



HISTORIC DISTRICT COMMISSION

Minutes

City of Rochester

Wednesday, September 9, 2020 at 7:00 pm

City Hall Annex (second floor conference room)

33 Wakefield Street, Rochester, NH

Teams Meeting

(These minutes were approved on January 20, 2021)

Members Present

Molly Meulenbroek, *Chair (Teams)*
Martha Wingate, *Vice Chair (Teams)*
Peter Bruckner (Teams)
Marilyn Jones (Teams)
Matt Winders, *Alternate (7:01)*
Mayor, Caroline McCarley (Teams)

Members Absent

Nancy Dibble (Teams)

Present:

Michelle Mears Senior Planner, Shanna Saunders, Director of Planning and Development, Sonja Gonzalez Chief Information Officer, Stacey Marchionni- Revolution Tap and Grill

Preamble for Historic District Commission Meetings during COVID-19

Good Evening, as Chairperson of the (Historic District Commission), I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) Providing public access to the meeting by telephone: At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any

person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. This is currently set to allow the public to “listen-in” only, there will be no public comment taken during the meeting.

Phone number: 1-857-444-0744

Conference code: 689461

b.) Public Access Troubleshooting: If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

c.) Public Input: Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- Mail: Planning Department/Public Input, 33 Wakefield Street, Rochester, NH 03867 (must be received at least three full days prior to the anticipated meeting date)
- email michelle.mears@rochesternh.net or PublicInput@rochesternh.net (must be received no later than 4:00 pm of meeting date)
- Voicemail 603-335-1338 (must be received no later than 12:00 pm on said meeting date in order to be transcribed)

Please include with your correspondence the intended meeting date for which you are submitting. All correspondence will be included with the corresponding meeting packet (Addendum).

d.) Roll Call: Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Molly Meulenbroek, Chair present, Martha Wingate, Vice Chair present, Peter Bruckner present, Marilyn Jones present, and Matt Winders present.

Matt Winders is voting as an alternate member for Nancy Dibble.

I. The meeting was Called to Order at 6:56 pm by Mrs. Meulenbroek

II. Approval August 12, 2020 Meeting Minutes

The minutes from August 12, 2020 were approved by a motion from Mr. Bruckner and Mrs. Wingate seconded. All voted in favor by roll call Mrs. Meulenbroek, Chair, Mrs. Wingate, Vice Chair, Mr. Bruckner, Mrs. Jones, and Mayor McCarley.

III. Amendment for 61 North Main Street, Revolution Taproom and Grill- Certificate of Approval for exterior chimney for pizza brick oven. Case# HDC 121-371– DTC – 20

The owner of Revolution Tap and Grill Stacey Marchionni presented his application to the HDC. The Revolution Tap and Grill is changing the business model due to COVID and would like to

have a brick oven pizza oven which requires a steel system class a heat rated high temps of pizza oven direct vent works best. The chimney will be in black matte finish with a logo that states wood fire pizza it will run straight up the front façade. This was the option that makes the most economic sense because of the automatic gas shut off.

Mayor McCarley moved to accept proposal amendment to the original Certificate of Approval Ms. Wingate seconded.

All voted in favor by roll call Mrs. Meulenbroek, Chair, Mrs. Wingate, Vice Chair, Mr. Bruckner, Mrs. Jones, and Mayor McCarley

This was not voted on in the meeting. Applicant did not submit additional information.

IV. Administrative Approval

Ms. Mears reviewed the administrative approvals which included the Collec-tiques, 16 Wakefield, and 69 Wakefield Street.

- **Collec-tiques 56 North Main Street Rochester, NH Map 121 Lot 15-0006, Downtown Commercial Zone and Historic Overlay District Wall Sign**
- **16 Wakefield Street Rochester, NH Map 121 Lot 15-0006, Downtown Commercial Zone and Historic Overlay District - reroofing project**
- **69 Wakefield Street, Certificate of Approval for ground mounted sign. Case# HDC 116-204-10– DTC – 20 –changed sign to meet requirements of HDC Design Guidelines.**

V. Certified Local Government Grant- Request For Proposal

Shanna Saunders the new Planning and Development Director for the City of Rochester introduced herself to the HDC. She previously worked for the City of Somersworth and City of Laconia. She has worked closely with Historic District Commissions over the years and is looking forward to working with Rochester’s HDC. She presented the draft changes to the CLG RFP that would model work that has been completed in Somersworth. She will be working on updating the RFP and contacting NHDHR to see if the changes would still fit into the scope of the grant award.

Ms. Muelenbroek reminded the Commission the reason that the HDC applied for the CLG grant was to inventory the residential properties along Wakefield Street.

VI. Murals Draft Zoning Language

There are a few changes to the murals ordinance that will be brought to the Planning Board which includes the area that murals are allowed.

VII. Other Business/Non-scheduled Items

Mrs. Mears last day with the City of Rochester will be September 18, 2020. The Downtown Master Plan has been completed and the work will be continued on by the Steering Committee. Mayor McCarley mentioned how implementation is key to the success of downtown. There is a lot of momentum for the work that has been done and will continue.

VIII. Adjournment

A motion was made by Mr. Bruckner to adjourn the meeting at 7:31 pm. All voted in favor.

Respectfully submitted,

Michelle Mears, AICP
Senior Planner