

Present: Terry Spilsbury – Chair; Douglas Neill – Vice Chair; Jeff Lessels - Ex Officio; Sharon Francis; Dick Lincourt; Alan Putnam, Duane Wetherby – sitting for Gabe Bailey.

Absent: Gabe Bailey

Alternates: Patty Chaffee.

Employees Present: Liz Emerson; Diane Town

Public Present: Jeremy Wood; Aare Ilves

Terry Spilsbury called the remote, Zoom meeting to order at 10.01 am.

It was agreed that Duane Wetherby would sit for Gabe Bailey.

Terry Spilsbury read out instructions to ensure compliance with right to know legislation involving remote meetings.

Terry Spilsbury asked for any questions before the meeting began, seeing none Terry Spilsbury asked Jeremy Wood to present his proposal, Liz Emerson to state her opinion on the application and the board to make any comments they may have.

2020-SPFP-001: Theo Georgiadis (Owner) Jeremy Wood (Agent) request final review of a minor site plan – change of use to a florist shop. The property is identified as Map 118 Lot 105 and is located at 157 Main Street in the Business (B) Zoning District.

Jeremy Wood stated that he is leasing the front half of the building at 157 Main Street which is approximately 810 square feet for use as a retail florist with home décor. The hours of operation currently are 9am to 6.30pm with the exception of Sunday which are 10am to 6pm. The hours may have to be adjusted for funerals, wedding or events to allow employees to prep.

Terry Spilsbury confirmed that the 810 square foot front half of the building is being leased for a Florist shop and asked about the rest of the building. Jeremy Wood confirmed that the rest of the building still belongs to the leaseholder Theo Georgiadis.

Terry Spilsbury asked Liz Emerson to comment on the completeness of the application. Liz Emerson confirmed that she has gone through the checklist and everything appears to be complete. A signed waiver request has been received for the parking requirement on the site itself, Jeremy Wood will be utilizing public parking which is in front of the store and all along Main Street.

Terry Spilsbury clarified that the board has a signed waiver request for the parking and the board is asked to act on that during the meeting. Liz Emerson confirmed that this is correct.

Terry Spilsbury asked if the sign permit should be considered as a part of the application or separately afterwards, Liz Emerson confirmed that this will be taken up by the board after the site plan application.

Terry Spilsbury confirmed that the board is focusing on the minor site plan and asked the board for questions:

Sharon Francis stated that the application is a good application and is looking forward to having the floral business which has been well thought out. Sharon Francis asked about the 24 hour operation which is something that has not been done on Main Street and asked if this could be addressed.

Terry Spilsbury asked for the board to consider completeness and if there are any questions on this topic then these can be addressed he then asked for a motion:

Motion by Doug Neill: to consider the Minor Site Plan Application for 157 Main Street as complete, second by Alan Putnam.

Terry Spilsbury asked for any questions on completeness. Dick Lincourt asked for a more specific description than "change of use from office space to a retail space" and suggested "changing from a medical office to a retail florist".

Terry Spilsbury asked Jeremy Wood if he is ok with this change. Jeremy Wood confirmed that this is ok, that is what the space was.

Terry Spilsbury confirmed that the board will consider the application as complete with the specific description.

Doug Neill confirmed that he will accept this as a part of the motion and Alan Putnam also agreed.

Terry Spilsbury called for a roll call vote as per the regulations for this remote meeting and confirmed that the motion is to accept the application as complete and it is a change of use from a Medical Office to a Retail Florist:

Votes in favor: Doug Neill: Dick Lincourt: Sharon Francis; Alan Putnam; Duane Wetherby; Jeff Lessels; Terry Spilsbury

The motion passed unanimously.

Terry Spilsbury asked Sharon Francis if she would like to speak further on her question or if she would like to turn the meeting over to Jeremy Wood, Sharon Francis confirmed that the meeting should be turned over to Jeremy Wood.

Jeremy Wood clarified that the 24 hour operation is not specifically for the customer base it is in case he needs to have work done in the facility to prepare for events such as weddings. The store front hours will pretty much be 9am to 6.30pm.

