

**DOVER PLANNING BOARD  
MINUTES OF MEETING  
MAY 12, 1998**

**MEMBERS PRESENT:** Karen Crittenden, Margaret Stevenson, Frank Torr, Anthony McManus, Ronald Cole, Reuben Hull, Jerry Reese, Mike Bobinsky

**MEMBERS ABSENT:** Paul Beecher, Charles Maglaras, Brian Preston

**STAFF PRESENT:** Steven Stancel, Planning Director, Steve Bird, City Planner and Jacqueline Freeman, Recording Secretary.

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

**ITEM #1: Approval of minutes.**

Frank Torr made the motion to approve the minutes.  
Mike Bobinsky seconded.

Jerry Reese had a few spelling corrections.

Reuben Hull stated that on Page 8 of the minutes, what he said was that traffic lights are not a solution to every problem.

**ITEM #2: Consideration and acceptance of an application for a minor lot line adjustment of land for Lynwood & Sally Carter, Assessor's Map D, Lots 8L & 8T, zoned R-12, located at 20 Maplewood Avenue.**

Lynwood Carter stated he is here for a lot line adjustment because he is selling one of his properties.

Jerry Reese made the motion to accept the application.  
Reuben Hull seconded.

**VOTE U/A**

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

Jerry Reese made the motion to approve with the condition that the owners' signatures appear on the plat.  
Karin Crittenden seconded.

**VOTE U/A**

**ITEM #3: Consideration and acceptance of an application for a site plan for a maintenance building for Dover Housing Authority, Assessor's Map 33, Lot 2, zoned RM-8, located on Whittier Street.**

Dana Lynch of Civilworks, represented the application. He said the new maintenance facility would be adjacent to the ball field at the lower end of Hampshire Circle. He said they are proposing to widen the entrance and to reset a fence around the pump building. He explained the layout of the building and stated that the dumpster pad area is located on the southerly side of the building. He said there would be a new parking lot in the back with lighting at the lower edge. He said there would be lighting around the building for security purposes. Dana went over the drainage for the site.

Jerry Reese made the motion to accept.

Frank Torr seconded.

**VOTE U/A**

The public hearing was opened.

There were no comments.

The public hearing was closed.

Jerry Reese made the motion to approve with the following conditions:

1. Add the owners' signatures to the site plan.
2. Locate and add the missing existing drainage pipe to the plan.
3. Revise plan to show adequate landscaping by adding one more tree to the triangular island at the head of the parking area. Landscape trees shall be a minimum of 5 ft. in height.
4. Provide a copy of the boring logs to the City Engineer.
5. Remove silt fencing after completion of project.
6. Add the following Engineering comments from the memo of 5-12-98:
  1. The existing drainline at the end of the existing parking lot should be shown.
  2. A note should be placed on the plan to disconnect the "3/4" inch water service at the main line service to the pump station.

**VOTE U/A**

**ITEM #4: Application for a site plan of land for Strafford County Head Start, (Owner Dover Housing Authority) Assessor's Map 33, Lots 2, zoned RM-8, located at 62 Whittier Street.**

David Joy, of Joy & Hamilton Architects, represented the application. He stated they are adding a 3,500 sq. ft. addition to the existing building. He said they are creating 15 parking spaces and are keeping the parking for Dover Housing Authority separate from the Dover Head Start parking. He stated the addition would be a single story wood frame building. He said there would be three classrooms with a maximum of 18 students per

classroom. Mr. Joy added that there would also be an office and a kitchen. He explained how the only new utility is the electricity. He said that all the other utilities are coming under the corridor. He said they are providing lighting and landscaping. Dave Joy stated that he has seen the staff recommendations and is in agreement with all the conditions except that he has a problem with #4, the 2-way entrance. He said that the entrance is 32' wide and questions reducing it to 28' when it is working fine as is.

Mike Bobinsky 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 explained the speed tables and stated that they are similar to speed bumps but are less dramatic.

David Joy told the Board that they will be using the existing play area that is fenced in and the children do not leave the building without an escort.

Anthony McManus asked the cost of reducing the entrance from 32' to 28'?

