

**DOVER PLANNING BOARD
MINUTES OF MEETING
FEBRUARY 22, 2000**

MEMBERS PRESENT: Jeff Mason, Margaret Stevenson, Ronald Cold, Jeff Peasley,
Pete Lavoie, Chuck Maglaras, Tony McManus (late)

MEMBERS ABSENT: Reuben Hull, Frank Torr, Paul Beecher, Jerry Reese

STAFF PRESENT: Steven Stancel, Planning Director, Rick Jones, CD Coordinator and
Jacqueline Freeman, Recording Secretary

Chairman Cole brought the meeting to order at 7:05 PM.

ITEM #1: Approval of the minutes

Margaret Stevenson made the motion to approve.

Jeff Mason seconded.

VOTE U/A

Chairman Cole announced that Willand Commons will not be addressed tonight but will come up again on March 14th.

ITEM #2: Consideration and acceptance of an application for a minor lot line adjustment of land for Andex, Inc. & Frank M. Alexandropoulos and Peter & Claudette Chambers, Assessor's Map F, Lots 43-2 & 43-4, zoned R-40, located on Grandview Drive.

Bob Stowell, Trittech Engineering, stated that the foundation was poured too close to the property line.

Chuck Maglaras made the motion to accept the application.

Jeff Mason seconded.

VOTE U/A

The public hearing was opened.

There were no comments.

The public hearing was closed.

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

1. Add all of the owner's signatures to the plat.
2. Add the surveyor's stamp and signature to the plat.

Jeff Mason seconded.

VOTE U/A

ITEM #3: Consideration and acceptance of an application for a minor lot line adjustment of land for Build America of NH, LLC, Assessor's Map D, Lots 5-15 & 5-16, zoned R-12, located on Sullivan Drive.

Kevin McEneaney represented the applicants. He said that a foundation was put in too close to the lot line. He said that there is no change in the area of the lots.

Jeff Mason made the motion to accept the application.

Jeff Peasley seconded.

VOTE U/A

The public hearing was opened.

There were no comments.

The public hearing was closed.

Margaret Stevenson made the motion to approve with the following conditions:

1. Add the owner's signature to the plat.
2. Revise plat by adding the Strafford County Registry of Deeds recording number to the reference plan.
3. Revise plat to change "Clay Hill Drive" to "Evergreen Valley Drive".

Jeff Mason seconded.

VOTE U/A

ITEM #4: Consideration and acceptance of an application for a site plan of land for Northam Builders Inc., Assessor's Map I, Lot 20K-11, zoned RM-20 and R-20, located on Corbin Drive.

Malcolm McNeill represented the developer. He said that the project is an 18 unit condominium for active adult use (55 years and over). He said that the condo association is similar to the Katz project. He said that the active living areas including the master bedroom and kitchen, utilities and other areas will be located on the first floor of the units. The second floor will consist of another bedroom and a study area. There will be a limitation on exterior recreational facilities for children and everything within the condominium documents and other approval documents would limit this project and make it attractive for active adult use. The access will be off of Corbin Drive which is a public way, but Dovetail Lane which will be a private road will be maintained by the Association. The bulk of the project is in the RM-20 zone, a multi-family housing zone, as is Corbin Drive. He said that there has been a history of this area being zoned for intensive use but yet being developed with lesser intensity. The maximum number of units now in the year 2000 would be 22; the developer is proposing 18. He said that as recently as the last amendment to the Zoning Ordinance, there could have been 76 units in this project. The size of the units is anticipated to be approximately 1,800 sq. ft. and the anticipated selling range is \$180,000 to \$200,000 per unit. The units will have two attached garages per unit. There will be a sidewalk servicing the units. The units will be joined in the center by the garages. The project has been through TRC and most of the concerns have been resolved although they are still working at looping the water and

