



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers 288 Central Avenue Dover, NH 03820
Meeting Date: **Tuesday, October 24 2017**
Meeting Time: **7:00 pm**

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

Members Not Present: David Landry, Tom Clark, Lee Skinner

Staff Present: Christopher Parker (Assistant City Manager), Donna Benton (Assistant City Planner)

The Chair called the meeting to order at 7:00 p.m. He announced that item 4H will be Continued until November 14, 2017 and asked Donovan to sit in for Tom Clark, Burdin for David Landry, and Harmon to sit in for Skinner

1. CITIZENS' FORUM

Citizens Forum Open. Nobody spoke. Citizens Forum Closed.

2. APPROVAL OF THE PRIOR MINUTES

- September 26, 2017 Regular Meeting Minutes

Motion: F. Torr made a motion to approve the September 26, 2017 Regular Meeting Minutes. Seconded by D. White. Vote UA

3. OLD BUSINESS

- A. Consideration and possible vote of a Conditional Use Permit for Paul D'Orazio, Assessor's Map 16, Lot 13, zoned R-12, located at 1 Mill Street. (Project involves removal of upper and lower Sawyer Mills dams, removal of contaminated sediment and construction of an engineered channel. The project goal is to responsibly decommission aging infrastructure while restoring fish passage, reducing flood hazards, meeting dam safety requirements, improving water quality, and restoring instream and riparian habitat connectivity). (P17-55)

T. Donovan recused himself from the discussion. C. Parker discussed that this item appeared before the Conservation Commission and Planning Board in August. A joint site walk was held on September 12, 2017. The Conservation Commission then endorsed the NHDES Wetlands Permit and Dover CUP at its October 10, 2017 meeting.

Motion: F. Torr made a motion to remove the application from the table. Seconded by J. Burdin. Vote UA

Rick Stewart with Gomez and Sullivan Engineers, PC, representing the application, reviewed the project and updated the Board on activities since the site walk. He noted that Kevin Lucy and Bill Thomas from DES, as well as Tony D'Orazio were present in the audience. He noted the following:

- Success of the site walk in educating participants as to the challenges being faced in the project.
- Middle channel design work has been completed and submitted on October 2nd to the Commission.

Public Hearing Opened. Nobody spoke. Public Hearing Closed.

STAFF RECOMMENDATION:

C. Parker stated that the application meets the requirements of the wetlands ordinance within chapter 170, to encroach into the wetlands buffer. The Planning Department recommends that the Board vote to approve the application with the following Conditions:



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

1. The applicant shall revise the plat to:
 - a. Add the owner's signatures
 - b. Add the Professional Engineer stamps and signatures to the final plans
 - c. Add Planning File Number P17-55
 - d. Remove notes regarding complete drawings and not to be used for construction
2. The applicant shall provide the Planning Department with a digital version of the final plat.
3. The applicant shall provide the Planning Department with copies of the NH DES wetlands permit.
4. Within six months of dam removal, the Applicant shall submit a complete application for a Letter of Map Revision (LOMR) to the Federal Emergency Management Agency (FEMA).

F. Torr inquired as to the storm water outfalls from the City of Dover. C. Parker responded that he spoke with Director Storer of the Community Services Department, who had conferred with Dave and Bill Boulanger, Deputy Director. He indicated that they are aware of the issues raised, and that they had done a previous site walk where they had noted some of those concerns, which they anticipate incorporating into the Storm Water Management Program funded through the Capital Improvement Program. When asked about a timeline, he replied that their hope is to address it in the next year's allocations of funding. Further discussion was had regarding this issue.

Motion: F. Torr made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by D. White. Vote UA

4. NEW BUSINESS

- A. Consideration and acceptance of a Minor Subdivision for Jennie Marshall & Frederick Loucks, Assessor's Map I, Lot 33, zoned R-12, located at 6 Spruce Lane. (1 new lot) * (P17-67)

C. Parker stated that this 2.18 acre lot on Spruce Lane will be subdivided into two lots. The first will be 1.33 acres, with the second being .85 acres. The new home will share the driveway with the existing home.

