

CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Special Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, November 15, 2016**
Meeting Time: **7:00 pm**

Members Present: Frank Torr (Chair), Dennis Ciotti (Councilor), Tom Clark, Dave White, Gina Cruikshank, David Landry, Lee Skinner, James Burdin (Alternate)

Members Not Present: Kirt Schuman (Vice Chair), Catherine Plante

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

The Chair called the meeting to order at 7:00 p.m. He welcomed James Burdin and Tristan Donovan as Alternate Planning Board members. He thanked all the veterans who served in the military, and wished the community a Happy Thanksgiving.

The Chair recognized L.Skinner to sit in for K.Schuman, and J.Burdin to sit in for L.Skinner.

1. CITIZENS' FORUM

Citizens Forum Open.

Tony McManus, 39 Glen Hill Road, requested the Board consider adding the area of Stark Avenue to Silver Street to the Heritage Residential District in order to protect these historic areas from traffic and retail use expansion. He addressed the permitted uses in the Central Business District – Gateway District and how it would affect the historic neighborhood, and compared Dover's heritage district to the surrounding cities that are protecting their historical districts. He distributed a document describing various historical buildings in Dover to the Board. He addressed the Wadleigh House, its current use, and how the project would affect the neighborhood. He stated historical information regarding Dover is available at the Woodman Museum and the public library.

Citizens Forum Closed.

2. APPROVAL OF THE PRIOR MINUTES

- October 25, 2016 Regular Meeting Minutes

Motion: L.Skinner made a motion to approve the October 25, 2016 Regular Meeting Minutes. Seconded by G.Cruikshank. Vote U/A

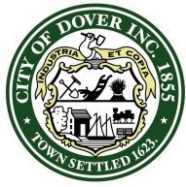
3. OLD BUSINESS

None

4. NEW BUSINESS

L.Skinner stated items 4.A and 4.B would be heard together.

- A. Consideration and acceptance of a Conditional Use Permit for 10 Summer Street Real Estate, LLC, Assessor's Map 12, Lot 22, zoned HR, located at 10 Summer Street. (Proposal is to allow an Elderly Assisted Care Home with an additional 8 beds to total 24 beds and add 2 parking spaces)*P16-32



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- B. Consideration and acceptance of a Conditional Use Permit for 10 Summer Street Real Estate, LLC, Assessor's Map 12, Lot 22, zoned HR, located at 10 Summer Street. (Proposal is to permit the Elderly Assisted Care Home to have a 0' rear setback whereas 30' is required and to have a lot coverage of approximately 47% whereas 40% is the maximum.)*P16-33

D.Benton provided an overview of the applications, and reminded the Board that the consideration should consist of use, lot coverage, and setbacks, rather than the comprehensive considerations applied to the Site Review applications.

Ron Pfeiffer presented the proposed plan and displayed plans for viewing. Elizabeth Pettiford was also present.

R.Pfeiffer confirmed for T.Clark that there were no plans for future expansion and explained the current plan would maximize the potential of the home and give people more interior space. He also confirmed that he would accept a condition of no future expansion added as condition.

R.Pfeiffer clarified the details of the rear setback for L.Skinner, and confirmed the existing setback is less than 1 ft. and that the project would not go beyond the property line.

D.Benton provided the location of the abutter list to answer D.Ciotti's question regarding abutters.

Motion: L.Skinner made a motion to accept the applications for items 4.A and 4.B. Seconded by G.Cruikshank. Vote U/A

Public hearing opened.

Sara Treacy, 148 Locust Street, addressed the intent of the Heritage Residential District and the permitted uses. She stated her concerns regarding the lot size per beds and the amount of parking, and that the expansion would crowd the lot giving an institutional/commercial feel. She stated further concern regarding the single family residences that were not listed in the abutter notice.

Public Hearing Closed.

