**City of Rochester Planning Board**

Monday June 16, 2014

City Council Chambers

31 Wakefield Street, Rochester, NH 03867

*(These minutes were approved on July 7 , 2014)*

*Members Present*

Nel Sylvain, *Chair*

Rick Healey, *Vice Chair*

Tim Fontneau

Robert Jaffin

Matthew Kozinski

Mark Sullivan

Dave Walker

*Members Absent*

Gregory Jeanson, absent

Fred Leonard, absent

Charles Grassie, excused

*Alternate Members Present*

James Gray

Thomas Willis

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. Seating of Alternates**

No alternates were in attendance.

**IV. Communications from the Chair**

Mr. Sylvain congratulated Mr. Willis on becoming a full member of the Board.

**V. Opening Discussion/Comments** (up to 30 minutes)

## A. Public comment

There was no one from the public present to speak.

## B. Discussion of general planning issues

Mr. Sullivan asked the Board their thoughts on suspending the 24-hour notice to the Planning Board for Minor Site reviews or Administrative decisions where any one Board member can bump it up. Mr. Sylvain stated in the past project were being approved administratively without the Boards knowledge, but he doesn’t have a problem as long as there is a representative from the Planning Board on the Committee. Mr. Walker said he has an issue because of the problems they had in the past.

Mr. Campbell informed the Board the Minor Site Committee does make final decisions, however they can also bump the project to full Planning Board review if they feel it’s necessary.

Mr. Fontneau said it used to take the majority of the Planning Board not just one member in order to bump a project to full review. Mr. Willis agreed with Mr. Walker, stating the current process has worked well.

There was discussion between the Board members regarding legal issues as well as whether or not it should be the consensus of the Board rather than one member to bump up the project to full review.

The Board as a whole decided to leave the Minor Site process the way it is, unless a member is abusing the process.

**VI. Green Infrastructure / Stormwater Regulation Rewrite: Discussion regarding Initial Review and Next Steps**

Seth Creighton, Staff Planner stated they came before the Board last month with the consultants, who have now done their review and submitted a synopsis in order to get the Planning Boards input. Mr. Creighton went over the two options. Option A: Three stand-alone documents, which would include improving the existing regulation structure, by creating three documents each with stormwater management and erosion control regulations, or Option B: One stand-alone document (Chapter 50) and two reference documents, which is similar to the current structure of Chapter 50, however the Site Plan and Subdivision Regulations would include minor information and provide reference to Chapter 50 and other standards.

The Board discussed who would have authority, as the Planning Board doesn’t have authority over Chapter 50. Mr. Jaffin said Chapter 50 needs to have enabling dialogue added to it which essentially states that Chapter 50 is owned by DPW, but changes/alterations are to be considered /made concurrently with the Planning Board. He also said Chapter 50 is to be the single master document.

Mr. Jaffin suggested choosing Option B, but with changes made to Chapter 50. The Board agreed.

**VII. Update on Trinity Circle**

Gretchen Young, City Engineer informed the Board the City Attorney is putting together the items needed in order to get the road accepted at the July 1st City Council meeting. Ms. Young went on to say the number one priority is the pump station, which Public Works has full control of now. She stated the consultant the City hired has estimated $20,000 to fix the pump station.

Mr. Sylvain asked if the road would be paved by fall. Ms. Young responded yes, that is the goal.

Mr. Sullivan asked why the pump station is a priority over paving the road. Mr. Campbell explained the road can still be accepted before the paving is done and that way the residents would be able to get city services.

The Board also discussed placing a lien on the property owned by the developer.

Mr. Sylvain asked if Ms. Young or Mr. Campbell had updates on any of the other projects the City is holding surety for.

Mr. Campbell explained he is working with the City Attorney to start the process of turning surety money over to the State for the North Main Street McDonald’s and the Paul Chapman subdivision. Mr. Sylvain requested that Mr. Campbell check with the Finance Committee to see if the City could use the money for the Chapman subdivision to fix the problems with the road. Mr. Campbell stated he would look into it.

**VIII. Approval of Minutes**

*A motion was made by Mr. Walker and seconded by Mr. Kozinski to approve the June 2, 2014 meeting minutes. The motion carried unanimously.*

**IX. Discussion on the Sign Ordinance**

Jim Grant, Director of Building, Zoning, Licensing Services stated Michelle Mears, Staff Planner has been

Working on the Sign Ordinance. He went on to say she’s taken ICC’s International Sign Ordinance and is

adjusting it to fit into the City’s Sign Ordinance. He stated this will not be an easy document, but we will

have a draft together for the Board for the meeting in July.

Mr. Sylvain stated the biggest issue is going to be electronic signs. He said he understands some of the

Councilors don’t want them at all, but the Board may not be able to stop them, however there can be

limits put on them. Mr. Walker said the issue with the electronic signs is the flashing and the blue and red

colors.

Mr. Sullivan asked if they are taking the ICC Ordinance and incorporating it into our Ordinance. Mr. Grant

said no, Ms. Mears has put together a list of signs and is adding which zones they will be permitted in.

Mr. Campbell stated Ms. Mears is taking the ICC’s Ordinance and incorporating it in our Ordinance.

Mr. Sylvain we don’t want to deter what the HDC or Downtown signs are suppose to look like.

The Board discussed a requirement for sign height.

Mr. Grant brought up the some areas of concern to the Board including an error with the colors on the

new zoning map in the Downtown Commercial area from Studley’s to Spaulding High School; in Table

19a – Neighbor Mixed Use, both the minimum and maximum height of a building is 20 feet; Special

Exception for cell phone towers, there is a chart that tells where they are permitted. He said the list and

chart that was in the old ordinance is not in the new ordinance; Table 19b, dimensional standards is

misleading regarding the square footage needed.

**X. Other Business**

Mr. Campbell reviewed the changes made to the definitions. The first was to existing manufactured housing parks, Mr. Campbell asked the Board if they wanted to keep the minimum width of 13 feet. Also if they wanted the maximum coverage changed from 25% to 35%. The Board discussed the two issues, as well as setbacks and fire codes.

The second item Mr. Campbell made a change to was for Commercial Vehicles; stating those weighing over 26,000 gvw would be permitted only by a Special Exception.

Mr. Campbell said the last item to be adjusted was the glare or light; now stating all exterior lights shall be designed, located, installed and directed in such a manner so as to prevent glare and objectionable light trespass onto neighboring properties or roads.

*A motion was made by Mr. Walker and seconded by Mr. Jaffin to forward the changes of Chapter’s 42 & 43 to the City Council. The motion carried unanimously.*

**XI. Adjournment**

*A motion was made by Mr.* Walker *and seconded by Mr. Healey to adjourn at 9:00 p.m. The motion carried unanimously.*

Respectfully submitted,

Crystal DeButts,

Planning Secretary