

# City of Rochester Planning Board

Monday January 9, 2012 at 7 p.m. Regular Meeting  
City Council Chambers

31 Wakefield Street, Rochester, NH 03867

*(These minutes were approved on January 23, 2012)*

## Members Present

Nel Sylvain, *Chair*

Derek Peters, *Secretary*

Rick Healey

Tim Fontneau, *Vice Chair*

Mark Sullivan

## Members Absent

Gloria Larochelle (excused)

Stephen Martineau (excused)

Dave Walker, Councilor (excused)

## Alternate Members Present

James Gray

Staff: Michael Behrendt, Chief Planner

Caroline Lewis, Zoning Secretary

(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. It may be copied for a fee)

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Mr. Sylvain called the meeting to order at 7:00 p.m. The Zoning Secretary conducted the roll call.

Mr. Gray to vote for Mr. Martineau.

## **Communications from the Chair**

Mr. Sylvain reminded everyone of the Presidential Primary Election January 10<sup>th</sup>, and announced the polling places for each ward and the times the polls will be open.

Mr. Sylvain welcomed Caroline Lewis who is filling in for Marcia Gasses taking the minutes of this evenings meeting.

## **Approval of the minutes for December 19, 2011**

A motion was made by Mr. Peters and seconded by Mr. Gray to approve the December 19th Workshop meeting Minutes. The motion carried unanimously.

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## **Project Applications:**

### **A. Cardinals Seafarer Restaurant, Wayne Cardinal & Rene Cardinal, Route 11** (by Berry Surveying and Engineering). New application for Lot Line Revision. Case # 216-29 & 221-164-B2-12

Mr. Christopher Berry, Berry Surveying and Engineering addressed the Board. He stated the lot line revision was to put the fish market on the same lot as the Plaza.

Mr. Sylvain opened the public hearing.

A motion was made by Mr. Peters and seconded by Mr. Healey to close the public hearing.

The Board discussed the parking spaces and Michael Behrendt pointed out 5 spaces and the place for access across the lots. Mr. Berry stated there would be verbage for cross access of the lots.

A motion was made by Mr. Healey and seconded by Mr. Peters to approve the application. The motion carried unanimously.

### **B. The Frisbie Foundation, 245 Rochester Hill Road.** Continued application for Site Plan to construct an 8,046 square foot medical office building at the existing Rochester Hill Family Practice site. The proposed medical office building will become the new location for Rochester Pediatrics. Case # 243-38-1-A-11

Mr. Art Nickless, Norway Plains Associates, stated he was representing The Frisbie Foundation. Mr. Joe Shields, VP of Frisbie Planning was also present.

Mr. Nickless stated this project as evolved over time. He explained the plans he had for the Board to review, and asked the case be continued to the 23<sup>rd</sup> of January for final action.

Mr. Peters questioned the underground drainage, and asked if this project had City water and sewer.

A motion was made by Mr. Fontneau and seconded by Mr. Gray to accept this application as complete. The motion carried unanimously.

Mr. Sylvain opened the public hearing.

Mr. Bob Jaffin, Ward 5, wanted to make an observation. He cited research out of Columbia about the availability of medical services, and noted he feels Rochester needs more healthcare services north of the City. He stated he feels this project does not serve the community as a whole.

A motion was made by Mr. Peters and seconded by Mr. Healey to close the public hearing.

Mr. Healey asked if there was access all around the building, and the location of the dumpster.

Mr. Sylvain asked about the number of handicapped parking spaces.

Mr. Behrendt explained the subdivision regulations definition includes ground leases such as this particular project. Mr. Behrendt, Mr. Nickless, and the Board members discussed the subdivision regulations, the land lease lines, and other issues.

Mr. Nickless suggested the Board ask that the subdivision requirements for this project be waived.

A motion was made by Mr. Gray and seconded by Mr. Healey that there is no need for a second subdivision plan for this project. The motion carried unanimously.

This project is continued to January 23<sup>rd</sup>.

Mr. Sylvain made a comment to Board member Gloria Larochelle, who would be watching the meeting on TV, to be sure to pay attention as there would be a quiz later; And to get better soon.

