



DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, February 23, 2021**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Dennis Ciotti (Councilor), Dave White, Mark Speidel (Alternate)

The following Board members called into the meeting: Frank Torr, Tom Clark, Jackson Kaspari, Dave Landry, Kyle Pimental, Erin Allgood (Alternate), Hayley Harmon (Vice Chair)

Members Not Present (excused): None

Members Not Present (un-excused): None

Staff Present: Christopher Parker, Assistant City Manager

Chair G. Cruikshank called the meeting to order at 7:00 p.m. She noted that certain members of the Planning Board are participating in this meeting remotely, and as the Chair of the Planning Board she has, per NH RSA 91-A:2, III (b), declared an "emergency" within the meaning of that statute and waive the requirement that a quorum be physically present at the meeting. Remote members will identify their location and any person present with them at that location. All votes will be by roll call.

The City of Dover has taken extra steps to ensure the physical location of this meeting conforms with all safety provisions during the pandemic, including social distancing, face coverings, and frequently sanitized facilities. Although qualified members of the public can participate in the meeting by speaking at the physical location, the public is encouraged to leave comments in advance by calling 516-MEET (6338), emailing Dover-Planning@doover.nh.gov, or mailing written comments to Planning Board, Dover City Hall, 288 Central Ave., Dover, NH 03820. Messages must be received no later than 4 p.m. the day of the meeting and should identify the name and Dover address of the person leaving the message or providing the comment.

The Chair announced that K. Pimental has been elevated to regular member, thanked Lisa McGunnigle Tapp for her service to the board, and welcomed Mark Speidel as a new alternate.

1. CITIZENS' FORUM

Citizens Forum Open. No one spoke. *Citizens Forum Closed.*

2. APPROVAL OF THE PRIOR MINUTES

February 09, 2021 Regular Meeting Minutes

Motion: D. White moved to approve the minutes as presented. Seconded by D. Ciotti.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari-yes, D. White-yes, T. Clark-yes, F. Torr-yes

3. OLD BUSINESS

None

4. NEW BUSINESS

Motion: D. Ciotti moved to hear case 4E as the first case of the evening. Seconded by D. White.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari-yes, D. White-yes, T. Clark-yes, F. Torr-yes

E. Consideration and adoption of Street Tree Policy



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K. Pimental recused himself as he is part of the consulting team who proposed the project. E. Allgood sat in.

C. Parker explained the background for the project and indicated that the Conservation Commission endorsed the plan at its February 8th meeting. The Board received a copy of that presentation to review ahead of tonight's meeting, and the intent is to summarize the plan and not present it in full a second time.

C. Parker also noted that the Conservation Commission has agreed to fund street tree planting and the Community Services Department hopes to plant upwards of 30 trees this season. They were indented to be planted last year, but due to the drought, no plantings were completed. This plan will guide planting activities.

K. Pimental, Strafford Regional Planning Commission, introduced the project and how the plan fits into a larger resiliency project and how it was funded. This project stemmed from the 2018 plan which made several recommendations towards resiliency: particularly relating to climate change and specific recommendations towards landscaping and trees to combat the urban heat. Funding grants are available and EFD partnered with the City to put a proposal together which became the street tree plan. They are working on two others: updates to the City's complete street policy and a design for a storm water retrofit downtown.

Liz Durfy, EFD Planning noted she had made a presentation to the Conservation Commission and presented some highlights of that presentation to the Planning Board.

J. Kaspari appreciated how the plan was put together and the information that is included. He has previously looked into salt degradation issues for trees in the district and found if gypsum is added to the soil for street trees, it helps the trees ward off the negative implications of road salt. Did that come up in their research? They had not heard of that but can look into it.

D. Ciotti asked who will implement this policy other than the Planning Dept? C. Parker noted the Community Service Dept and the Environmental Project Manager will be involved.

E. Allgood was glad to see the socio-economic analysis in the presentation. She was curious what the next steps would be for gathering more information. Ms. Durfy explained where the information is lacking and where to look for more information.

C. Parker noted that this a traditional process for reviewing and endorsing, but that staff recommends that the Board endorse the plan and encourage staff to use it to guide future review of site plans in the Central Business District, and the Capital Improvements Program. Furthermore, the Board may wish to consider a zoning amendment to Chapter 170-20 E) (1) to incorporate the plan into the Zoning alongside the Downtown Dover Streetscape Standards.

