

**City of Rochester Planning Board**  
Monday November 16, 2020  
City Hall Council Chambers/Virtual  
31 Wakefield Street, Rochester, NH 03867  
(These minutes were approved on December 7, 2020)

**Members Present**

Nel Sylvain, *Chair*  
Mark Collopy, *Vice Chair*  
Peter Bruckner  
Terry Dwyer  
Robert May  
Daniel Rines  
Mark Sullivan  
David Walker

**Members Absent**

Tim Fontneau, *excused*  
Paul Giuliano, *absent*

**Alternate Members Present**

Donald Hamann  
Lance Whitehill

Staff: Shanna B. Saunders, *Director of Planning & Development*  
Crystal Galloway, *Planning Administrative Assistant II*

(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.)

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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.

**Public Input:** 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 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. Seating in Council Chambers will not be available for the public during meetings.

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.

The Planning Secretary conducted the roll call. All Planning Board members were present, with exception of Mr. Fontneau and Mr. Giuliano. 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. Whitehill voted in place of Mr. Fontneau.

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### **IV. Communications from the Chair**

There were no communications from the Chair.

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### **V. Presentation by Public Works for Woodman Area Improvements**

Public Works Director Peter Nourse introduced Stephanie Hubbard, Project Manager with Wright-Pierce. Ms. Hubbard presented the Board with a presentation on the Woodman Area Improvement plan. She explained the base project will be a portion of Charles Street, Congress Street, Myrtle Street, Woodman Street, Davyanne Locke Lane, Ela Court, and Beaudoin Avenue; as well as project alternates being included such as a portion of Charles Street, Liberty Street, Academy Street, and Congress Street parking.

Ms. Hubbard went on to explain the project will consist of roadway and sidewalk reconstruction, infrastructure improvements, green space improvements, and stormwater management upgrades.

Ms. Hubbard explained Congress Street (from Charles Street to Myrtle Street) will be converted to one-way, with a 12' travel lane and 8' parking lane, there will be upgrades to the sidewalk layout, along with crosswalk and on-street parking. There will also be upgraded lighting along Charles Street.

Ms. Hubbard went on to explain the changes to traffic movement, intersection, and parking. She said Woodman Street will maintain two-way traffic, the sidewalk on the southern side of Woodman Street will be eliminated but there will be a 6' sidewalk on the north side of the road. She said Davyanne Lock Lane will get an upgraded sidewalk at the intersection with Woodman Street and Davyanne Locke Lane, and there will be a bus parking location at the intersection. Ms. Hubbard said Myrtle Street from Woodman Street down to Charles Street will become a one-way street.

Ms. Hubbard explained Academy Street will remain a one-way street but the esplanades will be eliminated to provide a dedicated parking lane on the south side of the roadway.

Ms. Hubbard went on to explain utility and stormwater upgrades to improve water quality. She explained the upgrades to the existing outfalls, incorporation of bioretention basins at multiple locations, and improvements of stormwater quality at outfalls.

Lastly, Ms. Hubbard explained the upgrades to the Woodman Park. She said there will be access and walking paths from residential intersections, centralized focal points, added parking, site amenities such as seating, pet waste stations, and lighting, along with stormwater treatment and upgraded landscaping.

Mr. Sylvain asked if the new design will help with the drop-off and pick-up for the school. Mr. Nourse explained it is not within the scope of the proposal. He went on to say that issue is being looked at through the Public Safety Committee.

Mr. Walker asked how much of the stormwater output will be going into the Interval Property as the Riverwalk was proposed to expand to this area. Mr. Nourse explained the increase in stormwater is small. He further explained currently stormwater is not treated, and now it will be.

Mr. May asked why the utility lines will not be underground. Ms. Hubbard explained it is a significant cost to put all the utility lines underground.

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## **VI. Opening Discussion/Comments**

### **A. Public Comment**

The Board received an email from Chesley Farm Estates resident Tom Willis asking that the City accept the currently private road. Mr. Nourse said he met with Mr. Willis and understands it is the consensus of the neighborhood to have the road accepted so they can receive city services. Mr. Nourse told the Board the City cannot pull the surety and do the work, the Developer has to make the request.

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

There were no issues to be discussed.

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## **VII. Approval of minutes**

The minutes of November 2, 2020 were review; Mr. Bruckner suggested some changes be made to the discussion of murals.

*A motion was made by Mr. Walker and seconded by Mr. Bruckner to approve the November 2, 2020 meeting minutes with the changes as discussed. The motion carried unanimously by a roll call vote.*

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## **VIII. Continued Applications**

### **A. Waterstone of Rochester, 127 Marketplace Boulevard**

The applicant is requesting a continuance to the December 7<sup>th</sup> meeting.

*A motion was made by Mr. Walker and seconded by Mr. Rines to continue the application to the December 7, 2020 meeting. The motion carried unanimously by a roll call vote.*

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## **IX. Review of October 2020 Surety and Inspections**

Ms. Saunders reviewed the list of surety with the Board. She explained there are three sureties that will be expiring in December. Letters had gone out in October, however, the Planning Department has not heard back from the developers. Ms. Saunders said a second stronger “enforcement” letter will be sent this week.

There was a brief discussion regarding what can be done in the future to prevent surety bonds from expiring.

Mr. Sullivan asked if the Planning Board has full purview to pull a surety if a project has been abandoned or if there's an impasse of some type. Mr. Sylvain said the best thing to do is check with the City Attorney to see what can be done.

## **X. Other Business**

There was no other business to discuss.

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## **XI. Adjournment**

*A motion was made by Mr. Walker and seconded by Mr. Bruckner to adjourn at 7:58 p.m. The motion carried unanimously by a roll call vote.*

Respectfully submitted,

Crystal Galloway,  
*Planning Administrative Assistant II*

and

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