



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center Room 306, 61 Locust St., Dover, NH 03820
Meeting Date: **Tuesday, June 13, 2017**
Meeting Time: **7:00 pm**

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

Members Not Present: Dave White, Tristan Donovan (Alternate), Hayley Harmon (Alternate)

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

The Chair called the meeting to order at 7:01p.m. He described the process used to hear cases and the opportunities for the public to communicate.

The Chair recognized J.Burdin to sit in for D.White.

1. CITIZENS' FORUM

Citizens Forum Open.

Karl Leinsing, 77 Spur Road, distributed a handout (original located in Planning Office) to the Board members regarding his request for a Zoning Amendment to the R-20 District regarding a change pertaining to helicopter take off and landings.

C.Parker stated the procedure regarding submitting Zoning Amendment applications for a full Board review.

K.Leinsing provided a summary of the proposal as requested by K.Schuman to include a change in the distance a helicopter can take off and land from any existing residential structure from 1000 ft. to 200 ft. He stated the distance is 200 ft. in other towns, and addressed his safety concern regarding landing a helicopter on the water in comparison to the safety of landing it on land.

Citizens Forum Closed.

2. APPROVAL OF THE PRIOR MINUTES

- May 9, 2017 Regular Meeting Minutes

Motion: F.Torr made a motion to approve the May 9, 2017 Regular Meeting Minutes. Seconded by J.Burdin. D.Landry abstained because he was absent at that meeting. Vote 8/0

3. OLD BUSINESS

- A. 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)

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

C.Parker addressed the previously stated Board concerns regarding the amendment to the site plan, and the applicant process to address those concerns. He reviewed the summary document (provided in the Board packets) regarding the amended development agreement. He explained the development agreement and



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obligations to be transferred to successors, The Housing Partnership tax obligation with the transfer, as well as the penalty applied if taxes are not paid.

A.Blenkinsop, Marty Chapman, Executive Director for The Housing Partnership, and Attorney Sue Manchester, Sheehan Phinney were also present.

A.Blenkinsop clarified the changes to the amended development agreement regarding the revisions to unit B ownership and the tax obligation pertaining to the developer if tax payment not received. He addressed relief for the City if the taxes were not paid.

Discussion ensued regarding clarification regarding developer assets and guarantees for the City regarding ownership of unit b, that the amended development agreement has language for the City regarding timing to act if taxes are not paid, the obligations for the new purchaser and the developer, that a lien will be placed on the property and the amended development agreement will be recorded, that unit A will consist of 39 units of work force housing and would be subject to federal money and unit B will be residential housing and that a tax credit investor is the reason for the issue, and confirmation of the Housing Partnership's tax obligation and the City's ability to take action if the taxes were not paid.

Public hearing opened. Nobody spoke. Public hearing closed.

Motion: D.Ciotti made a motion to approve the revised development agreement and have the Planning Chair sign as presented by the Planning Department. Seconded by L.Skinner. Vote U/A

- B. Consideration and possible vote of a compliance hearing regarding the architectural renderings for a previously approved Site Plan application for Changing Places, LLC, (Owner: City of Dover), Assessor's Map 6, Lot 54A, zoned CBD, located at Third Street. *(P17-02A)

J.Burdin recused himself at 7:26 p.m.

C.Parker provided the background information to the application pertaining to the architectural renderings.

Christopher Berry, Berry Surveying & Engineering, Inc., represented the applicant, and referred to Wendy Welton and Rachel Jones, Artform Home Plans, to present the revised architectural plans. John O'Neill and Scott O'Neill, owners, were also present.

R.Jones, Artform Home Plans, displayed the renderings for viewing, presented the update to the design, and clarified the materials to be used.

Discussion ensued regarding clarification of the 360 design for viewers, the reason for the scalloping design and the brick materials due to budget for the use of the building as rental apartments, and the mechanical units put in place to accommodate a possible restaurant with outdoor seating.

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

Public hearing opened. Nobody Spoke. Public hearing closed.



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STAFF RECOMMENDATION: (Site Plan)

The Planning Department recommends that the Board conduct the compliance review, and vote on whether the renderings are consistent with 149-14L.

C.Parker addressed the updates and the improvements made to the design. He provided direction to the Board regarding the regulations for their consideration.

