



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, April 13, 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, Kyle Pimental, Erin Allgood (Alternate), Hayley Harmon (Vice Chair), Dave Landry

Members Not Present (excused):

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.

1. CITIZENS' FORUM

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

2. APPROVAL OF THE PRIOR MINUTES

March 23, 2021 Regular Meeting Minutes

Motion: D. White moved to approve the minutes as submitted. 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

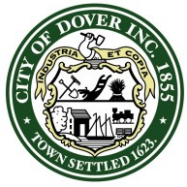
3. OLD BUSINESS

4. NEW BUSINESS

- A. Consideration and acceptance of a Minor Subdivision for Wolcott Holdings, LLC, Assessor's Map 39, Lot 63, zoned G-Gateway, and located at 33 New Rochester Road. (3 new lots) *(P21-17)

C. Parker explained the applicant is requesting to subdivide one lot into 4. The original lot is 18,000 square feet. The four new lot areas would be 5,230 s.f. or 0.121 acres, 4,000 s.f. or 0.092 acres, 4,734 s.f. or 0.109 acres, and 4,734 s.f. or 0.109 acres. The Gateway District allows one dwelling per 4,000 s.f. of lot area. Unlike when the parcel was before the Board in the fall of 2020, there is no relief sought by the applicant.

The three new lots will be accessed off Gage Street and the existing house will be accessed off New Rochester Road. All the lots are serviced by municipal sewer and water.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, April 13, 2021**
Meeting Time: **7:00 pm**

As a Minor Subdivision, this application did not appear before the TRC. No relief is being sought or granted for setbacks and any construction needs to meet the setbacks, unless future relief is sought and granted, after a similar public notice and hearing. The existing driveway will be removed and a new driveway put in.

Robert Stowell, Trittech Engineering reviewed the application and project. R. Stowell acknowledged that the applicant understands the setbacks and no relief has been granted. One point of discussion regarding the staff recommendations is note 23 about the timing of the driveway and garage removal. The applicant prefers to have the plat signed and recorded before demolition begins.

M. Speidel asked for information about what the first driveway will look like coming off New Rochester Rd. Most have space for cars to turn around since the road has so much traffic there. R. Stowell noted there is no physical design yet, but they can take that into consideration. All four curb cuts for driveways will be new cuts.

D. Ciotti noted folks are concerned about parking on Gage st. It's very narrow and should be no parking.

Motion: D. White moved to accept the application and noted 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

Marybeth Perrelli, 35 New Rochester Rd expressed concerns about safety- three lots is too many in that location. Traffic is already a concern. It's a small street and can't handle the development of three lots. She recommends two lots only. She is concerned there is not enough frontage for three lots. There are other options for that property. Other offers were made for two single-family homes. She requests a speed bump and a sidewalk, though there is not much space.

Dianne McMillen, 3 Gage St is also concerned about the driveways that are going in and the speed of the cars going by. She agrees with the previous speaker.

Emails received to the office from:

Dianne McMillen 3 Gage was received to verifying that no fence between her properties was shown.

Marybeth Perrelli 35 New Rochester Rd concerns with parking

Darlene Perrelli, 6 Gage Street, agreed with previous email.

No calls were received.

Public Hearing Closed

R. Stowell commented that they looked into the zoning regulations and made sure their proposal was within those standards.

Board and staff discussed condition 3/ note 23.

STAFF RECOMMENDATION:

C. Parker noted that Chapter 157-15 of the City's Land Subdivision Regulations, which provides for subdivision of existing lots. This plan is consistent with those regulations, and staff recommends that the Planning Board approve the application with the following conditions:



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, April 13, 2021**
Meeting Time: **7:00 pm**

Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide the Planning Department a
 - a. Digital version of the plan.
 - b. CAD file to the satisfaction of the Asset Management Administrator.
2. The applicant shall revise the plat to:
 - a. Add signature and stamp of LLS
 - b. Add owner's signatures for recording at Strafford County Registry of Deeds.
 - c. Add Planning File # P21-17
 - d. Add common subdivision note 33
 - e. Revise plan to amend note 23 to remove the reference to lot 63-1
 - f. Include topographic plan in set
3. Add a note that all driveways are proposed
4. Assessor approves lot numbers.

K. Pimental asked if staff has considered the use of a shared driveway for any of these units to alleviate some congestion and curb cuts.

R. Stowell noted they did look at that option, but it did not seem to be a good fit for those lots.

D. Landry asked who decides if the proposed size/ style of homes will fit in the neighborhood. C. Parker explained the Building Administrator and Zoning Official will do that. If there is no consensus, C. Parker will be involved and will involve the Planning Board if needed.

F. Torr agrees with reducing the curb cuts from three to two by removing a curb cut on New Rochester Rd and having a shared driveway on Gage Rd.

R. Stowell commented there is a build-to line where the front of the homes will be. To combine driveways, they have to line up with the garages.

Motion: D. White moved to approve the Minor Subdivision as it is consistent with the regulations. 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

- B. Consideration and acceptance of a Minor Lot Line Adjustment for Richard A. & Linda C. Long, Assessor's Map 25, Lots 19 & 19-1, zoned R-12, located at 11 Fairview Avenue. *(P21-18)

C. Parker explained the applicant is requesting to complete a lot line adjustment between two lots, they own. Parcel A, which is 3,158 s.f., will be moved from lot 19 to lot 19-1. 19-1 will be left with a legal non-conforming frontage and area since a merger is first occurring then the lot line adjustment. Lot 19-1 is becoming more conforming in both size and frontage than it is today.

