

CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, January 25, 2022**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Fergus Cullen (Councilor), Tom Clark, Erinn Reville (Alternative), Hayley Harmon (Vice Chair), Dave White, Kyle Pimental, Frank Torr, Dave Landry, Mark Speidel, Jackie Walker (Alternate)

Members Not Present (excused): Stephanie George (Alternate)

Members Not Present (un-excused): None

Staff Present: Donna Benton, Director of Planning and Community Development, Dave Carpenter, Community Development Planner

The Chair called the meeting to order at 7:00 p.m.

1. CITIZENS' FORUM

Citizens Forum Open

None

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

January 11, 2022 Regular Meeting Minutes

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

3. OLD BUSINESS

None

4. NEW BUSINESS

- A. Public hearing on the draft FY23 CDBG Annual Action Plan. All persons wishing to speak on the Plan are urged to attend.

D. Benton introduced Dave Carpenter, Community Development Planner, to represent the FY23 CDBG Annual Action Plan and introduce the public hearing.

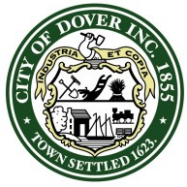
Dave Carpenter, Community Development Planner provided an overview. D. Carpenter explained to the Board Dover receives federal funds within the CDBG program which annually distributes funds to projects that achieve certain objectives the community is trying to achieve. The objectives/ goals are listed in the consolidated plan which is a five-year plan. Tonight's hearing fulfills the requirement to bring it before a public hearing before it is brought to a review board. He is not looking for any action from the board tonight other than to hold the public hearing. Once feedback is received and looked into, the board will receive a copy of the plan for review in about a month.

Public hearing opened.

Jenny Sheehan, Program Manager CASA presented the inter-workings of her program.

Jo Jordan, 9 Deepwood Dr hopes the board focuses on these topics when they decide on the funding:

- Keep people in their homes
 - Consider there is a shelter on Willard whose plans are up in the air regarding closed/replaced
 - Requests are coming in from other communities
- She requests they fund the CASA request
- Noted there might be a type-o/ double request that can be eliminated



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, January 25, 2022**
Meeting Time: **7:00 pm**

Bob Arnold, Housing Director Community Action Partners presented data on how his program has helped the community.

Public Hearing closed.

D. Carpenter thanked the folks who spoke and noted for the board that he informed each of the applicants that attending the meeting was not a requirement of the application process.

D. Landry noted in full disclosure that his wife, Ann Landry is on the board of Community Partners, but there is no conflict of interest.

Motion: M. Speidel moved to table the CDBG Annual Action Plan. Seconded by D. White. Vote: U/A

- B. Consideration and acceptance of a Minor Lot Line Adjustment for Steve Michaud – Doucet Survey, (Owners: Saddle Trail Drive Homeowners Association c/o Carla Meyers & David & Karen Della Penta), Assessor's Map N, Lots 8-1 & 8-2, zoned R-40, located at Saddle Trail Drive and 32 Wisteria Drive.
*(P22-03)

D. Benton noted that the applicant is requesting to complete a lot line adjustment to complete an equal land swap. Swapping 48,970 s.f. each. The lots would still meet the minimum lot area post adjustment. As a Lot Line Adjustment, this application did not appear before the TRC. Lot 8-1 does not have the required frontage currently but the frontage is remaining the same and not changing with this lot line adjustment.

Steve Michaud, Doucet Survey, represented the application. The primary purpose for request for lot line adjustment is that the HOA would like to construct a dock on the Cochecho River in the future. The altered lot line allows much more space for the anticipated dock along the shore line.

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

Public Hearing Opened.

None

Public Hearing Closed.

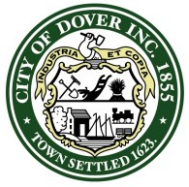
STAFF RECOMMENDATION:

Chapter 157-17 of the Land Subdivision Regulations of the City Code provides for the adjustment of existing lot lines between two or more lots. This plan is consistent with those regulations.

The Planning Department recommends the Planning Board to accept the application, open the public hearing, and 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. The signature and stamp of LLS
 - b. The owners' signatures for recording at Strafford County Registry of Deeds.
 - c. Add the Planning File #P22-03



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, January 25, 2022**
Meeting Time: **7:00 pm**

- d. Add setback lines to subject lots
- e. Add common notes 14 & 15

Motion: F. Torr moved to approve the Lot Line Adjustment Plan with conditions, as the request is consistent with the regulations. Seconded by T. Clark. Vote: U/A

C. Update on Site Review, Subdivision, and Zoning Amendment Drafting

D. Benton went over the amendment summary document noting the ones added after the last meeting. She provided an update on the wetlands subcommittee which may have language ready for the second meeting in February. The City is also looking at re-codifying Chapter 170 like we did with the others so the Board may be seeing that as well. Unless there is any further input, staff will continue drafting language for the Board to review at a future meeting.

The board discussed/asked clarifying questions about the proposed changes listed and gave input for other topics to review.

5. STAFF COMMENTS

- D. Benton updated the Board on:
 - Reorganization and staff titles
 - D. Benton is named the new Director of Planning and Community Development
 - Currently hiring two positions: one is a City Planner and one is an Outreach Coordinator.
 - The only TRC since the last meeting was January 20 at 53 Silver Street for 3 new residential units. This week we have a TRC for a water tower on Smith Well Road.
- D. Benton read into the record a note received to the office from residents following the last meeting.

6. MEMBER COMMENTS

- The Chair read a lot merger for 51 & 65 Bellamy Road and 23 Cataract and 61 Rutland into the record and signed.
- The Chair signed the site plans for Acupetvet, Dupont Service, LLA plans for Gregory Patch on New Rochester, Tyler Foster on Arch Street, and Quantum Real Estate on Littleworth, and a Development Agreement for 258 Washington Street.
- Project tour with the board
- Presentation by Pimental and Landry regarding wetlands updates from SRPC and the committee looking at changes to the wetlands ordinance will be at the next meeting

7. ADJOURNMENT

Motion: D. Landry moved to adjourn at 8:15pm. Seconded by D. White. Vote: U/A