



**CITY OF DOVER**

## DOVER PLANNING BOARD – AGENDA

Meeting Type: Regular Meeting  
Meeting Location: Media Access Center - Room 306 - McConnell Center  
Meeting Date: **Tuesday, April 24, 2012**  
Meeting Time: **7:00 pm**

### 1. CITIZENS' FORUM

### 2. APPROVAL OF THE PRIOR MINUTES

- March 27, 2012 Regular Meeting Minutes & April 10, 2012 Workshop Meeting Minutes.

### 3. OLD BUSINESS

- A. Consideration and possible vote on a Site Review of land for The Housing Partnership (Owner: Sidney Robbins Family Trust), Assessor's Map 27, Lot 20, zoned RM-U, located at 1 Dover Street. (42 multi-family units) **(P12-07)**
- B. Consideration and possible vote on a Conditional Use application for The Housing Partnership (Owner: Sidney Robbins Family Trust), Assessor's Map 27, Lot 20, zoned RM-U, located at 1 Dover Street. (Reduced parking spaces) **(P12-06)**

### 4. NEW BUSINESS

- A. Consideration and acceptance of a Minor Lot Line Adjustment for Changing Places, LLC and Fred & Shasheen Conroy, Assessor's Map A, Lots 45A-2-4 & 47A-1, zoned R-40, located at Olive Meadow Lane and 505 Sixth Street. **\*(P12-03)**
- B. Consideration and acceptance of an Amended Open Space Subdivision Plan for Changing Places, LLC, and Temple Israel of Dover, Inc. Assessor's Map A, Lots 45A-2, 45A-2-4, 45A-2-5, 45A-2-6 & 45A-2-7, zoned R-40, located at Olive Meadow Lane. **\*(P10-50C)** (2 additional lots)
- C. Discussion regarding proposed zoning ordinance, subdivision regulation and site review regulation amendments.

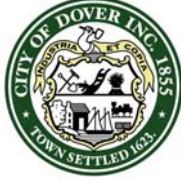
### 5. STAFF COMMENTS

### 6. COMMITTEE REPORTS

### 7. ADJOURNMENT

\* Indicates that if the application is accepted for discussion, the public hearing will be held the same evening, at which time any interested party may offer comment to the Planning Board.

Persons with questions or wishing to see the plans are invited to visit the Planning Office, Monday through Thursday from 8:30 am to 5:30 pm. You may also view materials at [www.dover.nh.gov](http://www.dover.nh.gov), a map showing project locations can be found at [www.dover.nh.gov/planhome.html](http://www.dover.nh.gov/planhome.html). Follow us on Twitter @DoverNHPlanning and find us on Facebook at [www.facebook.com/pages/Dover-NH/City-of-Dover-NH-Planning/446789895351](https://www.facebook.com/pages/Dover-NH/City-of-Dover-NH-Planning/446789895351)



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## DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Media Access Center – Room 306 – McConnell Center  
Meeting Date: **Tuesday, March 27, 2012**  
Meeting Time: **7:00 pm**

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

**Members Not Present:** Frank Torr (Vice Chair), Jake Forget (Alternate)

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

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

### 1. CITIZENS' FORUM

*Citizen's Forum open. No one spoke. Citizen's Forum closed.*

### 2. Approval of Regular Meeting Minutes

- February 28, 2012 Regular Meeting Minutes

**Motion:** D.Trefethen motioned to approve the minutes, with corrections noted. Seconded by D.Ciotti. Vote: U/A.

- March 13, 2012 Workshop Meeting Minutes

**Motion:** D.Trefethen motioned to approve the minutes. Seconded by D.Ciotti. Vote: U/A.

### 3. OLD BUSINESS

- A. Discussion and possible vote on Community Development Block Grant (CDBG) funding requests for Fiscal Year 2012/2013.

*Public hearing open*

C.Parker gave a Planning Dept. staff update on the recommended allocations and handed out new info on the housing figures as requested. He stated that all requests for the CDBG grants are important, but with diminished Federal funds, only the requests rated high priority were funded this year. Any medium priority requests were not funded.

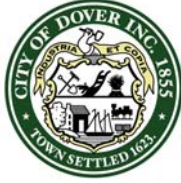
M.Gasses stated that \$48,400 for public service agencies was not a high amount. She stated that even the Portsmouth/Rochester communities received diminished amounts.

D.Ciotti asked about the \$210,000 for the Housing Partnership and questioned the funds for the Triangle Club if they were a loan or a grant.

Rick Jones of CDBG responded both are loans.

*Public hearing closed*

**Motion:** T.Clark motioned to accept the block grants as recommended by the Planning Dept. Seconded by L.Skinner. Vote: U/A.



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Rick Jones of the CDBG was on hand to answer any questions.

A resolution will be presented to the City for final approval.

- ~~B. Consideration and acceptance of an amendment to conditions of approval of a previously approved (11/29/11) Site Plan for FW Webb, Assessor's Map II, Lots 40 B, zoned B 4, located at 218 Knox Marsh Road. (P11-56) **Withdrawn**~~

#### 4. NEW BUSINESS

- A. Public Hearing to solicit public input on Dover Land Use regulation changes and areas that may need to be reviewed.

C.Parker stated this is done quarterly asking the citizens of Dover to come forward if they request any additional items to be considered.

*Public hearing open. Nobody spoke. Closed public hearing.*

- B. Pursuant to NH RSA 674:4 & 675:6, a public hearing on the 2012 Conservation and Open Space Chapter of the Master Plan. The chapter is available for viewing on the City's web site under Current Reports.

C.Parker stated he places L.Skinner's presentation on the 2012 Conservation and Open space presentation.

*Open public hearing. Nobody spoke. Closed public hearing*

M.Gasses thanked L.Skinner and his committee for their hard work and thorough job on the Conservation and Open Space presentation.

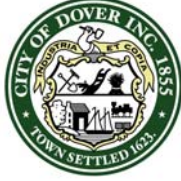
**Motion:** D.Trefethen recommends adoption of the plan. Seconded by D.Ciotti. Vote: U/A.

C.Parker stated this was adopted and will be sent directly to the State.

- C. Consideration and acceptance of a Site Review of land for the Dover Housing Authority, Assessor's Map 20, Lot 87, zoned RMU, located at 28 Union Street. (New parking lot) **\*(P12-05)**

Dana Lynch of CivilWorks, and Otis Perry of the Housing Authority were present. Mr. Lynch gave a presentation of the parking lot and proposal. The plan includes removing the existing home (Lot 20-38), and reconfiguring the parking lot from 13 to 26 spaces. The sidewalks will be reconfigured and there will be an upgrade to the drainage system. He discussed the dumpster pad, and the recycling bin area. The plan also includes an abundance of plantings and street trees on Union Street.

D.Trefethen asked if this is an increase in parking spaces.



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D.Lynch stated it doubles the parking, but only adding an 800 s.f. difference. It will include a handicap parking space and a sidewalk improvement system.

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

*Public Hearing Open.*

Dennis Sullivan, 30 Union Street, an abutter of the property asked about the trees being planned, what will be the boundary between the parking lot and his property. He is also asking about the post and rail fencing which the post and rails goes north/south, he wanted to know if that will remain the same.

C.Parker stated the fence will remain the same and trees will be planted. There will be 6 ft arborvitae, in addition to one maple in the back.

