

**CITY OF ROCHESTER**  
**Planning Board**  
Monday, January 25, 2010 at 7:00 p.m. (workshop)  
**City Council Chambers**  
31 Wakefield Street, Rochester, NH 03867  
(These minutes were approved February 1, 2010)

Members Present

A. Terese Desjardins, *Chair*  
Tim Fontneau, *Vice Chair*  
Nel Sylvain, *Secretary*  
Tom Abbott  
Richard Groat  
John David Meader  
Derek Peters  
Ray Varney

Members Absent

Eugene McCarthy

Alternates Present

Rick Healey  
Gloria Larochelle  
Stephen Martineau

Staff: Michael Behrendt, Chief Planner  
Madeleine Carter, Secretary

(These minutes are the legal record of the meeting and are in the format of an overview of the meeting. It is neither represented nor intended to be a true transcription 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).

Ms. Desjardins called the meeting to order at 7:00 p.m. The secretary conducted roll call.

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**Communications from the Chair**

Ms. Desjardins appointed Mr. Healey as voting member for Mr. McCarthy.

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**Opening Discussion/Comments** (up to 30 minutes)  
Public comment and discussion of general planning issues

No discussions or comments.

## **Approval of minutes for January 4, 2010**

*A motion was made by Mr. Peters and seconded by Mr. Healey to approve the minutes of January 4, 2010. Motion carried unanimously.*

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## **Election of 2010 Officers**

Ms. Desjardins opened the voting of officers to the Board.

*A motion was made by Mr. Peters and seconded by Mr. Fontneau to nominate Ms. Desjardins as Chairperson.*

*A motion was made by Mr. Peters and seconded by Mr. Healey that nominations cease and the secretary cast one ballot for Ms. Desjardins. Motion carried unanimously.*

*A motion was made by Mr. Sylvain and seconded by Mr. Peters to nominate Mr. Fontneau as Vice Chairperson.*

*A motion was made by Mr. Peters and seconded by Mr. Healey that nominations cease and the secretary cast one ballot for Mr. Fontneau. Motion carried unanimously.*

*A motion was made by Mr. Sylvain and seconded by Mr. Meader to nominate Mr. Peters as Secretary.*

*A motion was made by Mr. Fontneau and seconded by Mr. Healey that nominations cease and the secretary cast one ballot for Mr. Peters. Motion carried unanimously.*

Results from the election of officers were as follows:

Ms. Desjardins as Chair, Mr. Fontneau as Vice Chair, and Mr. Peters as Secretary.

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## **Discussion of prior year and coming year**

Items discussed included:

- Take out the word “hopefully” and put in the word “adopt” for the Comprehensive Rezoning
- Mr. Behrendt to finish a draft overhaul of the Site and Subdivision regulations by the December regular meeting
- Adopt the Recreation Plan
- Increase use of electronic data in submissions and presentations

Mr. Peters stated regarding the Recreation Plan that he, Mr. Martineau, and several other Board members interviewed five companies on Saturday. He stated they have it narrowed to three. He stated this coming week they would be doing the reference checks. He stated they should be able to award the contract by the first week of February. During the interviews the committee asked if it would be possible to have the Master Plan done and

presented to the Planning Board as well as the City Council on or prior to June 30. He stated one company said that would be no problem, the other two companies said they would work on it but felt it would be a goal that they could do. He stated if everything goes right at the next meeting he should be able to let the Board who was selected and when the process would start and when the anticipated deadline would be for a presentation to the Board.

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**Jeremiah Stuart, 24 Jeremiah Lane** (by Berry Surveying & Engineering). Extension to meet precedent conditions for Lot Line Adjustment and road layout. Case # 223-21-A-08

Chris Berry, Berry Surveying & Engineering stated this is the second request for an extension. He discussed why they could not meet the previous extension. He stated all of the original conditions placed on the original approval have been finalized. He stated they just haven't been submitted to the Planning Department. He discussed an issue with Mr. Stuart who is an elderly gentleman who lives off of Portland Street. He stated once the monuments were set Mr. Stuart had some concerns as to where they were set. He stated everything looks different on paper. He discussed the plans he had submitted showing the skewed lines, which the Planning Department said they had no problem with. He stated when he reintroduced that idea to Mr. Behrendt and Mr. Willis, Public Works Department, Mr. Willis had said he would like to see the radius placed around the utility pole that is shown on the plan instead of skewing it off at an angle and the cross-section square. He stated they are trying to make Mr. Willis happy with the modification, as well as Mr. Stuart. He stated he is taking responsibility for the breakdown in communication with the residents on Jeremiah Lane. He stated he personally wrote the check to get this done. He stated they are trying to take care of this with Mr. Stuart and get this taken care of as quickly as possible. He stated they are looking at only an extension date of March in an effort to show the Board they are trying to make progress on the application.

