

City of Rochester Planning Board
Monday January 28, 2019
Retreat
City Hall Annex, Cocheco Conf. Room
33 Wakefield Street, Rochester, NH 03867
(These minutes were approved on February 4, 2019)

Members Present

Nel Sylvain, *Chair*
Dave Walker, *Vice Chair*
Mark Collopy
A. Terese Dwyer
Donald Hamann
Robert May
Mark Sullivan

Others Present

Seth Creighton, *Chief Planner*
Jennifer Marsh, *Economic Development Specialist*
Daniel Camara, *GIS Technician*
Julian Long, *Community Development Specialist*

Members Absent

Tim Fontneau, excused
Matthew Kozinski, excused

Alternate Members Present

Joyce Bruckner, arrived at 6:32pm
James Gray – left at 6:47pm

Staff: James Campbell, *Director of Planning & Development*
Crystal Galloway, *Planning 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.)

Mr. Sylvain called the meeting to order at 6:30 p.m.

The Planning Secretary conducted the roll call.

III. Downtown Housing Charrette Presentation

Community Development Specialist Julian Long explained the housing charrette process that was held in September 2018 and gave the Board some statistics for the area.

Rick Patten of the Greater Seacoast Workforce House Coalition explained what they do and how the charrette process works. He said they chose the site on Hanson Street and said it is a way to revitalize the downtown through vibrancy, affordable housing, and façade improvements. Mr. Patten showed the Board sketch samples of what the new building would like and how it would blend in with the existing historic facades.

Mr. Sylvain asked if this is a Rochester Housing project and said if it is they will have a more difficult time going through the process because of past projects not being constructed as they were presented. Mr. Long explained it is the Housing Partnership out of Portsmouth, not Rochester Housing Authority.

IV. Mapping Needs

Mr. Campbell explained it would be helpful at certain meetings to be able to have access to maps for the Board to be able to look at for things such as where sidewalks are located, where there is conservation land, etc.

GIS Technician Dan Camara explained the Pictometry software and the different layers that could be applied to the map. He went on to explain to the Board how it would also be possible to attach any plans and approvals to each parcel.

Mr. Sylvain agreed having access to the software would be very helpful. Chief Planner Seth Creighton added that it would be helpful with other items such as the number of multifamily housing in certain areas and long term planning.

V. Update from Economic Development Department

Economic Development Specialist Jennifer Marsh first updated the Board on development in the downtown. She said 22 South Main Street has just sold and the developer has met with her to discuss possible housing with retail on the ground floor. She went on to say the Bennett building on North Main Street is currently under contract and the RFP's for the Salinger building and Scenic Theater block would be closing tomorrow (1/29/2019).

Ms. Marsh announced that she is the new President of Rochester Main Street and will be conducting an inventory of the vacant buildings.

Moving on to the development along Farmington Road Ms. Marsh said the City and the developer for the Ridge Marketplace have come to an agreement for the TIF and are expecting to start construction for phase II in April.

She went on to tell the Board Old Navy will be opening in the spring, construction for Pepper's Landing will begin soon, and the Blooming Cow opened a couple of months ago.

Ms. Marsh talked about putting together a plan for developers and why they should come to Rochester for their investments; she said they have finished the strategic plan and there is a lot of emphasis on downtown; Economic Development staff, Rochester Main street, and the Chamber of Commerce have put together a Business Retention Plan and they will be starting in the spring.

Ms. Marsh told the Board they are looking at doing a six lot subdivision that the City owns along Pickering Road to sell as industrial lots.

VI. Discussion on Home Occupation Renewals

Mr. Campbell explained to the Board a member of the Zoning Board of Adjustments made the suggestion to have renewal for home occupations. He went on to explain other communities such as Dover make people renew their license every January 1st.

The Board discussed how often the applicant should be required to renew their license. Mr. Creighton explained the Planning Department has been running into issues with the Health Inspector and abutter complaints when we find out the applicant was approved for one thing and they have grown the business larger than what is allowed.

Ms. Dwyer suggested raising the cost of the home occupation application from \$50.00 to \$150.00.

VII. Christmas Tree Sales

Mr. Campbell explained the sale of christmas trees falls under farm stands which is only allowed in certain zones but not residential or highway commercial zones. He explained there have been issues with people selling trees in zones that it's not allowed.

The Board discussed allowing sales in the highway commercial zone with a Special Exception from the Zoning Board of Adjustment.

VIII. Airport Zoning – clean up

Mr. Campbell explained the issue is the Ordinance is citing a 1968 version on the Aviation Overlay. He said he recommends getting rid of the Aviation Overlay and use the Airport Special District. The Board was in agreement.

IX. Annual Meeting

A. Election of Officers

Mr. Campbell opened the nominations.

Mr. Walker nominated Mr. Sylvain for Chair, seconded by Mr. May.

A motion was made by Mr. Walker and seconded by Mr. Hamann to cease nominations. The motion carried unanimously.

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

Mr. Sylvain nominated Mr. Walker for Vice Chair, seconded by Mr. Collopy.

A motion was made by Mr. Walker and seconded by Mr. Hamann to cease nominations. The motion carried unanimously.

A vote was taken unanimously in favor of Mr. Walker as Vice Chair.

Mr. Walker nominated Mr. Kozinski for Secretary, seconded by Mr. Sylvain.

A motion was made by Mr. Walker and seconded by Mr. Hamann to cease nominations. The motion carried unanimously.

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

The officers are as follows:

Nel Sylvain, *Chair*

Dave Walker, *Vice Chair*
Matthew Kozinski, *Secretary*

B. Review of 2018

Mr. Campbell reviewed some of the applications and Zoning Ordinance amendments that were before them in 2018

C. Plans for 2019

Mr. Campbell provided the Board with a memo outlining everything that Staff will be working on in 2019.

X. Other Business

A. Master Plan (Transportation, Downtown, Vision, Land Use)

Mr. Campbell said the Transportation Master Plan will be completed this year and he will be putting money in the CIP for the Land Use Chapter and the Vision Chapter. He said the Vision Chapter should be done before the Land Use Chapter and he's not sure yet if it will be a Vision statement or plan.

B. Change Site Plan process/procedure for smaller projects

Mr. Campbell suggested that some smaller projects be reviewed administratively and not have to go before the Planning Board. Mr. Walker suggested staff put together a proposal for the Board to review.

C. Impact Fee update

Mr. Campbell told the Board he will have an update for them at the February workshop meeting.

XI. Adjournment

A motion was made by Mr. Walker and seconded by Ms. Dwyer to adjourn at 8:33 p.m. The motion carried unanimously.

Respectfully submitted,

Crystal Galloway,
Planning Secretary