Steve Haight represented the application. He described the minor subdivision.

Motion: F. Torr made a motion to accept the application for item 4.A. Seconded by D. Ciotti. Vote UA

Public Hearing Opened. Nobody spoke. Public Hearing Closed.

STAFF RECOMMENDATION:

C. Parker stated that the application meets the requirements of the minor subdivision regulations ordinance within chapter 155. The Planning Department recommends that the Board vote to approve the application with the following Conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide the Planning Department with a digital version of the final plat.
2. The applicant shall revise the plat to:
 - a. Add planning file # P17-67 to the plan set
 - b. Add the owner's signatures to the final plat submitted for signature to be recorded at the Strafford County Registry of Deeds
 - c. Add the Licensed Land Surveyor and Wetland Scientist's signature and stamp to the final plat
 - d. Add soil types



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

3. Any new dwelling unit shall be assessed the current impact fees in place at the time of building permit application.
4. Any new dwelling unit shall be assess the current water and sewer investment fees at time of water/sewer tie in service.

D. Ciotti inquired regarding the existing water/sewer hookup, and whether the new house is going to have to tear into the new road that's out there. C. Parker responded that it would be covered by the chapter 152, and therefore would be charged the assessment fee, as it is a new road. S. Haight noted that they're actually going to tie in across the front, within the easement.

Motion: J. Burdin made a motion to approve the Minor Subdivision subject to staff recommended conditions. Seconded by D. Ciotti. Vote UA

- B. Consideration and acceptance of a Conditional Use Permit for Raghbir Singh, Assessor's Map B, Lot 6G, zoned R-40, located on County Farm Cross Road. (Proposal is to build a private road for a four lot Open Space Subdivision with 2,580 square feet of wetlands impact and 12,346 square feet of wetlands buffer impact). *(P17-50)

- C. Consideration and acceptance of an Open Space Subdivision for Raghbir Singh, Assessor's Map B, Lot 6G, zoned R-40, located on County Farm Cross Road. (4 new lots). *(P17-58)

C. Parker stated that this 8.40 acre lot on Country Farm Cross Road will be subdivided into five lots, four residential and 1 open space. All new homes will be constructed off a private road, with private wells and septic systems. This project had Technical Review on August 31, 2017. To build the private road, there needs to be 2,580 sq. ft. of wetlands impact and 12,346 sq. ft. of wetlands buffer impact. The Conservation Commission endorsed the project at its October 10th meeting.

Kevin McEneaney represented the application. He noted that S. Haight and R. Singh were both present, as well, should the Board have any questions of either of them. He described the open space subdivision and Conditional Use Permit. They key points he indicated were as follows:

- Road is approximately 725 feet long, and is intended to be private.
- Waiver is being requested for an encroachment into the 50-foot external no-cut/no-disturb buffer in order to avoid additional wetland buffer impact.

Motion: F. Torr made a motion to accept the application for items 4.B and C. Seconded by D. White. Vote UA

Public Hearing Opened.

Michael Torr spoke about his concerns regarding the encroachment of the driveway into the 50-foot right-of-way, in terms of the headlights exiting, as they will be facing his son's house, as they exit the subdivision. He went on to state that the proposed hedgerow, which is a single row, may not be big enough to prevent this problem. Another concern he brought up was that that area drains 6 to 8 acres of a property for that secondary, interior culvert, into the back part of his son's property, and therefore that culvert may not be appropriately sized.

Public Hearing Closed.



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S. Haight addressed the concerns of M. Torr by indicating the following:

- The drainage has been sized, which is why there are two culverts in place (24" and 18").
- In terms of the side yard buffer, not all trees are going to be cut. He's willing to do what he can to alleviate the concerns, whether it be by staggering the hedgerow, or making it thicker.