Two of the lots was restored by the City Council per RSA 674:39aa in 2020. In approving this application, the Board should note that two of the lots are being merged to form the larger lot which will have the additional 3,158 sf added to it.

As a Lot Line Adjustment, this application did not appear before the TRC.

Robert Stowell, Trittech Engineering reviewed the application and project.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, April 13, 2021**
Meeting Time: **7:00 pm**

Motion: D. White moved to accept the application and noted that there is no regional impact by the request. Seconded by D. Landry.

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.

No emails or calls were received.

Public Hearing Closed

STAFF RECOMMENDATION:

C. Parker noted the application is consistent with Chapter 157-18 of the Land Subdivision Regulations of the City Code provides for the adjustment of existing lot lines between two or more lots. Staff recommends approval with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide:
 - a. the Planning Department with a digital version of the final plat.
 - b. a CAD file to the satisfaction of the Asset Management Administrator.
 - c. Lot merger recording information (after application signed by Planning Board Chair)
2. The applicant shall revise the plat to:
 - a. Add signature and stamp of LLS
 - b. Add owner's signatures for recording at Strafford County Registry of Deeds.
 - c. Add Planning File # P21-18
 - d. Add a note the shed be removed unless conveyed to a family member

Motion: D. Ciotti moved to approve the Minor Lot Line Adjustment as it is consistent with the regulations. 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

- C. Consideration and acceptance of a Minor Subdivision for Scott Boudreau, (Owner: Sherri Towle), Assessor's Map C, Lot 47, zoned R-40, and located at 379 Tolend Road. (1 new lot) *(P21-19)

C. Parker explained the applicant is to subdivide one into 2. The lot is 31.40 acres, which includes a 18 acres along the Cochecho River, which is in conservation. The intent is to subdivide the non-conserved 13 acres, so the new areas would be 490,853 or 11.2 acres and 81,279 s.f. or 1.866 acres.

The lots would be serviced by private well and septic. The applicant is requesting a waiver to not show the full lot. There is a conservation easement on the northern part of the lot adjacent to the Cochecho River. The new home will need to either be sprinkled, or the driveway will need to be 20' wide.

As a Minor Subdivision, this application did not appear before the TRC.

Scott Boudreau, Boudreau Land Surveying reviewed the application and plat.

F. Torr noted the driveway is proposed to cross a wetland. S. Boudreau explained a restoration process occurred under DES and NRCS and the crossing is existing.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, April 13, 2021**
Meeting Time: **7:00 pm**

Motion: D. White moved to accept the application and noted 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.

No emails or calls were received.

Public Hearing Closed

STAFF RECOMMENDATION:

C. Parker noted the Board has two votes tonight, the first is on the waiver for surveying the full lot, as the conserved portion is not shown, and the second is the subdivision vote.

Waiver:

Staff feels that both criteria of Section 157-51.A have been met and supports the request for the waiver.

(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 recommends that the Planning Board grant the waiver with the following condition to be met prior to signing of the plans:

1. Applicant shall add a note to the plan indicating that the Board voted to grant a waiver to Section 157-28.B and found that the criteria of Section 157-51.A have been met.

Motion: D. White moved to grant the waiver with the 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

Subdivision:

The plan is consistent with Chapter 157-15 of the City's Land Subdivision Regulations, which provides for subdivision of existing lots, and staff recommends approval with the following conditions.

Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide the Planning Department a
 - a. Digital version of the plan.
 - b. CAD file to the satisfaction of the Asset Management Administrator.
2. The applicant shall revise the plat to:
 - a. Add signature and stamp of LLS
 - b. Add owner's signatures for recording at Strafford County Registry of Deeds.
 - c. Add Planning File # P21-19
 - d. Add common subdivision note 10 and 33
 - e. Indicate acres on Proposed Lot 1 text box, and correct the acres on Lot 2
3. Assessor approves lot numbers.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, April 13, 2021**
Meeting Time: **7:00 pm**

Conditions to Be Met Prior to Building Permit:

4. Easements for right-of-way and well radius shall be recorded at the Strafford County Registry of Deeds with the recording information provided to the Planning Department.

Motion: D. White moved to approve the Minor Subdivision as it is consistent with the regulations. 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

5. STAFF COMMENTS

- C. Parker updated the Board on the wayfinding and Community Facilities and Utilities Master Plan
- C. Parker noted that the Preble Street appeal is progressing to the NH Supreme Court
- C. Parker noted that an abutter has appealed the Middle Road minor subdivision.
- C. Parker noted negotiations are in progress to purchase property with TDR funds.

6. MEMBER COMMENTS

- G. Cruikshank noted she had signed the following plans:
 - o 31 New Rochester Road
 - o 64 Littleworth Road
 - o 44 Forest Street
 - o Riverside CUP

7. ADJOURNMENT

Motion: D. White made a motion to adjourn at 7:56 p.m. Seconded by D. Landry.

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