



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - City Hall, 288 Central Avenue
Meeting Date: **Tuesday, March 28, 2017**
Meeting Time: **7:00 pm**

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

Members Not Present: Catherine Plante

Staff Present: Christopher Parker (Assistant City Manager), Donna Benton (Assistant City Planner), Gretchen Young (Assistant City Engineer), Jamie Stevens (Pump Operator II), Tracy Smith (Recording Secretary)

The Chair recognized H.Harmon to sit in for C.Plante, and called the meeting to order at 7:01 p.m. He explained the process for Citizen's Forum, and requested the public to sign their name on the sign-up sheet if they comment at the public hearings.

1. CITIZENS' FORUM

Citizens Forum Open.

Councilor Marcia Gasses, Ward 4, addressed item 4.A on the agenda and stated her concern that sidewalks were not included in the plan and strongly advocated that sidewalks be added to the Capital Improvement Program.

Citizens Forum Closed.

2. APPROVAL OF THE PRIOR MINUTES

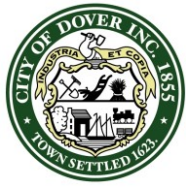
- February 28, 2017 Regular Meeting Minutes

Motion: F.Torr made a motion to approve the February 28, 2017 Regular Meeting Minutes. Seconded by D.Ciotti. Vote U/A

3. OLD BUSINESS

G.Cruikshank stated items 3.A, 3.B, and 3.C would be heard together.

- A. Consideration and possible vote of a Site Plan Review for Okad of Dover, LLC, Assessor's Map 37, Lots 35, 36, 37 & 38 zoned B-3, located at 824, 826, 828 Central Avenue and 8 Glenwood Avenue (Proposal is to construct 28,202 s.f of commercial use including 7,000 s.f. of restaurants, a 2,072 s.f. bank and the remaining retail with a total of 134 parking spaces within the 88,262 s.f. paved area). *(P16-39)
- B. Consideration and possible vote of a Conditional Use Permit for Okad of Dover, LLC, Assessor's Map 37, Lots 35, 36, 37 & 38 zoned B-3, located at 824, 826, 828 Central Avenue and 8 Glenwood Avenue (Proposal is for the 2,850 s.f. impact of wetland and associated buffer). *(P17-08)
- C. Consideration and possible vote of a Conditional Use Permit for Okad of Dover, LLC, Assessor's Map 37, Lots 35, 36, 37 & 38 zoned B-3, located at 824, 826, 828 Central Avenue and 8 Glenwood Avenue (Proposal is for the 50.6% total impervious surface coverage in the Secondary Groundwater Protection Zone). *(P17-09)



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Motion: D.Ciotti made a motion to remove the item from the table. Seconded by T.Clark. Vote U/A

C.Parker provided background information and an update regarding the applications.

Peter Ellison, TEC, Inc., represented the applicant, displayed a plan for viewing, and presented the updated information to the proposed plan. He stated there were meetings held with the abutters to address their concerns. Scott Mitchell and Jim Mitchell of Tropic Star Development, LLC, were also present.

C.Parker confirmed for F.Torr the email from Brian Kelley would be addressed during Staff comments.

Discussion ensued regarding traffic concerns, and confirmation of the deed restriction with the conservation easement.

Public hearing Reopened.

Keith Calderone, 16 Crescent Avenue, requested clarification regarding the buffer and if the area will be accessible to pedestrian traffic.

C.Parker addressed the email received from Brian Kelley, 2 Crescent Avenue, which stated his concern regarding plantings with the buffer. He stated the applicant is willing to work with abutters regarding planting trees, vegetation, and fence placement and confirmed there would be no berm.

Public hearing closed.

C.Parker addressed the abutter concerns regarding the planting and fence placement of the buffer, as well as the timeline regarding the phases to protect the abutters. He confirmed access to the City property and trails created there. He addressed the property with the deed restriction and stated he would work with the applicant on the license agreement.

C.Parker confirmed for D.Ciotti the bond agreement for plantings is two years.