*Public Hearing Closed.*

C.Parker spoke on the recommendations of the Planning Dept. The Planning staff recommends the approval.

### **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 revise the plan to remove references to lot #88 on the cover sheet and in the title block and **sheet S2**.

### **Conditions to Be Met Prior to Any Land Disturbance:**

4. The hours of construction shall be documented on a site construction sign along with the contact information for the general contractor. Said signage shall be located and approved by the City Engineer or Director of Planning and Community Development.

D.Ciotti asked about the hours of construction Monday-Friday 7am-7pm and Saturday 9am-5pm.

C.Parker will check the ordinance.

**Motion:** D.Ciotti motioned to approve the application with conditions. Seconded by G.Green. Vote: U/A.

D. Consideration and acceptance of a Site Review of land for The Housing Partnership (Owner: Sidney Robbins Family Trust), Assessor's Map 27, Lot 20, zoned RM-U, located at 1 Dover Street. (42 multi-family units) **\*(P12-07)**

Atty. Chris Wyskiel, represents the Housing Partnership. He requested to address both applications (P12-07 and P12-06) at the same time. He introduced John Chagnon of Ambit Engineering; Jack Peduzzi of the Housing Partnership, and Marty Chapman, Director of the Housing Partnership. Mike Lassell, and Kim Eric Hazarvartian from TEPP, LLC to explain the parking.



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C. Wyskiel stated the building will be renamed the Woodbury Mills once completed. He explained the building is vacant and not being productive. He pointed out the 2-story wooden structure which will be razed and replaced with additional parking. He explained it is a 1 1/3 acre building on a 1 acre lot. This building is approved from the National Park Service on the National Historic Register. He submitted an application to the Chair with a 6-page narrative report which warrants its preservation and reuse. He mentioned its previous uses as a shoe factory and it was later used as offices and a warehouse. The 5-story, 42-unit complex will put 83 bedrooms into the building and will include handicap accessibility for each unit type (1 bedroom, and 2 and 3 bedrooms) including elevators in the building. He referred back to the zoning variance, Use variance, and height variance. The roof height will be increased to allow for R-values in the ceiling without disturbing the wooden ceilings. Parking will be maximized, but recreation space will be considered including parks, grass areas, and sidewalks.

Ownership of the site will remain with the Housing Partnership allowing rental and home ownership opportunities. Incomes below 80% of the medium area incomes are normal but the target of the Woodbury Mill will be 60% of the medium area incomes. C.Wyskiel discussed the management of the building would be MB Management Company of Massachusetts, but manages offices in Dover. He stated as far as tax credits, that the property is considered a stand alone property, so funds from other sites cannot be used to run this project. To encourage financing from the private sector – financing will be award by Congress.

John Chagnon of Ambit Engineering, Project Engineering, discussed the plan set for the board. He referred to plan C2. He referred to the wooden structure, ramps and chain link fences which will be removed, leaving the edges open, and redefining with landscaping on two sides of the site. The existing pavement will be removed and will allow for a new parking lot layout with a 60 space plan. He mentioned two entrances on the Dover Street side and the Park street side. Two designated spaces will be assigned for each unit. The chimney will remain as a historic element of the plan.

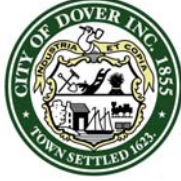
He mentioned two utility stations one for the gas company and one for Verizon telephone which cannot be moved, and sidewalks will be routed around the utilities. He discussed the waiver request for a porous sidewalk on one side. Additional drainage will be installed to keep water out of the ground floor. He reviewed the lighting plan for the project including 11 building mounted on the front. He showed the building rendering.

T.Clark asked about the snow removal plan. He was advised one was submitted.

G.Green asked about the one way section and the bike rack which prohibits passage.

J.Chagnon stated there is an 8x8 pad for a transformer which cannot be relocated due to code requirements for PSNH. The gas service needs outside meters and the best location is where they are currently.

Kim Eric Hazarvartian with TEEP, LLC reviewed the parking analysis. The analysis looked at two sets of numbers - parking demands and new parking. He referred to Bethesda House in Kennebunk, Maine which is at 2.3 vehicles per unit and in Dover at Bellamy Mill at Mill Street – this proposed parking is a little less than 2 per unit. Peak parking is proposed at 49 vehicles. Coast, FastTrans and Amtrak services are all close by.



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D.Trefethen asked about the reduction of parking spaces.

Marty Chapman responded each unit will be assigned one space per dwelling unit, first come first served.

D.Trefethen asked about the maximum number of vehicles per unit. Mr. Chapman says they don't normally assign additional spaces. The additional 18 spaces are for multi-car tenants or for visitors.

C.Wyskiel spoke on the visitor parking and those spaces will not have painted lines. The snow will be removed to an offsite location. They also discussed bike racks and internal storage of bikes.

K.Schuman asked about the parking direction.

C.Wyskiel stated it will not be head-in parking.

D.Trefethen asked about pavement and storm water management. He asked about any test pourings.

J.Chagnon stated there has been testing – porous pavement will have storage capacity.

K.Schuman asked about water on the roof – there will not be a gutter, it will shed off.

Mike Lassell explained there will be a gutter to protect the sidewalks and direct runoff into a storm water system as well as the snow coming off the roof.

M.Gasses asked about parking on Park Street, snow removal, the 31.5' travel space, and 2-way traffic.

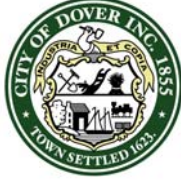
D.White feels they are comfortable with two-way traffic which can be addressed if it becomes an issue.

**Motion:** G.Green motioned to accept the application for a Site Review. Seconded by T.Clark.  
Vote: U/A.

E. Consideration and acceptance of a Conditional Use application for The Housing Partnership (Owner: Sidney Robbins Family Trust), Assessor's Map 27, Lot 20, zoned RM-U, located at 1 Dover Street. (Reduced parking spaces) **\*(P12-06)**

The Planning Department recommends the Planning Board accept the application, then table the application so that a site walk can be held.

**Motion:** K.Schuman motioned to accept the Conditional Use application. Seconded by D.Ciotti. Vote: U/A.



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### *Public Hearing open*

Douglas Amato, 24 Dover Street. Questions the number of parking spaces per unit. He stated per Dover statute, the building would require 120 parking spaces. He referred to the National statistic and the increases in numbers of vehicles etc. He is questioning the demographics suggested to the board. He questioned the easements, and he mentioned a parcel across the street that is for sale which the City could look into to purchase.

Bonnie Raynee, 3-5 Dover Street and has lived there for 11 years. In the past there have been problems on Dover St. with cars overflow parking and she feels the 18 extra spots will not be enough and feels there should be 2 designated spaces per unit. She feels the revitalization is a great plan for the building. She also feels there should be sidewalks down Ham St., Park St., and Dover St. There are no crosswalks, no stop signs, which is still an issue. She asked if pets would be allowed and has concerns about children not playing where they should be.

The response was that Service animals would be allowed. No other pets are allowed.

Beth Kelch, owns 14 Union Street which is a condo unit. She shares the same concerns with parking and traffic. She stated that Park Street is not lined, the edges are not defined, and there are no sidewalks. She states cars encroach on Union Street because the sides are not designated. She also stated people cut through the church lot, which is a concern.

