



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, July 24, 2012**
Meeting Time: **7:00 pm**

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

Staff Present: Steve Bird (City Planner), Timothy Corwin (Assistant Planner), Gail Pare (Recording Secretary)

The Chair called the meeting to order at 7:03 pm.

1. CITIZENS' FORUM

Citizen's Forum open.

Mary Hebbard, 97 Spruce Lane, stated to the audience there are no legal requirements to sign in. She spoke about the \$50,000 grant received from HUD and she asked which Board members actually saw the application before it was sent to HUD. She spoke about the CDBG grant with a local match by the city of \$5,000. She stated it doesn't add up and she sees a projected budget of \$77,000. Ms. Hebbard then read a press release about the grant through HUD which identified barriers. What HUD means, she stated, is an asset for our community and the country? This grant is an outreach to renters in Dover and a marginalized population (immigrant population); she questioned what will happen to property owners.

Al Johnston, 26 Cielo Drive, agreed with the views of Mary Hebbard. The board should not rubber stamp everything that comes through. Everything must be considered diligently.

David Martin, 10 Linda Avenue, spoke about the sustainable Dover goals. He mentioned the ICLEI group which is based on international initiatives. It was once called the International Council for Environmental Initiatives. The new name is Local Government for Sustainability. He questioned what Dover is doing with a global socialist planning agenda.

David Scott, Back Road, spoke about the 25 proposed changes in the zoning amendments. He spoke about the right of revolution. He discussed that Wentworth Douglass Hospital may be exempt from certain taxes. Mr. Scott asked the citizens to ask themselves who will benefit from the zoning amendments. He also recommended the city hold three public hearings instead of two.

Citizens Forum closed.

2. Approval of the Prior Minutes

- June 26, 2012 Regular Meeting Minutes.

Motion: F. Torr motioned to approve the minutes with corrections noted. Seconded by G. Green.
Vote: U/A

3. OLD BUSINESS

Chair Gasses had a special request from one of the applicants to move Item C under Old Business to be heard before Item A. The board had no objection.



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- C. Consideration and acceptance of an amendment to condition #6 from a previously approved Lot Line Adjustment (4/24/12) 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 & 505 Sixth Street. **(P12-03A)**

Chair Gasses recused herself from the case. F. Torr will act as Chair. J. Forget sat in as an alternate.

Robert Stowell from Tritech Engineering spoke about the case and the NHDES requirements. He stated they were here a couple of months ago with a lot line adjustment. Options were discussed at that time about tying into city sewer or doing a state subdivision approval. At the time, they opted for tying into the city sewer; after some investigation he realized that the state subdivision application was a better option and less expensive. The applicant had applied for and obtained a permit from the NH Department of Environmental Services verifying that the smaller lot is capable of handling the on-site septic system. They would like to modify condition #6 so they don't have to tie into the city sewer.

D. Ciotti asked for a clarification that this is the house that stands alone on Sixth Street and confirmed that it does have a current working septic system.

The applicant has submitted an application to amend condition #6 of the Planning Board approval of May 22, 2012, which required that the existing home at 505 Sixth Street connect to the City sewer system. The condition was as follows:

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

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

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

Public hearing open. Nobody spoke. Public hearing closed.

STAFF RECOMMENDATION:

S. Bird stated that the staff consulted with the city Community Services Department, and a copy of the letter received from the NHDES is enclosed in board packets. The Planning Department recommends that the Planning Board approve the amendment to condition #6 so that it reads as follows:

6. The owner of Map A, Lot 47A-1 shall provide an approved NHDES State Subdivision Permit verifying the lot is capable of on-site septic system and well.

T. Clark confirmed with S. Bird that there is an acknowledgement on file from the Conroy's giving authority and stating their approval.

D. Trefethen asked if the septic should fail, if they are required to tie in, is there a tee or junction in the sewer line?

