



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, Room 306 Dover, NH 03820
Meeting Date: **Tuesday, July 8, 2014**
Meeting Time: **7:00 pm**

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

Members Not Present: Dave White, Catherine Plante, Christopher Lawrence (Alternate), Gina Cruikshank (Alternate)

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

The Chair asked M.Fogarty to sit on the Board. The Chair called the meeting to order at 7:03 p.m.

1. CITIZENS' FORUM

Citizens Forum Open. Nobody spoke. Citizens Forum Closed.

2. APPROVAL OF THE PRIOR MINUTES

- June 24, 2014 Regular Meeting Minutes

Motion: K.Schuman made a motion to approve the June 24, 2014 Regular Meeting Minutes. Seconded by W.Garrison. Vote: U/A

3. OLD BUSINESS – NONE

4. NEW BUSINESS

The Chair announced that Item 4E will not be heard.

The Vice Chair announced that the following items will be heard together.

- A. Consideration and acceptance of a Minor Lot Line Adjustment for the City of Dover and One Twenty Five Washington Street, Inc., Assessor's Map 2, Lots 83 and 53, zoned CBD-G, located at 125 Washington Street, Chestnut Street and Orchard Street *(P14-38)
- B. Consideration and acceptance of a Minor Subdivision for the City of Dover, Assessor's Map 2, Lot 83, zoned CBD-G, located at Orchard Street parking lot (1 lot subdivided into 2 lots) *(P14-39)
- C. Consideration and acceptance of a Site Plan Review for the City of Dover, Assessor's Map 2, Lot 83, zoned CBD-G, located at Orchard Street parking lot. (Proposed 54,688 sq. ft. police station and parking garage with 304 interior parking spaces and 83 surface parking spaces) *(P14-40)

C.Parker stated that municipal projects are subject to nonbinding review. He stated the City of Dover brings all projects to the Planning Board as if they are private sector projects and public input is encouraged. He explained there are no technical review notes in Planning Board members' packets for this project because this project underwent "technical review" on a daily basis.



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Police Chief Anthony F. Colarusso, Jr., gave a brief overview of the project. He stated the police facility and the parking garage have been CIP projects for several years. The police facility will be 30,000 sq. ft. and the parking garage will have 304 public parking spaces with 35 underground secured parking spaces for the police. There have been multiple Building Committee meetings resulting in changes in location, timing, scope and size of the project. He said there is a marketing plan so that downtown businesses will not be impacted by the construction and stated there will be sufficient parking for customers, employees, and parking permit holders.

Kevin McEaney, McEaney Survey Associates, Inc., represented the City of Dover and One Twenty Five Washington Street, Inc. and stated he would be speaking to Items 4A and 4B only. He explained the details of the lot line adjustment between the two existing lots on Washington Street, Chestnut Street and Orchard Street, and then the subdivision of the City parcel into two lots.

Discussion ensued regarding the location of the right of way and the reasons for it as well as the reasons for the subdivision.

Will Gatchell, Architect with Lavallee Brensinger Architects, introduced Amy Sanders, Civil Designer, with CLD Consulting Engineers, who gave an overview of the site plan (4C) and explained the elements that will be demolished, the utilities that will be installed, the closed drainage system for Orchard Street, and improvements to be made to the street/curb line on Chestnut Street. She also spoke about changes to the Aubuchon lot, and repaving and restriping of the parking lot. She clarified pedestrian access to the parking garage and police facility.

Discussion ensued regarding vegetation and landscaping for the area and the retaining wall between the road and the Aubuchon parking lot which delineates the property line. Also discussed was the traffic pattern on Orchard Street and Chestnut Street, the addition of crosswalks, improvements to intersections with curb cuts and lighting, and payment for parking with kiosks.

C.Parker explained that the Parking Bureau will remain on the lower level of City Hall.

Motion: L.Skinner made a motion to accept 4A. Seconded by K.Schuman. Vote: U/A

Motion: K.Schuman made a motion to accept 4B. Seconded by F.Torr. Vote: U/A

Motion: K.Schuman made a motion to accept 4C. Seconded by F.Torr. Vote: U/A

Open Public Hearing

Chris Kozlowski, owner of the Orchard Street Chop Shop, stated he is the business owner who is the closest to this project. He said he is feeling comfortable so far and thinks turning Orchard Street into more of a road with two lanes will make it easier to get in and out.

Closed Public Hearing

STAFF RECOMMENDATION

C.Parker stated Chapter 155 of the Subdivision Code provides for minor lot line adjustments and subdivisions of record. This plan meets both the regulations for the minor lot line adjustment as well as the subdivision requirements. He stated the staff recommendations are the same for 4A and 4B. The Planning



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Department recommends the Planning Board approve the Minor Lot Line Adjustment with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The owners' 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 revise the plat to add the Planning File number P14-38 to the Minor Lot Line Adjustment title block and P14-39 to the Subdivision title block.

C.Parker noted that because the minor lot line adjustment is a land transfer between two entities it will need to be finalized by the City Council and that will happen later this month.

Motion: K.Schuman made a motion to approve subject to staff recommendations. Seconded by F.Torr.
Vote: U/A

STAFF RECOMMENDATION

The Planning Department recommends the Planning Board approve the Minor Subdivision with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The owners' 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 revise the plat to add the Planning File number P14-38 to the Minor Lot Line Adjustment title block and P14-39 to the Subdivision title block.

