



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center – Room 306, 61 Locust Street
Meeting Date: **Tuesday, May 22, 2012**
Meeting Time: **7:00 pm**

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

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

Staff Present: Christopher Parker (Planning Director), Timothy Corwin (Assistant Planner), Gail Pare (Recording Secretary)

The Chair called the meeting to order at 7:04 pm. Dexter Tarbox sat in for David White. Frank Torr arrived at 7:31 pm.

1. CITIZENS' FORUM

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

2. Approval of the Regular Meeting Minutes

- April 24, 2012 Regular Meeting Minutes

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

- May 8, 2012 Workshop Meeting Minutes

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

3. OLD BUSINESS

The Chair announced that Old Business items 3.A and 3.B will not be heard tonight.

- 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)**

Motion: D.Ciotti motioned to table until June 12, 2012. Seconded by D.Trefethen. Vote: U/A.

- 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)**

Motion: D.Ciotti motioned to table until June 12, 2012. Seconded by D.Trefethen. Vote: U/A.

- C. Consideration and possible posting of Site Review & Subdivision Regulations & Zoning ordinance amendments.

The Chair announced that this item has been tabled until a later date.

4. NEW BUSINESS



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M.Gasses recused herself from this case. Lee Skinner acted as Chair.

- 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)**

R.Stowell of Tritech Engineering represented the applicants. John O'Neil, Scott O'Neil, and Attorney James Schulte were on hand to answer any questions. R.Stowell gave a brief overview of the proposed lot line adjustment.

D.Trefethen asked about the size of the lot line adjustment which creates 2 lots in the subdivision.

R.Stowell explained that there is a change in lot configurations in the plan and he referred to sheet S-1.

D.Trefethen asked which lots are being added and what are the new lot numbers. He asked if the majority of the land comes from Conroy property. He also asked about minimum lot size requirements and where the new open space would be.

R.Stowell referred the board to sheet T-2.

Motion: T.Clark motioned to accept the application for a minor lot line adjustment. Seconded by K.Schuman. Vote: U/A.

Public hearing opened. No one spoke. Public hearing closed.

The Planning staff recommends approval of the lot line adjustment 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 by adding the Strafford County Registry of Deeds plan number for the last reference plan.
5. The applicant shall revise the plat to add the bearing and distance information for the lot line to be abandoned.

Conditions to Be Met Prior to the Issuance of a Building Permit for Map A, Lot 45A-2-6:

6. The owner of Map A, Lot 47A-1 shall connect the existing home at 505 Sixth Street to the City sewer system.

Motion: D.Ciotto motioned to approve the lot line adjustment with staff conditions. Seconded by D.Tarbox. Vote: U/A.

- 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)



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Motion: D.Trefethen motioned to accept the application for an amended open space subdivision. Seconded by D.Ciotti. Vote: U/A.

Public hearing open.

Carol Krazner, President of the Board at Temple Israel supports the subdivision. She feels it enhances the property and the neighborhood.

The Chair closed the public hearing.

L.Skinner read an email from Temple Israel in support of the amended subdivision.

The Planning staff recommends approval of the amended Subdivision 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 approval includes the granting of the waiver requested for the reasons stated by the applicant and the Planning Department. The Board finds that the criteria of Chapter 155-51-A have been met.
4. The applicant shall add the surveyor stamp and signature to the plat.
5. The applicant shall revise the plat to add the bearing and distance information for the lot lines to be abandoned.
6. The applicant shall have the minor lot line adjustment plat (P12-03) recorded at the Strafford County Registry of Deeds prior to recording this plat.
7. The applicant shall revise the existing conservation easement for Map A, Lot 45A-2 (Book 3940, Page 348) to recognize the additional area. This document shall be reviewed by the Planning Department, with consultation by the City General Legal Counsel for compliance with conditions of approval. The revised conservation easement shall be recorded at the Strafford County Registry of Deeds at the same time as the plat.

T.Clark questioned C.Parker about changes in the lot numbers.

R.Stowell confirmed that the Assessor's office has confirmed the map and lot numbers.

Motion: D.Ciotti motioned to approve the amended open space subdivision with staff conditions. Seconded by D.Tarbox. Vote: U/A.

Marcia Gasses returned as Chair. Lee Skinner resumed as acting Vice Chair.

C. Consideration and acceptance of a Minor Lot Line Adjustment for William & Nancy Hunt, Assessor's Map M, Lots 100 & 100A, zoned R-40, located at 245 and 281 Back Road. ***(P12-15)**

Kevin McEneaney presented for the applicants. He stated Lot 100A is 61.1 acres and Lot 100 is 1.31 acres with the original farm house on it. He discussed the new lot line and the conservation easement around Lot 100A. There will be no changes in the easement.

