



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, February 24, 2015**
Meeting Time: **7:00 pm**

Members Present: Frank Torr (Acting Chair), Lee Skinner (Acting Vice Chair), William Garrison (Councilor), Dave White, Catherine Plante, Christopher Lawrence (Alternate), Maggie Fogarty (Alternate), Gina Cruikshank (Alternate)

Members Not Present: Dennis Ciotti (Chair), Kirt Schuman (Vice Chair), Tom Clark

Staff Present: Steve Bird, City Planner, Tracy Smith (Recording Secretary)

The Chair called the meeting to order at 7:01 p.m.

1. CITIZENS' FORUM

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed

APPROVAL OF THE PRIOR MINUTES

- February 10, 2015 Regular Meeting Minutes.

Motion: C.Plante made a motion to approve the February 10, 2015 Regular Meeting Minutes. Seconded by B.Garrison.
Vote: U/A

2. OLD BUSINESS

None.

3. NEW BUSINESS

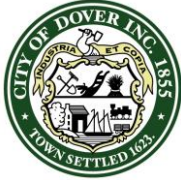
- A. Pursuant to NH RSA 674:4 & 675:6, a public hearing on the 2015 Land Use Analysis Chapter of the Master Plan. The chapter is available for viewing on the City's web site under City Services/Planning/Master Plan/Land Use Analysis.

Public Hearing Open. Nobody Spoke. Public Hearing Closed

S.Bird clarified the procedure of the Master Plan stating that the Public Hearing was held, and no one spoke; therefore the Board could consider a motion to adopt the plan. C.Plante confirmed with S.Bird that discussion regarding the plan does not preclude a vote.

C.Plante addressed the cost difference of putting in a regular street as opposed to a complete street. Marcia Gasses of 114 Garrison Road and Land Use Analysis Chapter Steering Committee member clarified that the Board is not considering the cost, but the picture of the development. She added that the City of Dover has already established a pedestrian friendly community with complete streets, and strongly urged the Board to continue with the plan.

Discussion continued with the cost of a regular mile of road as compared to a mile with the additions. S.Bird clarified that this is a policy document, not a mandate. He added that the cost would be analyzed by engineers and the City Council.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, February 24, 2015**
Meeting Time: **7:00 pm**

C.Plante stated the changes made in 2007 with setbacks changed to the build to line, adding that this has had an impact on other projects. S.Bird clarified the difference between policy and mandates adding the vetting process of policies before implemented by the City Council. He further clarified that this policy is not law. B.Garrison confirmed the process, stating that the Master Plan is an overall view of the whole city which is vetted by the Planning Board prior to implementation by the City Council. He further added that the complete streets is part of the design that Dover is looking for in the community.

S.Bird clarified the options to the Board stating they could proceed with discussion or make a motion to adopt or table the item.

L.Skinner requested clarification on the development of educational materials to advocate regional housing issues. S.Bird stated that the Assistant City Manager is involved with regional groups who advocate for affordable and diversity housing. He further stated that housing is a regional issue for Dover involvement.

Discussion ensued regarding the possibility of tabling the item to the next meeting to have those members who are absent have the opportunity to participate in discussion.

C.Lawrence made a motion to table the item to the next meeting. Seconded by B.Garrison, to discuss. F.Torr stated that there is no discussion on a motion to table. B.Garrison withdrew his second. F.Torr stated that the motion fails due to the lack of a second.

G.Cruikshank stated that she is a Land Use Analysis Chapter Steering Committee member, and that she has been present at the hearings. She further stated there has been no concerns at the hearings, and that she is comfortable with going forward.

Motion: G.Cruikshank made a motion to adopt the 2015 Land Use Analysis Chapter of the Master Plan. Seconded by B.Garrison. Vote U/A

- B. Public hearing to hear Community Development Grant (CDBG) funding requests for Fiscal Year 2015/2016. All applicants for CDBG funding will be given the opportunity to present their application to the Board.

F.Torr asked those presenting to make their comments brief adding that the Board has already reviewed the documentation and are aware of the situations.

Public Hearing Open.

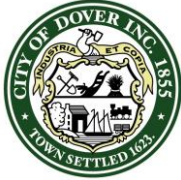
Dover Welfare: \$9,000 Request

Lena Nichols, Director of Dover Welfare spoke. Needs of organization: Continued funding of Dover Welfare's Security Deposit Assistance Program, which aids people who cannot afford the down payment for rental housing in the City.

Community Partners: \$11,620 Request

David Cutts spoke. Needs of organization: Funding for Homeless Assistance Program security deposits and rental assistance for Behavioral Health clientele who are mentally ill and cannot afford security deposits and rental housing.

Cross Roads House: \$12,000 Request



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, February 24, 2015**
Meeting Time: **7:00 pm**

Jessica Parker spoke. Needs of organization: Funding for the homeless center's operations which serves Dover residents.

AIDS Response: \$15,000 Request

Richard Wagner, Executive Director of AIDS Response spoke. Needs of organization: Grant to assist in case management and support services of ARS. AIDS Response provides vital emotional and practical support for people living with AIDS, their families and friends.

A Safe Place/SASS: \$5,000 Request

Kathy Beebe, Executive Director of A Safe Place spoke. Needs of organization: Grant for Shelter and services of abused spouses and their children and victims of sexual assault.

Homeless Center For Strafford County: \$8,500 Request

Susan Ford, Executive Director of Homeless Center for Strafford County spoke. Needs of organization: Funding for operations at the overflow shelter in Rochester for homeless families.

