CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, October 25, 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, Lee Skinner

Members Not Present:

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

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

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

- October 5, 2016 Joint Planning Board and City Council Meeting Minutes
- October 11, 2016 Regular Meeting Minutes

Motion: K.Schuman made a motion to approve the October 5, 2016 Joint Planning Board and City Council Meeting Minutes and the October 11, 2016 Regular Meeting Minutes. Seconded by D.Ciotti. Vote U/A

3. OLD BUSINESS

A. Consideration and possible vote 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)

Motion: K.Schuman made a motion to remove the item from the table. Seconded by D.White. Vote U/A

A peer review of the traffic study was provided by Sebago Technics and distributed to the Board (original in file).

C.Parker provided the update regarding the changes in the review of the application pertaining to the 3,000 s.f. drive-up restaurant, traffic, and drainage issues. He stated the traffic peer review did not include the drive-up restaurant, and explained the drive-up restaurant would have further review by the Planning Board when the tenant is in.

C.Parker explained the traffic peer review from Sebago Technics for the Board as requested by F.Torr.

C.Parker explained the evaluation based on the projects and the reason for the traffic study peer review for C.Plante. He stated both studies agreed to the site, and there will be better explanations for the reasons for the level of peer reviews provided in future Staff memos.

C.Parker reviewed the last page of the report regarding accidents and the locations of these for D.Ciotti. He stated he would confirm the information with Sgt. Speidel.

Discussion ensued regarding inquiries to the crash data on the peer traffic report, sight distance, and measurement regarding wall distance to the road.

C.Parker requested S.Haight to present the updated information for the Board regarding the drainage and traffic issues.

Steve Haight, Civilworks New England, represented the applicant, displayed plans for viewing, and explained the updates regarding the drainage and traffic issues of the proposed plan. He further explained DOT involvement and the encroachment permit between the applicant and DOT. Dave Smith from Department of Transportation (DOT), Kevin McEneaney from McEneaney Survey Associates, Inc., Kim Eric Hazarvartian from Tepp, LLC, and Chad Kageleiry were also present.

K.Hazarvartian clarified information regarding the traffic study submitted from Tepp, LLC pertaining to accident data and pedestrian traffic for L.Skinner. He confirmed pedestrian traffic is considered and how it is applied in the study.

C.Kageleiry addressed the accident data and pedestrian traffic concerns and stated the project would change the traffic volume by 3-5%. He stated his project would add lanes and improve traffic by improving the site. He further addressed other projects presented to the Board that did not contribute to off-site improvements, and stated if there is a traffic problem then the City should address needed improvements.

Public hearing opened. Nobody spoke. Public hearing recessed.

STAFF RECOMMENDATION: (Waiver)
The Planning Department recommends that the Board approve the waiver request for the driveway width of 36’ whereas 32’ is the maximum with the following condition:

Condition to Be Met Prior to Signing of Plans:

1. A note shall be added to the site plan that the Board has granted the waiver for the reasons stated by the applicant, and the Board finds that the criteria of Chapter 149-19.A have been met.

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

C.Parker confirmed for D.Ciotti that he received a verbal from the Fire Department Chief in support of the plan, and he would follow-up to receive something in writing.

STAFF RECOMMENDATION: (Site Plan)
The Planning Department recommends that the Board vote to approve the site plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

2. The owner’s signatures must be added to the final plan.
3. Applicant must provide a digital version of plan set.
4. The Professional Engineer and Licensed Land Surveyor will need to sign and date final plans.
5. The applicant shall provide the City of Dover with a drainage report that addresses the requirements of the City of Dover to the satisfaction of the City Engineer.
6. Traffic improvement plan will be contingent on the Planning Board’s review of traffic analysis.

7. The applicant must revise plan set to:
   a. Revise locus plan to indicate East Watson Street
   b. Add a note that the applicant and City staff shall annually review the traffic crash data to determine whether left hand turns should become prohibited.
   c. Put a bubble around the 3,000 s.f. coffee shop noting, "Concept Only", and add a note that as tenants are secured, if there are any site changes (lighting, parking, etc.) the applicant will return to the Planning Board to amend the site plan of the 3,000 s.f. building footprint which is for the coffee shop, drainage, and site layout purposes only.
   d. Add a note that no cutting of trees in the State right-of-way can occur including on the landscape easement.