STAFF RECOMMENDATION: (P16-39) - Waiver

Waiver Request:

The applicant is requesting a waiver from Chapter 149-14.H for an additional right-in driveway on Central Ave with justification in a letter dated February 8, 2017.

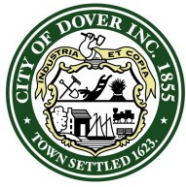
After reviewing the peer review report of the traffic study, the Planning Department supports the driveway waiver.

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.

C.Parker confirmed for T.Clark the left turn in was excluded in the site plan conditions.

Motion: T.Clark made a motion to approve the waiver subject to staff recommended conditions. Seconded by F.Torr. Vote U/A



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STAFF RECOMMENDATION: (P16-39) – Site Plan

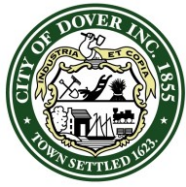
The Planning Department recommends that the Board vote to approve the site plan with the following conditions:

Conditions to be Met Prior to Signing of the Plans:

1. The owner's signatures must be added to the final plan.
2. The Conditional Use Permits (P17-08 and P17-09) shall be approved.
3. The applicant must provide a digital version of plan set.
4. The Professional Engineer, Licensed Land Surveyor, Wetland Scientist, and Licensed Landscape Architect will need to sign and date final plans.
5. Stormwater Operations and Maintenance Plan to be reviewed to the UNH Stormwater Center and City Engineer's satisfaction.
6. Landscape Operation and Maintenance Plan to be reviewed and approved by the Assistant City Manager.
7. The applicant shall provide a lot merger form and record it at the Strafford County Registry of Deeds.
8. The applicant shall have a license agreement approved by the City Council and signed by the City of Dover for landscaping and access in the right-of-way.
9. The applicant shall pay the peer-review invoices.
10. The final map and lot shall be current 8 Glenwood Avenue (Assessor's Map 37, Lot 38).
11. The applicant shall submit documentation with timeline of construction including off-site impacts to the satisfaction of the Assistant City Manager.
12. The applicant shall revise plan set to:
 - a. Combine the site plan and supplemental plans into one plan set
 - b. Add outside drops on sewer man hole 3 and 5
 - c. Provide model for the 1" storm to each tributary system
 - d. Add details/cross-sections for each stormwater Best Management Practice in detail sheets
 - e. Revise plan to note Sebago's following Peer Review Comments on their memo dated March 2, 2017:
 - i. Show all proposed off-site mitigation at the Glenwood and Hannaford intersections (#1)
 - ii. Show protected left only turn (#2)
 - iii. Convert lane on Glenwood to shared thru/left turn (#3) and remove left turn in on Glenwood
 - iv. Upgrade pedestrian signal equipment such as APS buttons and countdown heads but not ramps which the City will upgrade (#4)
 - v. Install cameras at southerly light (#6)

Conditions to Be Met Prior to Any Construction Activity:

13. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 9 AM-4 PM, with no Sunday hours. 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.
14. Coordinate with UNH Stormwater Center to provide construction oversight when Berry Brook elements are being disturbed and provide written correspondence to Assistant City Manager.
15. The final signal plans shall be submitted for review and approval by the Assistant City Manager and City Engineer.



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

16. The new building shall be assessed the current water/sewer investment fees in place at the time of application for water/sewer service.
17. Fence and additional landscaping along Crescent Avenue shall be installed.

Conditions to Be Met Prior to Issuance of a Certificate of Occupancy:

18. Any new building shall be assessed the current impact fees in place at the time of building permit application and paid by time of Certificate of Occupancy.
19. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.
20. Upgrades to pedestrian sign equipment such as APS buttons and countdown heads and installation of cameras at southerly light on Central Ave has occurred.

C.Parker clarified condition #20 for L.Skinner regarding the camera installations, and stated he is working on a project regarding timing for traffic signals and confirmed the cameras are for congestion management only.

