

City of Rochester Planning Board
Monday, June 19, 2023
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on July 10, 2023)

Members Present

Mark Collopy, *Chair*
Robert May, *Vice Chair*
Alan Dews
Matthew Richardson
Dave Walker
Michael McQuade
Peter Bruckner
Don Hamann

Members Absent

Keith Fitts, *excused*
James Hayden
Michael McQuade

Alternate Members Present

Alexander de Geofroy
Rick Healey

Staff: Shanna B. Saunders, *Director of Planning & Development*
Ryan O'Connor, *Senior Planner*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City Clerk's office for reference purposes. They may be copied for a fee.)

I. Call to Order

Chair, Mark Collopy called the meeting to order at 6:30 p.m.

II. Roll Call

Senior Planner, Ryan O'Connor conducted roll call.

III. Seating of Alternates

Mr. Collopy asked Rick Healey to vote in place of Keith Fitts.

IV. Communications from the Chair

Mr. Collopy stated that there are no communications to be passed from the Chair.

V. Approval of Minutes for

A. June 5, 2023

A motion was made by Mr. Walker to approve June 5, 2023, meeting minutes and seconded by Mr. Dews. The motion carried unanimously.

VI. Opening Discussion/Comments

A. Public Comment

There were no comments from the public to discuss.

B. Discussion of general planning issues

There were no general planning issues to discuss.

VII. New Applications

A. [Johnny Lam, 24 Signal Street](#) (by Portsmouth Sign/Carrie Vaughn) Second freestanding sign. Case #120-315-DC-23

Applicant or representative was not present, application was continued to July 10.

VIII. Mural Application

A. [150 Wakefield Street, Suite 135, Main Street Program/Matthew Wyatt](#)

Matt Wyatt gave an overview of the proposed Mural application. Mr. Wyatt stated that he hopes that this presentation and application will encourage others to apply for Murals throughout the City of Rochester. Mr. Wyatt stated that he has submitted this application for a mural to be installed on 3 Wallace Street, at the back of the Waypoint Building. Mr. Wyatt explained that the barriers from the COVID dining set-up were painted with the "Mountain Mural". Mr. Wyatt stated that there is a large amount of paint leftover from the previous mural and that utilizing the paint would be cost effective. Mr. Wyatt stated that the design requires little maintenance.

Mrs. Saunders explained that the image for the design and location was included in the packet information to all Planning Board members.

Mrs. Saunders asked for input from Matt Wyatt regarding the murals discouraging graffiti and other vandalism on blank spaces throughout the City.

Mr. Wyatt stated that there has been no vandalism on the current art and murals that have been placed. Mr. Wyatt stated that he felt that the more murals are placed on blank spaces, the less graffiti and vandalism will be found throughout the city. Mr. Wyatt stated that his goal is increasing community involvement, especially with children, with regards to the painting of murals and other beautification to the city.

Mrs. Saunders explained to the board that placing a mural is a three-part process. The application must be approved by the Arts & Culture Commission, the Planning Board, and if necessary, the Historic District Commission. Mr. Saunders stated that the location for this proposed mural is outside of the historic district and will not require the Historic District Commission's approval. Mrs. Saunders request a motion of approval from the Planning Board so that the application can be brought forward to the Arts & Culture Commission.

Mr. Dews asked for specifics of the location of the proposed mural. Mr. Dews stated that he preferred the mural be as visible as possible to people in the community. Mr. Wyatt explained the exact location and that the mural would face Portland Street and Columbus Avenue.

Mr. Collopy asked if there were cameras on the side of the building that the proposed mural would be on. Mr. Collopy stated that he felt that the presence of cameras would aid in the deterrence of vandalism.

Mr. May asked if it was appropriate to identify the artist. Mr. Wyatt stated he is happy to promote the artist and that he has worked with him on many projects, including the original painting of the barriers.

Mr. May asked if there was a specific order of approvals between the boards and commissions for the approval of murals. Mrs. Saunders stated that there is not a specific approval order named in the Ordinance.

A motion was made by Mr. Walker to approve the Mural Application and seconded by Mr. Hamann. The motion carried unanimously.

IX. Master Plan Update – Natural Resources and Culture & Historic Chapters

Mrs. Saunders presented the overview for the Master Plan Update. Mrs. Saunders stated that the Master Plan Update was also presented to the Community Development Committee. Mrs. Saunders stated that the Planning Board is required to approve the Master Plan. Mrs. Saunders stated that as part of the State Statute there are two required sections; the vision statement and the land use chapter. Mrs. Saunders presented a list of Rochester's current Master Chapters, including the dates they were written. Mrs. Saunders stated the Land Use Chapter is overdue for updating.

Mrs. Saunders gave an overview of the Cultural and Historic Chapter. The Culture and Historic Chapter is a collaboration between the Arts & Culture Commission and the Historic District Commission. Mrs. Saunders stated that there is a survey available for the public to fill out and that the number of responses has significantly increased with efforts to promote the survey.

Mrs. Saunders gave an overview of the Culture and Historic walk that took place in May. Mrs. Saunders stated that the walk was a success and had a great turn out of locals and officials.