Sharon Francis asked for other members of the board to comment on this. Terry Spilsbury confirmed that there is a way to accommodate what Jeremy Wood is looking for: primarily the board is concerned with the hours that the building is open to the public and retail traffic, things like lights on, parking utilization etc, if these can be balanced with a specification of retail hours then this will be helpful criteria. As far as having access to the building on off hours, leaning towards 24 hours is nothing but a blank check and suggested that the board look at agreeing on 2 brackets: one being the operating hours and one being the band of hours for active use and asked for comments from the board.

Dick Lincourt suggested that the hours open to the public be limited to 7.30am to 8.30pm: Jeremy Wood confirmed his agreement to this proposal. Terry Spilsbury confirmed that this is open to the public, Jeremy Wood confirmed that this is very reasonable. Terry Spilsbury asked Jeremy Wood how close this comes to meeting the needs for preparation for special events etc. Jeremy Wood confirmed that this is difficult as he does not want to limit himself and get in trouble, Terry Spilsbury suggested 6am to 10pm; Jeremy Wood requested 4am to 11pm.

Terry Spilsbury asked the board for comments on Jeremy Wood's suggested hours: Alan Putnam confirmed that these are very reasonable, Doug Neill confirmed that he is also comfortable with these hours. Terry Spilsbury asked Sharon Francis for her comment: Sharon Francis confirmed her agreement. Terry Spilsbury asked for any further comments on the site plan application.

Dick Lincourt asked about when deliveries will be made to the store. Jeremy Wood confirmed that typically this is Wednesdays but he has availability for Monday, Wednesday and Friday for special events such as Mother's Day. Dick Lincourt asked for clarification on deliveries during daylight hours and where deliveries are made to. Jeremy Wood confirmed that deliveries are made during daylight hours to the South Side of the building that faces the printing service. Any deliveries earlier than 10am would probably be made to the front door as this is typically before customers begin to enter the store.

Terry Spilsbury asked for any further questions.

Alan Putnam asked about the estimation of customers per hour being 8 to 16 and how he arrived at that number. Jeremy Wood confirmed that the numbers are based on average numbers for florists in New Hampshire and Vermont with the number of 16 being high for regular days but accurate for occasions such as Mother's Day.

Terry Spilsbury presented the parking waiver request which Jeremy Wood has signed "I am asking for a waiver from the site plan regulations that require parking spaces on site. There is more than a sufficient amount of public parking that I will be utilizing for my business. The parking is located directly in front of the building and along Main Street". Terry Spilsbury stated that he appreciated the request for a waiver as these are not usually received, the waiver needs are usually heard during the course of the hearing, Dick Lincourt took the initiative on this and it is nice that Jeremy Wood took the time to put in the application. Terry Spilsbury clarified that the requirement that needs to be waived is a Zoning Ordinance which says effectively that a business should have sufficient parking spaces to accommodate employees, vendors, deliveries and so on. Terry Spilsbury asked Jeremy Wood to confirm how many parking spaces he actually has. Jeremy Wood confirmed that he will only have 2 employees working on site at any time who will use parking at the back, there will be no changes of shift during the day so there will be no overlap on parking space requirement. This is to the east/back of the building horizontal to the abutting property. A handicapped parking space and access to the building is on the south side. The rest will be municipal parking for customers. Terry Spilsbury asked for the number of spaces at the front of the building. Jeremy Wood confirmed that there are 11 spots from Claremont Savings Bank to All Service Printing. Terry Spilsbury confirmed that there are 11 spots on public property in the vicinity. Jeremy Wood agreed. Terry Spilsbury asked for clarification on parking spots for the business in front of the building. Liz Emerson confirmed that there is public parking in front of the building.

Terry Spilsbury asked Liz Emerson if the waiver vote should be taken before the site plan vote. Liz Emerson confirmed that this is correct.

Terry Spilsbury confirmed that a vote will be taken on the waiver so that the waiver becomes part of the application.

Terry Spilsbury asked for any further questions on the waiver request. Dick Lincourt clarified that the waiver is being requested for 5.7.7c in the Planning Board Regulations and not the Zoning Ordinance.

