

City of Rochester Planning Board
Monday August 8, 2022
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on September 12, 2022)

Members Present

Mark Collopy, *Chair*
Robert May, *Vice Chair*
Peter Bruckner
Keith Fitts
Paul Giuliano
Don Hamann
Mark Sullivan
Dave Walker

Members Absent

A. Terese Dwyer, *excused*
James Hayden, *excused*
Michael McQuade, *excused*

Alternate Members Present

Alexander de Geofroy
Matthew Richardson

Staff: Shanna B. Saunders, *Director of Planning & Development*
Ashley Greene, *Administrative Assistant II*

(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.)

I. Call to Order

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

II. Roll Call

The recording secretary, Ashley Greene, conducted roll call.

III. Seating of Alternates

Mr. Collopy asked Matthew Richardson to vote for Terry Dwyer.

IV. Communications from the Chair

There were no communications from the Chair.

V. Approval of minutes for July 25, 2022

David Walker made a motion to approve the minutes from July 25, 2022. Don Hamann seconded the motion. The motion carried by a unanimous voice vote.

VI. Opening Discussion/Comments (up to 30 minutes)

A. Public comment

There was no one from the public present for public comment.

B. Discussion of general planning issues

There were no discussion of general planning issues.

VII. Continued Applications:

- A. [Donna Johnson, Storybook Hollow ELP, 16 Whitehall Road](#) Site Plan for a day care center, a self-directed learning center for middle and high school students, and a teen parent program. Case# 126 – 15 – HS – 22 **Public Hearing ACCEPTANCE/FINAL ACTION***

Donna Johnson, owner of Storybook Hollow, presented the daycare application. Ms. Johnson explained that Storybook Hollow has been in existence for 22 years. Ms. Johnson explained that her daughter, Amber Baud, and co owner will be the director of the self-directed learning program. Ms. Johnson discussed the parking structure and the traffic flow going in one direction. Ms. Johnson explained the inside structure of the day care center, including seven rooms designated for the self-directed learning program. Ms. Johnson discussed having 16 preschool aged children. There is a fenced in play yard outback.

Ms. Saunders asked about fire protection requirements and the inspection that occurred. Ms. Johnson explained that the requirements per the fire department include adding a different ceiling to the unfinished upstairs to separate the older barn, emergency lights in the bathrooms, and a fire alarm system installed that is connected to the fire station.

Mr. Walker asked if the building was sprinkled? Ms. Johnson explained that it does not need to be sprinkled because there are plenty of egress, but once the entire place is finished it will be sprinkled.

Mr. Collopy asked about the possibility of lead paint on the property? Ms. Johnson explained that the building is sided and it is remodeled.

Mr. Collopy opened the public hearing. Seeing none, he brought it back to the board.

Ms. Saunders explained that the staff recommendations are the same as last meeting except for an additional general and subsequent condition for NFPA 101 Ed. 2018 for Day Care and Schools must be adhered to and a Fire Department inspection required prior to certificate of occupancy.

Mr. Collopy agreed with the signage indicating entrance and exit for the facility. Mr. Collopy advised the applicant to be mindful of any ambulances that need to get through to the hospital.

Mr. Walker asked if there was a dumpster on site? Ms. Johnson said there is no dumpster on site but there may be in the future depending on the trash needs for the facility. Mr. Walker explained that the dumpster will need to be screened should the applicant get one in the future.

Paul Giuliano made a motion to approve the day care center site plan with the conditions stated. Mr. Walker seconded the motion. The motion carried by a unanimous voice vote.

VIII. New Applications:

A. Student Transportation of America, 7 Wallace Street, LLC, 7 Wallace Street

Conditional Use Permit Application and Site Plan to park 20 school buses
Case# 120 – 303 – DC – 22 **Public Hearing ACCEPTANCE/FINAL HEARING***

Debra Coleman, General Manager of Student Transportation of America, and Carey Morin, Terminal Manager in Rochester, presented the application. Ms. Coleman explained that they have been providing bus transportation for 12 years and must relocate to this location. 7 Wallace Street will be a two-year lease for now and will park 20 or less buses. Ms. Coleman discussed that there will be no extra lighting, just what is already installed on the building. Ms. Coleman explained that there is a fence along the back of the property and they are currently working with the landlord to install a fence on the front of the property.