David Choate of Grubb & Ellis Northern New England, and a volunteer for The Housing Partnership since 1983, represented the Robbins Family Trust. He stated Stanley and Robert Robbins could not attend tonight but he speaks on their behalf. He spoke about keeping the project affordable, and some budget restrictions may require waivers.

Doug Amato stated additional concerns about parking, safety issues, extra vehicle traffic, and he is looking for a solution.

C. Wyskiel mentioned the tax credits will be federally mandated for 99 years by law.

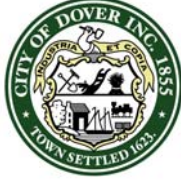
M. Gasses asked if student housing would be allowed. Response – This will not be allowed but elderly housing is allowed in the building.

### *Recess the public hearing.*

The intent is to reopen the public hearing on April 24, 2012 at the Regular Planning Board meeting.

C. Parker is going to ask the tax office how many cars per household there are if the city can provide statistics. He stated that this is a perfect opportunity for a site walk, to see parking issues, tree plantings, active recreation, and proximities to the Park Street park. Regarding Ham Street, staff will be speaking with TAC about installing stop signs in the area.

A Site walk is scheduled for Tuesday, April 3, 2012 at 5:30 pm – the public is welcome to attend.



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C.Parker asked about staking the curb cuts on Park Street and the sidewalk where Dover and Park Street merge and asked J.Chagnon to paint this area for the site walk, and stake off where the pass through to the rear lot will be.

**Motion:** T.Clark motioned to table Items D & E until the April 24, 2012 Planning Board meeting. Seconded by G.Green. Vote: U/A.

F. Consideration and acceptance of a Minor Lot Line Adjustment for Brian D. Short, Assessor's Map 8, Lots 31 & 32, zoned R-20, located at 1 & 3 Wentworth Terrace. **\*(P12-08)**

Brian Short gave a brief overview of his application for the Board.

M.Gasses asked about the lot line adjustment. She asked if he would require a variance to subdivide.

B.Short stated he will not add a third lot, and is only keeping two lots. He is just making them about equal in size.

D.Trefethen asked about #3 Wentworth asked about the dirt driveway and that the lot is on both sides of the driveway.

**Motion:** G.Green motioned to accept the application for a Minor Lot Line Adjustment. Seconded by D.Ciotti. Vote: U/A.

*Open public hearing. Nobody spoke. Closed public hearing.*

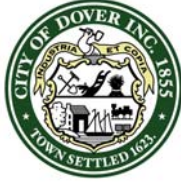
The Planning Department recommends approval of the lot line adjustment plat with the following conditions:

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

1. The owner's signatures shall be added to the final plat submitted for signature.
2. The applicant shall provide the Planning Department with a digital version of the final plat.
3. The applicant shall add the surveyor stamp and signature to the plat.
4. The applicant shall revise the plat to add the Planning File #P12-08 to the title block.
5. The applicant shall revise the plat to correct the front setback in note #2, based on the recent zoning amendment.
6. The applicant shall revise the plat to remove the Planning Board approval line.

D.Ciotti asked about the right of way.

**Motion:** G.Green motioned to approve the Minor Lot Line Adjustment with staff conditions. Seconded by D. Ciotti. Vote: U/A.



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- G. Consideration and acceptance of a Minor Subdivision of land for Rob Brady/Cocheco Waters LLC, Assessor's Map N, Lot 8A, zoned R-40, located at 20 Kings Highway. (1 new lot) **\*(P12-09)**

Steve Wood, acting Manager for Cocheco Waters LLC, and co-applicant with Rob Brady, presented to the Board. The proposal is to subdivide the 31.041 acre lot on Kings Highway/Gulf Road into two lots. The existing house currently sits on 2.15 acres. The new lot would be 28.88 acres with ample acreage for zoning and frontage on gulf road.

Access for utility will be provided. A Relocation of Access Easement from the Fish and Game Dept. was required and a copy of the letter has been received. There are no requests for waivers or variances.

M.Gasses stressed her concern about further subdivision.

D.White asked where the septic system is located. The secondary spot for septic, and well is all self contained.

G.Green asked about the building configuration, and a barn on the new lot. There will be no other structure, so the barn will need to be demolished, be moved, or converted into a single family dwelling.

C.Parker discussed moving it, demolishing it, or it could be converted to a single family house. It cannot be used as an accessory structure. As a Condition of approval one of the above must be exercised within 180 days and a letter of credit on file, or the structure needs to be demolished.

D.Ciotti asked about if the only access was the existing Kings Highway access. C.Parker responded yes.

G.Green asked about the size of the barn. The response from Steve Wood was it is a 16 x 28 or 16 x 30.

D.Trefethen recommends a future master plan for this lot.

**Motion:** T.Clark motioned to accept the application. Seconded by L.Skinner. Vote: 8-1 (opposed: D.Trefethen.)

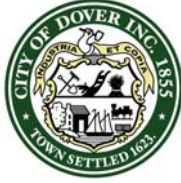
*Open public hearing.*

Richard Connelly, 24 Wysteria Drive voiced his concerns that no additional road should be allowed on Wysteria Drive. If it were used for the utility easement and access as a road, he wishes it tabled to confir with his attorney. Kings Highway is an unimproved dirt road. He is concerned about the conditions of the road and if a house were allowed, the house should be approved for safety/emergency vehicles. An easement has been granted by the golf course, so Kings Highway could be moved further to the east to allow a fully proportioned road to be built.

S.Wood stated there is a new access agreement with the country club and a new access point. There is no plan to access Wysteria Drive.

*Public hearing closed.*

C.Parker stated the Planning Department recommends approval of the subdivision with the following conditions:



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2. The applicant shall provide the Planning Department with a digital version of the final plat.
3. The applicant shall add the surveyor's stamp and signature to the plat.
4. The applicant shall revise the plat to add the Planning File #P12-09 to the title block.
5. The applicant shall revise the plat to label the smaller lot with the house as lot N-8A and label the larger lot as lot N-8A-1.
6. The applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services Subdivision Permit and add the permit number to the plat.
7. The applicant shall revise the plat to remove the Planning Board approval block.
8. The applicant shall submit a surety to cover the cost of demolishing the barn on Lot N8A-1 which shall be removed, demolished or a single family dwelling building permit has been approved within 180 days. If none of those have been accomplished, the surety will be used to demolish the barn.
9. The plat will be revised to terminate Kings Highway where it meets the new Eastern most property line for lot N-8A.

### Conditions to Be Met Prior to Issuance of a Building Permit:

10. Any new dwelling unit shall be assessed the current impact fees in place at the time of building permit application.

Regulations stipulate limits on subdividing. In a 5 year period, this is the second time there has been a minor subdivided.

G.Green asked C.Parker to explain the easement from the barn.

C.Parker stated when the conservation lot was carved off, an access easement was issued from the barn to the new access location.

D.Ciotti asked about the new lot, on Kings Highway and where it ends.

C.Parker stated it is not part of Kings Highway.

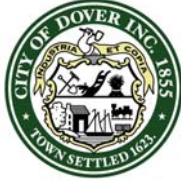
D.White asked about a building permit.

C.Parker stated that a single family dwelling would be allowed and at the most it could serve two units.

