DOVER PLANNING BOARD – MINUTES

CITY OF DOVER

Meeting Type:	Regular Meeting
Meeting Location:	McConnell Center Room 306, 61 Locust St. Dover, NH.
Meeting Date:	**Tuesday, January 9, 2024**
Meeting Time:	**7:00 pm**

Members Present: Mark Speidel, Fergus Cullen (Councilor), Tom Clark, Kyle Pimental, Ken Mavrogeorge, Erinn Kaspari, Jon Elliard, Melina Gambino (Alternate), Jeff Sanborn (Alternate) and George DeBoer (Alternate),
Members Not Present (excused): Gina Cruikshank (Chair)
Members Not Present (un-excused): None
Staff Present: Donna Benton, Director of Planning and Community Development, Dave Carpenter, Community Development Planner

M. Speidel called the meeting to order at 7p.m, welcomed new Alternate Jeff Sanborn, noted M. Speidel is Chairing, G. DeBoer will sit in for the vacant seat, and M. Gambino will sit in for G. Cruikshank's absence and explained the citizens' forum process.

1. **CITIZENS' FORUM**
   Citizens Forum Open
   No one spoke
   Citizens Forum Closed

2. **APPROVAL OF THE PRIOR MINUTES**
   - December 12, 2023 Regular Meeting Minutes

   Motion T. Clark moved to approve the December 12, 2023 minutes as submitted. Seconded by: G. DeBoer. Vote: U/A

3. **OLD BUSINESS**
   None

4. **NEW BUSINESS**
   A. Election of Officers

   At the first meeting of the year Chair and Vice Chair positions are voted on.
   T. Clark nominated G. Cruikshank for Chair. Seconded by: E. Kaspari. Vote: U/A
   F. Cullen nominated M. Speidel for Vice Chair. Seconded by T. Clark. Vote: 8 in favor, 1 abstain.

   B. Consideration and acceptance of Transfer of Development Rights for Brian Slovenski, Assessor's Map L, Lot 111, zoned R-20, located at 306 Dover Point Road. (Proposal is to purchase two (2) additional living units, for a total of 6 living units, within three (3) buildings). *(TRAN-2023-0005)

   The Chair announced the need to continue this item.

   Motion: F. Cullen moved to continue the item to the January 23, 2024. Seconded by: J. Elliard. Vote: U/A.

C. Discussion of Impact Fees.

D. Benton explained that every 5 years or so the City has a consultant look at impact fee methodology. The previous consultant has retired so a different consultant was hired this year who had a different methodology. The findings still called for collecting impact fees and staff doesn't disagree with the study and findings but is still wrapping our heads around the impacts of altering the impact fees and the impact of changing impact fees. So staff will certainly keep all entities apprised of any updates but something for the Board to be aware of.

T. Clark noted the Board has heard from many that the fees are high and can be a barrier. We've seen projects such as Cataract (former McIntosh College) and 47 Chestnut get approved years ago but not break ground. Now would be a great time to pause, figure out fees, and see if there is an impact on housing costs.

D. Benton explained the new Housing Committee is meeting next Tuesday and may have some thoughts on this and we can discuss further at our next meeting.

Motion: G. DeBoer moved to continue the item to the January 23, 2024 meeting. T. Clark Seconded. Vote: U/A

D. Public Hearing of the draft FY25 CDBG Annual Action Plan. All persons wishing to speak on the Plan are urged to attend. *

Dave Carpenter, Community Development Planner provided an overview. D. Carpenter explained to the Board that 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.

K. Pimental asked some clarifying questions regarding particular allotted funds. D. Carpenter clarified which funds he recommends are altered/ moved around within the report.

D. Carpenter explained how the program receives income and the process for reallocating funds.

Motion: T. Clark moved to accept the FY25 CDBG Annual Action Plan. E. Kaspari Seconded. Vote: U/A

Public hearing opened.
Jenny Shehann, CASA Program Director (Court Appointed Special Advocates) explained the program and its education and training programs for the volunteers who work the program.

Betsey Andrew Parker and Hope Akman, CAP explained their request for weatherization funds.

Julie Reynolds, CEO Cornerstone VNA explained what they do and who they serve.

Ryan Crosby, Executive Director Dover Housing Authority thanked the board and D. Carpenter for his advocacy and agrees the other three groups who have spoken are great resources and should be funded.

Heather Bloomingfeld, Executive Director Triangle Club explained the program and how the space is used to hold recovery meetings. She described the two projects on the property that they are requesting funds for.
Public Hearing closed.

D. Carpenter answered questions for board members.
To help answer questions of the board, Betsey Parker, CAP gave examples of how they use the funds.

Motion: T. Clark moved to forward to the Council the CDBG Annual Action Plan with the amendment that Housing Authority receive $5,000 in public facilities and $8,695 in economic development. Seconded by G. DeBoer.
Vote: U/A

E. Discussion of Land Use Amendments/Goal Setting

D. Benton noted that each January staff begins a list of potential amendments either they have found or others including Board members have brought up for discussion. A list was passed out at the meeting and asked for initial thoughts on the list provided, if they were worth staff drafting the language for, or if there were any other requests they would like staff to work on.

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

5. STAFF COMMENTS

- TRCs since last meeting:
  - Major Subdivision for Diamond Capital, LLC, located at 42 Long Hill Road. (Proposal is for a 34 lot subdivision. Six (6) of the 34 units were previously approved via Transfer of Development Rights (4 at 1,400 sf and 2 at full TDR rate). A related Conditional Use Permit will also appear before the Planning Board)
  - Site Review for CESO (Owners: 914 Central Avenue, LLC), located at 914 Central Avenue. (Proposal is for Hang Ten Car Wash development that will consist of a 4,400-sf building, sixteen (16) vacuum spaces, and two (2) employee parking spaces.
- TRCs coming up:
  - CUPs for Eversource pole replacement
  - Chair will sign: Dover Point Rd. LLA, PCA CUP

6. MEMBER COMMENTS

- F. Cullen noted a couple of major developments that were approved have not started construction, yet other projects approved much more recently have made good progress.

7. ADJOURNMENT

Motion: G. DeBoer moved to adjourn at 8:44 pm. Seconded by E. Kaspari. Vote: U/A