Mr. Collopy opened the public hearing. Seeing none, he brought it back to the board.

Ms. Saunders discussed the staff recommendations, include screening around the property. Under general and subsequent conditions the amount of the buses must not exceed 20, and if they need to expand they must seek a new location. Ms. Saunders explained the onsite fueling requirements that follow the NFPA.

Mr. Walker made a motion to accept the application as complete. Mr. Fitts seconded the motion. The motion carried by a unanimous voice vote.

Mr. Walker asked about drainage concerns on the site. Ms. Saunders explained that the applicant is not changing anything on the site so none of the new stormwater permits are needed. Mr. Walker expressed his concern with any leaks that could occur from the buses. Ms. Saunders explained that is why the applicant must follow the NFPA refueling.

Mr. May asked if there were any plans to install cameras on site. The applicant said yes.

Mr. Collopy asked for more information on how the refueling occurs. Ms. Coleman explained that it is done by Dennis Burke and they come to the parking lot with a fuel truck and it is filled with a fuel hose and they just go right down the line. Mr. Collopy asked what time this usually occurs at. Ms. Coleman said they are able to set it up in the evening and done between 9:00 p.m. and 10:00 p.m.

Mr. Collopy asked about the idling time for the buses in the winter. Ms. Coleman explained that there is a state idling limit time, so they are only running for a short period of time. Ms. Coleman explained that buses don't typically warm up until they are out on the road.

Mr. Giuliano asked how many buses they run in Rochester. Ms. Coleman said there are 19 buses.

Mr. Walker made a motion to approve the conditional use permit. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

Mr. Walker made a motion to approve the site plan application. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

**B. [Quantum Real Estate Group, Beaudoin Family Trust, 4 Norway Plains Rd](#) 3-lot
Minor Subdivision Case# 222 – 59-1 – HC – 22 Public Hearing **ACCEPTANCE/FINAL HEARING*****

Bob Stowell, of Trittech Engineering, presented the application on behalf of Beaudoin Family Trust. Mr. Stowell discussed the 3-lot minor subdivision located at the corner of Milton Road and Norway Plains Road that is a little over 1.5 acres. Mr. Stowell explained that the wetlands have been mapped on site. Mr. Stowell discussed the driveway placement for each lot; lot 1 would have its own driveway, and lots 2 and 3 would share a driveway.

Mr. Collopy opened the public hearing.

Ms. Saunders read an email from a Rochester resident.

“Good Afternoon Ashley,

I'm writing you to voice my concern if the above application is approved at tonight's Planning Board meeting. My family lives on Millers Farm Drive, which is located at the end of Norway Plains Road. My only concern is the possible increase in traffic by allowing more units on this lot. Norway Plains Road is the only route into this area of numerous residential properties. I hope the TRC and the Planning Board members examine the impact on this already heavily traveled residential road if this application is approved.

Thank you for your time and consideration.

Regards,

Brett Johnson”

Mr. Collopy closed the public hearing.

Ms. Saunders discussed the staff recommendations and that staff recommends the application can be accepted as complete.

Mr. Walker made a motion to accept the application as complete. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

Ms. Saunders discussed the conditions of approval, and the driveway layout changes that must be made. Ms. Saunders discussed staff receiving the easement documents for the shared driveway. Ms. Saunders said she would move the precedent condition pertaining to other permits to general and subsequent conditions.

Mr. Colopy expressed his concern with the water buildup near that parcel and asked the applicant to keep that in mind.

Ms. Saunders discussed the possibility of the moratorium that could be in place and the applicant needing to go before council to ask for a waiver for a pavement cut. Mr. Stowell understood and is willing to go before council to request the waiver.