other matters that relate to the Paddock. On this 7.5 acres, 20% of the area will be impervious, 80 % will be open. The developer had the option to build multi-unit, multi-story apartment buildings on this site as a matter of right, he could have built conventional housing without age restrictions. Malcolm said that each of the Corbin Drive units was permitted as a matter of right of approval to be duplexes if the owners so desired. He said that on Dec. 14th they appeared before the Conservation Commission with regard to very minor wetland crossing issues. The Conservation Commission recommended these very minor crossing. He said that there is no violation of the groundwater protection zone, which is in the vicinity of this site and there was also a question in the mind of the CC as to whether that zone was properly mapped. At any rate the CC didn't find that this development was inappropriate for this area. No variances or waivers are being requested. In anticipation of concerns of the abutters, he reviewed the Corbin Meadows approval and discussed this with the developer, site engineer for that project and with the Planning Director. He said that Corbin Meadow was approved in two phases in 1994. The initial phase was the approval of 3 lots on Mast Road on August 11, 1994. The second phase consisted of 14 lots approved on December 14, 1994. The developer elected to build the houses that are there but it is important to note that Note #5 on that plan says the following: A maximum of a duplex structure is to be built and allowed on lots 4 - 10 and 12 - 17. He said that their lot is lot 11 and was not covered by that restriction. The developer has opted to use this for what is less than fully intensive-usage but clearly for uses that are absolutely allowed in the zone as a matter of right. This specific approval contemplated what was happening here by not imposing on lot 11 the restriction that was imposed on all of the other lots. Despite the fact that this project is probably not the type that would generate the need for a traffic analysis, they anticipated there would be concerns and that is why they asked Mr. Duval to do a study. The nature of his review relates to intersections as well as the nature of the users of this project.

Bob Stowell, Trittech Engineering, stated that the infrastructure is straight forward. The anticipation of this development was thought of and was part of the original development. The water & sewer infrastructure for those were sized and left at the property lines for a development of this type. Bob said that there has been some discussion on trying to loop the water line to the Paddock and that is something that they are pursuing. He said that there is a slight impact to the wetlands of 1,300 sq. ft. on the right hand side by the mailboxes. He said that they were requested to have a sidewalk and that added an additional 200 sq. ft. of wetlands on the western side of the road as you come in. He said they were asked to incorporate the existing drainage pond into their drainage design. He said that Engineering indicated that the pond was originally constructed in anticipation of this development and they would prefer that they develop their drainage to include that. That did require an additional temporary impact in order to get piping over to the pond. They are filing an application to the Wetlands Board and they are filing a site specific application with the State. Bob Stowell stated that Corbin Drive drains to the south.

Bob Duval, Traffic Engineer with Kimball Chase, explained the different types of streets such as residential collector and arterial, highway etc. He said that the basic existing traffic generated by 12 single family homes is on the order of 150 trips per day. He said

that the trip generation rate for a condominium is substantially lower than that at approximately 60% of that rate. He said that another factor is that the 55+ age group includes many retirees, part time workers, and fewer school age children so that the trip generation may well be less than the average. He said that they treated the 18 units as if they were single family homes and they found that at most, 221 additional trips to be generated by 18 units. He said that you add 221 and 150 and you get 370 trips per day. He said that 370 trips per day is still in the residential local street category and it's still towards the lower end. He said that they don't see any safety impacts by the addition of these units and they have incorporated sidewalks for pedestrian safety. Mr. Duval stated that the road layout retains the character of the cul-de-sac which discourages through traffic and keeps speeds down and will serve as a traffic calming feature. He said that the 55 - 65 age group has preferred insurance rates and tend to have the lowest incidents of traffic violations and accidents. This group is more safe and more careful drivers than the general population. The age restriction has a number of beneficial effects, it tends to reduce the total number of trips, spread them out over the day rather than cluster them at peak hours and the trips will be by more experienced drivers.

Chuck Maglaras was concerned with the three driveways on the cul-de-sac and with cars stacking up.

Bob Duval stated that he feels that it is beneficial to retain the cul-de-sac and it will slow people down. He said that there won't be any stacking. He said that he feels that it should be posted with a standard "Keep Right" sign.

Bob Stowell stated that the cul-de-sac is designed by city standards and is the proper diameter.