DCiotti compared the design to the new buildings in Portsmouth, and compliment the work to the design.

W.Welton displayed the 360 viewing and explained the sight design from a tree perspective for K.Schuman.

Motion: F.Torr made a motion to approve the architectural plans. Seconded by D.Ciotti. Vote U/A

Discussion ensued regarding Board compliments to the design and acknowledgments to C.Parker by W.Welton, and consideration regarding the collective involved in the project and addressing the Planning process to review architectural issues in advance.

J.Burdin returned to his seat at 7:52 p.m.

G.Cruikshank stated items 3.C and 3.D would be heard together.

C. Consideration and possible vote of an Open Space Subdivision for Whitney Scott, Trustee, Assessor's Map G, Lot 9, zoned R-12, located at 334 Washington Street. (7 lots, convert existing single family to duplex, 1 new duplex, 5 single family dwellings). *(P17-18)

D. Consideration and possible vote of a Conditional Use Permit for Whitney Scott, Trustee, Assessor's Map G, Lot 9, zoned R-12, located at 334 Washington Street. (Proposal is to build a road and add drainage facilities that impact 1,050 s.f. of wetland buffer). *(P17-21)

Motion: D.Ciotti made a motion to remove items 3.C and 3.D from the table. Seconded by J.Burdin. Vote U/A

C.Parker provided an overview of the waivers, buffers, and landscaping pertaining to the applications.

Christopher Berry, Berry Surveying & Engineering, Inc., represented the applicant, displayed plans for viewing, and presented the revisions made to the proposed plan to address the abutter concerns. He addressed the streetscape plan distributed to the Board (original in file), and clarified the easement pertaining to the Home Owner Association (HOA) documents. Andrew Readell, builder of the project was also present.

Discussion ensued regarding clarification of the streetscape plan distributed to the Board, the waivers pertaining to the buffers, and accommodations to the abutter requests and how those would be maintained/enforced via HOA agreement, deed language and interdepartmental communication. C.Parker stated the abutter accommodation is a reaction to the waiver request.

Discussion continued regarding concern pertaining to the deed restriction for transom windows, and consideration of the transom windows pertaining to other windows in house that are meeting Building Department code.

Public hearing Reopened.



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Ann Roemer, 337 Washington Street, requested clarification of the number of housing to be developed, and stated her concern regarding the number of housing to be developed on a small space. She requested five homes be developed without the duplexes.

Public hearing closed.

C.Berry addressed the abutter concern and clarified the number of homes to be developed.

STAFF RECOMMENDATION: (P17-18)

The Planning Department recommends that the Planning Board vote as follows:

Waiver Request:

The Planning Department recommends that the Board approve the three waivers from Sections 155-22 F and 155-48 with the following conditions:

Condition to Be Met Prior to Signing of Plans:

1. A note shall be added to the subdivision plan that the waivers were granted for the reasons stated by the applicant and that the Board found the criteria of 155-51A have been met.
2. A note shall be added to the subdivision plan that the home located within the 100' buffer shall have transom windows on the second floor on the side facing 336 Washington Street.
3. An agreement between the applicant and owner of Map 32 lot 19-B regarding plantings opposite Topaz Drive shall be provided to the satisfaction of the Assistant City Manager.

C.Parker stated he spoke with property owner and he would work with applicant regarding landscaping to block the headlights.

D.Ciotti addressed item 3 to change from “applicant and owner” to “applicant and the homeowner”.

Discussion ensued regarding wording use in the conditions pertaining to abutters, and clarification regarding the wording, process, and agreement between the applicant and abutter.

F.Torr addressed the landscaping issue and stated he did not have a concern regarding vehicle lights due to the distance and elevation on the property.

Motion: D.Ciotti made a motion to approve the waivers subject to staff recommended conditions. Seconded by D.Landry.

Discussion ensued regarding concerns with conditions #2 and #3. C.Parker provided direction and options for Board consideration. He agreed to the request to test the lighting to consider condition #3, and clarified the approval process and deed language pertaining to the transom windows for C.Plante.

Motion: C.Plante made a motion to amend the conditions to remove condition #2. Seconded by D.Landry.

Discussion ensued regarding clarification of the need for transom windows in comparison to the arborvitae/fence height to be provided, various Board opposition to the amendment to the condition, and That the abutters were told this condition would be provided.

