**City of Rochester Planning Board**

Monday January 23, 2017

Retreat

Community Center, Conf. Room 1A

150 Wakefield Street, Rochester, NH 03867

*(These minutes were approved on February 6, 2017)*

*Members Present*

Dave Walker, *Vice Chair*

Matthew Kozinski, *Secretary*

Tim Fontneau – arrived at 6:36pm

Rick Healey

Robert Jaffin

Robert May

Tom Willis – arrived at 6:49pm

*Members Absent*

Nel Sylvain, excused

Mark Sullivan, excused

*Alternate Members Present*

James Gray – arrived at 6:36pm

Deborah Shigo

*Others Present*

Jennifer Marsh, Economic Development Specialist

Seth Creighton, Chief Planner

Michelle Mears, Planner I

Owen Friend-Gray, City Engineer

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. Walker called the meeting to order at 6:35 p.m.

The Planning Secretary conducted the roll call.

**III. Planning Board Roles, Responsibilities, Procedures**

Liz Durfee from Strafford Regional Planning Commission did a presentation regarding Planning Board basics. She explained RSA 673, Land Use Boards and said a Board cannot have two members from the Conservation Commission it.

Ms. Durfee went on to explain RSA 91-A “Meetings” and explained a draft copy of the minutes taken at the meeting must be available within five days of the meeting; she also said a written decision must be on file within five days.

She said if the Master Plan is more than five to ten years old it should be worked on to update it and explained the two required sections of the Master Plan are Vision and Land Use.

Ms. Durfee explained what must be included in a Site Plan application and the general overview of the typical application process. She also said the Planning Board can approve a project before a Variance is granted if needed; and added to make sure motions and decisions are clear.

Ms. Durfee briefly explained RSA 155-E “Land Excavation”. She also informed the Board that Driveway Permits fall under the purview of the Planning Board.

Mr. Campbell said the Board tends to accept the applications as complete late in the process and said they need to start accepting them sooner. He went on to say the Board needs to add findings of fact the notices of decisions because it would help if a project ever has to go to court.

Mr. Fontneau said sometimes there’s a misunderstanding between accepting an application as complete and approving it.

Mr. Walker asked if the Board will still be able to get further information if they accept an application as complete. Mr. Campbell said yes and explained they would not be approving the application and they would be able to ask for further information.

**IV. Technical Review Group – Who are they and what do they do?**

Mr. Campbell said he thought it would be a good idea to have Seth Creighton, Chief Planner and Owen Friend-Gray, City Engineer to give an update to the Board as to what the Technical Review Group does.

Mr. Creighton explained to the Board there’s a list of design guidelines, sixteen sections about development standards and said there are certain sections that he and Mr. Friend-Gray look at closely. He said every property should have three sides that are landscaped and maintained.

Mr. Creighton also explained the rules they have to look at including for pedestrian and bicycle traffic.

Mr. Friend-Gray said he has approximately 200 points that he has to look at and it takes him about eight to twelve hours to review each project. He said the first is the road; will it be public or private, and then has to determine if a traffic study will be needed. The second is if there is city water available for the project.

Mr. Creighton and Mr. Friend-Gray passed out a subdivision plan that had recently been approved as an example which they went through with the Board and explained what they look at.

There was some discussion with the Board members and Staff. Mr. Willis said the project should not have been approved but the developers Engineer said they needed the nine lots; the Planning Board said okay, but here’s what you have to do. He added that he commends staff for the work that they are doing.

Mr. Fontneau said he definitely has more reservations about approving the subdivision.

Mr. Willis suggested putting something in the Subdivision Regulations requiring a Home Owners Association.

Mr. Jaffin said no one knows the amount of time spent on a project from the time the application is submitted to the time of the Planning Board meeting. He asked if impact fees could be imposed on these subdivisions.

Mr. Willis suggested getting water quality tests done also.

**V. Update from Economic Development Department**

Jennifer Marsh, Economic Development Specialist started by thanking the Board for working with the businesses within the City.

Ms. Marsh said they have been working on the Economic Development Strategic Plan. She went on to say the REDC is working on recommendations for zoning changes; they are looking at Route 125 first.

Ms. Marsh said they are also working on form based zoning, brew pubs, and lessening height restrictions for downtown.

**VI. Discussion on Impact Fees and what the fees could be used for**

Mr. Campbell said Councilor Varney suggested impact fees to help with schools but told the Board the money can be used for a number of things.

He said they would need to hire a consultant to make up the methodology to determine costs of impact fees.

Mr. Walker suggested getting the City Council to give a preliminary vote to see if they will support this.

Mr. Jaffin said he would like to see the impact fees used on commercial corridors (Routes 108, 125, and 11).

There was a brief discussion on what the money could be used for. Mr. Campbell asked if the Board wants to send a memo to the City Council; the answer was yes.

**VI. Annual Meeting**

 **A. Election of Officers**

Mr. Walker opened the nominations.

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

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

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

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

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

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

Mr. Walker nominated Mr. Kozinski for Secretary, seconded by Mr. Healey.

*A motion was made by Mr. Jaffin and seconded by Mr. Willis 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*

 Dave Walker, *Vice Chair*

 Matthew Kozinski, *Secretary*

**B. Review of 2016**

Mr. Campbell said 2016 was a very busy year. Mr. Walker said he doesn’t want to repeat the issues they had with the Quail Drive subdivision.

 **C. Plans for 2017**

The Board will be working on the Master Plan the CIP, the Downtown Master Plan, Impact Fee methodologies, and visits to a few of the site plan and subdivisions they have approved over the past year.

**VII. Other Business**

Mr. Jaffin asked the Board to think about where they would want a railroad station.

**VIII. Adjournment**

*A motion was made by Mr. Willis and seconded by Mr. Jaffin to adjourn at 9:40 p.m. The motion carried unanimously.*

Respectfully submitted,

Crystal Galloway,

*Planning Secretary*