**City of Rochester Planning Board**

Monday February 23, 2015

City Council Chambers

31 Wakefield Street, Rochester, NH 03867

*(These minutes were approved on March 2, 2015)*

*Members Present*

Nel Sylvain, *Chair*

Rick Healey, *Vice Chair*

Matthew Kozinski, *Secretary*

Tim Fontneau

Charles Grassie

Robert Jaffin

Mark Sullivan

Dave Walker

Tom Willis

*Members Absent*

*Alternate Members Present*

James Gray

Fred Leonard

Robert May

Staff: James Campbell, Chief of Planning

 Crystal DeButts, 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. Election of Officers**

Mr. Campbell opened the nominations.

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

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

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

Mr. Walker nominated Mr. Healey for Vice Chair, seconded by Mr. Jaffin.

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

The vote was taken unanimously in favor of Mr. Healey 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. Jaffin 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

 Rick Healey, Vice Chair

 Matthew Kozinski, Secretary

**IV. Seating of Alternates**

No alternates were needed.

**V. Communications from the Chair**

Mr. Sylvain informed the Board the annual Spring Planning and Zoning Conference will be held on May 2nd.

**VI. Opening Discussion/Comments**

 **A. Public Comment**

There was no one from the public present to speak

 **B. Discussion of general planning issues**

Mr. Sylvain asked that Mr. Kozinski invite Jennifer Marsh, Economic Development Specialist to the workshop meeting in March.

**VII. Approval of minutes**

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to approve the January 12, 2015 meeting minutes. The motion carried unanimously.*

**VIII. Extension / Continued Applications**

 **A. 17 Glenwood Avenue**

Mr. Campbell stated the applicant plans on starting construction in the spring and is seeking an extension to August 5, 2015.

*A motion was made by Mr. Walker and seconded by Mr. Healey to approve the extension to August 5, 2015. The motion carried unanimously.*

 **B. David Thayer, 22 & 24 Farmington Road**

Mr. Campbell stated the applicant is asking for a one year extension due to being short on funds to complete the project.

Mr. Campbell said he recommends granting the extension with the stipulation that this be the last one.

*A motion was made by Mr. Walker and seconded by Mr. Jaffin to approve the one year extension with the stipulation this be the last extension. The motion carried unanimously.*

**IX. New Applications**

 **A. Frederick Zoeller, 9 Waverly Street**

Joel Runnels of Norway Plains Associates explained the applicant is seeking a four lot subdivision in order to create three new single family house lots. He went on to say the existing garage and sheds will be removed from the property.

Mr. Runnels said the applicant has also submitted a waiver request from the Subdivision Regulations section 5.12.1 – Electric, Telephone, and Cable Lines.

Mr. Sylvain opened the public hearing. There was one present to speak.

Mr. Sylvain said he would like the notice of decision to read the buildings are to be removed or meet setbacks and only one building per lot will be allowed.

Mr. Willis clarified the lots highlighted in pink and blue on the plan would have State Street addresses and the green and red highlighted lots would have Waverly Street addresses. Mr. Runnels said yes, that was correct.

Mr. Sylvain asked what the reason for the waiver request was. Mr. Runnels said the City Engineer made the recommendation so a new utility pole wouldn’t have to be set.

Mr. Walker asked if the existing curb cut on Bicycle Avenue would be removed. Mr. Runnels responded yes it would be removed and loamed and seeded.

Mr. Willis recommended there be a twenty-five foot overlay covering any underground utilities.

Mr. Fontneau suggested making it part of the Subdivision Regulations and not just on a case by case basis.

*A motion was made by Mr. Walker and seconded by Mr. Healey to grant the waiver request. The motion carried unanimously.*

*A motion was made by Mr. Fontneau and seconded by Mr. Grassie to accept the application as complete and approve with the conditions as stated. The motion carried unanimously.*

**B. Quantum Real Estate Group, LLC, 66 Rochester Hill Road**

Mr. Campbell informed the Board the applicant requested a postponement to the March 2nd meeting.

**C. Cox Overhead Door, 172 South Main Street**

Brian Cox of Cox Overhead Door said he’s been in business for three years. He said he is leasing this downtown space for storage only.

Mr. Sylvain opened the public hearing. There was no one present to speak.

Mr. Willis asked if there was any office space at this location. Mr. Cox said no, it is just being used for storage.

Mr. Sullivan asked the applicant why he wasn’t applying for a warehouse instead of a trade shop. Mr. Cox said it’s because he would like the option to be able to do product assembly if necessary.

*A motion was made by Mr. Fontneau and seconded by Mr. Grassie to approve the application. The motion carried unanimously.*

**X. Other Business**

 **A. Recommendation for re-appointment of Rick Healey to the Historic District Commission**

*A motion was made by Mr. Walker and seconded by Mr. Jaffin to re-appoint Mr. Healey to the HDC. The motion carried unanimously.*

**B. Other**

Mr. Walker asked Mr. Campbell what the status is regarding revoking the approval for Ebony Lane. Mr. Campbell said he needs to consult with the City Attorney and will update the Board once he has done so.

**XI. Adjournment**

*A motion was made by Mr. Walker and seconded by Mr. Grassie to adjourn at 7:30 p.m. The motion carried unanimously.*

Respectfully submitted,

Crystal DeButts,

Planning Secretary