Vote 8/1 Failed C.Plante in favor.



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The original motion passed by unanimous vote.

Subdivision Plan:

The Planning Department recommends that the Board approve the subdivision plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide:
 - a. A digital version of plan set.
 - b. A stormwater operation and maintenance plan to the satisfaction of the City Engineer.
 - c. Home Owners documentation to be reviewed and approved by Assistant City Manager with consultation with the City's General Legal Counsel. Documentation shall include open space, wetlands, roadway, and stormwater infrastructure maintenance/operation as well as preservation of the buffer areas. (buffer area preservation to include landscape management plan)
 - d. Deed language noting HOA, encumbering the no cut/no disturb areas, and areas containing wetlands.
 - e. A copy of the NHDES Sewer Permit
 - f. A copy of the NHDES NOI Permit
2. The applicant must revise plan set to:
 - a. Add the owner's signature.
 - b. Include the Professional Engineer, Licensed Land Surveyor, Wetland Scientist, and Licensed Landscape Architect stamp and signatures
 - c. Revise note 37 on sheet 11 to add permit numbers and dates
 - d. Incorporate all changes per the June 7, 2017 email from Chris Berry to change the vinyl fence to cedar

Conditions to Be Met Prior to Any Construction Activity:

3. The applicant shall submit a copy of the Phase I Environmental Study completed on the project, and note any remediation necessary if soil contamination is discovered.
4. A site construction sign with the contact information for the general contractor must be located and approved by the City Engineer or Assistant City Manager.

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

5. New buildings shall be assessed the current utility investment fees in place at the time of application for service.
6. All screening along Washington Street shall be installed. (to include anything on the abutter property and area in front of lot 1)
7. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work, including a 2 year surety for landscaping along Washington St.
8. Planning Staff shall review the architectural for lot 1 prior to issuance of the building permit for lot 1.

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

9. Documentation that the HOA has been created and is in place.
10. Any new building shall be assessed the current impact fees in place at the time of building permit application.
11. All screening along Topaz Drive shall be installed.
12. Along Map G lot 10 – 1, the fence shall be replaced, and the berm and arborvitae shall be installed.



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13. The COs for lots 1, 2 and 3 are contingent upon plantings within no disturb buffers being installed.

C.Parker stated he did not read the deed language regarding the HOA no cut/no disturb areas containing wetlands, or the transom windows and that the Board could add them.

C.Berry addressed condition 1.f and stated that NOI is not NHDES permit but an EPA permit, and that it does not apply to prior signing of plan, but prior to construction. C.Parker confirmed his statement and moved the condition placement after number 4.

Motion: F.Torr made a motion to approve the subdivision plan subject to staff recommended conditions. Seconded by D.Ciotti.

Motion: T.Clark made a motion to add to the conditions that the deed does include the transom windows. Seconded by D.Landry.

Discussion ensued regarding adding the stipulation, the legal authority to add the condition, that the applicant is not opposed, and listing this on the deed for future buyers. Vote 4/5 Failed - opposed G.Cruikshank, C.Plante, D.Landry, F.Torr, and J.Burdin.

The original motion passed by unanimous vote.

STAFF RECOMMENDATION: (P17-21)

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

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

1. The owner's signatures shall be added to the final plat submitted for signature.
2. The Licensed Land Surveyor, Professional Engineer, and Wetland Soil Scientist shall 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 plan set to require wetland buffer signs where the wetland buffer intersects the property lines of lot #6.

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

K.Schuman stated his compliment to the work and that the abutter concerns were adequately addressed.

4. NEW BUSINESS

- A. Consideration and acceptance of a Site Review for Optima Bank & Trust, (Owner: P P D'Orazio, LLC), Assessor's Map 38, Lots 16 & 17, zoned B-3, located at 920 Central Avenue. (Proposal is to demo existing 7,000 s.f. building and construct a 2-story 3,400 s.f. footprint bank with second floor offices and two drive-up windows. Paved area will consist of 22,600 s.f. with 25 parking spaces). *(P17-33)

C.Parker provided an overview of the application.



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Eric Weinrieb, Altus Engineering, Inc., represented the applicants, displayed plans for viewing, and presented the proposed plan. He addressed the need to remove the building and that he could not remove until the Dan Morrison, Optima Bank & Trust, and Madeleine Kotiuga, Bruce Ronayne Hamilton Architects, were also present.

