

City of Rochester Planning Board
Monday February 24, 2020
City Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on March 2, 2020)

Members Present

Nel Sylvain, *Chair*
Mark Collopy, *Vice Chair*
Terry Dwyer
Robert May
Mark Sullivan
David Walker

Members Absent

Tim Fontneau, *excused*
Daniel Rines, *excused*

Alternate Members Present

Donald Hamann

Staff: James B. 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. Sylvain called the meeting to order at 7:00 p.m.

The Planning Secretary conducted the roll call.

III. Seating of Alternates

There were no alternates.

IV. Communications from the Chair

There were no communications from the Chair.

V. Opening Discussion/Comments

A. Public Comment

There was no one present from the public to speak.

B. Discussion of general planning issues

There were no issues to be discussed.

VI. Approval of minutes

A motion was made by Mr. Walker and seconded by Ms. Dwyer to approve the February 3, 2020 meeting minutes. The motion carried unanimously.

VII. Consent Agenda

A. Nantucket Beadboard, 109 Chestnut Hill Road – Request for an extension to meet precedent conditions.

A motion was made by Mr. Walker and seconded by Ms. Dwyer to approve the consent agenda. The motion carried unanimously.

VIII. Amendment to Chapter 275 of the General Ordinance regarding Temporary Use Shelters

Mr. Campbell told the Board this is a petition put in by Councilor Hutchinson for the Board's recommendation. He said it is an amendment to the ordinance that would allow for temporary use shelters up to 15 days total, permitted in the Highway-Commercial zone and by Special Exception in the Downtown Commercial, Office Commercial general Industrial, and Hospital Special zones.

A motion was made by Mr. Walker and seconded by Mr. Collopy to make an amendment to 30 days from 15 days. After further discussion the motion was withdrawn.

Ms. Dwyer said she is concerned with it only being 15 days because we never know what the weather will be like in New Hampshire. Mr. Campbell said the hopes are that more organizations will step up instead of just relying on one.

Mr. Hamann said he thought the City Attorney said it could only be 15 days because of State Statute. Adding it would become a full shelter after 15 days.

Mr. Sullivan asked how the ordinance amendment came about because there is already an inclement weather permit available. Mr. Campbell said he believes with the permit it's only a total of 6 days that are allowed. Mr. Campbell went on to say the Council is trying to make it clean by putting it in the ordinance.

The Board went on to discuss life safety codes, the length of time the temporary shelter can be open, and what the temperature would trigger the opening of the shelter.

Ms. Dwyer said the amendment is not well written. She said it needs to be clearer and very black and white and cannot support the amendment at this time.

Mr. Hamann clarified this ordinance is for each entity that applies. He went on to say they can't get enough volunteers to show up to the city shelter.

Ms. Dwyer asked how much it will cost the private entities that want to open as a temporary shelter, and how long would it take to go through the approval process.

Mr. Walker suggested the Board make amendments to the proposed ordinance. Mr. Campbell said they can recommend changes be made and the Board wants to see it back after the changes have been made.

The recommendations the Board would like to make is allow 30 days; the temporary use shelter is for each entity; at the end of the first paragraph if they meet the allowed days they would need to be classified as a full shelter and would need to seek approval; eliminate the special events permit.

A motion was made by Mr. Walker and seconded by Mr. Collopy not to recommend the amendment as written. The motion carried. Mr. Walker and Mr. May opposed.

Mr. Campbell will take the Boards comments from the meeting and submit a memo to the City Council.

To review the full discussion: <https://rochesternh.viebit.com/player.php?hash=YgiuWUkT1q61#>

IX. Amendment to Site Plan Regulations Article II Section 3 “Special Site Review Committee”

Mr. Campbell reviewed the proposed changes with the Board. He said the Fire Department and Economic Development is being added under “membership”; under committee actions “the Special Review Committee is empowered to act on waiver for these applications” is being added; and building additions or new buildings up to 10,000 square feet is being added.

There was a brief discussion about waiver requests under the minor site review. Mr. Walker said he thought if a project needs a waiver it’s no longer minor and it needs to go to full Planning Board review.

The changes that were discussed will be made and brought back for a public hearing at a later date.

X. Escrow Release for Barbaro Drive Trust, Secretariat Estates Phase II, Map 250 Lot 25

Mr. Campbell explained the applicant has requested a full surety release in the amount of \$61,448.31. He said staff supports the request and has been signed off by the necessary departments.

A motion was made by Mr. Collopy and seconded by Mr. Walker to release the bond in the full amount of \$61,448.31. The motion carried unanimously.

XI. Review of January 2020 Surety and Inspections

Mr. Campbell review the list of inspections completed by both Public Works and the Planning Department. He went on to review the surety list, informing the Board that the three sureties that are going to expire or have just recently expired have all been renewed and will be reflected on the February list.

XII. Other Business

Mr. Campbell informed the Board they will be reviewing the CIP book at the March workshop meeting.

Mr. Campbell announced census letters will be going out in March and urged everyone to complete them.

Mr. Sylvain reminded the Board about the upcoming Spring Planning & Zoning Conference and told the members if they are interested in attending to let the Planning Secretary know.

X. Adjournment

A motion was made by Mr. Walker and seconded by Ms. Dwyer to adjourn at 8:04 p.m. The motion carried unanimously.

Respectfully submitted,

Crystal Galloway,
Planning Secretary