

**City of Rochester Planning Board**  
Monday August 3, 2020  
City Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
*(These minutes were approved on August 17, 2020)*

**Members Present**

Nel Sylvain, *Chair*  
Tim Fontneau  
Robert May  
Mark Sullivan  
Dave Walker

**Members Absent**

Mark Collopy, excused  
Daniel Rines, excused  
A. Terese Dwyer, excused

**Alternate Members Present**

Donald Hamann  
Peter Bruckner

Staff: Seth Creighton, *Interim Director of Planning & Development/Chief Planner*  
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.)

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Mr. Sylvain called the meeting to order at 7:00 p.m. and made the following statement:

Good Evening, as Chairperson of the Planning Board 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: 857-444-0744**  
**Conference Code: 843095**

**b.) Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email [crystal.galloway@rochesternh.net](mailto:crystal.galloway@rochesternh.net) or call 603-335-1338.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name and ward, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Planning Board members are required to state their name each time they wish to speak.

The Planning Secretary conducted the roll call. All Planning Board members were present with the exception of Mr. Rines, Ms. Dwyer, and Mr. Collopy who were excused. In addition, all Planning Board members indicated that they were alone in the location from which they were connecting remotely.

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### III. Seating of Alternates

Mr. Bruckner voted in place of Mr. Collopy.

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### IV. Communications from the Chair

There were no communications from the Chair.

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### V. Approval of Minutes

*A motion was made by Mr. Walker and seconded by Mr. May to approve the July 6, 2020 meeting minutes. The motion carried unanimously by a roll call vote.*

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### VI. Consent Agenda

**A. Golden Oaks Development, LLC, Freedom Drive**

**B. 119 Flagg Road Development, LLC, Matildas Way**

**C. Robert & Denise Higgins, 28 Western Avenue**

**D. City of Rochester, 145 Airport Drive**

**E. Cornerstone VNA, 178 Farmington Road**

**F. Waste Management of NH, Inc., Rochester Neck Road**

*A motion was made by Mr. Walker and seconded by Mr. Bruckner to approve the consent agenda. The motion carried unanimously by a roll call vote.*

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## **VII. Continued Applications**

### **A. Thomas & Dianne Aubert, 828 Portland Street**

Christopher Berry of Berry Surveying & Engineering explained the changes to the phasing plan that were a result of discussions from the last meeting. He said he also met on site with Planning Staff to review the drainage concerns of the abutter and said no deficiencies were found, but they did find the planting pots that were referenced and told the Board the applicant will have them cleaned up.

Mr. Berry said Public Works has asked that additional street lamps be added to every major intersection and corner.

Mr. Berry said they have received approval from New Hampshire DES for sewer management of the site and domestic water supply.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton said staff supports the waiver requests and recommends the Board approve the subdivision.

Mr. Bruckner asked about the street lights. Mr. Berry explained the street lights will be the City's new LED standard lamps, they are 10 feet tall, and are down lit.

*A motion was made by Mr. Walker and seconded by Mr. Bruckner to close the public hearing. The motion carried unanimously by a roll call vote.*

*A motion was made by Mr. Walker and seconded by Mr. May to approve the three waiver requests. The motion carried unanimously by a roll call vote.*

*A motion was made by Mr. Walker and seconded by Mr. May to approve the subdivision. The motion carried unanimously by a roll call vote.*

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## **VIII. New Applications**

### **A. Homeless Center for Strafford County, 202 Washington Street**

Christopher Berry of Berry Surveying & Engineering presented the preliminary site plan to construct a homeless shelter. He said they've conducted a full existing conditions plan for the site which will be included in the full site review application. Mr. Berry said the driveway location gives over 400 feet of site distance and a traffic and site distance analysis has been completed and is ready to submit to NH DOT.

Mr. Berry explained the parking and buffer requirements for the highway commercial zone. He went on to explain the shelter has been in operations in Rochester for many years, he said they are not a shelter that takes people in off the street, they are a family style shelter with the goal of helping people get on their feet and move on with their lives.

Mr. Sylvain opened the public hearing. Mr. Creighton read the following two letters that were received:

Good afternoon,

My one big concern with the homeless shelter going in at this location is the impact it may have on the children that currently reside in the Highland Commons community. The location for the school bus pick up and drop off is at the corner of Fillmore Blvd and Washington Street. In the Park N Ride they have to walk past to catch the bus, the children have already seen and come in contact with shady behavior, witnesses to drug deals and people living in their cars. As a parent I worry about the possible increase to this activity especially if they plan to shuttle people to the park n ride. I feel that the location of the bus stop of the children that live in this community should be adjusted so that they do not need to walk past the park n ride or close to Washington St.

Thank you for this consideration,  
Catherine Stewart  
124 Fillmore Blvd.

On behalf of Waste Management of NH, I provide this letter of reference and support for the Homeless Center for Strafford County (Homeless Center) who has a site plan review application before the Rochester Planning Board for a new facility proposed at 220 Route 202 (Washington Street).

For almost 20 years WMNH has provided the building structure and other support for the Homeless Center to operate a homeless shelter at our 9 Isinglass Drive property in Rochester. Over the years the Homeless Center has provided critical services to many of our community members. During the two most recent year's the Homeless Center has housed between 40-85 individuals and placed 24 family units in permanent housing. During their stay at the Homeless Center many of the residents have been helped with other life skills like resume writing, interview preparedness, money management and parenting.

