parking should be marked.

Open Public hearing

No Abutters Present

Close Public Hearing

Mr. Bergeron stated he is glad to see that the building is being used. Mr. Fowler followed-up by saying the abutters would have attended if there was a concern.

Mr. Wahrlich asked about the parking should different uses come in. Ms. Hutton stated that this is the most intense standard for parking. Mr. Bergeron stated that this is good advanced planning for optimal parking.

Mr. Fowler asked who is going to see that the right of way to the residential home is kept open. Also, the right side of Senel's is very narrow. Mr. Whipple stated that if there are blocked right-of-ways the police would be called. Mr. Austin stated that his concerns are similar because it is not the ideal parking in all areas of the lot.

Motion: to approve the Site Plan application for retail, warehouse, office and residential use on a single lot with the following 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, and (5) Two (2) mylars in a form suitable for recording at the Sullivan county

Registry of Deeds must be provided, and Site Specific Condition: (1)An agreement must be maintained with the abutting landowner to allow access to the parking on the south side of Building #1 as shown on the plan dated June 21, 2012, (2) the lot behind building number two: the applicant will add bump stops or line the parking spaces.

Made By: Mr. Fowler

Second: Mr. Wahrlich

Vote: Unanimous

IV. Other

- **Request for Voluntary Merger** – Application and discussion of procedure

Ms. Hutton stated that these are not seen on a regular basis. Upon looking through minutes over the last 20+ years the motion could not be found designating Voluntary Lot Mergers to be signed by the Zoning Administrator. It is always one owner merging into one lot. Mr. Fowler stated that he believes the sign off was given to the Zoning Administrator but the application was added to the Planning Board agenda. The board agreed that only notification would need to go to the Planning Board.

Motion: to approve of the Zoning Administrator to approve Voluntary Lot Mergers with notification to the Planning Board after such mergers.

Made By: Mr. Fowler

Second: Mr. Harlow

Vote: Unanimous

- **CCCP Update**

The CCCP is working with the zoning consultant to present a design charrette to the City. This is an opportunity to get things done in the City Center which incorporates approximately 50% of the population. The meeting will be from 8AM-Noon on Saturday, July 21st, at the Claremont Middle school. Mr. Bergeron stated that they are at the final stages. This is the opportunity to recommend certain changes to the City and will allow the CCCP to make recommendations to the boards and council. The sole purpose is the fix the zoning. The open Studio will be in the previous scrapbooking store on Pleasant Street and will be staffed 3-6pm every afternoon the week prior to the charrette.

- **CIP**

Chair Guillette updated the Planning Board on the CIP. He has been meeting with Ms. Hutton, Ms. Merrill, and Ms. Walters and it should be coming to the board within the next few meetings.

V. Correspondence

VI. Adjournment

Motion: to adjourn

Made By: Mr. Harlow

Second: Mr. Wahrlich

Vote: Unanimous

Meeting adjourned at 7:53PM

Respectfully Submitted by Kelly LeBlanc