Motion: F.Torr made a motion to approve the site plan subject to staff recommended conditions, including the minor revision to condition #8. Seconded by T.Clark. Vote U/A

STAFF RECOMMENDATION: (P17-08)

The Planning Department recommends the Planning Board vote to approve the Conditional Use Permit with the following condition:

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

1. UNH Stormwater Center review letter shall be adequately addressed by the applicant and that if there are any increases to impacts to wetlands, wetlands buffers or impervious surface, the applicant shall return to the Conservation Commission.

Motion: F.Torr made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by L.Skinner. Vote U/A

STAFF RECOMMENDATION: (P17-09)

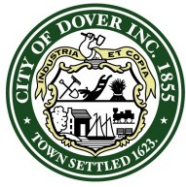
The Planning Department recommends the Planning Board vote to approve the Conditional Use Permit with the following condition:

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

1. UNH Stormwater Center review letter shall be adequately addressed by the applicant and that if there are any increases to impacts to wetlands, wetlands buffers or impervious surface, the applicant shall return to the Conservation Commission.

D.Landry requested clarification of the condition regarding possible changes to wetlands. C.Parker clarified any changes would need Conservation Committee approval.

Motion: F.Torr made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by L.Skinner. Vote U/A



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- D. Consideration and possible vote of an amendment to the conditions for a previously approved Site Plan (2/10/2015) for Bradley Commons (Owner: Housing Partnership) Map 27, Lots 2, 3, 4, & 15, zoned CBD, located at 577 Central Avenue (Amended development agreement). (P14-34A)

The Chair stated item 3.D would not be heard until the pending issues are resolved.

C.Parker stated the pending items will be resolved, and that the amendment to be heard at the April 11, 2017 Regular Planning Board meeting.

4. NEW BUSINESS

- A. Consideration and acceptance of a Conditional Use Permit for the City of Dover, zoned R-40 and R-12, located on Spruce Lane (between Mast Rd & Back River Rd) (Proposal is to widen road, improve drainage, and repair/replace culverts). *(P17-14)

C.Parker provided an overview of the application.

J.Stevens displayed plans for viewing, provided background information with the project, and presented the proposed plan. G.Young was also present.

Discussion ensued regarding the current lack of funds for sidewalk placement, the road width at 24 ft. to consider sidewalk placement, and the future sidewalk project for Spruce Lane, as well as, additional locations from Mast Road to Danielle Lane.

C.Parker stated the project will involve the timeline for improvements, scheduling, and future neighborhood meetings to obtain feedback. He stated further improvements would be made to the park on Spruce Lane and the intersection at Back River and Spruce Lane.

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

Public hearing opened.

Ellen Johns, 30 Spruce Lane, stated her traffic safety concern regarding the lack of sidewalks.

Rita Shortill, 5 Spruce Drive, stated her agreement with her neighbor.

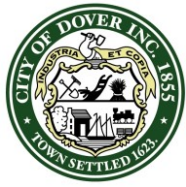
Joseph Gagne, 29 Spruce Lane, requested clarification regarding the road width and drainage culvert locations.

C.Parker confirmed the road width at 24 ft. and stated J.Stevens would confirm the drainage culvert locations near his property.

Jodie Gagne, 29 Spruce Lane, stated her concern regarding the possibility of tree removal.

Public hearing closed.

J.Stevens displayed plans for viewing and addressed the abutter concerns. He provided the locations of drainage culvert locations and confirmed no tree removal was expected.



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C.Parker stated if trees were to be removed there would be a process and notification would be made to the abutters.

STAFF RECOMMENDATION:

The Planning Department recommends the Planning Board vote to approve the Conditional Use Permit with the following nonbinding condition:

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

1. The applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services Minimal Impact Expedited Permit.

Motion: F.Torr made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by T.Clark. Vote U/A

D.Ciotti stated he and Marcia Gasses would address the sidewalk issues with in the Capital Improvement Program. C.Parker stated he would address some ideas with the Community Services staff and report back to the City Council.

- B. Consideration and acceptance of a Conditional Use Permit for the City of Dover (Owner: Seames Trefethen), Assessor's Map H, Lot 14A, zoned R-12, located at 58 Cataract Avenue (Proposal is to install a bioretention stormwater system adjacent to Bellamy Road to restore the stream). *(P17-15)

C.Parker provided an overview of the application.

