

CITY OF DOVER

DOVER PLANNING BOARD – AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, January 12, 2016**
Meeting Time: **7:00 pm**

1. CONSIDERATION AND POSSIBLE VOTE ON REVISED PLANNING BOARD BYLAWS AND RULES

2. ELECTION OF OFFICERS

3. CITIZENS' FORUM

4. APPROVAL OF THE PRIOR MINUTES

- December 15, 2015 Regular Meeting Minutes

5. OLD BUSINESS

6. NEW BUSINESS

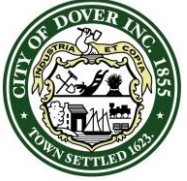
- A. Consideration and acceptance of a Conditional Use Permit for Frank Leichthammer, Assessor's Map L, Lot 58G, zoned R-20, located at 15 Cote Drive. (to construct a garage in the Conservation District within 48' of a tidal river)*(P15-59)
- B. Discussion of Land Use Amendments

7. STAFF COMMENTS

8. MEMBER COMMENTS

9. ADJOURNMENT

*Indicates that if the application is accepted for discussion, the public hearing will be held the same evening, at which time any interested party may offer comment to the Planning Board. Persons with questions or wishing to see the plans are invited to visit the Planning Office, Monday through Thursday from 8:30 am to 5:30 pm and Friday 8:30 am to 4:00 pm. You may also view materials at www.dover.nh.gov, a map showing project locations can be found at <http://www.dover.nh.gov/government/city-operations/planning/index>. Follow us on Twitter @DoverNHPlanning and find us on Facebook at <https://www.facebook.com/DoverNHPlanning>.



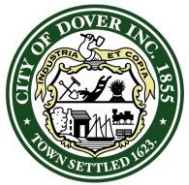
CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE

Agenda Items: 1 and 6B

Meeting Date: January 12, 2015

If you would like to be able to reference the Bylaws during the discussion on Item #1 or any of the Land Use Regulations during Item #6A, please bring your own copies previously provided to you.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - City Hall, 288 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, December 15, 2015**
Meeting Time: **7:00 pm**

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

Members Not Present: N/A

Staff Present: Christopher Parker (Assistant City Manager), Donna Benton (Assistant City Planner), Tracy Smith (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

- November 17, 2015 Regular Meeting Minutes

Motion: K.Schuman made a motion to approve the November 17, 2015 Regular Meeting Minutes. Seconded by B.Garrison. Vote U/A

K.Schuman stated items 3.A and 3.B would be heard together.

3. OLD BUSINESS

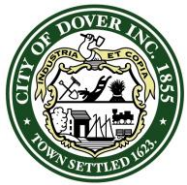
- A. Consideration and possible vote of a Conditional Use Permit for Berry Surveying & Engineering, (Owner: Mark and Suzanne Jones), Assessor's Map 11, Lot 14, zoned R-12, located on Arch Street. (Proposal is for a wetland impact of 250 sq. ft. and a 50-foot wetland buffer impact of 8,026 sq. ft.). *(P15-50)
- B. Consideration and possible vote of an Open Space Subdivision for Mark & Suzanne Jones, Assessor's Map 11, Lot 14, zoned R-12, located at Arch Street. (13 lots) *(P15-16)

Motion: F.Torr made a motion to remove items 3.A and 3.B from the table. Seconded by L.Skinner. Vote U/A

Christopher Berry, Berry Surveying & Engineering represented the applicants.

C.Parker gave an update of the applications. He displayed page 5, sheet 5 of the plan set for viewing on the screen and explained the buffers on the property. He stated while a wildlife review is not part of the planning process, the Planning Staff and Board members did observe wildlife at the site walk. He further stated options are being considered to minimize the wildlife impact so that it is not detrimental to the area. C.Berry stated the applicant is working with a wildlife biologist to address those concerns.

C.Parker confirmed with B.Garrison the 15 ft. setback on the southern side was changed to 30 ft. after the site review with a no cut, no disturb buffer.



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F.Torr requested clarification regarding Item 8 in the letter distributed in the Planning packets. C.Parker stated the applicant agreed to work with Staff and the homeowner of 33 Arch Street regarding screening to block vehicle headlights. This is noted in the conditions.

Discussion ensued regarding the work and repairs on the sidewalks for people to eventually walk from Isabella Drive to Silver Street. C.Parker stated the Planning Department will evaluate the right of way.

Discussion ensued regarding the location of the setbacks, the rain garden, landscaping and drainage as part of the 30 ft. buffer.

L.Skinner requested the location of the sidewalk on Isabella Drive. C.Berry stated the location is on the north side of Isabella Drive, and a crosswalk will be at the entrance.

Discussion ensued regarding adding the rain garden to the Homeowner Association (HOA). C.Berry stated the operation and maintenance manual would be provided.

Motion: T.Clark made a motion to remove the public hearing from the table. Seconded by L.Skinner. Vote U/A

Public hearing reopened.

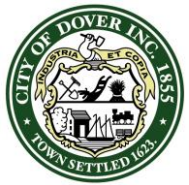
Peggy Jalbert, 10 Arch Street, stated her neighbors have a 30 ft. buffer and she wants this as well, not the 15 ft. She stated her concern regarding the impact on the wildlife, as well as, the sidewalk in front of her house cannot be repaired, but should be redone with curbs. She added people drive on this area and tear it up when they need to pull their vehicle over.

Cathy Vanderweil, 20 Arch Street, stated she is the owner of one of three historic homes on Arch Street. Many neighbors worked together to ensure only single family homes would be developed in that area, and the Council voted for this change. She stated her concern regarding the impact of waivers regarding drainage. During a rainstorm, the volume of water cannot be handled with storm drains. She further stated the sidewalks should be brick, and an iron fence should be installed to make the sidewalks passable.

Jacqueline Ferguson, 16 Arch Street, stated her concern regarding the proximity of the development to the abutters, and requested a vegetative buffer be added to the no cut, no disturb buffer for this reason. She further stated her concern regarding the impact to the wildlife in the area, as well as, the condition of the sidewalks during heavy downpours due to the drainage and wetland in the area. She suggested the wetlands be considered and that a sump pump might not be sufficient for the homes.

