

**DOVER PLANNING BOARD
MINUTES OF MEETING
MARCH 21, 2006**

MEMBERS PRESENT: Ron Cole, Anthony McManus, Perry Plummer, Dean Trefethen, Doug Steele, Marcia Colbath, Kirt Schuman, Frank Torr, John Swartzendruber, Donald Andolina

MEMBERS ABSENT: Bryan Cahoon, Ron Stock, Perry Plummer

STAFF PRESENT: Steven Stancel, Planning Director; Rick Jones, Community Development Coordinator; Steve Bird, City Planner and Jacqueline Freeman, Recording Secretary.

Chairman Cole asked Kirt Schuman to take Perry Plummer's seat.

Chairman Cole brought the workshop to order at 7:04 PM.

Community Development Block Grant (CDBG) funding.

Steve Stancel stated that requests totaling \$646,749.00 were received but there is only \$581,369.00 available.

Rick Jones stated that the recommendations are that the Public Service agencies are fully funded to the maximum amount available, as well as everything under Administration and Public Facilities and Economic Development. The cap was set by HUD based on their program income and the grant amount, so only \$74,138 can be spent on the Public Service Agencies of which we added \$139,518 in requests. There is a priority rating for each one of the activities. For the high priority activities we recommend the highest funding, followed by the medium and then the low. There were no low applications this year. He recommended funding all of the agencies that were funded under last year's program who reapplied this year. He reduced their amount based on the total amount that is available. He said that he started at 85% for each one of the grants and then rounded it down within a couple of hundred dollars and that is how he came up with the final figure. Rick Jones added that he explained in an e-mail to the American Red Cross why they were not funded but has yet to receive a response.

Steve Stancel wanted the Board to be aware that in order to get to that \$581,000 mark, they are proposing reprogramming \$87,991 of housing revolving loan funds. This would boost the dollar amount up so more projects could be funded.

Rick Jones stated the projects in the public service agencies, are at a cap and that cap can't be exceeded unless additional program income is brought in. There is a chance that we will bring in more program income this year before July 1st. If that is the case, the number can be adjusted. The Board can choose to put it toward the Public Service Agencies, or towards any other project that is deemed eligible and has applied in this

fiscal year. The reason that \$87,991 was programmed out is to be able to fully fund all of the activities that are eligible for funding on the lower portion of the budget. He added that this will not be the case next year as they have seen a 10.6% decrease in their budget this year and 5% last year. Congress has tried to cut this CDBG program out of the budget completely.

Donald Andolina asked what reprogramming funds means.

Rick Jones answered that reprogram funds are funds that were received in the previous year and were not fully expended. For example the Triangle Club, certified themselves out of the program by not meeting the 51% guidelines leaving \$7,700 unused from their budget, which needs to be reprogrammed by the Planning Board. It is just leftover bits and pieces.

Tony McManus asked what the oversight is at the McConnell Center.

Rick Jones explained there is a total of \$450,000 and \$500,000 of CDBG money that will be spent at the McConnell Center on different projects. The money is to cover some of the staff to oversee the federal projects at the McConnell Center. This is not administration but a program expense costs.

Tony McManus asked who would be doing the oversight and would that money go towards his salary.

Rick Jones said that Chris Parker, from the Planning Office, is doing the oversight and the money would go towards his salary.

Ron Cole explained that doing work connected with the McConnell Center qualifies Chris Parker as a recipient of the CDBG money, which saves the City money.

Steve Stancel said that CDBG is paying \$127,529 towards City staff salaries during this current fiscal year. He said that 10% of his salary is paid out of CDBG, 15% of Bruce Woodruff's and so on. Because of the reduced grant amount and reduced revenue, the maximum that they can charge CDBG is \$91,045. That is a drop of almost \$40,000. Between this current year's CDBG allocations to the McConnell Center and next year's allocations, there are enough projects occurring over there that we could charge some of Chris Parker's salary directly to CDBG, which make up some of that lost \$30,000 or \$40,000.

Tony McManus asked if the \$91,000 and the \$32,000 show up on the City's budget as income.

Steve Stancel stated that it shows up in the individual line items in the Planning Budget, in parentheses, which means it's a reduction because CDBG is paying for it.

Donald Andolina commented, as a member of the oversight committee, that Chris Parker is involved in just about every aspect of it. He said that he can see that money is warranted.

Steve Stancel stated that the Board will either affirm or not the proposed budget at the next meeting and then it moves on to the City Council. The City Council will then hold a public hearing and take a final vote before it goes on to HUD.

Master Plan Update discussion.

Steve Stancel said that one of the top priorities is to update the Economic and Land Use chapter of the Master Plan. At the same time, the City Council identified the completion of the Master Plan as one of their top goals in the next two years, specifically, as it pertains to growth management, which is directly connected to the Economic and Land Use section and the connections of the CIP proposals to that chapter. He proposed that the Board begin by updating the Economic and Land Use section of the Master Plan and in 3 or 4 months begin updating the Community Facilities and Utilities section. Those chapters need to be done to accomplish the Council's goals.