Joel Ballestero, Streamlines Engineering, displayed a plan for viewing, explained the flooding occurring at the location, and presented the proposed plan. G.Young was also present.

J.Ballestero confirmed for F.Torr the drainage easement on the property would be amended with access for City maintenance.

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

Public hearing opened. Nobody Spoke. Public hearing closed.

STAFF RECOMMENDATION:

The Planning Department recommends the Planning Board vote to approve the Conditional Use Permit with the following nonbinding recommendation:

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

1. The applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services Minimal Impact Expedited Permit.
2. The applicant shall follow the Bellamy Project Sequence and Timing supplied to the Planning Department.
3. The applicant shall provide the Planning Department a copy of the NH DES Shoreland Permit.



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Motion: F.Torr made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by L.Skinner. Vote U/A

T.Clark recused himself from the next two items on the agenda.

The Chair recognized T.Donovan to sit in for T.Clark.

G.Cruikshank stated items 4.C and 4.D would be heard together.

- C. Consideration and acceptance of a Site Plan Review for 6 Grove Street Residences, LLC, (Owner: Alan Hatch & Sherrilyn McKie Family Trust), Assessor's Map 31, Lot 14, zoned CBD (Transit Oriented Overlay), located at 6 Grove Street (Proposal is to develop a 9,060.51 s.f. mixed use building with commercial space on the 1st floor and a total of 36 residential units on the 2nd – 5th floors with 30 parking spaces within the 13,806.70 s.f. paved area). *(P16-31)
- D. Consideration and acceptance of a Conditional Use Permit for 6 Grove Street Residences, LLC, (Owner: Alan Hatch & Sherrilyn McKie Family Trust), Assessor's Map 31, Lot 14, zoned CBD (Transit Oriented Overlay), located at 6 Grove Street (Proposal is to have a building lot coverage of 47% whereas 75% is required and frontage build out of 73% on Grove Street and 75% on Third Street whereas 80% is required). *(P17-16)

C.Parker provided an overview of the applications.

Christopher Berry, Berry Surveying & Engineering, Inc., represented the applicants, displayed plans for viewing, and presented the proposed plan.

Motion: L.Skinner made a motion to accept the applications for items 4.C and 4.D. Seconded by F.Torr. Vote U/A

Public hearing opened.

Chris Alibrandi, 9 Frances Drive, representative for the Condo Association for Frances Drive, stated traffic, safety, and drainage concerns and the impact to the private road they live on, adding the Association is responsible for any repairs. She addressed the landscaping that fronts Frances Drive and requested information about a fence or vegetation buffer, access to Third St during construction, and the environmental impact to using pervious pavement to absorb the water. She wanted to know if there would be additional opportunities in the future for abutter input.

Matt Benkosky, 48 Fourth Street, stated his concern with parking issues.

James Kimball, 32 Fourth Street, stated his concern that he is a tenant in the building and was only aware of the project due to the sign posted on the site. He requested timeline information about the project.

Public Hearing Closed.

C.Berry addressed the abutter concerns regarding drainage, the use of the underground sand filter for the project, traffic concerns, and confirmed the fence would be replaced with a white vinyl fence for buffer, as well as vegetation plantings. He explained the roof line with wing walls for emergency escape route, and clarified the



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parking location and that the residents would need to receive lease agreements from the City, and that the construction access would be from the Grove Street area.

Discussion ensued regarding the parking requirements location on sheet 4 of the plan, the process of the lease agreement for parking for tenants, and the number of parking spaces for residents and current parking available for commercial use at the location, recommendation to have the developer responsible for the other six parking spaces, and confirmation that the new on-street parking is municipal public parking and will not be metered parking.

Discussion continued regarding clarification that there is open public laundry on the first floor, and the consideration to post signs to discourage access through Frances Drive.

C.Berry requested clarification regarding the process in response to the abutter inquiry regarding any further opportunity to speak. The Chair stated the project would be voted on that evening and any further concerns could be brought to the Planning Director. C.Parker confirmed the locations of who would have received an abutter notice.