Janis Yuskaitis, 34 Arch Street, stated her concern about her driveway in proximity to the proposed street where it would be difficult to differentiate between the two, and requested vegetation as a marker for her property. She further stated her concern regarding the need for trash removal during construction, especially with the possibility if the property was left undeveloped. She added her concerns regarding waste removal, underground utilities, lighting, landscaping, propane tanks and these storage locations, the wildlife impact, as well as the need to incorporate the responsibilities of the (HOA) in advance. She also requested no accessory buildings be allowed except for one to store equipment for landscaping and snow removal.

Carol Boc, 8 Arch Street, stated her support for the previous comments.



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Patty Driscoll, 41 Arch Street, stated her support for the previous comments and the three way stop sign. She stated a safety concern regarding establishing a walkway to cross Arch Street. She requested the same consideration given to Silver Street be given to Arch Street.

Nancy Coady Carroll, 17 Arch Street, stated her concern regarding the necessity to have the (HOA) documents and process completed in advance. She further stated her concerns regarding defining the entrance, landscaping, crosswalk safety, lighting, sidewalk repair and maintenance, the impact to the wildlife in the area, and the timeline for the project and continuity to completion.

Jack Buckley, 36 Arch Street, stated his support with the previous comments, and requested a condition be added that the property be properly maintained.

Jane Sherwood, 43 Arch Street, stated her support with the previous comments and the three way stop sign. She stated her concerns with traffic, now that Silver Street is open, and with McIntosh developing to eventually begin.

C.Parker distributed copies of the email received from David Ferguson to the Board members. He summarized D.Ferguson's concerns regarding incomplete previous lot development, sidewalk repair, and flooding.

Public hearing closed.

C.Parker addressed the abutter concerns. He stated the Transportation Advisory Commission met to make the three way stop sign permanent, and this topic would be presented to the City Council in January 2016. He clarified information regarding the tree cutting in the no cut/no disturb buffer areas and how this would be added to the deeds and the HOA documents. He stated they will work with the applicant regarding the maintenance of the rain garden and open space and getting this placed in the HOA documents. He clarified there is no crosswalk across Arch Street, and explained the location of where the crosswalk would be at Isabella Drive and where to cross for safety in that area. He gave an update regarding the timeline procedure for development to complete projects, and explained the infrastructure in place with no activity. He added abutters should contact him with any concerns. He stated the construction requirements.

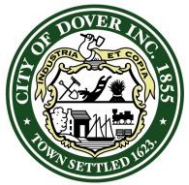
Discussion ensued regarding the standard for lighting. C.Parker clarified lighting is not required for subdivision plans, but for site plans. C.Berry confirmed the standard lighting would be used, and a detail will be provided.

C.Parker explained the regulations regarding accessory structures in that district. He stated this could be addressed in the HOA documents. He noted conditions regarding housekeeping that are already in the plan. He created a condition of approval regarding working with a wetland scientist.

C.Parker explained the purpose and intent for the Open Space Subdivision and the purpose of the design to cluster homes together and create more open space. Due to this concept, there is still a place for the wildlife to habitat. He further explained the zoning requirements.

Discussion ensued regarding creating a lower level vegetative buffer with the trees. C.Parker stated this could be discussed with the applicant.

C.Berry addressed the abutter concerns and stated the purpose and intent of the Open Space Subdivision concept which provides continuity in the open space for the wildlife. He explained the other open spaces connected to this project and how this project wants to conserve the space. He addressed the sidewalk issue and the rehabilitation. He



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stated they are not proposing a crosswalk across Arch Street for safety reasons, and suggested crossing where there are lights. He explained the standard lighting, and the location of the various landscaping and vegetation to enhance the entrance and buffers. He commented on the traffic and agreed with the necessity of the three way stop sign. He stated the no cut/no disturb would be placed in the HOA document with a standard procedure. He explained the drainage issues and rain garden pertaining to the project, as well as other development issues.

Discussion ensued regarding the various buffers and where to add more open space and more privacy to the abutters.

Discussion ensued regarding clarification of the waiver regarding the 15 ft. buffer instead of 30 ft. C.Parker clarified the location on the plan, stated the reason for it, and that they have not heard any concerns from this abutter.

C.Lawrence requested clarification for the revision of the staff memo. C.Parker stated it does not pertain to the Condition Use Permit and wanted to address it at P15-16.

STAFF RECOMMENDATION: (P15-50)

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 subdivision plan (P15-16) shall be approved.
2. The erosion and sediment control features shall be installed prior to any earth disturbance activities.
3. NH DES Wetlands Permit granted with the permit number added to the subdivision plan and a copy of the permit submitted to the City.

Motion: K.Schuman made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by C.Plante. Vote 8/1

Discussion ensued regarding the 30 ft. buffer on Lot 13 and the reasons for and against the waiver.

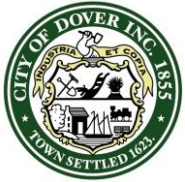
Discussion ensued regarding additional screening for Lot 11 to address any holes in the buffer, and to work with Staff regarding tree marking to see if additional screening is necessary.

STAFF RECOMMENDATION: (15-16)

The Planning Department recommends that the Planning Board approve the open space subdivision with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The owner's signatures shall be added to the final plat submitted for signature.
2. The Professional Engineer, LLS, and Certified Wetland Scientist shall stamp and sign final plans.
3. The applicant shall provide the Planning Department with a digital version of the final plat.
4. A Conditional Use Permit (P15-50) shall be granted.
5. The approval includes the granting of the waiver requested for the right of way width reduction for the reasons stated by the applicant. The Board finds that the criteria of Chapter 155-51.A have been met.
6. The approval includes the granting of the waiver requested for the reduction in the no cut/no disturb buffer from 30 ft. to 15 ft. except on proposed Lot 13 along common boundary with 16 Arch Street, (AKA



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Tax Assessors Map 11 Lot 12) which shall be restored to 30 ft., for the reasons stated by the applicant. The Board finds that the criteria of Chapter 155-51.A have been met.

