



**CITY OF DOVER**

## DOVER PLANNING BOARD – MINUTES

Meeting Type: Workshop  
Meeting Location: McConnell Center, Room 306, 61 Locust Street  
Meeting Date: **Tuesday, February 03, 2015**  
Meeting Time: **7:00 pm**

**Members Present:** Dennis Ciotti (Chair), Kirt Schuman (Vice Chair), William Garrison (Councilor), Tom Clark, Dave White, Lee Skinner, Catherine Plante, Christopher Lawrence (Alternate), Gina Cruikshank (Alternate)

**Members Not Present:** Frank Torr, Maggie Fogarty (Alternate)

**Staff Present:** Christopher Parker, Assistant City Manager, Steve Bird, City Planner

The Chair called the meeting to order at 7:07 p.m.

### 1. PRESENTATION AND DISCUSSION OF:

- a. Presentation of proposed Land Use Master Plan Chapter – Steve Whitman of Jeffrey H. Taylor & Associates, Jerry Reese - Steering Committee Chair and Steve Bird - City Planner.

Jerry Reese discussed the process used, history of the committee and the goals they had.

Steve Whitman walked the Planning Board through the content and layout of the chapter.

S.Bird reviewed the implementation plan and recommendations, highlighting one in each category.

S.Bird clarified for B.Garrison the difficulties with establishing land use percentage benchmarks.

J.Reese and B.Paolini prioritized two recommendations (waterfront development and incentives for 1000 sf homes) for L.Skinner. These two recommendations should be considered before others.

C.Plante had concerns about incentives, and S.Bird clarified that not all incentives are financial.

B.Paolini confirmed for K.Schuman that the Economic Development recommendations are in line with DBIDA's strategic plan, and have been reviewed by Dan Barufaldi.

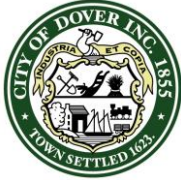
D.Ciotti asked about aging population.

S.Bird and S.Whitman discussed changes in household size and population trends.

L.Skinner asked if there is a benchmark to ID if we have adequately addressed housing needs in Dover, and how well Dover is meeting those needs.

S.Whitman and S.Bird explained how Dover compares to other communities and how that need is quantified. A short discussion about zoning uses and densities was had.

S. Bird confirmed for D.Ciotti that no current zoning regulations are an obstacle to any recommendations.



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D.Ciotti thanked the committee and walked the Board through next steps, including a public hearing on February 24<sup>th</sup>.

b. Proposed Sign Ordinance Amendments.

K.Schuman asked S.Bird why the committee is proposing Electronic Message Boards (EMBs) in all districts on all signs.

S.Bird discussed the subcommittee's process and the conclusion it made that EMBs are a complex topic and that the Board should decide how to deal with the issue.

Discussion ensued regarding limiting text and images, and the legal authority to control the method of communication, but not the content.

C.Plante asked for clarification about Civic Non Profit signs vs Temporary Signs. Discussion ensued regarding proposed changes to temporary signs and how the City administers Civic Non-Profit signs.

D.Ciotti would like a line added to the Civic Non Profit section stating a policy is available in the Planning Department.

D.White suggested removing the EMBs section.

L.Skinner stated that all proposals should be afforded a public hearing.

Discussion ensued about holding a public hearing or not on proposals. Consensus was to encourage the public to speak at citizen's forum, and decide on February 24<sup>th</sup> whether to post amendments or not. If posted, a public hearing would be held. Board would like a legal opinion on all proposals and staff memo regarding concerns staff has with EMBs

S.Bird and T.Clark clarified for B.Garrison about temporary sign materials.

C.Plante asked about disallowing movable text from signs.

L.Skinner stated that it is for temporary signs only, and not permanent signs.

S.Bird explained grandfathering to the Board, and how all existing signs are allowed to remain.

## 2. ADJOURNMENT

**Motion: K. Schuman** made a motion to adjourn at 8:37 p.m. Seconded by C. Lawrence Vote: U/A