C.Parker confirmed for E.Weinrieb that he had not reviewed the landscape plan but would by the end of the week.

M.Kotiuga displayed the architectural renderings for viewing both on board and the computer.

Discussion ensued regarding confirmation that the architectural renderings displayed are what would be built, clarification of the architectural plans and the location of the drive-through as it pertains to the setbacks, green space location, future use structure and traffic patterns and the process and procedure, future use possibilities and stacking, consideration for an island for traffic purposes, traffic and safety concerns.

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

Public hearing opened. Nobody Spoke. Public hearing closed.

STAFF RECOMMENDATION:

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 approval includes the merger of lots 16 and 17 into one lot. (Lot Merger to be provided to Planning Board at a later date)
2. The applicant shall provide:
 - b. A digital version of plan set.
 - c. A landscape operation and maintenance plan to the satisfaction of the Assistant City Manager.
3. The applicant must revise plan set to:
 - a. Add the owner's signatures.
 - b. Include the Professional Engineer, Licensed Land Surveyor, and Licensed Landscape Architect stamp and signatures
 - c. Provide a neighborhood plan at a more readable scale

Conditions to Be Met Prior to Any Construction Activity:

4. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday and Sunday 8 AM-5 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:

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



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

6. Any new building shall be assessed the current impact fees in place at the time of building permit application.
7. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

C.Parker thanked the applicant and engineer for providing the safety and building concerns at the Planning Technical Review Committee meeting and therefore reviewed early.

C.Parker explained the demolition process.

F.Torr complimented the applicant and engineer and commented improvements to the location for the site and traffic. K.Schuman addressed the stormwater management work involved as well.

C.Parker confirmed that he did not read condition 3.d, and reinstated it as recommended by J.Burdin would add a note to C-2 that a sign should be added should stacking be an issue due to change of use.

Motion: F.Torr made a motion to approve the site plan subject to staff recommended condition as amended. Seconded by J.Burdin. Vote U/A

- B. Consideration and acceptance of a Site Review for Wolcott Holdings, LLC, Assessor's Map I, Lots 73 & 73A, zoned RM-SU, located at 18 & 24 Garrison Road. (Proposal is to construct six (6) additional units and keep the existing (2) existing single family dwellings within 12,228 s.f. paved area). *(P17-25)

G.Cruikshank stated Jim Wolcott is her client and that she has no financial interest in the application. There were no objections.

C.Parker provided an overview of the application, and addressed a change made to the Staff Memos to add elementary school information in order to provide which school would be impacted to these residential developments. He confirmed for D.Ciotti that the information did not include the anticipated student count.

Bob Stowell, Tritech Engineering Corporation, represented the applicant, displayed plans for viewing, and presented the proposed plan. He stated the applicant is in agreement with the Staff recommendations, and that an abutter was in attendance to request screening. Jim Wolcott, Wolcott Holdings, LLC was also present.

Discussion ensued regarding clarifications of the location of the sewer line, that the two existing houses are part of the master HOA and do not participate in the fees for the road with a shared driveway and look is consistent in appearance, that one of the ranch homes was resided, and the alternating color design for the homes.

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

Public hearing opened.

Tom Willett, 32 Garrison Road, stated his concern regarding encroachment to the setback to his property and requested a natural barrier of arborvitae. He addressed lighting and confirmed with K.Schuman that there would be no City lighting.

Public hearing closed.



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STAFF RECOMMENDATION:

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

Waiver Request:

The Planning Department recommends that the Board approve the waiver from Section 149-14.E(b) for the lighting plan.

The Planning Department recommends that the Board deny the waiver from 149-13(17) for the streetscape.

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 lighting plan waiver for the reasons stated by the applicant, and the Board finds that the criteria of Chapter 149-19.A have been met.
2. Revise the site plan submittal to include the streetscape.

C.Parker confirmed for T.Clark that streetscape would be reviewed by Staff if the waiver were denied.

Motion: T.Clark made a motion to approve the lighting plan waiver from Section 149-14.E(b) subject to staff recommended conditions. Seconded by L.Skinner. Vote U/A

Motion: T.Clark made a motion to deny the streetscape waiver from Section 149-13(17). Seconded by C.Plante.