STAFF RECOMMENDATION – Conditional Use Permit:

C. Parker stated that the application meets the requirements of the Wetlands ordinance within chapter 170, regarding the need to impact Wetlands and Buffers if standards related to the demonstration of need, avoidance and mitigation are met. The Planning Department recommends that the Board vote to approve the application with the following Conditions:

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

1. The applicant shall revise the impact plan to:
 - a. Change Planning File Number to P17-50
 - b. Include a 2"x2" white space above title block for Planning Board approval signature stamp
2. The applicant shall provide the Planning Department with:
 - a. a digital version of the final plat.
 - b. a copy of the NHDES Wetlands Permit.

D. Ciotti indicated that the Conservation Commission reviewed this project at the October 10 meeting, however the Minutes attached indicate September 11. Therefore, he concluded that in order for the packet to be complete in the official file, they need the October 10 Minutes. C. Parker responded that the official file actually contains the October 10 Minutes.

Motion: D. White made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by T. Donovan. Vote UA

STAFF RECOMMENDATION – Waiver:

C. Parker stated that the application meets the requirements for a waiver – from the External Boundaries requirement. The Planning Department recommends that the Board vote to approve the waiver with the following Condition:

Condition to Be Met Prior to Signing of Plans:

1. A note shall be added to the subdivision plan that the waiver was granted for the reasons stated by the applicant and that the Board found the criteria of 155-51A have been met.
2. Vegetation shall be staggered to enhance the screening of the adjacent lot.

Motion: J. Burdin made a motion to grant the waiver subject to staff recommended condition. Seconded by F. Torr. Vote UA

STAFF RECOMMENDATION – Subdivision:

C. Parker stated that the application meets the requirements for a waiver – from the External Boundaries requirement. The Planning Department recommends that the Board vote to approve the waiver with the following Condition:



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Condition to Be Met Prior to Signing of Plans:

1. The applicant shall revise the plat to:
 - a. Add the owner's signatures.
 - b. Add the Licensed Land Surveyor, Professional Engineer, and Wetland Soil Scientist stamps and signatures.
 - c. Add permit numbers and dates to the permit status notes
 - d. Revise notes regarding external buffer placards to remove reference that they are "available at the Planning Office". Add "no cut, no disturb" before external buffer
 - e. Indicate private trash pick-up so that the trash is not piled at the end of the street
 - f. Revise sheet 4 to indicate waivers and CUPs have been granted after Planning Board approval
2. The applicant shall provide the Planning Department with:
 - a. A digital version of the final plat
 - b. Deed language indicating HOA, wetlands and stormwater maintenance plan
 - 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.
 - d. Revise to address the Inspection Service TRC comments.
3. The applicant shall pay the remaining balance of the application fees.
4. The applicant shall provide the Planning Department with a copy of the NH DES Subdivision Permit.

Conditions to Be Met Prior to Any Construction Activity:

5. 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:

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

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

7. Documentation that the HOA has been created and is in place.
8. Any new building shall be assessed the current impact fees in place at the time of building permit application.

S. Haight clarified that there was no Landscape Architect used on this project, and requested an amendment, to which C. Parker removed it from the conditions to be met prior to signing of plans.

The Chair inquired of C. Parker regarding Condition 5, as to why enforcement of sitework construction hours was not taking place. C. Parker responded that they're in the Subdivision Regs, which they would default to, which is Monday through Friday from 7:00 a.m. to 5:00 p.m., Saturdays 8:00 a.m. to 4:00 p.m., with no Sundays.

Motion: J. Burdin made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by H. Harmon. Vote UA

- D. Consideration and acceptance of a Minor Lot Line Adjustment for Margaret Buckingham, Assessor's Map A, Lots 18B & 18B-3, zoned R-12, located at 7 Varney Road & 143 Long Hill Road. *(P17-71)

C. Parker stated that this is a lot line adjustment moving .07 acres from one lot to another between lots on Varney and Long Hill Roads. No new lot is created.



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Kevin McEneaney represented the application. He described the lot line adjustment.

Motion: F. Torr made a motion to accept the application for item 4.D. Seconded by D. Ciotti. Vote UA

Public Hearing Opened.

