

City of Rochester Minor Site Review Committee

July 27, 2022

Annex Building Conference Room
33 Wakefield Street, Rochester NH 03867

(These minutes were approved on August 24, 2022)

Members Present

Gary Boudreau, *Police Dept*
Tim Goldthwaite, *DPW*
Jim Grant, *Building & Licensing*
Shanna B. Saunders, *Planning Dept*
Jenn Marsh, *Economic Development*
Tim Wilder, *Fire Dept*

Members Absent

Peter Bruckner, *Planning Board*
Tim Goldthwaite, *DPW*
Adam Hughes, *Fire Dept*
Ryan O'Connor, *Planning Dept*
Dana Webber, *DPW*

Staff Present

Ashley Greene, *Administrative Assistant II*

I. Call to Order

Shanna B. Saunders called the meeting to order at 2:03 p.m.

II. Approval of Minutes from April 27, 2022

Ms. Saunders said minutes would be sent out and approved at the next Minor Site Review meeting.

IV. New Applications:

- A. [Paul Delisle, Acacia, LLC, 165 Charles Street](#) (by Norway Plains) Minor Site Review to convert 12 commercial offices into 12 residential units Case# 128 – 221 – NMU – 22 (SP-22-20) **Public Hearing ACCEPTANCE/FINAL ACTION*****

Paul Delisle, applicant, explained the proposed project to convert 12 commercial offices into 12 one bedroom residential units. Mr. Delisle explained that there would be no site changes, just interior changes. The façade on the outside of the building will be updated.

Ms. Saunders said that a variance was received in 2021 to allow for multi-family building.

Ms. Saunders opened the public hearing.

Dave Carignan, of 19 Wilson Street, expressed his concern with Fire Department being able to easily access the building. Mr. Carignan asked for a fence or screening along the property line to help deflect any headlights into houses on Wilson Street.

Ms. Saunders explained that the prior project is expired at this point but is in support of the fence idea. Ms. Saunders discussed the traffic in and out of the location and the best route in and out of the parking lot. Mr. Boudreau discussed the Technical Review Groups comments on the project from a couple years ago that brought up different configurations for the parking lot. Mr. Boudreau explained that there was no option for reconfiguring as a small strip of land at the rear of the parcel is owned by abutting properties on Wilson St. Mr. Delisle explained that there is currently more parking than he would need and is willing to switch the exit and entrance into the lot if needed. Mr. Boudreau said that would make the traffic worse. Mr. Boudreau said that it was a medical building for 20 years and the configuration has worked out fine.

Mr. Carignan explained that he is concerned about the Collin's Sports parking lot being used to exit onto Wilson Street. Mr. Delisle said that he would be more than willing to block it off if needed. Ms. Saunders said that could be added as a condition of approval.

Ms. Saunders read an email from an abutter, Nick Marcotte:

"My Father and I own the property abutting map 128 lot 221. We currently use this for our employee parking. We are concerned that if the building is converted to residential units that residents or visitors of the residents will use our parking lot. We would like to know what will be done to remedy this situation if this is approved for residential use?"

Ms. Saunders closed the public hearing.

Ms. Saunders explained the conditions of approval including needing water estimations, back flow prevention permit, and if there are any site changes that a curb cut permit would be required and the plan would need to come back to the board. A stormwater permit may be required if there are any further site changes, and a moratorium letter. Handicap spaces need to be marked on the pavement and with signs, the entrance and exit need to be marked with signs as well. Landscaping needs to remain maintained.

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

B. [John Lucas, Ledgeview Condo Association, 0 Ledgeview Drive](#) Minor Site Review to extend existing parking lot to match previously approved plan 251 – 34 – R1 – 22 (SP-22-21) **Public Hearing ACCEPTANCE/FINAL ACTION***

John Lucas, presented the application on behalf of the Ledgeview Condo Association. Mr. Lucas explained that the culvert system is failing and that an engineering company has documented all of the issues. Along with the culvert system needing to be fixed building #3 never had their eight deeded parking spots that were originally approved. Mr. Lucas said the Association is looking to finish the parking spots to match the original plan. Mr. Lucas explained that the only improvement would be adding three additional spots for visitors. Mr. Lucas said that all of the drainage piping is being replaced.

