DOVER PLANNING BOARD – MINUTES

CITY OF DOVER

Meeting Type:	Regular Meeting
Meeting Location:	Council Chambers – City Hall, 288 Central Avenue
Meeting Date:	**Tuesday, October 11, 2016**
Meeting Time:	**7:00 pm**

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

Members Not Present: Lee Skinner

Staff Present: Christopher Parker (Assistant City Manager), Dave Carpenter (Community Development Planner), Tracy Smith (Recording Secretary)

The Chair called the meeting to order at 7:00 p.m. F.Torr announced there are three Alternate positions available on the Planning Board for anyone interested.

1. CITIZENS' FORUM

K.Schuman provided an overview of the meeting process for the public.

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- September 27, 2016 Regular Meeting Minutes

Motion: K.Schuman made a motion to approve the September 27, 2016 Regular Meeting Minutes. Seconded by D.Ciotti. Vote U/A

3. OLD BUSINESS

4. NEW BUSINESS

A. Consideration and acceptance of a Site Review for Summit Land Development, Assessor's Map 15, Lot 4, zoned B-5, located at 14 Central Avenue. (Proposal is to construct a 13,300 s.f. commercial building and a 3,000 s.f. drive-up restaurant with 69 parking spaces within the 51,200 s.f. paved area.) *(P16-24)

C.Parker gave an overview of the application and the information pending regarding traffic and drainage issues.

Steve Haight, Civilworks New England, represented the applicant, displayed plans for viewing, and explained the proposed plan. Kim Eric Hazarvartian from Tepp, LLC and Chad Kageleiry were also present.

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

Public hearing opened. Nobody spoke. Public hearing recessed.

STAFF RECOMMENDATION:
The Planning Department recommends that the Board table the site plan so that staff and the applicant can continue to work through drainage improvements. Furthermore, staff will coordinate a peer review of the traffic improvements with Sebago Technics.

C.Parker stated this application would not solve the traffic problem on Route 108, and the goal of the traffic review is to not exacerbate it. He requested S.Haight to explain the traffic plan.

S.Haight explained the traffic plan, and clarified for D.Landry the sheet he was referencing on the plans.

Discussion ensued regarding the traffic plan, a permanent cement bump out versus a painted island as it pertains to the entrance of the Agway property and the waiver pertaining to the driveway, lawn areas and the locations, a right hand turn lane to the property, the design engineering of the bridge crossing the Bellamy River as it pertains to the CIP and consideration of a culvert installation, clarification of the plans regarding parking and buffer areas, and landscaping and retaining walls to include the height of the walls.

C.Parker noted there are no tenants for the property at this point, and stated a compliance hearing will be held when there are tenants, and architecture information would be brought back to the Board, if needed.

Discussion continued regarding the loading zone on the commercial side of the building, consideration of the 36 ft. or 32 ft. driveway width regarding the waiver, and snow removal locations.

C.Kageleiry explained for D.Landry the land swap that took place with the State regarding the property and the clean-up process with the site near the ramp.

Discussion continued regarding the bank kiosk installation and parking associated with it, and clarification that the architectural design for the small building will return to the Board.

Motion: K.Schuman made a motion to table the item. Seconded by C.Plante. Vote U/A

B. Consideration and acceptance of a Minor Lot Line Adjustment for the City of Dover and Franklin Torr (Owners: City of Dover, and Franklin and Ann Torr), Assessor's Map M, Lots 47B & 47C, zoned R-12, located at Gerrish Road. *(P16-28)

F.Torr recused himself from this issue. K.Schuman sat in as Chair on behalf on F.Torr.

C.Parker explained the reason for the application, and provided additional information regarding a boundary encroachment on lot M-45. He stated there would be a separate Lot Line Adjustment (LLA) application to correct this.

Kevin McEneaney, McEneaney Survey Associates Inc., represented the applicants, displayed plans for viewing, and explained the proposed plan.

