



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH
03820
Meeting Date: **Tuesday, January 14, 2014**
Meeting Time: **7:00 pm**

Members Present: Dennis Ciotti (Chair), Kirt Schuman (Vice Chair), Tom Clark, William Garrison (Councilor), Gary Green, Lee Skinner, Frank Torr, Catherine Plante, Gina Cruikshank (Alternate), Christopher Lawrence (Alternate), Maggie Fogarty (Alternate)

Members Not Present: Dave White

Staff Present: Christopher Parker (Planning Director); Diane Britt (Recording Secretary)

The Chair called the meeting to order at 7:02 p.m.

1. ELECTION OF OFFICERS

The Chair entertained nominations for Chair and Vice Chair of the Planning Board.

G.Green motioned to nominate D.Ciotti as Planning Board Chair. Seconded by W.Garrison.

F.Torr motioned to nominate K.Schuman as Planning Board Vice Chair. Seconded by G.Cruikshank.

The Board voted by secret ballot. The votes were tallied and the results were announced by C.Parker. D.Ciotti was elected as Chair and K.Schuman was elected as Vice Chair.

2. CITIZENS' FORUM

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed.

3. APPROVAL OF THE PRIOR MINUTES

- December 17, 2013 Regular Meeting Minutes

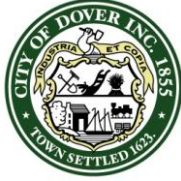
Motion: K.Schuman made the motion to approve the December 17, 2013 meeting minutes.
Seconded by T.Clark. Vote: U/A

4. OLD BUSINESS - NONE

5. NEW BUSINESS

A. Discussion Regarding Prioritization of suggested Land Use Regulations.

C.Parker stated he has three items which he has taken note of in the past, two of which were requested to be looked at by the Planning Board, and one which was a suggestion by staff. He will discuss the staff suggestion first. In the Open Space Subdivision Regulations there is a provision that no structure be within 100 feet of a public right of way. Every time an Open Space Subdivision comes forward on an existing lot where an existing house sits, most likely, because the setback is much closer than 100 feet, the existing house will then need a waiver. Staff has suggested that an exemption be created for this situation so that the applicant does not need to apply for, pay for and describe a waiver that is superfluous, and staff will work on that language.



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The second item is regarding parking calculations, specifically regarding the project off Dover Point and the project off Tuttle Square, in reference to the requirement for three parking spaces per multi-family unit. He suggested that a subcommittee be created to look at some options and work with staff.

The third item is review of the Sign Ordinance which G.Green has brought up a few times. If the Board decides to move forward with this, he stated he has already reached out to the Chamber, to Main Street and a few businesses to get some business representation on that committee. He suggested either naming committees for these three items or begin looking for members of the Board and community or anyone else the Chair would like to appoint to serve on these committees.

D.Ciotti would like to put the word out that participants are needed and see who is interested in being on a committee.

G.Green mentioned that at the November meeting staff was requested to look into penalties for problems with contractors or plans.

C.Parker stated that Fines/Enforcement would be a topic at the March 11 Workshop meeting.

T.Clark made a suggestion for a change that would require developers to contact Coast or some other public transit system while they are doing their project to incorporate public transportation into the project. This idea was brought up at the last meeting of the Strafford Regional Planning Commission. He stated the City of Rochester requires developers to at least open up a conversation in an effort to improve public transportation with any particular project.

D.Ciotti asked if that would be made part of the Technical Review Committee.

C.Parker stated it would be brought up at TRC but he would add a line item to the site and subdivision requirements that proof be provided that it was looked into. He stated it might be best to reach out to Coast to see how they would want to be approached.

T.Clark mentioned that Red Nichols, a representative from Coast, would be a good contact to find out what the process would be.

K.Schuman felt it was a great suggestion but felt that it should probably only be applicable to areas served by Coast as the process goes forward.