Over the past 24 months, there have been zero calls for police support and just two calls for emergency medical care. These statistics are extremely low given the diverse and difficult backgrounds the residents often have while being a testament to the quality operation provided by the Homeless Center staff from intake to occupancy to placement and discharge.

WMNH has had no major issues with their tenancy and we hardly notice their occupancy in amongst our other operations. The Homeless Center keeps tidy grounds, often using residents to make sure the property is well kept. The building is maintained in good condition by volunteers and staff and we find that the programming is well established so that rules and regulations are well expressed to those that the Homeless Center helps with support.

As part of the Rochester Rotary Club, I, along with many of my fellow Rotarians, have volunteered hundreds of hours over the years covering a morning shift. During this time, I have had the opportunity to interact with many of the residents. With very few exceptions, the residents are extremely appreciative of the important services provided by the Homeless Center and are just looking to move forward in a positive manner for themselves and their families; simple goals that we all share.

Unfortunately, WMNH site use plans near the current Homeless Center require that the existing lease period be the last we can provide. I am completely confident that the Homeless Center has the experience and organizational structure to operate a quality and much needed shelter at 220 Route 202 with no adverse impact to the local community. WMNH strongly supports the Homeless Center and we encourage the Planning Board to rule favorably on their application.

Sincerely,  
Robert Magnusson,  
Sr. District Manager Waste Management of NH, Inc.

There were no further comments from the public; Mr. Sylvain brought the discussion back to the Board.

Mr. Bruckner asked more about the nature of the facility and whether there would be individual rooms. Mr. Berry said it will be very similar to a garden style apartment.

Mr. Bruckner said he is concerned with people walking down Washington Street to the nearby shopping center. Mr. Berry told the Board it is in the plan for the shelter to purchase a vehicle to shuttle the residents. Mr. May asked if there will be a separate school bus stop at the shelter. Mr. Berry explained because the shelter serves all of Strafford County not all residents will be in the Rochester school system but they will work with the bus company and the schools to determine.

Mr. Walker asked what the current number of residents are to what they are proposing. Mr. Berry said they currently have between 30 to 40 residents and they are not proposing any additional. Mr. Sylvain asked if they have any type of security at night. Mr. Berry said there is always 1 to 2 employees on site around the clock.

*A motion was made by Mr. Walker and seconded by Mr. Bruckner to close the design review. The motion carried unanimously by a roll call vote.*

### **B. Jeffrey & Nikki Metayer, 185 Salmon Falls Road**

Joel Runnals of Norway Plains Associates explained the proposed 2-lot subdivision. He said they are proposing to use the existing driveway as a shared drive for both lots.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Mr. Creighton said staff recommends the Board accept the application as complete and approve with the conditions set forth.

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to accept the application as complete and close the public hearing. The motion carried unanimously by a roll call vote.*

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to approve the subdivision. The motion carried unanimously by a roll call vote.*

### **C. Jessica Moyer & Adam Reeves, 58 Estes Road**

Joel Runnals of Norway Plains Associates presented the plan for a 2-lot subdivision. He explained they will not need NH DES subdivision approval due to municipal utilities on site.

Mr. Sylvain asked if there was any input for the public hearing. There was none; Mr. Sylvain brought the discussion back to the Board.

Senior Planner, Michelle Mears said staff has no concerns and recommends the Board approve the subdivision.

Mr. Walker asked about the driveway and the fact that it crosses over the boundary line. Mr. Runnals said the driveway is existing but believes the new owners will not allow the driveway to be over the boundary line any longer.

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to close the public hearing and accept the application as complete. The motion carried unanimously by a roll call vote.*

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to approve the subdivision. The motion carried unanimously by a roll call vote.*

#### **D. Bonfire Behavioral Health, LLC, 35E Industrial Way**

Mr. Creighton explained the application is lacking a lot of information and there are too many questions for staff to make a determination. He said Staff is recommending the Board find the application incomplete and denial.

There was a brief discussion whether or not the applicant would be able to resubmit. Mr. Creighton said they would be allowed to resubmit at a later date.

*A motion was made by Mr. Sylvain and seconded by Mr. May to deny the application. The motion carried unanimously by a roll call vote.*

#### **E. SDJ Development of Rochester, LLC, Fillmore Boulevard**

Mr. Creighton told the Board the application for a modification is incomplete and the applicant has not been responding to Staffs emails. He said he recommends the Board deny the application.

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to deny the modification application. The motion carried unanimously by a roll call vote.*

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#### **IX. Other Business**

Mr. Sylvain informed the Board there was a discussion at the Public Works Committee regarding street lights for phase three of Millers Farm off Norway Plains Road. He said after checking into things further is it was discovered Eversource never put in the poles, calls have been made and they have now agreed to install the light poles.

Mr. Creighton told the Board there will be a public hearing on the Downtown Master Plan at the workshop meeting. He said they will also be reviewing a new ordinance for murals.

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#### **X. Adjournment**

*A motion was made by Mr. Walker and seconded by Mr. Fontneau to adjourn at 8:21 p.m. The motion carried unanimously by a roll call vote.*

Respectfully submitted,

Crystal Galloway,  
Planning Secretary