



**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 10, 2013**  
 Meeting Time: **7:00 pm**

**Members Present:** Dennis Ciotti (Chair), Kirt Schuman (Vice Chair), Tom Clark, Frank Torr, Lee Skinner, Gary Green, Dave White, Deborah Thibodeaux (Alternate)

**Members Absent:** Dean Trefethen, Mayor; Dexter Tarbox (Alternate), Catherine Plante (Alternate)

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

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

### 1. CITIZENS' FORUM

*Citizens Forum Open. Nobody spoke. Citizens Forum Closed.*

### 2. APPROVAL OF THE PRIOR MINUTES

Minutes will be on the agenda for the meeting of September 24, 2013.

### 3. OLD BUSINESS

- A. Impact Fee Waiver Request for Cocheco Mills Holdings, LLC, Assessor's Map 2, Lots 37 & 37A and Map 3, Lots 63, 63B & 66 located on 100 Main Street.

*This item will be heard at the next meeting.*

- B. Consideration and possible vote on a Conditional Use Application for STF Development Corp., Assessor's Map 20, Lot 37, zoned RM-U, located at 3-5 George Street. (proposed 6-unit residential building with wetland buffer and steep slope impacts) \*(P13-15)

- C. Consideration and possible vote on a Site Review of land for STF Development Corp., Assessor's Map 20, Lot 37, zoned RM-U, located at 3-5 George Street. (Proposed 6-unit residential building) \*(P13-03)

*Both items will be discussed and voted on separately*

**Motion:** F.Torr made the motion to remove from the table. Seconded by K.Schuman. Vote: U/A

Kevin McEaney stated that this has been before the Board before. A site walk was done on June 4<sup>th</sup> and a meeting on June 25<sup>th</sup>. The board approved a conditional use permit for reduced parking. He stated that he would like one of the conditional of approvals to be changed. He would appreciate the consideration to change the impact fees to be paid before certificate of occupancy not before building permit.

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

### STAFF RECOMMENDATION: P13-15

While the Planning Department recognizes the concerns raised by the Conservation Commission in regards to the placement of the building in the wetlands buffer, it supports the granting of the Conditional Use Permit. The project is located in the downtown where in-fill development is encouraged. There is no actual wetland impact, only buffer impact. According to the Wetland Scientist, the wetland is poorly drained and the buffer is low quality with several invasive species.

The Planning Department recommends the Planning Board remove the application from the table and vote to approve the application with the following conditions:

1. The applicant shall install the Silt Soxx as shown on the plan prior to construction.

**Motion:** F.Torr made the motion to approve with staff recommendations. Seconded by K.Schuman. Vote: U/A



**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 10, 2013**  
Meeting Time: **7:00 pm**

C.Parker added that he is fine with the request to change condition #9 to be added under impact fees to be paid prior to CO.

### **STAFF RECOMMENDATION: P13-03**

The Planning Department recommends the Planning Board remove the application from the table and vote to 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 add the surveyor's and engineer's stamp and signatures to the appropriate sheets.
4. The applicant shall have the Stormwater Management Maintenance and Inspection Plan approved by the Community Services Department.
5. The applicant shall prepare a landscape plan that complies with Chapter 149-14-G.
6. The applicant shall revise the plan to add the details of what recreation equipment will be installed to provide 600 square feet of active recreation.
7. The applicant shall prepare a lighting plan that complies with Chapter 149-14-E.

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

8. 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 Building Permit:**

9. Any new dwelling unit 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:**

10. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.
11. Any new dwelling unit shall pay the current impact fees in place at the time of building permit application.

**Motion:** L.Skinner made the motion to approve with staff recommendations. Seconded by T.Clark. Vote: U/A

### **4. NEW BUSINESS**

#### **A. Public Hearing and consideration and possible vote on 2013 Federal Fiscal Year CDBG Modifications.**

C.Parker stated that this is back to address changes in the FY CDBG Action Plan. This is a change since School Street parking lot was not sold. The additional money received will be allocated to the Public Service Agencies and if approved will go to Council on September 25, 2013. A memo submitted with proposed allocations was submitted in the packets. Rick Jones, Community Development Coordinator is present to answer any questions.

D.Ciotti confirmed with R.Jones that the agencies have been contacted.

R.Jones stated that the grant amount increased to \$3,000.00 and he explained the change with the allocations.

*Public hearing open. Nobody spoke. Public hearing closed.*



**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 10, 2013**  
Meeting Time: **7:00 pm**

**Motion:** K.Schuman made the motion to approve with staff recommendations and forward on to the City Council for approval. Seconded by T.Clark. Vote: U/A

### **B. Review and Discussion Re: Draft Gateway Rezoning Study Regulations.**

C.Parker stated that the consultants have had public participation and data gathering and are finalizing their proposed regulation. He added that a second Community Planning Grant (CPG) was received to take a portion where the central business districts are and modify it. In looking at the central business district we also had a transit oriented district at that time. As part of this grant we had Jeff Taylor look at that opportunity. The second CPG we looked at ways to encourage economic development through the potential establishment of a Tax Increment Financing district. This will go before the Parking Commission and DBIDA before going to Council for approval.

Jeff Taylor provided an update with the changes and outcomes of the rezoning study.

### **5. STAFF COMMENTS**

*C.Parker gave some updates:*

- Arch Street - Salmon Falls project on Arch Street is moving forward. They do have some salvage work being done and fire training in the buildings. The developer hopes to bring the two buildings down this fall and get going on the site work.
- First Street Parking Lot - The City has entered in an agreement with a group to purchase the First Street parking lot and develop that into two multi-story buildings with mixed uses, residential and commercial. We are working on specifics and plans will be before the Planning Board for review early winter.
- Temp A-Frame - Thank you to the merchant's downtown with the great response to the temporary A-Frame regulations and permitting process. Thank you to T.Corwin for his efforts.
- CIP – October 2<sup>nd</sup> will be the date of the joint meeting.
- Climate Change – Upcoming events flyer was addressed. The exercise with MIT and Great Bay is to address concerns. The goal of this is not to come up with a solution. The goal is to have the dialogue and to talk about climate change adaptation. The value of role play scenarios adds the overall concept. Members were encouraged to find a date to attend.
- Municipal Law Lecture Series - This is occurring in the fall. They are in the McConnell Center this year for three weeks. If you are interested in attending please contact the Planning Department.
- Littleworth Road rezoning request withdrawn - F.Torr commented on a notice he received on the rezoning attempt on Littleworth Road. He thanked C.Parker for the notice as he is 1000 ft. away from this property. C.Parker explained that the request to rezone Littleworth Road from R-40 to B-4 failed to pass by one vote. The developer and the property owner asked for a rehearing; however he was able to do the retail development on the property they already control and not on the potential rezoned property. They asked to table and were advised that they should withdraw the request and start the process over if they want to continue with the rezoning request. They agreed and notices were sent to abutters notifying them of the withdrawal.

### **6. COMMITTEE REPORTS – N/A**

### **7. ADJOURNMENT**

**Motion:** L.Skinner made the motion to adjourn at Schuman made the motion to adjourn at 8:07 pm. Seconded by K.Schuman. Vote: U/A.