DOVER PLANNING BOARD – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Council Chambers - City Hall, 288 Central Avenue
Meeting Date:	**Tuesday, March 8, 2016**
Meeting Time:	**7:00 pm**

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

Members Not Present: Catherine Plante

Staff Present: Christopher Parker (Assistant City Manager), Donna Benton (Assistant City Planner), Tracy Smith (Recording Secretary), Dave Carpenter (Community Development Planner), Dan Barufaldi, Dover Business Industry and Development Authority (Director)

The Chair recognized C.Pratt to sit in for C.Plante.

The Chair called the meeting to order at 6:58 p.m.

1. CITIZENS' FORUM

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- February 23, 2016 Regular Meeting Minutes

Motion: K.Schuman made a motion to approve the February 23, 2016 Regular Meeting Minutes. Seconded by D.Ciotti. Vote U/A

3. OLD BUSINESS

A. Consideration and Possible Vote for Proposed Area Rezoning of Land.

C.Parker gave an overview of the proposal, and stated Dan Barufaldi and Dover Business Industry and Development Authority (DBIDA) members were present to identify the proposal.

Scott Johnson, DBIDA member, explained the challenge in locating land to expand Dover's commercial base. He stated DBIDA has been evaluating different lots and their size, the locations, and considering the impacts to neighborhoods.

C.Parker explained the proposal regarding rezoning the area involving Production Drive and Sixth Street.

M.Fogarty arrived at 7:05 p.m.

S.Johnson stated one of the reasons why DBIDA has submitted the proposal is that the area is not suited for residential as it is zoned due to the view of the buildings and truck traffic on that road.

D.Ciotti requested information regarding the house on Sixth Street. S.Johnson clarified the intent of the proposal and stated it does not involve eminent domain. The house goes with the parcel and they are uncertain of the owner intent. He explained options regarding the acreage of the property.

Discussion ensued regarding the Production Drive map and Land Use Analysis documents distributed to the Planning Board members, and further clarification regarding the intent of the proposal.

C.Pratt asked if there could be a stipulation with the zoning change. C.Parker explained that is not available in the regulations and clarified why the I-4 District would be a good choice for rezoning.

Discussion ensued regarding how and when property owners are notified about their parcels being rezoned, and clarification that the City is not looking to take over anyone's property through eminent domain.

C.Parker explained the rezoning process and how the public is notified for the Board members.

Motion: K.Schuman made a motion to post this area for rezoning as drafted by Staff. Seconded by D.Ciotti. Vote U/A

4. NEW BUSINESS

A. Consideration and acceptance of a Conditional Use Permit for Saddle Lot 3, LLC, Assessor's Map N, Lot 8-1-3, zoned R-40, located at Lot #3 Saddle Trail Drive. (Proposal is to construct a single family house within a 20% slope Conservation District. Proposal will impact 4,290 sq. ft. within the Conservation District.) *(P16-03)

C.Parker gave an overview of the application.

Steven Oles, Norway Plains represented the applicant and stated the intent of the proposal and that there was more impact to the Conservation District when they considered another location on the property for the house. He stated they have the shore land permit and septic approval.

T.Clark addressed the detail on the plans for erosion control from the Conservation Commission meeting minutes. C.Parker clarified that sheet #3 in the plans has the detail, and stated Steve Bird worked with the applicant on that issue.

Motion: G.Cruikshank made a motion to accept the application. Seconded by T.Clark. Vote: U/A

Public hearing opened. Nobody Spoke. Public hearing closed.

STAFF RECOMMENDATION:

The Planning Department recommends that 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 erosion and sediment control features shall be installed prior to any earth disturbance.
2. To replace Cochecho River with Fresh Creek.

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

B. Public Hearing on the CDBG Action Plan for FFY16. All persons wishing to speak on the proposed Action Plan and use of funds are urged to attend.

C.Parker gave an overview of the CDBG administrative process, the levels of funding utilized to put the plan together, and an overview of the economic development.

Discussion ensued regarding the CDBG administrative cost and options were evaluated.

Discussion continued regarding possible conflicts of interest. There were none and no objections.

Public hearing opened.

F.Torr stated the applications would be heard as they are listed.