R. Stowell answered yes, it is off Sixth Street.

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



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- A. Consideration and possible vote on a Site Review of land for Mast Landing, LLC and Housing Initiatives of NE Corp. (Owner: VC Dover Investment), Assessor's Map H, Lot 4-3, zoned B-4 and RCM, located at Mast Road & Grapevine Drive. (60 unit Congregate Care Facility) ***(P12-16)**

L. Skinner and D. Trefethen recused themselves from this case. J. Forget will sit in as an alternate for L. Skinner.

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

Jeff Kevan from T.F.Moran spoke about the required parking spaces for the plan; he also addressed the concerns of the abutting residents, and discussed the size of the building. The applicant has agreed to eliminate two units. He stated that the abutters had requested they remove the top two floors, which is not economical. The developer has adjusted the plans by eliminating two units and changed the elevation of the roof line. The change will take it from 60 units to 58 units. Taking the abutters into consideration, J. Kevan stated they have added additional plantings which will block the view of the parking, and increased the tree heights on the site. The developer has agreed to both those changes. He discussed changes in the sidewalks and the elimination of some impervious areas. They will also make sure that lighting will face downward, shielding any lights towards abutters.

K. Schuman asked about the large blank wall. He stated he didn't think it was attractive and asked if false windows could be added.

C. Taylor agrees they have no objection and will add a window for esthetics and for natural light. They have been concentrating on abutters comments with more trees on the Mast Road side and would be happy to add windows.

D. Ciotti asked about number of units and stated the application still says 60.

C. Taylor stated they eliminated two units on the fourth floor. She stated that this was an oversight but would be changed to 58.

Reopen public hearing.

Priscilla Johnston, 26 Cielo Drive, read a prepared statement from the residents of Arbor Woods. She and a number of residents attended the site walk and the abutters held a brief meeting afterwards. They are happy with the agreement to make changes, but wanted to ensure the following conditions:

1. To ensure the building will be constructed as shown at the meeting last night, which include the change in the roof design.
2. That the walkway on the southwest side be removed, and not come down the hill.
3. That the legend on the landscaping map, require the landscaping legend be revised.
4. They want mature trees now and not in 5 years. They are requesting 3 1/2" caliber.
5. To increase the crab apple trees from 2" to 3" caliber.
6. Increase the trees along Mast Road to be 3 1/2" caliber.
7. That no lights be directed towards or encroach upon the Arbor Woods area.
8. While the building is under construction they ask that the truck access be through the Hannaford parking lot entrance and not across from Arbor Woods.
9. The entrance directly across from the Arbor Woods entrance be blocked off until construction is complete and ready to open.



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The residents of Arbor Woods stood on behalf of the letter read by Priscilla Johnston and they agree with her.

Mark Poyant from 22 Cielo Drive, stated that the plan has been scaled down. He stated the numbers of trees did not match the plan; and the size of the trees are very important for screening of the large building.

Joel Ponte, 14 Cielo Drive, would like to see construction on normal work days, week days only.

Bill Dowd, 20 Cielo Drive, appreciated the effort of the team. He asked about the property valuation and he stated he had spoken to Director Parker. C.Parker was working on getting property valuations to him; As an abutter, he was upset by the fact that the neighbors were only notified 4 weeks prior to approval of the plan. He asked if future plans could notify abutters sooner.

S. Bird stated he was not given any information from Director Parker and that he would address the question to him when he returned. He reminded the residents, that the Planning Department has no control over assessed values.

Al Johnston, Cielo Drive, asked that if the number of units were reduced, does that also reduce the number of parking requirements. He referred back to the statement not to rubber stamping everything, and stated that this plan was rushed upon us 4 weeks ago; The Board needs to think about a moral responsibility to the residents of Dover before rushing to any decision.

C. Taylor responded to Mr. Johnston that 6 parking spaces were eliminated.

Chair Gasses stated in a perfect planning world; zoning is in place to protect you. Dover has regulations in place and as a Planning Board, we have to follow them; we have to follow zoning ordinances; she wishes they came to the board sooner, but we have procedures to follow through state law.

Closed public hearing.

D. Ciotti questioned the walkway on southwest side. He asked why can't the walkway come out on front side of building.

J. Kevan of T.F.Moran spoke about the egress and the multi-level building. They thought it would be simpler to come straight out and not have steps.

C. Taylor spoke about egress requirement; and that the lower level will go up one floor; and upper floors will come down to second floor to exit.

Additionally, J. Kevan mentioned that the railing will be removed and lower plantings will be placed at that end of the building.