Craig Williams, abutter, indicated that the woods road terminates in his backyard, and inquired as to whether the woods road has any formal definition, if there's any legal right to having a woods road. He went on to ask, should the properly line not be adjusted, what impact it would have on the property owner, and indicated his rationale to this question. He noted his concern regarding the discovery that the other lot may be sold, and how that would play into future requests for subdivision.

Public Hearing Closed.

C. Parker concurred that wood road is a road through the woods, and it has no transportation value, is not a right-of-way, and can't be used for frontage. He went on to further describe the history and current use of the road.

STAFF RECOMMENDATION:

C. Parker stated that the application meets the requirements of a minor lot line adjustment within chapter 155. The Planning Department recommends that the Board vote to approve the application with the following Conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide the Planning Department with a digital version of the final plat.
2. The applicant shall revise the plat to:
 - a. Include the Licensed Land Surveyor signature and stamp
 - b. Add the owner's signatures to the final plat submitted for signature to be recorded at the Strafford County Registry of Deeds
 - c. Revise Planning file number to be P17-71 on all sheets
 - d. Add common subdivision note 10 (regarding property line information)

Motion: D. Ciotti made a motion to approve the Lot Line Adjustment subject to staff recommended conditions. Seconded by T. Donovan. Vote UA

- E. Consideration and acceptance of a Conditional Use Permit for Community Action Partnership of Strafford County, (Owner: Strafford County), Assessor's Map C, Lot 4, zoned R-40, located at 262 County Farm Road. (Proposal is to build a congregate care facility with a corner of the building, driveway, walking path, retaining wall and storm water areas impacting 9,810 sq. ft. of a 20% slope Conservation District). *(P17-62)
- F. Consideration and acceptance of a Site Review for Community Action Partnership of Strafford County, (Owner: Strafford County), Assessor's Map C, Lot 4, zoned R-40, located at 262 County Farm Road. (Proposal is to construct a 24 unit Congregate Care Facility with 30 parking spaces and a 10,750 sq. ft. paved area). *(P17-63)

C. Parker stated that this is a site plan creating a Congregate Care Facility adjacent to the existing Covered Bridge Mannor, located at the County complex. There is a proposed impact to 6,340 sq. ft. of 20 % slope Conservation District. The project was reviewed by the Technical Review Committee on September 14th, and the Conservation Commission endorsed the application on September 11, 2017.

Chris Wyskiel, from Wyskiel, Boc, Tillinghast & Bolduc, PA, represented the application and described the layout and the impact to the steep slope. He noted that Sarah Fordan and Erik Borin from Community Action Partnership (CAP)



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of Strafford County, who's the Housing Manager in charge of this project; Scott Lawler from Norway Plains Associates; Dave Joy and JoAnn Cavanaugh from Joy and Hamilton Architects were all in attendance to respond to any questions that the Board may have. The key points C. Wyskiel indicated were as follows:

- A Special Exemption was granted by the Dover Zoning Board in July to permit use, wherein density issues were also permitted at that time.
- Congregate Care will be age-restricted to age 62.
- CAP's goal is to finance this primarily through tax credits granted through applications scores through the NH Housing Finance Authority and other grant funding through HUD.
- Off-site services will be coordinated and delivered to the facility.
- Site View Regulations, Section 149.14A(3)(b)(iv), in addressing the waiver. He pointed out the area of impact on a map. He indicated that alternative locations were considered.
- CAP has made suggestions regarding providing public transportation to the site.
- Traffic Analysis was done and reviewed by PRC. It concluded that in peak hours in the morning, the project may increase traffic by one; and in peak hours in the evening, the project may increase traffic by four.
- Fiscal Analysis was done and submitted, which determined that there's not a lot of impact for this.
- There is currently a waiting list of over 30 people over a two-year period.
- The facility will be owned by a for-profit LLC entity, which will be a taxpayer. The land will be leased for a period of 99 years, as executed within a MOA.

