



CITY OF DOVER

ORDINANCE COMMITTEE – MINUTES

Meeting Type: **Ordinance Committee Meeting**
Meeting Location: **City Hall, First Floor Conference Room**
Meeting Date: **Monday, September 12, 2022**
Meeting Time: **8:30 a.m.**

1. CALL TO ORDER/ATTENDANCE

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

Present: Deputy Mayor Dennis Shanahan, Councilor Fergus Cullen, Councilor Lindsey Williams, City Attorney Joshua Wyatt, Deputy City Attorney Jennifer Perez, Zoning Administrator/Assistant City Planner Natasha Kypfer, and Patty Moniello, Legal Assistant.

2. PUBLIC FORUM

No citizens or members of the public present for public forum.

3. APPROVAL OF PRIOR MEETING MINUTES –

- August 1, 2022 – Ordinance Committee Minutes

Deputy Mayor Shanahan asked if there was any discussion to be made regarding the minutes. Hearing none, Councilor Cullen made a motion to approve the minutes, seconded by Councilor Williams. Vote unanimous in favor to accept.

4. REVIEW OF PENDING CH. 170 ZONING ORDINANCE AMENDMENTS

Zoning Administrator/Assistant City Planner Natasha Kypfer opened the meeting with a discussion of each of the Ch. 170 proposed amendments and a brief description of each one:

- Vehicle Refueling/Recharging Station – language is being added to better clarify the nature of that use and the activities onsite – screening, operation hours
- Self-Service Storage Facility – distinguish between warehousing and self-service storage facility in multiple zones CM IT and C and distinguishing external access and internal access and providing that clarification and definition
- Zoning Map – rezoned in the area of Fisher and Rutland and in between the Gateway district and Heritage Residential and R-12.
- Architectural Standards – within the Downtown providing details for the Central Avenue corridor and also better clarifying the Streetscape Standards
- Central Business District– proving clarification on language from subgrade to below-grade and also providing details about the ground floor and non-residential use of the ground floor which much make up at least 20%.



CITY OF DOVER

ORDINANCE COMMITTEE – MINUTES

Meeting Type: **Ordinance Committee Meeting**
Meeting Location: **City Hall, First Floor Conference Room**
Meeting Date: **Monday, September 12, 2022**
Meeting Time: **8:30 a.m.**

- Consistency with our vision and goals and providing information for solar and green roof standards in the C CM and IT
- Updating in the sign regulations subsection reference from Q to O in a number of spaces in the sign regulation that needed updating.

Deputy Mayor Shanahan wanted some clarification on some of the changes and mentioned he was able to attend the last Planning Board meeting and there was discussion about updating the Zoning Map extending what is now the Gateway District down to Central Ave. He mentioned a discussion about a parcel that runs by the community trail and Locust St. and said that the public input on this was overwhelmingly positive. He asked if there were any previous hearings before that on public input and on the change since many members of the public asked about the change. Assistant City Planner Kypfer said she would check with Director of Planning, Donna Benton on that, since she wasn't sure.

Deputy Mayor Shanahan also wanted to know the basis for the change of Amendment 9 and asked for clarification on the wording regarding Sidewalks in the Streetscape Standards section of the ordinance. Assistant City Planner Kypfer said her understanding was working towards providing that corridor as the entrance into Dover and helping the architecture that exists – the brick sidewalks that exist currently in the core of the downtown area– and encourage to draw out from the center district and how in the long term, when improvements are made in that area, have some symmetry in the way things look in that area.

Deputy Mayor Shanahan asked about the changes in vehicle refueling. He is wondering if every facility is being put into non-conformity with this change? Are any facilities working outside of those hours? Assistant City Planner Kypfer said no change in hours, they are just limiting the wording in that sentence. As far as the hours for the self-service facility, she believes that is what Common now stays the same. The hours of operations had an added discussion of a federal holiday on a Monday and is in conformity.

Deputy Mayor Shanahan discussed there was a consensus that no further revisions to Ch. 170 amendments are needed; that they had a first reading, public hearing is this week and then a second reading and vote is likely to happen on Wednesday.

Councilor Cullen asked if they had seen the Ch. 170 version prior to today. Attorney Wyatt said at the August 10th meeting it was introduced and referred to hearing.

Deputy Mayor Shanahan asked if anything else was coming up. Attorney Wyatt said that a new ordinance for first time regarding a Ch. 141 change that largely has to do with Pay-by-Plate system, which is getting further away from paper receipts.



CITY OF DOVER

ORDINANCE COMMITTEE – MINUTES

Meeting Type: **Ordinance Committee Meeting**
Meeting Location: **City Hall, First Floor Conference Room**
Meeting Date: **Monday, September 12, 2022**
Meeting Time: **8:30 a.m.**

5. GENERAL DISCUSSION

Councilor Williams discussed the Library's interest in expanding its board. The library director is interested in adding two (2) additional members and adding additional volunteers to the library staff. She also added for informational purposes, that she has received additional information relating to the Stormwater Ordinance. Questions brought forward about misunderstanding of why impervious surface is the calculation and what the ordinance is actually for.

Attorney Wyatt inquired as to what the action item would be in regards to the library's interest in adding additional board members. Councilor Williams said either Legal or the Library Director would be drafting the ordinance, but she needs more clarification on who that would be. Attorney Wyatt said he would email the Library Director and find out status and next steps.

6. BUILD AGENDA FOR NEXT MEETING

Deputy Mayor Shanahan stated that he wants to hold open October 3, 2022 at 8:30 for a future Ordinance Committee meeting, but only if needed.

7. ADJOURN

Deputy Mayor Shanahan asked if there were any final comments. Not hearing anything else, Deputy Mayor Shanahan moved to adjourn – motion to approve made by Councilor Cullen, seconded by Councilor Williams. Vote unanimous in favor.

Meeting adjourned at 8:47 a.m.