K. Schuman questioned spruce trees and dogwood trees on the legend.

S. Bird asked D. White about the construction entrance off Mast Road and would it be done in phases where majority comes off grapevine drive. D. White stated makes no sense to do it that way.

Chair Gasses asked about the false windows, which are an architectural change.



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D. Ciotti feels that more trees is more suitable than false windows. K. Schuman agrees.

D. Tarbox feels the board should table it until the plans are updated with the correct number of units.

G. Green thanked the residents who came out and since he came on the board in 2007 many plans have been proposed, this plan has been a moving target. For his own clarification, he stated that there was a previously approved plan for 72 units at other end of Cielo Drive. These changes are not made and he questioned how does it differ from what was already approved.

S. Bird stated that the Planning Board had already approved two and three family units, and a different congregate care facility. There was already a similar overall plan.

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 applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services Alteration of Terrain Permit and add the permit number to the plan.
4. The applicant shall have the Stormwater Management Maintenance and Inspection Plan approved by the Community Services Department.
5. The applicant shall prepare a detailed narrative covering the services that will be provided to residents, including the provision of food service for the congregate care residents. This information shall be included in the Developer's Agreement.
6. The applicant shall prepare a Developer's Agreement to include all conditions subsequent and a description of the congregate care services that will be provided. The document shall be submitted for review by the Planning Department, with consultation by the City General Legal Counsel for compliance with conditions of approval. Said agreement shall be recorded at the Strafford County Registry of Deeds at the applicant's expense.
7. The applicant shall revise the application and the plan to change 60 units to 58 units wherever necessary.
8. The applicant shall revise the landscape plan to specify that along Mast Road trees will have a caliber of 3" – 3 1/2".
9. The applicant shall revise the landscape plan to specify that all other trees have a caliber of 2 1/2" to 3 1/2".
10. The applicant shall revise the plan to show the location of the construction entrance off Mast Road.
11. The applicant shall verify the number of trees shown on the landscape plan matches the table.
12. The applicant shall revise the landscape plan to add trees to the west end of the building for screening purposes.
13. The applicant shall revise the plan to revise the sidewalk at the west end of the building, as discussed and agreed upon at the meeting to the satisfaction of the Planning Department.

Conditions to Be Met Prior to Any Construction Activity:

14. Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 8 AM-5 PM, with no Sunday hours. 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.



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

15. The applicant shall pay the current impact fees in place at the time of building permit application.
16. The new building 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:

17. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

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

L. Skinner and D. Trefethen returned. J. Forget sits out.

At 8:25 pm there was a brief recess. Meeting resumed at 8:31 pm.

- B.** Consideration and acceptance of an amendment to a previously approved Site Plan (8/24/10) for 2830 Holdings, LLC, Assessor's Map K, Lot 19C, zoned R-12, B-3 & ETP, located at 30 Dover Point Road and Thornwood Lane. **(P10-09A)** (4,000 sq. ft. Convenience Store and Vehicle Refueling and Recharging Station)

Steve Haight, of Haight Engineering, PLLC, spoke about the plan. He described several changes to the amended plan including size of the convenience store, adding a proposed driveway along Dover Point Road, and adding a left-turn lane to the Dover Point southbound approach to the proposed driveway intersection. He had met with city engineering about drainage, which still goes to retention pond. There are slight modifications in landscaping plans, but utilities are the same; the draft drainage plan is ready, but the final drainage plan is not done.

Chair Gasses asked S. Bird if the application should be accepted if it is not complete.

S. Bird stated this is an amended plan to a previously approved plan. Procedurally he feels it can be accepted.

G. Green referred to the plan in the packet for clarification. The drainage and erosion plan is not in packet.

S. Haight stated the only plan missing is sheet C3.

D.Trefethen questioned S. Haight about the original approval including traffic lights on Dover Point Road. He commented that when that happens, his fear is they will cut through gas station.

F. Torr stated as you travel Dover Point Road at any time of the day, it is difficult to make a left hand turn. There was talk about eliminating the existing driveway. He also asked about the current landscaping and the fencing and what would be done with that.

S. Haight stated that the fencing and landscaping can be added back into the plan without a problem.

D. White had questions on the entrance. He is concerned about the left turn into the gas station, and also exiting.

K. Schuman asked S. Bird if the plan includes an additional access onto Dover Point Road.



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S. Bird referred to the plan on the desks that is the plan conditionally approved on 8/24/10, but the plan was never signed off.

