

City of Rochester Planning Board
Monday May 18, 2020
City Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on June 1, 2020)

Members Present

Nel Sylvain, *Chair*
Terry Dwyer
Robert May
Daniel Rines
Mark Sullivan
David Walker

Members Absent

Mark Collopy, absent
Tim Fontneau, excused

Alternate Members Present

Peter Bruckner
Donald Hamann

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 7:00 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 or call 603-335-1338.

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 (*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).*

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 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. Collopy and Mr. Fontneau. In addition, all Planning Board members indicated that they were alone in the location from which they were connecting remotely.

III. Seating of Alternates

Mr. Bruckner voted in place of Mr. Fontneau.

IV. Communications from the Chair

Mr. Sylvain reminded people to stay safe, be patient and kind in these trying times.

V. Presentation of Certificate of Appreciation to Jim Campbell

Mr. Sylvain announced this would be Mr. Campbells last meeting as Director of the Planning & Development Department. He presented a certificate of appreciation to Mr. Campbell and read the following:

It's sincere appreciation and gratitude for all your hard work and dedication over the last eight years. Your knowledge and experience has helped lead us in making the best decisions possible for the City and residents of Rochester.

Mr. Campbell told the Board he has taken the Director of Planning position for Charles County Maryland and next week will be his final week with the City of Rochester.

VI. Opening Discussion/Comments

A. Public Comment

There was no one present from the public to speak nor did anyone submit any written correspondence ahead of the meeting.

B. Discussion of general planning issues

There were no issues to be discussed.

VII. Approval of minutes

A motion was made by Mr. Walker and seconded by Ms. Dwyer to approve the May 4, 2020 meeting minutes. The motion carried unanimously by a roll call vote.

VIII. Consent Agenda

A. MJS Development, LLC, Laperle Drive – Request for waiver of impact fees

Mr. Campbell told the Board the applicants request meets all the requirements.

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

IX. Continued Applications

A. Kelmar Investments, LLC, Kelmar Drive & Fresian Drive

Mr. Campbell told the Board the applicant is seeking a continuance to the first meeting in June.

A motion was made by Mr. Walker and seconded by Mr. May to continue the application to the June 1, 2020 meeting. The motion carried unanimously by a roll call vote.

X. Review of April 2020 Surety and Inspections

Mr. Campbell review the list of inspections completed by both Public Works and the Planning Department. He went on to review the surety list. He told the Board there are three outstanding sureties, one for Waterstone which expired in February, one for the Village at Clark Brook, and one for Waste Management. Mr. Campbell said staff has reach out several times to all three and are working to get the surety up to date.

XI. Other Business

Mr. Bruckner asked for an update on the Downtown Master Plan. Mr. Campbell said they are wrapping things up with the consultants and will be bringing the document to the steering committee, then to the Planning Board, and finally to the City Council.

XII. Adjournment

A motion was made by Mr. Walker and seconded by Mr. May to adjourn at 7:25 p.m. The motion carried unanimously by a roll call vote.

Respectfully submitted,

Crystal Galloway,
Planning Secretary