L.Skinner explained that every once in a while an application comes before the Planning Board and he feels like he's been "gamed" and someone has found a loophole. In the last year he stated it was regarding Open Space Subdivisions for two lots. He asked if he was the only one that felt that



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way and asked if two lot subdivisions were envisioned when the Open Space Subdivision process came to be.

C.Parker explained when the revisions were made in 2003 to require Open Space Subdivisions, it was presumed it would be major subdivisions, four or more lots. C.Parker stated he would take time over the next two weeks to look at the potential for small lot subdivisions and determine if this is something the Board should pursue. He stated a long term task would be to look at the Open Space Subdivision regulations themselves and see if they hold, are still current and valued.

Discussion ensued regarding the alternative design subdivision process vs. conventional and the changes made to the process over the years, the amount of developable land remaining in the city and the size of major subdivisions now compared to in the past, the obligation of the city to monitor open spaces when open space subdivisions are created and who is responsible for the monitoring, and the public land inventory.

D.Ciotti spoke about the rules and regulations put on developers regarding retention ponds, catch basins, etc. and the monitoring they require, and that enforcement can become an issue.

C.Parker stated he will plan to have Tim Corwin, Steve Bird and D.White talk on this subject in a workshop in the future.

Discussion ensued regarding private roads becoming public roads, the different specifications for building private roads vs. public roads, and the scrutiny that each undergoes.

C.Parker stated he would like to ask D.White and Alan Dews from the Engineering Department to go over the post plan approval process for planning board members. He stated the City Attorney will speak at the April workshop about Right to Know and How, Why and When To Recuse Yourself. Due to the above discussion he stated he thought a good idea for the Land Use portion of the workshop would be to go over the entire process that a plan goes through before the Planning Board members see a plan in their packets.

C.Parker went over his list of things to review which were the sign ordinance, the waiver of 100 feet for houses, the parking calculations, ways to increase awareness of public transit, the frontage definition, and review Open Space Subdivision to clarify that it is not for minor subdivisions. Of those, he suggested the sign ordinance and parking calculations need committees, and the staff could present recommendations on the others.

B. Review of Workshop Topics

The proposed topics and dates for the 2014 Workshops were discussed. There was discussion about a time constraint of ten minutes per subject, plus or minus five minutes, and the total workshop being one hour long.

There was discussion about fines and enforcement and how to protect abutters and neighbors and how to encourage compliance by builders.



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C.Parker stated he would speak with developers or their agents and ask them how they would want to be incentivized. He will report back to the Board about this.

T.Clark stated he thought any written conditions of approval must have flexibility.

6. STAFF COMMENTS

Regarding the zoning amendments which the Board approved in December, C.Parker announced that W.Garrison will be sponsoring those at the 1/22/2014 City Council meeting. A public hearing may be held on 2/12/2014 and the Council may choose to vote that night to ratify the zoning amendments.

C.Parker stated the CIP has not been approved yet and the City Council may act on that at the 1/22/2014 meeting.

C.Parker stated that D.White sent him a link to an article regarding how the design and placement of structures and forms can encourage healthy residents. He loaned that book to D.White because it was in the Planning Department library. He stated he will put together a list of books and resources for the Planning Board members.

7. COMMITTEE REPORTS

D.Ciotti stated the Sign Committee needs to be formed and G.Green has already volunteered for that. He confirmed with C.Parker that there will be a Chamber rep and a Main Street rep, along with Dan Barufaldi, and Steve Bird for staff.

There was discussion about possibly asking a sign company representative to make a presentation to the committee regarding any new technologies that might be used to produce signs.

C.Parker stated a resource for that committee should be the city attorney.

D.Ciotti asked for volunteers for the Parking Calculations Committee and C.Plante and K.Schuman volunteered for that committee.

C.Parker stated he will prepare a press release tomorrow asking anyone with interest to let him know by 1/28/2014.

D.Ciotti stated he would like to announce the committees in two weeks.

8. ADJOURNMENT

Motion: K.Schuman made the motion to adjourn at 8:03 p.m. Seconded by G.Cruikshank. Vote: U/A