Chair Gasses asked if this approval is over a year old, then why didn't staff require a new application.

S. Bird stated the planning staff looked at it as a plan that was conditionally approved and this is an amendment to it.

T. Clark asked if staff recommended approving the right hand turn on a shared driveway access.

D.Trefethen stated that this is essentially the same plan and he has no problem with accepting the application for an amendment.

Motion: D. Ciotti motioned to reject acceptance of the application. Seconded by G. Green.

Discussion on the motion. Kevin McEneaney requested to speak to the Board, which the Chair allowed.

K. McEneaney would like to have the case accepted and have the many abutters attending heard. He is an abutter and has a vested interest in the property. What the applicant is asking for is a very minor amendment to an already approved plan. Accepting the application does nothing to the Board other than get the abutters input.

Chair Gasses disagrees; she stated that the drainage plan is entirely different compared to the original plan.

D.Trefethen stated we should accept the case, have the public hearing and continue until another date as there are other issues that need to be resolved.

D. Tarbox asked S. Haight if the revised plans are complete and have they been submitted. S. Haight responded the drainage plan was submitted late this afternoon.

F. Torr feels it would be appropriate to accept the application and have the public hearing.

Chair Gasses asked S. Bird if there were any extensions on this case.

Bird stated that the applicant was given 90 days to meet the requirements and while he was not sure about extensions, it is likely that an administrative extension was granted.

Chair Gasses called for a vote on the motion on the floor to not accept the application. **Vote 3/7. Motion failed.**

With that, the Chair opened the public hearing.

Public hearing opened.

K. McEneaney spoke as an abutter. He recently purchased the two abutting residential lots to build a child care center, which did not come to fruition. 2830 approached him to look at the shared driveway which benefits the McEneaney lots. It gives a centralized location with access to both the north/south. The left



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hand turn would improve access to his lots. Easements would allow him to have access through the convenience store lot to Thornwood. This will minimize the number of left hand lanes coming out of his lots. His plan is to move forward with the zoning board to get approval for commercial uses. He feels that building single family residential homes next to a convenience store would not happen. This common access would be beneficial to his lots.

Dan Barufaldi, Director of Economic Development, feels this is important and the possibility of another convenience store/gas station in that area would not be likely; he feels economically this would benefit the neighborhood and the city.

Terrie Austin, who represented Circle-K, stated it costs about \$2.4 million to build the site, not including the land. She is very aware of the economic need for zoning laws but feels economically this proposal is important.

Marilyn Follansbee, 25 Dover Point Road, questioned why we need a larger convenience store. She doesn't feel it is needed, but some may want it. She feels it is a monstrously large building. She wants the conditions of approval to remain the same including a fence and arborvitae trees.

Mary Hebbard, 97 Spruce Lane, agrees with D.Trefethen about accepting the case. She stated it is very clear that our chairperson has a distinct bias with the applicant. She commented that the chairperson should step down on this vote.

Lynn Devlin, 26 Dover Point Rd., asked how far the driveway is from her driveway.

Peter McDonald, 32 Dover Point Rd., wants to know about controlling hours of operation and would the board or the city have control over the hours.

Terrie Austin, from Circle-K, stated that it is proposed for an 18 hour operation.

S. Bird stated there is no city ordinance to hours of operation; however, as a condition of approval, hours could be controlled. The board would discuss this if there is a request from the abutters, at which time the board would decide the hours and enforce them.

Rick Hebbard, 97 Spruce Lane, stated that if an abutter that objected to the hours moved, you take away the rights of the property owner.

Chair Gasses recessed the public hearing.

S. Bird asked about the distance from the proposed driveway to the abutter two lots away.

S. Haight responded the distance is approximately 200 feet.

G. Green stated that the board doesn't have the original plan and it is difficult to discuss the changes without it.

Chair Gasses stated she is concerned the board does not have enough information. She voted for the original application and certainly does not plan to oppose this plan.



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D. Ciotti agrees with G. Green. He stated he does not have a problem with the gas station, and he is not opposed to it, but issues need to be discussed and resolved before he can make a decision.