Motion: T.Clark motioned to accept the application for a minor lot line adjustment. Seconded by K.Schuman. Vote: U/A.

The Chair opened the public hearing. No one spoke. The Chair closed the public hearing.



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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 revise the plat to add the Planning File #P12-15 to the title block.
4. The applicant shall revise the plat by correcting the rear setback in note #6 to be 30 feet instead of 15 feet and correct the rear setback lines shown on the lots.

Motion: T.Clark motioned to approve the minor lot line adjustment with staff conditions. Seconded by D.Ciotti. Vote: U/A.

F.Torr arrived at 7:31 pm. He resumed his duties as Vice Chair.

C.Parker introduced Tim Corwin (Assistant City Planner) who gave a presentation on all the gravel pit applications. He spoke about identical conditions on the applications.

- D. Public hearing and consideration of a request for an extraction permit by Brox Industries, Inc., Assessor's Map C, Lots 12-A, 13, 14, zoned R-40, located on Glen Hill Road. ***(P12-11)**

David Clough, Manager of Brox Industries. He welcomed T.Corwin to the Planning Department and thanked him for being professional and handling the gravel pit applications.

L.Skinner mentioned the 2011 meetings, and a past suggestion that the applications are burdensome to the applicants.

D.Clough stated he had a great meeting with City staff.

C.Parker mentioned streamlining the process and making future changes in the processes to make them more efficient.

M.Gasses stated that all applications were received on time. Staff held an abutter meeting on May 8th which was well received and answered a lot of questions abutters had.

Motion: F.Torr motioned to accept the gravel pit application. Seconded by D.Ciotti. Vote: U/A.

The Chair opened the public hearing. No one spoke. The Chair closed the public hearing.

Planning staff met with the pit operator to discuss requirements and performed a site inspection on April 30, 2012. The application materials are complete. The excavation/reclamation plans are complete. The Planning Department recommends the extraction permit be approved with the following condition:

1. The property shall not be used for the storage or introduction of any foreign materials unless the pit operator has sought and received advance written permission from the City's Environmental Projects Manager (Mr. Dean Peschel).

D.Ciotti asked about foreign materials in the pits and if Dean Peschel is called in to inspect the materials when they are found.



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C.Parker stated the extractor should contact D.Peschel, and then Mr. Peschel would go out and inspect the materials.

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

E. Public hearing and consideration of a request for an extraction permit by Mast Road Sand and Gravel, Assessor's Map H, Lots 52, 53, 54 & 57, zoned I-4 and R-40, located on Mast Road. ***(P12-12)**

Motion: L.Skinner motioned to accept the application. G.Green seconded. **Vote: U/A.**

K.McEneaney represented the applicant. He gave an update and spoke about the comprehensive review done by staff which comprised of a checklist to be later reviewed.

D.Trefethen commented on the dry conditions this year and he assumed it was because the water table is down.

K.McEneaney stated he is not sure of the amount, but thinks the water table is down a couple of feet from past year. He spoke on the reclamation stages of the pits and the vegetative stage resuming.

D.Trefethen commented on the trucks and the hours of operations. He said full trucks are rolling well before 7 AM. He stated it is difficult to determine where the trucks are coming from. Hours of operation are for a reason and he expects them to be met.

The Chair opened the public hearing. No one spoke. The Chair closed the public hearing.

Planning staff met with the pit operator to discuss requirements and performed a site inspection on April 30, 2012. The excavation and reclamation plans and application are complete. Planning staff held a community meeting with the pit owners and the abutters on May 8, 2012. Planning Department recommends the extraction permit be approved with the following conditions:

1. The reclamation and operational plan documents last submitted in 2002 shall be considered as part of the permit and the hours of operation are as follows: 7:00 AM – 5:00 PM on weekdays with the gates opening at 6:30 AM, and 7:00 AM – 2:00 PM on Saturday.
2. Limit excavation at the property lines of disapproving abutters to no closer than 50 ft. The letter from a disapproving abutter is on file.
3. The property shall not be used for the storage or introduction of any foreign materials unless the pit operator has sought and received advance written permission from the City's Environmental Projects Manager (Mr. Dean Peschel).
4. Continue regular access roadway water wash-downs, to include updating and submitting the schedule of same to the Planning Office by June 5, 2012.

The Applicant also seeks the following waivers from the following plan requirements of the Zoning Ordinance, which staff supports:

Section 170-30.3.A) Excavation Plan



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5. The location of existing BUILDINGS, STRUCTURES, septic systems and wells within two hundred (200) feet; road network to be affected; intended transportation routes to be used.