7. The applicant shall revise the plat to:
 - a. add a legend to sheet 8
 - b. number or identify each easement detail on sheet 6 and then reference those easement details on sheet 5
 - c. add a note that the lot numbers shall be assigned by the Assessing Office
8. A comprehensive sidewalk plan for Arch Street, the addition of landscaping along 33 Arch Street, and landscaping/lighting along the entrance to Isabella Drive shall be reviewed and approved by the Planning Director.
9. The applicant shall submit proposed Homeowner's Association Documents addressing private trash removal at end of individual driveways, access to the open space lot, preservation of perimeter landscaping, and ownership and maintenance of common areas including open space, parking area, lighting, roadway, drainage infrastructure (including the rain garden) and utilities, and potential future walking trails. These documents shall be reviewed by the Planning Department, with consultation by the City Attorney on compliance with conditions.

Conditions to Be Met Prior to Any Construction Activity:

10. The applicant will develop, with its Wildlife/Wetland Consultant, a plan to minimize impact on wildlife, which shall be reviewed and approved by the Planning Director.

Conditions to Be Met Prior to Issuance of a Building Permit:

11. A copy of the recorded drainage easement granted to the owners of Map 11, Lot 13 to allow for the drainage to be placed in the rain garden shall be provided to the Planning Office.
12. Any new building shall pay the current impact fees in place at the time of building permit application.
13. Any new building shall be assessed the current water/sewer investment fees in place at the time of application for water/sewer service and pay the fees before water/sewer services are established.

Conditions to Be Met Prior to Issuance of a Certificate of Occupancy:

14. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.
15. The applicant shall submit documentation that a Homeowner's Association has been formed.

D.Ciotti suggested the item 9 condition of approval should read rain garden and utilities.

C.Lawrence asked if the recreation trail was to be included to the Open Space Subdivision. C.Parker stated that would be only if the Homeowner Association wanted to create this.

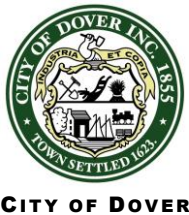
Discussion ensued regarding clarification of open space in subdivisions is for the homeowners in the subdivisions, and not public access. There is only public access if there was public access prior to the subdivision establishment.

Motion: L.Skinner made a motion to approve with staff recommendations as amended. Seconded by C.Plante. Vote 8/1

4. NEW BUSINESS

A. Consideration and possible vote on revised Planning Board Bylaws and Rules.

C.Parker gave an overview of the Planning Board Bylaws and Rules revisions, and how it pertains to voting for officers. He explained the election of officers, and stated the Board members will vote on the Bylaws prior to the election of officers in January. He stated there would be no action at that meeting.



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Discussion ensued regarding regular and alternate members and the voting process. C.Parker stated in order to amend the Bylaws, all 12 members vote.

Discussion ensued regarding clarification of the number of meetings per month and the location, the Roberts Rules of Procedure as standard procedure, the procedure for those who are not property owners and how they might participate at meetings, designated area for alternates at meetings, and that only voting members can sit at the table.

5. STAFF COMMENTS

C.Parker stated he has two letters regarding an opportunity for grants which pertain to climate change and adaptation and adding this to the City's Master Plan to protect areas that may be prone to flooding. The City would work with Strafford Regional Planning. The grant is for \$20,000, and has four components with two specific to Dover. He asked the Board members to recommend the Chair the two letters sign the letter.

C.Parker confirmed there would be a new Master Plan Chapter on climate change to be endorsed. The Stafford Regional Planning would develop the Master Plan Chapter which would be adopted through the Master Plan process.

Motion: T.Clark made a motion to have the Board authorize the Chair to sign the two letters presented by C.Parker. Seconded by D.White. Vote U/A

C.Parker addressed the Transportation Master Plan survey, explained the location, and encouraged people to take the survey, as well as the Community Trail survey.

C.Parker stated the first January meeting will be a goal setting meeting.

C.Parker thanked B.Garrison for his service to the Planning Board and wished him well. He recognized the new position on the City Council for D.Ciotti, and hinted to the possibility of his position as Council Representative on the Planning Board.

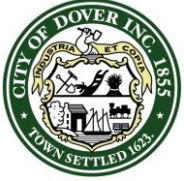
6. MEMBER COMMENTS

C.Lawrence commented on the meeting for Hazard Mitigation regarding drainage, storms, and the seas rising. He noted the similarities to the climate change information stated previously by C.Parker.

D.Ciotti thanked everyone for their service and commitment to the Planning Board. He thanked B.Garrison and wished him well.

7. ADJOURNMENT

Motion: K.Schuman made a motion to adjourn at 9:30 p.m. Seconded by C.Lawrence. Vote: U/A



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P15-59

Application Type: Conditional Use Permit
Applicant(s): Frank and Laurie Leichthammer
Owner(s): Frank and Laurie Leichthammer
Location: 15 Cote Drive (Assessor's Map L, Lot 58G)
Meeting Date: January 12, 2016

INTENT: To obtain a Conditional Use Permit (CUP) to construct a garage in the Conservation District within 48' of a tidal river

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM: # 6-A

ACREAGE: 0.68 Acres

ZONING DISTRICT: Low Density Residential (R-20)

EXISTING LAND USE: Single Family residential

PROPOSED LAND USE: Single Family residential

SURROUNDING LAND USE: Single Family residential

ZBA ACTION: None

ATTACHMENTS:

- Conditional Use Permit Application
- Conservation Commission Minutes from December 14, 2015

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by certified mail to all abutters

PERMITS REQUIRED:

- NH DES Wetlands Permit

WAIVERS REQUESTED: None

Summary of Request and Background

The applicant is requesting a Conditional Use Permit to construct a garage in the Conservation District within 48' of a tidal river.

The Conservation Commission endorsed the NHDES application and CUP with the condition that "the disturbed area around the garage be loamed and seeded with grass to mitigate the runoff".

