



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chairperson
Alan Reed-Erickson , Vice-Chair
Brian LaBranche
Steve Hervey
David Hynes

Meeting Date:	May 23, 2013	
Members Present:	Councilor Lauterborn Councilor Hervey Councilor LaBranche	Members Absent: Councilor Hynes Councilor Reed-Erickson
Guests/Staff:	Samantha Rodgerson, Economic Development Secretary Kenn Ortmann, Director Planning Deb Shigo, Chairman Conservation Commission	

Councilor Lauterborn called the meeting to order at 7:05PM. Motion was made by Councilor LaBranche and seconded by Councilor Hervey, minutes were approved unanimously.

DISCUSSION – Conservation Commission process review and update

Mr. Ortmann briefed the Committee that the Conservation Commission was asked to discuss their process and to talk about their Master Plan chapter and what has been accomplished and where they are at.

Ms. Shigo briefed the Committee on 2 of the extensive projects they have worked on this year. The Dr. Smith property off Estes Road, which took approximately 4 years from inception to close and the Clement property off Bickford Road which started about 2 years ago. She then went into the steps of the process that the Commission goes through. She explained that the process starts with the landowner making contact with a member of the Commission or the Planning Department. The Commission then performs a site walk, each member filling out a L.A.C.E. form (Land Acquisition Criteria Evaluation). This form scores the property based on the objectives of the Commission. The Commission then meets again to discuss the ratings. If the land meets the criteria and the Commission decides to pursue, a land trust agency is contacted to help guide all parties through the lengthy process. The landowner is asked to make a commitment and is required to have a conservation appraisal completed. They would hold a public hearing, and then they would go to the City Council to approve funds. Once the Council approves then an easement is drawn up and the easement to the property is closed on and the easement is recorded.

She explained that the Conservation Commission owns the development and mining rights, not the land itself. The easement then stays with the property forever. There was some discussion about the appraisal process and the value to the City for having property in conservation.

	<p>Councilor Hervey asked if there was a database of properties. Ms. Shigo informed the Committee that there is no database, however they have recently sent out an RFQ to have an inventory put together which will complete one of their Master Plan goals. There was a brief discussion about the difficulty in tracking down all property that has an easement due to open space in a PUD or cluster development. There was further discussion about Commission member training opportunities. Ms. Shigo stated that the members attend quite a bit of training at workshops offered throughout the state. Ms. Shigo then updated the Committee on what the Conservation Commission is currently working on. She said that they are working with Great Bay Community College to involve students as part of their coursework. They are working with stormwater management & water resources and green infrastructure. They work with developers and consultants on their plans. They have recently worked with SUR and the Rochester Housing Authority on mitigating land off Brock Street. They have partnered with other land trust organizations & other organizations to preserve waters. They are looking at urban trees (anything in the City owned property alongside the road) in regards to maintaining/replacing and getting an inventory. They have made decent headway in addressing many goals in their Master Plan Chapter. They use it quite often and link priorities together. There was some discussion about other funding sources and grant opportunities. Councilor Lauterborn asked Ms. Shigo if the Commission has discussed the Rt. 11 park. Ms. Shigo said that they had discussed and will be performing a site walk and will report on what to do with the park at their next Commission meeting. Ms. Shigo is to request the portion of the minutes relating to the Rt. 11 park discussion be forwarded to Ms. Rodgerson so that they can be distributed to the (Community Development) Committee members. Councilor LaBranche stated that it was good to hear from the Conservation Commission and thinks that the City Council should be more aware of what other committees are working on. The committee thanked Ms. Shigo for her time and providing them with an overview of the Conservation Commission.</p>
DISCUSSION – agenda topics	<p>June 27th – at this time an update from Rochester Main Street was the only potential topic, however since there were no other topics for the meeting (unless there was anything else referred); this meeting could potentially be canceled. When Mr. Provost does come back he will be asked to update the Committee on progress accomplishing the goals in the Downtown chapter of the Master Plan.</p>

Motion to adjourn made by Councilor Hervey and seconded by Councilor LaBranche.
The meeting was adjourned at 8:30pm.

Next Meeting – June 27, 2013 (*tentatively*) in the Conference Room at City Hall
Topics – TBD