Malcolm McNeill stated that he would like to have a site walk and invite the public to be there. Malcolm read the minutes from the Corbin Meadows subdivision stating that Steve Stancel said it is important to note the possible density, from 290 condos to single family units. He said that the applicant agreed that no more than a duplex will appear except for lot 11.

Margaret Stevenson made the motion to accept.

Pete Lavoie seconded.

VOTE U/A

Ron Cole stated that he will open the public hearing and after everyone speaks he will recess the public hearing so that people will have another opportunity to speak when it comes up again.

The public hearing was opened.

Larry Parker, 10 Corbin Drive, stated that homeowners in the area have some questions that they would like addressed. He said that Mr. White said to him when he was building his home that he was thinking of putting his own house there because of the safety and

the minimal traffic. He said that there are 14 children in the neighborhood and they have 23 vehicles on the street. He said that they were led to believe that these were all going to be single family lots including lot 11. The concerns are the traffic flow around the cul-de-sac. He said that it is barely 1 lane wide. He said that a school bus can traverse around there, however the City would have to do a better job of plowing. He has wetland concerns, excess speed of both the work trucks as well as the traffic coming out of Dovetail Lane. Mr. Parker read off a list of concerns.

Jeff Peasley asked Mr. Parker to submit the list to the Planning Department.

Mr. Parker stated that he would submit the list so it can become part of the file.

Edmund Perry, Corbin Drive, adjacent to Lot 11. He said that Mr. White told him that Lot 11 was a lot for a special person. He said that it had very bad wetlands and the only way that a house could be built was at the far end of the lot and it would need a long personal driveway. He said that on that basis they bought the property that was next to it. He said he can't prove that he told him that because he does not have it in writing. He said that he can also say that most of the residents on that street have gotten a similar reply when they questioned what was going to happen on that property. Whatever happened to the wetlands?

William Evans, 11 Corbin Drive, said that he shares a lot of the same concerns that Mr. Parker has. His biggest is the safety of the children. He said that 350 cars is more than double what is currently there now. If this does go through he wants to be sure that there are provisions in place to enforce slower speeds in the neighborhood, particularly coming off of a fairly long and straight driveway into a cul-de-sac. He asked that the developer look into access from a different location. If that is not possible, he would like it in writing that that road will never become a through road.

Mike Behrens, 11 Corbin Drive, he has the same concerns as the neighbors, the landscaping, the aesthetics and what the view from his window will be. He said that he would like to see stop signs and speed bumps.

Dean Trefethen, 9 Danielle Lane, said that some of the statements made by the representatives of the developer amazed him. He said that he was led to believe over many years that wetlands do not just disappear. He said that there are considerable wetlands that are going to be impacted and are not represented on that plan. He said that there is standing water year around on that property. He said that the fact that they are going to drain all this water from the parking areas which will have gasoline and road salt into the pond which drains into the next pond at the corner of Mast Road and Spruce Lane concerns him. He spoke of the beaver problem. Thinks that the Board should seriously consider the impacts of this project on wetlands.

Joe Robidas, 12 Cailyanna Lane, said that the snow from the cul-de-sac is now on his lawn. He can't see where they will put the snow. He said that there are 3 or 4 happy otters in the pond.

Steve Jencso, 15 Corbin Drive echoed the concerns of the neighbors. He said that this past summer someone went around the cul-de-sac and lost control and did hit his house. His concern is with traffic. He said that there is a bus issue, only one bus comes in to pick up kindergartners. He said that all 14 kids need to walk down to Mast Road Intersection to catch the bus.

The public hearing was recessed.

Chairman Cole scheduled a site walk to review Dovetail Lane for 9:00 AM on March 4, 2000. It was determined that they would meet in the cul-de-sac on Corbin Drive.

Chairman Cole called a 5 minute recess.
Chairman Cole brought the meeting back to order.

ITEM #5: Public hearing to hear community Development Block Grant (CDBG) Funding Requests Fiscal year 2000. Estimated to be available: \$435,000. All applicants for CDBG funding will be given the opportunity to present their applications to the Board.

The Public hearing was opened.

