

**DOVER PLANNING BOARD
MINUTES OF MEETING
JANUARY 25, 2005**

MEMBERS PRESENT: Donald Andolina, Beth Thompson, Ronald Cole, Dean Trefethen, Pete Lavoie, Frank Torr, Tony McManus

MEMBERS ABSENT: Dennis Ciotti, Mindy Anderson, Bryan Cahoon, John Swartzendruber, Eric Tooke

STAFF PRESENT: Steven Stancel, Planning Director; Bruce Woodruff, City Planner and Jacqueline Freeman, Recording Secretary

Chairman Cole brought the meeting to order at 7:00 PM.

ITEM #1: Citizens Forum

There were no speakers.

Chairman Cole announced that under **ITEM #7, Old Business, 7 b. Motiva, 7 c. the OSS for Ayer and 7 d. the OSS for Tolend Rd.**, would not be coming before the Board this evening.

Chairman Cole stated that Councilor Hindle had some issues to go over with the Board.

Councilor Hindle stated that he would like to speak on two items that are on the agenda, one with respect to Back Road and the other is the Rizzo Traffic Study. The Transportation Advisory Commission (TAC) has worked with Rizzo for the past year and a half on this study. He said they have held numerous public hearings on the matter. The TAC is requesting that the Planning Board fully accept the final report and place it as an addendum to the Transportation Master Plan.

Councilor Hindle thanked the Planning Office, Community Service Dept., the Police Dept., as well as the TAC members and the residents for putting together the Back Road recommendations. At the February meeting there will be a resolution before the Council to fully accept the recommendations. He said that they recommended that the Council work with the City Manager and the Community Services Dept. to develop a vegetation control program to become part of the annual budget expenditure and they recommend that Back Road be placed on that list. They recommended that the Council allocate future funding to purchase the planting of some trees on Back Road to replace those that were removed. They also recommend that the Community Services Dept. work with the residents in the area to formulate an "Adopt a Street" program to clean up the portion of Back Rd. that is littered by trash. They recommended that the width of the roadway be 22', with 2' gravel shoulders. The Engineering Dept. continues their plan of proper drainage in the area, as well as a horizontal/vertical alignment to the road. The fifth item was that they recommended that the road not be striped at the present time. They

requested that the Planning and Police Departments review traffic calming, speed and other issues for six months after the conclusion of the roadway. After the six months, the TAC would review their findings and make final recommendations. He said that there are three other recommendations that they tabled. Councilor Hindle read the following:

1. Recommendation that Planning & Police Departments do a study as to whether or not a stop sign or signs are warranted at the intersection of Middle or Back Roads.
2. Recommendation that the Planning Department find another proposed bike route and relocate the Peter Gebaro bike path that was originally on Back Rd., to possibly Henry Law Avenue or Dover Point Road.
3. Table the issue of placing signs of the scenic "character" of the roadway until the Planning and Council determine whether or not the road will be designated a scenic road.

Don Andolina asked if the recommendation to the Council was to designate Back Rd. in its entirety as a scenic road.

Jason Hindle stated that the recommendation that they had tabled was with respect to whether or not the road or portions of the road become "scenic," then, perhaps, it would be beneficial to post signage that would designate the scenic character of the roadway. It would be one other planning step with respect to reduction of speed and traffic.

Tony McManus asked what the Board's next step would be.

Ron Cole stated that the Board would readdress the issue under Old Business and figure out just what to do.

Councilor Hindle stated that there are two separate issues. The TAC was advised by the Council to meet with the residents and discuss the width of the roadway, traffic calming, etc. It obviously is the Planning Board's decision whether or not the road is to be scenic or not. He feels that they are very separate issues.

ITEM #2: Approval of Minutes.

Beth Thompson made the motion to approve the minutes.

Donald Andolina seconded.