Consistency with Land Use Regulations

The Conservation District ordinance provides for Conditional Use Permits to allow impacts to land within 100 feet of a tidal river if standards related to demonstration of need, avoidance, minimization, and mitigation are met. This proposal is consistent with those standards.

STAFF RECOMMENDATION:

The Planning Department concurs with the Conservation Commission and requires that the garage is no closer to the river than the existing deck. The Planning Department recommends the Planning Board accept the application, open a public hearing and approve the Conditional Use Permit with the following conditions:

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

1. NH DES Wetlands Permit is granted and a copy of the permit submitted to the City.

15 Cote Drive

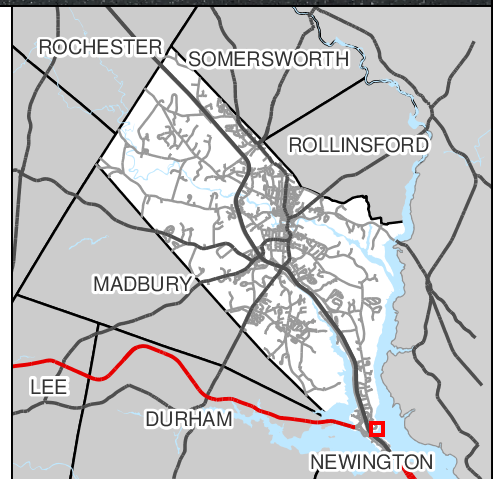
**Property Information**

Property ID L0058-G00000
Location 15 COTE DR
Owner LEICHTHAMMER FRANK N &
LEICHTHAMMER LAURIE

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

The City makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated January 1, 2015





RECEIVED
Planning Office

City of Dover, New Hampshire DEC 07 2015
CONDITIONAL USE PERMIT APPLICATION
[Revision Date: September 29, 2015]

Office Use Only

Project #:

P15-59

Date Received:

12/7/15

Amount Paid:

\$346 Check #159

Time Received:

11:30 AM

APPLICANT AND OWNER INFORMATION

Name of Applicant: FRANK & LAURIE Leichthammer Telephone # 603-343-5401

Address of Applicant: 15 COTE Drive, Dover, NH 03820

E-Mail Address: srspine@yahoo.com

Name of Property Owner (if different from applicant): _____ Telephone # _____

Address of Property Owner: _____

PROPERTY INFORMATION

Assessor's Map # 1 Lot(s) # 586

Address of Property: 15 COTE Drive Dover, NH 03820

Zoning District(s) _____ Overlay District(s) _____

Existing Use of Property: RESIDENTIAL

CONDITIONAL USE PERMIT INFORMATION

Type of Conditional Use Permit (Check All That Apply):

- | | | |
|---|---|---|
| ☒ Conservation District | ☐ RCM Use Overlay District | ☐ I-1 District Uses |
| ☐ Groundwater Protection | ☐ Off-Street Parking and Loading | ☐ Alternative Treatment Center |
| ☐ Wetland Protection District | ☐ Central Business District | |

Describe Proposed Use or Activity That Requires Conditional Use Permit and Describe Any Impacts:

Applicant proposes to build a garage/carport to house vehicles, Boat & personal Chattles within 250' of a tidal River with the least amount of impact.

No impact to the wetlands will occur, but due to Codes a conditional use permit is Required to proceed with the Structure. Add A False Roof Dormer to Residence

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: State of NH. Wetlands permit, D&S File # 2015-03134, in process; Natural Heritage

Bureau, File ID NHB 15-3482, approved; City of Dover Building permit 15-304 issued 8/11/15

Name of Professional That Prepared Plans: NA

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: Frank A. Latham Date: 12-7-2015

Signature of Applicant (if different from owner): _____ Date: _____

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: Frank A. Latham Date: 12-7-2015

CITY OF DOVER CONDITIONAL USE LIST OF ABUTTERS

Pursuant to RSA 676:4, the State Law of New Hampshire, the City of Dover is required to notify the applicant, abutters (including holders of conservation easements), and any professional whose seal is on the plan, of the public hearing by certified mail, return receipt requested. The applicant must obtain the abutter information from the records of the Tax Assessor's Office (not more than five days prior to filing) in order to process the site review application.

ABUTTER is defined as the owner of record of a parcel of land located in New Hampshire and that adjoins or is directly within two hundred (200) feet (including land across the street or waterway) of the proposed site under consideration by the Planning Board. For a condominium or other collective form of ownership, abutter means the officers of the collective or association. *(See additional requirement below)*

Owner:

TAX MAP	LOT #	PROPERTY OWNER	MAILING ADDRESS
L	S8 G	FRANK & LORIE LEICHTHAMMER	15 COTE DR., DOVER, NH 03820

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor and/or Engineer:

NAME	COMPANY	MAILING ADDRESS

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS

Abutters: SEE A Attached list with Names and Address for the City's USE

TAX MAP	LOT #	OWNER (S) OF RECORD	MAILING ADDRESS
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Abutters

ID	Site Address	Owner Name	Owner Name2	Owner Address	Owner City	Owner State	Owner Zip
L0057-H00000	4 CENTER DR	RICHARDSON CARL J &	RICHARDSON JENNIFER L	4 CENTER DR	DOVER	NH	03820-4649
L0058-S00000	10 COTE DR	BIGGS THELMA	BIGGS ROBERT O	10 COTE DRIVE	DOVER	NH	03820
L0058-N00000	11 COTE DR	O'REILLY MARY E &	SCHULTZ JANET L	11 COTE DR	DOVER	NH	03820
L0058-X00000	12 COTE DR	CHENEVERT DALE T	CHENEVERT DAVID A	12 COTE DR	DOVER	NH	03820
L0058-F00000	13 COTE DR	SCHULMAN LEUVAN H REVOCABLE TRUST	SCHULMAN VERONICA J REVOCABLE TRUST	13 COTE DR	DOVER	NH	03820
L0058-U00000	14 COTE DR	CLARK JOHN B		14 COTE DR	DOVER	NH	03820-4607
L0057-D00000	15 COTE DR	CURTH JOHN B		18 COTE DRIVE	DOVER	NH	03820
L0058-K00000	17 COTE DR	ROSE PATRICIA		17 COTE DRIVE	DOVER	NH	03820
L0058-W00000	18 COTE DR	SULLIVAN GORDON A &	SULLIVAN DONNA J	19 COTE DR	DOVER	NH	03820-4644
L0058-L00000	21 COTE DR	LANCASTER DAVID G & MARY E REVOCABLE TRU	LANCASTER DAVID G AND MARY E TRUSTEES	21 COTE DR	DOVER	NH	03820
L0057-C00000	352 DOVER POINT RD	ZETTERBERG JANET		352 DOVER POINT ROAD	DOVER	NH	03820