K.Schuman asked about a C.O. or building permit. There is a time limit in pulling it.

**Motion:** T.Clark motioned to approve the minor subdivision with conditions. Seconded by D.Ciotti. Vote: U/A.

- H. Consideration and acceptance of a Conditional Use application for Prime Circle, LLC, c/o Newland Development LLC, Assessor's Map D, Lot 2-A, zoned B-3, located at Indian Brook Drive, Central Avenue & Webb Place. (Reduced parking spaces) **\*(P12-10)**



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Atty. Malcolm McNeal, Bob Stowell of Tritech Engineering, and Joe Kane of Kane Properties were present.

Atty. McNeal gave a brief overview of the request. 115 spaces are required. 103 is the plan, which is 10% off the requirement. The lot size is 1.78 acres and the proposed use is a permitted use. Parking Studies have been presented to the board. Microtel does not object to the proposal or the site plan.

Bob Stowell spoke. There is an off-peak use in the varied tenants, with Starbucks, the rear medical building, and Microtel hotel. There would be parking in the front and the rear of the building.

L.Skinner asked about parking requirements for customers and employees. The Code breaks it out.

B.Stowell said future tenant leases would state employee parking must be out back. It can not be enforced for current tenants.

C.Parker asked to explain the type of restaurant it is.

Joe Kane stated it's a quick lunch type business. It's a counter service type. All future leases will require rear parking for tenants. Microtel welcomes the business.

K.Schuman asked about the rear sidewalk connection from Microtel to Starbucks. He is concerned about safety issues and lack of a sidewalk.

T.Clark asked about outside tables. C.Parker stated outdoor seating is not counted as a parking requirement.

D.Ciotti asked about available retail/office space.

D.Trefethen asked about parking and stated that the parking problem is solved if there is no parking available, the customers will move on to another food establishment.

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

*Open public hearing. Nobody spoke. Public hearing closed.*

The Planning Department recommends the Planning Board approve the Conditional Use Permit application with the following condition:

1. A formal agreement between the Planning Board and the applicant shall be prepared and recorded at the Strafford County Registry of Deeds.

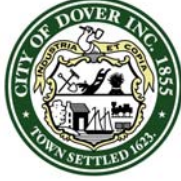
D.Ciotti states though it meets the legal requirements, parking will be an issue when another tenant comes in as the board has created its own problem.

M.Gasses feels the tenant has done its business decision which states it allows enough parking for their needs.

Ciotti would like to see a letter drawn up for shared parking in the agreement for conditional approval.

**Motion:** D.Ciotti motioned to approve the Conditional Use application. Seconded by L.Skinner. Vote U/A.

### STAFF COMMENTS



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Meeting Date: **Tuesday, March 27, 2012**  
Meeting Time: **7:00 pm**

- The concept Thornwood village – new approval needed for the Master Plan, and Site Plan.
- Steve Bird was thanked for his hard work on the Conservation Master Plan
- April 10, 2012 is a Planning Board workshop which will include board orientation. The Zoning Board, and Transportation Advisory Commission will be invited.
- John Scruton will be here to talk about shoulders and drainage.
- Lee Skinner, Bill Hunt, and members of the Conservation Committee were all thanked for their hard work on the Conservation Committee.

#### 4. COMMITTEE REPORTS:

- K.Schuman spoke about the Master Plan Visioning which just completed their first round. There will be a second round, then a wrap up with the City Wide Conversations, and Neighborhood Meetings. The consultants reports should be ready in June. On April 10, 12, and 16, 2012 the Neighborhood meetings will be held to develop implementation strategies. More info is located on the Dover2023 website at [www.dover2023.com](http://www.dover2023.com). The online survey is still available on the website. A special thank you to the facilitators who came out to all the meetings.
- D.Ciotti, G.Green, and M.Gasses are working on the Industry and Commerce Site Regs., Zoning maps, and input informally from DBIDA and businesses. The next meeting is Monday, April 2, 2012 at 8:30 am in the Second Floor Conference Room.

#### ADJOURNMENT

**Motion:** L.Skinner motioned to adjourn at 10:10 pm. Seconded by G.Green. Vote: U/A.



**CITY OF DOVER**

## DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Media Access Center – Room #306 – McConnell Center  
Meeting Date: **Tuesday, April 10, 2012**  
Meeting Time: **7:00 pm**

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

**Members Not Present:** Kirt Schuman, Jake Forget (Alternate)

**Staff Present:** Christopher Parker (Planning Director)

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

### 1. LAND USE BOARD ORIENTATION

Christopher Parker reviewed a presentation on land use boards, focusing primarily on the Planning Board but also covering the Zoning Board, Conservation Commission, Energy Commission and Transportation Advisory Commission. The presentation also included information about general meeting criteria and process.

### 2. DISCUSSION REGARDING: Sidewalks vs Shoulders – John Scruton presenting.

This item will be presented at a later date, as Mr. Scruton was unable to attend.

### 3. PRESENTATION AND DISCUSSION REGARDING: Proposed zoning, subdivision regulation and site review regulation amendments distributed April 10, 2012.

C.Parker reviewed the two Site Review Regulation amendments:

- Clarifying Chapter 149 Site Review Regulations & Technical Review Committee requirements
- Clarifying Site Development Design Criteria
- Adjust the parking requirements to the B-4 district.

D. Trefethen asked for clarification on the change from Architectural Design Guidelines to Standards.

C.Parker reviewed the four Subdivision of Land Regulation changes:

- 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.

D.White clarified the width of a grass strip is between 3 and 5 feet. General discussion occurred relative to street trees.

Staff will review inserting street cross sections.

G.Green requested clarification on what “low height” means in regards to street lights. L.Skinner requested clarification on the “frequency” requirement.



**CITY OF DOVER**

## DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Media Access Center – Room #306 – McConnell Center  
Meeting Date: **Tuesday, April 10, 2012**  
Meeting Time: **7:00 pm**

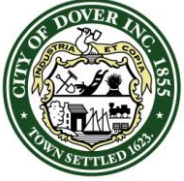
Discussion ensued regarding the ways to interpret “energy efficient” lighting, and the ownership of street lights.

C.Parker reviewed the eighteen (18) Dover Zoning Ordinance Amendments proposed.

- Definitions to include Lots and Rooming House
  - Discussion focused on the length of time a tenant would stay in a 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.
- Amending the 2009 Zoning Map from Urban Density Multi-residential (RM-U) to Office District (O) as described in the amendments; and changing from Medium Density Residential (R-12) to Office District (O) as described in the amendments.
- Amending the 2009 Zoning Map from Medium Density Residential (R-12) to Thoroughfare Business District (B-3) as described in the amendment.
- Amendments regarding increasing agricultural activities within the city and better defining types and styles of retail agricultural uses.
  - Discussion regarding the building size and display areas for Roadside Farmstands ensued.
- Amendment allowing commercial recreation and educational institutions, post secondary in I-2 districts
- Amendment changing the Special Exception to Conditional Use Permits for retail in the O district.
- Amendment reducing the front setbacks from 75 to 50 feet in the B-4 district, and the parking setback from 25 to 20 feet.
- 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.
  - Discussion regarding ensuring that the owner resides in one of the units ensued.
- 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.
- Amendments to revise the Customary Home Occupation definition to remove the regulatory portion and to set that as a standalone section in the code.
- Amendments to change Article VI from Special Exceptions to Additional Regulations, and relocating miscellaneous regulations to this new section.
- Revising Residential-Commercial Mixed Use Overlay District – reducing the parcel size from 50 acres to 20 acres.
  - D. Trefethen requested that the requirements for mobile homes in the district be reviewed.
- Revising Article Chapter 170-52 Zoning Board of Adjustment, Section C, Powers and Duties.