**C. Granite State Business Park, City of Rochester, 41 Airport Drive.** Continued application for Lot Line Revision and Road Layout for expansion of the Granite State Business Park. Case # 242-3&4, 5&6 - I2-11

Ms. Melodie Esterberg, Director, Public Works, addressed the Board. She showed a plan that indicated the lot line revision, the new roadway, and the proposed bridge over the railroad tracks. She stated she would like to come back on the 23<sup>rd</sup>.

A motion was made by Mr. Peters and seconded by Mr. Healey to accept this application as compete with a waiver for the electric and wetlands. The motion carried unanimously.

Mr. Behrendt had not comments, and stated the public hearing would stay open until the 23<sup>rd</sup>. The notice was put in the paper, but the abutters had not been notified. They will be notified for the 23<sup>rd</sup> meeting.

The Board members had no questions for the engineers at this time, just discussed the new road layout and the long bridge over the railroad tracks.

At 7:25 a motion was made by Mr. Healey and seconded by Mr. Peters to take a five minute break. The motion carried unanimously.

At 7:30 the Chair called the meeting back to order.

### **Annual Meeting:**

#### **A. Election of Officers**

Mr. Behrendt stated there are three positions available; Chair, Vice Chair and Secretary.

Mr. Sylvain opened the nominations.

Mr. Healey nominated Mr. Sylvain for Chair, seconded by Mr. Fontneau.

A motion was made by Mr. Gray and seconded by Mr. Peters to cease nominations and cast one ballot. The motion carried unanimously.

The vote was taken unanimously in favor of Mr. Sylvain as Chair.

Mr. Peters nominated Mr. Fontneau for Vice Chair, seconded by Mr. Gray.

A motion was made by Mr. Peters and seconded by Mr. Gray to cease nominations and cast one ballot. The motion carried unanimously.

The vote was taken unanimously in favor of Mr. Fontneau as Vice Chair.

Mr. Sylvain nominated Mr. Peters for Secretary, seconded by Mr. Fontneau.

A motion was made by Mr. Gray and seconded by Mr. Healey to cease nominations and cast one ballot. The motion carried unanimously.

The vote was taken unanimously in favor of Mr. Peters as Secretary.

The officers are as follows:

Nel Sylvain, Chair  
Tim Fontneau, Vice Chair  
Derek Peters, Secretary

Mr. Sylvain stated the Planning Board needed to vote on a representative to serve on the Historic District Commission. He asked if there were any volunteers. He noted the meetings are held the second Wednesday of the month.

Mr. Fontneau nominated Mr. Sylvain for this position, seconded by Mr. Peters.

A motion was made by Mr. Gray and seconded by Mr. Healey to cease nominations and cast one ballot. The motion carried unanimously.

The vote was taken unanimously in favor of Mr. Sylvain being the Planning representative on the Historic District Commission.

Mr. Sylvain asked if anyone would be able to go to the TRG meetings, held on Tuesday mornings at 10:00 a.m., twice a month. Ms. Larochelle usually goes, however he would like someone to share this responsibility with her. Mr. Sullivan stated he would tentatively do this, as long as it did not conflict with his employment.

## **B. Review of 2011**

Mr. Behrendt stated much was accomplished in 2011. Here are some highlights:

- Completion of review of Comprehensive Rezoning
- Endorsement of completely new set of Site Plan development standards
- Adoption of the Recreation Master Plan
- Setting a new policy for surety
- Approval of Laars addition
- Approval of CVS Pharmacy and Laconia Savings Bank
- Approval of an additional to Metrocast
- Approval of Rochesterdom, conversion of old transmission shop to retail
- Approval of the relocation of the trail at Waste Management
- Approval of "Howie's Field of Dreams" site plan at Roger Allen Park
- Approval of a site plan to convert a house to St. Michael's Church
- Approval of 12 unit senior housing development on Brock Street.
- Getting the Channings Lane subdivision back on track
- Review of a preliminary plan for a 280,000 square foot commercial development south of Walmart (by Mark Stevens)

### **C. Plans for 2012.**

Mr. Behrendt read through the Key goals for 2012 which include:

- Adoption of Comprehensive Rezoning
- Adoption of Site Plan development standards
- Overhaul of Subdivision development standards
- Commerce work on a Strategic Plan
- Obtain status reports on master plans

Mr. Behrendt stated staff recommends working on a Strategic Plan, which would be very valuable for the Planning Board and City Council. It would meld together all the chapters of the Master Plan.

