



CITY OF DOVER

ORDINANCE COMMITTEE – MINUTES

Meeting Type: **Ordinance Committee Meeting**
Meeting Location: **City Hall, City Council Conference Room**
Meeting Date: **Monday, December 5, 2022**
Meeting Time: **8:30 a.m.**

1. CALL TO ORDER/ATTENDANCE

Deputy Mayor Shanahan called the meeting to order at 8:31 a.m.

2. ATTENDANCE

Present: Deputy Mayor Dennis Shanahan, Councilor Fergus Cullen, Councilor Lindsey Williams, City Attorney Joshua Wyatt, Deputy City Attorney Jennifer Perez, Director of Planning & Community Development Donna Benton, and Patty Moniello, Legal Assistant.

3. PUBLIC FORUM

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

4. APPROVAL OF PRIOR MEETING MINUTES –

- September 12, 2022 – Ordinance Committee Minutes

Deputy Mayor Shanahan asked if there was any discussion to be made regarding the minutes. Attorney Wyatt indicated the meeting minutes were posted with the meeting but not provided in hard copy. Deputy Mayor Shanahan continued this item until the next meeting.

5. REVIEW OF PROPOSED OR PENDING CH. ORDINANCE AMENDMENTS

Council Cullen opened the meeting with some background behind the Chapter 105-Peace and Good Order, Section 16 Ordinance and the wooded area near Sullivan Drive and the Spaulding Turnpike near the Sullivan Field and Playground. Residents have reported this area near the playground has been used for hunting. Right now, there is no current ordinance prohibiting hunting or target shooting in this area like other parks in the City and was probably just overlooked. After discussion, it was decided that because of the close proximity of this area to the playground and a neighborhood, to amend this ordinance to include Sullivan Field and Playground within this ordinance. Deputy Mayor Shanahan asked for any further discussion. Hearing none, Councilor Cullen made a motion for the Ordinance Committee to approve its review of this change to Chapter 105. Councilor Williams seconded. Passed unanimous.

6. GENERAL DISCUSSION

Attorney Wyatt and Director of Planning Donna Benton spoke about the ongoing effort to recodify Dover Code Ch. 170, and the logistical challenge of coordinating General Code's recommended changes alongside the Planning Board's annual changes. Attorney Wyatt explained that he and Director Benton had a recent call with General Code to discuss the issue, identifying as a potential option, keeping Ch. 170 as "Ch. 170" to assist the logistics,



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but enacting other editorial changes General Code recommends. Attorney Wyatt explained that keeping Ch. 170 would avoid having to update City forms and would be in keeping with notes in approved plans for several decades. Attorney Wyatt sought feedback on keeping Ch. 170 numbering as an option, though he clarified that he and Director Benton are still discussing and considering options for recodifying Ch. 170 and accomplishing the zoning amendments the Planning Board is likely to initiate next year. Ordinance committee members were not opposed to keeping Ch. 170 as Ch. 170.

Attorney Wyatt also wanted to preview a technical change to Dover Code Chapter 9 concerning the Planning Board. The proposed ordinance would technically clarify that the Planning Board could delegate review and approval of minor site plans to the technical review committee. Director Benton discussed membership on the technical review committee, including one member of the planning board. Director Benton clarified that technical review committee meets in keeping with RSA chapter 91-A, the public records law.

Attorney Wyatt mentioned an item regarding an ordinance codifying the locations of traffic signals in the City. He is working on a list of the signals in the city with City staff, and the Transportation Advisory Commission would be reviewing the issue before proceeding to City Council.

Attorney Wyatt also asked for direction on the stormwater ordinance which is supposed to be brought forward by end of next year. Deputy Mayor Shanahan said there is an ongoing procurement process for a consultant that should conclude in the near future.

[RECORDER STOPPED RECORDING HERE AT 16:46].

Deputy Mayor Shanahan remarked he would like the item brought forward for consideration in January with Gretchen Young (Environmental Projects Manager) present.

Councilor Cullen asked for clarification again on Ch. 170 on the amendment process. Director Benton explained Ch. 170 is normally only updated/amended once a year due to the cost (approximately \$7,000) of notifying all residents by U.S. Mail. Councilor Cullen suggested looking into changing the amendment process, perhaps to allow minor amendments without City-wide mailings, as well as a newer, more cost-effective ways of notifying residents. Attorney Wyatt and Director Benton indicated they would include this topic as one for discussion in relation to upcoming Ch. 170 amendments.

Councilor Williams asked for clarification on the General Code timeline on approved documents, how it works, how long it takes to show up in the website, where on the website it is. Attorney Wyatt explained the quarterly update process and showed the committee where on the website new laws can be found during the time between passage of the ordinance and integration of that new text in the City Code. He also said that he would speak with Mike Gillis, Director of Media Services, on putting something on the website to direct people to new laws that are posted on the General Code website.



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7. BUILD AGENDA FOR NEXT MEETING

Deputy Mayor Shanahan stated that he wants to hold open Monday, January 9, 2023 at 8:30 for a future Ordinance Committee meeting.

8. ADJOURN

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

Meeting adjourned at 9:02 a.m.