

City of Rochester Planning Board
Monday December 11, 2013
Retreat
School Department, Board Room 1A
150 Wakefield Street, Rochester, NH 03867
(These minutes were approved on January 6 ,2014)

Members Present

Nel Sylvain, *Chair*
Derek Peters, *Vice Chair*
Gregory Jeanson, *Secretary*
Rick Healey
Matthew Kozinski
Mark Sullivan
Dave Walker

Members Absent

Tim Fontneau, excused
Charles Grassie, absent
James Gray, excused
Robert Jaffin, excused

Alternate Members Present

Others Present

Karen Pollard, Deputy City Manager, Economic Development
Sheldon Perkins, Compliance Officer
Gretchen Young, PW
Councilor Ray Varney
Councilor Sandra Keans
Councilor John Larochelle
Stacey Price, RHA
Fred Glidden, RHA Commissioner
Mark Hourihane, RHA Commissioner
Tom Blair, Rochester PD
Molly Meulenbroek, HCD Chair

Staff: James Campbell, Chief of Planning
Crystal DeButts, 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 6:35 p.m.

The Planning Secretary conducted the roll call.

III. Rochester Housing Authority – HUD changes and funding challenges

Stacey Price, Executive Director of the Rochester Housing Authority stated the Rochester Housing Authority was created by the Rochester City Council to provide low income housing, but it is not funded by the City and they are required to pull permits, pay fees and taxes just like any other developer.

Ms. Price stated RHA manages 82 low income properties in the City of Rochester, and they don't advertise because their waiting list is too substantial. She went on say RHA works with the Rochester Police Department to ensure safety at all housing sites.

Ms. Price said the Rochester Housing Authority is dedicated to providing housing to those in need and they hope to construct a totally ADA compliant building in the future.

Mr. Sylvain stated he is in favor of the Rochester Housing Authority, his only issue is when changes are being made to a site the Planning Board needs to be made aware of it.

Mr. Sylvain stated the Board needs to hold everyone to the same standard.

Mr. Peters stated if a project had been approved for elderly housing it needs to stay elderly housing, unless the project goes back to the Planning Board for a modification.

Mark Hourihane, RHA Commissioner said they expect to be treated the same as any other developer and he would like the City to be proud of the projects Rochester Housing completes.

Mr. Walker addressed some complaints he had received regarding the lights being to bright at Marshview Elderly housing on Brock Street

Ms. Price stated they have ordered new lights for the site and hope that will correct the problem.

Councilor Keans asked which properties belonged to the Rochester Housing Authority.

Ms. Price responded, Coldspring Manor, Emerson Court, Linscott Court, Wyndott Falls, Magic Avenue, and Wellsweep Acres.

IV. Issues and challenges surrounding compliance enforcement

Sheldon Perkins, Compliance Officer for the City of Rochester explained to the Board the process for when a complaint is received.

Mr. Perkins stated his role is not about making the City money, but trying to get people to work with the City and come into compliance.

He went on to say he is currently working on establishing a minimum standard for duplexes and multi-family housing; stating other communities have had great success.

Discussion ensued regarding a few projects that have issues due to not having the proper language in the notice of decision.

Mr. Peters asked if a Landlord Advisory Committee has been established.

Mr. Perkins explained they are still in the discussion phase.
Discussion ensued regarding issues with some of the motor vehicle dealers in the City.

Mr. Sylvain asked if Mr. Perkins would investigate the RV dealer on Farmington Road as there has been an ongoing issue with vehicles parked in the right of way.

Mr. Sullivan suggested revoking the site plan approval.

Councilor Varney suggested having Mr. Perkins look into the issue first to give the owner a chance to come into compliance.

Mr. Sylvain informed Mr. Perkins to let Board know if he has any problems with the owner as they will give any assistance they can. Stating we all need to work as a team.

Discussion ensued regarding a fee schedule for Compliance Enforcement.

Mr. Sylvain recessed at 7:48pm

Mr. Sylvain called the meeting back to order at 8:00pm

V. Annual project review

Mr. Sylvain thanked Gretchen Young, City Engineer and the Planning Secretary for their work getting the surety cleaned up.

Mr. Sylvain stated he was very pleased with all the work the Board did on the Comprehensive Rezoning.

Mr. Walker brought up the issue with the elderly housing project on Glenwood Avenue, stating he still feels the traffic will be an issue.

Karen Pollard, Deputy City Manager, Director of Economic Development stated she attended a meeting with Northcoast, the owner of the railroad and they have no interest in reopening the crossing from Glenwood Avenue to Allen Street.

Councilor Varney suggested the center turn lane be extended from the intersection at Market Basket on Milton Road south down to O'Keefe's store due to the new Family Dollar store that is being constructed.

Mr. Sylvain asked Mr. Campbell to contact the developer for Family Dollar to discuss extending the center turn lane.

Discussion ensued regarding Chesley Hill Road and the Ramsey property.

Ms. Young informed the Board that Channings Lane and Anderson Lane, the two projects the City pulled the surety for are now complete.

Ms. Young stated not everything was able to be completed on Anderson Lane because they ran out of money.

VI. Lingerig issues from 2013

Mr. Jeanson asked what the process for updating surety is.

Mr. Campbell stated Public Works reviews surety amounts twice a year and updates the Planning Board in March and October.

Councilor Keans asked if there is an escalator clause for surety, and if so what is the percentage.

Ms. Young stated there is clause, and the State RSA states it can be increased up to 10 percent.

VII. Discussion of Master Plan revision

Discussion ensued regarding which Master Plan should be revised first and budgeting to complete the work.

VIII. Other Business

None

IX. Adjournment

A motion was made by Mr. Walker and seconded by Mr. Peters to adjourn at 8:45 p.m. The motion carried unanimously.

Respectfully submitted,

Crystal DeButts,
Planning Secretary