Motion: T. Clark moved to endorse the plan and encourage staff to incorporate it as part of future Capital Improvements programming. Seconded by D. Ciotti.

Roll Call Vote: E. Allgood-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari - yes, D. White-yes, T. Clark-yes, F. Torr-yes

- A. Consideration and acceptance of a Minor Subdivision for Townsquare Media Portsmouth, LLC., Assessor's Map M, Lot 91A, zoned R-40, and located at 292 Middle Road. (1 new lot). *(P21-06)



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C. Parker explained the applicant is seeking to subdivide its 65 acre parcel into an 8 acre parcel around the building and radio station infrastructure, and a 57 acre vacant parcel. No plans have been discussed or provided on the future of the larger parcel. The applicant has requested a waiver from mapping wetlands. Typically, wetlands are required on a subdivision to demonstrate minimum standards have been met. Here the minimum lot size is 1 acre, and the proposed parcels are well above that minimum. The site is proposed to be serviced by municipal water and private septic. As a Minor Subdivision, this application did not appear before the TRC.

In 1969 the property received a variance to have the radio tower. The Variance was amended in 1971 to allow the antenna to be no closer than 300' to any structure.

K. McEneaney, McEneaney Surveying reviewed the application and plat. The purpose of the subdivision is to leave the minimal amount of land area around the building and radio tower and maximize the size of the remaining parcel.

They are asking for a waiver from wetland mapping because there are significant wetlands, and they bisect the upland areas significantly. He estimates there would be three miles of wetlands flags to be placed if the waiver is not granted. This would be a significant expense for a minor lot line adjustment request where no improvements are being requested.

The lot has been on the market and the sale is not intended to include the structure and radio tower, so the subdivision request would be needed at some point. The owner has opted to take care of that now.

D. Landry asked for clarification on the access point for the 57-acre parcel. It will be Middle Rd.

Motion: F. Torr moved to accept the application and note that there is no regional impact by the request. Seconded by D. Ciotti.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari-yes, D. White-yes, T. Clark-yes, F. Torr-yes

Public Hearing Opened

No one spoke.

The Planning Department received an email from Eric Spurling, 16 Isaac Lucas Circle, who is against the application. No calls were received.

Public Hearing Closed

C. Parker noted there are two votes on the application, the first is the waiver, and the second is the subdivision plan. Chapter 157-51 states a waiver may be granted if the Board finds that:

“(1) Strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the regulations; or

(2) Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations.”

Staff believes criterion 2 has been met for this request.

STAFF RECOMMENDATION- Waiver:



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The Planning Department recommends that the Planning Board accept the application for review, open the public hearing, and vote to grant the waiver with the following condition:

Conditions to Be Met Prior to Signing of Plans:

1. Add a note to the plat that the Board granted a waiver to Chapter 157-13 (wetlands survey) and that the Board found the criteria of Chapter 157-51.A have been met.
2. Add a note to the plat that any further subdivision or development will require applicable wetland and boundary survey.

Motion: D. Ciotti moved to grant the waiver with the conditions presented by staff. Seconded by D. White.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari-yes, D. White-yes, T. Clark-yes, F. Torr-yes

STAFF RECOMMENDATION- Minor Subdivision:

The plan is consistent with Chapter 157-15 of the City's Land Subdivision Regulations, which provides for subdivision of existing lots. The Planning Department recommends that the Planning Board vote to approve the application with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide the Planning Department with a digital version of the final plat.
2. Provide a CAD file to the satisfaction of the Asset Management Administrator.
3. The applicant shall revise the plat to:
 - a. Add signature and stamp of LLS
 - b. Add owners' signatures for recording at Strafford County Registry of Deeds
 - c. Add Planning File # P21-06
 - d. Show utility locations
 - e. Update the reference list to include H70-4 (variance file)
 - f. Add a note stating no new structures shall be placed within 300' of the tower.

