



**CITY OF DOVER**

## DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers – 288 Central Avenue Dover NH 03820  
Meeting Date: **Tuesday, November 8, 2011**  
Meeting Time: **7:00 pm**

**Members Present:** Marcia Gasses (Chair), Frank Torr (Vice Chair), Tom Clark, Gary Green, Jake Forget (Alternate), Kirt Schuman (Alternate).

**Members Not Present:** Mayor Dean Trefethen, Linda Merullo, Dave White, Lee Skinner, Ron Cole.

**Staff Present:** Christopher Parker (Planning Director), Gail Pare (Recording Secretary)

*The Chair called the meeting to order at 7:02 pm*

### 1. CITIZENS' FORUM

*Citizens Forum Open. Nobody addressed the board. Citizens Forum Closed.*

### 2. APPROVAL OF THE PRIOR MINUTES

- October 25, 2011 - Regular Meeting Minutes

**Motion:** F.Torr motioned to approve the October 25, 2011 minutes. K.Schuman seconded. Vote: U/A.

### 3. OLD BUSINESS

- A. Consideration and possible vote on the City's proposed Capital Improvements Program (CIP) FY 2013 – FY 2018. The CIP can be found on the City Web Site at [www.dover.nh.gov](http://www.dover.nh.gov) under Online City Archives – Financial Information.

C.Parker asked the board for any questions/concerns on the CIP.

G.Green asked Chief Colarusso to explain police department projects.

Chief Colarusso stressed the current need for a new facility. There is a need for a new police facility for several reasons. It has been in the CIP for many years. The current facility is old school, and in the basement of City hall which was built in the early 1900's. The staff has expanded to every inch of the current building. Architects propose almost 38,000 sf., almost double the current size. There is a need for additional office space, evidence storage, and for privacy purposes. There is no designated/secure area for residents to file reports, to be interviewed and crime investigations are not secure. Currently visitors are taken through and into the secure portion of the building but then the security falls short. Building security is not up to code for today's standards. Some staff members have to share desks and the hallways have copiers, shredders and other equipment in them. The electrical is inadequate. There is no training facility and no firing range – these are currently shared spaces through the generosity of Somersworth and Rochester units.

G.Green is asking the Chief for a recommended price for the facility and the land search.

The Chief commented that currently the City is looking into the Orchard Street lot which is already City owned in the downtown area, which would not take tax revenue away from the City.

G.Green asked about air quality in the current police station. He also asked about regionalizing the firing range within the local communities.



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The Chief said the air quality is inadequate and heating & cooling systems are in need of upgrades. If Strafford County would be open to the idea, there could be local partnerships, and the City could sell memberships for local residents to use at a cost; he estimates several hundred thousand dollars would be needed to build a firing range within the facility.

Mike Limanni of the Dover School Dept. presented for the board members. With today's economy Dover does not want to build a new high school. He stated directly concerning the high school which includes a media center; he mentioned discussions to use the old projector room in the media center. Using more common sense would be to use a portion of the auditorium which has equipment already in place that could be shared. He stated that the high school and the community both use the auditorium which has access to the entire building and shared entrances. He went on to say with a high school renovation in the works, renovating saves the district money. There will be a feasibility study which includes costs to renovate, financing, borrowing, and building three new classrooms.

Chair Gasses brought up the email from Jan Nedelka.

C.Parker read the email regarding sidewalks for the Court Street areas. He discussed water mains and drainage issues. He feels it is a fair request but cannot speak for the Community Services Department.

T.Clark feels it makes sense to move it forward.

G.Green supports the request as well. He feels Silver Street has an allocation in 2013.

C.Parker read the "Certificate of Adoption" dated November 8, 2011. If approved, it would get sent to the City Council in support of CIP recommendation.

T.Clark motioned to pass the resolution for the Certificate of Adoption. Seconded by K.Schuman.  
Vote: U/A

- B. Consideration and possible posting of amendments to the land use regulations.