J. Forget spoke to the drainage plan; the catch basin is different, and eliminating impervious area speaks to it; his concern is the shared driveway. He stated there are pros and cons. The pro is it eliminates another driveway need down the road; the con is now you have people cutting through a gas station.

D. Ciotti asked S. Bird if he reviewed the C3 plan today.

S. Bird responded he did not. He mentioned the layout catch basin is different due to the change in parking layout, but the drainage ends up in the same location. He suggested having a meeting with the city engineer, which they did.

G. Green feels we should recess the public hearing and answer questions at the next meeting.

Chair Gasses questioned D. White about concerns in the turning lane.

Motion: D. White motioned to table until the August 28, 2012 meeting and schedule a site walk. Seconded by G. Green. Vote: Unanimous. The site walk is scheduled for Tuesday, August 7, 2012 at 5:30 pm.

D. Consideration and acceptance of a Waiver Request for Graystone Builders, Assessor's Map F, Lot 2-4, zoned R-40 & I-4, located at Tolend Road. **(P12-04A)** (Overhead Electric Lines)

C. Berry, Berry Surveying & Engineering spoke on behalf of the applicant. This is a previously approved 4-lot subdivision, and since that time, there has been a problem with PSNH. He discussed the utility and public right of ways. The developer Graystone Builders had PSNH install and replace one existing pole; City inspector goes out and says that the utilities have to go underground under Tolend Road per the subdivision regulations. There is also another remaining lot 2-1 that would have the same issue.

K. Schuman asked about service going to the houses. Discussion ensued.

Motion: D. White motioned to accept the waiver request. Seconded by F. Torr. Vote: U/A.

Public hearing opened. Nobody spoke. Public hearing closed.

The Planning Department recommends the Board find that the criteria of Chapter 155-51-A have been met and that the waiver be approved for lots 2-1, 2-2, 2-3 and 2-4.

Motion: D. Trefethen motioned to approve the waiver request. Seconded by D. White. Vote: U/A.

4. NEW BUSINESS

- A.** Pursuant to NH RSA 674:4 & 675:6, a public hearing on the Community Visioning Chapter of the Master Plan. The chapter is available for viewing in the Planning Department and on the City's web site under View Current City Reports.

John Scruton, 99 Sixth Street, stated he did his research at the public library. He referred to a working waterfront, road improvements, and limits on overdevelopment, lack of parking, center islands, roundabouts,



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and traffic calming. He feels there should be a glossary of term so people would understand, and that we don't need any more strip malls. He spoke about clean air and natural resources. He would like to see an Agricultural Commission since we zoned out farming in the 70's.

Dave Montenegro, wants the minutes corrected from the June 26th citizens forum to capture what he said. He then referred to the graphics on pages 31, 38, 39, and 40. He asked where did the diagrams come from, they are fabricated. He brought in a flow chart previously and it is not included, but others diagrams were. He spoke about his previous comments and about the fraudulent report. He feels the company that did the report should do it over or give the money back.

Ann Ross, a citizen's facilitator at a couple of the meetings, stated she feels that the final document does agree with the majority of the peoples input and comments. She agrees there were not enough residents there, but not for lack of trying. She feels the final draft appropriately represents what was said.

John Fincher, from 7 Berkshire Lane, attended one visioning meeting, and some previously in the private sector. Dover 2023 disturbs him, as it's an international idea. He made comments about education, and the "decade for education" for sustainable development.

Allison Webb, 67 Back Road, was also on the Master Plan Steering Committee. She feels it is a good document, and it needs to be of high level. The people she met with had great ideas, great conversations, and a lot of fun. It is a vision document and the City will implement the ideas.

Jack Mettee, a resident of Rutland Street, and a member of the city's DBIDA board, Waterfront Development Advisory Board, Master Plan member, and has held many previous positions. He feels Dover has positive things going on, and the drafted visionary chapter is good for the future of Dover. He feels it is well laid out and the graphics enhance it.

Mary Hebbard, 97 Spruce Lane, said she has spoken out against the Dover 2023 process repeatedly. Dover 2023 is not unique to Dover because it didn't involve ordinary citizens. It was not reflective of the public body of this community. She referred to similar graphics from Keene and Londonderry.

