



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, January 24, 2023**
Meeting Time: **7:00 pm**

Members Present: Haley Harmon (Vice Chair), Mark Speidel, Ken Mavrogeorge, Frank Torr, Kyle Pimental, Fergus Cullen (Councilor), Erinn Kaspari, George DeBoer (Alternate) and Jon Elliard (Alternate)

Members Not Present (excused): Tom Clark, Gina Cruikshank (Chair)

Members Not Present (un-excused):

Staff Present: Donna Benton, Director of Planning and Development; Dave Carpenter, Community Development Director; and Jackson Kaspari, Resilience Manager.

H. Harmon called the meeting to order at 7p.m. and noted she will serve as Chair and K. Pimental will sit in as Vice Chair, J. Elliard will sit in for Tom Clark and G. DeBoer will sit in for Gina Cruikshank.

1. CITIZENS' FORUM

Citizens Forum Open

No one spoke

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- January 10, 2023 Regular Meeting Minutes
- January 10, 2023 Workshop Meeting Minutes

Motion: M. Speidel moved to approve January 10, 2023 Workshop and Regular Meeting Minutes. Seconded by: F. Cullen. Vote: U/A

3. OLD BUSINESS

- A. Public hearing and possible adoption of amendments to Chapter 153-4, entitled "Site Plan" of the code of the City of Dover. Amendments include clarifying site review applicability, Technical Review Committee process of reviewing minor site plans, and removing 90-day extension per state statute. The full text of the amendments is available in the Planning Department & at www.dover.nh.gov located under Planning Board meeting materials.*

D. Benton explained staff felt the Board should focus on zoning amendments, the city-wide resilience plan, and the Action Plan and that she has further amended the site plan amendments after hearing feedback from the Board but wanted more time before bringing them back to the Board. She also went over the ordinance change that is before the City Council which enables the Planning Board more clearly to delegate more power to the Technical Review Committee.

Motion: M. Speidel moved to endorse the ordinance change which enables Planning Board to delegate power to the TRC if they choose. Seconded by: J. Elliard. Vote: U/A

Motion: F. Cullen moved to continue item A to a future meeting. Seconded by: E. Kaspari. Vote: U/A

4. NEW BUSINESS

- A. Public hearing on the draft FY24 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 present the draft FY24 CDBG Annual Action Plan.

D. Carpenter presented the action plan and answered questions of the board:



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M.Speidel: Clarification on what support limited funding can accomplish and number of applicants.

F.Cullen: Clarification on a specific applicant and process of reaching out to service organizations which is purposefully not to so that there is an equal opportunity.

K.Pimental: Clarification on marketing of services offered by applicants.

- COAST Representative answered that yes, the need was low last year and already this year the numbers are higher for use. New marketing is in place.

Speidel: Clarification on how meals on wheels can supply the number of meals for the specific funding amount listed.

Public hearing opened

Bob Arnold, Community Action Program (weatherization) explained the program, how they assist citizens and their accomplishments last year.

Gary Bannon, Dover Recreation Director spoke about the Community facilities committee's proposal to upgrade accessible pathways to the pool facility from the parking areas.

Public hearing closed

Speidel: where are the rental units listed under public facilities? D.Carpenter noted it's a pilot program to use funds to bring existing housing up to Housing Quality Standard. The rent would then be capped for a certain number of years. The program has not started yet.

Motion: Speidel moved to endorse the FY24 CBDG Annual Action Plan. Seconded by: J. Elliard. Vote: U/A

B. Discussion and possible recommendation of the City-wide Resilience Plan.*

E. Kaspari recused herself from this item.

D. Benton mentioned the Land Use Board Meet and Greet where one of the topics was the City-wide Resilience plan and then introduced Dr. Jackson Kaspari to present an overview.

J. Kaspari gave a brief overview of the City-wide Resilience Plan which is the community-driven ability to respond and quickly address adverse events or stressors. For example, climate change, global shifts in energy markets, the cost of energy, food production issues etc.

There is a strong link within the plan to the 2022-2023 City Council goals.

The plan emphasizes new content since there are already resources and plans in place for topics such as flooding protection and storm water management.