STAFF RECOMMENDATION: (P16-32)

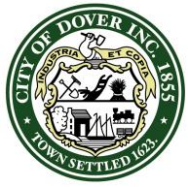
The Planning Department recommends the Planning Board approve the Conditional Use Permit with the following conditions:

Condition to Be Met Prior to the Issuance of the Conditional Use Permit:

1. A formal agreement between the Planning Board and the applicant shall be prepared and recorded at the Strafford County Registry of Deeds.
2. The owner signatures shall be added to the plan.

D.Ciotti questioned the lack of parking available for the building and requested the parking calculations.

E.Pettiford addressed the parking concern as it pertained to the staff work shifts at the Wadleigh House, and confirmed none of the residents drive.



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T.Clark brought up the abutter comment regarding the abutter notice and the observation of the residential uses in the neighborhood. D.Benton stated she would confirm the information and compare it to the tax card.

The Chair announced a recess at 7:34 p.m.

The Chair reconvened the meeting at 7:38 p.m.

D.Benton corrected and confirmed that 16 Summer Street is single-family and the houses to the rear were multi-family according to the tax cards.

Discussion ensued regarding a requirement of a condition to the formal agreement regarding the building expansion, no further expansion as a condition, clarification of a half-person pertaining to a person that works a 4 hour shift instead of an 8 hour shift, on-site parking and clarification of the request for two additional spaces, and confirmation of the total number of beds at 24, and the change to condition #1 to read:

A formal agreement between the Planning Board and the applicant shall be prepared and recorded at the Strafford County Registry of Deeds. The agreement shall specify that no further expansion (building or number of beds) to occur and to specify that the architecture depicted in the renderings provided to the Planning Board remain accurate and could not be majorly changed without coming back to the Planning Board.

Motion: D.White made a motion to approve the Conditional Use Permit subject to the staff recommended conditions. Seconded by D.Landry. Vote 7/1 Passed

STAFF RECOMMENDATION: (P16-33)

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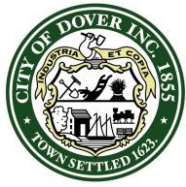
1. A formal agreement between the Planning Board and the applicant shall be prepared and recorded at the Strafford County Registry of Deeds. The agreement shall specify that no further expansion (building or number of beds) to occur and to specify that the architecture depicted in the renderings provided to the Planning Board remain accurate and could not be majorly changed without coming back to the Planning Board.
2. The owner signatures shall be added to the plan.

Motion: G.Cruikshank made a motion to approve the Conditional Use Permit subject to the staff recommended conditions. Seconded by L.Skinner. Vote 7/1 Passed

5. STAFF COMMENTS

D.Benton addressed the comments by T.McManus, and stated this could be addressed and reviewed by the Board at the meeting in January 2017, should the Board choose.

D.Benton stated the next Planning Board meeting would be held December 13, 2016, and that there would be no applications reviewed at the Meet & Greet meeting in January 2017.



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6. MEMBER COMMENTS

D.Ciotti welcomed the new Planning Board Alternate members, provided information about Haley Harmon and Tristan Donovan, and requested J.Burtin and Tristan Donovan introduce themselves.

J.Burdin stated his educational background and profession in Planning and that he recently passed the AICP exam.

T.Donovan stated his profession as a Civil Engineer in Portsmouth, NH. He further stated that he volunteers on the Conservation Commission and hopes to act as a liaison between the two Boards.

F.Torr wished everyone a Happy Thanksgiving, and commented on the good work completed at Silver Street and the Silver Street Roundabout. He confirmed with D.White the top coat for the road would be completed in the Spring 2017.

Discussion ensued regarding receiving updates on projects approved by the Board, project development at Indian Ridge, and response to an email pertaining to compliance regarding hours of operation for projects and the phone numbers available on the posted signs.

7. ADJOURNMENT

Motion: L.Skinner made a motion to adjourn at 7:56 p.m. Seconded by G.Cruikshank. Vote U/A