Rick Hebbard called the Dover 2023 fraudulent.

Bob Carrier, 31 Hough Street, participated as a facilitator at the visioning meetings, said there was no motive behind the Dover 2023 process. He stressed the only goal was to get as many residents as possible to attend the meetings and share their vision for the future of the city. These are just outlines, parallel to other communities. B. Carrier stated he thinks it is a good thing, and he hope it gets approved.

Public hearing closed.

- B.** Public Hearing on proposed zoning amendments to the Zoning Ordinance (Chapter 170), per NH RSA 675:2 & 675:7. The full text of the amendments is available in the Planning Department and at www.dover.nh.gov located under City Documents and View Current City Reports.

This is the first public hearing on the Zoning Ordinance change and the second hearing is scheduled for August 8, 2012.

Open public hearing.



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Bird invited Assistant City Planner Tim Corwin to briefly review the proposed zoning amendments for the benefit of the public and the Planning Board. T. Corwin gave a brief PowerPoint presentation.

Henry Brandt, of Salmon Falls Holdings, LLC spoke about the changes in the zoning with regard to accessory dwelling units. He thinks it is a great idea, but was concerned with the elimination of allowing the conversion of single family to two families.

Chair Gasses questioned the elimination of some duplex units in the R-12 District proposed by amendment 18. S. Bird said that the issues were being discussed and the staff will have any proposed change before the next public hearing.

Mary Hebbard, spoke about the letter sent to the abutters. She stated that these letters are written by people who understand them, but most do not. She would like to see a legend that explains the different zones. It is difficult to find them on the web, and it's not easy to read. She feels they are intended to be intimidating.

Public hearing closed.

- C. Consideration and acceptance of a Minor Subdivision of land for Salmon Falls Holdings, LLC, Assessor's Map 11, Lot 16, zoned R-12, located at 46/48 Arch Street. ***(P12-18)** (1 new lot)

Chris Berry, Berry Surveying and Engineering, spoke on behalf of the applicant. He discussed the plan as submitted in the file. The plan was approved by the ZBA previously to demolish and reconstruct a new 3 unit residential structure.

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

Public hearing open.

Nancy Carroll, 17 Arch Street, is wondering how many homes will fit on the lot, where the driveway will be, and what the plan is. She asked about a plan for the secondary lot.

C. Berry responded that he has not planned on the number of additional lots, so there is no direct answer. There is currently a two driveway access for the existing structure. The proposed driveway is between the structure and Washington Street, depending on where somebody wants to build. He stated there is no plan for the secondary lot.

Public hearing closed.

STAFF RECOMMENDATION:

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

Conditions to Be Met Prior to Signing the Plat:

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 wetland scientist stamp and signature to the plat.
4. The applicant shall revise the plat to add lot number and owner information for map 11, lot 15.



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5. The applicant shall revise the plat to add the planning file number P12-18 to the title block.
6. The applicant shall revise the plat to delete "Tolend Road" from the street at the top of the sheet.

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

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

C. Berry stated Attorney Boldt could not attend tonight, but felt no letter of credit should be required and that the installation of property pins should constitute substantial development.

Motion: F. Torr motioned to approve the application with staff recommendations. Seconded by L. Skinner Vote: U/A.

Chair Gasses asked if the Planning Board wanted to take action on the visioning chapter tonight or wait until the next meeting. The consensus was to wait until August.

5. STAFF COMMENTS:

- S. Bird read a letter from Brian Stern about the Vision 2023 sessions and his concerns about the lack of fiscal restraints.
- S. Bird stated that Chair Marcia Gasses will be submitting her resignation this week as she has accepted a planning position in Barrington. S. Bird asked the board if they desire to vote a replacement Chair tonight or table it until the next meeting.

Chair Gasses recused herself and stepped down as Chair.

L. Skinner recommends tabling until next meeting.

F. Torr recommends it be the first item on the agenda for next meeting. He thanked Chair Gasses for her continued service to the City of Dover.

In Director Chris Parker's absence, Steve Bird read a letter from the Director about Marcia Gasses.

6. ADJOURNMENT:

Motion: D. Trefethen motioned to adjourn at 11:02 pm. Seconded by L. Skinner. Vote: U/A.