Mr. Behrendt stated the modification is not ready to be accepted. He stated the modification could be heard at the February 1<sup>st</sup> meeting. He stated there is a \$100.00 fee for an extension after the fact plus \$100.00 fee for the modification, as opposed to waiving the modification fee because it was submitted as part of the extension. He asked the Board if they wanted a separate \$100.00 fee for the modification.

Board members discussed getting the application corrected because of an incorrect year for the extension (2009) noted on the application, which should be March 6, 2010.

Board members asked is Mr. Stuart or Mr. Willis asking for the modification. Mr. Berry replied Mr. Stuart is asking for the modification of skewed line and Mr. Willis is asking to try to file it into a radius instead of a skewed line, so technically it is Mr. Stuart. He stated he would not object if he had to pay another fee for the modification.

Mr. Berry asked if there is another application form for the modification because when he went to the Planning Department they could not find one. Mr. Behrendt stated he would send Mr. Berry the modification form.

Board members and Mr. Behrendt discussed the fees for the extension and modification. Board members agreed to waive the modification fee.

*A motion was made Mr. Healey and seconded by Mr. Varney to approve the extension to March 6, 2010 and to waive the \$100.00 modification fee.*

Board members, Mr. Behrendt, and Mr. Berry discussed the extension date.

*A motion was made Mr. Varney and seconded by Mr. Healey to amend the extension date to April 1, 2010.*

*Motion carried for the extension. One opposed: Mr. Sylvain opposed waiving the fee for the modification.*

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### **Continued Applications:**

**A. Packy's Investment Group, LLC, 60 Farmington Road.** (by Berry Surveying & Engineering). Preliminary (design review) resubdivision of two existing lots to create three new lots and a right of way for a potential future City street. Case # 216-8 & 9-13-09 Public Hearing

Ms. Desjardins opened the public hearing. No one came forward.

*A motion was made Mr. Varney and seconded by Mr. Meader to postpone this application to February 22, 2010. Motion carried unanimously.*

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**B. Holy Rosary Credit Union, 133 Brock Street** (by Norway Plains Associates). Site Plan to expand building to 11,025+/- square feet and add parking. Case # 129-1-R2-09 Public Hearing

Art Nickless, Norway Plains Associates, gave an update on the progress of the plan. He discussed the colored version of the plans that were being viewed on the screen that included the building, the parking spaces, and pervious pavement for the parking lot, the traffic study that was done, and other items. He stated this is a very well drained site.

Mr. Behrendt stated the drainage report was provided today and staff would be making copies for the Board. He stated this is not a development of Regional Impact. He stated Staff has recommended acceptance as complete. He briefly discussed conversation with the TRC members concerning a pedestrian walkway between the back parking lot and the building.

Mr. Nickless stated he believes Rick Lundborn is talking to the people at Holy Rosary about a designated crosswalk. He discussed the plans that were being viewed on the screen that included designating a striped crosswalk, and other items.

Board members discussed plans for a dumpster. Mr. Nickless replied there are no plans for a dumpster.

*A motion was made Mr. Varney and seconded by Mr. Healey to accept this application as complete. Motion carried unanimously.*

Ms. Desjardins opened the public hearing. No one came forward.

Board members, Mr. Behrendt, and Mr. Nickless discussed having improvements done to the entrance and exit, adding a bicycle rack, planting trees and shrubs, having no “large” flood lights, fencing along the back area, drainage, and other items.

This application was continued to the February 22, 2010 meeting.

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### **Draft Capital Improvements Program**

Discussions included the following:

- Page 39, Master Plan Chapter creation/update
- Page 29, Building Roofing Evaluation and Maintenance
- Page 17, Government systems Software upgrade
- Page 109, Facilities – Paving Cycle, Striping
- Page 211, Building improvements
- Page 213, Community Center Improvements
- Page 35, Rochester Common Restrooms
- Page 61, Sidewalk replacement program
- Consistency with either pavement or concrete sidewalks
- Guideline as to where sidewalks should be

This discussion was continued to the February 1<sup>st</sup> meeting.

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### **Other Business:**

Items discussed:

- Draft of electronic submissions
- Read only files with password protection
- Test file to see how big files might be
- Uploading files on the web
- Putting the Notice of Decision’s on the web
- Checking with the MIS department on how much space is needed for all this information
- Granite Ridge Development having a higher priority than the Rezoning
- Revising the Site and Subdivision regulations as a committee
- Making incremental changes to the Site and Subdivision regulations
- Mr. Behrendt overhauling the Site and Subdivision regulations for the December 6<sup>st</sup> meeting
- Mr. Behrendt not meeting with a committee for the Site and Subdivision regulations
- Review sections or parts of the Site and Subdivision regulations by the Committee separately
- Appointing a committee of 3 to 5 members at the February 1<sup>st</sup> meeting

## **Adjournment**

*A motion was made Mr. Healey and seconded by Mr. Peters to adjourn at 8:30 p.m. Motion carried unanimously.*

Respectfully submitted,

Madeleine Carter, Secretary

(These minutes were transcribed from notes)