



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Media Access Center – Room #306 – McConnell Center
Meeting Date: **Tuesday, March 13, 2012**
Meeting Time: **7:00 pm**

Members Present: Marcia Gasses (Chair), Frank Torr (Vice Chair), Dean Trefethen, Mayor; Lee Skinner, Tom Clark, Gary Green, Kirt Schuman, Dennis Ciotti (Alternate)

Members Not Present: Dave White, Jake Forget (Alternate)

Staff Present: Steve Bird (City Planner), Richard Jones (Community Development Coordinator), Gail Pare (Recording Secretary)

The Chair called the meeting to order at 7:05 pm.

1. DISCUSSION REGARDING: Community Development Block Grant (CDBG) funding requests for Fiscal Year 2012/2013.

Rick Jones handed out the current recommendations of the staff to the Board. In describing the recommendations, Jones explained the funding formula and the limitations or caps placed upon each of the areas. Jones also explained there was a loss of \$145,000 in grant money, so the CDBG funds available are lower this year. He explained that the Public Service Agency fields are not interchangeable with the Administrative, Rehabilitation, Public Facilities, and Economic Development funds. He asked in considering each agencies request, there would be a minimum fund per agency of \$3000. There are also loan pools that are refunded to the program and put back in later.

R.Jones stated that the Housing Partnership has requested a large amount of money. They originally requested a grant, but the money requested was too large for a grant, so the CDBG would offer a loan. The current proposal is at 15 years, 1% interest.

M.Gasses asked about renting of the units and if the money could be redirected to owner occupied dwelling units.

Rick Jones stated CDBG has become more of a rehab program due to changes in HUD and OSHA. He stated that \$4560 has been returned from the Housing Rehab funds.

R.Jones explained how the Community Action Weatherization program works. When homeowners receive funding from the rehab program, a lien is placed on their property. They don't pay anything back until the ownership of the home is reassigned or the homeowner dies.

Frank Torr asked about the funds if the program were cancelled.

R.Jones explained that due to the lien on the home, the money would always get paid back.

D.Trefethen made a suggestion specific to the Welfare Security Deposit request. He feels that the City pays one way or another; he would like to minimize impact on taxpayers.

R.Jones responded that the Welfare Security Deposit loans go directly to the landlord. The Welfare Dept. gets the money back each year, which they turn around and re-spend. (There are approximately \$2500-\$3500 deposits annually).

M.Gasses asked what the Housing Partnership plan would be and how would the housing benefit the community and the population targeted?



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R.Jones responded that most housing applicants are low-moderate income people but it also provides rental housing that is subsidized for the most vulnerable. He stated that by building the 42 unit apartments, it would free up other units within the city.

M.Gasses asked how many subsidized units are in the City. Jones responded 1008 units currently.

G.Green asked if there is a waiting list for subsidized housing units in Dover. R.Jones stated that Section 8 housing units (3 bedroom units) have approximately a wait of 2 years. The action plan is to create low income housing in the city.

R.Jones mentioned the affordability reports. The fair market rent per unit is \$1003 and tenants would have to earn an average of \$19.29 hourly to afford the rent. In the Housing Partnership 42-units, tenants would pay 30% of their income in rent.

RJones brought up the property tax structure – which RSA allows them to pay a limited tax on the property based on rental income and performance whichever is higher of the two. There is a 10 year reduced tax program. There is only one other property in the City that has a reduced tax rate – the property is off Mill Street.

2. DISCUSSION REGARDING: Conservation and Open Space Chapter of the Dover Master Plan – Lee Skinner.

Chair Gasses introduced Lee Skinner, Chair of the Conservation and Open Space Steering Committee, who gave a presentation on the 2012 Update to the Conservation & Open Space Chapter progress to date.

Lee Skinner welcomed William Hunt and Anne Kotlus of the Conservation and Open Space Chapter Steering Committee. Steve Bird is staff support to the committee. Other committee members not present were Thomas Fargo, Barbara Lehocky, Dorothy Wagner, and Samuel Chouinard.

L.Skinner gave an overview and purpose of the committee. Today's presentation looks back from the year 2000 through 2012 and depicts Where We Were, What We've Done Since, and Where We Are.

L.Skinner's presentation started off with the history of the Conservation Commission which the City Council started in 1973. Over the past 40 years, there have been two primary periods of active land protection/conservation efforts in Dover, the first during the mid to late 1980s and the second from 2003 to 2009. These periods of activity were in response to growth in residential development. In both cases, Dover's conservation efforts were motivated by two goals: 1) to preserve the changing rural character of Dover, and 2) to slow the rate of residential development in an effort to manage increasing costs of providing municipal services. With the encouragement of the Conservation Commission, the Planning Board prepared and adopted many zoning ordinances designed to protect natural resources. He explained the Conservation Easement process and he stated that there are financial incentives for them – and the cost is usually less than what it would cost to pay for the purchase of acreage.

Mr. Skinner discussed Wellheads which protect the water supply at the underground stage. He explained that if the wellhead no longer functions or is contaminated the protection would cease.