Motion: D. White moved to approve the subdivision with the staff recommended conditions of approval. Seconded by D. Ciotti.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari-yes, D. White-yes, T. Clark-yes, F. Torr-yes

The Vice Chair noted that items B, C and D would be heard together. M. Speidel offered to recuse himself from the case since he lives in that neighborhood, though is not a direct the abutter. He did oppose the original development plan for Leather's Ln. No one on the board or public expressed any concerns with M. Speidel hearing the case.

- B. Consideration and acceptance of a Conditional Use Permit for 54 BRR, LLC., Assessor's Map I, Lot 6, zoned R-12, and located at 54 Back River Road. (Proposal is to allow road and utility construction, stormwater treatment, and structures including units and retaining walls, with steep slope impacts of 18,799 s.f). *(P21-01)
- C. Consideration and acceptance of a Transfer of Development Request for 54 BRR LLC, Assessor's Map I, Lot 6, zoned R-12, located at 54 Back River Road. (Proposal is to increase development density allowed by 35 HUD-rate restricted units). *(P20-61)



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- D. Consideration and acceptance of a Site Review for 54 BRR, LLC, Assessor's Map I, Lot 6, zoned R-12, located at 54 Back River Road. (Proposal is to develop an affordable housing community with 44 detached 384 s.f. one-bedroom units). *(P20-60)

C. Parker explained the applicant is seeking to create a 44 unit residential project. The units are all 384 sf 1 bedroom units and there is an expectation that the majority of the units are single occupant. The Developer worked with staff over the past 6 months to create a layout that features common open space and walking trails for the units, is set back over 200' from the Bellamy River and works with the land. Furthermore, the applicant has worked with life safety staff to identify restrictions and operation and maintenance plans that need to be in place regarding snow clearing, landscaping, maintenance and general restrictions on the site.

In discussion with staff, the applicant agreed to a note on the plan that any change of ownership, including creating a condominium for individual sale requires Planning Board approval. The applicant has also recognized the traffic concerns raised by residents along Back River Road and has provided a program for car and van pooling to work and provided limited opportunity for vehicles. In fact the 44 units have a similar level of vehicular use that a 3-4 bedroom larger home might have.

The site was considered for a 9 home subdivision in 2019, and that plan was abandoned by a previous applicant. That 9 unit plan served as the base calculation to identify the 44 total. 35 of the units would be purchased through the Transfer of Development Right's program. Those units utilize the provisions created in 2020 to allow the units to be purchased without cost, as they will be rent restricted to meet the HUD Fair Market rates for Dover, as published annually by New Hampshire Housing Finance Authority. Currently, for a 1 bed room that rate is \$1,029 a month in Dover.

The units would be served by private forced main to public sanitary sewer and public water. The street is intended to be private.

The Technical Review Committee reviewed the application at their October 8, 2020 and January 14, 2021 meetings.

As part of the proposal, the applicant is requesting a conditional use permit to affect 18,799 s.f. of steep slopes. The applicant has provided a written narrative explaining how they meet the criteria of the conditional use permits for the Conservation District including how they avoid, minimize, mitigate, and the efficacy of the soil erosion and sedimentation control plan. The Conservation Commission endorsed this project at their February 8, 2021 meeting.

Finally, the applicant is requesting two waivers: (1) for lighting and (2) a second for landscaping to be a smaller caliper of tree than the regulations require for parking lot areas. Staff has since determined that the waiver for tree regulations is not required for this application.

Much of the concern about this project, expressed before the meeting centers not really on the project but the existing and potential conditions at Back River Road. This area is a known congestion point. The City Council has funded a plan to design improvements at this intersection. As noted before, staff expects to request proposals for a design engineer to be hired to develop engineering plans so we can improve the intersection. The best option would be to relocate Back River to flow onto Mill Street. This would involve creating a new bridge connection and remove one light. The proposed alternative is to create a roundabout at Back River and Durham Road.



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This work needs to be completed in conjunction with improvements the State is looking to make on the Spaulding Turnpike at Exit 7. Currently, there is a bottleneck under the turnpike where you have additional lanes to the west, but we cannot add them underneath. The intent is to design our improvements and coordinate with the State on implementation.

A concern was emailed by a few members of the public regarding the sewer capacity. There should be no concern with the City's system. Due to the grades, the applicant is including a private pump station to tie into the sanitary system in Back River Road. This will have a generator back up and an operation and maintenance plan is required.

