



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, September 11, 2012**
Meeting Time: **7:00 pm**

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

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

Staff Present: Christopher Parker (Planning Director), Steve Bird (City Planner), Gail Pare (Recording Secretary)

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

In honor of the date 9-11, the chair asked for a moment of silence.

1. CITIZENS' FORUM

Citizen's Forum open. Nobody spoke. Citizens Forum closed.

2. APPROVAL OF THE PRIOR MINUTES

- August 28, 2012 Regular Meeting Minutes.

Motion: F.Torr motioned to approve the minutes as presented. Seconded by G.Green
Vote: U/A

3. OLD BUSINESS

- A. Consideration and possible vote on an amendment to a previously approved Site Plan (8/24/10) for 2830 Holdings, LLC, Assessors Map K, Lot 19C, zoned R-12, B-3 & ETP, located at 30 Dover Point Road and Thornwood Lane. (P10-09A)

Motion: F.Torr motioned to remove from the table. Seconded by D.Trefethen. Vote: U/A.

Kirt Schuman joined the meeting at 7:08 pm

C.Parker stated that the application was accepted on July 24, 2012 and the item was tabled. A site walk was held on August 7, 2012, and the Board discussed the item at its August 28, 2012 meeting.

Steve Haight from Haight Engineering represented the applicants. He did a follow-up presentation to address the concerns and conversations for amendments to the plan from the Board.

- Extend the fencing and landscaping along the entrance drive on the left side and move it forward, maintaining sight distance, about 25-30 feet with a 4 ft. high fence with arborvitae in the front of it.
- Limits of the reciprocal easement for the hatched area, for the abutting lot to use same driveway.
- Possible future connection on that lot as requested, knowing that the driveway may later need to be relocated. (see notes 30 and 31 on the plans)
- Traffic counts on Dover Point Road relative to peak hours, St. Thomas school schedules. He passed out a traffic volume report.



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- Driveways and entrances similar to other similar businesses in the City. He passed out a comparison chart for information purposes only. The proposed driveway is consistent with other gas stations and convenience stores in the City and does have an existing curb cut.

The developer received the staff comments and takes no exception to the conditions for approval by staff.

D.Trefethen asked about the color plan which showed markings on Dover Point Road and questioned if they are the same. He wanted to make sure there is no concern with the left hand turn.

Steve Haight stated that the layout is the same. When a light becomes necessary at Thornwood Lane with any future development, the left hand turn lane will be one continuous lane all the way down.

G.Green commented that he is happy that the drive through has been eliminated. He feels that a gas station is a destination. He questioned the location of the fence which may have to be removed for potential development. He asked if the shielding would remain even though they are moved if the driveways are connected. This includes light shielding. He asked if it needs to be added to the conditions of approval.

S.Haight stated the plans need to be modified based on future development. All screening will be out to the road.

C.Parker stated that the staff is comfortable with the planned screening. If a variance is requested for a non-residential use in the future, screening would be required and handled at that time.

D.Ciotti asked about the fence and the reciprocal easement, he asked where the driveway is.

S.Haight showed the potential location of the 32 ft wide driveway. It could be relocated as necessary, however, a developer cannot remove it.

G.Green commented about light pollution.

Public hearing reopened. Vote: U/A.

Marilyn Follansbee, of Dover Point Road, asked about the definition of local traffic. She asked if the land is leased, or will the gas station own the land. She commented that she has never seen a large gas station like this along a two lane road before.

Kevin McEneaney, 8 Gold Post Road, is one of the owners of the abutting two parcels of land with the common driveway. He has reviewed the plan, and easement language. He stated that if the driveway is approved as proposed, he is willing to give up the existing driveway and a common driveway to the North, if his lot is developed for a use other than single family residential, but he would maintain the other common driveway. If it is not approved as presented, he would request access to the driveways. He is in favor of both plans.

D.Ciotti asked about a letter that was submitted and if it was part of the Planning Board approval.

C.Parker stated a note will be placed in the file about the letter.



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F.Torr asked if K.McEneaney would forgo the entrances/exits from both lots if the egress was granted.

C.Parker clarified that if the two lots are combined and a non-residential use is proposed, Lot K19A and K19C are not developed as a single family residential lot, they would maintain the other driveway.

S.Haight addressed the questions asked. The term local traffic is traffic up and down Dover Point Road at during any time of the day. (an estimated 13,000 cars per day.)

Public Hearing Closed.

Staff Recommendations:

The Planning Departments recommends the Planning Board approve the Amended Site Plan 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 revise the plan to add the planning file number P10-09A to the title block on all sheets.
4. The applicant shall revise the plan to reduce the width of all driveways to 32 feet to comply with Chapter 92-6-I.
5. The applicant shall prepare language for the easement for installation of future traffic signals and equipment easement for review by the Planning Department, with consultation by the City General Legal Counsel for compliance with conditions of approval.
6. The applicant shall prepare language for the easement for the installation of a sidewalk along Thornwood Lane from Dover Point Road to the first driveway for review by the Planning Department, with consultation by the City General Legal Counsel for compliance with conditions of approval.
7. The applicant shall prepare a Developer's Agreement that covers all subsequent conditions of approval. The agreement shall be submitted for review by the Planning Department, with consultation by the City General Legal Counsel for compliance with conditions of approval. The agreement shall be recorded at the Strafford County Registry of Deeds at the applicant's expense.
8. The applicant shall prepare a Storm water Management Maintenance and Inspection Plan and have it approved by the Community Services Department.