VOTE U/A

ITEM #3: Consideration and acceptance of a lot line adjustment of land for Moon River Development Co., LLC (Owner Woodwind Farms, LLC), Assessor's Map N, Lots 8 & 8-1, zoned R-40, located on Gulf Road.*(P05-02)

ITEM #4: Consideration and acceptance of a minor subdivision of land for Moon River Development Co., LLC, (Owner Woodwin Farms, LLC) Assessor's Map N, Lot 8, zoned R-40, located on Gulf Rd.* (3 lots)(P05-01)

Dana Lynch, Civilworks, represented Steven Woods. He introduced Atty. Chris Bolt, of Donahue, Tucker and Ciandella, Attorneys at Law. He said that he would like to present **ITEM #3** and **ITEM #4** together to help understand the overall picture. He said that it is a 93 acre track of land with about 7,000 feet of water frontage on French Creek and the Cochecho River. The parcel is made up of two lots. Lot 8 is the 16 acre parcel and the remaining parcel of 77 acres is known as Lot 8-1. Their proposal is to relocate the lot line between lots 8 and 8-1 to increase the size of Lot 8 to 35 acres. The remaining land of Lot 8-1 is 58 acres. The next step in this process is to take Lot 8 and subdivide it into three lots. One lot is comprised of 10.6 acres and at one point the line runs along the edge of the pond and out to Gulf Road. The future lot 8-2 is a 13 acre parcel that has roughly 700 or 800 feet of water frontage and has 150 feet of frontage on Gulf Road. The pond is almost wholly contained within Lot 8-2. Lot 8-3 is an 11 acre parcel with frontage on Gulf Road and 150 feet on the Cochecho River. Lots 8-2 and 8-3 will be accessed via a proposed easement across the remaining Lot 8. He said that they are choosing that access point for the driveway because it provides the safest sight distance.

Discussion ensued with regard to the description on the deed of the line along the pond and the concern with regard to the pond changing. Dana explained that the callout is following the mean high water line. The pond elevation is regulated by an outfall structure. It is a man-made pond and the outfall structure regulates the elevation of that pond. It may go down during the year if it gets dry but the high water mark leaves an indication to allow you to reestablish where that line is. The intention is to follow the high water mark of that pond.

Steve Stancel asked Dana Lynch if the 30' wide access easement is constricted between the two buildings.

Dana Lynch stated that they are going to relocate that easement. He explained how they would utilize an existing section of the driveway, turn and go around the back of the building, and then come back down the same path.

Beth Thompson made the motion to accept **ITEM #3 – Lot Line Adjustment** plan. Frank Torr seconded.

VOTE U/A

The public hearing was opened.

There were no comments.

The public hearing was closed.

Steve Stancel gave the recommended conditions of approval.

Frank Torr made the motion to approve with the following conditions:

1. Add the owner's signature to the plat.
2. Provide the Planning Department with a digital version of the plat.

Beth Thompson seconded.

VOTE 5 – 1

Opposed – Tony McManus

Frank Torr made the motion to accept the application for **ITEM #4, the subdivision plan.**

Beth Thompson seconded.

Discussion ensued with regard to the easement for the access. Dean Trefethen was concerned that should there be a dispute, there would be no other way to get to the back portion of the land.

Steve Stancel assured him that the easement would not only be placed on the plan but it would be recorded at the Registry of Deeds and would be identified in the individual deeds.

Atty. Chris Boldt added that easements can be relocated. Whether by agreement or by dispute there are always ways of getting from here to there.

VOTE U/A

The public hearing was opened.

There were no comments.

The public hearing was closed.

Donald Andolina made the motion to approve with the following conditions:

1. Add the owner's signature to the plat.
2. Provide the Planning Department with a digital version of the plat.
3. The applicant shall provide the Planning Department with a copy of the proposed access easement over Lots #8 and #8-1 in favor of Lots #8-2 and #8-3. Said easement to be adjusted to not run between buildings located on Lot 8.

Beth Thompson seconded.

VOTE 5 – 1

Opposed – Tony McManus

ITEM #5: Consideration and acceptance of a lot line adjustment of land for Jane & Alfred Catalfo, Assessor's Map I, Lots 13 & 13A, zoned R-20 & RM20, located at 78 & 82 Durham Rd. (P05-03)

Kevin McEaney stated that he was representing the applicant. He stated that it is a simple lot line adjustment. The house at 82 Durham Road is where the Catalfos currently reside and Jane Catalfo owns the house at 78 Durham Rd. The Catalfos are desirous of adding the majority of the land behind 78 Durham Road to their existing house lot. This would give them the option of selling the house at 78 with a smaller lot.

