

City of Rochester Planning Board
Monday, April 1, 2024
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on May 6, 2024)

Members Present

Mark Collopy, *Chair*
Robert May, *Vice Chair*
Alan Dews
Donald Hamann
James Hayden
Peter Bruckner
Rick Healey
Michael McQuade

Alternate Members Present

Matthew Richardson

Members Absent

Josephine Finocchiaro

Staff: Shanna B. Saunders, *Director of Planning & Development*
Tracy Gora, *Senior Planner of Planning & Development*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting, as well as the meeting's minutes can be found on the Planning Boards Webpage at www.rochesternh.gov/planning-board. Paper minutes may be copied at the Planning & Development Office for a fee.)

I. Call to Order

Chair, Mark Collopy, called the meeting to order at 6:30 p.m.

II. Roll Call

Planning Department Senior Planner, Tracy Gora, conducted roll call.

III. Seating of Alternates

There was no seating of Alternate members.

IV. Communications from the Chair

There were no communications from the Chair.

V. Approval of Minutes

A. March 18, 2024

Mr. McQuade requested that changes be made to his comments regarding the Porkchop Subdivision.

A motion was made by Mr. Hamann to approve the March 18, 2024, Planning Board meeting minutes and seconded by Mr. May with amendments requested by Mr. McQuade. The motion carried unanimously.

VI. Opening Discussion/Comments

A. Public Comment

Ray Wayman, 55 Ida Circle, explained his concerns with the Meadow Court road acceptance. Mr. Wayman stated that the flood control devices, such as the retention pond behind his home, is full of weeds and other plant life and that the draining is not flowing as expected. Mr. Wayman invited the City Inspectors to come out and review the drainage areas before turning the maintenance over to the homeowner's association.

B. Discussion of general planning issues

There were no General Planning Issues that were discussed.

VII. New Applications

- A. [Dumont Properties, LLC/Brian Dumont, 25 Old Dover Road](#) (Jones & Beach Engineers Inc./Wayne Morrill) **PRELIMINARY** Site Plan to subdivide 2 parcels, parcel 1 to include existing building & parking, parcel 2 proposed 10,700 sqft retail development. Case# 132 – 39 – R2 – 24 **WITHDRAWN APPLICATION**

Mr. Saunders explained that the application was requested to be withdrawn. Mr. Saunders stated that the applicant received feedback from the Technical Review Group and would prefer to make changes and resubmit at a later time. Ms. Saunders explained that new abutter notifications would be sent out with the new submission.

- B. [City of Rochester, 749 & 753 Salmon Falls Road](#) (Tighe & Bond/Eric Doremus) Site Plan to construct new Rochester Elementary School Case# 227 – 35&36 – A – 24 **PUBLIC HEARING ONLY**

Mr. Collopy reviewed the process of the Public Hearing.

Ms. Saunders explained that the project is a City project and is exempt from the City's rules and regulations and that their presentation and review is meant as a courtesy and that no decisions from the Planning Board are needed.

Mr. David Totty, Director of Facilities for Rochester School District, introduced himself and Eric Doremus from Tighe and Bond Engineers. Mr. Totty provided a brief explanation of the school location and review of the proposed elementary school. Mr. Totty explained the receipt of a third-party traffic review.

Mr. Doremus, Tighe and Bond, reviewed the site plans and explained the access roads and parking availability. Mr. Doremus explained that the proposed school is setback from the street to

avoid wetland areas. Mr. Doremus explained the traffic improvements that are proposed to ease traffic backups. Mr. Doremus explained the proposed drainage and groundwater storage plans. Mr. Doremus explained that the plans have been reviewed by New Hampshire Department of Environmental Services (NHDES) and that the engineer is waiting for the approval of the Alteration of Terrain permit. Mr. Doremus explained the utility plan for the proposed facility. Mr. Doremus explained the two requested Conditional Use Permits and reviewed the main points of the third-party traffic study. Mr. Doremus also explained additional State Permits that are pending and showed visual rendering of the proposed plan.

Mr. Collopy opened the Public Hearing.

Mr. Ray Wayman, 55 Ida Circle, stated that he does not support the location of the school and feels that the traffic study did not cover additional traffic at further intersections. Mr. Wayman expressed his concerns with increased traffic with schools releasing students close to one another.