#### 4. ADJOURNMENT

**Motion:** D. Trefethen motioned to adjourn the meeting at 9:01 pm. L.Skinner seconded. Vote: U/A.



**CITY OF DOVER**

## PLANNING BOARD - STAFF MEMO FILE #P12-06

Application Type: Conditional Use Permit for Reduced Parking  
Applicant: The Housing Partnership  
Owner: Sidney Robbins Family Trust  
Location: 1 Dover Street (Assessors Map 27, Lot 20)

**INTENT:** Conditional Use Permit to allow for a reduction in the number of required parking spaces from 126 to 60, based on the proposed 42 multi-family units.

**LOTS/UNITS PROPOSED:** 42  
apartments

**AGENDA ITEM #:** 3-B

**ACREAGE:** 1.01 acres

**ZONING DISTRICT:** Urban Density  
Multi-Residential (RMU) District

**EXISTING LAND USE:**  
Warehouse

**PROPOSED LAND USE:** 42 apartments

**SURROUNDING LAND USE:**  
Multi-family residential, duplexes and single family houses; retail commercial

**ZBA ACTION:** Three variances granted by Zoning Board of Adjustment on 2/16/12 for use, building height and reduced open space.

**ATTACHMENTS:**  
Conditional Use Permit Application

**APPLICATION IS COMPLETE:** Yes

**NOTICES SENT:** Abutter notices were sent by certified mail to all abutters

**PERMITS REQUIRED:**

- Conditional Use Permit for reduced parking spaces

**WAIVERS REQUESTED:**

- Waiver to Chapter 149-14-C-1 which requires sidewalks to be constructed of pervious material, for the sidewalk on the north side of the building

**Summary of Request and Background**

The applicant has applied for a Conditional Use Permit per Chapter 170-44-I, to reduce the number of parking spaces from the 126 required to 60 parking spaces.

The applicant appeared before TRC on March 8, 2012. The Planning Board accepted the application on March 27, 2012 and conducted a site walk on April 3, 2012.

**Consistency with Land Use Regulations**

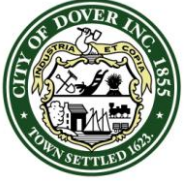
The Off-Street Parking and Loading ordinance provides for a Conditional Use Permit to allow a reduction in the number of required parking spaces provided the applicant submits an analysis justifying the request.

The applicant has submitted a traffic and parking assessment prepared by Kim Eric Hazarvartian of TEPP, LLC, dated February 27, 2012.

**STAFF RECOMMENDATION:**

The Planning Department recommends the Planning Board approve the Conditional Use Permit application with the following condition:

1. The applicant shall specify in the lease agreement for each apartment that the tenant shall not have more than two vehicles per apartment.
2. The applicant shall designate through signage, one parking space for the exclusive use of each apartment unit.
3. The applicant shall prepare and execute an agreement on the design and construction of a bus stop and shelter with the Cooperative Alliance for Seacoast Transportation (COAST) and construct said improvements on Central Avenue, at a cost estimated to be no greater than \$7,500.
4. A formal agreement between the Planning Board and the applicant shall be prepared and recorded at the Strafford County Registry of Deeds.



**CITY OF DOVER**

## PLANNING BOARD - STAFF MEMO FILE #P12-07

Application Type: Site Plan Review  
Applicant: The Housing Partnership  
Owner: Sidney Robbins Family Trust  
Location: 1 Dover Street (Assessors Map 27, Lot 20)

**INTENT:** Site Plan review for proposed redevelopment of an existing five story mill building into 42 workforce rental housing units and construction of 60 parking spaces.

**LOTS/UNITS PROPOSED:** 42 apartments

**AGENDA ITEM #:** 3-A

**ACREAGE:** 1.01 acres

**ZONING DISTRICT:** Urban Density Multi-Residential (RMU) District

**EXISTING LAND USE:**  
Warehouse

**PROPOSED LAND USE:** 42 apartments

**SURROUNDING LAND USE:**  
Multi-family residential, duplexes and single family houses; retail commercial

**ZBA ACTION:** Three variances granted by Zoning Board of Adjustment on 2/16/12 for use, building height and reduced open space.

**ATTACHMENTS:**  
Site plan and application

**APPLICATION IS COMPLETE:** Yes

**NOTICES SENT:** Abutter notices were sent by certified mail to all abutters

**PERMITS REQUIRED:**

- Conditional Use Permit for reduced parking spaces

**WAIVERS REQUESTED:**

- Waiver to Chapter 149-14-C-1 which requires sidewalks to be constructed of pervious material, for the sidewalk on the north and east sides of the building

**Summary of Request and Background**

The applicant has applied for Site Plan review to redevelop an existing five story mill building into 42 workforce rental housing units and construct 60 parking spaces.

The applicant appeared before TRC on March 8, 2012. The Planning Board accepted the application on March 27, 2012 and conducted a site walk on April 3, 2012.

**Consistency with Land Use Regulations**

Chapter 149-4 of the Site Review Regulations of the City Code provides for site review approval. This project is located in the Urban Density Multi-Residential (RMU) District which encourages moderate/high density housing types in urban neighborhoods located close to downtown. This application is consistent with these standards.

**Waiver Request**

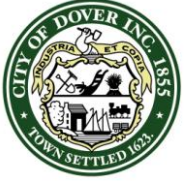
The applicant has requested a waiver to the requirement that sidewalks be pervious due to the location adjacent to the building foundation. The request is for the sidewalks on the north and east sides of the building. These sidewalks would get the least sun to melt snow and ice and it is not a good idea to infiltrate water near the building foundation where there will be living space. For these reasons, the Planning Department supports the granting of the requested waiver.

**STAFF RECOMMENDATION:**

The Planning Department recommends the Planning Board approve the application with the following conditions:

**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 approval includes the granting of the waiver to Chapter 149-14-C-1 which requires sidewalks to be constructed of pervious material 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.
4. The applicant shall provide proof that the invoice for the peer review of the traffic study has been paid in full.
5. The applicant shall have the Stormwater Management Maintenance and Inspection Plan approved by the Community Services Department.



**CITY OF DOVER**

## PLANNING BOARD - STAFF MEMO FILE #P12-07

Application Type: Site Plan Review  
Applicant: The Housing Partnership  
Owner: Sidney Robbins Family Trust  
Location: 1 Dover Street (Assessors Map 27, Lot 20)

### **Conditions to Be Met Prior to Any Construction Activity:**

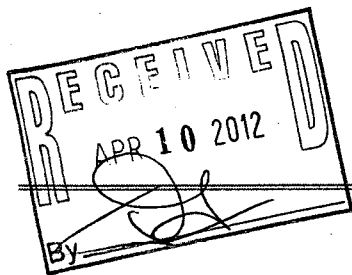
6. Hours of construction shall be documented on a site construction sign along with the contact information for the general contractor. Said signage shall be located and approved by the City Engineer or Director of Planning and Community Development.