Dean Trefethen made the motion to accept the application.

Donald Andolina seconded.

VOTE U/A

The public hearing was opened.
There were no comments.
The public hearing was closed.

Dean Trefethen made the motion to approve with the following conditions:

1. Add the owner's signature to the plat.
2. Provide the Planning Department with a digital version of the plat.

Donald Andolina seconded.

VOTE U/A

ITEM #6: Consideration and acceptance of a minor lot line adjustment of land for TJN Inc., (Owners Linda & Eric Blough), Assessor's Map 13, Lots 28 & 28A, zoned R-12, located on Rutland St. (P05-04)

Kevin McEneaney represented the applicants and owners. The Bloughs occupy a house that is located at 53 Rutland St., which is lot #28 on the plan. They also own a vacant lot which is directly south of that house lot. They would like to add a portion of the vacant lot to their existing house lot, which would allow them to sell off the vacant lot to TJN Inc.

Beth Thompson made the motion to accept the application.

Frank Torr seconded.

VOTE U/A

The public hearing was opened.

Steve Stancel asked if there would be a need for a cross drainage easements between these two parcels once the second lot is sold.

Kevin McEneaney stated that the intent is to relocate the easement into the side setback line on the southerly side of the lot and then put it into the existing culvert that is out there. He said that now that it is being conveyed to another party there will be a need for an easement. He said that they accept making that a condition of approval.

The public hearing was closed.

Beth Thompson made the motion to approve with the following staff recommended conditions of approval:

1. Add the owner's signatures to the plat.
2. Provide the Planning Department with a digital version of the plat.
3. Add the drainage easement to be placed on the plan.

Frank Torr seconded.

VOTE U/A

ITEM #7: Old Business

a. Discussion regarding Back Road and petition requesting Scenic Road designation.

Dean Trefethen made the motion to take this off the table.

Tony McManus seconded.

VOTE U/A

Dean Trefethen said that he doesn't believe there is a need for a workshop. Beth Thompson agreed.

Ronald Cole recommended not taking action this evening.

Steve Stancel stated that notifications should go out again because it's been so long.

Chairman Cole stated that the Board will discuss it at the next meeting and possibly take action.

Tony McManus asked that the Planning Department have some recommendations for them.

Donald Andolina asked if the Board would be considering the road in its entirety or just a portion of it.

Steve Stancel stated that it is completely up to the Board. The RSA does allow to do just a portion of the road vs. all of it. If the Board wants to do just a portion vs. the whole thing then we may want to re-advertise..

Tony McManus made the motion to table.

Dean Trefethen seconded.

VOTE U/A

Chairman Cole again announced that **ITEMS #7: b., c., and d.** would not be heard.

ITEM #8: New Business

a. Presentation and discussion of the final report of the Downtown/Riverfront Redevelopment Traffic Circulation and Parking Plan.

Bruce Woodruff, City Planner, stated that the Downtown/Riverfront Redevelopment Traffic Circulation and Parking Plan has been a two-year process. It was January 2003 when they met for the first time at the Cochecho Mills to try to hammer out a scope of services for an RFP for this study that would mold the future of the City of Dover. He said that the study has three principal goals. 1.) Ensure the safe and efficient function of all transportation modes in the downtown study area. 2.) Improve Dover's economic

viability and ability to be developed. 3.) Enhance the quality of life for Dover's residents, workers, and visitors.

Bruce Woodruff spoke about the existing issues and the future challenges. The study talks about the City's position on tolls and on parking and many other things. The traffic study looked at the downtown Central Loop, Chestnut Street, Walnut Street, Locust Street Corridor and other locations. They also looked at truck traffic, parking, alternative transportation modes and public transportation.

Bruce Woodruff stated that the study recommendations build upon the study's goals and objectives, the existing conditions analysis, and the evaluation of the alternatives. The study recommendations are intended to address downtown Dover's existing transportation needs and issues, plan for future transportation access and demand, and work together as a cohesive whole.

