

CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, October 12, 2021**
Meeting Time: **7:00 pm**

Members Present: Dennis Ciotti (Councilor), Dave White, Kyle Pimental, Frank Torr, Gina Cruikshank (Chair), Hayley Harmon (Vice Chair), Steph George (Alternate), Dave Landry, Mark Speidel (Alternate)

Members Not Present (excused): Tom Clark

Members Not Present (un-excused): None

Staff Present: Christopher Parker, Assistant City Manager

The Chair called the meeting to order at 7:00 p.m. and noted Steph George will sit for Tom Clark.

1. CITIZENS' FORUM

Citizens Forum Open.

No one spoke.

Citizens Forum Closed.

2. APPROVAL OF THE PRIOR MINUTES

September 28, 2021 Regular Meeting Minutes

Motion: F. Torr moved to approve the minutes as submitted. Seconded by D. White. Vote: U/A

3. OLD BUSINESS

- A. Public hearing and possible vote of amendments to Chapter 153 entitled "Site Review Regulations" regarding landscape/tree calipers.

C. Parker explained the rationale behind the amendment and noted the first public hearing was held at the last meeting. He recommended the board take the item off the table, reopen the public hearing and vote, if the board decides they are ready to vote.

Motion: D. White moved to remove the item from table and resume the public hearing. Seconded by D. Ciotti. Vote: U/A

Public Hearing resumed

No calls or emails were received.

Public Hearing Closed

Motion: F. Torr moved to adopt the amendment. Seconded by D. Ciotti. Vote: U/A

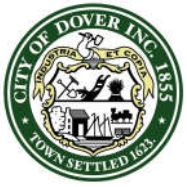
- B. Public hearing and possible vote of amendment to Chapter 157 entitled "Land Subdivision Regulations" regarding landscape/tree calipers.

C. Parker explained the rationale behind the amendment and noted the first public hearing was held at the last meeting. He recommended the board take the item off the table, reopen the public hearing and vote, if the board decides they are ready to vote.

Motion: D. Ciotti moved to remove the item from table and resume the public hearing. Seconded by D. White. Vote: U/A

Public Hearing resumed

No calls or emails were received.



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Public Hearing Closed

Motion: D. White moved to adopt the amendment. Seconded by D. Ciotti. Vote: U/A

4. NEW BUSINESS

- A. Discussion and public hearing on the City's proposed Capital Improvements (CIP) FY 2023-2028. The CIP can be found on the City Web Site at www.dover.nh.gov and in the Library, City Clerk's office, and the Planning Department.*

C. Parker explained the process used for the Capital Improvement's Program, and the focus the Board has. The public hearing will occur tonight, and the Board will take action at its next meeting.

Public Hearing Opened

No calls or emails were received.

Public Hearing Closed

F. Torr asked about the timeline for installation of the temporary light and if it could be fast-tracked. C. Parker explained the intent, process, and timeline for that project.

K. Pimental asked about the Oak St bridge replacement timeline and how that relates to the budget. C. Parker explained the project cost was originally to be shared with the state, but now the state is going to cover the full cost and the City will manage the project.

M. Speidel asked about estimated property tax rates expected to remain flat, but the user rates on water will greatly increase. Is that because those water projects will be debt financed? Yes and C. Parker explained in detail.

M. Speidel noted a type-o within the packet which C. Parker explained and will have fixed.

M. Speidel asked whether there is a location for the parking structure proposed to go up in the next three years. C. Parker explained that this project stays in the Year 3 column until the Parking Commission deems the structure is needed for capacity.

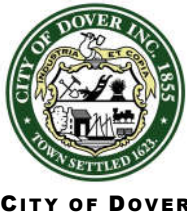
F. Torr asked about an extension to a community trail. C. Parker noted some conversations have occurred to discuss adding the missing piece of land to make the connection.

Motion: D. White moved to table the Capital Improvement's Program. Seconded by D. Ciotti. Vote: U/A

- B. Consideration and acceptance of a Minor Subdivision for The Kane Company, Inc., (Owner: 171 Watson Rd of Dover Holding Corp), Assessor's Map E, Lot 27B, zoned IT, and located at 50 Education Way. (2 new lots) *(P21-60)

C. Parker noted that the application is to subdivide 5.425 acres and 8.956 acres off of one 71 acre commercial/industrial lot to create three lots. As a Minor Subdivision, this application did not directly appear before the TRC. Public water and sewer are provided.

The applicant is requesting the Board grant a waiver from the requirement to show soil types and natural features. It is also seeking a waiver from showing contours within 100' of the boundaries. The applicant provided justification in their site plan application. Staff supports the waiver request.



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There will be two votes on the application.

Jeff Kavan, TF Moran reviewed the plat.

Motion: F. Torr moved to accept the applications and noted that this is not a development of regional impact. Seconded by D. White. Vote: U/A

Public Hearing Opened

No calls or emails were received.

Public Hearing Closed

STAFF RECOMMENDATION: Waiver

Section 153-21.A of the Site Review Regulations state 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
- (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 1 has been met noting that the lot has been developed for 20 years and the existing conditions plan documents the extent of the development, and the topography necessary. Furthermore, 157-27 H notes that the contours within 100 feet of the parcel is discretionary on the part of staff and the Board. It would be an unnecessary hardship to provide this information, absent a site plan, as both sides of the property are developed.

The Planning Department recommends the Planning Board grant the waivers with the following condition:

1. Add a note to the plat that the Board granted a waiver to Chapter 157-27G (soils and natural vegetation), and 157-27 H (contours within 100') and that the Board found the criteria of Chapter 153-21.A have been met.

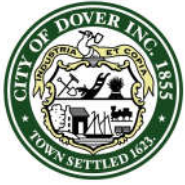
Motion: D. White moved to grant the waivers with conditions, as the request is consistent with the regulations. Seconded by D. Ciotti. Vote: U/A.

STAFF RECOMMENDATION- Subdivision:

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

Conditions to Be Met Prior to Signing of Plans:

1. Provide physical and digital copies (including CAD) of complete plan set which additionally shall include:
 - a. Signature and stamp of LLS
 - b. Owner's signature for recording at Strafford County Registry of Deeds.
 - c. Provide 2" x 2" space for approval stamp on any plan sheet to be recorded at SCRD
2. Confirm with the City Assessor that the plat shows the correct lot number



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Motion: F. Torr moved to approve the Minor Subdivision Plan with conditions, as the request is consistent with the regulations. Seconded by D. White. Vote: U/A.

5. STAFF COMMENTS

- C. Parker updated the Board on:
 - the latest TRC: subdivision on Sixth Street, a change of use on Education Way, a small project on Rutland Street, a project on Central Avenue and the Cataract Ave multi-family.
- Staff are attending the regional planning conference Wednesday to Friday.
- Sub-Committee to work with Conservation Commission and Energy Commission to revamp messaging on resilience.
- Staff will be posting to hire to replace the Zoning Administrator and City Planner Bird, who is retiring.

6. MEMBER COMMENTS

- The Chair signed plans for 241 Washington St
- The Chair asked the board members if there were any objections to appointing S. George and H. Harmon to the resilience committee. There were none.
- D. Ciotti noted M. Speidel is expected to be added as a regular member tomorrow night at the Appointments Committee meeting. There are some applicants for alternate board members as well.
- The Chair welcomed UNH students who were observing the meeting.

7. ADJOURNMENT

Motion: D. White moved to adjourn at 7:27 p.m. Seconded by H. Harmon. Vote: U/A