D. Joy and J. Cavanaugh presented the architectural drawings.

D. Ciotti inquired regarding food delivery, and whether the facility will have a kitchen in it. J. Cavanaugh and D. Joy affirmed that there are plans for a kitchen off the dining area, deliveries being accessed through the elevator. He indicated where the food delivery truck would park.

C. Wyskiel clarified that there are 32 spaces, where two are handicap spaces on the outside, and three on the inside.

D. Ciotti inquired regarding the parking underneath, and whether it would be open to visitors to park underneath during the day. E. Born responded that those spaces will be mostly used by residents. D. Ciotti went further to inquire whether, if it's a busy day, the parking lot next door would be accessible. E. Borin responded that there are no plans on restricting the parking, and that they haven't accommodated any reserved parking, other than handicap spaces.

D. Ciotti then asked if there has been discussion regarding utilizing Covered Bridge parking for overflow visitor parking. C. Wyskiel responded that the goal is to operate the two facilities as much in cooperation as possible. Further discussion was had regarding challenges that may be faced in addressing parking issues.

C. Parker inquired whether parking would be restricted on the new segment of County Farm Road, as it seems to be a logical overflow spot. E. Borin responded that there is no restriction of parking on County Farm Road, making it an option, as well.

F. Torr expressed his concerns regarding the bridge that is proposed to be constructed on County Farm Road. C. Parker indicated the design is scheduled for 2022, with construction a few years after that, and that they are working with the DOT to get the bridge on the State Bridge Aide List to get 80% match for the state to construct this bridge. He went on to state that they anticipate designing the end of the road to connect further to possibly alleviate any problem of overflow parking by widening the shoulders.



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Motion: J. Burdin made a motion to accept the application for items 4.E and 4.F. Seconded by F. Torr. Vote UA

Public Hearing Opened. Nobody spoke. Public Hearing Closed.

STAFF RECOMMENDATION – Conditional Use Permit:

C. Parker stated that the application meets the requirements of the Conservation District ordinance within chapter 170, regarding the need to impact steep slopes. Furthermore, staff notes that the final impact is less than the original proposed impact. The Planning Department recommends that the Board vote to approve the application with the following Conditions:

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

1. The applicant shall revise the plat to:
 - a. Add Planning File Number P17-62
2. The applicant shall provide the Planning Department with:
 - a. Copy of the NHDES Alteration of Terrain Permit
 - b. Copy of the NHDES Sewer Discharge Permit

The Chair inquired why, in the TRC notes, there was no mention of accessibility for public safety, in the event of a fire, from the Fire Department, and whether there was any discussion regarding what appears to be very limited access to the rear side of the building, in the event of emergency. C. Parker responded that the Fire Chief noted that the building will be engineered with sprinklers, and is in close enough proximity to the North End Station that he feels comfortable with the existing provided access, for which he can get to three sides.

Motion: F. Torr made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by G. Cruikshank. Vote UA

STAFF RECOMMENDATION – Waiver:

C. Parker stated that the application meets the requirements for a waiver – from the Stormwater Runoff requirements, as the runoff will remain upon the larger County property, and not impact abutters. The Planning Department recommends that the Board vote to approve the waiver 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 waiver was granted for the reasons stated by the applicant and that the Board found the criteria of 149-19 have been met.

Motion: J. Burdin made a motion to grant the waiver subject to staff recommended condition. Seconded by T. Donovan. Vote UA

STAFF RECOMMENDATION – Site Plan:

C. Parker stated that the application meets the requirements for a waiver – from the External Boundaries requirement. The Planning Department recommends that the Board vote to approve the waiver with the following Condition:

Conditions to Be Met Prior to Signing of Plans:

1. The Conditional Use Permit (P17-62) shall be approved.
2. The applicant shall provide:
 - a. a digital version of plan set



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- b. copies of the permits
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. Update with permit numbers after approval from state
 - d. Screen generator pad to the satisfaction of the Assistant City Manager.
 - e. Change the name to avoid confusion with other "Cochecho River" names already used in the City
 - f. Address outstanding Engineering TRC comments to the satisfaction of the City Engineer
 - g. Address outstanding Inspection Services TRC comments to the satisfaction of the Building Official
 - h. Add a note stating that construction will conform with institutional building codes and not those for residential uses.
 - i. Add a note that the applicant shall cover the cost of purchasing a bus shelter at the public transit stop located at Country Farm and County Farm Cross Road. Installation would be coordinated with the City and COAST.