RE: Application for a conditional permit

To: The Planning Board of Dover, NH

The applicants, Frank and Laurie Leichthammer by submitting the following information per Dover Code 170-27 hereby request a Conditional Use Approval to build a 16'x 40' carport/garage and a false dormer over the residence Front entrance within the conservation district upon their property (Tax Map L, lot 58G) located at 15 Cote Drive, Dover, NH. This lot and the residence was constructed in 1940 existed within the Conservation District prior to the current zoning laws.

The applicants, having moved here from Western Massachusetts, deem it necessary to make these improvements to this R 20 zoned property for protection of their vehicles, boat and personal property from the weather elements and potential intruders and for safety reasons to protect the residents and guests from icing conditions upon their walkway and stairs to their main entrance to the property.

Per Dover Code 170-27.1 this application complies with the following points:

- 1) The structures will not contribute to pollution of surface and ground water by sewage, toxic substances, or sedimentation.
- 2) The structures do not create any change to the wetlands.
- 3) The structures do not disrupt the natural areas and rare, threatened, an endangered species nor the wildlife habitats.
- 4) The structures will be harmoniously, appropriately, and safely located beyond the wetlands and enhance the aesthetic values of the neighborhood.
- 5) The garage structure is constructed on pilings so as to permit unobstructed flow of water.
- 6) The structures do not change any contour of the existing site.

- 7) The garage structure cannot be constructed on any other portions of the lot which are outside the 100 foot setback of the Conservation District without having the following negative impacts or effects:
- a) It would create an additional 1440 sq. ft. of impervious area upon the lot compared to the 640 sq. ft. of the proposed location.
 - b) It would require the removal of 4 mature trees and 1 mature bush compared to no removal of plantings on the proposed location.
 - c) Placing the structure in the front yard of the property would be out of character with the neighborhood and block two neighbor's view of the water.

The applicants provide you with the following Exhibits and explanations for your consideration:

Exhibit # 1: Lot Plan noting the 50 ft. and 150 ft. reference , the proposed lines, the proposed location of the garage and false dormer in gray and the unacceptable garage location outlined in red.

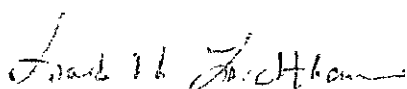
Exhibit # 2: Picture of the garage structure partially constructed based upon receipt of the City of Dover Building permit # 15-304 granted Aug. 24, 2015.

Exhibit # 3: Blow up of lot plan showing setbacks of the garage structure

Exhibit # 4: Picture of mature trees and bushes that would have to be removed from the unaltered lot area if the proposed location on the side of the residence is rejected.

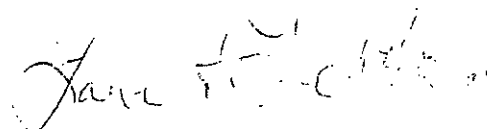
Exhibit # 5: Plot plan showing where 4 pictures attached are taken from.

The applicants would like to thank the Planning Board for the time taken to consider our request.