Discussion ensued regarding abutter concerns regarding the abutter notification, traffic, and parking concerns.

C.Parker explained the abutter notification process, and addressed the abutter concerns regarding drainage, the City requirements and confirmation of the existing impervious site, 30 parking spaces to be created on site and available during the day for the businesses, the parking proximity to the Transportation lot, and changes to the conditions to add the right turn lane and placement of fence and lease to the 6 spaces. He provided voting options to the Board.

STAFF RECOMMENDATION: (P16-31) - Waiver

The Planning Department recommends that the Board approve the waivers from Section 149-15.C for the 5' pavement setback for the turnaround and from 149-14.E(1)(e) for the lighting spill over 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 waivers for the reasons stated by the applicant, and the Board finds that the criteria of Chapter 149-19.A have been met.
2. The Building Official approves the fire truck radius that that would require a less than 5' pavement setback.

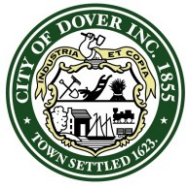
Motion: D.White made a motion to approve the waiver subject to staff recommended conditions. Seconded by H.Harmon. Vote U/A

STAFF RECOMMENDATION: (P16-31) – 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:

1. Conditional Use Permits (P17-16) shall be approved.
2. The applicant shall provide:
 - a. revised architectural renderings showing the white parts to be brick, stone, or masonry and indicate south elevation



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- b. a digital version of plan set
 - c. revised floor plans that show the entire floor area of the L shaped building
3. 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.
4. The applicant must revise plan set to:
 - a. Add the owners signatures to the final plan
 - b. The Professional Engineer, Licensed Land Surveyor and Licensed Landscape Architect will need to sign and date final plans.
 - c. Address any outstanding Fire and Engineering TRC comments
 - d. Add common site plan note #s 15, 16, and 26
 - e. Lantern or similar type lighting fixtures for both pole and mounted light fixtures
 - f. Add right turn only sign at the exit onto Third Street and adjust the geometry of the exit onto Third Street to prohibit left hand turns.
 - g. Add a note to replace the fence along the westerly side with an 8 ft. vinyl fence.
5. Written proof that all encroachments shall be removed is to be provided.
6. The applicant and City shall enter into a development agreement which covers construction timing, including internal, exterior construction and sidewalk/street trees, as well as leasing the 6 spaces needed to meet the parking requirements. Included in this shall be a breakdown of sureties and when they are returned.

Conditions to Be Met Prior to Any Construction Activity:

7. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 9 AM-4 P M, with no Sunday hours. 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.
8. All encroaching buildings shall be removed.

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

9. The new uses/building shall be assessed the current water/sewer investment fees in place at the time of application for water/sewer service.

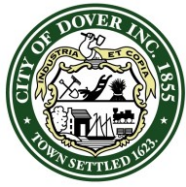
Conditions to Be Met Prior to Issuance of a Certificate of Occupancy:

10. Any new construction or renovation shall be assessed the current impact fees in place at the time of building permit application and pay by time of 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.

Motion: D.Landry made a motion to table the item to address the abutter concerns.

Discussion ensued regarding consideration that the parking and access issues with Frances Drive pertain to the City and not the proposed project, the use of signs to discourage access to Frances Drive, clarification of which houses on Frances Drive are included in the Condo Association and pertain to the existing parking issue, conditions to the initial site plan as it pertains to what the Condo Association is responsible for and pertinence to this project and the existing conditions of approval. D.Landry withdrew his motion to table the item.

C.Berry requested condition #5 removed and stated it is a civil issue and will cause a delay in the construction.



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Discussion ensued regarding clarification to condition #5, options for the applicant to remove the encroaching structure to the property, and the need for documentation showing proof that the structures would be removed and that legal proceedings have begun would be acceptable to meet the condition.

Motion: F.Torr made a motion to approve the site plan subject to staff recommended conditions. Seconded by T.Donovan. Vote U/A

STAFF RECOMMENDATION: (P17-16)

The Planning Department recommends that the Planning Board vote to approve the Conditional Use Permit with the following condition:

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

1. A revised application with corrected building height be submitted.
2. Site plan (P16-31) shall be approved.
3. The applicant shall be subject to a formal agreement between the Planning Board and the applicant. Said agreement shall be recorded at the Strafford County Registry of Deeds per Chapter 170-20-B(3).

