

City of Rochester Planning Board

Monday November 21, 2011 at 7:00 p.m. Workshop Meeting
City Council Chambers

31 Wakefield Street, Rochester, NH 03867

(These minutes were approved on December 5, 2011)

Members Present

Nel Sylvain, *Chair*
Tim Fontneau, *Vice Chair*
Rick Healey
Gloria Larochelle
Stephen Martineau
John Meader
Mark Sullivan
Dave Walker, Councilor

Members Absent

Derek Peters, *Secretary* (excused)

Alternate Members Present

James Gray

Staff: Michael Behrendt, Chief Planner
Marcia J. Gasses, 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. The Planning Secretary conducted the roll call.

Mr. Gray to vote for Mr. Peters

Communications from the Chair

None

Recognition of Tom Abbott

Mr. Sylvain presented Tom Abbott, former Planning Board Member as City Manager's designee with a certificate of appreciation for his four years of service to the community on the board.

Public Comment

None

Discussion of General Planning Issues

None

Approval of the November 7, 2011 Regular Meeting Minutes

A motion was made by Mr. Walker and seconded by Mr. Gray to approve the November 7, 2011 Regular Meeting Minutes. The motion carried unanimously.

Consent Agenda:

- A. Jarvis Cutting Tools, Inc., 100 Jarvis Avenue** (by Norway Plains Associates).
Site Plan for expansion of an existing 30,000 square foot manufacturing building by the addition of a 100'X100', 10,000 square foot addition. Case # 215-59-I2-11
- B. Highfields Commons Planned Unit Development (PUD), Washington Street/Route 202.**
Modification for approved Phase I subdivision to establish rear setbacks.
Case # 237-3, 5,6,8-A-02

Mr. Sylvain recused himself from voting on the consent agenda.

Mr. Behrendt explained that item A. Jarvis Cutting Tools is requesting a postponement to December 19, 2011.

Highfields Commons Planned Unit Development was looking to establish a 5 foot minimum rear set back.

A motion was made by Mr. Healey and seconded by Mr. Walker to approve the consent agenda.

Review of Surety Information

Mr. Fontneau explained the committee was still waiting for review of section 6.7 of the site regulations by the City legal council.

Mr. Sylvain asked that Mr. Behrendt meet with Mr. Ortmann and have this moved on to Dan Wensley.

Discussion of draft overhaul of Site Plan Regulations

Mr. Walker reminded the board that they needed to have a vote on the fire hydrants.

Mr. Behrendt explained that the only item left was fire hydrants. He had checked with Dominique Bellio in the Fire Department and the proposed language was satisfactory to the Fire Department. Mr. Behrendt then read the proposed language.

A motion was made by Mr. Walker and seconded by Mr. Meader to approve section XII with the language for hydrants. The Motion carried unanimously.

Page 52

Mr. Behrendt clarified; add MSDS sheets and floors and walls must be sealed for salt storage.

6) removed

A motion was made by Mr. Walker and seconded by Ms. Larochelle to approve section XII. The motion carried unanimously.

XIII
Page 54

A motion was made by Mr. Walker and seconded by Ms. Larochelle to approve section XIII. The motion carried unanimously.

XIV
Page 55
Page 56
B. 1)a

David Meader asked about driveway spacing.

Mr. Healey explained the theory is 2 car lengths.

Mr. Behrendt stated it could be adjusted on a case by case basis.

2b. Planning Board may adjust as needed

Mr. Fontneau stated that for commercial sites they encourage shared curb cuts.

Page 56

Delete "encourage shared driveways".

Page 57

3) Add "one" to the end of the first line.

Mr. Behrendt suggested deleting a) first sentence and adding, "depending on lot size" to the second sentence.

Page 58

e & f change "shall" to "should"

Page 59

8) xxx to 3

C 1)

Page 60

D (2) "and" should be added

4) "to"

Page 61

8) deleted

A motion was made by Mr. Walker and seconded by Mr. Healey to approve section XIV as amended. The motion carried unanimously.

XV

Page 62

A (2) should fall under 5 (d)

Page 63

Page 64

A motion was made by Mr. Gray and seconded by Ms. Larochelle to approve section XV as amended. The motion carried unanimously.

XVI

Page 65

Page 66

Page 67

Mr. Martineau asked to have "Bond" removed.

A motion was made by Mr. Healey and seconded by Mr. Gray to approve section XVI as amended. The motion carried unanimously.

Figures and Appendices

Pages 1-9

A motion was made by Mr. Gray and seconded by Ms. Larochelle to approve Appendix 1. The motion carried unanimously.

Appendix 2

Mr. Martineau questioned the prohibition of certain species.

Discussion ensued and the board agreed to add, "as per State recommendations".

A motion was made by Mr. Gray and seconded by Mr. Healey to approve Appendix 2 as amended. The motion carried unanimously.

Appendix 3

Page 15

A motion was made by Mr. Gray and seconded by Ms. Larochelle to approve Appendix 3. The motion carried unanimously.

Appendix 4

A motion was made by Mr. Gray and seconded by Ms. Larochelle to approve Appendix 4. The motion carried unanimously.

Appendix 5

Mr. Meader discussed the items in this appendix.

Mr. Behrendt explained that the items were for private development and not city streets.

Mr. Sylvain suggested adding a clarification to the top.

Mr. Sylvain delete 12
 delete 3

- 7) remove
- 9) delete
- 11) delete
- 12) delete

A motion was made by Mr. Gray and seconded by Ms. Larochelle to approve as amended. The motion carried unanimously.

Appendix 6

Page 18

Page 19

Page 20

A motion was made by Mr. Gray and seconded by Mr. Meader to approve Appendix 6. The motion carried unanimously.

Mr. Behrendt explained that he would rearrange the structure, incorporating the reorganization of the administrative sections to fit with the standards. The reorganization would not incorporate any substantive changes. The revised regulations will be distributed on December 5th or 19th with a public hearing to possibly be scheduled a month after the revisions are distributed.

2012 Planning Board Schedule

A motion was made by Mr. Healey and seconded by Mr. Gray approve the 2012 Planning Board Schedule. The motion carried unanimously.

Other Business

Retreat to be held November 29, 2011 at the Community Center at 7 p.m.

Mr. Gray will not be attending do to a School Board commitment.

Mr. Sylvain went over the agenda. He had requested the Mayor and City Manager attend and is looking for an indication of what they would like to see from the board when working on the CIP.

Mr. Sylvain requested the City Engineer attend to give the board an idea of what is on the inspection worksheet and what is included in the inspection procedure.

Mr. Sylvain stated they would also be reviewing the projects that have been approved over the past year.

Karen Pollard will be explaining the Buxton Planning Resource.

Mr. Gray discussed the Lui's waiver.

A motion was made by Mr. Gray and seconded by Mr. Healey to show the changes made to Lui's on the as-built. The motion carried unanimously.

Mr. Sylvain stated that as of November 21, 2011 until the board has a complete SOP that no administrative decisions will be made without 24 hour notice to the Planning Board.

A motion was made by Mr. Walker and seconded by Mr. Gray that as of November 21, 2011 no administrative decisions would be made without 24 hour notice given to the Planning Board until a complete SOP is in place. The motion carried unanimously.

Adjournment

A motion was made by Mr. Walker and seconded by Mr. Gray to adjourn at 8:20 p.m. The motion carried unanimously.

Respectfully submitted,

Marcia J. Gasses
Planning Secretary

(These minutes were transcribed from notes)

