

**DOVER PLANNING BOARD
MINUTES OF MEETING
FEBRUARY 26, 2002**

MEMBERS PRESENT: David Landry, Dennis Ciotti, Beth Thompson, Tony McManus, Parks Christenbury, Frank Torr, Chuck Maglaras, Pete Lavoie, Margaret Stevenson, Ron Cole, John Sullivan

STAFF PRESENT: Steve Stancel, Planning Director and Jacqueline Freeman, Recording Secretary.

ITEM #1: Citizen's Forum

No one spoke

ITEM #2: Approval of the minutes.

Beth Thompson made the motion to approve.

Frank Torr seconded.

Ron Cole stated that he had an addition on Page 9, with regard to Eliot Rose. He said that it should be inserted that he apologized to Tony if he appeared to be misguiding people about the rezoning.

VOTE U/A

Chairman Cole announced that Item #4 will be held after #5 because of the time factor involved in hearing the CDBG applications.

ITEM #3: Consideration and acceptance of an application of land for a minor subdivision of land for Donald & Lorraine Treadwell, Assessor's Map A, Lot 19B, zoned R-40, located on Varney Road.* (P02-04)

Paul Connolly, Civil Works, represented the Treadwells. He said that they seek to divide the parcel into 2 parcels and that both are far in excess of 40,000 sq. ft.

Beth Thompson made the motion to accept the application.

Frank Torr seconded.

VOTE U/A

The public hearing was opened.

There were no comments.

The public hearing was closed.

Steve Stancel gave the staff recommended conditions.

Parks Christenbury made the motion to approve with the following staff recommended conditions:

1. Add the owners' signatures to the subdivision plat.
2. Revise the plat to indicate the amount of non-wetland area per lot.
3. Revise the plat to indicate if any of the wetland areas are very poorly drained soils and if they are, add the 75-foot buffer.
4. Provide the Planning Department with a copy of the NH Subdivision Permit and add the permit number to the plat.

Peg Stevenson seconded.

VOTE U/A

ITEM #5: Old Business

a. Discussion and possible vote of Southwest Equities Corp., located at Webb Drive and Plaza Drive (102 units)

Beth Thompson made the motion to take this item off the table.

Frank Torr seconded.

VOTE U/A

Brad Richards represented Southwest Equities Corp, and stated that the last time they were here was on January 22, 2002, when they represented the project and presented an overview of what they had done since August. The project is a subdivision of the 22 acres. One lot will be 8 acres and will have a 36,000 sq. ft. office building and the proposal for the remainder of the acreage is for 102 apartments in 3 buildings (34, 2-bedroom units per building). He said that Dennis Moulton will present some of the items that were updated. Mr. Richards said that Bob Duval, the traffic expert, is away but he feels that he can answer any question that might come up. He said that based upon his last conversation with Steve Stancel, they have pretty much resolved all of the issues that were outstanding. He said that if there are any left, he will go over them with Mr. Stancel and after a conditional approval, they would remove any of those issues.

Dennis Moulton said that since their previous meeting they have received and acted on numerous comments from the Engineering Division, Horsely and Whitten, the Planning Department and from Environmental Coordinator Dean Peschel. He said that there are very few of the comments that remain outstanding at this point. He said the issue with the treatment pond still needs to be resolved. In a conversation with Mr. Stancel, they determined that it should be subject to review by Horsley & Whitten to determine whether or not they have properly designed the siltation pond, which leads into the infiltration basin. He said that they have agreed to every other comment or can make the changes as necessary. He said that the packet that he handed out contains all the comments that they have received since the last meeting and how they have been addressed. He said that Horsely and Whitten had requested that they do test pits on the site to determine whether or not the soil was acceptable material for the infiltration basin. The tests were performed and revealed that the soil is a sandy gravel soil, which is optimum for infiltration treatment.

Chuck Maglaras asked if the roadway from Plaza Drive out through the old barn is all gravel from the parking lot, by the back building, down to Plaza Drive itself.