Discussion ensued regarding concerns with the streetscape, and consideration of the site regulations and that the applicant would be required to submit a satisfactory plan. Vote 6/3 Passed – opposed D.Ciotti, L.Skinner, and F.Torr opposed

Site Plan:

The Planning Department recommends that the Board accept the application and 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. A digital version of plan set.
 - b. A landscape operation and maintenance plan to the satisfaction of the Assistant City Manager.
 - c. A stormwater operation and maintenance plan to the satisfaction of the City Engineer.
 - d. Condominium documentation to be reviewed and approved by Assistant City Manager with consultation with the City's General Legal Counsel
 - e. A recreation contribution satisfying open space requirements of 170-15, to the satisfaction of the Assistant City Manager.
 - f. A copy of the NHDES Subdivision Permit
 - g. A copy of the NHDES ISDS Permit
2. The applicant must revise plan set to:
 - a. Add the owner's signatures.



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- b. Include the Professional Engineer, Licensed Land Surveyor, and Licensed Landscape Architect stamp and signatures
- c. Revise Note 21, on SP-1, to indicate all of Wolcott Drive, including the gravel portion will be maintained year round.
- d. Add a note clarifying that the applicant understands that there is an active recreation area adjacent to the development site, and that the public may pass and repass the adjacent driveway to access the recreation facility
- e. Revise note 19 on SP-1 to add permit numbers and dates
- f. Include the Streetscape plan
- g. Update landscape plan to indicate screening to the east.

Conditions to Be Met Prior to Any Construction Activity:

3. The site plan shall be recorded at the Registry of Deeds, with documentation sufficient to provide notice to all persons that may acquire any property subject to the requirements and responsibilities described in the approved Stormwater Management Plan. The notice shall comply with the applicable requirements for recording contained in RSA 477 and 478.
4. A Site construction sign with the contact information for the general contractor must be located and approved by the City Engineer or Assistant City Manager.

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

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

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

6. Documentation that the Condominium Association has been created and is in place.
7. Any new building shall be assessed the current impact fees in place at the time of building permit application.
8. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

C.Parker clarified for T.Clark the Sunday hours of operation to lessen abutter impact.

Discussion ensued regarding limiting hours of construction and proximity to residents, and consideration to amend the conditions to exclude Sunday construction.

Motion: L.Skinner made a motion to amend the conditions to prohibit Sunday construction hours. Seconded by T.Clark. Vote 5/4 Passed - opposed F.Torr, D.Ciotti, J.Burdin, and G.Cruikshank

Discussion ensued regarding clarification that the two houses on the property are part of the HOA as voting members only with no financial obligation regarding the maintenance of the property, that there is one HOA with 3 sub HOA for the 6 units to govern the maintenance of the road, private trash removal, and that there are limited common areas with limited rights of use.

Discussion further ensued regarding confirmation that the applicant has the right to have the HOA with these stipulations, that third parties own those two houses and agree to the HOA and that they are aware they are not responsible for the roads and what they are responsible for, and clarification of the HOA responsibilities, locations of the common areas, and confirmation that the easement is part of the common area with access rights.



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Motion: D.Ciotti made a motion to approve the site plan subject to staff recommended conditions. Seconded by J.Burdin.

Discussion ensued regarding concerns with the sewer system in comparison to the number of people on the site, and the utility easement with the location of homes living under high power lines, and clarification of the City and State regulations regarding the sewer system, and the power line easement and the location of the current poles to be 150 ft. from the homes, and consideration of an additional easement location regarding the sewer system. Vote 8/1 C.Plante opposed

- C. Consideration and acceptance of a Subdivision for Quantum Real Estate Group, LLC, (Owner: George F. Mitropoulos Revocable Living Trust), Assessor's Map H, Lot 29A, zoned R-20, located on Littleworth Road. (5 new lots). *(P17-34)

C.Parker provided an overview of the application and information regarding the variance application to be reviewed by the Zoning Board of Adjustment (ZBA) on June 15, 2017 regarding the build to line as a setback line. He clarified the setback line for K.Schuman and explained that it was for ZBA perview.

Bob Stowell, Trittech Engineering Corporation, represented the applicants, displayed plans for viewing, and presented the proposed plan. He stated an abutter was present to discuss the boundary line.

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

Public hearing opened.