Steve Stancel stated that the public hearing is to receive comments from all the applicants. He said that within the next two weeks, a workshop will be held to narrow down the Board's choice. He said that on March 14th, the Planning Board will be making the official vote for their recommendations for funding and from there, it will go to the City Council. The Council will hold a public hearing in April. He said that it is rare that the Council makes any changes to the Planning Board's recommendations. He said that the monies will be made available on July 1st.

Rick Jones stated that they are submitting a new Consolidated Plan that will run from 2000 – 2004. He said that the Consolidated Plan is a master plan for the needs for the low and moderate income residents of the community and is also a 1 year action plan for funding for the year that it is submitted to HUD. The needs in the plan are determined by the Census data, the 1995 Consolidated Plan, the Dover Housing Authority, Public Service agencies and providers and the Planning Department. He said that they are now completing the Action Plan, which is the 1 year use of funds for CDBG. These expenditure should match the priorities that have been established in the Consolidated Plan. He said that they have more than the original \$435,000, that is the same amount that they received last year. In addition to that they have 2 loan programs. Historically, funds that are brought back in are program income and are placed back into the loan pool for future lending. He said that they have \$1365.00 from parking income from the School St. parking lot and \$1953.00 from 1996 that will be reprogrammed from an activity that wasn't fully expended. He said that their total is \$558,678 and if you take out the loan pool funds, it brings it \$438,318. He said there are two limitations to the CDBG program as far as funding. The first is Administration. He said that

Administration and Planning are limited to 20% of the grant amount plus program income for the grant year. The second limitation is for public service agencies of 15% of the grant amount plus program income that we derived during the previous year. He said that the money that we get right now until June 30th will be counted in for the 15% cap. He said that this year's funding requests greatly exceed the amount that is available. The public service agencies are requesting \$100,278, of which \$83,508 is available. He said that exceeds our cap of 15% by \$17,220. The overall program requests of \$446,153.50 exceeds our budget of \$558,678 by about 289,000. In addition to the requests that you will hear, the Planning Department has submitted proposals for your consideration.

Ron Cole stated that the Administration is at the maximum amount that can be used and by using the CDBG money, it allows the city of Dover to do other things with its money.

Rick Jones stated that the Administration has to be a high priority, otherwise you don't have anyone to run the program.

A Safe Place was represented by Maggie Fogarty. She said they are requesting \$9,000 to support their confidential shelter for battered women. They served 8 Dover residents last year who stayed a total of 102 bed nights. She said that they have 2 Dover residents on their Board of Directors.

Sexual Assault Support Services was represented by Diane Stradling. She said that they are the only sexual assault agency covering Strafford Co. and they also cover most of Rockingham Co. and York Co. in southern Maine. She said they are requesting \$3,150. She said they have 1 Dover resident on their Board of Directors. They get funding from almost every Strafford County community. She said they do not get any State or County funding. They receive \$5,000 from Portsmouth and \$5,000 from Rochester. She said that the majority of the people that they serve are from Dover, Portsmouth and Rochester. She said that they have also applied for \$5,000 from the City of Dover's general funds.

The HUB which is under the Ready to Learn Taskforce, was represented by Mary Ellen Sheffield. She said that it is a family resource center. She said that they have 10 Board of Directors members from Dover, 6 are from Rochester, Somersworth and Barrington. She said they do not get money from other towns but they did get a small grant of \$2,500 from Somersworth this year. She said they are asking for \$21,620. They are looking for \$8,000 more because they are looking for permanent Dover housing. The court has stopped providing the parenting program for families going through divorce and custody issues and they are being flooded. He said that they want to design a course to meet this need and it will cost about 3 to 4 thousand dollars to do that.

Cross Roads House was represented by Robin McCray, the Financial Director. She said that Cross Roads House is a homeless shelter in Portsmouth. She said they are asking for \$3,500. 47 Dover residents were served for a total of 779 bed nights. She said they received \$2,400 from Rochester and \$26,000 from Portsmouth. They have no Dover residents on their Board of Directors.

