



CITY OF DOVER

DOVER PLANNING BOARD - MINUTES

Meeting Type: Regular Meeting
 Meeting Location: Council Chambers – 288 Central Avenue, Dover, NH 03820
 Meeting Date: Tuesday, January 13, 2009
 Meeting Time: 7:00 pm

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

ALTERNATE MEMBERS PRESENT: Ron Stock, Linda Merullo

STAFF PRESENT: Christopher Parker, Planning Director and Jennifer Bretz, Recording Secretary

Meeting called to order at 7:05 pm.

1. Election of Officers

Motion: Torr made the motion to nominate Ron Cole as Chair, Swartzendruber seconded.
 Motion: Torr made the motion to close the nominations for Chair. In Favor: U/A
 Motion: Cole made the motion to nominate Frank Torr as Vice Chair, Colbath seconded.
 Motion: Swartzendruber made the motion to close the vote, Colbath seconded. In Favor: U/A

2. Citizens' Forum -None

3. Approval of the December 9, 2008 Minutes

Motion: Andolina made the motion to approve the minutes, Torr seconded. Vote: U/A

4. New Business

A. Public Hearing for 2008 Update to the Recreation Chapter of the Dover Master Plan. The chapter is available for viewing on the City's web site (www.ci.dover.nh.us)

Parker stated the consultant for the project, Norm Fracassa, would be presenting the proposed 2009 Recreation Changes to the Master Plan. The Board was asked, at the prior meeting, to submit inquiries by December 24, 2008, to Parker so that they could be addressed by Fracassa.

Norm Fracassa went over the 2009 Update to the Recreation Chapter. (On City website) Fracassa summarized that the plan encourages maintenance, promotion and enhancement of existing parks before expansion of new parks. The plan is an outline of broad concepts and not a "to do" list for the City.

Highlights include:

Section 1 – Purpose	Section 2 - Introduction
Section 3 – Public Participation	Section 4 – Parks, Fields & Facilities
Section 5 – Observation	Section 6 - Recommendations

Andolina asked Fracassa a question about how to measure success.

Cole thanked the members of Recreation Chapter Subcommittee. He recognized that City Council members Robert Carrier and Karen Weston were present. The Subcommittee's recommendation of a point person is a good idea. A point person can prioritize things that need to be done.

Public Hearing Opened – Public Hearing Closed

Motion: Andolina made the motion to replace the 2009 Recreation Chapter of the Master Plan, Schuman seconded. Vote: U/A.



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B. Public Hearing, per Chapter 155-24, for consideration and acceptance of a request for a one-year time extension for completion of required improvements for the Whitetail Subdivision (Picard Lane), off of Varney Road, by Paul Hollis, (Butler Bank, Owner), Tax Map A, Lot 19, zoned R-40. Original subdivision plan signed by Planning Board Chair on January 10, 2005. * (P04-47)

Plummer steps down as an abutter, Merullo sits in for Plummer.

Parker stated that according to the subdivision regulations, all site improvements within the subdivision shall be constructed within four years of the plat's approval which did not happen. In this case, they do allow for a one year extension which is what the applicant is asking for.

Paul Hollis, a private land consultant and residential developer based in York, ME, spoke about the project.

Cole steps down at 8:11pm, Stock sits in.

Merullo asked Hollis a question about the construction.

Trefethen stated that until the City accepts the road, Hollis is responsible for maintenance and snow clearing of the road. Hollis confirmed.

Public Hearing Opened – Public Hearing Closed

Parker read staff recommendations:

1. The applicant and City Engineer shall agree to an increased bond to be held by the City on outstanding issues on the project. The City Engineer estimates that this amounts to approximately \$80,000. The surety shall be in place by February 10, 2009.
2. The applicant and owner shall resolve any title issues with the property to the satisfaction of the City Attorney and Planning Director prior to April 13, 2009.
3. The applicant and owner shall prepare a timeline documenting completion of the punch list developed by the City Engineer to the satisfaction of the City Engineer and Planning Director prior to April 12, 2009. All improvements shall be complete prior to January 10, 2010.
4. The applicant and owner shall provide that each lot is serviced by utilities, not including water and sewer, by July 13, 2009. If the applicant chooses not to provide said utilities, an agreement must be reached with the City Engineer to increase the surety with the City to accomplish said improvements.

Motion: Trefethen made the motion to approve with conditions, Andolina seconded. Vote: U/A

5. Old Business - None

6. Staff Comments

Parker spoke about upcoming rezoning, site review and subdivision recommendations.



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7. Committee Reports

Merullo stated a member of a City Board can not sit on two City Boards. Since she already sits on the Planning Board, she is no longer on the McConnell Center Advisory Board.

8. Adjournment

Motion: Merullo made the motion to adjourn at 8:23 pm, Andolina seconded. Vote: U/A.