Dennis Moulton stated that it will stay in its natural state. He said that the Planning Department has requested that they construct a paved sidewalk from the development over to Plaza Drive and construct a sidewalk on Plaza Drive to Glenwood. Mr. Moulton said that the developer has agreed to do it. Dennis Moulton explained that the gravel road will be landscaped and grassed and it won't look like a road. It is only when you get beyond the basketball court area that it would revert back.

Steve Stancel stated that there is room on both sides of the road for the sidewalk that goes down to Plaza Drive. Steve said that they would have to work with the City Engineer to determine which side is best. He said that Plaza Drive itself is pretty wide, but there is parking on both sides of the street. Steve said that there is a COAST bus stop at the corner of Plaza Drive and Glenwood Ave. and that is also where the school children are picked up for Fairfield Garden Apartments. It seemed very obvious that any college students, as well as, school students would be more apt to walk to the corner of Plaza & Glenwood than to walk out through the commercial area of Webb Place.

Peg Stevenson asked about the deicing agent, on Page 5, of the Inspection Maintenance Plan and whether the area would be privately plowed and maintained.

Mr. Moulton pointed out where the City right-of-way would be and said that portion would be under City maintenance and the developer would maintain the private portion of the road.

Peg Stevenson said that she is asking because under the inspection and maintenance plan, they do address the deicing agent but it is not listed anywhere on the inspection and maintenance check list. She asked if that would be included in a contract if those services were contracted out.

Dennis Moulton said that deicing agents should not include salt, unless it was an emergency situation and it would be a stipulation of the contract.

Peg Stevenson asked if there would be anyone doing inspections to insure that deicing agents were not being used.

Dennis Moulton said that they would have to rely on a complaint situation where the City would enforce it. He said that he would imagine that it would be the City's responsibility.

Peg Stevenson said that it is very important with it being so close to the City well.

Dennis Moulton said that that is why they documented it and made it part of the submission.

Brad Richards said that they have placed a clause in their maintenance contracts to the people doing the plowing and sanding that there is an accounting with a penalty clause that has a dollar value to it. Mr. Richards said that is one of the ways that they try to avoid problems. He added that they do their own maintenance most of the time.

Steve Stancel stated that this is a very large project that has gone through a very extensive review process. He said the City has hired two independent consultants, Vanasse Associates to review the traffic information, and Horsely and Whitten to review the issues regarding groundwater protection. Those two contracts cost well over \$10,000, which the applicant is paying for. He said that the City is receiving a recreational easement over the open space portion of this project that is a significant amount of land with space available for potential ballfields. Steve went over the recommended conditions of approval.

Ron Cole asked for the vote on the Subdivision/lot line relocation plan for Southwest Equities Corporation.(P01-33)

Chuck Maglaras made the motion to approve with the following conditions:

1. Add the owner's signature to the plat.
2. Add surveyor's stamp and signature to all sheets.
3. Revise the plat to add the Strafford County Registry of Deeds recording numbers to the listed reference plans.
4. Revise the plat to update the easement areas to match the site plan.
5. The applicant shall be responsible to insure the conveyance of approximately 5, 250 square feet of property from Prime Circle LLC to the City for the purpose of a public right of way for Webb Place Extension. This conveyance shall be completed prior to signing and recording of the mylar.

Frank Torr seconded.

VOTE 7 – 1

Opposed – Tony McManus

Ron Cole asked for the vote on the Site Plan for Southwest Equities (P01-34).

Parks Christenbury made the motion to approve with the following conditions:

1. The owner's signature is added to the plan.
2. Approval includes the granting of a Conditional Use Permit for development within the Groundwater protection District.
3. Provide the Planning Department with a copy of the NH Department of Environmental Services Site Specific Permit and add the permit number to the plan.
4. Provide an easement to the City of Dover for stormwater runoff from Webb Place Extension across Map D, Lots 2 & 2-1 to the detention pond/infiltration basin.
5. The applicant shall prepare an engineered plan to the satisfaction of the City Engineer depicting improvements to the Webb Place/Central Avenue intersection by adding an exclusive left turn lane on the Webb Place approach, as recommended by

Vanesse & Associates. This improvement shall be completed prior to the issuance of an occupancy permit.