Ms. Saunders opened the public hearing.

Jean Poire, of 401 Ledgeview Drive, expressed his concern with number of spots only being eight and believes there should be nine spots. Mr. Poire expressed concern for a retaining wall with the parking spots.

Ms. Saunders asked how many spots are being proposed. Mr. Lucas said eight spots.

Ms. Marsh asked how many spots the visitors parking would be getting? Mr. Lucas said it is three or four spots. Mr. Lucas explained that the spots need to be realigned and made standard size.

Mr. Poire expressed his concern with the fire access lane and many people parking illegally. Mr. Poire brought up the parking in front of the buildings with no minimum fire lane. Mr. Poire discussed the commercial vehicles parking issue and the narrow parking. Mr. Poire brought up an ambulance missing the entrance into the condo association and asked that the sign for the Condos be replaced.

Ms. Saunders asked if the Condo Association was located on a private street.

Mr. Lucas explained that the sign is on the Assoc. Board's agenda to move closer to the entrance and replace. Mr. Bourdeau discussed a street sign that delineates #401-430 Ledgeview Drive that states it is a private way. Ms. Saunders discussed requiring a street sign the EMS feels that it is necessary.

Ms. Saunders read an email from abutter Sarah Leonard:

"To Whom It May Concern,

My name is Sarah Leonard. My husband and I received a notice about the application submitted to add additional parking at the Ledgeview Condos as we are abutters at 13 Ledgeview Drive (across the street). We would like to have two concerns addressed in regard to the request.

Concern #1: Snow removal.

We have had intermittent challenges with the snow removal process at the condos, namely, there have been years when the landscaping company has pushed the snow from the entrance across the street and onto our property. This additional snow creates challenges such as erosion and extra snow melting that results in extra ice at the end of our driveway. When we have addressed this concern with residents or the landscapers, they have been agreeable to a change in practice though with 3 to 4 additional parking spaces being added to the front lot, that means that there will be 3 to 4 more spots of snow to move. We would like some additional reassurance that snow will not be pushed onto our property and that when landscaping crews are contracted through the association that this is noted.

Concern #2: School Bus Stop

The entrance of the condo association has been designated as a bus stop by the school district. We have two children who take the bus from that stop and there are other children who are also picked up at that location. The additional parking spaces and traffic that may result from them should be considered when making this decision. I have attached the bus routes that are specific to this email.

Thank you for your consideration.

Warmly,

Sarah and Robert Leonard
13 Ledgeview Drive"

Mr. Lucas explained he would talk to the landscaping company immediately about the snow removal. That should not be happening. Ms. Saunders explained that she reached out to the school department about the bus stop and discussions revealed that there were not too many more options. Ms. Saunders did not think additional parking spaces would create more traffic as no more units were being created. Ms. Saunders closed the public hearing.

Ms. Saunders went over the conditions of approval. The Department of Public Works still needs to determine if a stormwater permit is needed. Area calculations of the work are needed to determine that. Erosion control must be in place prior to construction starting. Please provide details sheets of the 2 reconstructed outfalls. Asbuilts are required once the work is complete. Snow storage needs to be contained to on the property.

Ms. Saunders asked how the parking will be accommodating during construction? Mr. Lucas explained that the construction would occur in phases.

Mr. Boudreau suggested parking on their property, but off the edge of the road off of Ledgeview Drive.

Mr. Lucas explained that it would be during the day and a max of 2 overnights needed to park on the road. Mr. Boudreau said to stay off the pavement and at least 25 feet away from the Hansonville Road intersection .

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

V. Adjournment

Mr. Wilder made a motion to adjourn the meeting at 2:47 p.m. Ms. Marsh seconded the motion. The motion carried by a unanimous voice vote.

Respectfully submitted,

Ashley Greene,
Administrative Assistant II