Discussion ensued regarding the wood frame garage on the City property and the attempt to land swap with an abutter to make it conforming, clarification and location of the water line easement included in the land swap, and the origin of the application due to a tax bill issued to F.Torr regarding land deeded to the City.

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

Public hearing opened.

Matthew Joyal spoke on behalf of Raylene Joyal, 87 Gerrish Road, and requested clarification if the LLA would affect the property boundary owned by Raylene Joyal.

Public hearing closed.

K.McEneaney addressed the abutter concern and stated the LLA would not affect it now, but explained the garage is located on the City property and that an additional LLA would be needed pertaining to the garage on her property to alleviate the encroachment by the City and to clarify the title. He confirmed for M.Joyal to expect additional information pertaining to this project.

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:
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 add the surveyor's stamp and signature to the final plat.
4. The applicant shall revise the plat to include the Planning File number P16-28 to the title block.

Motion: C.Plante made a motion to approve the Lot Line Adjustment subject to staff recommended conditions. Seconded by G.Cruikshank. Vote U/A

F.Torr returned to the meeting at 7:47 pm.

C. Discussion on the City's proposed Capital Improvements (CIP) FY 2018-2023. The CIP can be found on the City Web Site at www.dover.nh.gov, and in the Library, City Clerk's office, and Planning Department.

K.Schuman stated information regarding the CIP could be found on the City's website.

C.Parker gave an overview of information presented at the previous joint meeting on October 5, 2016 with the City Council and explained the process pertaining to the CIP.

C.Parker answered Board member questions regarding the process of the inflation factor of 4% applied on the project items, grant financed projects, the location and clarification of the information pertaining to the new High School in the CIP, the source of financing regarding the Transportation Center repairs, information regarding the project for Main Street/Washington Street that was authorized and approved last year and reasons for the delay, the three year time frame associated with projects pertaining to debt authorized unissued, the Quint vehicle pertaining to the capital reserve funds, and waterfront enhancement and the upfront costs to get it to a developable level.

Discussion ensued regarding the need to coordinate with the State to obtain funding and assistance with the engineering of the design for the bridge on Route 108 due to the existing school and businesses contributing to the traffic flow, updates regarding construction on the Spaulding Turnpike, and coordination of the signals on Back River Road and the inbound lane on Exit 7.

C.Parker stated the public hearing would be held at the next meeting on October 25, 2016.

Motion: K.Schuman made a motion to table the time to the next meeting. Seconded by D.Landry. Vote U/A

D. CDBG Program Update – Staff will provide an update on CDBG related activities.

D.Carpenter stated the application period for the FY18 CDBG program will be available October 12, 2016 with the closing date of November 16, 2016. He provided information regarding two workshops available on October 19, 2016 for anyone with questions regarding application changes. He stated the changes made to the Woodman Museum application pertaining to the handicap access ramps, and explained that rather than four access ramps, there would be three and improvements made to the bathroom in the Woodman building to make it handicap accessible. He confirmed the funding and goal pertaining to the application would not change.

5. STAFF COMMENTS

C.Parker stated the Land Use Board meet and greet would be delayed to January to have other Boards present. The tenative date for the meet and greet is January 10, 2017.

He further stated due to the holidays, the meetings will be changing to one meeting a month effective November 15, 2016, and to expect the meeting to be held on the third Tuesday in December.

C.Parker presented two lot mergers for the Board to approve and the Chair to sign.

F.Torr read the lot merger for Tax Map 27, Lots 2, 3, 4 and 15 to the Board.

Motion: K.Schuman made a motion to approve the merger. Seconded by D.Ciotti. Vote U/A

F.Torr read the lot merger for Tax Map 35, Lots 47 and 14 to the Board.

Motion: D.Ciotti made a motion to approve the merger. Seconded by C.Plante. Vote U/A

6. MEMBER COMMENTS

7. ADJOURNMENT

Motion: K.Schuman made a motion to adjourn at 8:32 p.m. Seconded by C.Plante. Vote U/A