Mrs. Saunders gave an overview of the Natural Resources Chapter. The Natural Resources Chapter collaborates with the Conservation Commission. Mrs. Saunders stated that there are 50 surveys for the Natural Resources chapter, less than Cultural and Historic, but efforts are being taken to increase the number of respondents. Mrs. Saunders stated that there is a plan in place for a Natural Resources walk to take place on July 17; time and location is to be determined.

Mrs. Saunders presented and explained the ease of filling out the survey to the Planning Board members.

Mrs. Saunders also presented and explained the Master Plan website setup and formatting. Mrs. Saunders stated that the information will be collected and analyzed, and that draft information will be input on the website as it is created.

Mrs. Saunders gave a brief overview of the Community Facilities and Services Chapter. Mrs. Saunders stated that the Department of Public Works reviews water, sewer, and stormwater capacity. Mr. Saunders stated that the Planning Department and Planning Board will be focused on items such as the schools, libraries, and other facilities and services used by the public.

Mrs. Saunders stated that all of the information will be taken from the other chapters to create and update the Land Use Chapter.

Mrs. Saunders stated that there is an option to add an Energy Chapter. Mrs. Saunders stated that this chapter would cover energy related priorities and initiatives. Mrs. Saunders stated that the Planning Board does not have to decide tonight, but that the idea of adding an Energy Chapter can be discussed at a future meeting. Mrs. Saunders stated that in the past, Energy has been tied into the Natural Resources Chapter.

Mr. May asked if the text on the interactive Master Plan website was part of the Master Plan. Mrs. Saunders responded that the website is a visual representation of the Master Plan Chapters and does not include exact text from the Master Plan but may in the future.

Mr. O'Connor stated that a large aspect of updating the Master Plan is community involvement and feedback. Mr. O'Connor asked the members of the Planning Board to share any additional ideas that they may have with regards to sharing the survey with the community in an effort to get more responses.

Mr. Dews asked what the roll of the Planning Board was regarding the Master Plan. Mrs. Saunders responded that the Planning Board is the entity that approves the final Master Plan and its chapters. Mrs. Saunders stated that any ordinance changes require City Council approval. Mrs. Saunders stated that the City Council has also been engaged in this process to ensure cooperation and collaboration.

Mr. Collopy stated that he felt that an Energy Chapter should be added to the Master Plan. Mr. Collopy used the example of electronic vehicle charging station to explain that there continue to be new ways to improve and create more efficient energy use.

X. Zoning and Plan Amendments

A. Charitable Gaming Ordinance – Bingo Inclusion; recommendation to the City Council

Mrs. Saunders stated that the Planning Board previously passed the Charitable Gaming Ordinance and since new information has become public, there have been many questions on definitions within the Ordinance. Mrs. Saunders stated that Bingo has been found to be an additional piece of Charitable Gaming and holds its own State Statute. Mrs. Saunders stated that Bingo should be included in the Charitable Gaming Ordinance and that the inclusion would not include any other changes to the Ordinance and that this inclusion would make the application process more efficient.

Mr. O'Connor stated that Bingo Halls can still stand as a single unit with an approved Special Exception from the Zoning Board of Adjustment. Mr. O'Connor described the different Bingo operations and how they relate to State Statutes.

Mr. May asked if there would be any impacts to Bingo played in places like churches. Mr. O'Connor responded that no, bingo at churches and other specific facilities would fall under a different category.

Mrs. Saunders stated that this new ordinance would not affect current facilities that are running Bingo operations.

Mr. Walker recommended a word change to Section 275-20.2 of the Charitable Gaming Ordinance.

Mr. Richardson asked for verification of the inclusion of Bingo in the Charitable Gaming Ordinance would apply to commercial operations only. Mrs. Saunders responded yes, that is correct.

A motion was made by Mr. Hamann and seconded by Mr. Dews to approve the draft ordinance. The motion carried with 8 votes, Mr. Walker opposed.

XI. Review of Inspections and Surety for May 2023

Mr. Saunders gave an overview of the inspections and status of Surety for a few of the accounts listed.

Mr. Collopy asked the Board members if they had any questions and there were none.

XII. Release of Surety

- A.** Hope on Haven Hill, Inc. Surety release (100%) in the amount of \$17,715.55 plus interest for Site Plan to remove existing church and build a two-story office building located on Tax map 125 Lot 214

A motion was made by Mr. Walker to release the remaining surety in the amount of \$17,715.55 plus interest and seconded by Mr. Hamann. The motion carried unanimously.

XIII. Other Business

A. Planning Update

Mrs. Saunders asked for a motion to continue the 24 Signal Street application for a sign as the applicant or a representative is not present.

Mr. May stated that he opposes approving an application that has no applicant or representative present.

A motion was made by Mr. Hamann and seconded by Mr. Dews to continue the application to the next meeting on July 10, 2023. The motion carried unanimously.

B. Other

There was no other business to discuss.

XII. Adjournment

*A motion was made by Mr. Walker and seconded by Mr. Hamann to adjourn the meeting at 7:10pm.
The motion carried unanimously.*

Respectfully submitted,

Jaclyn Millard,
Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development