

**City of Rochester Planning Board**  
Monday October 22, 2018  
City Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
(These minutes were approved on November 5, 2018)

Members Present

Nel Sylvain, *Chair*  
Dave Walker, *Vice Chair*  
Matthew Kozinski, *Secretary*  
Mark Collopy  
Donald Hamann  
Robert May  
Mark Sullivan

Members Absent

Terry Dwyer, excused  
Tim Fontneau, excused  
Joyce Bruckner, absent  
James Gray, excused

Alternate Members Present

Staff: James Campbell, *Director of Planning & Development*  
Crystal Galloway, *Planning Secretary*  
Michelle Mears, *Senior Planner*

Others present: Karen Pollard, *Economic Development Manager*  
Molly Meulenbroek, *Chair of the Historic District Commission*

(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.)

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Mr. Sylvain called the meeting to order at 7:01 p.m.

The Planning Secretary conducted the roll call.

**III. Seating of Alternates**

There were no alternates present.

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**IV. Discussion on possible amendments to the Site Plan & Subdivision Regulations and Zoning Ordinance regarding density amendments and Historical District Ordinance amendments**

Ms. Mears reminded the Board that consultant BendonAdams has been working on the project with an emphasis on downtown revitalization and the historic district and went on to discuss the changes of the Historic District Design Guidelines. She said currently single family and duplex homes within the historic district are exempt from review but under the proposed changes that will no longer be the case. Mr. Walker cautioned to make sure Rochester's historic district isn't as strict as Portsmouth's.

Ms. Mears said it is proposed that signs, alterations to non-street facing facades and color are to be approved by the administration and not have to go before the Historic District Commission. Ms. Meulenbroek added applicants will be able to get administrative approval as long as they meet the design guidelines. Mr. May asked if replacing a roof would need approval from the HDC. Ms. Mears explained they would however, it can be done administratively if there is an emergency. Ms. Mears went on to talk about needing a permit through the HDC for demolition. Mr. May asked if approval is needed now and if the applicant has to submit two applications, one for the Building Department and one for the HDC. Mr. Campbell explained it would only be one application and further explained how our software works. Mr. May asked if the homeowners have been notified of the proposed changes. Ms. Meulenbroek said they have not been at this point. Mr. Collopy asked if demolition meant for porches too. Ms. Meulenbroek said no it would just be for a whole building or home.

There was discussion regarding streamlining the process and possibly holding a joint meeting if needed.

Ms. Mears went on to talk about demolition by neglect. She said it would give the HDC authority to go the Code Enforcement Officer to start the enforcement process. Ms. Meulenbroek further explained one individual wouldn't have authority, they would have to make the complaint as a Commission.

Chris Bendon of BendonAdams was available by phone to discuss the proposed changes to the Site Plan and Subdivision Regulations.

Mr. Bendon discussed parking changes and limiting large tenants to twenty parking spaces in the downtown area.

Ms. Mears went on to talk about density and uses. She said it is proposed to allow four and five story mixed use buildings. Karen Pollard, Economic Development Manager explained to the Board that developer are excited that some of the barriers are coming down.

Ms. Mears talked about single family homes in the downtown, she said they are currently permitted but it is proposed as not allowing any new single family homes.

There was some discussion of allowing five story buildings and hotels in the downtown.

Mr. Campbell explained once the city gets the density in downtown there will be a need for commercial development.

Mr. Bendon told the Board to keep in mind there is a lack of interest in the downtown but there is a thirst for it. He said the amendments need to be made every now and then to keep things fresh and moving in the right direction.

The Board discussed and decided to set a public hearing for the Site Plan and Subdivision Regulation amendments for the workshop meeting in November and to send a recommendation to the City Council for the amendments to the Historic District Guidelines and Zoning Ordinance at its regular meeting in November.

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## **XII. Other Business**

There was no other business to discuss.

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## **XIII. Adjournment**

*A motion was made by Mr. Walker and seconded by Mr. Hamann to adjourn at 8:12 p.m. The motion carried unanimously.*

Respectfully submitted,

Crystal Galloway,  
*Planning Secretary*