Bruce Woodruff spoke on the Immediate Recommendations (6 months – 1 year). He went over the Short-Term Recommendations (1-5 Years) and then the Long-Term Recommendations (5-10 Years).

Bruce Woodruff stated that the consultant is asking that the City take a policy stance to ask that a temporary, full toll discount for the electronic toll, be implemented for six months, which would lessen the impact on Dover Point Road. He said the current DOT plan is to only give discounts of a certain percentage for NH folks who buy NH transponders. He said that on the NH Website, there is a link to the EZ Pass that explains what they will do with discounts. He said that the City should ask that the reduced discount rate be phased on electronic transponders for a six-month period.

Bruce Woodruff went over the recommended traffic changes, parking recommendations, etc. In reference to the Orchard St. parking deck, he said that it would satisfy the demand in the future for infill development in the City and would help with the traffic circulation change. He said that there are not a lot of immediate downtown spaces that would be lost. The deck and the recommendation for the rest of the Orchard St. lot would go a long way towards making close parking for the folks who wanted to come down and shop and eat in downtown Dover. They also recommend a parking garage on Washington Street at Water St./Main Street.

He spoke on the recommendation of constructing a Washington St. Bridge to Maglaras Park.

He ended the presentation by displaying maps on the monitor showing all the traffic changes recommended in the report. He said that to him, the report looks pretty good.

Dean Trefethen asked about the recommendation for a one level deck on Orchard St. He asked if it could be engineered to be more than one deck at some time in the future.

Bruce Woodruff said that he doesn't believe that the consultant has considered that. They recommend one deck of roughly 100 spaces. He said that he believes that they were being sensitive to the view sheds of Waldron Court and to the river. They were also taking a look at the parking utilization in that area and the availability of parking. They looked at how much on street and off street public spaces are utilized at any given time of the day. The statistics of the utilization in the report is roughly 60% at times. He said that another problem is employees that want to park a little closer to the mills and move their cars every couple of hours. The deck is something that the consultant recommended strictly for retail folks – to give them enough space to park in downtown Dover that was right next to where the retail and the restaurants were.

Ron Cole said that the addition of a parking garage and the addition of a deck make a lot of sense. The transit makes a lot of sense also, but asked if all three were needed.

Bruce Woodruff stated that the mill complex is approximately 50% full. He said that there may not be only office use but may be other uses. This report recognizes that we may have a parking issue once that gets filled along with adding the 30,000 sq. ft. of infill development. Once they are filled, then you really are going to need probably all three. The transit has another niche and that's because our transit dependent populations which does not just include elderly folks. There is a time when more people will use public transit.

Ron Cole stated that he was on a transit committee. They tossed around a transit that would run from Liberty Mutual, on Sixth St. and down into Dover at lunch times and that sort of a thing.

Bruce Wooduff said that there are recommendations for about three types of services. They are only going to recommend one and it ended up being a hybrid service. A hybrid service buys much smaller vehicles.

Ron Cole felt that the report was very well done and the amount of information within it is mind boggling. He said that Bruce Woodruff has a done an excellent job. He said that he got the impression from the Mayor Pro-Tem that he would like the Board to vote this evening to make this an adjunct to the Master Plan.

Steve Stancel said that that is the plan. He thinks that the Planning Board has to hold a public hearing before doing that. He said that this has been a two-year process and there have been several public hearings held already on the TAC level, as well as a few presentations by the consultant. One was held before the TAC and another before the City Council. The Planning Board was invited to several of these. He said that he leaves it up to the Board as to what they want to do.

Bruce Woodruff said that the report still has several minor errors which the consultant is finalizing. He asked the Board if they found any errors or omissions to please let him know. The study and the tables have engineered costs for all of the recommendations. This study not only has engineered costs but also the exact years when they recommend

that they be implemented. It makes it easy for us to take this document and transfer it to the Capital Improvements Program and then see if we can afford it in whatever year that is. You don't always get engineered costs in a study of that nature.

Donald Andolina asked about the tables that are referenced in the area of the CIP. He said that it looks like it would be about 13 to 15 million dollars to accommodate this plan. He asked if the consultant gave any indication as to whether or not there would be any federal funding available for this.