Board members gave feedback and asked for some clarifications. Mr. Kaspari answered their questions.

M.Speidel: Composting recommendations/ staff or volunteer enforcement

Where does the money come from for the initial investment for commercial property clean air retrofitting?

F.Torr: Carport solar system regulations and placement

K.Pimental: Outreach and promotion of NHSaves- especially weatherization.

Electric vehicle equipment infrastructure: the city is doing well with bicycles and racks, but could do better for motorized scooters.

The website has a ton of information showing what the City has done.



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Public hearing opened

None

Public hearing closed

Motion: M. Speidel moved to endorse the document. Seconded by G. DeBoer. Vote: U/A

M.Speidel, G.DeBoer and F.Torr all commented they are confident endorsing the document. Such a great job has been done and they have confidence the addition of the executive summary and implementation plans will be done with equal care.

- C. Consideration and possible vote on posting the proposed Amendments to Chapter 153 (Site Review Regulations). The full text of the amendments is available in Planning Department & at www.dover.nh.gov located under meeting materials and on the Planning Department page.*

The Chair announced this would be continued to a future meeting.

- D. Consideration and possible vote on posting the proposed Amendments to Chapter 157 (Land Subdivision Regulations). The full text of the amendments is available in Planning Department & at www.dover.nh.gov located under meeting materials and on the Planning Department page.*

The Chair announced this would be continued to a future meeting.

- E. Consideration and possible vote on posting the proposed Amendments to Chapter 170 (Zoning). The full text of the amendments is available in Planning Department & at www.dover.nh.gov located under meeting materials and on the Planning Department page.*

D.Benton listed and explained the zoning amendments that staff drafted after hearing the Board's thoughts on the topic list presented at the last meeting.

K.Pimental made a few comments about the following: Public notice, #17F wetlands, #19B wording, #19B TDR relief clarification

Discussion occurred and agreement among members regarding TDR criteria.
Discussion occurred about the NH method for wetlands for CUP criteria.

K.Mavrogeorge: #19 and it's relation to #17/ narratives.

M.Speidel: #15 wording

Cullen: #9 8.2 clarification on 30%, #14B-1-e asked for clarification

D.Benton provided that clarification.

Motion: E. Kaspari moved to table the item to February 14th . Seconded by M. Speidel. Vote: U/A

5. STAFF COMMENTS

- D.Benton asked that in the meantime, status quo would remain including that minor alterations to utility locations or similar materials that change on site or post Planning Board approval can be handled administratively. The Board agreed that small changes normally handled administratively in the past can continue.



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- Vision Chapter Virtual Visioning Session February 9th. Please visit the City website to register or email Erin Bassegio.
- January 23rd Downtown Pedestrian and Vehicular plan information/public input session was postponed due to the weather last night and will be rescheduled to be in February.
- Interviewing for Housing Navigator and City Planner positions
 - **TRCs since last meeting:** Site Review for Stonearch Development Corp., (Owners: 59 Tolend Road, LLC and Eugene A & Donna L Sgrignuoli), Assessor's Map E, Lots 65-1 & 65-A, zoned R-20, located between 53 & 65 Tolend Road & 22 Sun Hawk Lane. (Proposal is to construct 104 townhouse units, 44 units obtained via TDR). A related Open Space Subdivision, CUP, Lot Line Adjustment & TDR applications will also appear before the Planning Board. (P22-78/SITE-2022-0021 & P22-10/SUBM-2022-0007) *[This item was previously heard on March 3, 2022]*
- TRCs coming up:
 - 2 Developments near Grapevine Drive but aren't scheduled yet
- Thanked D.Carpenter and J.Kaspari for their work and presentations tonight

6. MEMBER COMMENTS

- Appointed another member of the Racial Equity Committee to the Vision Chapter Steering Committee
- Signed site plans for 36 & 38 New Rochester Road, The Storage Barn, and White Birch Armory.
- Acknowledged notice of merger for 16 Leighton Rd

7. ADJOURNMENT

Motion: E. Kaspari moved to adjourn at 8:36pm. Seconded by G. DeBoer. Vote: U/A