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

9. The applicant shall provide the Planning Department with a copy of the proposed access easement with the owner of map K, lot 19A.
10. The owner shall be responsible for providing a form of security for their fair share of 10.7 percent of the off-site improvements associated with the signalization of the Thornwood Lane/Dover Point Road intersection.
11. The owner shall be responsible for providing a form of security for their fair share of 11.7 percent of the off-site improvements associated with the Central Avenue/Stark Avenue/East Watson Lane intersection.
12. Any new building shall pay the current impact fees in place at the time of building permit application.
13. Any new building shall be assessed the current water/sewer investment fees in place at the time of building permit application.



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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.

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

15. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.
16. Any signs proposed for the site shall comply with Chapter 170-32.

T.Clark asked about Dover Point Road, and stated he recalls in the past that the buildings heading south on northern Central Avenue did not have left hand turns. Later, a resolution was created to allow left hand turns. To require any different from this applicant would be unfair. He supports the application.

D.Ciotti stated the Board has received much conflicting info.

F.Torr made a correction; the Central Avenue CITGO had no left hand turn. He has problems with left hand turns on mayor highways and he considers Dover Point Road a major highway. There will be problems especially when St. Thomas High School lets out. It's not ideal situation, and he may vote against it due to left hand turn.

K.Schuman generally agrees with F.Torr. However, he stated if you look at the singular site and not considering the other parcels you need to be cautious and when you add in the additional easement he becomes more comfortable. It's good planning to look beyond the site.

G.Green asked if anyone can compare the traffic counts for Dover Point Road with Knox Marsh Road because the Route 155 Circle K is similar.

C.Parker stated they both have approximately 13,000 vehicles per day.

D.Ciotti stated in the long term it will work fine; traffic lights could be installed up front, but that is not how it works in the planning stages. As a planner, you think long term. Mr. Mike's is the only one with lights.

D.Trefethen has some reservations, but it is common problem and seems to work with other locations. Once the traffic lights are installed, if traffic is backed up, it will train people to use the public road or traffic light to exit.

Motion: K.Schuman motioned to approve with staff recommendations. Seconded by T.Clark.

Vote: U/A.

- B. Consideration and possible vote on a Site Review of land for STF Development Corp., Assessor's Map K, Lot 38, zoned R-12, located at 37 Dover Point Road. (Multi-Unit (8) townhouses with parking.) (P12-19)

Motion: F.Torr motioned to remove from the table. Seconded by G.Green. Vote: U/A.



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Paul Connelly of Civilworks, Inc. presented on behalf of STF Development Corp. He stated that revised plans were submitted since the last Planning Board meeting on 8/28/12. A partial list of concerns by the Planning Staff was revisited:

#4 The applicant shall revise the plan to add the street name to the plan. Thomas Clark, Building Official has approved the name Sheffield Drive, which will be added to the plan.

#5 The applicant shall prepare a lighting plan that complies with Chapter 149-14-E-2. They will be placing down lit fixtures on the appenditures of the buildings that jet out towards the parking lot. They may also need to add one or two post lamps on the access drive coming out onto Dover Point Road and the intent is to keep those lamps at a 12 or 14 ft height maximum.

#6 The applicant shall have the Storm water Management Maintenance and Inspection Plan approved by the Community Services Department. That document has been submitted, and still needs approval.

#7 In regards to the development's fair share contributions towards the traffic light, Planning Staff has spoken to the applicant in regards to the fair share contribution. Negotiations have been positive and a ballpark figure of percentages has been reached.

#8-16 the developer is fine with, with one request. Condition #10 states that all new dwelling units be assessed the current water/sewer investment fees in place at the time of the building permit application. They ask that the fees be assessed "prior to certificate of occupancy".

C.Parker discussed that it would be assessed at building permit, but not payable until "time of certificate of occupancy."

#16 In regards to the paved temporary turnaround, they ask if it could be a compact gravel turnaround until after construction of the adjoining congregate care facility is complete and prior to a certificate of occupancy being issued.

D.Ciotti asked when the congregate care facility was approved, which he thought was about 2 years ago. He asked if there will be a time limit on the completion of the congregate care facility. He voiced his concerns on what would happen if the facility does not happen.

C.Parker stated it was 6 years ago and they need to come back to the Planning Board because they have recently gone to the Zoning Board for an amendment. He stated it can be a condition of approval.

G.Green asked where the property line is to the grassy area. He feels the access road looks tight and is concerned about fire equipment getting down there.

P.Connelly reviewed the rendering and stated the property line is 20 feet to the right of the pavement. The access drive is 32 feet wide at the throat. Other areas of the pavement are 40 feet and wider in other areas. The parking plan will include striped and fire lane markings.