This item was deferred to November 29, 2011 Planning Board Meeting per Chris Parker.

#### 4. NEW BUSINESS

- A. Consideration and acceptance of a Conditional Use Permit for FW Webb, (Owner: Eileen Cecchetti & Gail Cappuccilli), Assessor's Map H, Lot 40-B, zoned B-4, located at 218 Knox Marsh Road. (Groundwater protection district lot coverage and parking space reduction) \*(P11-55)
- B. Consideration and acceptance of a Site Plan Review of land for FW Webb, (Owner: Eileen Cecchetti & Gail Cappuccilli), Assessor's Map H, Lot 40-B, zoned B-4, located at 218 Knox Marsh Road. (65,000 square foot retail, warehouse and distribution building) \*(P11-56)

Mark McLeod from the H.L. Turner Group who represents the applicants and FW Webb presented to the board. M.McLeod gave a brief overview for the Conditional Use Permit and the Site Plan Review. The FW Webb facility would be similar to other facilities in the area. The facility will have approximately 20 employees. The current facility does not meet their needs – and they have searched many new sites. The 218 Knox Marsh Rd. meets all the facilities needs. They are proposing that



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storm water being managed is currently being treated, no increase in the discharge. It would be pretreated through vegetative swales and infiltration. The building is a proposed 65,000 sf facility which replaces the old building. It includes warehouse/office and special use self service retail areas for contractors. There would be a showroom for kitchen/bath supply products. The retail area is by appointment. There would be an external storage area in the rear for durable goods. He addressed the recent TRC notes. A Use Variance was granted by the zoning board previously. Traffic studies and feasibility studies have been done privately as well. Discussions between the fire department and City Engineers are ongoing.

G.Green asked about pervious pavements for the front entrance vs. the loading dock areas. He was concerned with the increased number of rain events in Strafford County and wanted to make sure this was addressed.

M.McLeod mentioned the water table in the front is very different than that in the back of the site. There would be no offsite discharge.

**Motion:** T.Clark motioned to accept Item A of the application. Seconded by G.Green. Vote: U/A

**Motion:** G.Green motioned to accept Item B of the application. Seconded by K.Schuman. Vote: U/A

*Open public hearing on Item A and Item B. Nobody spoke to the board. Public hearing closed.*

The Planning Department recommends the Planning Board accept the application, and table the application until the November 29, 2011 meeting. A site walk was scheduled for Saturday, November 12<sup>th</sup> at 9:00 a.m. The Conservation Commission will be invited to the Site Walk.

**Motion:** F.Torr motioned to table both Item A and Item B (P11-55 and P11-56) until the November 29<sup>th</sup> meeting. Seconded by G.Green. Vote: U/A.

- C. Consideration and acceptance of a Site Plan Review of land for City of Dover School District (SAU #11 – Horne Street School) Assessor's Map 36, Lot 30, zoned R-12, located at 78 Horne Street, per RSA 674:54. (Reconstruct pavement & reconfigure parking/student drop off) \*(P11-49)

Dana Lynch of Civilworks spoke on behalf of the Dover School District. He introduced Mike Limanni of the Dover School District. Mr. Lynch's presentation is to reconstruct the pavement and reconfigure parking at the student drop off areas due to unsafe parking concerns. He showed the board the current parking areas and put together a concept plan. They are proposing to grind up the current pavement and recycle it – and install new drains to relieve some ground water issues. Additional plans include reconfiguring the parking near Roosevelt Ave., which creates a more long-term parking solution, and a better student drop-off/pick-up area. The current stairway to the playground needs improvement, and currently poses hazards to the students, and tends to bottleneck the students exiting/entering. The plan includes replacing the stairs with a handicap ramp, which would zigzag back, improving student access/departure time in an event of an emergency, and provide better access to the playground/parking areas.

T.Clark asked about the stairway and questioned removing them. The TRC stated they did not need to be removed, but replaced.