Bruce Woodruff said that the consultant is aware of the fact that the City petitioned the Dept. of Transportation to secure State Bridge and Federal Bridge funding and we have secured that funding. We do have on hand 80% Federal funding for the Washington Vehicular Bridge. There are a couple of others that are waiting in queue to go forward to Federal Highways in the State. It is really up to the City to make the application.

Steve Stancel stated that there are some opportunities out there for funding and the City is currently investigating an option such as Tax Increment Financing, where a district is created around the downtown and that could provide a good portion of the payment toward some of these costs down the road.

Ron Cole stated that they want to keep the pedestrian bridge. Is the money to move the pedestrian bridge plugged in anywhere or do you know what that would cost?

Steve Stancel stated that he doesn't believe that it was included in the 1.5 million dollars for the vehicular bridge.

Bruce Woodruff said that there will be an RFP for the engineer to investigate all of the alternatives, such as to leave the bridge in place or shift the bridge to the left to have it line up with the Maglaras Parkway or move the bridge to another location. All of the TIP projects are only an estimate of cost until an engineering study is done.

Steve Stancel added with regard to the Washington St. Bridge, that the City's Waterfront Committee has asked that the consultant take a look at a couple of different options. The cost estimate is based on the bridge going straight across, which puts it right in front of the sewer pump station. The Waterfront Committee would like to see options reviewed where the bridge would be placed so that as you came across the bridge, you would be faced with the project of the waterfront, as opposed to the pump station.

Chairman Cole stated that his recommendation would be that this be placed back on the table and put on the agenda for the first meeting in February, advertise it properly and have a public hearing and then add it to the Master Plan.

ITEM 8: New Business

b. Lot merger for John Janetos, Assessor's Map N, Lot 13, and Map N, Lot 13D, located on Gulf Road.

Steve Stancel stated that the regulations require that lot mergers come before the Planning Board simply for acceptance and once they are accepted they get signed by the Planning Board Chair and recorded.

Dean Trefethen made the motion to approve.

Donald Andolina seconded.

VOTE U/A

Steve Stancel stated that there is a questionnaire included in the packets. The Strafford Regional Planning requested that Planning Board Chairs allot time on an agenda to discuss the Land Use Pattern Alternative and Regional Master Plan Policy Goals. He said that he would like the Board to read through and fill out the questionnaire and it can be discussed at the next meeting.

Steve Stancel announced that there is a Council Workshop next Wednesday, February 2, at 7:00 p.m. and the topic is Economic Development and Growth Within the City.

Ron Cole strongly advised that the Planning Board Members be at that meeting next Wednesday. Beth Thompson will be explaining economic development initiatives that have taken place in the community and Steve Stancel will be explaining the 1998 Master Plan recommendations, what we have accomplished between 1998 and today and what has gone well and what has not.

Steve Stancel stated that a project in Rollinsford, Old English Village, situated behind Wendy's, is looking to put in between 60 and 70 additional units, all located in Rollinsford. They are in the process of going before the Rollinsford Planning Board but they will have to come before this Board also because the entrance to the project is in Dover.

ITEM #9: Committee Report.

Frank Torr stated that they have had two Waterfront Meetings that he felt were very successful. The first was a workshop with the City Council with a proposal to utilize the members of the present advisory committee as an authority. The second was a presentation by Michael Monte, who is the director of Community and Economic Development in the City of Burlington, VT. Mr. Monte gave an excellent presentation and his feeling was that Dover is on tract. Mr. Monte said that we are going in the right direction but there is still a lot of work ahead.

Don Andolina asked how Rollinsford residents would be provided with emergency services.

Steve Stancel stated that it is a very good issue and it is one that has to be identified along with the traffic. It is his understanding that there is some contracting that goes on.

Steve Stancel brought to the Board's attention that at the February 8th meeting, there would be a concept plan to be reviewed. It's a retail complex on Route 108 and it includes a Planned Unit Development. He said that the reason that we are bringing it before the Board at such an early stage is because it will take a possible rezoning to do what they want to do.

ITEM #10: Adjournment

Beth Thompson made the motion to adjourn.

Frank Torr seconded.

VOTE U/A