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 AIDS Response Seacoast. AIDS Response provides vital emotional and practical support for people living with AIDS, their families and friends.

C.Lawrence asked the applicant if they applied to other towns for funding. R. Wagner stated they applied to Dover and Portsmouth; not Rochester as they have been unsuccessful receiving funding in four of the last five years.

Community Partners: $8,208.00 Request
Pamela Thyng, representative of Community Partners 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.

C.Lawrence asked if the applicants could apply for more than one grant. C.Parker stated that was discouraged in order to spread the funds to as many different organizations as much as possible.

Cross Roads House: $12,000 Request
Martha Stone, Executive Director of Cross Roads House spoke. Needs of organization: Funding for the homeless center's operations which serves Dover residents.

C.Pratt asked why the increase in homeless population. M.Stone speculated the increase was due to the heroine epidemic and the struggle with mental illness, and stated there were higher overflow numbers in January.

Dover Welfare: $8,000 Request
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.

C.Parker provided the information regarding the application.

End 68 Hours of Hunger: $25,000 Request
Lauren Kolifrath, representative spoke. Needs of organization: Provide weekend meals for school children of low income families who reside in Dover.

Haven (A Safe Place): $5,000 Request
Kathy Beebe, Executive Director of A Safe Place spoke and distributed a flyer to the Board members. Needs of organization: Grant for shelter and services of abused spouses and their children and victims of sexual assault.

Homeless Center for Strafford County: $10,500 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.

My Friends' Place: $15,000 Request
Needs of organization: Funding for operations and repairs at the City's homeless shelter.

C.Parker provided the information regarding the application.

Strafford County CAP: $85,000 (New Office Space) & $25,000 (Weatherization) Requests
Betsey Andrews Parker, Executive Director spoke. Needs of organization: Weatherization and property rehabilitation program serving very low income Dover residents with housing needs. She stated she could request just the $85,000, and ask for the remaining money elsewhere.

Dover Housing Authority: $200,000 Request
John Maloney, Capital Improvement Coordinator spoke and distributed a document to the Board members. Needs of organization: To rehabilitate existing low income housing by installing a new interconnected system of smoke alarms and carbon monoxide devices.

Discussion ensued regarding how the alarm system would work and the reason and need for the alarms.

Triangle Club: $195,000 Request
Michael Kimball, Treasurer, spoke. Needs of organization: Funding for a 24'x 60' addition to the second floor of the establishment to serve those suffering with heroine and alcohol addictions. He clarified they only need a third of the amount requested.

C.Parker confirmed the request at $65,000 instead of $195,000.

C.Lawrence clarified the need for the request with M.Kimball.

M.Kimball answered C.Pratt's question regarding the system in place to meet the needs of those suffering with addiction.

Annie E. Woodman Institute: $63,225 Request
W.Weston LaFountain, Executive Director of Woodman museum spoke. Needs of organization: To provide access for those with disabilities to the museum.

Public Hearing closed.

C. Discuss the appointments to the Steering Committee for the Stewardship Chapter of the Master Plan

C.Parker stated D.Carpenter put together the process for this Committee and gave an overview of the topics they would address, as well as the names of those to be voted in.

F.Torr stated if there were no objections, he would appoint the persons named. There were no objections.
The persons appointed:
Bob Carrier
David Landry
Cora Quisumbing-King

Elizabeth Goldman
Otis Perry
Allison Webb
Lindsey Williams

5. STAFF COMMENTS

C.Parker stated the Office of Energy & Planning conference was canceled with the possibility of rescheduling in June.

C.Parker stated the Transportation Chapter is going well with preliminary recommendations. There will be a Workshop meeting in April for the Board members to adopt a chapter.

C.Parker gave the update regarding budget which will be presented to the City Council on March 23, 2016.

C.Parker stated the review regarding the recommendations of the Master Plan and the status has been changed to March 16, 2016.

6. MEMBER COMMENTS

F.Torr spoke in favor of the rezoning project. D.Ciotti stated he does not expect rebuttals from the City Council.

7. ADJOURNMENT

Motion: K.Schuman made a motion to adjourn at 9:04 p.m. Seconded by D.White. Vote: U/A