

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - City Hall, 288 Central Avenue
Meeting Date: **Tuesday, January 26, 2016**
Meeting Time: **7:00 pm**

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

Members Not Present: Lee Skinner, Maggie Fogarty (Alternate)

Staff Present: Donna Benton (Assistant City Planner), Tracy Smith (Recording Secretary)

The Chair called the meeting to order at 7:00 p.m.

1. CITIZENS' FORUM

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- January 12, 2016 Regular Meeting Minutes

Motion: K.Schuman made a motion to approve the January 12, 2016 Regular Meeting Minutes. Seconded by T.Clark. Vote U/A

3. OLD BUSINESS

None

4. NEW BUSINESS

K.Schuman stated items 4.A and 4.B would be heard together.

- A. Consideration and acceptance of a Site Plan Review for Berry Surveying & Engineering, (Owner: Oak Bluff Realty), Assessor's Map 40, Lot 38-A, zoned O, located at 56 New Rochester Road. (To construct a 9,900 sq. ft. office and residential building) *(P15-57)
- B. Consideration and possible vote of a Conditional Use Permit for Berry Surveying & Engineering (Owner: Oak Bluff Realty), Assessor's Map 40, Lot 38A, zoned O, located at 56 New Rochester Road. (Construction of parking lot, drainage and utilities in Conservation District of Willand Pond with impact of 1,000 sq. ft.) *(P16-01)

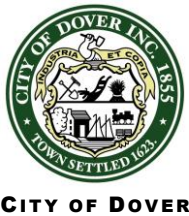
D.Benton gave an overview of the application and stated the applicant is requesting two waivers, one for the porous sidewalks and one for lighting.

Chris Berry, Berry Surveying & Engineering, represented the applicants and STF Development and explained the plan as it pertains to Willand Pond, the development plan, and the reasons for the waivers.

Motion: K.Schuman made a motion to accept the applications for items 4.A and 4.B. Seconded by D.Ciotti. Vote U/A

Public Hearing Opened. Nobody Spoke. Public Hearing Closed.

STAFF RECOMMENDATION: (P15-57)



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The Planning Department recommends that the Planning Board approve the site plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The owner's signatures shall be added to the final plan.
2. The applicant shall provide a digital version of the final plan to the Planning Department.
3. A streetscape plan pursuant to 149.13.A(17) will need to be provided to the satisfaction of the Assistant City Manager.
4. The Professional Engineer, Licensed Land Surveyor, and Soil Scientist shall stamp and sign the final plan set.
5. The approval includes the granting of the waivers requested for the reasons stated by the applicant. The Board finds that the criteria of Chapter 149-19.A have been met.

Conditions to Be Met Prior to Any Construction Activity:

6. Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 8 AM-5 PM, with no Sunday hours. Hours of construction shall be documented on a site construction sign along with the contact information for the general contractor. Said signage shall be located and approved by the City Engineer or Director of Planning and Community Development.

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

7. Any new building shall pay the current impact fees in place at the time of building permit application.
8. Any new building shall be assessed the current water/sewer investment fees in place at the time of application for water/sewer service.

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

9. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

Answering D.Ciotti's question, D.Benton clarified information regarding the new parking requirements as it pertains to the application.

D.White explained the drainage and the sewer pump station. C.Berry also explained the drainage and storm water management for the project site.

Discussion ensued regarding the reason for the waiver for porous sidewalks. C.Lawrence stated his concern regarding the need for the waiver and requested a site walk for the property.

F.Torr requested a show of hands for those members who were in favor of a site walk. Poll: 8/1 not in favor of a site walk.

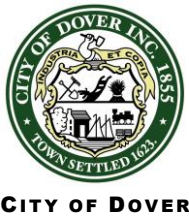
Motion: D.Ciotti made a motion to approve subject to the staff recommended conditions. Seconded by D.White. Vote 8/1 opposed

STAFF RECOMMENDATION: (P16-01)

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. NH DES Shoreland Permit is granted and a copy of the permit submitted to the City.
2. The Site Plan (P15-57) shall be approved.



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Motion: D.Ciotti made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by K.Schuman. Vote U/A

- C. Consideration and acceptance of a Site Plan Review for CLD Consulting Engineers, Inc., (Owner: William R. Dube Revocable Trust), Assessor's Map K, Lot 25-B, zoned B-3, located at 40 Dover Point Road. (To construct a 31,200 sq. ft. building with 79 parking spaces and 40,447 sq. ft. of vehicle display area) *(P15-58)

D.Benton gave an overview of the application and stated the applicant has requested four waivers to include the 5 ft. setback, porous pavement and sidewalks, and the traffic impact analysis.

Rick Lundborn, CLD Consulting Engineers, Inc., represented the applicants and explained the project plan and the reasons for the waivers. Charlie Reed and Debbie Dube Reed of Bill Dube, Inc. were also present to answer operating questions, as well as, Craig Jewett of Jewett Construction, and Scott Vlasak of Bruce Ronayne Hamilton Architecture.