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 units shall be assessed the current water and sewer investment fees in place at the time of application for service.

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

6. Public Transit Shelter shall be in place.
7. Any new units 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 explained the rationale for Item #8, due to past experiences. He further noted that expectation is that the building will be built to Institutional Building Codes, or they should come back and ask to pay the full impact fee, etc. The Chair noted that this was discussed today with the Architects, and the plan is to design to the Institutional Standards.

F. Torr indicated that there should be some notation relative to the parking situation, also relative to the Fire Department, in the form of written documentation. C. Parker responded that that is covered by the condition that the Inspection Services TRC comments be satisfied (Item 3g). F. Torr inquired whether that item addressed the parking situation, in regards to the overflow parking can be accommodated by utilizing the right-of-way. C. Parker responded that that may not need to be included, but suggested that a condition can be added regarding monitoring parking onsite in order to determine if there's further need to address the situation.

D. Ciotti inquired whether there is an allowance of site supervision hours. C. Parker responded in the affirmative, and went on to state that it's at the Board's discretion whether they opt for just Saturday, or just Monday through Friday. Further discussion was had regarding the challenges of supervising the premises, due to budget and timing issues.

Motion: T. Donovan made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by J. Burdin. Vote UA



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F. Torr reiterated that the parking situation had not been resolved. Discussion was held amongst the Board Members regarding who could address that and how it may be able to be addressed, as well as analogous situations in which this issue has arisen.

- G. Consideration and acceptance of a Conditional Use Permit for Angela Engel, Assessor's Map 7, Lot 1, zoned R-20, located at 3 Boston Harbor Road. (Proposal is to conduct work adjacent to Little Bay in a tidal wetland to repair 70 linear feet of an existing retaining wall (210 square feet)). *(P17-70)

C. Parker stated that this is a plan to perform work within the tidal wetland impacting 210 square feet. The Conservation Commission endorsed the application on October 10, 2017. He indicated that A. Engel had a death in the family and was unable to be here tonight, so therefore he represented the application and described the layout and the impact to the tidal wetland.

Motion: F. Torr made a motion to accept the application for item 4.G. Seconded by D. White. Vote UA

Public Hearing Opened. Nobody spoke. Public Hearing Closed

STAFF RECOMMENDATION:

C. Parker stated that the application meets the requirements of the Wetlands ordinance within chapter 170, regarding the need to impact wetlands. The Planning Department recommends that the Board vote to approve the application with the following Conditions:

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

1. The applicant shall revise the plat to:
 - a. Add the owners signatures
 - b. Add Planning File Number P17-70
2. The applicant shall provide the Planning Department with:
 - a. Copy of the NHDES Wetlands Permit

T.Donovan inquired whether the Permit had come back yet, or whether it was still out. C. Parker responded that it's the latter.

Motion: D. White made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by D. Ciotti. Vote UA

- H. Consideration and acceptance of a Conditional Use Permit for Adam Fogg and Patricia Nagle, Assessor's Map L, Lot 13, zoned R-20, located at 25 Nute Road. (Proposal is to add five sets of exterior stairs and a walkway to an existing house within the Conservation District adjacent to the tidal Bellamy River. The total permanent impact is 410 square feet). *(P17-72)

C. Parker stated that this item had a few remaining areas to resolve and should be continued until November 14, 2017.

Motion: D. Ciotti made a motion to Continue until November 14, 2017 the application for item 4.H. Seconded by J. Burdin. Vote UA

- I. Discussion on the City's proposed Capital Improvements (CIP) FY 2019-2024. The CIP can be found on the City Web Site at www.dover.nh.gov and in the Library, City Clerk's office, and the Planning Department.



