CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	McConnell Center Room 306, 61 Locust Street
Meeting Date:	**Tuesday, January 10, 2017**
Meeting Time:	**7:30 pm**

Members Present: Frank Torr (Chair), Kirt Schuman (Vice Chair), Dennis Ciotti (Councilor), Tom Clark, Dave White, Gina Cruikshank, David Landry, Lee Skinner, Catherine Plante, James Burdin (Alternate), Hayley Harmon (Alternate), Tristan Donovan (Alternate)

Members Not Present:

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.

1. ELECTION OF OFFICERS

T.Clark made a motion to nominate K.Schuman as Planning Board Chair. Seconded by D.Ciotti. Vote U/A

K.Schuman made a motion to nominate G.Cruikshank as Planning Board Vice Chair. Seconded by L.Skinner. Vote U/A

The Board voted by secret ballot. The votes were tallied and the results were announced by C.Parker. K.Schuman was elected as Chair and G.Cruikshank was elected as Vice Chair.

K.Schuman thanked the Board for the election and F.Torr for his service as Chair.

2. CITIZENS' FORUM

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed.

3. APPROVAL OF THE PRIOR MINUTES

- December 13, 2016 Regular Meeting Minutes

C.Parker addressed the handouts distributed to the Board members (originals in file) as it pertains to documents distributed by citizens at the December 13, 2016 Planning Board meeting. He stated Ted Anglace, 23 Wallace Drive, requested those documents be added to the Regular Meeting Minutes from that meeting, and that the documents have been added to the draft minutes online. He further stated that the addition would require Planning Board approval.

Discussion ensued regarding the availability of the documents to the public in the file in the Planning office, that citizen material to be included with the minutes is not procedure and to include it would set a precedent for similar future requests, the consideration if the procedure were adopted and the need to obtain legal counsel from the City Attorney, and Board member recommendations to keep the standard procedure.

Motion: L.Skinner made a motion to approve the December 13, 2016 Regular Meeting Minutes as originally published. Seconded by F.Torr. Vote U/A

C.Parker confirmed for J.Burdin that the statement "as originally published" referred to the Regular Meeting Minutes to be posted without the additional documents, and stated he would follow-up with the City Attorney regarding this procedure.

4. OLD BUSINESS

There were no items for Old Business.

5. NEW BUSINESS

A. Consideration and acceptance of a Minor Subdivision for Varney Brook Lands, LLC, Assessor's Map K, Lots 19-5, zoned ETP, located at Pointe Place. (*P16-34)

C.Parker gave an overview of the application.

Kevin McEneaney, McEneaney Survey Associates, Inc, represented the applicant, displayed a plan for viewing, and presented the proposed plan.

Discussion ensued regarding the ratio of residential/non-residential density for the overall project, the additional two building locations and sizes in comparison to the existing buildings and that any changes will require additional Planning Board review, clarification of the frontage, access easement and driveway access for current and possible future development, changes made to the Staff Memo, the three acre requirement in the ETP zone, and item #5 in the conditions regarding when to assess the impact fee.

Motion: F.Torr 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 minor subdivision with the following conditions:

Conditions to Be Met Prior to Signing of Plans:
1. The owner's signatures shall be added to the final plat submitted for signature to be recorded at the Strafford County Registry of Deeds.
2. The Licensed Land Surveyor stamp and sign final plans.
3. The applicant shall provide the Planning Department with a digital version of the final plat.
4. The applicant shall revise the plat to:
   a. Add the planning file number (P16-34)
   b. Add a note that the lot numbers shall be assigned by the Assessing Office and addressing to be assigned by the Fire Department
   c. Indicate Information relative to the Zoning Variance granted December 15, 2016
   d. Indicate setbacks on both lots
   e. Add a note that topographical information for the parcels is located on the approved site plan

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

5. Any new building shall pay the current impact fees in place at the time of building permit application.
6. Any new building shall be assessed the current water/sewer investment fees in place at the time of application for water/sewer service and pay the fees before water/sewer services are established.

C.Parker compared the original Staff Memo provided to the Board in their packets to the one distributed with the corrections. Discussion ensued regarding conditions 5 and 6. It was determined these items were covered by the Site Plan approval and not required.

Motion: F.Torr made a motion to approve the Minor Subdivision subject to the staff recommended conditions, to exclude items #5 and #6. Seconded by L.Skinner. Vote U/A

B. Public Hearing on the CDBG Action Plan for FFY17. All persons wishing to speak on the proposed Action Plan and use of funds are urged to attend.

D.Carpenter addressed Section 4 of the binder and the levels of funding utilized to put the plan together. He gave an overview of the CDBG administrative process, and the economic development. He further addressed corrections needed to be made to the binder.

