



**PLANNING & DEVELOPMENT DEPARTMENT**  
**City Hall Annex**  
**33 Wakefield Street,**  
**Rochester, New Hampshire 03867-1917**  
**(603) 335-1338 - Fax (603) 330-0023**  
**Web Site: [www.rochesternh.net](http://www.rochesternh.net)**

Planning Board  
Zoning Board  
Conservation Commission  
Historic District Commission  
Arts and Culture Commission

**Board Members**

Nel Sylvain, *Chair*  
Mark Collopy, *Vice Chair*  
Peter Bruckner  
A. Terese Dwyer  
Tim Fontneau  
Robert May  
Daniel Rines  
Mark Sullivan  
Dave Walker  
Paul Giuliano, *Alternate*  
Donald Hamann, *Alternate*  
Lance Whitehill, *Alternate*

**AGENDA**  
**CITY OF ROCHESTER PLANNING BOARD**  
**Monday, March 22, 2021 at 7:00 p.m. (Workshop Meeting)**  
**Virtual Meeting**

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:** 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. Some meetings will allow live public input, however you must have pre-registered your phone number with the Planning Office, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. (Please note: In order to notify the meeting host that you would like to speak, press 5\* to be recognized and unmuted)

**Phone number: 857-444-0744**  
**Conference Code: 843095**

The meeting will also be broadcast on Cable Channel 26 for Atlantic Broadband customers, and will stream live on the City's website at [www.RochesterNH.net](http://www.RochesterNH.net).

**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).

**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 Planning Board (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** [crystal.galloway@rochesternh.net](mailto:crystal.galloway@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).*

In addition to the above listed public access information, the Planning Board will be allowing the public to enter Council Chambers and speak in person during the Public Hearing portion of this meeting. In an effort to adhere

*(Over)*

to CDC guidelines: enter only at the front Wakefield Street entrance and exit on the side closest to the Police Department and adhere to 6-foot social distancing while inside. Hand sanitizer and facemasks will be available at the Wakefield Street entrance. Participants will be admitted into Council Chambers one at a time to speak, and will exit directly thereafter. Please note: the seating in Council Chambers will not be available for the public during meetings.

**d.) Roll Call:** 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, 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.

*\*see notes at end*

- 
- I. Call to Order**
  - II. Roll Call**
  - III. Seating of alternates**
  - IV. Communications from the Chair**
  - V. Opening Discussion/Comments (up to 30 minutes)**
    - A. Public comment**
    - B. Discussion of general planning issues**
  - VI. Approval of minutes for March 1, 2021**
  - VII. Recommendation to expand the Downtown Commercial zone to include a parcel at 13 Sawyer Avenue**
  - VIII. Amendment Article II Section 3 of the Site Plan Regulations regarding Administrative Approval and Minor Site Plan processes**
  - IX. Discussion regarding impact fees**
  - X. Review of February 2021 surety and inspections**
  - XI. Other Business**
    - A. Update from Planning**
    - B. Other**
  - XII. Adjournment**

**\*\*Please note the following:**

Public hearings. The public is invited to attend all meetings of the Planning Board. *The public is welcome to speak at all public hearings.* For other items the public may speak at the discretion of the chair/board.

Postponements. For any items marked as postponements the Planning Board will determine at the beginning of the meeting whether to postpone the item and to which date. Interested citizens are advised to attend at the beginning of the meeting to learn the details of any proposed postponement or to contact the Planning Department for more information.

Proposed actions. Proposed actions are shown in bold caps (on final agendas). The board may or may not take these actions and may take other actions not stated.

Consent agenda. Applications placed on the Consent Agenda are assumed to be straightforward and non-controversial and are approved in one total package with one vote. Applications will be removed from the Consent Agenda for individual review at the request of any board member (or, for public hearings, at the request of any citizen).

Other information. a) Files on the applications and items, above, including the full text of any proposed ordinances, regulations, or other initiatives are available for inspection in the Planning Office, from 8:30 a.m. to 4:30 p.m., Monday through Friday; b) If you are looking at this agenda on the City's website, you can click on any underlined projects and other items to access additional information; c) This agenda, these applications, and other items are subject to errors, omissions, and changes prior to final action; d) Some agendas are marked as "Preliminary Agenda". These are subject to change. The final agenda will be prepared on the Wednesday evening prior to the meeting and will be posted on the City's website; e) Contact the Planning Department if you have questions or comments about these or any related matters or if you have a disability requiring special provision.