Mr. Bruckner asked if walking and biking children have been considered. Mr. Doremus stated that there is not any foot or bike traffic expected as there are no sidewalks on Salmon Falls Road.

Mr. Bruckner asked what sustainable energy plans have been proposed for the school. Mr. Doremus stated that the architect would have more information. Mr. Totty stated that there are inquiries regarding possible future solar panels on the roofs of the school.

Mr. Bruckner asked if rainwater would be reclaimed and used. Mr. Doremus stated that there are no plans to do so currently, but reclamation plans can be reviewed in the future.

Mr. May asked about the gravel road from Ida Circle. Mr. Doremus explained that an emergency exit road was requested by the Fire Department. Mr. Totty stated that the exit is a gated egress and would be used for emergencies only.

Mr. Collopy asked if the building would be visible from the street. Mr. Doremus said yes.

Mr. Collopy asked if the access road would have its own name or be listed as a driveway from Salmon Falls. Mr. Totty answered that the access road would be considered a driveway from Salmon Falls Road.

Mr. Collopy asked about lighting plans in and around the school. Mr. Doremus stated that the plans have a lighting plan included and that the lights are all dark sky compliant.

Mr. Collopy asked what the proposed student population is. Mr. Totty answered that the facility is a 420-student capacity facility and explained that the traffic plans are to keep cars off Salmon Falls Road.

Mr. Collopy asked about security features and fencing. Mr. Totty stated that there is no proposed fence, but that there is a guard rail to prevent children around the dumpster area and that the retention pond will have fencing placed around it. Mr. Doremus further explained where fences would be located for fall protection. Mr. Totty explained the play areas and that play areas will have fencing once plans are set for the play areas.

Mr. Collopy asked about night activity around the school. Mr. Totty stated there would be very minimal activity and that students are out by 3pm and staff are out by 5pm typically. Mr. Totty explained that the school will have a separate gym and cafeteria and that outside groups can be reviewed through the school board for public use.

Mr. Hayden asked if parking would be sufficient in case of a play or separate event. Mr. Totty explained that the parking lot has only 71 spaces but that the access road can hold the additional parking needs.

Mr. McQuade stated that he noticed only one playground area on the site plan. Mr. Totty explained there would be a field for kids to play next to the proposed cafeteria.

Mr. McQuade asked if there would be any physical barriers in the playground area to prevent cars from coming too close. Mr. Doremus explained that there would be six-inch curbing present. Mr. McQuade asked if there would be guard rails. Mr. Doremus answered that there are no guardrails planned.

Ms. Saunders explained that the Department of Public Works is reviewing traffic, sewer and water, however is waiting for water data to provide input.

Mr. Collopy stated that the speed limit on Salmon Falls Road is shown on the plan as 30 miles per hour. Mr. Hamann stated that the Safety Committee has been in review regarding the speed limit and safety precautions on Salmon Falls Road.

Mr. Healey stated that he agreed with Mr. Hamann and explained locations that have lower speeds in school zones and stated that the speed limit at the Brock Street School Zone is 20 miles per hour.

C. The Stabile Companies/Eric Jackson, 86 Church Street (Norway Plains Associates/Scott Lawler) **PRELIMINARY Site Plan to expand existing residential development with 5 new buildings consisting of 30 new townhouse style units. Case# 258 – 8 – A – 24 **PUBLIC HEARING ONLY****

Mr. Scott Lawler, Norway Plains and Associates, introduced himself and Eric Jackson from The Stabile Companies. Mr. Lawler presented the project of 5 buildings consisting of 30 townhouse style units and explained the location surrounding the property. Mr. Lawler explained the current use of the property and stated that the project would be an expansion and explained the reviews that have been performed on the property regarding wetlands. Mr. Lawler explained the variances allowed for the property by the Zoning Board of Adjustment. Mr. Lawler explained the parking for the units. Mr. Lawler reviewed the drainage and stormwater plans for the property and explained the utility plan of the property. Mr. Lawler stated that the applicant has reached out to a traffic engineer to review possible traffic impacts. Mr. Lawler reviewed the state permits that are required and explained requirements for each permit. Mr. Lawler presented a visual rendering of the townhomes. Mr. Lawler explained that the applicant will reach out to the Conservation Commission to apply for a Conditional Use Permit if needed for possible work being done in the wetland buffer.