### **Conditions to Be Met Prior to Issuance of a Building Permit:**

7. The applicant shall prepare an access easement to the City for the sidewalk located on the subject parcel. This document shall be reviewed by the Planning Department, with consultation by the City General Legal Counsel on the proper form of the documents.
8. The applicant shall provide a letter describing the ownership status of the property as it relates to property tax assessment.
9. The new dwelling units shall pay the current impact fees in place at the time of building permit application.
10. The new buildings shall be assessed the current water/sewer investment fees in place at the time of building permit application.

### **Conditions to Be Met Prior to Issuance of a Certificate of Occupancy:**

11. The applicant shall demonstrate compliance with the conditions of the Conditional Use Permit (P12-06).
12. In lieu of providing the required on-site active recreation, the applicant shall contribute materials, equipment and labor to the City for improvements to recreational facilities at the Park Street Park. The scope of the improvements shall be approved by the Planning Director, in consultation with the Recreation Director.
13. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.



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***CITY OF DOVER INTEROFFICE MEMORANDUM***

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**TO:** *Chris Parker- Planning Director*  
**FROM:** *Dave White, PE- City Engineer*  
**SUBJECT:** *DOVER TAX MAP 27 LOT 20- 1 DOVER ST*  
**DATE:** *4/6/2012*  
**CC:** *Doug Steele*

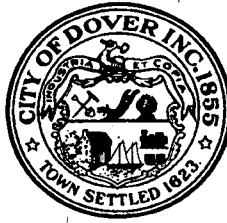
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Dear Chris;

Per the request of the applicant, I have reviewed the City infrastructure in the vicinity of Map 27 Lot 20 on Dover Street.

Municipal water and sewer is available to the above-mentioned lot in the City of Dover. There is also adequate supply and capacity in the water and sewer systems for the proposed site development. If you have any questions, please feel free to call me at 516-6450.

CHRISTOPHER G. PARKER, AICP  
Director  
c.parker@dover.nh.gov



288 Central Avenue  
Dover, New Hampshire 03820-4169  
(603) 516-6008  
Fax: (603) 516-6007  
www.dover.nh.gov

## City of Dover, New Hampshire

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

April 4, 2012

Frederick Guy III  
PO Box 443  
New Castle, NH 03854-0443

Re: 11 Ham Street AKA Assessors Map 27 lot 19

Dear Mr. Guy,

We are writing to you today in regards to your property above as it abuts a project before the Planning Board in Dover. The project is to convert the former shoe factory/warehouse to 42 apartment units.

As part of the review of that project we have discussed with the developer that the City would like to have a proper sidewalk installed along Park Street between Dover and Ham Streets.

The Planning Board recently conducted a site visit and it was noted that tenants of your building are parking within the City's Right of Way, where a sidewalk would otherwise be installed. We realize that the supply of parking in the area is limited.

We would like to meet with you to discuss parking for your building, to discuss the potential of adding the proper sidewalk to this portion of Park Street to improve the pedestrian amenities in the neighborhood, and to discuss any other potential alternatives.

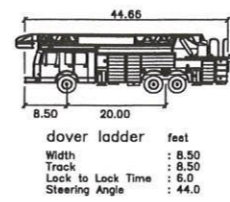
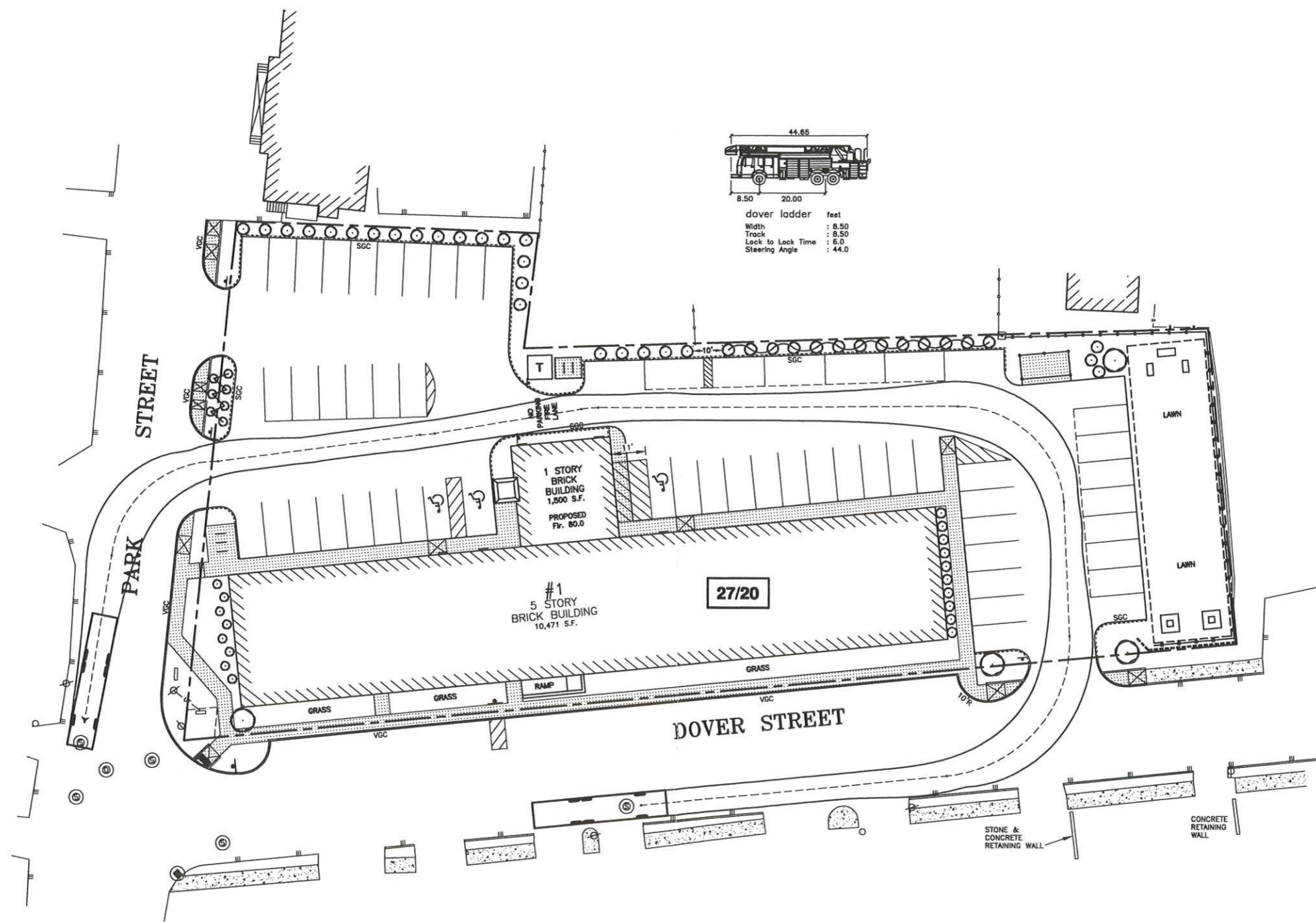
Please contact either one of us to set up a meeting at your earliest convenience.