American Red Cross, was represented by Melissa DeVore. She said that they assisted 3 Dover residents with disaster relief last year, and this current fiscal year they have assisted 6 individuals in 3 different incidences. She said that they are currently receiving \$2,500 in Dover CDBG. She said for the upcoming fiscal year they are requesting a decrease and are asking \$1,000. They have 9 Board of Director members of which 4 work in the City of Dover and 7 reside in the City of Dover. They receive other funding from the Town of Lee and the City of Somersworth.

Strafford County Family Violence, was represented by its Chairman Michelle Forest. They are asking for \$3,200. She said that ADT Security System has a program for installing basic security systems in victims' homes and they are in the developmental stages of that. She said that there are 2 board members out of 5 that are Dover residents. She said that the only other money that they have received was \$400.00 from Frisbie Hospital for the production of a newsletter.

Strafford Guidance Center, was represented by Ann Murphy. She said that she oversees the housing services department. She said that of the two services that they provide within their agency, medication supervision and housing subsidies seem to have the greatest impact on the stability of their clients. Of their board members, 11 are Dover residents. The increase of \$3,200 is based upon increased housing cost in the City of Dover. They are requesting \$19,200. She said that they have applied to the State for McKinney funds and received an \$18,000 grant to set up a homeless apartment and to staff it. In order to receive services from Strafford Guidance Center, you have to be a Dover resident.

AIDS Response-Seacoast Inc. was represented by Clayton Wilcox. He spoke of the increase in clients of 50% over the last 3 years and Dover residents having increased 33%, making Dover the top town. He said that 1 Board of Directors' member is from Dover and 1 resident is on their Advisory Council. He said that he is asking for \$19,558. He said they have applied for funding in Rochester and in Portsmouth.

Dover Welfare Security Deposit. Rick Jones stated that the money is to be used for security deposits. This is a direct offset for the City's funds.

Friendship Expressed, was represented by Nancy Craig. She said that are requesting \$5,000. She said they have about 16 matches in Dover. They have not applied for money in any other town but they do receive \$2,000 from Somersworth and \$1,000 from Rollinsford. They serve Dover, Rollinsford and Somersworth. She said that they have 6 Board of Director members and 2 are Dover residents. She said that they are hoping to add about 3 more members in the next month, 2 of whom will be Dover residents.

Tony McManus arrived at 9:10 PM.

Homeless Center for Strafford County, was represented by Maggie Fogarty. She said that she is the chairperson of the Strafford County Emergency Shelter Coalition which

coordinates and runs and oversees the Homeless Center for Strafford Co. She said they were formed at the invitation of Janet Poulin, the Welfare Director for the City of Dover. She said that in 6 weeks they pulled together this homeless center at the Salvation Army. In their first program year for the 4 months that they were opened they served 15 households for 262 units of service. Already this year, with 2 months to go, they have already served 25 households for over 500 units of service. She said that they are applying to Rochester for the same amount \$5,500. Of the 15 member coalition, 4 people live in Dover and an additional 3 work in Dover. For the calendar year of 1999, 1/3 of the residents originated in Dover.

My Friend's Place, was represented by Robert O'Connell, Executive Director. They have 2 applications in for CDBG funds. One is for some construction at the shelter to meet the ADA requirements and add some handicap accessibility. The other is to do some repairs to a building that they have opened up for a transitional housing unit. He said that there are 13 Board members and 9 are Dover residents. He said that they are requesting \$16,000 in all. He said that they applied for CDBG funds in Rochester for \$5,000. He said that they get support from other cities and town in Strafford County. He said that last year they served 236 residents and about 50% have been Dover Residents.

Strafford County Community Action was represented by Jim Mathes. He said that he runs the winterization and housing program. He said that they are requesting \$25,000. He said that they have 7 Dover residents on their Board of Directors. He said that they received \$22,000 of CDBG funds from Rochester last year.

Dover Day Care Learning Center was represented by Mary Lou Beaver. She stated that they have 12 members on their Board of Directors and 8 live in Dover, the other 4 work in Dover. They don't receive CDBG money from any other cities. She said that they served 96 families and 74 of those were Dover residents and 84% of whom fall into the low income category and almost 1/2 of those were the very low income categories. They are requesting \$50,000, which would allow them to keep their rates as low as possible for a client base that is already strapped for income.

