



CITY OF DOVER

ORDINANCE COMMITTEE – MINUTES

Meeting Type: **Ordinance Committee Meeting**
Meeting Location: **City Hall, City Council Conference Room**
Meeting Date: **Monday, September 13, 2021**
Meeting Time: **8:30 a.m.**

1. CALL TO ORDER

Councilor Shanahan called the meeting to order at 8:30 a.m.

Present: Councilor Shanahan, Councilor Cullen, Councilor Williams

Also Present: City Attorney, Joshua Wyatt, Deputy City Attorney, Jennifer Perez, Assistant City Manager Christopher Parker and Brian Early, Media Services

No citizens present for citizens' forum.

2. APPROVAL OF PRIOR MEETING MINUTES – July 12, 2021. Motion to approve July 12, 2021 meeting minutes made by Councilor Shanahan, seconded by Councilor Cullen. Vote unanimous.

3. ZONING AMENDMENT DISCUSSION –

Shanahan says an overview would be appreciated. Wondering if there is a workshop being considered. Chris Parker says that Mayor and City Manager are contemplating a workshop, but Chris is proposing a half hour discussion before the October 13 meeting to go over quickly since the 45-page document is well documented.

Parker proceeded to describe the meaning of the proposed amendments to the zoning ordinance. Chris identified a good example of a housekeeping item as the first amendment: Accessory Structure – Amendment #2 changing 100 SF to 200 SF main reason is the bldg. code doesn't require a building permit for under 200 SF and you are asking for set backs for the structure but then no one was actually checking on the permit at the end of the process. And the Assessing Office doesn't fully assess the structure unless its 200 SF or larger from an assessment standpoint, so we wanted to bring everything in line. He spoke about pulling permits on certain projects involving plumbing or electrical is needed on a structure larger than 200 SF, but you wouldn't need one just to put a small shed on your property under 200 SF.

Parker focused on amendment #3 example of a significant text change. Currently if your house was built prior to May of 1964, you could convert your house from a single to a two family. Prior to May of 1964, two family homes were allowed in every zoning district throughout the community. At that time they changed it, removing it since only single families were allowed for some reason and they vested anyone with a home older than 1964, for which you could make this conversion as long as you had a certain lot size and certain square footage. These amendments are saying we are going to strike that date – May 1964 – and say anyone having a single-family home can convert to a two family as long as you have the proper square footage of lot size and certain square footage of the unit and the house still looks like a single family from the outside/street level. One door facing the street and one driveway. This was done because certain feedback from the public wanted the street/curb appeal to remain consistent with the rest of the neighborhood.



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Parker's philosophy is one that "we should be trying to encourage more of diversity of housing, more housing units but while we don't have the means to necessarily invest in units, we are not going to become housing developers ourselves, so if we can make tweaks that won't cost the community something but allow more opportunity, that's a good way to go."

Amendments #4 through 9 dealt with lot size, frontage, setback requirements, nonconforming lots, building placement and dwelling units.

Amendment #10 regarding Wetlands changes to RSA and statutes have changed. Hasn't been fully reviewed since 2003. A grant has been obtained to have a specialist come in to help take a look at changes that have occurred. Changes have been made to the flood plain ordinance. Another grant was obtained to get help to look over the flood plain ordinance. It helped clarify where changes need to be made.

Shanahan mentions under Amendment #8, he noted a formatting update needed for subparagraph H number 1 is struck so #2 should become #1.

4. DISCUSSION OF CHARTER AMENDMENTS

Councilor Shanahan said there was some good discussion after the vote. His thinking is to hit every medium and the idea of a voting guide is good one. Possibly having someone in media services to put out a press release, and radio announcements may be a possibility. Mention of Chief Haas' use of social media outlet regarding his public service announcement of COVID, thinking of putting something together along those lines as well regarding voting guide.

Councilor Williams is wondering about accommodations for the feedback that have been received of having the legal team set some of the context for it and then having some of the folks that have been developing to have both perspectives to drive home that there is a whole layer of administrative changes. She is also wondering that if at the next meeting if they did it in the evening and did a 15 minute overview and to have that available by video. Councilor Shanahan made a note to check with City Clerk on the availability of draft ballots.

Councilor Cullen mentioned holding a forum that may be more of an opportunity to discuss the upcoming election. Discussion was what time to hold this forum if it could work out. Would it be a special meeting? A voter guide is a must. General City of Dover media outlets, is a "yes" with tapping into media services for guidance for this kind of meeting. Councilor Williams suggested all councilors being involved with getting the word out since they all have their own social media avenues. The thought is there are four general areas: press release to papers, voting guide, city media and then face to face with the public. Much discussions from all three councilors on how to get specific instructions on filling out the



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ballot so the public understands each question thoroughly. Again, a voting guideline was mentioned and have this and any other media available to the public.

Attorney Wyatt mentions that we will meet the minimum obligations we have to have printed copies of the summaries in the Clerk's Office and he will meet with the City Clerk to make sure the final gets locked in, printed and is available for the public to see. He mentions that according to the statute it says we have to post the amendments in the same manner that we post proposed ordinances, which is an ambiguous statement. It could be interpreted to mean that we have to post it in the newspaper, as we normally do, I believe. Discussion is whether or not the entire amendment should be posted in the classified, or post with a link to the amendments. Can they be posted to Dover's Facebook page? Talk about reaching out to Foster's to see what a half/full page ad would cost or see what the options are. The amendments have to be posted two weeks before the election.

Shanahan says - action wise - Attorney Wyatt will look into what the notice of requirements are and seeing what a half page ad would cost the City and determine if it's feasible. Shanahan is getting a draft of the voting guide and from a 91A prospective, is wondering can they comment on each others product by email as long as it's point to point? Attorney Wyatt suggests holding meetings, even 15 minutes blocks of time, would be better alternative than email and offers to set that up if needed. Dennis will also sit with Media Services to get their thoughts on how to handle the media outlet on getting this material out to the public. A special meeting is suggested for September 27 and a regular meeting is scheduled for October 4. The two-week meeting will be for finalizing details.

Attorney Wyatt commented that Facebook might be the best way to get the amendments out there. Lindsey mentioned that the public is utilizing the municipal webpage so that is an option to getting a video out there on that media avenue.

5. GENERAL DISCUSSION

No other matters were brought up to discuss.

6. AGENDA FOR NEXT MEETING

September 27, 2021 will be a special meeting addressing and finalizing the numerous suggestions above.

7. ADJOURN

Councilor Shanahan moved to adjourn; seconded by unanimous vote. Adjourned.