Motion: D.Ciotti made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by F.Torr. Vote U/A

The Chair announced a five minute recess at 9:32 p.m.

The meeting reconvened at 9:39 p.m.

T.Clark returned to his seat.

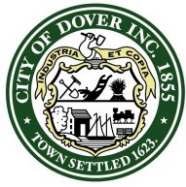
G.Cruikshank stated items 4.E, 4.F, and 4.G would be heard together.

- E. Consideration and acceptance of a Conditional Use Permit for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road (Proposal is to build a new subdivision road and drainage facilities that impact 2,197 s.f. of steep slope greater than 20 percent). *(P17-10)
- F. Conditional Use Permit for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road (Proposal is to build a new road that crosses a wetland and construct a walking path in the tidal buffer. Impacts include 350 s.f. of wetland impact, 24,283 s.f. of wetland buffer impact, and 2,284 s.f. of tidal buffer impact adjacent to the Cochecho River). *(P17-12)
- G. Consideration and acceptance of an Open Space Subdivision of land for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road (17 lots). *(P16-25)

C.Parker provided an overview of the applications.

Kevin McEneaney, McEneaney Survey Associates, Inc, represented the applicants, displayed a plan for viewing, and presented the proposed plan. Daniel Ayer and Mike Sievert, MJS Engineering, were also present.

M.Sievert explained further details regarding the proposed project.



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Discussion ensued regarding confirmation that McKone Lane would not be paved and it is a Class 5 road with the agreement that as lots were created there would be funds for improvement in the final phase of the site plan, and clarification that the lots would have wells with sanitary sewer, the location of the pump station, details of the pump process, and that it would be maintained by the property owners.

Motion: F.Torr made a motion to accept the applications for items 4.E, 4.F, and 4.G. Seconded by L.Skinner.
Vote U/A

Public hearing opened. Nobody Spoke. Public Hearing Tabled.

STAFF RECOMMENDATION: (P17-10) (P17-12) (P16-25)

The Planning Department recommends the Planning Board table the item until the subdivision is ready for a vote to be taken.

D.Ciotti confirmed with C.Parker that a waiver was not needed for the road length, the road connections would be the full length through to avoid the waiver, and the Fire Department has advised on the turn arounds.

Motion: F.Torr made a motion to table items 4.E, 4.F, and 4.G. Seconded by T.Clark. Vote U/A

- H. Consideration and acceptance of a Site Review for Cocheco Valley Humane Society (Owner: Strafford County c/o City of Dover), Assessor's Map B, Lot 20, zoned R-40, located at 259 County Farm Road (Proposal is to develop an 11,000 s.f. Animal Shelter/Services with 32 parking spaces within the 22,671 s.f. paved area). *(P17-13)

C.Parker provided an overview of the applications.

John Lorden, MSC, Division of TF Moran, Inc, represented the applicants, displayed a plan for viewing, and presented the proposed plan. Rachel Copeland, Jennifer Stauffis, and Karen Zaramba were present to represent the Cocheco Valley Humane Society Board. Peter Stewart, Stewart Architects, and Chuck Moretti, NCM Construction Management were also present.

C.Parker requested clarification of the conservation area on the site and how the location of the site was determined. George Maglaras, Chairman of the Board of County Commissioners for Strafford County, clarified the areas that had conservation easement held by the Society of NH Forest which is only allowed for recreation use.

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

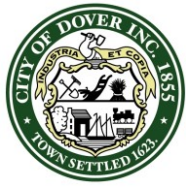
Public hearing opened. Nobody Spoke. Public Hearing Closed.