6. The applicant shall contribute the sum of \$2,550 to the City, as the development's fair share towards the local match portion of the City's Congestion Mitigation and Air Quality (CMAQ) project of retiming and coordinating traffic signals along the northern portion of Central Avenue, payable prior to the issuance of a building permit.
7. The applicant shall pay all outstanding invoices for consulting services provided by the City's consultants, Horsley & Whitten Inc. and Vanesse & Associates, payable prior to the issuance of a building permit.
8. The applicant shall grant to the City easements for the 400-foot wellhead radius, and the recreation area and future roadway area. These easements shall be granted prior to the issuance of the first building permit.
9. Revise the plan to add a sidewalk from the basketball court to Plaza Drive and add a sidewalk in the Plaza Drive right-of-way from the end of Plaza Drive to Glenwood Avenue. These improvements shall be completed by the applicant prior to the issuance of a certificate of occupancy.
10. The applicant shall contribute the sum of \$2,940 to the City to the Community Services Vehicle fund, payable prior to the first occupancy permit being issued.
11. The applicant shall prepare an Environmental Management Plan that includes a spill control and response plan, a hazardous materials management plan, a landscape management plan, and a training plan for those responsible for implementing the Environmental Management Plan. This plan shall be submitted to and approved by the Planning Department prior to the issuance of a certificate of occupancy.
12. The applicant shall comply with the conditions set forth in the Assistant City Engineer's memo dated 1/22/02, which reads as follows: (Note: #8 shall be omitted and replaced with Planning condition #13)

1. Additional curve data is needed on the street alignment.
2. The intersection of Webb Place needs to be better aligned. A smooth transition from the proposed road into the intersection with no jogs.
3. The street and stop sign should be placed at the intersection on the corner.
4. The UG utilities need to be located on the back edge of the sidewalk along the city portion of the road. The topography doesn't easily permit it to be placed any further back.
5. The 6" vertical separation cannot be maintained between the drain and sewer line at station 9+75 unless the inverts of the drainline are changed. (Please change)
6. Specify that the NHDOT guardrail is along the City Street. There may be some confusion for the contractor because there are two details for guardrail.
7. The basketball court has only 1" of asphalt. This seems insufficient if any maintenance vehicles were ever used on the court.
8. It is a concern that the berm separating the siltation pond and the retention pond allows the water to pond 1.5 feet above the crown of the inflow pipe. This may cause settling of material within the pipe. Also should the siltation

basin be lined to prevent infiltration there instead of in the retention/infiltration basin? (This has been replaced with #13 listed below)

13. The final design of the detention pond/infiltration basin shall be reviewed and approved by Horsely & Whitten, Inc. and the City's Environmental Projects Manager.
14. The applicant shall obtain approval of the City Council to permit the dedication of approximately 34,830 square feet of a portion of City property, known as Map D, Lot 1, for the purpose of a public right of way for Webb Place extension.
15. This approval is contingent on the approval of the subdivision/lot line adjustment plan proposed for the subject parcels.

Beth Thompson seconded.

VOTE 7 – 1

Opposed – Tony McManus

ITEM #4: Public Hearing to hear Community Development Block Grant (CDBG) Funding Requests Fiscal Year 2002. All applicants for CDBG funding will be given the opportunity to present their application to the Board.