David Joy stated that he thinks it would cost \$2,000 easy.

Jerry Reese asked if painting in and out arrows could solve this.

Anthony McManus made a motion to approve with the following conditions including the Engineer's conditions of his memo dated 5-12-98 as follows:

1. Add standard notes 1, 15, and 20 to the site plan.
2. A joint effort between DHA and the City to construct speed tables at two locations on Whittier shall be reviewed and explored as a condition of approval.
3. The two-way entrance should be striped and arrows added for right and left hand turns.
4. A 3-ft. sump is required in the detail of the new catch basin.
5. Locate and add the existing sewer line at SE corner of new building to the site plan.
6. Revise the abandoned water line note to indicate that it will be cut and capped.
7. Revise site plan to add curb stops to the parking spaces along the area where the slope is 3:1.
8. City Engineer's comments per memo of 5-12-98 as follows:
  1. A note should be placed calling for the abandoned 6" watermain to be cut and capped at the main.
  2. The concrete sidewalk at the entrance from Whittier St. will need to be extended/installed with tip downs. A detail of a concrete sidewalk needs to be added.

3. The UGE to the lights should be shown on the plans.
4. There are unresolved questions regarding the location and direction of existing drainpipes. These pipes need to be located and either discontinued or utilized.
5. The tying in of the 12" drain lines are not allowed unless a structure is used.
6. Show the existing pipe size and direction out of the existing CB that the drainage ties into by parking space #10.
7. The catchbasin detail should show a 3 ft sump, eccentric top, 24" opening, and call out a type B CI grates.
8. The parking lot standard should be 6" crushed gravel and 12" bankrun gravel.

Jerry Reese seconded.

**VOTE U/A**

**ITEM #5: Application for a major subdivision of land for Wallace Woods, LLC,  
(Owners Richard, Anna & Duane Kay/Anna R.Kay 1997 Trust)  
Assessor's Map G, Lots 27 & 29, zoned R-20, located on Columbus  
Avenue. (20 lots)**

Bob Stowell, Tritech Engineering, represented the application. He introduced Jeff White, the builder and Richard Kay, one of the owners. He stated the project is half way between Littleworth Road and Tolend Road on the easterly side of Columbus Avenue. He said there will be on-site septic and the lots will be serviced by City water. He said the existing main is on Littleworth Road and they will be bringing the water up Columbus Avenue, sharing with the City the cost of the water line. He said there would be underground utilities. Bob said they are requesting three waivers. 1) From the maximum length of the cul-de-sac, 2) from the 12" water line, and, 3) from the reduction of pavement width of 28'. Bob said there is an impact of wetlands at the entrance of the project. He said they were before the Conservation Commission last night and they received favorable recommendations. Bob Stowell stated that based on the topography of the land, they provided an easement for future development between lots 8 and 10.

Steve Stancel stated that they also looked at future development and that the chosen location for the easement seems to be the best place.

Mike Bobinsky stated that the City's share of the water line is \$55,000 and he sees it as a major advantage. He added that he concurs with the waiver of the 8" water line.

Bob Stowell said that they would post the southerly side of Wallace Drive with "No Parking". Bob stated that it would be logical to loop the water line in the next stage of the development.

Reuben Hull made the motion to accept.

Mike Bobinsky seconded.

**VOTE U/A**

The public hearing was opened.

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There were no comments.  
The public hearing was closed.

Bob Stowell stated he doesn't agree with condition #5 of the City Engineer's recommendations to create a ditch line along Columbus Ave. from Wallace Drive to the existing culvert. He said they would be disturbing more wetlands and that would change the character of the Wetlands Permit. He said it would be a major delay at this point.

Mike Bobinsky stated that a note be added stating that the applicant will revisit that item if they are not successful with creating a swale. Mike stated that a date of one year from construction be set to see if the swale is working. He said the date could be May 1, 1999. Mike mentioned the possible commercial development on Columbus Avenue.

Tony McManus stated that he has a problem with commercial development on Columbus Avenue. He said we are putting the cart before the horse.