M.Fogarty asked if the shelter residents go camping when the shelter closes in May and returns when it opens in November. S.Ford stated she has not witnessed that. She added that there is an evaluation to determine which residents will be there in May, and by April there is a plan in place to coordinate moving them to either another shelter or an apartment.

My Friend's Place: \$12,000 Request

Robert O'Connell, Executive Director spoke. Needs of organization: Funding for operations and repairs at the City's homeless shelter.

My Friend's Place Transitional Housing: \$3,000 Request

Robert O'Connell, Executive Director, spoke. Needs of organization: Funding for operations and repairs at My Friend's Place transitional housing units.

Southeastern Services: \$40,000 Request

Heidi Moran, Executive Director and Clinical Administrator spoke. Needs of organization: Funding for drug and alcohol networking outreach and education for Dover residents.

L.Skinner asked the reason for not spending previous granted funds in the amount of \$17,500. H.Moran stated that this was because they are located in a historical building, and that they are waiting for approval from the historical society to put in an ADA ramp.

C.Plante asked why they are asking 300% more than the other applicants. H.Moran stated she wasn't sure what dollar amount to ask for on the application, adding the money is needed to pay for salaries, materials, and cell phones. She added that she would be happy to receive a fraction of the amount she asked for.

C.Lawrence asked why there was \$90,176 surplus in the budget. H.Moran stated that it is anticipated money, but if they do not perform the service, they do not get the money.

Strafford County CAP: \$25,000 Request



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, February 24, 2015**
Meeting Time: **7:00 pm**

Quinn Slayton, Community Services & Housing Director spoke. Needs of organization: Funding for CAP's Weatherization and property rehabilitation program serving very low income Dover residents with housing needs.

C.Plante asked why the funding request is the same as last year, yet they are only projecting to help half the number of people. Q.Slayton stated that this was due to the 24 multi-family unit renovation completed at Niles Park on Union Street last year. She added that the number of units they typically assist on an annual basis is 12.

G.Cruikshank asked why there is a zero amount listed for salary expense. Q.Slayton stated that was for this funding only.

Dover Children's Center: \$66,500 Request

Melissa Fischetto, Executive Director spoke. Needs of organization: Funding for facility improvements on Back River Road and the McConnell Center. Including insulation, dropped ceiling to retain heat, paving and kitchen equipment.

Gary Bannon, Director at the McConnell Center explained the details for renovation to the facility to provide adequate heating. B.Garrison confirmed with G.Bannon that the lease payment includes heat and that the City, as one of the larger tenants, is paying a higher cost for heat, as well as the other tenants.

Community Partners: \$30,402 Request

David Cutts spoke. Needs of organization: Funding for an elevator/lift at their Crosby Road facility.

L.Skinner clarified with D.Cutts that it is a lift and not an elevator that is needed. D.Cutts clarified that it is an open shaft way for staff, customers, and their families to wheel on and off accessibly.

My Friend's Place: \$15,300 Request

Robert O'Connell, Executive Director, spoke. Needs of organization: Funding facility improvements and repairs including an emergency generator and gutter replacement.

Triangle Club: \$39,500 Request

Michael Kimball, Executive Director spoke. Needs of organization: Funding for exterior paving improvements and bathroom improvements.

Program Administration: \$72,099 Request

Rick Jones, Community Development Coordinator gave a summary of the administration of the CDBG program including program costs. He added that the Planning Department will provide recommendations regarding the applications.

Economic Development Income to Loan Pool: \$74,990 Request

Needs of organization: Loan payments returned to loan pool for future lending.

Economic Development Program Administration: \$30,063 Request

Needs of organization: Funds to administer City's Economic Loan Program.

S.Bird stated the Staff in the Planning Department will review the applications and put together recommendations which will be provided for the next meeting on March 10, 2015. He suggested the Board members take time to review the applications and be prepared to ask questions if needed at the next meeting.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, February 24, 2015**
Meeting Time: **7:00 pm**

Public Hearing Closed.

4. STAFF COMMENTS

S.Bird reviewed the documents provided to the Board at the meeting. He stated that there will be a City Council Workshop meeting on March 4, 2015. The two topics will be Climate Change in Dover, and the Assistant City Manager will be providing the annual Master Plan Status update. He added that the Assistant City Manager hopes to see the Planning Board members at the meeting.

He stated that there was a Planning Board Workshop meeting scheduled for March 3, 2015 that has been cancelled. He added that there were no applications received for the next meeting; therefore, the workshop items will be discussed at the next regular meeting on March 10, 2015. He further stated that the letter received from Tony McManus is in regards to the heritage district and will be discussed at that meeting. He added that there will be an Executive Session meeting regarding discussion on zoning amendments issues with legal counsel that will be held at 6 p.m. before the next regular Planning meeting.

S.Bird extended an invitation to the Board members to attend the Climate Change Workshop on February 25, 2015.

Discussion ensued regarding the Chamber Sponsored Event on Economic Development and that the details have been provided in an email sent to the Board.

Discussion ensued regarding the comparison of the Land Use Analysis Chapter and the letter received from Tony McManus, and how these items will be discussed at the next meeting.

5. MEMBER COMMENTS

None.

6. ADJOURNMENT

Motion: B.Garrison made a motion to adjourn at 8:19 p.m. Seconded by D.White. Vote: U/A