R.Lundborn explained the drainage for the project plan as it pertains to the porous pavement waiver. Discussion ensued regarding the drainage and storm water management for the project.

Discussion ensued regarding the waiver for the traffic impact and clarification regarding which entrance will be used primarily and which entrance will be used for deliveries/service, and the impact to existing traffic.

D.Benton clarified that there is a condition listed that cars are not allowed to park in the right of way.

D.Ciotti expressed concern regarding the lit sign. D.Benton clarified the applicant would need to obtain a permit for a new sign.

R.Lundborn confirmed the parking of displayed vehicles would be entirely on property, and the three new light poles would be down shield. He stated the lighting plan would be submitted to the City for review.

Discussion ensued regarding the sound system and various options available to the applicant to diminish the noise, such as, phone systems with headsets. D.Reed confirmed the current sound system is old and they cannot control the direction or tone of the sound. She stated they will be upgrading the system, and are considering various options available.

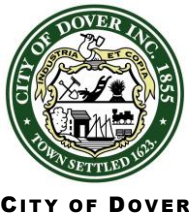
Discussion continued regarding landscaping on the property and that shrubbery would be added to the stone banking on the north side, as well as the need for the cross access easement due to the future possibility that the applicant might sell the adjacent property.

D.White requested a snow operation management plan with salt restrictions be added to the plan as a condition due to the concern of pushing snow into wetlands over the ravine.

Motion: D.White made a motion to accept the application. Seconded by D.Ciotti. Vote U/A

Public Hearing Opened.

Richard Spence, President of Thornwood Commons, read and submitted a letter (in file) expressing concerns regarding sound and lighting.



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F.Torr read a letter (in file) submitted to the Board members by Eric Jackson of Stabile Company regarding concerns with sound and lighting.

C.Reed stated the dealership was there before the residents moved in, and that the business has been established for 40 years with lights and snow removal already in place.

Public Hearing Closed.

Discussion ensued regarding listing the cross access easement as a condition in the plan to protect boundaries. D.Ciotti explained the reason was in case the abutting property was sold in the future.

D.Benton confirmed with the Board members the additional conditions of the snow maintenance plan and the standard waiver note.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board approve the site plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The owner's signatures shall be added to the final plan.
2. Applicant shall provide:
 - a. digital version of plan set
 - b. a landscape plan stamped and signed by a L..A which includes the 5% internal landscaping as required
 - c. a legible print of the lighting plan
 - d. Documentation of NHDOT approval and authorization of a driveway permit.
3. The Professional Engineer and Licensed Land Surveyor will need to sign and date final plans.
4. Storm Water Management Plan and Storm Water Management System Operation and Maintenance Plan to the satisfaction of the City Engineer
5. Revise plan set to:
 - a. Include a snow maintenance plan to the satisfaction of the City Engineer
 - b. Add a note regarding location of off-site vehicle display during construction
 - c. Correct lot number behind site to 19-02 not 19-002 or 19-2000
 - d. Add a note that Vehicle Display Areas shall not encroach into Right-of-way as that would be violation of NH RSA 262:40-c and Dover City Code 166-16F.
6. This approval includes the granting of the waivers requested for the reasons stated by the applicant. The Board finds that the criteria of Chapter 149-19.A have been met.

Conditions to Be Met Prior to Any Construction Activity:

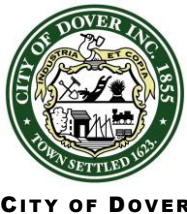
7. Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday and Sunday 8 AM-5 PM. Hours of construction shall be documented on a site construction sign along with the contact information for the general contractor. Said signage shall be located and approved by the City Engineer or Director of Planning and Community Development.

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10. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.



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11. Cross easements, if not already existing, shall be drafted by the applicant and reviewed by the City's Legal Counsel and recorded at the registry at the applicant's expense.

R.Lundborn clarified the landscaping island would allow for the whiskey barrel option.

Motion: D.Ciotti made a motion to approve subject to the staff recommended conditions. Seconded by K.Schuman. Vote U/A

- D. Overview of Community Development Block Grant program presented by Community Development Planner Dave Carpenter.

K.Schuman stated this item would not be heard.

5. STAFF COMMENTS

D.Benton stated item 4.D would be heard on February 9, 2016 regarding the CDBG program.

D.Benton distributed parking passes to the Board members who did not have one.

D.Benton stated the date for the annual conference for the Offices of Energy and Planning is April 23, 2016. Any Board members interested need to contact the Planning Department.

D.Benton gave an update on L.Skinner.

6. MEMBER COMMENTS

D.Ciotti stated the 149.14 waiver requirements of impervious material needs to be addressed. D.Benton confirmed this item is on the list of potential amendments to be reviewed.

7. ADJOURNMENT

Motion: K.Schuman made a motion to adjourn at 8:11 p.m. Seconded by G.Cruikshank. Vote: U/A