Mr. May expressed his concern with traffic and the possibility of businesses going into this spot. Ms. Saunders explained that if there was a business going in to either of the lots they will need to come to the planning board with a site plan, but if it is residential they will just need a building permit.

Mr. Walker made a motion to approve the minor subdivision. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

IX. New Business

A. Rochester Main Street, 18 So Main Street Private Art Installation to be located on the southside of the Central Fire Station 37 Wakefield Street

Ms. Saunders discussed the proposed art installation that consist of four historic postcards that will be printed on vinyl and placed on the Central Fire Station facing City Hall and Shaw Park.

Mr. Giuliano made a motion to approve the art installation at the Central Fire Station. Mr. Walker seconded the motion. The motion carried by a unanimous voice vote.

B. City of Rochester Arts & Culture Commission, 33 Wakefield Street Private Art Installation to be located on the City Hall Annex building 33 Wakefield Street

Ms. Saunders discussed the proposed art installation that will consist of two paintings from a local artist in Concord and will be placed on the City Hall Annex building facing the City Hall Municipal Parking lot.

Mr. Walker made a motion to approve the art installation at the City Hall Annex building. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

X. Solar Ordinance Discussion

Ms. Saunders asked to have a better discussion on the Solar Ordinance in order to determine the majority and get a better direction for the ordinance.

Mr. Collopy discussed solar trackers that were placed on residential properties and how they did not seem as off putting. Mr. Collopy expressed that the board should only be concerned with safety, and setbacks.

Mr. Walker expressed his concern with the trackers being placed in the residential zones due to taking away from the essence of the neighborhood. Mr. Walker explained that the small ground trackers and roof top solar panels are a better fit for residential zones.

Mr. May suggested permitting the trackers in the residential zones by special exception, in order to be able to determine if they were inappropriate for the lot.

Mr. Bruckner expressed his support for Mr. May's suggestion on the special exception for a tracker.

Mr. Fitts said that he also supports Mr. May's suggestion for a special exception for the trackers. Mr. Fitts also explained that if a property owner is going to invest in a tracker they will likely place the tracker in a thoughtful spot on their property.

Mr. Bruckner expressed his concern with the height issue of the trackers.

Mr. Sullivan supported Mr. May's suggestion on requiring a special exception for the residential zone. Mr. Sullivan expressed his concern for more regulations surrounding the commercial zones due to the possibility of more trackers popping up in those zones.

Ms. Saunders explained how the solar ordinance is identifying commercial use for solar trackers.

Mr. Fitts asked for permits related to solar trackers or panels. Ms. Saunders said that she would collect that data for the next meeting.

Ms. Saunders discussed the characteristics of the solar trackers that are regulated by the ordinance and the esthetics.

Mr. Walker expressed his concern with having a minimum lot size for a tracker in the residential zones.

Mr. Richardson discussed the minimum lot size may not be needed as the tracker could not function properly because of shadows that could be cast onto it.

Ms. Saunders explained that there has been an exemption for solar infrastructures since 2006. The assessor's office explained that it does not add or decrease the value of someone's home or property. Mr. Saunders said that the Chief Assessor plans to be at the August workshop meeting.

Mr. Giuliano asked if there were any fire codes associated with the solar systems? Ms. Saunders said that she would inquire with the Fire Department.

XI. Other Business

A. Planning Update

Ms. Saunders said that the Hoffman and Slim's building has officially been demolished and the contractor explained that it would take about a week to clean up and then they would begin laying the foundation for the new building and are hoping to have some framing before winter. Ms. Saunders explained that the contractor is estimating an 18-month build.

B. Other

There was no other business.

XI. Adjournment

Mr. Walker made a motion to adjourn the meeting at 7:25 p.m. Mr. Giuliano seconded the motion. The motion carried by a unanimous voice vote.

Respectfully submitted,

Ashley Greene,
Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development