

City of Rochester Planning Board
Monday May 20, 2019
City Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on June 3, 2019)

Members Present

Nel Sylvain, *Chair*
Robert May, *Vice Chair*
Matthew Kozinski, *Secretary*
Terry Dwyer
Donald Hamann
Mark Sullivan
David Walker

Members Absent

Mark Collopy, excused
Tim Fontneau, absent

Alternate Members Present

Joyce Bruckner
James Gray
Daniel Rines

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 7:00 p.m.

The Planning Secretary conducted the roll call.

III. Seating of Alternates

Ms. Bruckner voted in place of Mr. Fontneau and Mr. Rines voted in place of Mr. Collopy.

IV. Communications from the Chair

There were no communications from the Chair.

V. Discussion/Review of Impact Fees

Mr. Campbell reminded the Board they had requested changes be made to reflect a square footage fee instead of a flat fee as well as looking at the waivers the Board had discussed.

Bruce Mayberry of BCM Planning explained he divided by the number of square footage of modern housing in Rochester to arrive at a more conservative fee.

Mr. May said he would like to see fees at the lower end of the scale; he would like a downtown exemption; and he would like a definition for impact fees in the Ordinance.

The Board discussed waivers and the length of time limits on them, and the fee schedule.

Ms. Dwyer asked why impact fees are being looked at for schools because the number of students is on the decline to the point they are talking about closing two of the smaller schools. Mr. Mayberry reminded the Board that the facilities are still there and they are capable of increasing in the number of students.

A motion was made by Mr. Sullivan and seconded by Mr. Hamann to accept option A for schools, Police, Fire, and Municipal Offices with the Library and Recreation being at \$0 at this time on the simplified fee schedule with an effective date of January 1, 2020. The motion carried by a 5 to 4 roll call vote.

The Board further discussed waiver options.

A motion was made by Mr. May and seconded by Mr. Walker to approve a waiver for downtown properties. The motion carried. Ms. Dwyer opposed.

A motion was made by Mr. Sullivan and seconded by Mr. Walker to approve a waiver for accessory dwelling units with the stipulation that they are reviewed two years. The motion carried unanimously.

VI. FY 20 CIP Discussion/Comments

The Board reviewed the material for the Fiscal Year 20 CIP.

Mr. May expressed his disappointment there isn't a higher priority for sidewalks.
Ms. Dwyer said she wished they had more money to get more roads upgraded more often.

VII. Opening Discussion/Comments

A. Public Comment

There was no one present from the public to speak.

B. Discussion of general planning issues

There were no issues to be discussed.

VIII. Approval of minutes

A motion was made by Mr. Walker and seconded by Mr. Hamann to approve the May 6, 2019 meeting minutes. The motion carried unanimously.

IX. Continued Applications

A. TSB Properties, LLC, 124 Milton Road

The applicant has requested that the application be continued to the first meeting in June.

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

X. Discussion regarding Home Occupations

The Board reviewed the material the Planning Department put together and briefly discussed.

A motion was made by Mr. Walker and seconded by Ms. Dwyer to recommend a change to the Zoning Ordinance for Home Occupations II and III to be renewed every three years with a \$25.00 fee.

There was further discussion regarding including home occupation I.

Mr. Walker moved to amend his motion to include all Home Occupations I, II, and III with the fee only applied to II and III. Mr. Hamann seconded. The motion carried unanimously.

XI. Discussion regarding Heritage Street & Trinity Circle

Mr. Campbell said surety for these two projects were discussed a while ago, because the bond for \$40,000 had expired for Heritage Street. He said Public Works went through the figures and came up with \$13,920.74. Mr. Campbell informed the Board that the developer has supplied a bank check for the amount however, the Board will have to vote on a reduction.

A motion was made by Mr. May and seconded by Mr. Walker to reduce the surety amount for Heritage Street from \$40,000 to \$13,920.74. The motion carried unanimously.

Mr. Campbell said the City does not have surety for Trinity Circle, the developer has given a bank check for \$131,097.63.

XII. Discussion on Ten Pines Miscellaneous Surety

Mr. Campbell said the City is still working on the smaller amounts of surety, but there is \$50,000 that was allocated for construction of sidewalks along Ten Rod Road that the State built. He said the State has sent an invoice for \$13,966.16. Mr. Campbell went on to say he is recommending the remaining amount be added to the DPW sidewalk fund.

A motion was made by Mr. Walker and seconded by Mr. Hamann to pull the surety for Ten Pines in the amount of \$50,000. The motion carried unanimously.

A motion was made by Mr. Walker and seconded by Mr. Hamann to recommend to the City Council they pay the State invoice of \$13,966.16 out of the surety funds. The motion carried unanimously.

A motion was made by Mr. Walker and seconded by Mr. Hamann to recommend to the City Council the remaining funds be used to construct a sidewalk on North Main Street in front of Domino's Pizza. The motion carried unanimously.

XIII. Review of April 2019 Surety and Inspections

Mr. Campbell gave an update on surety the City is holding. Mr. Sylvain requested that a representative from Public Works be at the next meeting to discuss the lack of inspections being completed.

XIV. Other Business

Mr. Sylvain asked for an update on the Kelmar subdivision. Mr. Campbell told the Board that nothing has been happening as far as work on the site, the City did receive an updated surety. He went on to say he met with the developer's engineer who said they were redesigning the project and they are waiting to submit to AOT and then they will come back to the Board with the changes. Mr. Campbell said the Board has to decide if it wants to wait and if the applicant doesn't move forward take action to pull the surety to fix the remainder of the work and revoke the subdivision approval.

XV. Adjournment

A motion was made by Mr. Walker and seconded by Ms. Dwyer to adjourn at 8:30 p.m. The motion carried unanimously.

Respectfully submitted,

Crystal Galloway,
Planning Secretary