Motion: K.Schuman made a motion to approve subject to staff recommendations. Seconded by T.Clark.
Vote: U/A

W.Gatchell gave an overview of the design of the police facility stating that due to feedback it has been changed to have more brick with a masonry base and more traditional/classical elements using the Post Office as a reference. He also spoke about the design of the parking garage along with landscaping elements that will be used.

STAFF RECOMMENDATION

The Planning Department recommends the Planning Board approve the site plan (4C) with the following nonbinding recommendations:

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 a crosswalk across Orchard Street at an appropriate location as determined by the City Engineer and Police Department.
4. The applicant shall revise the plan by changing the sidewalk in the island opposite the Orchard Street Chop Shop to follow the property line instead of being straight.
5. The applicant shall obtain a Notice of Intent Permit from the Environmental Protection Agency.

C.Parker explained that the notice of intent from the EPA needs to be applied for because of the size of the excavation.

W.Gatchell explained the type of foundation that will be used for the building based on the soils.



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Motion: F.Torr made a motion to approve subject to conditions as set forth by the Planning Department. Seconded by K.Schuman.

G.Green commented that many people worked hard on this project and he wanted to thank them. Vote: U/A

- D. Consideration and acceptance of a Minor Lot Line Adjustment for Changing Places, LLC (Owners: Cammar Properties III, LLC, and Bellamy Management Corp.) Assessor’s Map 24, Lots 103 and 104A, zoned CBD-G, located at 26 School Street and 1-3 Mechanic Street. *(P14-43)

Kevin McEaney, McEaney Survey Associates, Inc., represented the applicants and owners. He explained this is a Minor Lot Line Adjustment prepared for Changing Places, LLC, the applicant, and Cammar Properties III, LLC, the owner of Lot 103, and Bellamy Management Corp., the owner of Lot 104A. Lot 103 is on Mechanic Street with a duplex on it. There is a large area in the back that is not accessible from Mechanic Street at all because of the narrowness of the frontage on Mechanic Street, and School Street in that section is a public right of way and is strictly a pedestrian access point. The only vehicular access is from a small portion off the bottom of School Street. Changing Places, LLC has an agreement to purchase Lot 104A from the Bellamy Management Corp. as well as abutting property denoted as Lot 104 from Robert Mairs. The reason for the request is to accommodate future development in the area especially from a traffic flow standpoint. The proposal is to add Parcel A, which is 8,389 sq. ft., to Lot 104A, and this will result in Lot 103 being reduced to 4,125 sq. ft. and Lot 104A being increased to 14,497 sq. ft.

Motion: K.Schuman made a motion to accept the application. Seconded by W.Garrison. Vote: U/A

Public Hearing Open. Nobody spoke. Public Hearing Closed.

STAFF RECOMMENDATION

The Planning Department recommends the Planning Board approve the Minor Lot Line Adjustment with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The owners’ 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 revise the plat to add the Planning File number P14-43 to the title block.
4. The applicant shall revise the plat to correct note #4 to change “maximum lot coverage” to “minimum lot coverage”.

Motion: L.Skinner made a motion to approve with staff recommendations. Seconded by K.Schuman. Vote: U/A

- E. Consideration and possible vote for a one-year extension to an approved Open Space Subdivision Plan, per Dover Code 155-24(A), for Picnic Rivers Partners of Dover, LLC, Assessor’s Map 16, Lot 20, zoned R-12, located on Back River Road and Picnic Rock Drive. *(P07-32B)

This case was withdrawn.

5. STAFF COMMENTS



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C.Parker commented on Joe Allis' presence at the last meeting.

C.Parker reminded the Board that the Site Walk for the Storage Barn, LLC, will be on Tuesday, July 15, 2014 at 5:30 p.m. He stated that he followed up with Mr. Phillips who admitted that C.Parker was not quoted properly at the Conservation Commission and they will be informed of that at the next meeting on 7/14/2014.

C.Parker stated there will be a follow-up neighborhood meeting for the Heritage Residential Zoning District along with the Silver Street reconstruction project on Wednesday, July 16, 2014 to be held at the Woodman Park School at 6:00 p.m.

C.Parker stated for two months staff has been identifying any reports, publications or presentations given. They have identified about 60 and the list is 9 pages long. These have been added to the city website. Presentations date back to about 2000 and zoning maps go back 10 years.

C.Parker stated he felt the Planning Board is ready to go back to two meetings per month. He suggested having the three large site plans and the TDR application for The Storage Barn on the 7/22/14 agenda and place subdivisions, CUPs and LLAs on the 8/12/14 meeting agenda. He stated the Planning Department has received 53 applications to date this year, and the Planning Board had 57 applications come before them in total last year.

D.Ciotti gave the Board the option of having a long meeting on 7/22/14 or to have two meetings per month.

F.Torr stated he had no problem meeting twice per month.

Discussion ensued regarding the possibility of having three meetings per month - two regular meetings and one workshop, and the time needed between publication of the agenda and the meeting date, and the fact that, with a site walk, there would be three meetings in a month.

The concensus was that two regular meetings per month for the Planning Board is acceptable.

6. MEMBER COMMENTS

G.Green stated the next meeting of the Sign Committee will be Thursday, July 10, 2014 and he expects full attendance.

K.Schuman stated the Parking Committee is caught in "vacation conundrum" but will get through it.

C.Parker stated the Master Plan Land Use Steering Committee met today and is on track to wrap up in September and present to the Planning Board in October.

7. ADJOURNMENT

Motion: K.Schuman made a motion to adjourn at 8:30 p.m. Seconded by L.Skinner. Vote: U/A