Sharon Francis stated that she has been doing a lot of walking along Main Street recently and the spaces close to the business are empty and not in use by other properties at this time although this may change there will be no crowding currently due to the use of the parking by the Florist business.

Terry Spilsbury called for a vote clarifying that there is adequate parking for employees on site, handicapped parking and the rest will flow out into the public spaces along the street.

Motion by Sharon Francis: That the waiver be granted, second by Dick Lincourt.

Votes in favor: Doug Neill; Dick Lincourt; Sharon Francis; Alan Putnam; Duane Wetherby; Jeff Lessels; Terry Spilsbury

The motion passed unanimously.

Terry Spilsbury confirmed that the waiver is to 5.7.7c in the Planning Regulations.

Terry Spilsbury asked for further questions for Jeremy Wood on the Site Plan.

Motion by Dick Lincourt: That the board approve the Site Plan Application by Jeremy Wood for a retail Florist shop. Second by Doug Neill.

Terry Spilsbury asked for the motion to include specific operating hours open to the public of 7am to 8.30pm and usage is limited from 4am to 11pm; also the approval of the waiver regarding the parking. Dick Lincourt and Doug Neill as proposer and seconder agreed to these amendments to the motion.

Terry Spilsbury asked for any further comment before calling for the vote. Seeing none Terry Spilsbury called the vote:

Votes in favor: Doug Neill; Dick Lincourt; Sharon Francis; Alan Putnam; Duane Wetherby; Jeff Lessels; Terry Spilsbury.

The motion passed unanimously.

Terry Spilsbury confirmed to Jeremy Wood that he has his approval and he appreciated his patience and wishes him good luck specifically with the Mother's Day weekend, Terry Spilsbury and Liz Emerson will get together after the meeting to ensure that the relevant paperwork is signed.

Liz Emerson confirmed that the Sign Permit Application also needs to be processed.

Terry Spilsbury confirmed that Jeremy Wood has submitted a Sign Permit application, these do not have to be submitted on the same date but it is good that they have, they do not require the same notice but the board is able to consider them both at the same meeting. Terry Spilsbury asked for questions from the board and stated that the sign looks very attractive.

Sharon Francis asked if there will be lighting on the sign. Jeremy Wood confirmed that there will be no lighting on the sign. Liz Emerson confirmed that the sign meets all the requirements including the square footage.

Terry Spilsbury asked for a motion:

Motion by Doug Neil: to accept the sign permit application as presented by Jeremy Wood, second by Sharon Francis.

Terry Spilsbury asked for further discussion, hearing none he called the roll:

Votes in favor: Doug Neill; Dick Lincourt; Sharon Francis; Alan Putnam; Duane Wetherby; Jeff Lessels; Terry Spilsbury.

The motion passed unanimously.

Terry Spilsbury spoke about the Master Plan, the discussion scheduled for the meeting on 19th May and hoped that everyone had had a chance to look at the Master Plan.

There are 2 matters for the meeting on 19th May: one relating to the Mascoma building that is to the back and the eastern side of their parking lot and one relating to Norm Cobb's building and a realignment of the property line which is a relatively modest agenda for the meeting, the balance of the time will be taken up with the Master Plan.

Dick Lincourt spoke about the proposal at the last meeting for everyone to make notes on the Master Plan and asked if anyone had had a chance to do this so that people can look at them. Liz Emerson confirmed that everyone could submit their notes to her and these would be compiled into a PDF document to be distributed to the board members. Terry Spilsbury confirmed that both suggestions sound good.

Terry Spilsbury spoke about the Zoom meeting and that the meeting was successful although he was anxious as to how this would work beforehand. Aare Ilves confirmed that the meeting was a success and he could hear everyone clearly. Jeff Lessels congratulated the board on their dedication and good work and confirmed that all 5 members of the Select Board will be present at the meeting on the 19th May; some or all may be looking to participate in one or more of the Master Plan Committees. Terry Spilsbury thanked Jeff Lessels and confirmed that the engagement is what the Select Board is looking for. Terry Spilsbury called for a motion to adjourn:

Motion to adjourn by Dick Lincourt, second by Doug Neill, all in favor, meeting adjourned at 10.54.

Sarah Davis
Secretary