

DOVER PLANNING BOARD  
WORKSHOP SESSION

Held: June 19, 1984  
Economic Development Office  
Municipal Building  
Dover, NH

Members Present: Chair George Maglaras, Vice-Chair Stephanie Faria, Robert Steele, R. Craig Williams, J. Andrew Galt, Pierre Bouchard, and Harold Preston.

Alternate Members Present: H. Les Elder, Robert Weisner.

Chair Maglaras called the meeting to order at 7:05 p.m.

1) Amendments to Planning Board By-Laws - Scheduling of Regular Meeting Dates

- The Board was in agreement with the suggestion made by Mr. Maglaras to amend the by-laws to state that the Planning Board will hold regularly scheduled meetings on the second and fourth Tuesdays of each month.
- Mr. Maglaras will distribute both the existing by-laws and the proposed changes at the meeting scheduled for June 26, 1984.

2) Amendments to By-Laws - Attendance Policies

- Mr. Galt reviewed the existing ordinances regarding attendance policies relative to the Planning Board.
- Discussion among the Board regarding the definition of "meeting" followed.
- The Board agreed that it was not necessary to include on-site reviews in the definition, however workshop sessions shall be considered a "meeting".
- Also to be included in the ordinance will be the stipulation that twenty-four hours notice will be required when notifying members of a workshop session. (This is a minimum requirement, seventy-two hours is preferable.)
- Mr. Galt will draft a definition of "meeting" for attendance purposes, to be included in the amended by-laws.

3) Amendments to Planning Board By-Laws - Role of Alternate Members

- The Board discussed the role of alternates at the meetings, as well as the rotation method of selection.
- The Board agreed that the alternate members shall be permitted to fill the compliment of the Board (not simply to fulfil a quorum).
- It was further decided that: "When a member in good conscience feels s/he cannot fulfill his/her obligation to the Board, the member may step down and request that the Chair fill the vacancy by the alternate next in the rotation." (This is applicable with regard to specific Public Hearings and does not extend to submissions of resignations.)

4) Processing of Subdivision and Site Review Applications (with Regard to Length of Agendas)

- The Board decided to accept an application for site review and/or subdivision and begin the processing procedure only after receipt of all documentation outlined in the ordinances (ie. Department Head memos, Site Review Screening Committee Reports, etc).
- The Board further decided to require that the applicant submit one dozen (12) copies of the plan to the Planning Office with the application. Each Planning Board member will receive a copy of the plans, as well as a copy of all memos submitted to the file, with the agenda package.
- The Board suggested that the only plan that need be on file for public review is the final plan submitted for consideration by the Board.
- The Board continued by discussing the approval of site review applications by the Site Review Screening Committee without the knowledge/review of the Planning Board.
- Mr. Maglaras explained that renovations of less than fifty percent (50%) are not required to be scheduled for a Public Hearing. The Board then raised concerns regarding the definition of 50%.
- Mr. Steele suggested that the intent of the ordinance was meant to be 50% of the land area.

5) Discussion of Definition of Public Right-of-Way

- The Board discussed the definition of public right-of-way, as pertaining to the Zoning Code, 170-009.
- There were suggestions by the Board regarding the possibility of amending the existing ordinance.

6) Discussion of Concerns of Possible Conflicts of Interest

- Moved by Mr. Williams, seconded by Mr. Galt, to move this item into Executive Session. Mr. Williams stated that he feared possible damage to the reputation of individuals on the Board.
- Mr. Maglaras stated that he would stop the discussion if he believes it could be damaging to the reputation of a member of the Board. (Thus eliminating the necessity of Executive Session.)
- Roll Call Vote: Motion Defeated 6-2.  
Williams and Galt voted in favor of the motion.  
Preston, Bouchard, Steele, Faria, Elder and Weisner voted in opposition to the motion.

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- Mr. Maglaras explained that conflict of interest is usually considered a state of mind. He noted that the City Charter maintains that there is a conflict of interest only when there is direct financial interest. (Code of Dover C10-2.)
- Mr. Steele noted the 10% Rule; in general, if a person owns ten percent of a business, s/he shall automatically step down from any decision-making process which affects that business.
- The Board discussed the moral and ethical obligation of Board Members regarding conflict of interest and compared it to the legal obligation.
- In conclusion, the Board agreed that the decision to disqualify one's self from participation in a Public Hearing is one which shall be made by the individual, based on his/her own conscience.

7) Scheduling of a Workshop on Private Roads

- The Board decided to hold a workshop relative to the definition of private roads (in contrast to driveways), after the City Engineer, Jay Stevens, has had an opportunity to prepare specs for the Board's viewing.

8) Drainage Plans Which May be Used as Alternatives to Drainage Easements

- The Board decided to request that a memo be sent to Jay Stevens asking him to verify the information provided by the Soil Conservation Service regarding this topic. Mr. Steele will take action on this matter.

Meeting adjourned at 8:55 p.m.