To be clear this affordable housing is not replicating the housing Dover Housing provides or replicating what is in Bradley Commons or similar low income housing, not that there isn't a need for that. This housing is designed and intended for employees of the applicant, young professionals who don't want to live in an apartment building, empty nesters who wish to downsize. This is your teachers, fire fighters, planners, grocery store employee etc. There should be no property value impact, because the metrics used are home sales and not rental or proximity to rentals. Affordable housing is something we struggle with in Dover, as does the Seacoast. There is a dearth of homes being created and demand far outweighs supply.

The applicant has worked with the abutting HOA at Red Barn Drive. They have agreed to install a fence along the shared boundary. The two parties are still discussing whether to place the fence at the top of the 8' embankment with Red Barn or below.

Mike Sievert, MJS Engineering, represented the application and reviewed the details of the plan.

John Randolph, the applicant, provided the vision and overall intent of the project.

M. Speidel asked what number of residents they are expecting to live in the 44 units. Mr. Randolph noted there is only one bedroom in each unit, so it's not really conducive to children, though there may be couples. They are looking to market these units to recent high school and college graduates.

M. Speidel's biggest concerns are traffic and parking. If there are potentially 66 residents there, there could be 66 vehicles, but only 59 parking spaces. He thinks there should be about 83 spaces when using formulas for residents and visitors. This may result in parking on Back River Rd which could be very dangerous due to slope.

Mr. Randolph noted the lease will state that there is only one vehicle allowed on site per unit.

M. Speidel asked what the community center will offer/ be used for.

Mr. Randolph said it can be a gathering space used by the residents as a group or to sign out the space for a gathering of residents and guests.

D. Ciotti said the existing residential structure is not shown in detail on the plan. That area should be used for more parking. Mr. Sievert noted he can't put parking there in the 30' buffer and the driveway can't be removed because it is an access to the neighbor. The roadway will be cut off. D. Ciotti noted he would be in favor of granting a waiver to have parking at the community center (in the buffer) since he is concerned about the minimal parking on the plan.

D. White thinks the Board should trust the developer to know what they need for parking. Normally the



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Board is trying to get the applicant to reduce parking so the Board should not be asking the applicant to increase parking for this project. He is ok with the parking as proposed.

Motion: D. White moved to accept the applications and note that there is no regional impact by the requests. Seconded by H. Harmon.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari-yes, D. White-yes, T. Clark-yes, F. Torr-yes

Public Hearing Opened

Matthew Smith, 57 Back River Rd is located across the street and up the hill. He confirmed the grade of Back River is steep and on a curve. He is concerned about the site lines and traffic issues on that stretch. The City needs to fix the hazardous condition there. It was noted that the applicant has been working with the City and the neighbors, but the first he heard of the project was when he received his abutters notice in the mail a week ago.

He is also concerned about losing power/ service for a transformer to be relocated which is currently located where the proposed road will be. He is concerned about living next to these units with regard to his home's valuation as well as having two different condo associations as his neighbors.

Frank Crossman, 50 Back River Rd will be a direct abutter to a few of the homes. He has an 8' fence and a pool and deck. He is concerned about having neighbors right there with direct site lines to his family.

Was there a traffic study?

Leathers Ln was just approved- which will probably have 80+ cars.

If approved, when will construction start?

Will children and roommates be allowed?

Will there be an on-site manager living there?

Parking will probably be an issue. There will probably be spill-over and residents taking visitor spots.

He is also concerned about a large number of young people living there and partying/ gathering/ taking extra roommates.

It's not allowed to discriminate who can live there: mother and child/ married couple/ 2 roommates.

Emails were received from:

Alison Lunt Hatfield and Dan Hatfield, 41 Picnic Rock Drive

Erin Davis/Smith 58 Back River Road

Neal Desjardins, 18 Picnic Rock Drive

Pati Kuziomko, 11 Nute Rd.