C.Parker asked about the fence along the Spaulding Turnpike and is concerned about noise. He asked about the dumpster pad or where trash removal will be.



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P.Connelly stated there is a fairly good existing treed and vegetative buffer between the fence and the travel lane of the Spaulding Turnpike. He said there is no dumpster pad, and he believes it will be a bag and tag system out on Dover Point Road. Harvest Place is a similar situation down the road.

F.Torr asked about the tree barrier along the Spaulding. He is concerned that the State is in the process of removing much of the trees along the Spaulding Turnpike. He thinks some sort of arborvitae should be installed.

P.Connelly stated that the applicant has agreed to put up a sound barrier fence along the westerly side along the property.

P.Connelly confirmed for D.Trefethen that the fence runs along the State right of way.

Reopen public hearing.

Marilyn Follansbee agrees there should be some trees. You get used to noise.

Public Hearing Closed.

Staff recommendations:

Conditions to Be Met Prior to Signing of Plans:

1. The owner's signature shall be added to the final plan 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 plans to add the surveyor and engineer's stamps and signatures to the appropriate sheets.
4. The applicant shall revise the plan to add the street name Sheffield Drive.
5. The applicant shall prepare a lighting plan that complies with Chapter 149-14-E-2.
6. The applicant shall have the Stormwater Management Maintenance and Inspection Plan approved by the Community Services Department.
7. The applicant shall calculate the development's fair share contribution to the off-site improvements associated with the signalization of the Thornwood Lane/Dover Point Road intersection, including adding signal heads. Said calculation shall be reviewed and approved by the Planning Department.
8. The applicant shall submit a colored Streetscape Plan.
9. The applicant shall revise the landscape plan to locate screening along the west edge for sound attenuation.

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

10. The applicant shall provide the Planning Department with a copy of the proposed access easement with the owner of map K, lot 37.
11. All new dwelling units shall be assessed the current water/sewer investment fees in place at the time of building permit application, payable at time of certificate of occupancy.
12. 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.

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

13. All new dwelling units shall pay the current impact fees in place.



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14. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.
15. The owner shall provide a form of security acceptable to the City for their fair share of the off-site improvements associated with the signalization of the Thornwood Lane/Dover Point Road intersection.
16. In lieu of providing on-site active and passive recreation, the applicant shall contribute the amount of \$2,400 to the City for improvements to recreational facilities.
17. The applicant shall install a compact gravel temporary turnaround in compliance with NFPA 1, Chapter 18, if the connecting driveway has not been built. A security acceptable to the City shall be provided to be used to pave the turnaround on or before November 15, 2014.

Motion: F.Torr motioned to approve with staff recommendations. Seconded by: D.Tarbox
Vote: U/A

4. NEW BUSINESS

A. DISCUSSION ON MASTER PLAN PROCESS

C.Parker asked Steve Bird to present the Master Plan process.

Bird gave an illustration of the Master Plan Process and stated that the first two are required by State law: The Vision Chapter and the Land Use Chapter. The others are what are allowed. He gave the status of the Dover Chapters and discussed what was reviewed in the past and what is in place as of today. He then gave a timeline of the 2013-2014, and the 2015-2016 timelines. The Stewardship of Community Resources Chapter will be reviewed in 2013 which includes Natural Resources, Natural Hazards, Cultural and Historic Resources, and Energy. The Land Use Chapter will be reviewed in 2014 which includes Economic Development, Housing, and Community Design. Planners are expected to do long term planning, and keep the Master Plan up to date.

K.Schuman asked about the Data Appendix.

S.Bird stated that it depends on census data which is available every 10 years.

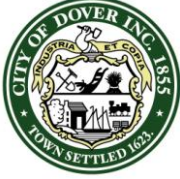
D.Ciotti asked if the data is comprehensive. He asked if new data will be up to date including comprehensive reports. Can compare education rates from 2000 to 2010, and look at trends.

B. LEGISLATIVE UPDATE

This item will be postponed until a later date. The State is doing an update for Planners next week.

5. STAFF COMMENTS:

- Parker thanked Bird for covering for him during the Summer meetings.
- October 3, 2012 which is the first Wednesday – A Joint CIP workshop with the City Council will be held.
- October 9, 2012 there will be a van tour at 5:30 pm. and the Legislative Update will be reviewed at the workshop at 7 pm.



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- The Planning Department has received a Community Planning Grant Award of \$50,000 from the N.H. Housing Finance Authority and has gone out to bid for consultants. Interviews for consultants will start Thursday. He hopes to have the award of bid to Council on September 26, 2012. The project will last October 1, 2012 -June 14, 2013. It will be a 2 year project.
- There will be no Zoning Chapter Amendments scheduled in 2013 unless needed.
- Congratulations to Mr. & Mrs. Schuman for the birth of their new son “Reid”

6. ADJOURNMENT:

Motion: F.Torr motioned to adjourn at 8:32 pm. Seconded by T.Clark. Vote: U/A.