Mr. Collopy opened the Public Hearing. There were no comments from the public.

Ms. Saunders explained that the application is Preliminary and that there is no decision made by the Planning Board.

Mr. May stated his concerns with the traffic increases from this development and that he would review the traffic study.

Mr. May stated his concerns with the need to encroach into the Cocheco River watershed.

Mr. Healey asked if the units will be owned or leased. Mr. Jackson answered that the units will be for sale, condominium units.

Mr. Bruckner recommended that yards or space be made for owners to have their own outdoor space.

Mr. Dews asked if the units would be white. Mr. Jackson stated that the rendering shows the style and color of the proposed units being white. Mr. Dews recommended different colors than white.

Mr. Collopy stated that there would be a Homeowners' Association and stated that the plans show one dumpster. Mr. Collopy asked if the one dumpster would be enough for 30 units. Mr. Lawler stated that there would be two dumpsters on site between the entire property of 42 units.

Mr. Collopy asked for clarification of the retaining wall. Mr. Lawler explained that due to the grade of the property that units will drop that they move closer to the road.

Mr. Collopy recommended protection around the catch basin to prevent children from falling.

Mr. Collopy asked if there would be a separate road created to facilitate the additional units. Mr. Lawler explained that rather the applicant moves forward with the 30 units or not, that the E911 Committee have recommended an addressing change to the property and units that are currently there to be changed to their own road and additional development would follow that addressing recommendation.

Mr. Hayden asked if the western parking lot would have signage. Mr. Lawler stated that signage has not been reviewed but will be reviewed in formal submissions.

Mr. Hayden stated that he felt that the infiltration pond is close to the rear 3 units and recommended more space for green space of the units.

Mr. Dews asked if there would be any passive recreation on the site. Mr. Lawler stated that the grading to the river is steep.

Mr. Bruckner stated that the property is heavily wooded. Mr. Lawler stated that there has been discussion about a walking path being placed to the Cocheco River.

Mr. Bruckner asked that trees be preserved as much as possible.

D. Pease Development Authority/Michael Mates, 238 Rochester Hill Road (Jacobs Engineering Group, Inc./John Pelletier) Site Plan to repave existing terminal tiedown apron, replace drainage piping and structures, and pave Portland Cement Concrete Pad around existing aviation fuel station. Case# 243 – 18 – AS – 24 **PUBLIC HEARING ONLY**

Mr. Andrew, Director of Aviation Planning and Compliance with Pease Development Authority introduced himself and Jacob Pelletier with Jacobs Engineering Group, Inc. Mr. Pelletier presented the existing conditions and proposed project. Mr. Pelletier explained that the concrete will be removed and replaced, and that the drainage line will also be removed and replaced. Mr. explained the NHDES requirement for the apron that surrounds the aircraft fuel pumps. Mr. Pelletier reviewed the State and Local Permits that will be required. Mr. Pelletier explained the addition of a drainage ditch.

Mr. Collopy opened the public hearing. There were no comments from the Public.

Ms. Saunders explained that Pease Development Authority is a Government Agency that does not require Planning Board approval, but that the applicant has presented for courtesy and input.

Mr. Hayden asked if there was an existing spill prevention plan in place. Mr. Pelletier answered yes.

Mr. Collopy asked for the timeline on completion. Mr. Pelletier explained that bids are being opened and that a grant application would be sent to the FAA. Mr. Pelletier stated that construction would be Spring of 2025.

Mr. Collopy asked if the construction was daytime work. Mr. Pelletier stated that all work would be in the daytime.

E. Fieldstone Land Consultants, PLLC/All Purpose Storage Rochester, LLC, 303 North Main Street (Fieldstone Land Consultants/Chad Branon and Brandon Richards) Amendment to Approved Site Plan to construct 6 new parking spots and removal of existing pavement and parking islands. Case# 114 – 8 – B2 – 03 **Public Hearing/ ACCEPTANCE/FINAL DECISION***

Mr. Chuck Ritchie, Fieldstone Land Consultants, presented the Site Plan Amendment application. Mr. Ritchie explained that the application is for parking lot changes including removing a parking island to increase parking spaces and improving access to the newly proposed contractor bay site. Mr. Ritchie explained drainage plans for the property.