Sincerely,

Christopher G. Parker, AICP  
Director of Planning and Community Development  
c.parker@dover.nh.gov

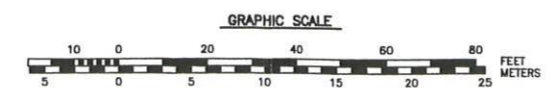
Dave White, PE  
City Engineer  
d.white@dover.nh.gov

CC: Dover Planning Board



RECEIVED  
 APR 3 2012  
 By \_\_\_\_\_

Reduced Size  
 Not to Scale



FIRE DEPARTMENT LADDER  
 TRUCK TEMPLATE  
 THE HOUSING PARTNERSHIP  
 1 DOVER STREET PROJECT

**ZONING BOARD APPROVALS:**

THE ZONING BOARD OF ADJUSTMENT, AT A PUBLIC HEARING HELD ON FEBRUARY 16, 2012, VOTED TO GRANT THREE VARIANCES FROM THE ZONING ORDINANCE OF THE CITY OF DOVER AS FOLLOWS:

SECTION 170-12.A  
TO PERMIT THE REDEVELOPMENT OF THE EXISTING BUILDING INTO A 42 UNIT RESIDENTIAL APARTMENT BUILDING WHERE MULTIFAMILY HOUSING IS NOT PERMITTED IN THE RM-U DISTRICT.

SECTION 170-15.A  
WHICH REQUIRES THAT 100 SQUARE FEET OF OPEN SPACE BE PROVIDED FOR EACH BEDROOM OF A MULTIFAMILY RESIDENTIAL STRUCTURE.

SECTION 170-12.B  
TO PERMIT THE HEIGHT OF THE BUILDING TO INCREASE UP TO 52 FEET FROM THE EXISTING 50 FEET WHERE A MAXIMUM HEIGHT OF 40 FEET IS PERMITTED.

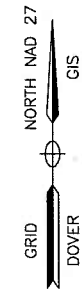
APPROVED WITH THE FOLLOWING CONDITION: APPLICANT MUST PROVIDE AN OPERATIONAL SNOW REMOVAL PLAN.

**LANDSCAPE SCHEDULE (Trees/Shrubs)**

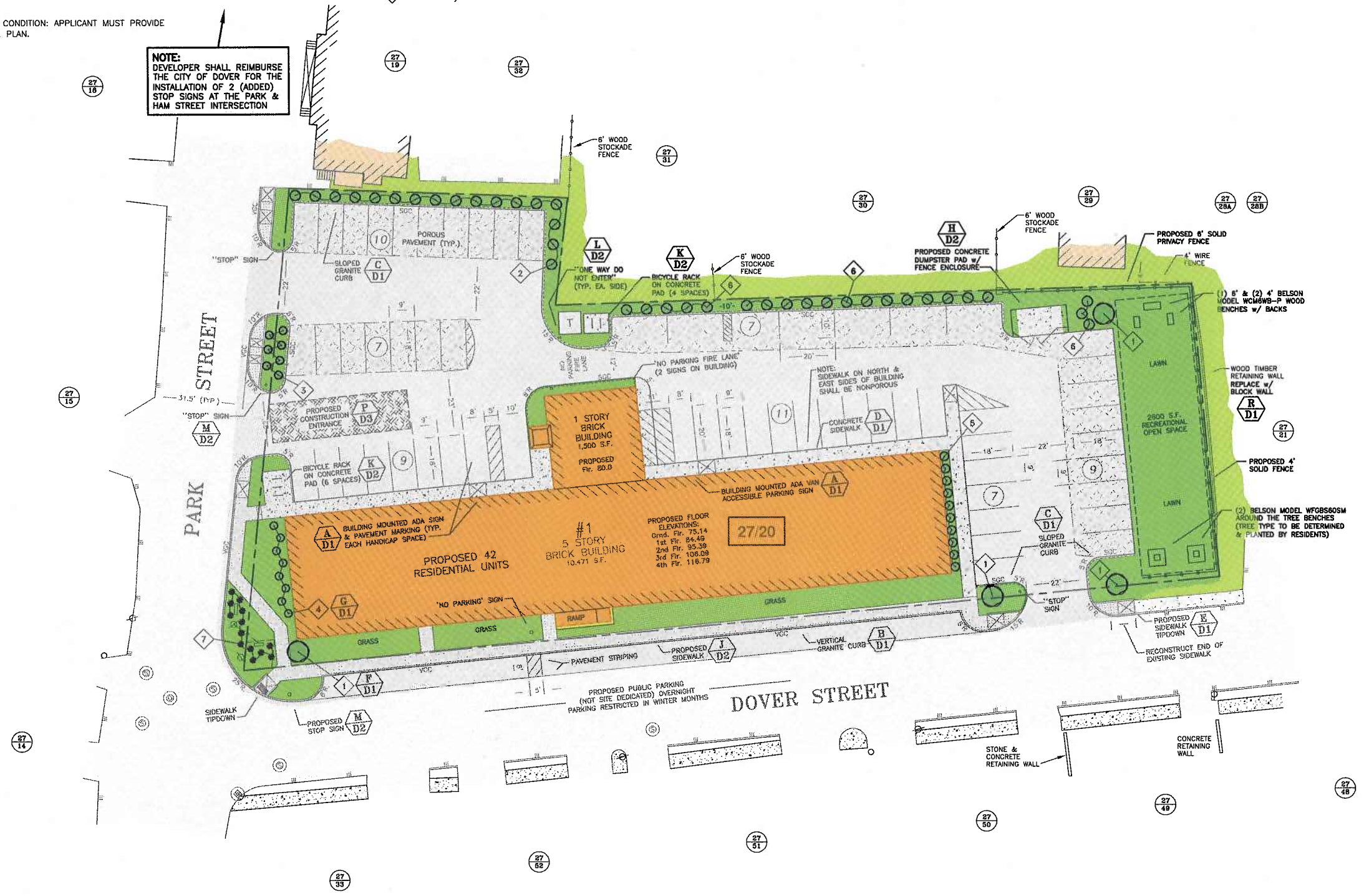
ID No.	Botanical	Common	Size	Qty
1	Ginkgo b. 'Princeton Sentry'	Princeton Sentry Ginkgo	3-3.5" C	4
2	Juniperus v. 'Manhattan Blue'	Manhattan Blue Red Cedar	5-6' B&B	17
3	Spiraea x. 'Goldmound'	Goldmound Spirea	#3	7
4	Spiraea n. 'Snowmound'	Snowmound Spirea	#3	8
5	Taxus m. 'Tauntonii'	Taunton Yew	18-24" B&B	10
6	Thuja o. 'Smaragd'	Emerald Green Arborvitae	4-5' B&B	21
7	Miscanthus sinensis 'Mysterious Maiden'	Silver Grass	3 CAL. 4' O.C.	13

**PLANTING NOTES**

- 1) ALL PLANT MATERIALS SHALL BE FIRST QUALITY NURSERY GROWN STOCK. ALL EVERGREEN TREES AND SHRUBS SHALL BE "HEAVY".
- 2) ALL PLANTS SHALL BE PLANTED IN ACCORDANCE WITH NEW HAMPSHIRE LANDSCAPE ASSOCIATION STANDARDS AND GUARANTEED FOR ONE YEAR BY THE LANDSCAPE CONTRACTOR.
- 3) ALL TREES AND SHRUBS SHALL BE MULCHED WITH 4" OF AGED BARK MULCH.
- 4) ALL LAWN AREAS SHALL BE LOAMED WITH 4" OF CLEAN LOAM, FREE OF ROCKS, ROOTS AND TRASH. TURF GRASS SHALL BE ESTABLISHED BY HYDROSEEDING A MIX OF MULCH, SEED AND FERTILIZER. GRASS SEED SHALL BE A MIX OF 40% PERENNIAL RYE GRASS, 40% KENTUCKY BLUEGRASS, AND 20% CREEPING RED FESCUE, OR OTHER SUITABLE MIXES.