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C. Parker stated that this is an opportunity to have general discussion about the CIP. The Public Hearing will be held on November 14. After that the Board can pass along its recommendation to the City Council. He reviewed an email from David Landry who could not be present. No staff was requested to be present tonight, other than Dr. William Herbron from the School Department to answer any questions relative to the School projects.

D. Ciotti inquired whether, in terms of current use, if there's any chance the staff could compile a list of past, present, and future projects. C. Parker responded that Steve is currently in charge of preparing that. He went on to state that there is an annual contribution of between \$80,000 to \$120,000, depending on land sales and development.

W. Herbron spoke about the Garrison Project. He noted that Beth Duton, Principal, and Libby Simmons, Business Manager, who are both involved directly in the design and construction; as well as Harvey Construction Company; Dan Bison, from Hariman Architects, and the Engineer for the project are all present to answer any questions that the Board may have. He went into detail regarding the history of the CIP projects. He pointed out that, for 2024, there is another \$5.5 million that's been requested to be included in the CIP project for the final phases of the Garrison Project, and explained the rationale behind that.

A Board Member inquired as to what is contemplated in 2024. D. Bison presented the plans to the Board. W. Herbron pointed out that they are doing a complete study of their facilities and their capacity, along with a solid enrollment projection.

G. Cruikshank requested clarification on what the \$5.5 million is to be spent on. D. Bison responded that it's for administration offices and sitework. Further discussion was held defining what administration offices actually encompass, as well as the planning that's involved in constructing adequate facilities for special needs children, etc.

D. Ciotti added that the new section would also include the moving of electrical, the existing Principal's Office, as well as increasing the safety of the school entrance.

C. Parker reiterated that, on November 14th, at the next Planning Board meeting, they will hold a public hearing where, if the Board is ready to do so, they can make recommendations to the City Council on the CIP as a whole.

The Chair noted 250K for an engineering study in 2020, and suggested jumpstarting that study in order to prevent negative situations from compounding further, as they evaluate financial need to do that. C. Parker clarified that this work is to design the solution that was suggested by the Sebago study. He briefly described what the study encompassed.

F. Torr pointed out page 67 of the CIP and inquired if any discussion has had been had between TD Bank and the Mill Building to see if they will participate, due to the impact this has on them. C. Parker responded that efforts have been made to communicate with those parties.

C. Parker described the history of the facility.

F. Torr pointed out page 132 of the CIP, regarding the Water Main being constructed, wherein it doesn't indicate the cost of paving, etc., but rather indicates the cost of the \$1 million in 2023. He inquired if that \$1 million included the cost of repaving the road, etc. Discussion was had that the waterline was being fixed, but the road was not being adjusted.

Motion: D. White made a motion to table the discussion of the CIP until November 14th, 2017. Seconded by H. Harmon. Vote UA



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers 288 Central Avenue Dover, NH 03820
Meeting Date: **Tuesday, October 24 2017**
Meeting Time: **7:00 pm**

5. STAFF COMMENT

C. Parker:

- There will be one Planning Board meeting in November.
- Recapped the Climate Change workshop on October 21st.
- Thanked Catherine Plante, who resigned from the Board for her work and time serving the community.
- Offered condolence to the family of Don Andolina. Don, a member of the PB for a number of years passed away recently.
- Impact Fees have been analyzed by a Consultant, who submitted a draft summary today. It is anticipated to have them attend a Planning Board meeting in December in order to present their findings and suggested amendments.
- Introduction of Minute-Taker for Planning Board, Zoning Board, and the Waterfront Committee, and plans to possibly retain this person under a long-term contract.

6. MEMBER COMMENTS

H. Harmon touched on the Climate Change Adaptation Study and requested that people take the time to complete one, as well as share it with people they know, so that they can participate, as well.

F. Torr suggested looking at projects, i.e. Pointe Place. He expressed his sentiments regarding the construction taking place.

7. ADJOURNMENT

Motion: G. Cruikshank made a motion to adjourn at 8:41 pm. Seconded by D. White. Vote UA.