

City of Rochester Minor Site Review Committee

January 25, 2023

Annex Building Conference Room

33 Wakefield Street, Rochester NH 03867

(These minutes were approved on , 2022)

Members Present

Gary Boudreau, *Police Dept*

Adam Hughes, *Fire Dept*

Jenn Marsh, *Economic Development*

Jarrold Norris, *DPW*

Ryan O'Connor, *Planning Dept*

Applicants

Allyson White, *271 Chesley Hill Road*

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 2:05 p.m.

II. Approval of Minutes from December 28, 2022

Jenn Marsh made a motion to approve the minutes from December 28, 2022. Adam Hughes seconded the motion. The motion carried by a unanimous voice vote.

IV. New Applications:

- A. Allyson White, 271 Chesley Hill Road** Minor Site Plan to permit a Home Occupation II for a homebased gluten free bakery.
Case# 138 – 99 – R1 - 23 Public Hearing *ACCEPTANCE/FINAL HEARING**

Allyson White, the applicant for the proposed Home Occupation Two gave an overview of the business. Mrs. White explained that her focus was on gluten free baking and soon hopes to transition from cooking for friends and family to a larger scale business. She explained the bakery would operate as a pick-up only facility and is working toward becoming a certified gluten free

kitchen as well as pursuing a certification. Mrs. White stated that the only new appliance, for now, would be a refrigerator but hopes to expand the kitchen in the future.

Jarrold Norris of the Department of Public Works said a backflow prevention device may be required. Mr. Norris said the bakery may result in a change in water backflow hazard classification. Mrs. White will review the need with the Water Department.

Gary Boudreau, Police Chief, stated that no customer parking may take place on the street, Mrs. White agreed and stated the available parking they have on their property.

Adam Hughes, Deputy Fire Chief, said a life safety inspection would be required prior to occupancy of the space and reminded Mrs. White to review the plans with the Health Inspector. Mr. Hughes said the business would likely need a food license to operate. He also asked if customers would be entering the premises or if a tasting room would be planned. Mrs. White said no, customers would only be picking up and on the premises for a brief period.

Jenn Marsh of Economic Development reminded Mrs. White of the contact information for the Health Inspector and shared that business mentoring is available at no cost. Mrs. White could reach out to Mrs. Marsh to set up an appointment.

Ryan O'Connor of the Planning Department reviewed the typical conditions associated with a Home Occupation Two and reiterated conditions previously stated.

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

V. Adjournment

Mr. Norris made a motion to adjourn the meeting at 2:23 p.m. Mrs. Marsh seconded the motion.

Respectfully submitted,

Ryan O'Connor
Senior Planner