Frank Torr stated that this land is not far from the Spaulding Turnpike and that it abuts commercial property.

Steve Stancel stated that we require sidewalks in urban areas so people can walk to services but from this site you can not walk to services so sidewalks are not required.

Tony McManus made the motion to approve with the staff recommendations and Engineering comments of memo dated 5-12-98 as follows, with a change in item #5 to add the words subject to Engineering review no later than May 1, 1999.

1. Add the owners' signatures to the subdivision plan.
2. Provide the NH WSPCC Subdivision Permit to the Planning Department
3. Complete the subdivision application regarding # of dwellings.
4. Add a note to the plat indicating the status and use of the existing shop on property.
5. Staff recommends approval of the 12" water line.
6. The agreement with the City for cost sharing to extend water line (City share estimated at \$55,000) needs to be finalized between the developer and City Council for future development.
7. Staff recommends approval for the waiver for 24' pavement width.
8. The applicant agrees to provide sewer easements for future extensions in the area, or agree to do so in the future.
9. Meet the conditions included in the City Engineer's memo of 5-12-98.
10. Staff recommends approval of the waiver required for the length of cul-de-sac over 1000 ft.
11. Surveyor and engineer stamps are required on the plat.
12. City Engineer's comments from memo of 5-12-98 as follows:
  1. Grant a general sewer easement for future sewer main extension.
  2. Provide invert in elevations for the flared end sections at STA 0+35, catch basin #1 and catch basin #3.

3. Create a ditch line along Columbus Avenue from Wallace Drive to the existing culvert. The applicant will be creating a swale and is willing to revisit the project if drainage continues to be a problem. Engineering will review this project no later than May 1, 1999.
4. Storm water run off mitigation techniques is required for the drainage from the cul-de-sac area.
5. Power, telephone and cable designs are required from the utility companies. These designs will need to be included in the plans. Details showing transformers, service boxes and roadway crossings are required.
6. PE stamp required.
7. Remove the parcel "A" from sheet S-1.
8. Note W-22 should reference an 8" water main instead of 12" water main.  
(Attachment)

Mike Bobinsky seconded.

**VOTE U/A**

**ITEM #6: Public hearing to propose amendments to the Executive and Technology Park (ETP) District and a related Site Review Regulation amendment to add design standards for the development in the ETP District. A full text of the proposed changes is available at the Planning Department for review**

Ron Cole read a letter received from Richard Hill of Advanced Systems, stating that they are in favor of the changes. He also read a letter received from Joanne Bragg, of Liberty Mutual, stating that they would prefer a 5 acre minimum lot size instead of a 3 acre minimum.

The public hearing was opened.

Steve Stancel gave a history of the ETP. He stated that 2 neighborhood meetings were held and were well attended. He said that he feels that the majority of the residents can accept these amendments.

Beth Thompson, Economic Development Director, spoke in favor of the Amendments. She also read a letter of support from Bob Long, Chairman of the Dover Economic Development Corporation.

Chris Wyskiel, resident of Dover and Chair of the Government Affairs Committee, stated that he wholly supports the ETP Amendments and encourages endorsement.

Edith Holly, 245 Pickering Road, wants a thorough environmental study done. She was concerned with development and the impact it will have on our water supply.

Martha Haley, 407 Sixth Street, is an abutter to Enterprise Park. She stated she is in support of the 3 acres. She said she is concerned with the traffic and safety of Sixth

Street. She feels a larger sign is needed or should be put farther away to give more notice that Enterprise Park is approaching. She was concerned with the maintenance of the shoulder between Quail Run and Reyner's Brook.

The public hearing was closed.

Ron Cole reassured Ms. Holly that applications go through TRC and the Conservation Commission is there to scrutinize any wetland project. He said that Liberty Mutual is well buffered from other development. He said there are numerous applications for building lots and condos in the pipeline and the City must attempt to balance this with commercial development.

Anthony McManus made the motion to recommend the ETP Amendments to the City Council.

Mike Bobinsky seconded.

#### **VOTE U/A**

Steve Stancel asked Jerry Reese to bring this recommendation up under Old Business at the City Council Meeting tomorrow night.

