

City of Rochester Planning Board
Monday February 26, 2018
City Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on March 5, 2018)

Members Present

Nel Sylvain, *Chair*
Dave Walker, *Vice Chair*
Matthew Kozinski, *Secretary*
Tim Fontneau
Robert May
Kyle Starkweather
Mark Sullivan

Members Absent

Terry Dwyer, excused
Mark Collopy, excused

Alternate Members Present

Joyce Bruckner
James Gray

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 7:13 p.m.

The Chief Planner conducted the roll call.

III. Seating of Alternates

Ms. Bruckner voted in place of Ms. Dwyer.

IV. Communications from the Chair

There were no communications from the Chair.

V. Discussion on Workforce Housing Charrette

Community Development Coordinator Julian Long said the Community Development Committee voted to participate in a workforce housing charrette with the Workforce Housing Coalition of the Greater Seacoast. He said he has been working with Michelle Mears from the Planning Department and they have met with community members such as housing developers, employers, and the Executive Director of Main Street to start planning the process of the charrette.

Michael Castagna of the Workforce Housing Coalition said the charrette allows them to look at the housing crisis in the area and the state and the affordability of housing. He said there is a lot of negativity when people hear “workforce housing” because they don’t understand what it entails. Mr. Castagna said workforce housing doesn’t look any different than what’s on the main streets or side streets and it’s the matter of how to build a quality residence that’s affordable.

Mr. Castagna said the city of San Diego is having its own housing crisis and they solved their problem by having a Land Trust purchase land specifically for affordable housing; adding it’s similar to a mobile home park.

Mr. May asked if they have identified any specific sites they will be looking at. Mr. Long said they are looking at the vacant lot on Hanson Street.

Mr. Sylvain asked that the Board be given as much information as possible.

IV. Opening Discussion/Comments

A. Public Comment

There was no one from the public present to speak.

B. Discussion of general planning issues

Mr. Fontneau brought up the topic of impact fees. He said if there’s going to be a discussion it should be on the rising edge of the economy and not the decline.

Mr. Sylvain asked staff to put some material together for the workshop meeting in March that discusses impact fees. Mr. Campbell said there is money in the CIP to hire a consultant to develop the methodology in order to assess.

VII. Approval of minutes

A motion was made by Mr. Walker and seconded by Mr. Starkweather to approve the February 5, 2018 meeting minutes. The motion carried unanimously.

VIII. Public Hearing on Economic Development Strategic Plan that will become the Economic Development Chapter of the City Master Plan

A motion was made by Mr. Walker and seconded by Mr. Starkweather to open the public hearing. The motion carried unanimously.

There was no one from the public present to speak.

A motion was made by Mr. Walker and seconded by Mr. Kozinski to close the public hearing. The motion carried unanimously.

Mr. Sullivan said it seemed like a lot of the data within the document is outdated. He said it refers to the years 2000 and 2010 and added the statistics need to be updated.

The Board briefly discussed other items that seemed to be outdated and how the document is confusing and hard to follow. Economic Development Specialist Jennifer Marsh said she would take all the comments to the consultant who worked on the document.

IX. Continued Applications

A. J & L Terra Holdings, Inc., 685 Salmon Falls Road

Mr. Sylvain said the applicant has submitted a letter asking for a continuance to the April 2nd meeting.

A motion was made by Mr. May and seconded by Mr. Walker to continue the application to the April 2, 2018 meeting as requested. The motion carried unanimously.

The Board asked that the applicant re-notify the abutters.

X. Other Business

A. Discussion on subdivision revocation and surety increases for Kelmar subdivision, Chesley Farm Estates, and Trinity Circle/Matilda Way

Mr. Sylvain read a memo from the Assistant City Engineer Owen Friend-Gray. He said Kelmar subdivision was approved on September 8, 2008 and the plan was certified on July 7, 2009. Mr. Sylvain said the Planning Department and Public Works are both recommending that the Board vote to pull the surety in order to complete the outstanding items and revoke the subdivision approval for the remaining subdivision plan because the subdivision has been approved for over nine years and the road has still not been completed or built to the standards of the approval; the roadway has not been maintained by the developer as required by the approval; the developer has materially violated requirements/conditions of the approval; the developer has failed to perform conditions of approval within the time specified in the NOD and RSA 674:36 and has not met the standard for "Active & Substantial Development" or "Substantial Completion".

A motion was made by Mr. Walker and seconded by Mr. Fontneau to start the revocation process for the Kelmar subdivision. The motion carried unanimously.

A motion was made by Mr. Walker and seconded by Mr. Starkweather to start the process to pull the surety for the Kelmar subdivision. The motion carried unanimously.

Chesley Farm Estates – Mr. Sylvain read prior to the issuance of any additional Certificates of Occupancy, staff is recommending that the Planning Board require the developer to increase the amount of surety being held by the City. Currently the City is holding approximately \$6,469.61 and we would suggest that the Board increase this amount to approximately \$197,118.08, with the final amount to be determined. The roadway has seen significant issues including heavy cracking in the pavement and turning and rotating of the curbing. Curbing is also not uniform or well installed in numerous locations. This increase in price is to install under-drains along the roadway, reset approximately 25% of the curbing, mill and repave the roadway after the repairs are completed, and other smaller outstanding issues. The request for additional surety will be done in accordance with Subdivision Regulation 6.7., Surety, Inspections, As-Built Plans, Maintenance, and Retention.

A motion was made by Mr. Walker and seconded by Mr. May to increase the surety for Chesley Farm Estates to \$197,118.08. The motion carried unanimously.

Trinity Circle & Matilda Way – Mr. Sylvain read prior to the issuance of any additional Certificates of Occupancy, staff is recommending that the Board require the developer to post surety that will be held by the City with the amount to be approximately \$952,084.32. This project has no surety because the previously

posted surety for the project was pulled due to inadequate roadway conditions. The required amount is for the stone pathways, remaining street trees, remaining street lights, and other items still incomplete at Trinity Circle as well as the entirety of building Matilda's Way, approximately 1200LF of roadway, all utilities, and site work associated with that installation. The sewer mains have been installed for Matilda Way. The request for additional surety will be done in accordance with Subdivision Regulation 6.7, Surety, Inspections, As-Built Plans, Maintenance, and Retention.

A motion was made by Mr. Walker and seconded by Mr. Starkweather to increase the surety for Trinity Circle & Matilda's Way to \$952,084.32. The motion carried unanimously.

XI. Adjournment

A motion was made by Mr. Kozinski and seconded by Mr. Walker to adjourn at 7:51 p.m. The motion carried unanimously.

Respectfully submitted,

Crystal Galloway,
Planning Secretary