Conditions to Be Met Prior to Any Construction Activity:

8. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 8 AM-5 PM, and Sunday 10 AM-4 PM. Hours of construction must be documented on a site construction sign along with the contact information for the general contractor. Said signage must be located and approved by the City Engineer or Assistant City Manager.

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

9. Any new building shall be assessed the current impact fees in place at the time of building permit application.
10. The 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:

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

Discussion ensued regarding clarification of the parking calculation, and sidewalk locations and future projects associated with the sidewalks.

C.Parker confirmed for D.Landry that pedestrian traffic was reviewed and considered in the traffic analysis, but was not included in the traffic peer review. He further confirmed the traffic analysis was part of the High School project.

Discussion ensued regarding clarification of the condition regarding landscaping, consideration of changes to be made regarding creating a pedestrian impact study for projects located near schools, and pedestrian traffic and safety.

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

B. Public hearing, discussion, and possible vote 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.

C.Parker gave an overview of the process.

Public hearing opened. Nobody spoke. Public hearing closed.

Discussion ensued regarding the possible replacement of the indoor pool heating system, and addressing the needs in comparison to the wants as listed on page 83 of the CIP.

C.Parker explained the voting options to the Board.

Motion: T.Clark made a motion to recommend the City Council approve the Capital Improvements Program as presented. Seconded by G.Cruikshank. Vote U/A

C.Parker stated how the information would be forwarded to the City Council. D.Ciotti stated he would confirm the information at the City Council meeting.

4. NEW BUSINESS

A. Presentation from the Office Energy and Planning on recently released FEMA Flood Risk Products.

Jennifer Gilbert, Office Energy and Planning (OEP), displayed information for viewing, and distributed FEMA Flood Risk Products reports to the Board members (original in file). She stated a website was created with the information about the products.

Chris Phaneuf, UNH/Granit, displayed information for viewing, and presented the Flood Risk products to help communities better understand the flood risk. The products presented were Flood Risk database, Flood Risk Report, and Flood Risk map. He provided the information changes since last FIRM, flood depth grids and chance events, estimated potential losses for flood event scenarios table, and areas of mitigation interest.

Discussion ensued regarding confirmation that FEMA makes the information available for communities, addressing areas along the Community Trail and the Piscataqua River as examples of flood hazard area, consideration to address the issue with the Stewardship of Resources Master Plan, and changes and updates since the last FIRM made based on available FEMA funding.

Kyle Pimental, Principal Regional Planner, Strafford Regional Planning Commission (SRPC), displayed information for viewing, and explained how to incorporate the data into planning, emergency operations planning, master planning, capital improvements planning, and communicating flood risk to businesses and residents in order to be eligible for FEMA funding.

C.Parker stated he would have D.Carpenter and E.Piekut address and utilize this information with the Stewardship of Resources Master Plan.

5. STAFF COMMENTS

C.Parker reminded the Board that there will only be one meeting in November. The next Planning Board meeting will be on November 15, 2016.

C.Parker provided information to the Board regarding the Meet & Greet in January, as well as the goals for that meeting.

C.Parker addressed the DOT meeting regarding the Spaulding Turnpike construction changes, and stated Staff will check dates in the future, so it does not clash with other meetings like the one held by DOT.

C.Parker stated the City Council will be holding a public hearing for 447 Sixth Street and the Sign ordinance on October 26, 2016. He provided updates regarding the City Council consideration of the Sign ordinance, and stated the Board should expect to revisit residential temporary signs and consider the views of other planners in the area, as well as removing restrictions for off-site advertising.

6. MEMBER COMMENTS

C.Parker explained for D.Ciotti the insurance cost as a rider to the insurance on property associated with the sign ordinance and the hold harmless agreement for temporary sign permits.

F.Torr complimented the Staff on the memo (original in file) that was distributed to the Board which provided information about other Boards and their work accomplished in September 2016.

C.Parker gave the update about the Robbins block project for F.Torr.

C.Parker addressed the memo included in the packet and stated all Boards listed will get the memo to inform other Boards of what each are doing.

7. ADJOURNMENT

Motion: K.Schuman made a motion to adjourn at 8:52 p.m. Seconded by C.Plante. Vote U/A