Frank N. Leichthammer

12/10/15

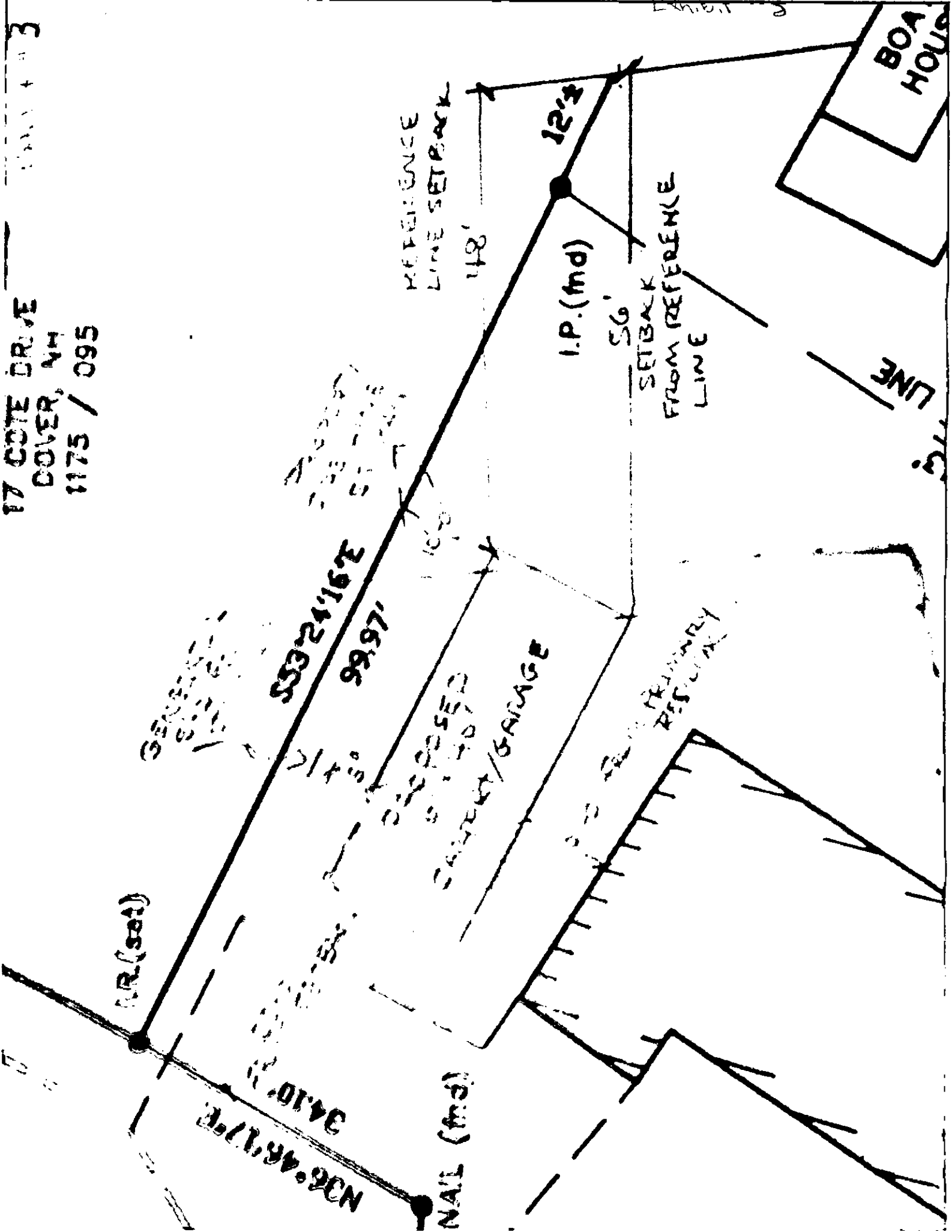


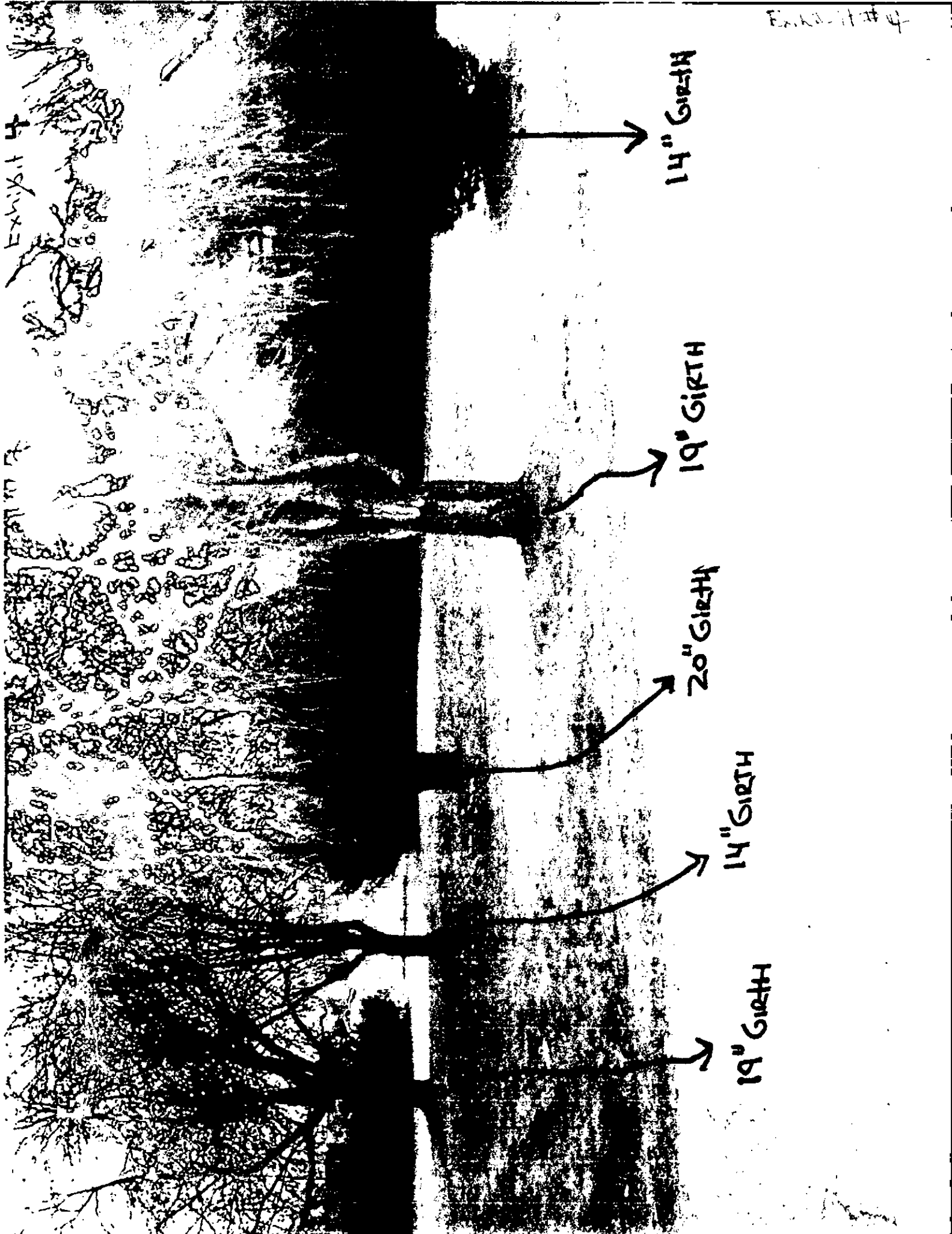
Laurie A. Leichthammer

Exhibit
2



17 COTE DRIVE
DOVER, NH
1175 / 095





14" GIRTH

19" GIRTH

20" GIRTH

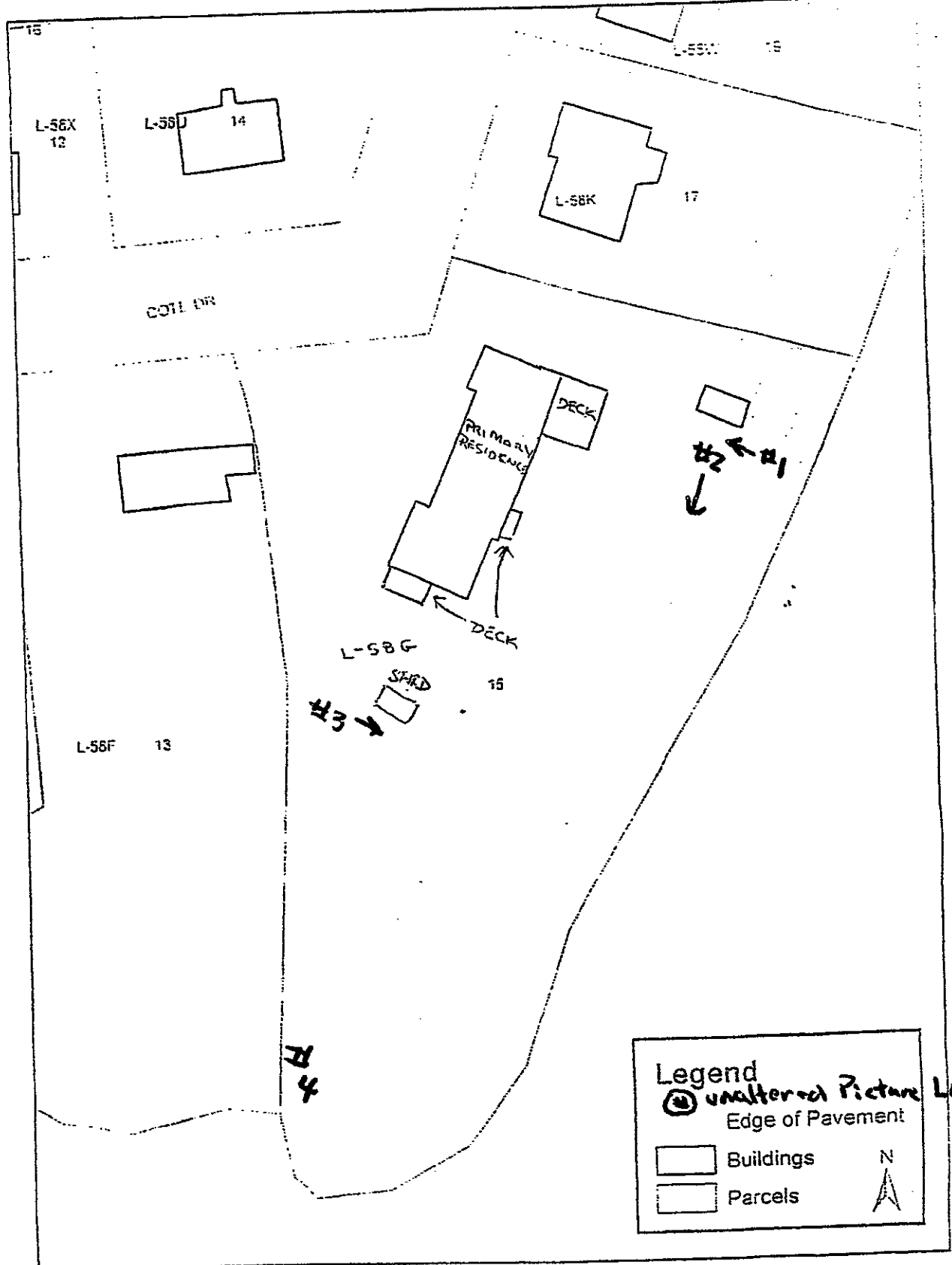
14" GIRTH

19" GIRTH

1.5' X 1.5' H

PRE-EXISTING CONDITIONS
Plot Plan for 15 Cole Drive
Dover, NH

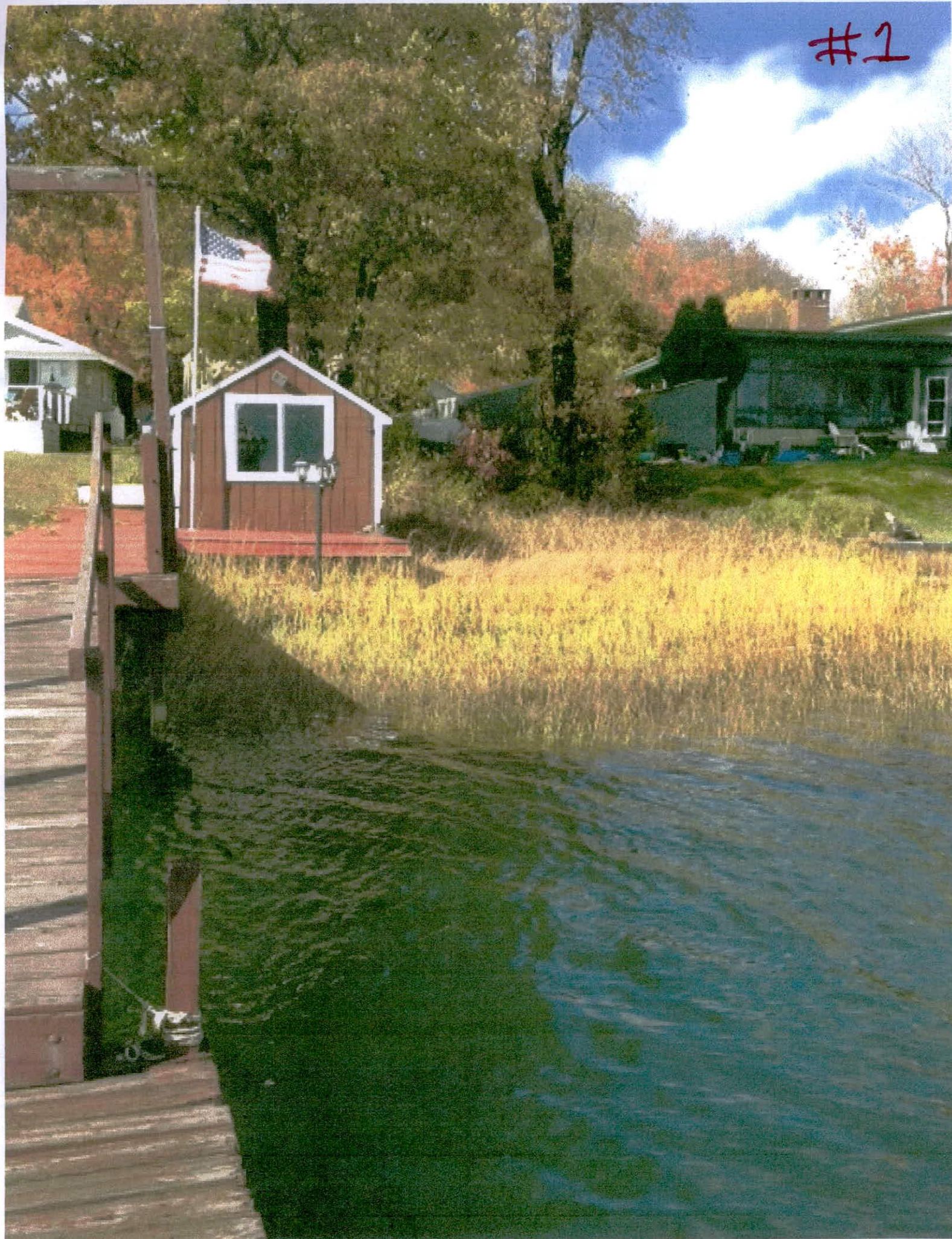
Exhibit #5



Scale: 1 inch = 60 feet

Note: This is not a survey.

#1



#2



#3



#4





CITY OF DOVER

DOVER CONSERVATION COMMISSION – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Conference Room, City Hall, 288 Central Avenue
Meeting Date: Monday, December 14, 2015
Meeting Time: 5:30 pm

- C. NHDES Wetlands Permit and City of Dover Conditional Use Permit for Frank Leichthammer at 15 Cote Drive. Proposal is to build a 640 sq. ft. (40' x 16') garage within the 100 foot Conservation District adjacent to the tidal Piscataqua River.

Frank Leichthammer was present to explain the proposed garage he is building within 48 feet of the reference line. The purpose of the garage is to store my vehicles and pontoon boat. I received a building permit for the structure, but did not know I needed to get a DES permit. No one from the city told me about that requirement, until I was already building. I now know a lot more about the permitting requirements.

Hunt: Where are you with DES?

Leichthammer: The application was submitted on November 20th, but since construction had started they don't have to make a decision within 30 days. I will move the garage 8 feet closer to the street to lessen the impact. I have to stay 5 feet from the generator, which I will have to move. The alternative of the garage in the front of the house would not fit with the neighborhood.

Donovan: The question is whether the use is reasonable and how the impact can be reduced. The only way would be to reduce the size of the structure.