Mr. Collopy opened the public hearing. There were no comments from the public.

Ms. Saunders reviewed the project and staff review and listed the recommended Conditions of Approval. Ms. Saunders stated that staff recommend that the application be accepted as complete and approved.

A motion was made by Mr. Hamann to accept the application as complete and seconded by Mr. Healey. The motion carried unanimously.

A motion was made by Mr. Hamann to approve the application with conditions as stated and seconded by Mr. Bruckner. The motion carried unanimously.

F. Fieldstone Land Consultants, PLLC/All Purpose Storage Rochester, LLC, 303 & 305 North Main Street (Fieldstone Land Consultants/Chad Branon and Brandon Richards) Site Plan to construct 2 contractor bay buildings and associated parking and site improvements. Case# 114 – 8 – HC – 23 **Public Hearing/ ACCEPTANCE/FINAL DECISION***

Mr. Chuck Ritchie, Fieldstone Land Consultants, PLLC, presented the project. Mr. Ritchie requested to discuss the Site Plan for the construction of contractor bays first, rather than the amendment, and the Planning Board had no objections. That portion of the minutes then occurred with the vote.

Mr. Ritchie then went on with this application and explained the condominium conversion that was approved by the Planning Board previously. Mr. Ritchie explained the location and stated that the site is within the 250-foot setback of the Cocheco River. Mr. Ritchie explained that the site was once a dump site in the City of Rochester, so therefore there is no infiltration allowed on the site. Mr. Ritchie stated that Fieldstone Land Consultants is working Terracon who is monitoring the site. Mr. Ritchie explained the parking plans for the property, including changes to improve traffic flow around the current Pizza Hut location. Mr. Ritchie reviewed the Conditional Use Permit. Mr. Ritchie explained the requested waiver for Chapter 218 for drainage

requirements. Mr. Ritchie explained the lighting plans and stated that the lights would be down cast. Mr. Ritchie explained how utilities will be provided and stated that the contractor bays would be utilized only by permitted uses. Mr. Ritchie presented visual renderings of the building.

Mr. Collopy opened the Public Hearing. There were no comments from the Public.

Ms. Saunders reviewed the waiver requests and stated that staff recommend approval of the waivers. Ms. Saunders reviewed the Staff Review and recommended Conditions of Approval from various City departments and stated that staff recommended the application to be viewed as complete and staff recommends the approval of the application.

A motion was made by Mr. Dews to accept the application as complete and seconded by Mr. Mr. Healey. The motion carried unanimously.

Mr. Dews stated his support for removing 2 units to have the project out of the wetland buffer.

Mr. Dews recommended signage for snow removal to prevent plows from pushing over the curb.

Mr. Hayden asked if there were raingarden details. Mr. Ritchie stated that he would add them in the plans.

Mr. Bruckner recommended solar panels and asked if they had been considered for the property. Mr. Ritchie stated that solar panels have not been considered.

Mr. Collopy stated his support for removing 2 units in order for the project to get out of the watershed buffer. Mr. Ritchie explained that the plan has been altered before to lessen that impact but that additional units cannot be removed

Mr. Collopy asked if the color scheme in the rendering were the planned colors for the building. Ms. Saunders explained that the colors had been reviewed with staff and that the applicant is putting in landscaping.

Mr. Collopy confirmed the visual renderings of the buildings.

Mr. Bruckner recommended a minimum height of 15 feet for the trees that will be planted in order to screen the building. After discussion, Mr. Bruckner asked for at least a minimum height of 12 feet for trees be added to the conditions of approval.

Mr. Collopy asked if the number of handicap spaces on the plans, 2, were sufficient for requirements. Ms. Saunders stated that the Department of Public Works reviewed the spaces and had no concerns.

Ms. Saunders reviewed the recommended additional Conditions of Approval from the Planning Board members.

Mr. May confirmed the two requested waivers and stated his concern with encroachment into the watershed buffer.

Mr. Collopy asked if there were regulations within the condominium regarding businesses following Environmental Protection Agency regulations. Ms. Saunders explained that businesses are supposed to send in a Change of Use application to the City, but with the turnaround of some businesses, not all businesses send in the application and are known.

Mr. Collopy asked if the Planning Board could add a requirement that all work is to be kept inside of the contractor bays. Ms. Saunders answered yes.

