**City of Rochester Planning Board**

Monday August 3, 2015

City Council Chambers

31 Wakefield Street, Rochester, NH 03867

*(These minutes were approved on September14, 2015)*

*Members Present*

Nel Sylvain, *Chair*

Rick Healey

Matthew Kozinski, Secretary

Charles Grassie, Jr.

James Gray

Robert Jaffin

Mark Sullivan

Dave Walker

*Members Absent*

Tim Fontneau, excused

Tom Willis, excused

Fred Leonard, absent

*Alternate Members Present*

Robert May

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. May voted in place of Mr. Fontneau.

**IV. Communications from the Chair**

There were no communications from the Chair.

**V. Approval of Minutes**

*A motion was made by Mr. Walker and seconded by Mr. Kozinski to approve the July 13, 2015 meeting minutes. The motion carried unanimously.*

**VI. Extension/Continued Applications**

 **A. The Townhomes at Highfield Commons, Fillmore Boulevard**

Mr. Creighton explained the applicant asked for a continuance. He said he recommends continuing to the September 14th meeting.

Mr. Sylvain said the applicant was given a list of things to be completed as part of the last approval and most of the items have not been addressed yet.

Mr. Sullivan asked if any Certificates of Occupancy would be issued. Mr. Creighton said no, not until all the items have been completed.

*A motion was made by Mr. Walker and seconded by Mr. Grassie to continue the application to the September 14, 2015 meeting. The motion carried unanimously.*

**VII. Approval for building architectural elevations for Little Quarry**

Mr. Creighton explained as part of the original notice of decision anytime the developer changes the architectural renderings they need to get Planning Board approval.

Mr. Sylvain asked what type of materials they will be using. Mr. Creighton said he wasn’t sure, but could make a condition in the notice of decision that only originally approved materials may be used.

Mr. May asked if the developer is replacing a previous design. Mr. Creighton said no, the new designs would just give them more styles to choose from.

*A motion was made by Mr. Walker and seconded by Mr. Jaffin to approve the architectural elevations with the condition only originally approved materials are used. The motion carried unanimously.*

**VIII. Other Business**

Mr. Sullivan asked if all the Ordinance updates the Planning Staff has been working on have been updated on the City’s website and with the City Clerk’s office. Mr. Creighton explained the Planners have met with the City’s Legal Council and the updated documents are almost ready to be posted.

**IX.** **Adjournment**

*A motion was made by Mr. Walker and seconded by Mr. Grassie to adjourn at 7:11 p.m. The motion carried unanimously.*

Respectfully submitted,

Crystal Galloway,

Planning Secretary