

**City of Rochester Planning Board**  
Monday, April 15, 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  
Peter Bruckner  
Rick Healey

Alternate Members Present

Matthew Richardson  
Zebadiah McGill

Members Absent

Donald Hamann, *Excused*  
Josephine Finocchiaro, *Excused*  
Michael McQuade, *Excused*  
James Hayden, *Excused*

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](http://www.rochesternh.gov/planning-board). Paper minutes may be copied at the Planning & Development Office for a fee.)

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**I. Call to Order**

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

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**II. Roll Call**

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

**III. Seating of Alternates**

Mr. Collopy appointed Mr. Richardson and Mr. McGill as voting members for tonight's meeting.

**IV. Communications from the Chair**

There were no communications from the Chair.

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## V. Opening Discussion/Comments

### A. Public Comment

There were no comments from the public to discuss.

### B. Discussion of general planning issues

There were no General Planning Issues that were discussed.

## VI. Extension Applications

### A. Tuck Realty Corporation, 0 Autumn Street (Jones & Beach Engineers/Ian McKinnon) 23 – Lot Subdivision

Ms. Saunders explained that the applicant is still working on addressing third party review comments and needs more time. Asking for an extension until June 2024.

*A motion was made by Mr. Richardson to approve the extension to meet precedent conditions to June 2024 and seconded by Mr. May. The motion carried unanimously.*

### B. Jon and Judith Mott, 350 Chestnut Hill Road (Norway Plains/Glenn Griswold) 2 – Lot Subdivision

Mr. Collopy noted that agenda items B and C are for the same applicant and involve the same property so these requests will be reviewed together.

Ms. Saunders stated there this was a two-part application where first there was a lot line adjustment done and then the larger lot subdivided off one additional lot. Stated that the applicant would like a minor adjustment to the plan, so they are requesting an extension until June 2024.

*A motion was made by Mr. Dews to approve the extension to meet precedent conditions to June 2024 and seconded by Mr. Richardson. The motion carried unanimously.*

### C. Jon and Judith Mott, 350 Chestnut Hill Road (Norway Plains/Glenn Griswold) Lot – Line Adjustment

*Previous motion made for both extension applications.*

## VII. Master Plan Updates

### A. Economic Development Master Plan

Ms. Saunders stated that the Planning Department is at the point of updating several Master Plan chapters and that there will be several coming before the Board soon, so she wants to review the role of the Planning Board in the Master Plan process. Stated that RSA 674:1 talks about the duties of the Planning Board and the first thing it mentions is to prepare the City Master Plan. Stated that the Planning Board is the final vote body of the Master Plan and that it does not need to go to the City Council for approval. Stated that the Master Plan is like the road map for the direction for the City to go in. Stated that State RSA requires that the Master Plan have at least two sections-a Vision section and a Land Use section but that there can be many chapters. Reviewed some of the chapters that Rochester has and that updates to these chapters will be coming to the Board soon. Stated that the chapters are put together into a comprehensive Master Plan. Stated that State RSA requires that the Planning Board hold a public hearing prior to adopting any part of a Master Plan.

Stated that at the May Planning Board meeting there will be public hearings to review the Economic Development chapter and the Cultural & Historic Resources chapter. Referred to and reviewed the Cultural & Historic Resources chapter. Stated that it is important to review the goals and recommendations outlined in the Master Plan chapter that may speak to specific action items.

Mr. May stated that the Cultural & Historic Resources chapter and one of the better Master Plans he has read and thanked the Committee for putting it together. Stated that he is focused on the goals and that sometimes there is too much jargon mixed in. Suggested standardizing the format of the chapters so they are consistent and streamlined.

## **B. Cultural & Historic Master Plan**

See above, these items were discussed together.

## **VIII. Review of Inspections**

### **A. February 2024**

Ms. Saunders referred to the inspection report that was supplied.

## **IX. Review of Surety**

Ms. Saunders thanked the Board for the discussion they had regarding the Lydall property last month. Stated that Lydall reached out to the City and got their documentation and permits coordinated, so they are good to release surety.

## **X. Release of Surety**

- A.** Lydall Eastern, Inc. and Lydall Performance Materials, Surety Release for Surety Bond (100%) in the amount of \$146,359.00. Located at 134 Chestnut Hill Road

*A motion was made by Mr. Bruckner to approve the surety release for Lydall Eastern, Inc. And Lydall Performance Materials and seconded by Mr. Dews. The motion carried unanimously.*

- B.** Hope on Haven Hill, LLC, Surety Release for Cash Surety (100%) in the amount of \$4,469.39 plus interest. Located at 326 Rochester Hill Road

*A motion was made by Mr. Dews to approve the surety release for Hope on Haven Hill, LLC and seconded by Mr. May. The motion carried unanimously.*

- C.** Waterstone Rochester, LLC, Surety Release for Surety Bond (100%) in the amount of \$186,723.08. Located at 120 Marketplace Blvd for 300,000 sqft of commercial space

*A motion was made by Mr. Richardson to approve the surety bond release for Waterstone Rochester, LLC and seconded by Mr. Healy. The motion carried unanimously.*

- D.** Waterstone Rochester, LLC, Surety Release for Cash Surety (100%) in the amount of \$19,022.00 plus interest. Located at 120 Marketplace Blvd for Restaurant and Retail on last established pad site

*A motion was made by Mr. Dews to approve the cash surety release for Waterstone Rochester, LLC and seconded by Mr. Richardson. The motion carried unanimously.*

## **XI. Other Business**

**A. Planning Update**

Ms. Saunders stated that the Planning Department will be short staffed soon as the Administrative Assistant II, Jaclyn, will be going out on maternity leave. Stated that the department will not be bringing in temp help and that tasks will be assigned to other staff. Stated that Jackie will be having a baby girl and wished her the best of luck.

**B. Other**

**i. Porkchop Subdivision Ordinance Update**

Ms. Saunders stated that the most recent draft of the Porkchop Subdivision was included in the packets, but that staff is still working on it and doesn't have updates tonight.

Mrs. Gora stated that she has incorporated comments from the last meeting into the draft and received some comments from members of the E911 Committee. Stated that at the last meeting the Board inquired about letting Porkchop Subdivision in other districts and that she is currently working on that. Stated that she will have an update for the next workshop meeting.

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**XI. Adjournment**

*A motion was made by Mr. Healy and seconded by Mr. Bruckner to adjourn the meeting at 6:55pm. The motion carried unanimously.*

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Respectfully submitted,

Tracy Gora,  
*Senior Planner*

and

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