**City of Rochester Planning Board**

Monday April 21, 2014

City Council Chambers

31 Wakefield Street, Rochester, NH 03867

*(These minutes were approved on May 5, 2014)*

*Members Present*

Nel Sylvain, *Chair*

Tim Fontneau

Rick Healey

Robert Jaffin

Matthew Kozinski

Mark Sullivan

Dave Walker

*Members Absent*

Derek Peters, excused

Gregory Jeanson, excused

*Alternate Members Present*

Charles Grassie

James Gray

Fred Leonard

Thomas Willis

Staff: James Campbell, Chief of Planning

 Michelle Mears, Staff Planner

(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.

The Staff Planner conducted the roll call.

**III. Seating of Alternates**

Mr. Grassie to vote for Mr. Jeanson.

Mr. Willis to vote for Mr. Peters.

**IV. Communications from the Chair**

Seth Creighton is the May 2014 employee of the month.

**V. Opening Discussion/Comments** (up to 30 minutes)

## A. Public comment: There was none.

## B. Discussion of general planning issues

Tom Mullin from the assessing office is requesting a excel spreadsheet check off list of as-builts. The Planning Board is requesting that the department work on this for the May 5, 2014 meeting. Code Enforcements, Planning Department, Police Department, Fire Department, and Public Works Department will be able to access as built.

**VI. Approval of minutes for April 7, 2014**

*A motion was made by Mr. Walker and seconded by Mr. Healey to approve the April 7, 2014 meeting minutes. The motion carried unanimously.*

**VII. Presentation from Public Works for Catherine Street/Sheridan Avenue/Knight Street Area Improvements**

Michael Bezanson City Engineer gave an update on the street upgrades to Catherine Street, Sheridan Ave, and Knight Street area improvements. This project started as repair of stone water out fall Catherine Street. All of the water, sewer, and drainage will be upgraded with road work and curbing. It will be going out to bid this spring.

 Chris Berry from Wright Peirce gave a general overview of the project. The existing conditions sidewalks are cracked, and road areas need repair. The William Allen School improvements that are proposed include: parking lot include separate car and bus drop off pick up, formalize pedestrian school entrance, and adding 7 parking stalls. Granite Street existing conditions is a one way road that has 25-29 feet width of street, sidewalk on both sides is 4 feet, and limited ditch. Granite Street proposed improvements include: 20 feet travel lane, 8 feet for parking, and 6 feet (North) curbing with catch basins. This will increase safety on the street. Sheridan Avenue existing conditions is a one way road that has 25-29 feet width of street, sidewalk on both sides is 5 feet, and limited ditch conditions. The proposed improvements for Sheridan Avenue include: 20 feet travel lane, and 5 feet sidewalk (North) curbing with catch basins. Glen Street existing conditions include: street width 20-22 feet, sidewalk 4 feet both sides of road way and limited ditch for drainage. The proposed improvements for Glen Street include: 18 feet travel, 8 feet parking, sidewalk 5 feet (North), and curbing with catch basins. Catherine proposed improvements include: maintaining pedestrian access 24 feet travel, 8 foot parking stall, and 5 feet (north) sidewalk, and curbing and catch basins. Upham Street currently does not have a sidewalk. The improvements include: 24 feet travel lane, 5 feet sidewalk (West), curbing and catch basins. May Street improvements 24 wide travel lane two way road, 5 feet sidewalk both sides, curbing and catch basins. Catherine Street outfall previously repaired in 1988s currently failing slope. The improvements proposed 30’’ RCP outlet with Headwall and Scour Pool. The project schedule design is complete, Bid period starts in May 2014. The construction will start July 2014 completion date summer 2016.

This project has been in the works for several years. The design work started in September 2013. The construction funding was in FY 2015. There will be one concrete sidewalk on Granite Street. Public Works will be overseeing this work.

VIII. Extensions / Continued Applications:

**A. DEW Properties, LLC, 13 Healthcare Drive** (by Norway Plains Associates) Site plan to construct a 15,200 sq ft Ambulatory Surgery Center.

Case# 243–39-3–PUD–14 **Applicants Requested Extension for May 5, 2014**

Mr. Lawler requested a one month extension, it was a collective decision of the applicant and the design team to hold off until the next meeting May 5, 2014 until Joe Britton could present the updated building rendering with the landscaping.

**B. Waterstone Retail, Inc., Farmington Road** (by Tighe & Bond) Site plan to construct a 300,000 sq ft commercial space with associated site improvements including drainage, landscaping, utilities. Case# 216 – 11 – GRD – 14 **Applicants Requested Extension for May 5, 2014**

Mr. Mavrogeorge requested a one month extension at this time the applicant is continuing to address comments and concerns from the Technical Review Group and the Department of Public Works until the May 5, 2014 meeting.

**IX. Surety follow up**

Mr. Campbell gave an update of the surety. McDonalds will be working with a paralegal from Attorney Wensley’s office. Mr. Sullivan suggested that we turn it over to the unclaimed property division with the state of New Hampshire. The Chapman subdivision will be treated as unclaimed property it is $7,992. There are issues with the Chapman Drive road for asphalt repaving. Mr. Campbell explained that this money cannot be used to this because it is normal wear and tear of the road. Mr. Campbell explained that Elmo Lane upgrade of road way from class 6 to class 5 not enough surety for the roadway improvement. He will need to come back to the planning board to have this be a class 6 road or give more money to finish the road. Mr. Campbell will give the owner of Elmo Lane a deadline to come back to the Planning Board by June 2014.