Mr. Bruckner asked if there were spaces to catch the spills that will occur. Ms. Saunders stated that floor drains were not recommended because floor drains tend to have materials dumped in them. Mr. Bruckner asked if there was a place to separate volatile contaminants. Ms. Saunders stated that because of the brownfield nature of the site that there are severe restrictions with increasing drainage or installing separators and explained that the site will have to be monitored heavily.

Mr. Healey recommended that each of the construction bays have a spill kit.

Mr. McQuade stated that he supports requiring a spill kit but stated that regulating spill kits may not be possible as the tenants cannot be regulated and therefore spill kits are un-enforceable.

Mr. Dews requested that the Planning Board review and approve the final plans.

Mr. Hayden stated that he felt that finding trees at least 12 feet may be complicated as trees are typically sold at approximately 6 feet.

Ms. Saunders reviewed the additional Conditions of approval recommended by the Planning Board members.

A motion was made by Mr. Hamann to approve the Chapter 218 Stormwater Management and Erosion Control Waiver request and seconded by Mr. Dews.

Mr. May stated his concerns with the discharge to the river from the new facility.

The motion carried with Mr. May opposing.

A motion was made by Mr. Hamann to approve the waiver to allow above ground utilities and seconded Mr. Healey. The motion carried unanimously.

A motion was made by Mr. Hamann to approve the application with conditions as stated and seconded by Mr. Dews. The motion carried unanimously.

G. [Aranosian Oil Company, Inc. & Alanco Realty, Inc. \(Floyd Hayes\) 160 & 162 Charles Street](#) (by Haley Ward, Inc./John Chagnon) Site Plan to construct Convenience Store and Gas Station with utilities and parking. Case# 128 – 214&215 – R2&NMU – 23 **Public Hearing/ ACCEPTANCE/FINAL DECISION***

Mr. FX Bruton introduced himself and other engineers and architects that were present for the presentation. Mr. Bruton presented the project and explained the two Variances approved by the Zoning Board of Adjustment. Mr. Bruton explained the property and surrounding location. Mr. Bruton reviewed the application process including traffic review and improvements being made to the existing site. Mr. Bruton explained the expansion of the gas station to prevent traffic backups. Mr. Bruton reviewed the dimensions of the building and its expansion and dimensions of the parcel itself. Mr. Bruton explained the changes proposed to the canopy plan. Mr. Bruton explained that there is an additional pending third-party review for traffic.

Mr. John Chagnon, Haley Ward, Inc. explained the proposed site plan, proposed traffic plans, and parking within the lot. Mr. Chagnon explained that the structure will be removed and replaced and reviewed further changes to be completed per the presented Site Plans and explained grading plans. Mr. Chagnon further reviewed drainage plans and utility plans.

Mr. Collopy opened the Public Hearing.

Ms. Tracy Gora read a letter from an abutter received 3/24/2024 listing their concerns for the property.

Ms. Saunders explained the difference between the traffic review requested by the Zoning Board and the traffic review requested by the Planning Department and Department of Public Works. Ms. Saunders stated that the Planning Department has not yet received the traffic report or the stormwater report from the third-party reviewers. Ms. Saunders explained that staff recommend that the application be accepted as completed but that the approval review be continued to the next regular meeting in order to give time for the receipt of the reports and for the applicant to provide updated plans. Ms. Saunders reviewed the recommended Conditions of Approval and stated that staff recommended that the Planning Board continue the vote for approval.

Mr. Bruton explained the hours of operation.

A motion was made by Mr. Hamann to accept the application as complete and seconded by Mr. Dews. The motion carried unanimously.

Mr. Bruckner recommended installing solar panels and electric vehicle charging.

Mr. Healey asked why the utility trailer is on the concrete pad. Mr. Chagnon explained that the utility trailer is present for monitoring and sampling of the soil by the state and will be removed in the future.

Mr. McQuade asked if there were occupancy restrictions on the vacant property across the street from the proposed project. Ms. Saunders stated that she was unsure but that she would review further.

Mr. McQuade stated his concerns of the property remaining vacant with the presence of the proposed gas station.

Mr. Dews asked if the fuel tanks were up to code or would require replacement. Mr. Chagnon stated that the fuel tanks were replaced approximately 4 years ago.

