

City of Rochester Minor Site Review Committee

December 27, 2023

Annex Building Conference Room

33 Wakefield Street, Rochester NH 03867

(These minutes were approved on January 24, 2024)

Members Present

Gary Boudreau, *Police Dept*

Richard Carr, *DPW*

Shanna Saunders, *Planning Dept*

Michael Scala, *Economic Development*

Applicants

Marc Smith of Cozy Harbor, LLC and Paul Delisle

Members Absent

Jim Grant, *Building & Licensing*

Jenn Marsh, *Economic Development*

Adam Hughes, *Fire Dept*

Peter Bruckner, *Planning Board*

I. Call to Order

Ms. Saunders called the meeting to order at 2:02 p.m.

II. Approval of Minutes from June 28, 2023

Mr. Scala made a motion to approve the minutes from June 28, 2023. Mr. Carr seconded the motion. The motion carried by a unanimous voice vote.

IV. New Applications:

- A. [Cozy Harbor, LLC/Marc Smith, 168 North Main Street](#) Site Plan to convert office building into 5 apartments. Case# 121 – 226 – DC – 23

Marc Smith of Cozy Harbor, LLC and Paul Delisle gave an overview of the project. Mr. Smith said he and Mr. Delisle are under contract to purchase the approximately 3,000 square foot property at 168 North Main Street next month. It was previously used as a law office, so it is primarily office space. They are looking to get five units in the building. They have only done one walk through

because they don't own it yet. They came up with floor plans in their head for five units.

Mr. Scala asked which building it is. Mr. Delisle explained it's right at the new traffic circle if you are heading outside of downtown, right past Subway, on Jackson Street, the next building on the lefthand side.

Mr. Delisle explained he has a rough sketch of a parking plan. He thinks they put twelve on the application. After doing some measurements, they figure they can get ten parking spaces of eight-foot stalls.

Ms. Saunders responded that it is downtown commercial, so it is exempt from parking. They would recommend two per space per the requirements.

Ms. Saunders stated if they could submit that parking plan, it will be a condition of approval.

Ms. Saunders asked if the building was sprinkled. Mr. Delisle replied that it is not. Ms. Saunders asked if they will be adding sprinklers. Mr. Delisle responded, "Correct".

Mr. Carr asked if they had a floor plan laid out. Mr. Smith replied that they do not. They have the exterior measurements.

Mr. Delisle added they have not gone in and done a full-length as-built floor plan.

Mr. Carr responded that his concern is five units in one office space and the pipes may be undersized. Ms. Saunders asked what size it is going in. Mr. Carr replied that right now they have a 3/4" surface going in with a 5/8 meter. Mr. Delisle added they will have to put in a new water line for the sprinkler.

Mr. Carr asked them to submit details with their water sewer connection permits . Ms. Saunders confirmed that a condition of the approval would be that they need a water upgrade approved by DPW.

Ms. Saunders then read an email from Planning Board member, Peter Bruckner, who is a member of the Minor Site Committee and currently out of town: "the structures in question were originally residential use and are surrounded by residential buildings, so I see no objection to the change of use per se. But without proposed parking plans or floor plans, I do not see how we can decide if as many as 5 residential units are appropriate."

Ms. Saunders then proposed that both parking plans and floor plans be submitted as conditions of approval. She added she doesn't know what criteria Mr. Bruckner is looking at for.

Mr. Delisle asked if the approval is conditional upon that, do they need to come back to another meeting. Ms. Saunders replied, no, they can just submit it. There is nothing that is going to significantly change the layout.

Mr. Scala asked how big the units are. Mr. Delisle replied they should be a one bedroom or a studio. He added there's a possibility they'll just do four once they get in there. If they can't get five comfortable units, they'll do four. The five is because there's a bigger need for smaller units that are less expensive.

Ms. Saunders added another requirement that if they change any of the exterior lighting it has to be downcast and fully shielded. So, no uplighting and a light bulb can't hang out the bottom.

Mr. Boudreau expressed a little concern about the lack of access to a 168 North Main Street address. The driveway is Jackson Street. Moving to residential increases the potential for emergency services. So, there is an addressing issue about the ability to get emergency services there.

Ms. Saunders stated the neighbor is 9, so there is plenty of space to give them 7 or 5 Jackson Street address. She will have Renee McIsaac take a look at that and re-assign the address.

A motion was made by Mr. Scala and seconded by Mr. Carr to approve the minor site application with the conditions the applicants submit floor plans, a parking plan, a water-sewer connection permit that might require a water upgrade, downcast lighting and a look at the E911 number. The motion carried by a unanimous voice vote.

V. Adjournment

Mr. Scala adjourned the meeting at 2:14pm

Respectfully submitted,

Davinna Artibey
Temporary Planning Administrator, Planning Department