**NOTE:**  
DEVELOPER SHALL REIMBURSE THE CITY OF DOVER FOR THE INSTALLATION OF 2 (ADDED) STOP SIGNS AT THE PARK & HAM STREET INTERSECTION



**AMBIT ENGINEERING, INC.**  
Civil Engineers & Land Surveyors  
200 Griffin Road, Unit 3  
Portsmouth, N.H. 03801-7114  
Tel (603) 430-0282  
Fax (603) 438-2315

- NOTES:**
- 1) THE CONTRACTOR SHALL NOTIFY DIG SAFE AT 1-888-DIG-SAFE (1-888-344-7233) AT LEAST 72 HOURS PRIOR TO COMMENCING ANY EXCAVATION ON PUBLIC OR PRIVATE PROPERTY.
  - 2) UNDERGROUND UTILITY LOCATIONS ARE BASED UPON BEST AVAILABLE EVIDENCE AND ARE NOT FIELD VERIFIED. LOCATING AND PROTECTING ANY ABOVEGROUND OR UNDERGROUND UTILITIES IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR THE OWNER. UTILITY CONFLICTS SHOULD BE REPORTED AT ONCE TO THE DESIGN ENGINEER.
  - 3) CONTRACTOR SHALL INSTALL AND MAINTAIN EROSION CONTROL MEASURES IN ACCORDANCE WITH THE "NEW HAMPSHIRE STORMWATER MANUAL, VOLUME 3, EROSION AND SEDIMENT CONTROLS DURING CONSTRUCTION. (NHDES DECEMBER 2008).
  - 4) PARKING CALCULATIONS:  
VEHICLE PARKING:  
3 SPACES PER UNIT (DOVER CODE)  
3 SPACES x 42 UNITS = 126 SPACES  
60 ONSITE SPACES PROVIDED (CONDITIONAL USE PERMIT)  
BICYCLE PARKING:  
126 VEHICLE SPACES x 0.05 = 7 REQUIRED  
10 PROVIDED
  - 5) PROPOSED OPEN SPACE:  
PROVIDED: 2,600 S.F. LAWN AREA  
3,000 S.F. SIDEWALK
  - 6) THE PURPOSE OF THIS PLAN IS TO SHOW THE LAYOUT AND LANDSCAPING FOR A PROPOSED REDEVELOPMENT OF AN EXISTING BUILDING AND GROUNDS LOCATED ON MAP 27 LOT 20.
  - 7) EXTERIOR LIGHTING SHALL BE CUT-OFF TYPE FIXTURES PER CHAPTER 149-14-E AND SHALL PROVIDE LIGHTING DIRECTED ON-SITE ONLY.
  - 8) A SECURITY SYSTEM SHALL BE INSTALLED AS REQUIRED BY CHAPTER 58, ARTICLE 1, SECTION 58-2 OF THE CODE OF THE CITY OF DOVER.
  - 9) ALL MATERIALS AND CONSTRUCTION SHALL CONFORM TO APPLICABLE CITY AND STATE CODES.
  - 10) AS-BUILT PLANS OF THE SITE SHALL BE SUBMITTED ON A REPRODUCIBLE MYLAR MEDIUM AND IN A DIGITAL DXF FORMAT ON DISK TO THE CITY OF DOVER ENGINEER'S OFFICE UPON COMPLETION OF PROJECT. AS-BUILT PLANS SHALL BE PREPARED AND CERTIFIED CORRECT BY A L.L.S OR P.E.
  - 11) CONSTRUCTION WORK HOURS SHALL BE LIMITED TO MONDAY THROUGH FRIDAY FROM 7 A.M. TO 6 P.M. AND SATURDAY FROM 8 A.M. TO 5 P.M. NO SUNDAY WORK IS ALLOWED.

**RESIDENTIAL SITE REDEVELOPMENT  
WOODBURY MILLS  
1 DOVER STREET  
DOVER, NEW HAMPSHIRE**

NO.	DESCRIPTION	DATE
2	DUMPSTER PAD, FENCE NOTES, PLANTINGS, PUBLIC PARKING, NOTE REGARDING PARK/HAM ST. INTERSECTION	4/12/12
1	NOTE 11, CURBS, PARKING NOTES, SIDEWALK	3/12/12
0	ISSUED FOR APPROVAL	2/23/12

SCALE: 1" = 20' JANUARY 2012

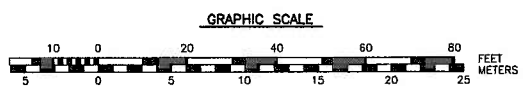
**LAYOUT & LANDSCAPING PLAN**

**C2**

J:\JOBS2\UN2000s\UN2010s\UN2019\2011 Survey and Site Plan\Plans & Specs\Site\2019wd01.dwg, C2\_LAYOUT\_LNDSCP

APPLICANT:  
THE HOUSING PARTNERSHIP  
P.O. BOX 466  
PORTSMOUTH, N.H. 03802

AUTHORIZED SIGNATURE



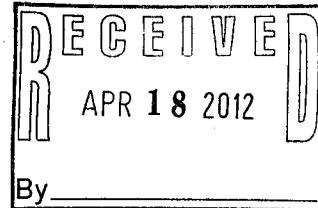
# TRITECH

ENGINEERING CORPORATION

755 CENTRAL AVENUE  
DOVER, NEW HAMPSHIRE 03820

TELEPHONE 603.742.8107  
FACSIMILE 603.742.3830

April 18, 2012



Christopher G. Parker, AICP  
Director of Planning and Community Development  
City of Dover, Planning Department  
288 Central Avenue  
Dover, New Hampshire 03820

**Subject:** *Boundary Line Adjustment – P12-03*  
**Changing Places LLC and Fred & Shasheen Conroy**  
Dover Tax Map A Lots 45A-2-4 & 47A-1  
Olive Meadow Lane & 505 Sixth Street

*Amended Open Space Subdivision Plan – P10-50C*  
**Olive Meadow**  
Dover Tax Map A Lots 45A-2, 45A-2-4, 45A-2-5, 45A-2-6 & 45A-2-7  
Olive Meadow Lane  
Dover, New Hampshire  
Job No. 10137

Dear Christopher:

We are experiencing a delay in our project. We request a continuance to the May 22, 2012 Planning Board Meeting.

Please advise should you have any questions.

Very truly yours,  
TRITECH ENGINEERING CORP.

A handwritten signature in black ink, appearing to be "R. Stowell".

Robert J. Stowell, P.E., L.L.S.  
President

RJS / nas

\\10137\_PB\_ContinuanceLtr.doc