Mr. Chagnon explained that there are trees that are projected to be removed, but that the developer would save as many trees as possible. Mr. Chagnon explained his concerns with replacing a specific tree located on the plans. Ms. Saunders clarified that the trees requiring replacement were on the Charles street side, not the Columbus side.

Mr. Collopy asked if the open driveway concept would remain. Mr. Chagnon explained that wide open approach is preferred by customers to ease access in and out of the space.

Mr. Collopy explained his concerns with traffic in the open concept.

Mr. Dews recommended striping of the lot.

Ms. Saunders stated that the concern would be brought up to the third-party reviewer for traffic.

Mr. Collopy recommended having the windows opened and not blocked by advertisement or decorations for public safety.

Mr. Collopy asked if there was an air pump. Mr. Chagnon stated that there is not an air pump and there is not one proposed to be installed.

A motion was made by Mr. Bruckner to continue the application to the May 6, 2024, meeting and seconded by Mr. Hamann. The motion carried unanimously.

H. Knox Marsh Development, LLC, 20 Flat Rock Bridge Road (Berry Surveying/Chris Berry)
Site Plan to construct 16 townhouse style residential units. Case# 210 – 64 – R1 – 22 **Public Hearing/ ACCEPTANCE/FINAL DECISION***

Mr. Chris Berry, Berry Surveying and Engineering, presented the project and explained the history of approval for this project. Mr. Berry explained the requested waivers for the project and explained drainage of the property. Mr. Berry explained the increase of green space to the location and presented visual renderings of the proposed project. Mr. Berry explained that a wetland impact on an abutting property, 89 Milton Road, was done by the property owner, but has nothing to do with the proposed project at 20 Flat Rock Bridge Road and that NHDES has approved the applicant to restore the wetlands that were impacted at 20 Flat Rock Bridge Road which has already started.

Mr. Collopy opened the Public Hearing.

Ms. Saunders read a letter from an abutter, Martha Bertsimas, stating her concerns and disapproval of the development. Ms. Bertsimas explained her concern of wetlands and ground saturation.

Ms. Saunders reviewed the staff review and explained the multiple waivers requested by the applicant and stated which waivers were recommended for approval by staff. Ms. Saunders reviewed the recommended Conditions of Approval and explained one of the conditions will be removed. Ms. Saunders stated that the project will require a new street name for the newly created street into the development. Ms. Saunders stated that staff recommended the application be accepted as complete, that the waivers be approved as recommended, and the project be approved with the conditions as stated.

A motion was made by Mr. Hamann to accept the application as complete and seconded by Mr. Dews.

Mr. Bruckner stated that he felt that application was not complete due to a lack of architectural plans or building elevations.

Mr. Berry stated that the package submitted included full views of the proposed building.

Mr. Bruckner stated that he felt that the views presented in the renderings were not sufficient.

The motion failed with four members for and four members against.

Ms. Saunders explained that the applicant will return to the next meeting with full architectural plans. Ms. Saunders requested that Mr. Bruckner email the specifications that he is looking for.

VIII. Other Business

A. Planning Update

Ms. Saunders explained that Planning staff have continued to review the updating of the Porkchop Subdivision sections of the ordinance.

B. Other

Mr. Dews requested that packets to members be verified for complete receipt. Ms. Saunders stated that she will look into issues that may have transpired with the meeting packet.

Mr. Collopy asked if the applicant for 20 Flat Rock Bridge Road would have to submit total new plans and if not that he would recommend that Planning Board members keep the plan information for the application available for the next meeting.

Mr. Collopy asked for an update to the concerns at 89 Milton Road. Ms. Saunders stated that she was in court for this location and summarized the issues of the property and stated that the Judge extended the fixes of the property to August 1st before imposing fines.

Mr. Dews asked for an update regarding Integrity Auto. Ms. Saunders stated that she will look into the status of the building and permits.

Mr. Hamann asked for an update regarding the finalization of the Lydall project for release of Surety. Ms. Saunders explained that the Planning Administrator is in contact with the facilities manager to finalize the project in order to release surety.

XI. Adjournment

A motion was made by Mr. Bruckner and seconded by Mr. Hamann to adjourn the meeting at 9:10pm. The motion carried unanimously.

Respectfully submitted,

Jaclyn Millard,
Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development