Steve Stancel had an outline describing how they propose going forward with the Economic and Land Use Analysis Chapter, 2006 update. He said that the first thing that is needed is to identify some goals and objectives within the community by soliciting input. Ten years ago the Planning Department did the Speak out Dover sessions where 6 or 7 different neighborhood meetings were set up – one in each ward and one at-large meeting. Mailings were sent to everybody in each ward inviting them to come to a meeting. There was a very strict outline to the type of questions that were asked as they solicited what people liked about their neighborhood and the community and what they disliked about their neighborhood and the community. A summary report was prepared to begin the process of learning how people envision the community and how the community should grow in the future. He said that they would also attempt to do a City-wide survey. A City-wide survey would be more scientific because it would be done on a random fashion to get input from people who may not normally show up at a neighborhood meeting.

Between now and this summer they will attempt to receive that input. They may have to get assistance with the City-wide survey. The Speak Out Dover can be done in house, but the survey may require some technical assistance, perhaps from the UNH Survey Center.

Step two is Dover's Economic Performance and its role in the regional economy, specifically to analyze historical economic activity such as employment, unemployment data, population trends, housing activity and property tax rate trends. Also the projections of Dover's economic activity, such as employment/unemployment, population growth, housing types and cost and property tax rate projections will be reviewed.

Steve Stancel stated that back in 1998, the Housing and Economic Section of the Master Plan actually indicated that Dover was receiving more than its fair share of affordable housing in relation to the region. Dover had grown inordinately on the rental side between the '90's and late '80's. They actually recommended changing that mix of housing and the Department has been successful in accomplishing that. That data has to be reviewed to see if that's the same today. The big buzz word is "workforce" housing. We need to be sure to take a look at that as part of any update.

Section three would be Dover's land use trends, specifically existing land use trends such as residential, commercial/retail, industrial and other land uses, also future land use projections and recommended land use policy changes.

The fourth section would be housing trends and analysis which encompasses an assessment of local housing conditions, project future housing needs and analyses Dover's housing in the context of regional housing needs assessment. Steve Stancel felt that was important if we decide to have some type of growth management ordinance in place since it would have to be tied back to the master plan. The City can reasonably handle a specific number of housing units a year. The 1998 Master Plan indicates that Dover could reasonably handle between 200 – 250 units a year. We have averaged in the last 10 years about 168 units. Even though it may appear that Dover is growing out of control, according to our existing master plan, we are well within the parameters. The number needs to be updated, maybe it is lower today or maybe it's the same, we don't know.

Steve Stancel stated that the fifth section will be important for Dover as there is a limited amount of developable land left in the community. That section would create a build-out analysis which would look at what land is remaining and analyze a full build-out scenario based on current zoning, determine the timeframe that build-out might occur and discuss the impacts of that full build-out. That study could help to determine whether some areas of town need to be rezoned.

Steve Stancel said that an important part is identifying short-term and long-term recommendations and then plan for implementation and finally, the executive summary.

Steve Stancel felt that 90% could be handled in house with the Planning Board's and a subcommittee's assistance. They may have to go out for the City-wide survey and possibly for some economic data on a regional basis. It will take a marketing person or somebody like Russ Thibeault, from Applied Economic Research, who did the entire 1998 master plan, to help with what growth is happening regionally. The Planning Board could be the steering committee but there might be 2 or 3 members identified to work on a subcommittee that would specifically work on this section of the Master Plan.

Ron Cole pointed out that the second handout explains what was done for the last master plan. They had a large master plan steering committee that did an awesome job. He asked that any citizen who would like to work on the new master plan to contact him at

the Planning Office at 516-6008. The more citizens on the subcommittees, the better off the community will be.

Steve Stancel explained that it is important to get a cross section of people from the community on each of these subcommittees. The executive summary identifies in the various groups. There were developers, a realtor, somebody from the Chamber of Commerce, a person from the neighborhood and environmental groups on the subcommittees. The diversity of the group offers opinions and insight from all of those different walks of life and that is an important part of the master plan.

Ron Cole spoke on the benefit of the Speak Out Dover meetings. He asked the members to bring in names of possible people who might be interested in serving on some of the subcommittees. He will ask most of the members on the Board to serve on one subcommittee.

Tony McManus suggested that the Speak Out Dover meetings be done on Tuesday evenings.

Steve Bird stated that they accomplished more than ½ of the recommendations that were part of that original Executive Summary that was done in the 1998 – 2000 timeframe. In some cases they attempted to do some of the things and were not successful, particularly in areas of rezoning. He said that they made an effort to implement some of the recommendations. There is lots of material out there on what a master plan is and what its purpose is. A meeting will be scheduled to bring everyone up to speed.

Chairman Cole closed the workshop.