Amanda Fleischmann, 57 Back River Road

Tammy Rajaniemi, 6 Walt Colby Drive

Wendy and Tim English, 5 Walt Colby Drive

Staff spoke with:

Scott Roy, 12 Red Barn Drive

Matt Smith of 57 Back River Road

Arthur Sweatt, 56 Back River Road

Letter received from:

Richard Ellsmore and Kristen Stevens, 26 Picnic Rock Drive



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Public Hearing Closed

C. Parker addressed questions that were asked during the public comment.

'Life of the project' means the agreement is tied to the land, rather than any specific owner.

An in-person traffic study was conducted.

Mr. Randolph addressed public comment questions. Construction timeline is dependent on approval, but ideally starting around August and would continue for two years.

The goal of these units is to be affordable and there is only one bedroom to sleep in. They cannot discriminate, but it's really not built for a roommate situation.

There would not be a site manager living there, but there would be management and maintenance on site daily.

Regarding power loss, he can work with the neighbors for scheduling or loss of income.

Regarding the neighbors, the applicant noted he is willing to look into fencing or vegetation options.

The applicant and board members discussed fence options between the property and Mr. Crossman's home. Due to elevation, it makes the most sense to add vegetation in that area.

Access to the storage lofts are by a ladder attached to the wall inside the unit. There are no basements

D. Landry asked if there will be more than one architectural design for the homes and how many colors will there be? Shutters are an easy way to add attractiveness and color to the design.

Ms. Randolph, project architect noted there can be some variation with doors. There will be porches on each unit.

K. Pimental asked if integrated traffic signals have been installed at this location and is there any data that it's helping? There is no data yet.

J. Kaspari asked if there is any timeline for the City to implement traffic release through traffic circles for this neighborhood. There will be a request for bid this spring for a design engineer to create full plans. Abutter input will continue to be sought. By summer or fall they should have info from the state about the bridge columns and can go to bid for construction in about a year for construction to begin summer of 2022.

C. Parker noted there are four votes on the application, the first is the Conditional Use Permit, the second is the TDR. The third are waivers and the fourth is the site plan. The Conservation District ordinances provide for Conditional Use Permits to allow impacts to the Conservation District if standards related to demonstration of need, avoidance, minimization, mitigation, and efficacy of the soil erosion and sedimentation control plan are met. This proposal is consistent with those standards.

STAFF RECOMMENDATION – Conditional Use Permit:

The Planning Department recommends that the Planning Board open the public hearing, accept the application, and vote to approve the Conditional Use Permit with the following conditions:

Condition to Be Met Prior to the Issuance of the CUP:

1. The Site Plan (P20-60) be approved.
2. TDR request (P20-61) be approved.
3. Copy of the Shoreland permit be submitted to the Planning Department.



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Motion: F. Torr moved to grant the Permit with the conditions presented by staff. Seconded by D. White.

Roll Call Vote: K. Pimental-yes, D. Ciotti-no, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari -yes, D. White-yes, T. Clark-yes, F. Torr-yes
The motion passed 8-1 with D. Ciotti opposed.

D. Ciotti does not think the plan is complete and would rather table the issue than vote on it. He would like time to review the traffic study and TRC comments and does not think the plan provides ample parking. J. Kaspari agreed that it's not fair for members to be asked to vote if they haven't seen all the materials. F. Torr asked if it is tabled, will it be on the next agenda? C. Parker noted some items that should be discussed tonight prior to voting on tabling the case. The TRC comments and traffic study can be emailed out or printed tomorrow. So yes, the case could be heard again in two weeks. F. Torr expressed to the Board members that all TRC comments and concerns were addressed by the applicant to his satisfaction.

D. Landry said it's fair to wait two weeks for all board members to read the materials.

F. Torr said to also be fair to the applicant, the board needs to be specific on items that need to be addressed.

M. Speidel would like addressed: parking on Back River Rd, bulk waste plan, existing residence mock up.

C. Parker asked the board members how many want the additional parking by reducing the buffer. 4 or 5 were in favor of that option.

C. Parker read through the proposed conditions prior to the board deciding if they will table the remaining requests.

STAFF RECOMMENDATION – TDR:

Chapter 170-27.2 of the Zoning Ordinance allows for developments to buy additional units through the process of Transfer of Development Rights. This plan meets the criteria outlines, and staff recommends that the Board find the request is consistent with the Master Plan and agrees to sell the rent restricted units with the following conditions:

Condition to be Met Prior to Granting the TDR:

1. Payment of the TDR fee (which is waived for HUD rent restricted units)
2. The Conditional Use Permit (P20-61) be granted.
3. Applicant shall enter into a development agreement with the HUD rental rate and how it will be annually reviewed.
4. The plan includes the granting of a waiver for 30' cut buffer behind the community center for parking.