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Mr. Lynch stated he would speak with Chief Driscoll.

Mike Limanni stated given the cost, they could have left the stairs, but wanted to find a safer option for the children and the timing is right, given the upgrades to the parking lot and student drop off areas.

**Motion:** G.Green motioned to accept. Seconded by F.Torr. Vote: U/A.

*Public hearing open. Nobody spoke to the board. Public hearing closed.*

The Planning Department recommends the Planning Board approve the application with the following nonbinding recommendations:

### **Conditions to Be Met Prior to Signing of Plans:**

1. The owner's signature shall be added to the final plan set submitted for signature.
2. The applicant shall provide the Planning Department with a digital version of the final plan.
3. The applicant shall add the surveyors and engineers stamps and signatures to all appropriate sheets.
4. The approval includes the granting of the waiver for no survey of the entire lot for the reasons stated by the applicant and the Planning Department. The Board finds that the criteria of Chapter 149-19-A have been met.

**Motion:** G.Green motioned to approve with non-binding staff recommendations. Seconded by K.Schuman. Vote: U/A.

- D. Consideration and acceptance of a Site Plan Review of land for City of Dover, (Owner: City of Dover & Washington Street Mill LLC) Assessor's Map 23, Lots 14 & 15, zoned CBD, located at Henry Law Park & Washington Street, per RSA 674:54. (Relocation of Pedestrian Bridge) \*(P11-57)

K.Schuman stated to the board he is a partner with an adjoining business. He asked the board if anyone objected to him sitting in on the case. The board had no objection for him to stay.

Ray Bardwell, a committee member on the bridge project spoke. He feels it is good for the City and a great educational tool for the City. It would connect people to the Children's Museum and other educational experiences in the area.

Kevin McEneaney of McEneaney Survey Associates presented the bridge project to the Board. He thanked the Fire Chief and his department for saving the bridge after a recent fire. He presented the new location which includes curving it to keep in use of the handicap ramp on the One Washington side, and creating a new handicap ramp on the Children's Museum side which is in line with the ADA guidelines. The bridge ends would be at a 14.5' height, above the 11-12 foot flood zone height. Any construction within that area has had DES permission.

K.Schuman asked about the handicap ramp and sidewalk and the landing area to the sidewalk area. He felt it lands nowhere.

K.McEneaney stated they could look further into the landing location.



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C.Parker asked when the bridge would move.

K.McEaney stated the bridge move is proposed for this winter 2011/2012 to Henry Law Park. In the spring 2012, it would be relocated after repairs.

K.Schuman asked about the river walk improvements near the Children's Museum.

G.Green asked about the DES permitting. No feedback from them to date. K. McEaney will follow up with the DES this week.

**Motion:** T.Clark motioned to accept the application. Seconded by J.Forget. Vote: U/A

*Public hearing open. Nobody spoke to the board. Public hearing closed..*

The Planning Department recommends the Planning Board approve the application with the following nonbinding recommendations:

### **Conditions to Be Met Prior to Signing of Plans:**

1. The owner's signature shall be added to the final plan set submitted for signature.
2. The applicant shall provide the Planning Department with a digital version of the final plan.
3. The applicant shall obtain a NH Department of Environmental Services Wetlands Permit and add the permit number to the plan.

**Motion:** F.Torr motioned to approve. Seconded by G.Green. Vote: U/A

### **5. STAFF COMMENTS**

Ron Cole is submitting his letter of resignation after 20 yrs of service to the Planning Board. On the 2011/2012 Planning Board Schedules - the 2011 has been revised for December. The 12/27/11 meeting has been moved to 12/20/2011. There will be no workshop meetings in December, and workshops will resume in January. The 2012 schedule has also been released.

### **6. COMMITTEE REPORTS**

None

### **7. ADJOURNMENT**

**Motion:** K.Schuman motioned to adjourn the meeting at 8:32 pm. Seconded by J.Forget. Vote: U/A