Discussion ensued regarding changes in the categories in comparison to the previous year, application of funds to the City Hall ADA (Americans with Disabilities Act) bathroom, clarification of the current renovations to City Hall and the code enforcement request for an ADA bathroom with the goal to be handicap accessible, and any additional funding available would be applied to sidewalk improvements.

Public hearing opened.

K.Schuman stated the applications would be heard as they are listed in Section 4.

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 in Rockingham and Strafford counties. AIDS Response provides vital emotional and practical support for people living with AIDS, their families and friends.

Community Partners: $9,000.00 Request
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.

D.Carpenter provided the information regarding the application.

D.Landry stated his wife, Ann Landry is on the Board of Directors for Community Partners, but does not believe there is a conflict of interest. There was no objection made.

Cross Roads House: $12,000 Request
Tim Allison, Board member of Cross Roads House spoke. Needs of organization: Funding for the homeless center's operations which serves Dover residents.

Dover Welfare: $8,500 Request
Lena Nichols, Executive Director of Dover Welfare spoke. 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.

Haven (A Safe Place): $5,000 Request
Lori Waltz-Gagnon, representative of Haven (A Safe Place) spoke. Needs of organization: Grant for shelter and services of abused spouses and their children and victims of sexual assault.

Homeless Center for Strafford County: $11,118 Request
Needs of organization: Funding for operations at the overflow shelter in Rochester for homeless families.

D.Carpenter provided the information regarding the application.

My Friends' Place: $16,000 Request
Susan Ford, Executive Director of My Friends' Place spoke. Needs of organization: Funding for operations and case management services at the City's homeless shelter.

Strafford County CAP: $25,000 (Weatherization) Request
Kathy Crompton, Program Operation Director distributed two documents (original in file) and spoke. Needs of organization: Weatherization and property rehabilitation program serving very low income Dover residents with housing needs. Zach McDonald, Weatherization Auditor, was also present.

Discussion ensued regarding clarification of the number of households assisted and how they are helped for last year and the current year.

Z.McDonald confirmed for C.Plante that the houses are all owned, not rentals, with proof of ownership.

Annie E. Woodman Institute: $47,425 Request
Elizabeth Fischer, Executive Director of Woodman museum spoke. She distributed a brochure, flyer, and a business card (original in file) to the Board members. Needs of organization: To provide access for those with disabilities to the museum. David Dupont, Head of Trustees, was also present.

Discussion ensued regarding the work completed at the museum last year, the total project cost at $92,000 and that a third year request for additional funding is not likely, and the planning option if the money requested is not approved.

*Public Hearing closed***.**

C.Parker explained the process regarding the allocation of the funds and the review for the next meeting on January 24, 2016.

K.Schuman addressed the hard work and stewardship these organizations provide for the community.

C. Discussion of Land Use Amendments/Goal Setting

C.Parker distributed a spreadsheet of a summary of proposed amendments (original in file) to the Board members, and provided a summary of the Staff suggestions as listed on the document.

Discussion ensued regarding clarification that Open Space Subdivisions issues would be addressed at a workshop discussion, that timing be considered for the Sign Ordinance, and confirmation of items that were already addressed.

Discussion continued regarding items needed to be addressed, such as, the development of new subdivisions that would involve the tearing up of a new road, street and sidewalk repair, and the right of way ordinance.

C.Parker confirmed for C.Plante that impact fees are not an ordinance issue, and clarified the procedure for the Board regarding changing the time of issuance to Certificate of Occupancy. He requested a consensus from the Board, and confirmed how those funds are budgeted. He explained the process of compliance with State law.

Discussion ensued regarding issuing the impact fee to the time of occupancy and the billing procedure.

Discussion continued regarding consideration of the action plan items for the Stewardship Resource Chapter and confirmation that these are policy and zoning issues, and establishing a timeline for the zoning elements for adoption.

C.Parker explained the impact fee review for C.Plante as it pertains to Pointe Place.

Discussion ensued regarding changing the impact fee procedure, and the State requirements regarding assessing and procedure.

C.Parker obtained a consensus from the Board to evaluate the impact fee procedure, and to establish a Workshop meeting to review Open Space Subdivision issues. He provided a timeline regarding the work pertaining to the goals.

6. STAFF COMMENTS

There were no Staff Comments.

7. MEMBER COMMENTS

K.Schuman stated F.Torr will be representing him at the Planning Technical Review Committee meetings.

8. ADJOURNMENT

Motion: C.Plante made a motion to adjourn at 9:30 p.m. Seconded by L.Skinner. Vote U/A