

**CITY OF DOVER**

## DOVER PLANNING BOARD – MINUTES

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

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

**Members Not Present:** Catherine Plante

**Staff Present:** Christopher Parker, Assistant City Manager, 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*

### 2. APPROVAL OF THE PRIOR MINUTES

- March 10, 2015 Regular Meeting Minutes.

**Motion:** K.Schuman made a motion to approve the March 10, 2015 Regular Meeting Minutes. Seconded by B.Garrison. Vote: U/A

### 3. OLD BUSINESS

- A. Discussion and possible vote on Community Development Grant (CDBG) funding requests for Fiscal Year 2015/2016.

C.Parker clarified the revisions to the distribution amounts stating that the AIDS Response was reduced to \$10,000, the suggested amount of \$10,000 for Southeastern Services was removed, the Dover Children's Center was reduced from \$66,500 to \$60,500, and \$21,000 was added to the Triangle Club. He further stated that the Finance Director reviewed the numbers and changed the New DELP Funding amount from \$10,000 to \$9193.00 and the Economic Loan Administration received \$870.00.

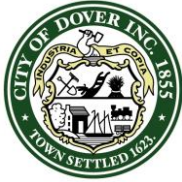
**Motion:** K.Schuman made a motion to remove the item from the table. Seconded by B.Garrison. Vote U/A

**Motion:** K.Schuman made a motion to forward the recommendations to the City Council as submitted by the Planning Department. Seconded by T.Clark. Vote U/A

### 4. NEW BUSINESS

- A. Consideration and acceptance of an amended Conditional Use Permit for McEneaney Survey Associates, Inc. (Owners: Louise Kelley Life Estate, Elbert Kelley Jr., Kevin Kelley & Jerry Kelley), Assessor's Map 8, Lot 46, zoned R-20, located at 31 Wentworth Terrace. Proposal is to increase the proposed garage from 324 sq. ft. to 432 sq. ft. within the Conservation District adjacent to the Piscataqua River. \*(P14-07-A)

C.Parker stated the application was approved one year ago, and the applicant wants to increase the size of the garage by five square feet into a driveway area. He added that this was approved by the Conservation Commission based on the minimal increase of impervious surface.



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Kevin McEneaney of McEneaney Survey Associates, Inc. represented the applicant stating he would like to add an additional 6 ft. to the garage in the southeast direction further away from the river and the turnpike.

**Motion:** L.Skinner made a motion to accept the application. Seconded by F.Torr. Vote: U/A

*Public Hearing Open. Nobody Spoke. Public Hearing Closed.*

### **STAFF RECOMMENDATION:**

The Planning Department recommends the Planning Board approve the Conditional Use Permit with the following conditions:

#### **Conditions to Be Met Prior to the Issuance of the Conditional Use Permit:**

1. The applicant shall provide the Planning Department with a copy of the amended NH Department of Environmental Services Wetlands Permit.

K.McEneaney stated that the amended planning file number should be on the permit, being P14-07A.

C.Parker stated the additional condition:

2. The applicant shall amend the plan to add the planning file number P14-07A to the flat.

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

- B. Consideration and acceptance of a Minor Lot Line Adjustment for Fortuna North, LLC & Fortuna North III, LLC, Assessor's Map D, Lots 17-C & 17-F, zoned B-4, located at 343 Sixth Street, 10 Members Way and Indian Brook Drive. \*(P15-18)

C.Parker stated the applicant owns the two lots and wants to do a lot line adjustment between the two lots with no new lots created and no new developed area.

K.McEneaney of McEneaney Survey Associates represented the applicant stating the one parcel will be added from D17-C to D17-F, adding that there are medical office buildings located on the lots.

**Motion:** F.Torr made a motion to accept the application. Seconded by L.Skinner. Vote: U/A

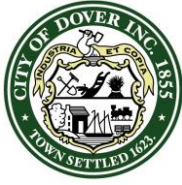
*Public Hearing Open. Nobody Spoke. Public Hearing Closed.*

### **STAFF RECOMMENDATION:**

The Planning Department recommends that the Planning Board accept the application, hold the public hearing, and approve the lot line adjustment plat 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 P15-18 to the title block.