The adopted chapters and primary responsible party are (for some plans, various parties share responsibility):

- Land Use Plan – Planning Department
- Transportation Plan – Public Works Department
- Downtown Plan – Main Street
- Economic Development Plan – Economic Development Department
- Natural Resources Plan – Conservation Commission
- Recreation Plan – Recreation Department
- Arts and Cultural Resources Plan – Arts and Culture Commission

Mr. Behrendt recommended having the agencies responsible for specific chapters come to a Planning Board workshop every year to report the status of the chapter.

Mr. Gray stated he thinks the Board needs to focus on the Comprehensive Rezoning at this time, and not try to do too many things at once.

Mr. Peters asked if any other master plans needed to be redone.

Mr. Behrendt stated the Land Use Plan is up for a review in 2014, followed by Transportation and Downtown. He said other chapters such as Public Facilities, Utilities and Hazards could also be done.

Mr. Fontneau addressed Mr. Gray's point, saying before supporting a Strategic Plan he would like to know what it involves and the cost.

Mr. Sylvain said with Chapter 42, The Comprehensive Rezoning, coming back to the Board, he would like to concentrate on that until the review is all done.

Mr. Sylvain discussed the procedure for public input and review of Chapter 42 at the next few meetings. He and the Board members discussed the changes to the map, the reduction of zones, the renaming of zones, and the impossibility of pleasing every citizen in Rochester. He cautioned the members to expect some late night meetings and stated he will have public input at the beginning of the meeting, then do any cases, and then go back to Chapter 42 at the end of the meeting. Mr. Sylvain explained Chapter 42 would be reviewed by the Board acting as a Committee of the Whole.

## **Discussion of Capital Improvements Program**

Mr. Sylvain thanked Mr. Sullivan for providing each Board member with the YF13 CIP information. He asked the members to go through the booklet for discussion on January 23<sup>rd</sup>. He stated at that time the Board should decide which Department Heads they would like to come before the Planning Board. He will speak to the City Manger about the Department Heads attending a Planning Board meeting of February 6<sup>th</sup> and also ask him about extending the time frame for Planning Board comments to February 27<sup>th</sup>.

### **Final draft of proposed new Site Plan Regulations**

Mr. Behrendt stated this was postponed from the last meeting. He will overhaul articles 1 & 2 and present to the Board. He wants to know if everyone is happy with the format. He will email them to everyone for review, but will wait until the March 5<sup>th</sup> meeting for final endorsement of the Board.

### **Other Business**

#### **Surety information in the Site Regulations**

Mr. Sylvain would like the finalized surety wording in the Site Regulations sent to the Board members for review before January 23<sup>rd</sup>, for approval and a public hearing on February 6<sup>th</sup>. He would also like the SOP for the City Inspections information to the Board members prior to January 23<sup>rd</sup>.

Mr. Peters mentioned adding slow plowing to the Public Works spreadsheet, and Mr. Gray noted changes in the wording about holding back a percentage for one year.

Mr. Behrendt made notes to have this information sent to the Board members for review before the January 23<sup>rd</sup> meeting. He stated he would also work to have as much information as possible on the web.

#### **Retreat**

Mr. Sylvain asked Mr. Peters to put together some items to discuss at the next retreat, which might be held in May of this year.

#### **Chapter 42 Comprehensive Rezoning**

Mr. Sylvain reminded everyone that starting January 23<sup>rd</sup>, the Planning Board will accept public input at the start of the meeting in reference to Chapter 42. He encouraged anyone with questions or concerns to come to the meetings and give their input.

#### **Presidential Primary Election**

Mr. Sylvain reminded everyone to go out tomorrow and vote.

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### **Adjournment**

A motion was made by Mr. Gray and seconded by Mr. Healey to adjourn at 8:15 p.m.

Respectfully submitted,

Caroline Lewis, Zoning Secretary  
(These minutes were transcribed from notes)