

City of Rochester Minor Site Review Committee

December 28, 2022

Annex Building Conference Room

33 Wakefield Street, Rochester NH 03867

(These minutes were approved on January 25, 2023)

Members Present

Gary Boudreau, *Police Dept*

Adam Hughes, *Fire Dept*

Jenn Marsh, *Economic Development*

Jarrold Norris, *DPW*

Ryan O'Connor, *Planning Dept*

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

Applicants

Members Absent

Jim Grant, *Building & Licensing*

Tim Goldthwaite, *DPW*

Peter Bruckner, *Planning Board Rep*

I. Call to Order

Ryan O'Connor called the meeting to order at 2:00 p.m.

II. Approval of Minutes from August 24, 2022

Jenn Marsh made a motion to approve the minutes from November 17, 2022. Adam Hughes seconded the motion. The motion carried by a unanimous voice vote.

IV. New Applications:

A. [Tim Willson, Potter's House Bakery & Café](#) Minor Site Plan to extend the bakery into a third unit and create a security apartment on site.

Case# 113 – 20-1 – HC – 22 **Public Hearing ACCEPTANCE/FINAL HEARING***

Mark Soucy, developer for the extension at Potter's House Bakery & Café, explained that Tim Willson bought the entire building that Potter's is currently located in. Mr. Soucy discussed that the dishwashing area and the freezer storage will be pushed into the location where the hair salon used to be. Mr. Soucy explained that they are currently discussing a plan with the Alliance Club to work with Potter's for a sensory room within their building. Mr. Soucy said there are no plans for a

hallway to connect the current bakery to the rest of the building. There will be additional seating in the other part of the building, but customers will have to go outside and in through a separate door to get to that seating. Mr. Soucy discussed future plans with the rest of the building, including possibly an ice cream shop with front foyer seating. The current plans for the building including a security apartment for the owner to live in.

Mr. O'Connor asked if the ice cream shop would be a second retail shop? Mr. Soucy explained that it won't be connected to the bakery and will have its own entrance.

Mr. Hughes explained that the Fire Department needs some more detail regarding window size and the fire alarm plan. Mr. Soucy explained he plans to install an interconnecting fire alarm system. Concerns about additional egress for the sensory room was discussed.

Mr. Hughes asked if the kitchen equipment would be expanding? Mr. Soucy explained that a couple additional ovens were installed but the kitchen would not be expanding.

Mr. Hughes explained that a 2-hour drop ceiling is required between the apartment and the bakery.

Jarrold Norris discussed that a backflow prevention device is not required for the property. Mr. Norris asked about the drainage maintenance agreement. Mr. O'Connor explained that the drainage plan should not change because there is no site work. Mr. O'Connor discussed having a drainage maintenance agreement on file for the property.

Gary Boudreau explained that the sensory room and security apartment is clearly marked. Mr. Soucy explained there will be a new exterior door to the security apartment and a door to the work area from the security apartment. Mr. Soucy asked if the security apartment will be getting a new address. Mr. O'Connor explained that is something that will be looked at.

Mr. O'Connor asked if the only exterior changes to be made at an additional door and windows for additional egress? Mr. Soucy explained that there is already an exterior door for the security apartment.

Ms. Saunders asked where the doorway would be for the sensory room and if there would be an exterior door. Ms. Saunders asked who would be monitoring the room once it is up and running. Mr. Soucy explained that the sensory room is still in the early stages and that has not been discussed. Mr. Soucy explained that there could be a possible design with connection from the inside. Mr. Boudreau explained that parental supervision would likely be in the room with children. Mr. Soucy discussed possibly needing to get a card key from Potter's in order to access the room.

Mr. O'Connor confirmed if there would only be interior access to the sensory room. Mr. O'Connor explained that once the ice cream shop is ready to start that a project narrative form should be completed.

Mr. O'Connor went over the conditions of approval for the expansion of the bakery and the security apartment, including, no larger than 800 sf for the security apartment and only the owner, a family member, or employee would be allowed to live in the apartment. The parking lot must be restriped, a drainage maintenance agreement must be signed, and the applicant should work with the fire department on the layout of the property.

Mr. O'Connor made a motion to approve the application with the conditions mentioned. Ms. Marsh seconded the motion. The motion carried by a unanimous voice vote.

V. Adjournment

Ms. Marsh made a motion to adjourn the meeting at 2:22 p.m. Mr. Hughes seconded the motion.

Respectfully submitted,

Ashley Greene,
Administrative Assistant II