*A Motion was made by Mr. Healey and seconded by Mr. Jaffin for the owner of Elmo Lane to come back to Planning Board for a June 1st deadline. The motion carried unanimously.*

Mr. Campbell explained that Heritage Drive’s surety expired four days ago. Mr. Campbell explained that we cannot get a CO Heritage Drive. The developer came to the Planning Board meeting with additional time to update extension. There is a pump station on the property that he is not doing maintenance at the property. Start the process to pull approvals for subdivision need a Public Hearing for the project. Mr. Campbell will look this up and go through the process for the May 5th meeting.

Mr. Sullivan asked if there was any new activity on the site.

Eric Swartz of 44 B Trinity Circle from the Trinity Circle Subdivision expressed continued concerns for development. Currently 66% Goldstein tenants, no properties sold since 2009, and some equipment dropped off. The mail delivery stopped because of the dangerous roads no plowing in winter. Trash removal stopped at Trinity Circle. There are currently 40 residents in duplex.

We purchased 5-6 years ago with recorded deeds and bylaws that are not being followed by the condo associations. Mr. Sylvain recommended that the property owners bring a list of concerns for Trinity Circle for the May 5th meeting.

Mr. Willis asked when the last unit was built at Trinity. It was 2010 the last unit was constructed.

Mr. Sylvain wants a list of what needs to be done. Mr. Campbell will contact the City attorney about Trinity Circle.

Mr. Sullivan wants to make sure that the Board separates the Heritage.

*A motion was made by Mr. Grassie and seconded by Mr. Healey start process to pull surety for 19 Flagg road know as Trinity Circle. The motion carried unanimously.*

Mr. Willis asked for a line item from the Public Works Department with updated work that needs to be completed.

Mr. Sullivan wants to make sure that we have an engineering report. May 5th it will be given to the Board with updated numbers to pull surety.

Mr. Sylvain stated that back in July 2013 Public Works gave an update on Trinity.

Mr. Gray stated that the sidewalk is rippled that did not get fixed.

Mr. Sullivan stated that the letter of credit is a certain way because they are very complicated. May 15, 2014 by 5 pm at night this needs to be completed.

Mr. Grassie stated that letter of credit is backed by the bank and needs to be used as a form of surety by law.

*A motion was made Mr.Grassie by seconded by Mr. Healey start process to revoke the subdivision approval the property known as One Heritage. The motion carried unanimously.*

Mr. Willis stated it also has a site plan*.*

*The motion was amended to state start process of revocation of site plan and subdivision approval the property known as One Heritage. The motion carried unanimously.*

Mr. Fontneau asked what needs to be done out there to hold surety for at Heritage. Cost estimate needs to be updated.

Mr. Grassie stated that the lots on Heritage that he did not sell would disappear no rights to develop anything further.

Mr. Sullivan wants the board to consider what needs to be done at Heritage before the subdivision is pulled.

Mr. Fontneau explained that a Heritage owner is renting out the units.

Mr. Sylvain stated that Heritage should be entitled to services on the City.

Mr. Sullivan wanted the board to vote on this for the next

*A motion was made by Mr. Gray and seconded by Mr. Fontneau to table Heritage to May 5th meeting.*

**X. CLD plan**

There was a discussion about the CDL Plan that was brought up at the last meeting. There was a link provided to the board about Granite Ridge Development. The CDL Plan is a guideline for how we could develop area and will differ with each applicant in the City.

Mr. Fontneau is concerned that one person will bare all the cost for the light on Route 11.

Mr. Leonard stated that plan was to build continuity on Route 11.

Mr. Willis asked what kind of discussion for off site development for improving the rail trail for pedestrian and bike transportation. This would improve the corridor for a number of users.

Mr. Campbell stated there hasn’t been discussion of this.

Mr. Jaffin stated there is a large issue whether it is a TIF or not same discussion as Milton Road.

Mr. Fontneau stated the discussion should happen now about Route 11.

Mr. Sylvain stated this issue has been on another project an extraction should be put on Granite Ridge.

Mr. Grassie impact fees for signalization on Route 11 each acre should be accessed a percentage for the cost of signalization.

Mr. Campbell stated that developers need a return on investment.

#### XI. Other Business

1. Sign Ordinance Mr. Sylvain requested that the board review the International Code Council sign ordinance for the May 5th Planning Board meeting. This will be put on agenda for May 19th. There should be a Public Hearing on sign ordinance.
2. Chapter 42 will be at City Council tomorrow night to be voted on.
3. Mr. Campbell asked the board to review the City of Rochester Proposed Capital Improvements Budget for Fiscal Year 2015 this will be on the May 19th Workshop Agenda.

**XII. Adjournment**

*A motion was made by Mr.* Fontneau *and seconded by Mr. Grassie to adjourn at 9:05 p.m. The motion carried unanimously.*

Respectfully submitted,

Michelle Mears

Staff Planner