Rick Jones, CD Coordinator, stated that this year's entitlement from CDBG is \$442,000 which should be available on July 1st. This represents an \$8,000 decrease from last year's grant. In addition, they are anticipating \$6,600. in program income from the School Street Parking lot. They also have 2 existing loan funds, one for businesses in Dover and the other for owner-occupied and rental housing repairs. They are anticipating receiving \$100,960 in program income from the two loan funds. He said that historically, these funds have gone back into the loan pool for future lending. He said that with the funds being put back into the loan funds, the available amount for CDBG expenditures for this year would be \$448,600.00. There are two criteria that have to be followed in expending these funds. The first one is that Program Administration is limited to 20% of the grant amount, plus the program income for the year of the grant. Based on their program income estimates for next year, the Program Administration would be capped at \$108,900.00. The second criteria is the Public Service Agency cap of 15% of the grant amount plus program income received in the previous year. For this year, that translates into approximately \$850,075.00. In addition to the public service agencies, and public facilities requests, the Planning Department is also submitting requests for use of the funds. The first request would be for administration of the program at a \$109,139.00. That covers the annual report to HUD, the grant application to HUD, all the subrecipient monitoring, the program compliance as well as, staff for the Planning Department. The second thing that he is asking for is Housing Rehabilitation administration funds at \$21,200.00 that covers the application process, loan underwriting, construction monitoring and HUD compliance. The third thing that the Department is looking for is Economic Loan Program Administration at \$20,800. This includes project evaluation, loan underwriting, performance monitoring of the applicant and HUD compliance. The last thing that the Department is look for is a continuation of the funding of the Dover Welfare Security Deposit Program at \$15,000. They have been running this program about 5 – 6 years and to date, they have made 41 security deposit loans and anticipate making up to another 20 based on available funding through the end of this fiscal year.

Rick Jones pointed out that the last section in the red book denotes the funding requests for the agencies and the amounts that they are requesting. The priority rating is established by the Consolidated Plan and the amount that they received last year. The categories are broken down into two areas. The public services and then all the other requests are below that. He said that the Public Service Agencies requests are exceeding the available budget by \$36,854.00 and the grant requests are exceeding the available funds by \$85,468.00.

A Safe Place

Pat Spiller, Agency Director, stated that she is the first director hired in almost 25 years of their history. She went over the services that they provide and stated that they are requesting \$9,000. She said that they are receiving CDBG Funds from Rochester and Portsmouth.

THE HUB Family Support Center

Mary Ellen Sheffield, Executive Director, thanked the Board for the grants that helped to purchased 23 Atkinson and renovated it with the support of renovation funds. She said that they are requesting \$15, 930. They receive \$2,000 of CDBG funds from Somersworth. They have 18 Board of Director members and 13 are from Dover.

Cross Roads House

Sandy Labelle, Finance Director, went over her program. They are asking for \$3,500, the same as last year. Every cent of that goes to the Dover residents that they serve. They work with other shelters throughout the State to try to find appropriate shelter. They have 16 members of their Board of Directors and she doesn't know how many are from Dover but she will get that number to the staff.

American Red Cross

Betsy Andrews Parker, Executive Director, stated that the Strafford Chapter is supported 100% on local dollars. They are asking for \$2,000. She explained the program. She stated that the money that comes from Dover stays in Dover.

Chuck Maglaras asked for a breakdown on the where the money goes. Chuck said that only \$16,000 of the \$201,000 that goes to direct assistance. He wanted to know what the budget was and how much was spent for training and how much it cost to maintain her office.

Betsy Andrews Parker asked if it would be appropriate if she gave him the budget, and said that she would get that to Rick Jones. She explained that they are part of a national organization and they pay an assessment fee that is based upon their per capita base for the Strafford County area. The analogy would be like a Burger King. The fee is minimal

and what it pays for is for her corporate risk management, studies and a lot of resources that as a small chapter, they couldn't have. The fee is \$23,000 annually. She couldn't afford to have a lawyer on staff or to do market research.

AIDS Response

Osia Russell, Director of Client Services, stated they are requesting \$21,499. They are serving about 100 clients and 20 are in Dover. She said that they have a mobile health van and it has provided outreach to about 1000 citizens in Dover.

Friendship Express'd

Lisa Fisher, Executive Director, stated that she is also a Big Buddy in their program. She explained how they are a mentoring program and said that they are requesting \$6,000.

Behavioral Health & DSS

Craig Birdwood, Development Officer, presented an overview of the program and stated that they are asking for \$16,000. He said that they have taken over for Strafford Guidance. He spoke about the needs of the people with mental illness and the services that they need to continue to live and participate in community life.

John Sullivan arrived at 8:15 PM.

Homeless Center for Strafford County

Bob O'Connell, Executive Director of My Friend's Place, said that he is here because Todd Marsh, who is the Director of the Homeless Center, was present earlier and was called away on a family emergency. They are asking for \$12,000. He said that he has been very closely involved in the development of the Homeless Center and gave an overview of the program and explained how it is located on the property of Waste Management, on Rochester Neck Road. The lease on the building is for a minimum of 5 years.