Southeastern NH Services was represented by Ray McGarty. He said that they provide a full range of drug and alcohol services. He said that they are the only service of their kind east of Manchester. 1,300 clients were served and 678 were from Dover. He spoke on the upsurge of heroin addition. He said that their primary funding is through the State. He said that their bathrooms are deteriorated and are not handicap accessible. He said that they have 5 usable showers and they have approximately 30 residents at all times. They are asking for \$43,213.50. He said that 6 of the 12 Board members are from Dover and they are not applying for CDBG funding to any other community. 95% of his clients are low income and about 40% are indigent at the point of admission. Mr. McGarty said that they rent very cheap from Strafford County and they don't provide anything including maintenance.

Developmental Services of Strafford County was represented by Brian Collins. He said that they have 16 board members and 6 are Dover residents. They have not applied

for money from other towns. He said that most of their money comes through the Department of Health and Human Services. They are asking for \$58,000 for renovations of the bathrooms. He said they operate a day service for 30 – 35 people, many of them use wheelchairs. He said that they have purchased a unit at the Dover Point Office Park. This is a result of ongoing space issues that they have had as a result of no increase in resources for people who are currently on their waiting list.

Dover Adult Learning Center was represented by Debby Tasker. She said they are requesting \$59,150 for renovations to make their building safer and more effective. She said that they would also like to remove an underground oil tank and add a fire alarm system. She said that they served over 1000 people from Dover. Debby said that their Board would expect to raise money to renovate the space in the old middle school; they would not be expecting to get CDBG funds for that.

Pete Lavoie reinforced Debby's statement that the fuel tank should be taken out.

Dover School Department Title I Program Alternative School was represented by Mark Valancourt, Chairman of the Dover School Board. They are requesting \$100,000 to aid in the renovation and rehabilitation of the former Middle School for an alternative school. He said that they service 60 to 65% low income children. He said that they have \$50,000 left in the CIP for the alternative school.

Murray Ingraham stated that, in the past, they have had up to 22 students in the program. He said that because of the need and if they get the appropriate space, they would like to expand to 30 to 34 students.

Woodman Park PTO was represented by Tim Winters. He said they are requesting \$30,000 for playground equipment. He said that there is no other existing playground in or around their area.

Friends of Dover Mounted Police was represented by Captain Gary DeColfmacker. He said that they are requesting \$10,000. He said that they have had a great reception downtown. He said they would like to create a classroom upstairs in the building they are located in so they can accommodate more tour and youth groups that visit them. Captain DeColfmacker stated that they would also like to add a bathroom and shower. He said that PSNH would entertain a request for a match if this was approved.

Dover School ADA Improvements was represented by Thom Forbes. Thom explained the money would be used to purchase new door closers at all schools except for the new Middle School. He explained how he wants to continue making the schools barrier free. He said that they are asking for \$50,000.

Ron Cole asked if anyone had a preference for a Planning Board Workshop.

It was agreed that the Board would meet on Tuesday, February 29, 2000, at 7:00 PM, in the Council Conference Room to discuss the goals and objectives and to go over the ADS Regulations.

Jeff Peasley stated that \$160,000 for Administration which comes to the 20% mark doesn't seem to be a coincidence and it seems like a lot of money.

Steve Stancel stated that they shifted salaries that were being paid by CDBG this year and last year over to the City because their dollar amounts have remained stable for the last couple of years but the Admin costs continue to rise. He said that each year the City is picking up a higher percentage of the Administration cost of CDBG. He said that the \$160,000 is not only for administering \$455,000, but they are administrating 3 or 4 open years of CDBG programs. He said that the Admin money for the loan programs adds up to about \$50,000. He said that they are administrating over two million dollars in outstanding loans. He said that it is like running a bank as a department and there is a lot of red tape with the program.

Jeff Peasley said that it seems like a waste of money. He said that he doesn't understand how it can cost so much money to administer money.

ITEM #8: Adjournment

Margaret Stevenson made the motion to adjourn
Pete Lavoie seconded.

VOTE U/A