



**CITY OF DOVER**

## DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, March 11, 2014**  
Meeting Time: **7:00 pm**

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

**Members Not Present:** Kirt Schuman (Vice Chair)

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

*The Chair called the meeting to order at 7:04 p.m.*

### 1. CITIZENS' FORUM

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

### 2. APPROVAL OF THE PRIOR MINUTES

- February 25, 2014 Regular Meeting Minutes

**Motion:** T.Clark made the motion to approve the minutes. Seconded by B.Garrison.

G.Green made a correction to the minutes. Vote: U/A (C.Plante and B.Garrison abstained)

### 3. OLD BUSINESS

None

### 4. NEW BUSINESS

- A. Public Hearing to hear Community Development Block Grant (CDBG) funding requests for Fiscal Year 2014/2015. All applicants for CDBG funding will be given the opportunity to present their application to the Board.

**Dover Welfare Security Deposits:** \$9,000 Request

Lena Nichols, Director, spoke. Needs of organization: Funds for security deposits for low income persons.

**Community Partners:** \$11,140 Request

Michelle Donovan, Behavioral Health Adult Services Director, spoke. Needs of organization: Funds for security deposits and/or first month's rent to homeless individuals or families with mental illness or a developmental disability.

**My Friend's Place/MFP Transitional Housing:** \$10,000 Request

Robert O'Connell, Executive Director, spoke. Needs of organization: Funds to provide short term emergency shelter costs for homeless individuals and families, and to provide transitional housing/longer term stay for those with obstacles to obtaining permanent housing.

**Cross Roads House:** \$12,000 Request

Martha Stone, Executive Director, spoke. Needs of organization: Funds to support direct care staff payroll and taxes.



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**AIDS Response: \$15,000 Request**

Richard Wagner, Executive Director, spoke. Needs of organization: Funds to expand services for case management and client support to persons living with HIV/AIDs.

**A Safe Place: \$3,500 Request**

Lisa Leblanc, Executive Director, spoke. Needs of organization: Funds for expansion of domestic abuse direct services and providing shelter for women and children.

**Homeless Center for Strafford County: \$7,000 Request**

Susan Ford, Executive Director, spoke. Needs of organization: Funds to provide seasonal overnight emergency shelter to single women and families.

**Court Appointed Special Advocates: \$2,000 Request**

Jenny Sheehan, Supervisor of the Dover Office, spoke. Needs of organization: Funds for expansion of services to recruit, screen, train and supervisor volunteers who serve as advocates in the NH court system for local abused or neglected children.

**Tri-City Consumers Action Cooperative: \$3,000 Request**

Martha Hewitt, Executive Director, spoke. Needs of organization: Funds to fuel and service van used to transport members while providing non-medical therapies for mental wellness and recovery.

**Community Action Partnership of Strafford County/Weatherization Program Supplement: \$25,000 Request**

Ken Ortmann, Director of Housing and Community Development, spoke. Needs of organization: Funds to expand services to low income homeowners and renters with improvements to building systems and structures, e.g. health and safety issues and incidental repairs, that must be repaired for the structure to be eligible for weatherization funding, and addressing emergency issues not requiring whole-home weatherization.

**Dover Children's Center: \$33,500 Request**

Melissa Fischetto, Executive Director, spoke. Needs of organization: Funds for driveway repairs and exterior fire door replacement at Back River Road location, and improvements to the kitchen, playground equipment and security at the Back River Road location and the McConnell Center location.

**(Seymour Osman Community Center and Youth Safe Haven)/Dover Housing Authority: \$220,000 Request**

Thad Mandsager, Executive Director, spoke. Needs of organization: Funds to expand the Seymour Osman Community Center to create a multi-purpose facility to increase educational opportunities for youth and families in Dover. Alan Krans also spoke, explaining the request for funds was downsized from \$220,000 to \$175,000 with changes to the footprint.

**Southeastern NH Services: \$17,500 Request**

Heidi Moran, Clinical Administrator, spoke. Needs of organization: Funds to bring physical plant into compliance with ADA requirements and to get state licensure through DHHS in order to better serve individuals and families impacted by alcohol and drug use disorders with handicaps and other disabilities.

C.Parker explained that these are all the applications for FY 2014-2015 and that the Planning Board can recommend any changes they feel are appropriate to the City Council.



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Discussion ensued regarding prioritization of requests from high to low priority and the maximum amount of program funds that can be used for administrative purposes.

### B. Floodplain Management – Tim Corwin

T. Corwin, Assistant City Planner, gave an overview of Dover's Flood Plain Ordinance, chapter 113 of the City Code. He explained that the National Flood Insurance Program (NFIP) Community Rating System (CRS) is a voluntary program which encourages community floodplain management activities to exceed minimum NFIP standards in order for flood insurance premium rates to be reduced for homeowners in floodplains in that community. He explained that the Planning Department is the recipient of a grant that will be used for a community outreach program to produce and mail informational pamphlets to floodplain residents and anyone living within a conservation district. He gave a handout to Board members which explains the benefits of participating in the CRS, how to apply, and how points are awarded.

T. Clark asked T. Corwin to explain the overlap of the conservation district and the wetlands protection district to flood plain administration.

Discussion ensued regarding the number of properties in Dover that lie in a flood plain, the ways in which CRS points can be earned, and documentation of Dover's floodplain management.

### C. Fines and Enforcement – Tim Corwin

T. Corwin gave a handout to Board members summarizing what violations are enforceable, the penalties and how they would be enforced, the Planning Department's approach to code enforcement, and a flow chart showing the enforcement process. He explained that any permit approval, condition of approval, site plan or subdivision plan, etc., approved or required under the Zoning Ordinance is enforceable under state law. It was explained that the City's goal is compliance through cooperation, and that penalties can only be collected if the case goes to court.

T. Clark stated that State Senate Bill #347 which is being reviewed by the legislature will make it easier to do enforcement.

There was discussion regarding the number of complaints on average that the Planning Department receives per month and that the administrative process is flexible because every case is different.

## 5. STAFF COMMENTS

C. Parker announced that there will be a Meet and Greet Land Use meeting on April 8, 2014 which will include a meal, and there will be an overview of the pre-Planning Board process and the technical review process, and the city attorney will talk about recusals.

C. Parker stated he sent a note to L. Skinner as well as the rest of the Board regarding the evolution of the First Street development technical review.

He stated the City Council approved the Zoning Amendments on 2/25/2014 which the Planning Board approved in December 2013.

He stated the Master Plan workshop has been changed to 4/2/2014.



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He stated the City website changed recently and feedback is being obtained, and hopefully documents will be more easily obtainable soon.

### 6. COMMITTEE REPORTS

G.Green stated that the first meeting of the Sign Committee was on 3/6/2014. He gave a power point presentation to the committee and the zoning administrator brought several things to the attention of the committee. Guests at the meeting were the chairman, the mayor, and Mike Leary of Sundance Signs. The goal is to finish the committee assignment by the end of May. The next meeting will be on 3/13/2014 at 8:00 a.m.

D.Ciotti confirmed with G.Green that he will send notices of meetings to Planning Board members.

Board discussion ensued regarding signs in various places.

G.Green confirmed with C.Parker that his presentation will be put on the website in the Planning Department documents.

D.Ciotti stated that he has chosen members for the Master Plan Land Use Chapter Committee, and he named the committee members and thanked those who volunteered.

### 7. ADJOURNMENT

**Motion:** L.Skinner made the motion to adjourn at 9:45 p.m. Seconded by C.Plante. Vote: U/A