Section 170-30.3B) Reclamation Plan

6. Schedule of final RECLAMATION activities including seeding mixtures, cover vegetation, Fertilizer types, and application rates.

Motion: T.Clark motioned to approve the application with staff conditions. Seconded by D.Ciotti.
Vote: U/A.

- F. Public hearing and consideration of a request for an extraction permit by Severino Trucking Co., Inc., Assessor's Map H, Lot 58, zoned I-4, located on Mast Road. ***(P12-13)**

Ron Severino spoke on his application. He felt that holding the abutters meeting prior to tonight was a good plan.

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

The Chair opened the public hearing. No one spoke. The Chair closed the public hearing.

Planning staff met with the pit operator to discuss requirements and performed a site inspection on April 30, 2012. The excavation and reclamation plans and application are complete. Planning staff held a community meeting with the pit owners and the abutters on May 8, 2012. Planning Department recommends the extraction permit be approved with the following conditions:

1. Hours of operation shall be restricted to 7:00 AM – 5:00 PM on weekdays and 7:00 AM to 2:00 PM on Saturdays, with gates to the site opening no earlier than 6:30 AM.
2. The property shall not be used for the storage or introduction of any foreign materials unless the pit operator has sought and received advance written permission from the City's Environmental Projects Manager (Mr. Dean Peschel).
3. Continue regular access roadway water wash-downs, to include updating and submitting the schedule of same to the Planning Office by June 5, 2012.

The Applicant also seeks the following waivers from the following plan requirements of the Zoning Ordinance, which staff supports:

Section 170-30.3.A) Excavation Plan

4. The location of existing BUILDINGS, STRUCTURES, septic systems and wells within two hundred (200) feet; road network to be affected; intended transportation routes to be used.
5. Public streets, driveways, intersections, rights-of-way, and all easements within two hundred (200 feet); road network to be affected; intended transportation routes to be used.

Section 170-30.3B) Reclamation Plan

6. Schedule of final RECLAMATION activities including seeding mixtures, cover vegetation, fertilizer types, and application rates.



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Motion: F.Torr motioned to approve the application with staff conditions. Seconded by T.Clark
Vote: U/A.

G. Public hearing and consideration of a request for an extraction permit by Severino Trucking Co., Inc., Assessor's Map H, Lots 59, 59-1 & 61, zoned I-4, located on Mast Road. ***(P12-14)**

Ron Severino spoke on the activity of the pit and stated that very little change has taken place.

C.Parker mentioned the hours of operation are different for cement trucks vs. gravel trucks and staff will investigate.

D.Trefethen commented that he is happy to see the sand operations trending lower than in previous years.

Motion: D.Ciotti motioned to approve the application with conditions. Seconded by L.Skinner. Vote: U/A.

The Chair opened the public hearing. No one spoke. The Chair closed the public hearing.

Planning staff met with the pit operator to discuss requirements and performed a site inspection on April 30, 2012. The excavation and reclamation plans and application are complete. Planning staff held a community meeting with the pit owners and the abutters on May 8, 2012. Planning Department recommends the extraction permit be approved with the following conditions:

1. The property shall not be used for the storage or introduction of any foreign materials unless the pit operator has sought and received advance written permission from the City's Environmental Projects Manager (Mr. Dean Peschel).
2. Continue regular access roadway water wash-downs, to include updating and submitting the schedule of same to the Planning Office by June 5, 2012.

Motion: F.Torr motioned to approve the application with staff conditions. Seconded by D.Ciotti.
Vote: U/A.

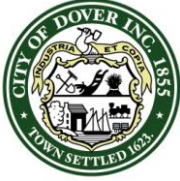
5. STAFF COMMENTS:

- T.Clark asked for clarification on the staff memos re. extraction permits.
- Abutter notices were mailed to 120 property owners on Atkinson Street, Belknap Street, Cushing Street, and Lexington Street for a pilot traffic calming program. A kickoff meeting is scheduled for June 5, 2012. We are hoping to have a working group of citizens from each street to volunteer to participate.
- City Council chambers may be complete by next month after construction.

6. COMMITTEE REPORTS:

K.Schuman is meeting May 29, 2012 on the Master Plan Visioning.

M.Gasses asked about the Industry and Commerce meeting scheduled for June 4, 2012 at 8:30 a.m. Steve Bird will be handling.



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D.Ciotti, D.Trefethen thanked T.Corwin for a great job on the renewals of the pits.

7. ADJOURNMENT:

Motion: D.Trefethen motioned to adjourn at 8:09 pm. Seconded by D.Ciotti. Vote: U/A.