

**City of Rochester Planning Board**  
Monday, August 21, 2023  
City Hall Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
*(These minutes were approved on September 11, 2023)*

**Members Present**

Mark Collopy, *Chair*  
Robert May, *Vice Chair*  
Alan Dews  
Matthew Richardson  
Dave Walker  
Peter Bruckner  
Don Hamann  
Keith Fitts  
Michael McQuade

**Members Absent**

James Hayden, excused  
Alexander de Geofroy, excused

**Alternate Members Present**

Michael McQuade  
Rick Healey

Staff: Shanna B. Saunders, *Director of Planning & Development*

(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. They may be copied for a fee.)

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**I. Call to Order**

Chair, Mark Collopy, called the meeting to order at 6:30 p.m.

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**II. Roll Call**

Planning Department Director, Shanna B. Saunders, conducted roll call.

**III. Seating of Alternates**

Mr. Collopy asked Rick Healey to vote in place of James Hayden and asked Mr. McQuade to vote in place of Mr. Richardson.

Mr. Richardson came in at 6:34 and Mr. Collopy relieved Mr. McQuade of voting for Mr. Richardson.

Mr. Collopy asked Mr. McQuade to vote in place of Mr. Walker.

Mr. Walker came in at 6:38 and Mr. Collopy relieved Mr. McQuade of voting for Mr. Walker

#### IV. Communications from the Chair

Mr. Collopy stated that there were no communications from the Chair.

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#### V. Approval of Minutes for

##### A. August 7, 2023

*A motion was made by Mr. Dews to approve August 7, 2023, meeting minutes and seconded by Mr. Hamann. The motion carried unanimously.*

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#### VI. Opening Discussion/Comments

##### A. Public Comment

There were no comments from the public to discuss.

##### B. Discussion of general planning issues

There were no general planning issues to discuss.

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#### VII. Strafford Regional Planning Commission – Commissioner Appointment

<u>Current Commissioner</u>	<u>Term Expiration</u>	<u>New Term</u>
1. Donald Hamann	06/30/2025	
2. Joe Boudreau	06/30/2026	
3. Barbara Holstein	06/06/2023	06/06/2027
4. VACANT		

Ms. Saunders explained the duties and responsibilities of Strafford Regional Planning Commissioners and gave examples of the types of projects and topics that are reviewed by the Strafford Regional Planning Commission. Ms. Saunders stated that Barbara Holstein's term as a commissioner is expiring and that it is up to the Planning Board to reappoint her. Ms. Saunders asked if there were any Planning Board members that are interested in filling the vacant space. Mr. Healey indicated that he was interested in filling the position.

*A motion was made by Mr. Hamann to approve reappointment of Barbara Holstein as a Strafford Regional Planning Commissioner through the term ending in 2027 and seconded by Mr. May. The motion carried unanimously.*

*A motion was made by Mr. Hamann to approve the appointment of Rick Healey as a Strafford Regional Planning Commissioner through the term ending in 2024 and seconded by Mr. May. The motion carried unanimously.*

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#### VIII. Zoning Amendments

## **A. Proposed amendments to Granite Ridge District Zoning Setbacks**

Ms. Saunders presented the proposed zoning amendment and explained the purpose of the amendment regarding the Granite Ridge District setbacks. Ms. Saunders stated developers have voiced concerns and opinions of the setbacks. This amendment is to provide siting requirements to accomplish the purpose instead of a straight setback.

Ms. Saunders stated that the proposed amendment calls for the setback from Route 11 to be reduced to 50 feet and side setback to 20 feet from 50 feet. Ms. Saunders stated that the amendment calls for a Marketplace Blvd setback of 12 feet.

Ms. Saunders listed and explained the conditions for development for the proposed Route 11 “buffer” of 300 feet. Ms. Saunders explained that at the request of the Board she added the amendment to allow mixed use building height to be higher when first floor parking is included in the building.

Mr. Hamann stated that he recommends extending the maximum height requirement to “Residential Use” buildings along with Mixed-Use buildings.

*A motion was made by Mr. Walker to recommend the Zoning Amendment, with the change cited to City Council for approval and seconded by Mr. Fitts.*

Mr. May verified what amendments were included in the motion made.

Mr. Dews verified if there were any signage requirement changes at this time. Ms. Saunders stated that the amendment did not call for changes to signage requirements.

Mr. Dews stated his concern for signs at the Ridge. Mr. Saunders explained that signage requirements are listed in a different section of the of the Zoning Ordinance. Ms. Saunders stated that content of the signs cannot be regulated by the City. Ms. Saunders stated that the Planning Department would look into the placement of the temporary sign of concern.

*The motion carried unanimously.*

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## **IX. Review of Inspections and Surety for June/July 2023**

Mr. Saunders explained that the months of June and July were very busy with construction and required many inspections from the Department of Public Works.

Mr. Saunders explained concerns with Integrity Auto’s Surety account and stated that there are discrepancies with the developer that are still being worked on by the Planning Department.

Ms. Saunders stated that the surety for Norway Plains Townhomes has not responded to correspondence from the Planning Department and that a final attempt will be made to contact them.

Ms. Saunders stated that she recalled that the developers for The Village at Clark Brook have submitted documents to the Planning Department for review of Surety and that the Planning Department will get a current status on the processing of the surety withheld for this project.

Mr. Walker asked for the status on the Lydall Performance Materials Surety account. Ms. Saunders explained that the permit portfolio for Lydall is complex and that they have been asked to organize their information regarding the status of their permits.

Mr. Walker stated that the company is no longer "Lydall Performance Materials". Ms. Saunders stated that the account would be investigated for current contact information.

Mr. Fitts stated that the note was missing from the bottom of the Subdivision Surety Sheet. Ms. Saunders noted the printing error.

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## **X. Release of Surety**

- A.** Packy's Investment Properties, LLC Surety Release (100%) in the amount of \$4,481.00 plus interest for Landscape Restoration to Site Plan Project on 17 Sterling Drive. Tax Map 208 Lot 18

Mr. Saunders explained that the surety was held for landscape restoration and the restoration has been completed.

*A motion was made by Mr. Walker to approve the release of Surety in the amount of \$4,481.00 plus interest to Packy's Investment Properties, LLC and seconded by Mr. Hamann. The motion carried unanimously.*

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## **XI. Other Business**

### **A. Planning Update**

Ms. Saunders explained the Success Safari event hosted by Rochester. Ms. Saunders stated that the event is free, but that the organization asks that interested parties register so that proper counts of attendees can be calculated. The event will be held on September 6, 2023 from 9:30am-2:30pm

### **B. Other**

There was no other business to be discussed.

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## **XII. Adjournment**

*A motion was made by Mr. Walker and seconded by Mr. Hamann to adjourn the meeting at 6:51pm. The motion carried unanimously.*

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Respectfully submitted,

Jaclyn Millard,  
Administrative Assistant II

and

Shanna B. Saunders,  
Director of Planning & Development