My Friend's Place

Bob O'Connell, Executive Director, stated that they are asking for \$12,000. He described the improvements that were made to the building. He said that they ended up raising 75% of funds that were needed. He said they are asking for the \$12,000 for basic operations of the center.

MFP Transitional Housing

Bob O'Connell, Executive Director, stated that this is for \$4,000. He said that the facilities are located at 21-23 Hough St., 25 East Concord St. and at 22 Pleasant View Circle. The money would be used to fund staffing.

Sexual Assault Support Services

Roland Cote, Vice President of the Board of Directors, and a direct service advocate stated that he spends a good bit of his personal time in volunteering. He said that they are asking for \$5,000.

Dover School Dept.

Nick Skaltsis thanked the Board for the money for the Alternative School. They are asking for \$150,000 for the rehabilitation of the Old Middle School. He gave an overview of the project of taking over the older section of the school and what the different portions of the building would be used for. He spoke about the need for an elevator for handicap accessibility. Nick Skaltsis stated that there will be a formal dedication of the Alternative School, Saturday March 2, 2002, at 9:00 AM, but they will be there until 12:00 PM.

Steve Stancel stated that the school looks like a very good fit for the Old Middle School. He said that some of the larger rooms such as the cafeteria, the old library space and the gymnasium would be available for community function purposes. What will come before the Council is an Early Childhood Center/Community Center proposal. Lassel Architects are finalizing the concept plan and the schematics and will have additional budgetary numbers available for the complete structure.

Tony McManus suggested being late for the first site walk in order to go to the Alternate School dedication.

Ron Cole answered that the problem would be that the neighbors would be standing out in the cold waiting for them at the site.

Triangle Club

Mark Bowen, President of the Triangle Club, stated that he is a Dover resident and a Dover businessman. He went over the scope of the program and the number of the people that use the meeting room. He said that they are asking for \$41,000. He said that there are no paid staff members. He went over the items that the money would be used for.

Community Services Recreation

Ron Cole said that Chuck and himself are on the Recreational Advisory Committee and will not participating with this item.

Pete Lavoie, spoke about the scope of the project and the request for \$45,000. Discussion ensued with regard to putting it in the CIP Program. He said that even if the Gym went

for an art center, there would still be a need for handicapped accessibility. He said that the money would not be wasted.

Community Action

Richard Hayes, Executive Director, said that he is also is a Dover resident. He said that the Board of Directors has 6 Dover residents among their membership. He went over the focus of their organization.

Parks Christenbury left at 9:10 PM.

ITEM #5: Old Business

b. Discussion of Planing Board Goals and Objectives.

Ron Cole scheduled a workshop for next Tuesday, at 7:00 PM on the CDBG and also for the discussion of Goals and Objectives. He asked the Board members to contact him if there was a specific committee that they would like to be on.

ITEM #6: New Business

Steve Stancel stated that there are a couple of informational items "Growing Greener". He explained that this is a seminar series that is being put on jointly with the Planning Department, The Open Lands Committee and the Conservation Commission beginning in March. The first seminar is Wednesday, March 20th from 7:00 to 9:00 PM at the Dover Middle School Renaissance Room on Daily Drive.

David Landry said that he is on the Open Lands Committee and that other communities that are putting aside millions of dollars for acquiring open space. He said that the open lands Committee has some funds to use that come from the Change of Use land tax but it's maybe 6 to \$700,000. He said that it's both good and bad. The money goes into the till only because somebody is taking land out of Current Use. He said that he hopes that Dover can consider seriously that Dover consider put some money in the CIP. The City is under a lot more developmental pressure than some of the communities are. Wealth wise, Dover is way ahead of these towns. He said that when we go to find matching funds we have some demonstrated community awareness. \$600,000 is the till is not going to do much.

ITEM #7: Adjournment

Peg Stevenson made the motion to adjourn.

David Landry seconded.

VOTE U/A