

City of Rochester Planning Board
Monday May 6, 2019
City Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on May 20, 2019)

Members Present

Nel Sylvain, *Chair*
Robert May, *Vice Chair*
Matthew Kozinski, *Secretary*
Mark Collopy
Tim Fontneau
Donald Hamann
Mark Sullivan
Dave Walker

Members Absent

A. Terese Dwyer, excused

Alternate Members Present

Joyce Bruckner – arrived at 7:01
James Gray
Daniel Rines

Staff: Seth Creighton, *Chief Planner*
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 7:00 p.m.

The Planning Secretary conducted the roll call.

III. Seating of Alternates

Mr. Rines voted in place of Ms. Dwyer.

IV. Communications from the Chair

Mr. Sylvain informed the public of the survey available on the City website for the Transportation Master Plan and urged people to fill it out.

V. Approval of Minutes

A motion was made by Mr. Walker and seconded by Mr. Hamann to approve the April 15, 2019 meeting minutes. The motion carried unanimously.

VI. Consent Agenda

A. Groen Construction, 122 Meaderboro Road – 2-Lot subdivision Extension

B. Groen Construction, 122 Meaderboro Road – 8-Lot subdivision Extension

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

VII. Continued Applications

A. TSB Propertied, LLC, 124 Milton Road

Mr. Creighton informed the Board that the applicant had requested a continuance to the workshop meeting.

A motion was made by Mr. Walker and seconded by Mr. Hamann to continue the application to the May 20, 2019. The motion carried unanimously.

VIII. New Applications

A. Norman P. Vetter & Stacia R. Vetter Rev. Trust, 53 Allen Street

Scott Lawler of Norway Plains Associated presented the plan for a site expansion to add a third building. He told the Board stormwater management has been enhanced to accommodate the extra impervious coverage. Mr. Lawler explained where the slightly larger catch basin will be located.

Mr. Sylvain opened the public hearing; there was no one present from the public to speak so he brought the discussion back to the Board.

Mr. Creighton told the Board the applicant is requesting a waiver from Site Plan Regulation 13.A.1 for stormwater drainage which staff supports. He said staff recommends accepting the application as complete and approving the project.

A motion was made by Mr. Walker and seconded by Mr. Hamann to accept the application as complete. The motion carried unanimously.

A motion was made by Mr. Walker and seconded by Mr. Hamann to approve the stormwater waiver request. The motion carried unanimously.

A motion was made by Mr. Walker and seconded by Mr. Hamann to approve the site plan application. The motion carried unanimously.

B. Lilac Community LP, 41 Tebbetts Road

Mr. Creighton informed the Board that the applicant requested a continuance to the first meeting in June.

A motion was made by Mr. Walker and seconded by Mr. Hamann to continue the application to the June 3, 2019 meeting. The motion carried unanimously.

C. R & J 90 North Main, LLC, 90 North Main Street

Richard Pilla of Paramount Partners told the Board the property has been vacant for the past 18 months. He said Citizens Bank is proposing to consolidate their two locations and relocate to the proposed location. Mr. Pilla explained they are proposing to rehab the building with a new roof, siding, a handicap walkway, and an addition of a canopy for a drive-thru ATM.

Jason Hill of TF Moran explained the conditional use permit application to allow for a drive-thru. He further explained the site improvements they are proposing along with improvements to the parking lot and landscaping. Mr. Hill explained the entrance from North Main Street will be a one-way into the site. He said they are requesting a waiver from Site Plan Regulations for landscaping for the area between the site and the municipal parking lot.

Mr. Hill said they have completed a traffic study which showed minor spikes during peak hours and proposed striping the street with a "do not block" box at the North Main Street entrance.

Mr. Sylvain opened the public hearing; there was no one present from the public to speak so he brought the discussion back to the Board.

Mr. Creighton said staff supports the waiver request and recommends accepting the application as complete and approving the conditional use permit.

The Board discussed the possible impact to traffic and the possibility of using a "do not block" box striped on the pavement.

Mr. Gray said he would like the notice of decision to address snow storage because it has been an issue at this location. The Board discussed snow storage.

Mr. Walker asked if runoff into the river is a concern. Mr. Creighton said there is however, it is an existing condition so staff's hands are tied.

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

A motion was made by Mr. Fontneau and seconded by Mr. Walker to approve the landscaping waiver request. The motion carried unanimously.

A motion was made by Mr. Fontneau and seconded by Mr. Walker to approve the Conditional Use Permit. The motion carried unanimously.

A motion was made by Mr. Fontneau and seconded by Mr. Walker to approve the site plan with the noted conditions. The motion carried unanimously.

IX. Other Business

Mr. Creighton told the Board staff has been working on home occupation renewals as it was discussed at the Board's retreat meeting. He said staff has looked at surrounding community's procedures and fees. Mr. Creighton said the renewal is a way to keep track of who is still operating their home occupations and to make

sure they are still operating what was approved because there have been a few issues of businesses growing larger in scope than what they were approved for.

A motion was made by Mr. Sylvain and seconded by Mr. Collopy for an annual renewal with a fee of \$25.00.

Discussion – The Board discussed what the purpose of the renewal would be, how frequent should they be done, and what the fee should be.

The Board asked that staff get a copy of the Home Occupation Ordinance, a copy of the renewal form, and a draft letter that will be sent for the workshop meeting.

X. Adjournment

A motion was made by Mr. Walker and seconded by Mr. Hamann to adjourn at 8:14 p.m. The motion carried unanimously.

Respectfully submitted,

Crystal Galloway,
Planning Secretary