#### **ITEM #7: Old Business**

##### **a. Discussion and possible vote on proposed motel, located on Central Avenue.**

Bill Anderson, the engineer for the project, pointed out the changes that were made to meet with the requirements. He said that they have moved the road up and lowered it slightly so as to not disturb the vegetation. He said they received Conservation Commission input last night and have gone with a more sophisticated water treatment system. He said they are keeping all the water on site. He mentioned that Dean Peschel approved of this system. He said that the plans address all the issues with the City Engineer. He said that a note was added stating that only sand would be used in the winter. He said he has a maintenance agreement for the Vortex System. He said he recommends the inspections every three months to begin with and then they can be adjusted to be made more or less frequent. He said the Conservation Commission recommends approval and is happy with the changes.

Mike Bobinsky stated that the sidewalk does not create a safety issue. He said the developer would maintain the street until future development occurs.

Anthony McManus stated he was very impressed with the degree of cooperation that went on with this project.

Jerry Reese agreed that the process has been a good one.

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Ron Cole stated that he received a letter from a citizen regarding the ETP zoning that was not signed. He said he would prefer to see people come in and discuss things.

Steve Stancel stated that the subdivision plan is not ready to be approved yet, it still needs meets and bounds and some basic notes.

Reuben Hull stated he would feel more comfortable tonight voting for the approval of the subdivision plan at the discretion of the Planning Department, to make sure that it is correct than voting on a site plan for a subdivision that is not approved.

Reuben Hull made the motion to approve the subdivision plan with condition that the engineer's and surveyor's stamps be added to the plan and required elements and notes at the discretion of the Planning Staff.

Anthony McManus seconded.

**VOTE U/A**

Reuben Hull made the motion to approve the site plan with the conditions of Planning staff and Engineering and conservation Commission as follows:

1. Need revision dates on all plan sheets.
2. Need the proper site plan notes relocated from sheet 2 of 6 to sheet 3 of 6.
3. Submit Boston Market as-built in mylar and digital form prior to plan signing.
4. Provide exterior building lighting (four sides) on site plan
5. Meet the conditions outlined in the city Engineers' May 12, 1998 memo.
6. Revise detail sheet to show catch basin frames and grates having 30" diameter and a minimum three-foot sump.
7. Provide gas utilities on plans if gas is to be provided.
8. Add note to plan indicating that the site is in the secondary groundwater protection zone and that maximum lot coverage is 20%.
9. Add all abutters across roadways to sheet 2 of 6 of the plans.
10. There will be an off-site improvement fee of \$11,395 for sewer improvements.
11. Engineering comments of May 12, 1998 memo as follows:
  1. Asbuilts were never submitted for the last site plan for this parcel. Recommend not signing the approval until this plan is delivered and reviewed as acceptable.
  2. Put the drain line on the road profile.
  3. Shape the island near STA 1+20 to better accommodate a sidewalk.
  4. Show a concrete sidewalk detail
  5. Move the proposed sewer manhole into the right-of-way or into an easement.
  6. Reduce the shoulder width on the roadway cross-section near the guardrail.
  7. Add a catch basin between catch basin #1 and catch basin #2 to eliminate the conflict with the guardrail.
  8. Move all catch basins next to the curb and show the rim elevations.
  9. Provide a detail of the Vortex chamber
  10. Contact Arnie Powers, Pretreatment Coordinator, at 742-2453 to clarify if a discharge permit or a grease trap is required.

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11. Show the drainage pipe sizes.
12. The landscaping plan shows the previous island layout. Adjust landscaping to coincide with the sidewalk and light poles.
13. Show a maintenance schedule for the Vortex chamber.

Frank Torr seconded.

**VOTE U/A**

**ITEM #8: New Business**

Ron Cole brought attention to a notice of an Exit 10 meeting that will be held at the Dover Library. Ron said he would call Keith Cota to adjust the room. He said he does not feel it is large enough to contain the amount of people who will be coming.

**ITEM #9: Adjournment**

Jerry Reese made the motion to approve.

Anthony McManus seconded.

**VOTE U/A**