Deborah Sousane, 24 Littleworth Road, stated her concern regarding the boundary line location, displayed photos for viewing, and provided background information regarding a survey completed for her in 1982 by Bruce Pohopek with the tree line as her boundary line. She requested a site walk and also stated wetland concerns.

Bernard Stillwagon, 20 Old Littleworth Road, stated his wetland, culvert, and drainage concerns. He requested a site walk for the property to view the wetland. He further stated a concern that development of the area could dry up the pond on his property.

Public hearing closed.

C.Parker suggested the Board discuss options after reviewing the photos distributed by the abutter.

Discussion ensued regarding clarification of the procedure regarding removal of structure and encroachment on the property, that the abutter claims there is no encroachment that it is on her property, that a boundary line is a civil issue, clarification that the wetland locations are located on the plan and the State would need to approval, consideration of site walk and abutter accommodation to the request, the minimum lot size pertaining to wetlands, confirmation of house locations not in wetland area, Board options in consideration to wetlands and boundary line issues as it pertains to a variance, consideration of roadway and subdivision factors, date of wetland review by wetland scientist, definition of wetland, consideration of comparison of plans between Trittech and Bruce Pohopek, and consideration of regulations for civil matters and determination that there currently is no identified civil matter.



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STAFF RECOMMENDATION:

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

Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide the Planning Department with:
 - a. A digital version of the final plat.
 - b. A copy of the NHDES Subdivision Permit
 - c. A copy of the NHDOT Driveway Permit
 - d. Written proof that all encroachments shall be removed
2. The applicant shall revise the plat to:
 - a. Add the owner's signatures to the final plat submitted for signature to be recorded at the Strafford County Registry of Deeds.
 - b. Include the Licensed Land Surveyor's stamp and signature.
 - c. Add NHDES and DOT Permit numbers to notes 16 and 17.
 - d. Revise note 18 to state "subdivision" plan set
 - e. Revise note 9 on SP-1 to indicate April 17, 2017 date

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

3. Any encroaching buildings shall be removed unless an easement is granted.
4. Any new dwelling units shall be assessed the current water investment fees in place at the time of application for water service.

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

5. Any new dwelling unit shall be assessed the current impact fees in place at the time of building permit application.
6. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

F.Torr suggested the applicant attempt to resolve the boundary issue with the abutter.

Motion: F.Torr made a motion to approve the subdivision plan subject to staff recommended conditions. Seconded by T.Clark.

J.Burdin addressed the consideration of a site walk to provide abutter accommodation regarding a peer review; however, he stated a site walk would not deter the site review process and borderline beyond their scope.
Vote U/A

5. STAFF COMMENTS

C.Parker addressed the rezoning issue and creating a group to review recommended rezoning areas.

Discussion ensued regarding contacting individuals associated with the School Board and Dover Chamber of Commerce for the group review areas for rezoning, Dover Business and Industrial Development Authority (DBIDA) involvement and money budgeted to hire consultants to review wetland areas. Board members are to contact C.Parker or K.Schuman if interested in serving on this committee.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center Room 306, 61 Locust St., Dover, NH 03820
Meeting Date: **Tuesday, June 13, 2017**
Meeting Time: **7:00 pm**

C.Parker provided an update to the application process and thanked D.Benton for her work involving the subdivision and site review application process to create a smoother process.

C.Parker requested feedback on the 3D architectural rendering.

Discussion ensued regarding consideration of 3D architectural renderings required in the application process, procedure for display, cost factors, and which projects it should be required for submission. C.Parker explained the visual preference survey previously completed and the need for another survey to accommodate advancement in technology, and to obtain community input with a workshop in the Fall regarding the results.

C.Parker stated that he will follow up with K.Leinsing on his request. He provided background information to his previously submitted zoning application.

C.Parker provided information regarding the waterfront project for D.Landry.

D.Ciotti stated the Board does not tell people what their house gets to look like except in the Central Business District and should take the time to review these projects.

D.Ciotti addressed that K.Leinsing can land his helicopter on the water. CParker provided background information regarding the State regulations, the ZBA denial, and the court issue regarding landing on the water.

6. MEMBER COMMENTS

7. ADJOURNMENT

Motion: G.Cruikshank made a motion to adjourn at 11:07 p.m. Seconded by L.Skinner. Vote U/A