STAFF RECOMMENDATION (P17-13) - Waiver

The Planning Department recommends that the Board vote to approve the waiver with the following conditions:

Waiver Request:

The Planning Department recommends that the Board approve the waivers from Section 149-14.G for the perimeter landscaping and the 149-13.A for the property line information with the following condition:



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - City Hall, 288 Central Avenue
Meeting Date: **Tuesday, March 28, 2017**
Meeting Time: **7:00 pm**

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 waivers for the reasons stated by the applicant, and the Board finds that the criteria of Chapter 149-19.A have been met.

Motion: D.White made a motion to approve the waiver subject to staff recommended conditions. Seconded by D.Landry. Vote U/A

D.Landry recommended landscaping and trees to define the perimeter.

Discussion ensued regarding clarification that the surrounding area is leased to farmers and used for hay, pet therapy provided at the Riverside Home, pet recreation provided in the area, that the perimeter for the parking blends with the field to provide a pastoral setting, consideration of the installation of a white fence around the perimeter, aesthetics of the area and its functionality, and confirmation that the remaining sites are reserved for government and conservation use.

STAFF RECOMMENDATION (P17-13) - 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:

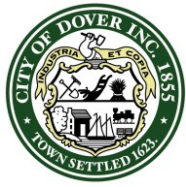
1. The applicant shall provide a digital version of plan set.
2. The applicant shall provide the City of Dover with a drainage report that addresses the requirements of the City of Dover to the satisfaction of the City Engineer.
3. The applicant must provide:
 - a. Traffic Impact Analysis which meets the Standard Traffic requirements
 - b. Streetscape to include landscaping information
4. The applicant must revise plan set to:
 - a. Add the owners signatures to the final plan
 - b. The Professional Engineer and Licensed Landscape Architect will need to sign and date final plans.
 - c. Address any outstanding Fire and Engineering TRC comments
 - d. On sheet 2, add note indicating no parking is allowed along the driveway from County Farm Road to the paved lot.
 - e. Add a note that the business be alarmed after hours
 - f. Landscape plan needs to include 5% interior landscaping or waiver necessary and add landscaping around the dumpster.
5. The applicant shall provide a landscape and roadway operation and maintenance plan to be reviewed and approved by the Assistant City Manager.

Conditions to Be Met Prior to Any Construction Activity:

6. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday and Sunday 9 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:

7. The new building shall be assessed the current water/sewer investment fees in place at the time of application for water/sewer service.



DOVER PLANNING BOARD – MINUTES

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Conditions to Be Met Prior to Issuance of a Certificate of Occupancy:

8. Any new building shall be assessed the current impact fees in place at the time of building permit application and pay by time of Certificate of Occupancy.
9. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

F.Torr requested clarification on condition 3.b, and an addition to condition 4.f that the dumpster be enclosed and have landscape screening according to the regulations, and that a landscape maintenance and roadway operation plan be added as a condition.

J.Lorden confirmed there are only four dog runs in response to D.Landry's concern to the surrounding developments around the site.

J.Lorden addressed condition 4.d regarding the installation of "no parking" signs, and stated the signs are not neighborhood friendly. He requested they add the signs only if parking becomes a problem.

Discussion ensued regarding condition 4.d and the consideration to add a "fire lane no parking" area, the length of the driveway at 400 ft., the Police Department concern regarding game parking in the lot, and consideration of the request to only put up a sign if parking becomes an issue, and placement of a no parking sign on the gravel area. C.Parker stated a note will be added on sheet C2 indicating no parking allowed along County Farm Road to the paved the driveway.

C.Parker reread the conditions with the changes added.

Motion: L.Skinner made a motion to approve the site plan subject to staff recommended conditions. Seconded by F.Torr. Vote U/A

- I. Consideration and acceptance of a Conditional Use Permit for Paula J. Reid, Trustee & Sheila Woolley, (Owner: Paula J. Reid 2003 Revocable Trust), Assessor's Map 10, Lot 107, zoned HR, located on Lexington Street (The Conditional Use Permit is for side yard setback to be 7' whereas 15' is required).
*(P17-17)

C.Parker provided an overview of the applications.

Attorney Christopher Wyskiel of Wyskiel, Boc, Tillinghast & Bolduc, P.A, represented the applicants, distributed a larger plan of exhibit 5 to the Board members, displayed the plan for viewing, and presented the proposed plan.