Leichthammer: The building is as long as it is to fit my vehicles and boats.

Donovan: It is a balance between minimization and need. The increase in impervious coverage is an issue. I think there is a reasonable balance.

Bird confirmed that the garage would have no gutters.

Bird: Could roof runoff be handled to mitigate the impact?

Donovan: With a dirt garage floor you could not use a drip edge. Grass would be the best treatment to absorb water from the roof as it would provide some treatment before the water enters the river.

Donovan made a motion to endorse the NHDES application and Conditional Use Permit, with the condition that the disturbed area around the garage be loamed and seeded with grass to mitigate the runoff, Erickson seconded. Vote: 5-0.

4. REPORT FROM THE CHAIR

- B. Review of Correspondence Received From NH Department of Environmental Services

Bird reviewed the following letters from the DES Wetlands Bureau:

1. Approval of a shoreland permit from NHDES for a house for Dover Point Properties on Shore Ln.
2. Approval of a shoreland permit from NHDES for Whittier Street Bridge for City of Dover.
3. Notice of hearing for appeal of NHDES denial of dock permit from Miles Cook of 22 Isaac Lucas Circle held on December 8th.

5. OTHER BUSINESS:

Bird asked for the Conservation Commission to endorse an application for a project of special merit that the Strafford Regional Planning Commission and the NH Coastal Program are submitting. The project includes the preparation of a Climate Adaptation Chapter for the Dover master plan.

Quisumbing-King moved to endorse the application described above, Erickson seconded. Vote: 5-0.

Bird distributed information on the NH Coastal Risks and Hazards Commission workshop scheduled for Thursday, December 17th from 6-8 pm at the Great Bay Discovery Center.

6. ADJOURNMENT

Quisumbing-King moved to adjourn the meeting at 7:22 pm, Erickson seconded. Vote: Unanimous

