

CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center Room 306, 61 Locust Street
Meeting Date: **Tuesday, July 26, 2016**
Meeting Time: **7:00 pm**

Members Present: Frank Torr (Chair), Kirt Schuman (Vice Chair), Dennis Ciotti (Councilor), Tom Clark, Dave White, Lee Skinner, Gina Cruikshank, Catherine Plante, David Landry

Members Not Present:

Staff Present: Donna Benton (Assistant City Planner), Elena Piekut (Assistant City Planner), Dave Carpenter (Community Development 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

- June 28, 2016 Regular Meeting Minutes

Motion: K.Schuman made a motion to approve the June 28, 2016 Regular Meeting Minutes as amended. Seconded by D.Ciotti. Vote U/A

F.Torr stated revised Meeting Minutes were distributed to the Board. D.Landry issued a correction regarding the seventh paragraph on the last page to state: "Discussion ensued regarding an overlay to show where conservation easements exists relative to proposed rezoning properties."

3. OLD BUSINESS

4. NEW BUSINESS

- A. Consideration and acceptance of a Lot Line Adjustment for Jason Taylor (Owner: Patti Ferri, Trustee/L & S Carter Family Revocable Trust), Assessor's Map D, Lots 8L & 8T, zoned R-12, located at 20 Maplewood Avenue and 22 Maplewood Avenue. *(P16-19)

D.Benton stated the applicant wants to change the lot lines back to what it was previous to a Lot Line Adjustment in 1998. She clarified the non-conforming frontage is not changing and therefore does not need any relief and that although the City owns the lot next to the property, it is not a right-of-way so the one extra lot line is not part of the frontage.

Jason Taylor and Patti Ferri presented their application and displayed plans for viewing.

D.Benton clarified for L.Skinner the legal non-conforming frontage, and the frontage on Lot 8T was unchanged for K.Schuman.

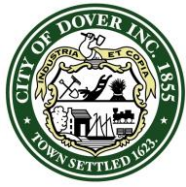
Motion: G.Cruikshank made a motion to accept the application. Seconded by D.White. Vote U/A

Public hearing opened. Nobody spoke. Public hearing closed.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board approve the Lot Line Adjustment plat with the following conditions:

Conditions to Be Met Prior to Signing of Plans:



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1. The owners' signatures shall be added to the final plat submitted for signature and record the plat at the registry of deeds.
2. The applicant shall provide the Planning Department with a digital version of the final plat.
3. The applicant shall add the surveyor's stamp and signature to the final plat.
4. The applicant shall revise the plat to include the Planning File number P16-19 to the title block.
5. The applicant shall revise the plat to remove the City of Dover Planning Board approval area since the Department has its own stamp.

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

- B. Discussion on potential updates for Chapter 170-32 (Signs), to be in compliance with Reed V. Town of Gilbert

D.Benton reviewed the status of the Sign ordinance, and urged a solution by the end of September due to the posted Zoning Amendments being active.

E.Piekut addressed the packet of materials provided to the Board members, to include topics of what is currently permitted, how enforcement works, the challenge and importance the Supreme Court decision has presented on a national level, and the resources used to present the following options:

- To move forward with the amendment as posted: which states applicants have an annual permit with a temporary sign, or can obtain up to four permits for a week at a time where the sign has to be located either on or directly in front of the property with liability insurance.
- To control density in specific intersections by tying off-site signs to special event permits.
- To be more permissive and allow temporary signs in more zones.

She presented three options for the Board to consider, and requested direction from the Board members.

Discussion ensued regarding clarification that the temporary sign permit prohibition involving tax exempt properties pertain to the zone in which these are located, not the religious affiliation. She confirmed the prohibition pertains to all residential and industrial districts.

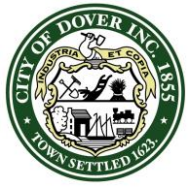
Discussion ensued regarding consideration of a rate structure for permits pertaining to non-profit organizations versus for-profit, and consideration of the options presented by E.Piekut. It was determined Staff would work on a compromise of the suggestions/comments provided by the Board members.

- C. Presentation of proposed Transportation Master Plan Chapter – Robin Bousa of VHB, Dan Toland - Steering Committee Chair and Dave Carpenter – Community Development Planner.

D.Benton gave an overview and suggested the Board hold a public hearing at the August 23, 2016 meeting once the Board and public had a chance to review the proposed Chapter.

D.Carpenter stated the Steering Committee was created last year, and introduced Dan Toland, Steering Committee Chair, and Dale Abbott, VHB, who assisted with the creation of the Chapter. D.Carpenter presented an overview of the goal of tonight's presentation and the tools used for the research. He provided the names of the following members in the Steering Committee:

- Bob Carrier
- David Landry
- Cora Quisumbing-King



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- Otis Perry
- Elizabeth Goldman
- Alison Webb
- Lindsey Williams

He explained that the structure of the Transportation Chapter will be the same that is used going forward with the development of future Master Plan Chapters such as the Stewardship Chapter. He stated he could provide documents for the Transportation Chapter if anyone wants to read prior to the August meeting.

D.Toland gave an overview of the presentation and the group effort provided by the Steering Committee, Staff, and VHB. He explained the importance of connectivity and of the proposed Downtown circulation improvements.

Dale Abbott, VHB, stated Robin Bousa was unable to attend. He presented the proposal of the three sections and appendix to the Transportation Master Plan Chapter, and displayed the information on Power Point for viewing.

D.Ciotti recommended VHB look into the complete street project of Weeks Crossing on Route 108 to Rochester for connectivity purposes. He also stated his concern regarding COAST Bus deleting routes due to lack of federal funding. D.Abbott stated VHB has evaluated ridership and parts of the community underserved by transit.

D.Carpenter stated the public hearing on the presentation would be held at the August 23, 2016 Planning Board meeting, and the Board would take action then. He confirmed for D.Landry that he will hand out the version presented tonight and it would be online tomorrow and hard copies will be provided for the public to read. He stated comments/feedback would be forward to VHB to create the final draft in advance of the August 23 meeting.

5. STAFF COMMENTS

D.Benton stated the next Planning Board meeting would be held on August 23, 2016. She further stated the Glenwood Rezoning project was scheduled to be adopted at the City Council meeting on July 27, 2016.

6. MEMBER COMMENTS

T.Clark commented on the work completed on Silver Street, and how nice it looked due to the hard work of everyone involved in the construction.

Discussion ensued regarding the Silver Square construction progress, the bike lanes, and the older cobra head lighting on Silver Street.

Discussion continued regarding the Community Trail use, and that the trail South of Fisher Street which will be constructed by the end of 2018 and will be opened then.

D.Benton stated there will be discussion at the Community Trail August meeting regarding lighting and other amenities concerning the TAP grant received to complete the trail from Fisher Street to Central Avenue.

7. ADJOURNMENT

Motion: K.Schuman made a motion to adjourn at 8:45 p.m. Seconded by L.Skinner. Vote U/A