C.Wyskiel explained for L.Skinner the change in elevation on the property and how that would be applied in the construction of the building.

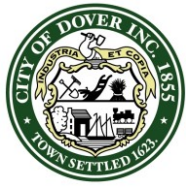
Motion: D.White made a motion to accept the application. Seconded by H.Harmon. Vote U/A

Public hearing opened. Nobody Spoke. Public Hearing Closed.

C.Wyskiel addressed the conditions of approval regarding the formal agreement.

STAFF RECOMMENDATION:

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



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - City Hall, 288 Central Avenue
Meeting Date: **Tuesday, March 28, 2017**
Meeting Time: **7:00 pm**

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 applicant shall revise the plan and insert into the formal agreement an indication that the dwelling to be single family residential.

C.Parker noted a change to condition #2 regarding the formal agreement “and insert into the formal agreement an indication”.

Motion: T.Clark made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by L.Skinner. Vote U/A

F.Torr addressed exhibit 3 and stated the carriage house is standard and fits the architecture of the neighborhood.

C.Wyskiel clarified the layout of exhibit 4 for D.Ciotti.

- J. Consideration and acceptance of a Conditional Use Permit for Jacqueline Pierce (Owner: Sojourn Property Management LLC), Assessor’s Map 31, Lot 7, zoned CBD (Transit Oriented Overlay), located at 66 Third Street (The Conditional Use Permit is needed to allow Dog Training & Daycare in the Transit Oriented Overlay district). *(P17-22)

C.Parker provided an overview of the applications.

Jacqueline (Pierce) Flynn, owner of Sojourn Property Management LLC, displayed a plan for viewing and presented the proposed plan.

Discussion ensued regarding confirmation that the establishment is for all dogs, the hours of operation are 8 a.m. to 8:30 p.m. with no overnight stay, clarification of the parking and traffic plan for morning and afternoon pick-up and drop-offs, and that the parking lot is open for public use.

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

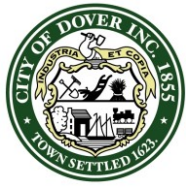
Public hearing opened.

Michael Bondi, 30 Fourth Street, representative of the White Birch Condo Association, stated his traffic concerns, and the possibility of dogs taken off the property and brought to the Community Trail.

Public Hearing Closed.

STAFF RECOMMENDATION:

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



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

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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.

Discussion ensued regarding the Community Trail public access and that restrictions cannot be placed on its use. J.Flynn confirmed she would not use the trails due to liability factor.

J.Flynn confirmed the parking location on the plans for M.Bondi.

Motion: T.Clark made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by D.White. Vote 8/1 D.Landry opposed.

5. STAFF COMMENTS

C.Parker addressed the following:

- The packet distributed to the Board regarding the 2016 Stewardship of Resources.
- The grant funding received for the 2019 project to complete the Community Trail. He provided the locations to be completed.
- The schedule to determine when to have a workshop to review the I-2 and I-1 Districts. He provided options to the Board, and it was determined by consensus to have the workshop on April 18, 2017 at 7:00 p.m. D.Landry requested materials be provided in advance in order to be prepared for the meeting.
- The Climate Adaptation Master Plan and that 14 people interviewed for the Committee. Hayley Harmon would be the Planning Board representative. He provided the following names of the Committee members: Councilor Marcia Gasses, Hayley Harmon, Brian Sullivan, Malone Cloitre, Bill Baber, Jan Nedelka, Cora Quisumbing-King, John Peterman, and Tom Thompson. There were no objections from the Board regarding the list. The Chair appointed the Committee.

6. MEMBER COMMENTS

L.Skinner addressed the item on the agenda that was not ready for review.

C.Parker explained the State deadline dates had changed, the reason item 3.D was pulled from the agenda, and that the procedure used to inform the public and the Board is the typical procedure.

F.Torr congratulated all who worked on the Glenwood/Central Avenue project.

7. ADJOURNMENT

Motion: G.Cruikshank made a motion to adjourn at 11:18 p.m. Seconded by F.Torr. Vote U/A