STAFF RECOMMENDATION-Waivers:

The applicant has provided a narrative expressing how they meet the criteria of Chapter 153-21 (Waivers) have been met which states:

The Planning Board may waive specific provisions of these regulations. The Planning Board may only grant a waiver if the Planning Board finds, by majority vote, that:

- (1) Strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the regulations; or



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(2) Specific circumstances relative to the subdivision, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.

Staff believe criterion 2 has been met for the lighting waiver and landscaping (tree location) waiver. Staff does not feel a waiver is necessary for the planting location and appreciates the applicant's narrative.

The Planning Department recommends that the Planning Board vote to grant the waivers with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. A note be added to the plan that the waivers from sections 153-14.E(2)(b)(Lighting) and 153-14.G(2)(b) have been met and the Board found the criteria to be met.

STAFF RECOMMENDATION-Site Plan:

Chapter 153-4 of the Site Review Regulations of the City Code provides for site review by the Planning Board of new construction of various types. This plan is consistent with those regulations and staff recommends approval with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The CUP (P21-01) be approved.
2. The TDR request (P20-61) be approved.
3. The applicant shall provide the Planning Department:
 - a. A digital version of the plan
 - b. A CAD file to the satisfaction of the Asset Management Administrator.
 - c. Documentation that Postmaster is fine with mail kiosk
 - d. An agreement noting the location of the fence along the shared boundary with Red Barn Drive
 - e. Add vegetation along property line with I-6A and I-6B
 - f. A revised lease including a limit the number of vehicles per unit to 1, correct the security deposit, add the quiet hours to the community building, and replace the reference to apartments.
4. The applicant shall revise the plat to:
 - a. Add the owners' signatures
 - b. Add the Licensed Land Surveyor, Professional Engineer, and Landscape Architect stamps and signatures
 - c. Add permit numbers and dates to the permit status notes
 - d. Address Engineering drainage and utility concerns
 - e. Add accessible regulation note to plan and revise accessible parking spaces and route to the satisfaction of the Building Official.
 - f. Update parking calculation on C-101 to 44 units and 59 parking spaces
 - g. Add note about TDR purchasing 35 units at HUD rental rate and the restrictions of 27.2 and annual certification of HUD rental rates
 - h. Update note 25 with permit numbers
 - i. Add a note regarding the fence along Red Barn Drive
 - j. Revise the hours of construction to remove Saturday hours
 - k. Update plan to show the existing house and its vegetation
 - l. Add parking behind the community center
 - m. Add tall vegetation between I-6A and I-6B

Conditions to Be Met Prior to Any Construction Activity:



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5. A site construction sign with the contact information for the general contractor must be located and approved by the City Engineer or Assistant City Manager.

Conditions to Be Met Prior to Issuance of a Building Permit:

6. Water and sewer investment fees shall be paid at the time of request of service.

Conditions to Be Met Prior to Occupancy:

7. Issuance of a Certificate of Occupancy.
8. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.
9. Impact fees for any new unit shall be paid per the invoice provided with the Notice of Decision.

Motion: F. Torr moved to table the site plan and TDR requests. Seconded by D. White.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari -yes, D. White-yes, T. Clark-yes, F. Torr-yes

5. STAFF COMMENTS

- TRC on a mixed use project at 239 Knox Marsh Road and commercial site plan at 33 Littleworth Road
- Presentation to the City Council on March 3 on Master Plan, Waterfront and Strategic Plans
- Group looking at a community garden plot. Watch for the survey in the Dover Plan Review or DoverDownload.

6. MEMBER COMMENTS

- Discussion occurred regarding abutter notices and changing the type of mailing the City should do in addition to the mailings they are doing by law.

7. ADJOURNMENT

Motion: D. White made a motion to adjourn at 10:17 p.m. Seconded by D. Ciotti.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari - yes, D. White-yes, T. Clark-yes, F. Torr-yes