To: Planning Board
From: Christopher Parker, AICP
Date: January 7, 2016
Re: 2016 Special topics
CC: N/A

ISSUE:

Special topics are an integral part of continuing education for Planning Board members.

INTENT:

This memo will preview the 2016 topics staff hopes to focus on with the Planning Board.

GOALS:

Use the lighter agenda of the second Tuesday of the month meeting as an opportunity to continually review City wide and national planning trends.

PROCESS:

After discussing opportunities for topics with the chair, staff selected topics and assigned them to months.

ATTACHMENTS:

- Meeting Schedule

For the calendar year 2016, staff has identified the workshop dates and potential topics for the Board. Working with the previous Chair, I have reviewed past topics and discussions that have occurred. The topics listed below will be presented by both internal staff and potentially external consultants or educators.

As with this past calendar year, as we get closer to the dates of meetings we will issue agenda's and use Outlook's appointment feature to invite planning board members to workshops so that you add the meeting to your calendar electronically.

Topics and dates (all 2016) are as follows:

- January 12: Goal setting, election of officers
- February 9: CDBG Overview
- March 2: Master Plan Recommendations Summary Update (joint with Council)
- April 12: Citywide Tour
- May 10: Infill Development | Waterfront Update
- June 14: Amendment Update
- July/ August: Summer break
- September 13: Legislative Update | Joint Land Use Board Meeting
- October 5: Capital Improvements Program (joint with Council)
- October 11: Capital Improvements Program
- December: Fall/Winter break

Should we make any adjustments, I will update this list and redistribute.

Please keep in mind that should the Board identify land use amendments it wishes to work on, any workshops for those amendments could double up on these workshops.