

City of Rochester Minor Site Review Committee

November 17, 2022

Annex Building Conference Room
33 Wakefield Street, Rochester NH 03867

(These minutes were approved on December 28, 2022)

Members Present

Gary Boudreau, *Police Dept*

Tim Wilder, *Fire Dept*

Jenn Marsh, *Economic Development*

Ryan O'Connor, *Planning Dept*

Applicants

Alex Grace, *Gluten Free Cookie Factory Owner*

Members Absent

Shanna B. Saunders, *Director of Planning & Development*

Jim Grant, *Building & Licensing*

Tim Goldthwaite, *DPW*

Dana Webber, *DPW*

Adam Hughes, *Fire Dept*

Peter Bruckner, *Planning Board Rep*

I. Call to Order

Ryan O'Connor called the meeting to order at 2:03 p.m.

II. Approval of Minutes from August 24, 2022

Jenn Marsh made a motion to approve the minutes from August 24, 2022. Tim Wilder seconded the motion. The motion carried by a unanimous voice vote.

IV. New Applications:

- A. **[Ben Dube, Cookie Bakery, 83 Milton Road](#)** Minor Site Review for a cookie bakery Case# 210 – 53 – HC – 22 **Public Hearing ACCEPTANCE/FINAL ACTION***

Alex Grace, owner at the Gluten Free Cookie Factory, gave a brief overview of the her business and explained that each baked good is vegan free, gluten free, and allergy free. Ms. Grace explained that

their business started at home and was inspired by her own allergies that prevented her from enjoying baked goods. Ms. Grace discussed how they started to sell on Etsy and went on to create a website. Ms. Grace explained that they do not plan to have any retail at the site but may consider it in the future. Ms. Grace explained they are considering doing a curbside pickup at the location on Milton Road. Currently they sell their products at a couple convenience stores, Rusty Lantern and Harry's Convenience.

Ms. Marsh provided information from UNH for a small business mentoring center.

Ms. Grace explained that they still need to connect with the health inspector. Alex expressed her desire to join the Chamber of Commerce to have a ribbon cutting ceremony once they officially open.

Mr. O'Connor explained that if the Cookie Factory plans to extend in any manner they will need to resubmit to the Planning Department to review the flow of traffic and parking.

Ms. Grace agreed and mentioned finding a place in town to sell their goods. Ms. Marsh mentioned a few bakeries in town that they could ask.

Mr. O'Connor asked if there would be any exterior changes. Ms. Grace explained that there would be a freezer outside and it would be near the septic. The plan is to bring the oven into the building using the door furthest to the right and turning that door into a roll up door in order to bring in product and remove any pallets. Mr. O'Connor asked that a simple site plan be submitted to show these changes.

Mr. O'Connor asked about the landscaping plans. Ms. Grace mentioned they would be waiting until spring to clean up the site, but plan to cut down the weeds until Spring. Ms. Grace discussed painting the building in the spring as well.

Mr. O'Connor asked about any paving that would be done to the parking lot. Ms. Grace discussed the paving being done by the state due to prior gas tanks that were removed. Ms. Grace explained that it was an agreement between the last owner and the state. Mr. O'Connor explained that a stormwater permit would be required prior to any paving and a basic landscaping plan to be submitted.

Mr. O'Connor discussed sign permits that need to be applied for before any signs can go up. Mr. O'Connor asked about lighting plans. Ms. Grace said all the lighting is already installed. Mr. O'Connor discussed the lighting ordinance and Ms. Grace explained that the factory will only be open Monday-Thursday 6am-4pm.

Mr. O'Connor asked if the fence currently installed will be staying. Ms. Grace said yes. Mr. O'Connor discussed the back flow prevention permit that is required by DPW. Ms. Grace mentioned that would be delivered and installed in December.

Mr. O'Connor asked if there was an easement on the property? Ms. Grace explained that she is not aware of an easement. Mr. O'Connor asked about the dumpster on the property and explained that any dumpsters need to be screened. Ms. Grace agreed.

There were no Police Department concerns.

Mr. Wilder reiterated the importance of pulling any permits. Ms. Grace asked if they were allowed to do their own carpentry work. Mr. Wilder explained the permits that need a licensed professional and said carpentry can be done by the owner.

Ms. Marsh made a motion to approve the application with the conditions stated. Mr. Wilder seconded the motion. The motion carried by a unanimous voice vote.

V. Adjournment

Mr. O'Connor adjourned the meeting at 2:33 p.m.

Respectfully submitted,

Ashley Greene,
Administrative Assistant II

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