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**Motion:** T.Clark made the motion to approve subject to staff recommendations. Seconded by B.Garrison. Vote: U/A

### C. Parking Regulations Review

C.Parker stated the regulations were presented in January and that workshops were established to focus on these assignments. He added that it was K.Schuman, C.Plante, C.Lawrence who worked on this project.

K.Schuman proposed the changes presented in the packet.

Discussion ensued regarding the regulation change from minimum required parking spaces to the maximum amounts permitted. C.Parker addressed the evaluation of other communities, such as Portsmouth and Exeter, in comparison to Dover. Discussion continued regarding some motivations for the change being to reduce the amounts of requests for Conditional Use Permits for reduced parking and to give the Planning Department more authority regarding these applications.

L.Skinner addressed his concern regarding the frequency with applications for projects and the possibility of not being able to meet the requirements for parking. C.Parker stated the Planning Department would keep current information with the Parking Commission regarding parking requirements and fees to be in compliance and work with the Parking Commission, which was not done in the past.

KMcEneaney stated there are certain parking requirements in the Conditional Use Permit that are in conflict with the current parking regulations. He further stated that currently there are two parking spaces per unit, now three with the regulation, which is changing to 1.4. C.Parker clarified his statement adding this is regarding the special exception in the RMU District, and that the Planning Board should consider striking that all together from the regulations.

**Motion:** T.Clark made a motion to post for public review. Seconded by K.Schuman. Vote U/A

### D. Zoning Amendments Review

C.Parker addressed all the amendments listed in the document distributed to the Board. He stated he would like to bring a draft to the April 14, 2015 meeting for Planning Board review and to create a sub-committee to meet with Steve Bird and return in May to propose a mandate for the ordinance. He added that if everything is accepted, it will be provided in packet form to review how it would work.

C.Parker addressed statutory change on State level to enhance enforcements. He stated that T.Corwin, the City Attorney, the Zoning Administration, and the Fire Department will be meeting the second week of April to go over code to create uniformity across the board, so that everyone will follow the same statute. He further stated the City Attorney will review the documents before the next Planning Board meeting.

C.Parker stated he had someone approach him about cottage housing, and even though this is not what the Master Plan suggests, he wants to work with them.

L.Skinner addressed extraction permits and the potential for a one year renewal. C.Parker stated the standard is two years, and that the Planning Board could decide on a one year renewal.

## 5. STAFF COMMENTS



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C.Parker stated there is an opening in the Transportation Master Plan if anyone is interested in being a part of this Committee.

C.Parker stated there are three meetings this Thursday at 6 p.m., all conflicting with each other. He stated that these are at the Silver Street Construction Project at Woodland Park, the Renovation Project at Dover High School, and the Community Public Safety at the McConnell Center, adding that this one is a statewide community meeting.

C.Lawrence stated that there is the Recreation Department Awards dinner also on Thursday.

C.Parker reminded the Board of the Office of Energy Planning conference on May 2, 2015. He stated that Otis Perry plans to attend and would like to carpool with someone.

C.Parker stated that World by Design author, Randall Arendt, of open space subdivisions and compact design came to Dover 10-15 years ago. He further stated that he assisted the author in writing the forward to his new book which will be out in April. He added that this could be used in keeping downtown vibrant and vital.

### 6. MEMBER COMMENTS

F.Torr commented on Silver Street stating that there is weekly newsletter that is provided for updates on the happenings.

C.Parker stated the traffic pattern will change on Silver Street effective April 8, 2015. He added that the inbound traffic will be routed on Silver Street and the outbound commercial traffic will be routed to Exit 9 or Exit 7 and the outbound residential traffic will be routed to Washington Street to Arch Street.

C.Parker stated the City has easement property consisting of 137 acres of land, and they are allowing the Tendercrop Farm property owner to harvest timber as they work with the Conservation Commission regarding a new plan to promote an agricultural use of the property.

### 7. ADJOURNMENT

**Motion:** K.Schuman made a motion to adjourn at 7: 57p.m. Seconded by F.Torr. Vote: U/A