The Master Plan Chapter of 2000 had recommendations: 1) establish an open space committee; 2) develop a clear criteria open space acquisition and protection; 3) prepare a detailed open space acquisition plan;



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4) create a mechanism for funding; 5) and complete an accurate inventory of currently protected open space parcels.

This has all been completed.

More than 10 years have passed since the Master Plan Chapter for Conservation was last reviewed. The results of the efforts in the last decade have been dramatic. Currently, there are 280 tracts of conservation land totaling more than 3,000 acres which is permanently protected in Dover. The single greatest contributor to actual increases is the growth of the Conservation Easements. Almost 1,000 acres of land have been protected by this mechanism. In many instances, the easements have been purchased, and many purchases have been facilitated by the use of matching funds. We now have accurate inventory and there is a Conservation map.

L.Skinner discussed Public Access, No Public Access, Restricted Access, and the Public Access Map. There is a balance of protected lands, should we reorient or redefine acquisition priorities in the future. The City should consider worthy parcels and what enhancements they make to the City. He also showed two wellheads in the City – one is the Bouchard wellhead and the other is the Hughes wellhead. City wellheads have the least protection.

The plan of action for the Conservation Commission, the Open Lands Committee (OLC) and the Planning Department is to raise public awareness of conservation lands, re-invigorate the Conservation Commission and the OLC committees.

D.Ciotti asked about the calculations of open land along the rivers and if he included the 100 ft. buffers being included in the open land/unbuildable land along rivers.

L.Skinner commented that the committee did not include any calculations of available land. He said he was unable to calculate how much open space remains in Dover. He referred back to the Kane/Ingraham data and used that number. Master Plan Chapter 2000 said there were 18,500 acres in Dover and land area 55% was still undeveloped. Additionally, UNH had done a test in 1998 and had mixed numbers – He felt both results for undeveloped spaces were inconclusive.

S.Bird explained there are some TDR lots up near Member's Way, protected by conservation easements or deed restrictions. They are included as they are protected by conservation easements. S.Bird discussed the easement protection process, easement documents, and allowed uses.

D.Trefethen asked about educating and informing Dover citizens on conservation land, and the monitoring and enforcement of conservation land. He feels the City website should have more information for Conservation land. This will increase public awareness.

3. PRESENTATION AND DISCUSSION REGARDING: Proposed zoning, subdivision regulation and site review regulation amendments distributed March 13, 2012.

S.Bird reviewed the two Site Review Regulation amendments:

- Clarifying Chapter 149 Site Review Regulations & Technical Review Committee requirements
- Clarifying Site Development Design Criteria

S.Bird reviewed the four Subdivision of Land Regulation changes:



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- Clarifying Chapter 155 General Requirements
- Improvements to Sidewalks
- Telephone, Electric Utilities and Street Lights
- Land Use Subdivision Regulation Definitions

D.Trefethen asked about the sidewalk width, and setting minimum street tree areas which is not in the regulations. He feels review is needed in the area of – the grass area between the sidewalk and the curb.

S.Bird reviewed the eleven (11) Dover Zoning Ordinance Amendments proposed.

- Definitions to include Lots and Rooming House
- Amending the 2009 Zoning Map from Urban Density Multi-residential (RM-U) to Central Business District (CBD) as described in the amendments; and changing from Office (O) to Central Business District (CBD) as described in the amendments.
- Amendments from Special Exceptions to Additional Regulations – specifically, any special exception which has not been acted upon in accordance with the approval of the Zoning Board of Adjustment within four (4) years of the date of said approval shall be considered null and void.
- Rooming houses as a permitted use in the office zone as an additional option for affordable housing. And, Group Home for minors in the office district.
- The Terminology change for manufactured housing (replacing mobile home) and changes permitted use for any manufactured housing in any R-40 district to be compliant with the RSA # 674:31-a.; Applicability of Tables of Use and Dimensional Regulations by District; and Definition of Mobile Home Subdivision.
- Accessory Dwelling Unit, in the RM-SU, RM-U, and B-1 Districts. Remove the word *following*. To clarify that an Accessory Dwelling Unit is not categorized as a duplex. It is an owner-occupied structure, rented to a relative, or an unknown renter, and it is not an in-law apartment.
- Revising the Permitted Use to add the use Child Care Home and to revise the definition of Child Care Facility. A child care facility, group child care home, family child care home are redefined.
- Revising Location in the Residential-Commercial Mixed Use Overlay District.
- Revising Residential-Commercial Mixed Use Overlay District – reducing the parcel size from 50 acres to 20 acres.
L.Skinner questioned why 50 acres vs. 20 acres size.
- Revising Article Chapter 170-52 Zoning Board of Adjustment, Section C, Powers and Duties.

The Subcommittee that meets on Commercial Industrial Zoning Districts in general, including expansions and regulations related to those non residential areas, parking lots, lighting, driveways has a meeting planned for Monday, March 19, 2012 at 8:30 a.m. in the Second Floor Conference Room – City Hall.

The Dover 2023 Visioning Sessions are taking place throughout the months of March and April.

K.Schuman spoke to the Board and discussed the schedule for the City wide sessions. The online survey is now available.

4. ADJOURNMENT

Motion: L.Skinner motioned to adjourn the meeting at 8:41 pm. T.Clark seconded. Vote: U/A.