



DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, April 10, 2018**
Meeting Time: **7:00 pm**

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

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

Staff Present: Christopher Parker, Assistant City Manager

The Chair called the meeting to order at 7:00 p.m.,.

1. CITIZENS' FORUM

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed.

2. APPROVAL OF THE PRIOR MINUTES

- March 27, 2018 Regular Meeting Minutes

Motion: F. Torr made a motion to approve the minutes as presented. Seconded by T.Clark. Vote U/A

3. OLD BUSINESS

None

4. NEW BUSINESS

Vice Chair stated the applicant has asked that the next three applications be continued so they will be presented together on May 8, 2018.

- Consideration and acceptance of a Lot Line Adjustment for 6 Grove Street Residences LLC, (Owners: 6 Grove Street Residences & Gotham Holdings, LLC), Assessor's Map 31, Lot 14 & 14D-1, zoned CBD-TOD, and located at 6 Grove Street. *(P16-31A)
- Consideration and acceptance of a Conditional Use Permit for 6 Grove Street Residences LLC, (Owners: 6 Grove Street Residences & Gotham Holdings, LLC) Assessor's Map 31, Lot 14, zoned CBD-TOD, and located at 6 Grove Street. (Proposal is to allow a two story structure where a minimum of 3 stories is required, and to provide less than the minimum 75% required lot coverage.) *(P16-31B)
- Consideration and acceptance of a Site Plan Amendment for 6 Grove Street Residences LLC, (Owners: 6 Grove Street Residences & Gotham Holdings LLC), Assessor's Map 31, Lot 14, zoned CBD-TOD, and located at 6 Grove Street. (Proposal is to convert an existing building into 32 residential rental units and 8,967 sq. ft. of commercial space and construct 6 townhouses units. The proposal will also include 39 on-site parking spaces). *(P16-31C)

Vice Chair stated the next applicants would be presented together.

- Consideration and acceptance of a Minor Subdivision for STF Development Corp., (Owner: Strafford Farms Restaurant Inc.) Assessor's Map 40, Lot 43, zoned B-3, and located at 58 New Rochester Road. *(P18-10) (2 new lots)



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- E. Consideration and acceptance of a Site Review for STF Development Corp., (Owner: Strafford Farms Restaurant Inc.) Assessor's Map 40, Lot 43, zoned B-3, and located at 58 New Rochester Road. (Proposal is to construct a 6,000 sq. ft. mixed use building with commercial on the first floor and 12 residential units on the second and third floors in an existing parking lot with associated parking spaces and a shared access and parking easement). *(P18-11)

C.Parker explained that the applicant is seeking to subdivide a parcel which has an existing restaurant upon it, and create a mixed use building where parking currently exists. The parking and access for both projects will be shared and will accommodate all uses on the site. The newly subdivided lot will be \$30,000 where 20,000 is required.

The applicant proposes a 6,000 sq. ft., three story building containing three commercial units and 12 residential units, with associated parking and stormwater management improvements, as well as a bus pull-out for the COAST bus stop currently located at the City's adjacent sewer pump station.

The applicant was granted a special exception for multi-family dwellings by the Zoning Board of Adjustment on March 15, 2018. An addition six dwelling use will be purchased through the Transfer of Development Rights ordinance.

Christopher Berry, Berry Surveying and Engineering, represented both the applicant and owner. He reviewed the details of the plan and subdivision.

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

Public hearing opened.

Sally Fletcher, 5 Willand Ave spoke about concerns regarding the fence height, lighting, tree line, vehicle parking, noise, cigarette smokers, dumpster location and hours of operation for the commercial uses.

Public Hearing Closed.

C.Berry responded to concerns pointing out the 8' high fence, cut-off lighting, landscaping, shared parking, offering to install cigarette receptacles, and explaining the site limitations regarding dumpster locations.

C.Berry confirmed for D.Ciotti that there is passive recreation space on the lot to the front of the building, and discussed the parking lot on the northerly side of the existing building.

C.Berry confirmed for D.Landry the storm water management features.

F.Torr expressed concern relative to pedestrian safety and the use of painted islands on the site. Discussion ensued about increased landscaping.

STAFF RECOMMENDATION: Subdivision

Staff finds that the request is consistent with the provisions of Chapter 155, Subdivision of Land, and recommends that the Planning Board approve the plan 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.



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2. The applicant shall revise the plat to:
 - a. Add the owners' signatures to the final plat submitted for signature to be recorded at the Strafford County Registry of Deeds
 - b. Include location, names and widths of existing streets, including pavement widths, grades, curbs, and crosswalks
 - c. Indicate material and size of proposed permanent monuments
 - d. Correct reference to site plan P18-10 in note 13
 - e. Add plan reference #P18-10 to plan
 - f. Indicate all adjacent zoning districts and boundaries
 - g. Add common subdivision plan note 10
 - h. Correct notes on both sheets regarding special flood hazard area.
 - i. Add a note that pedestrian safety striping and signage be added to the site plan to improve mobility between the two parcels.

Motion: F.Torr made a motion to approve the Subdivision subject to the staff recommended conditions. Seconded by J.Burdin. Vote U/A

STAFF RECOMMENDATION: Site Plan

Staff finds that the request is consistent with the provisions of Chapter 149 Site Plan Review, and recommends that the Planning Board approve the plan with the following conditions:

Conditions to be Met Prior to Signing of the Plans:

1. The subdivision plan P18-10 shall be approved
2. The applicant shall provide:
 - a. A digital version of plan set
 - b. Payment for the 6 TDR Units
 - c. Parking and access easements approved by the Assistant City Manager, with consultation as to form by the City Attorney
 - d. Letters from utilities regarding their ability to service the proposed uses
3. The applicant must revise final plan set to:
 - a. Add the owner's signatures
 - b. Revise the streetscape renderings to be consistent with floor plans and elevations
 - c. Revise site plan to be consistent with first floor plan
 - d. Revise the intent note to indicate 3 commercial spaces, not 4
 - e. Add signage and cigarette receptacles to the north eastern corner of the building
 - f. Add a note that the parking lot of the existing restaurant shall be restriped as shown on the plan
 - j. Revise the plan to add pedestrian safety striping and signage to improve mobility between the two parcels, with particular attention paid to the accessible ramp area on the restaurant.
 - g. Revise the landscape plan to show additional landscaping around the dumpster
4. The applicant and the City shall enter into an agreement regarding:
 - a. The value of a contribution to be made towards Willand Pond for active recreation
 - b. The contribution to be made to COAST for the purchase of bus shelter on New Rochester Road
5. All Fire Department TRC comments have been addressed.

Conditions to Be Met Prior to Construction Activities:



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6. The applicant shall identify the location of the proposed fence and shall walk the line with staff and abutters to determine areas where existing vegetation can remain and where new vegetation can be added to mitigate noise.

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

7. The new dwelling units shall be assessed the current water and sewer investment fees in place at the time of application for service.
8. The parking lot on the north side of the existing restaurant shall be restriped as shown on the plan.

Conditions to Be Met Prior to Occupancy:

9. Issuance of a certificate of occupancy.
10. Any new dwelling units and commercial space shall be assessed the current impact fees in place at the time of building permit application.
11. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.
12. The applicant shall provide the value agreed to with the City towards the improvements at Willand Pond and COAST bus shelter.
13. All pedestrian safety striping and signage on the new development and the existing restaurant shall be in place
14. Any vegetation required after the pre-construction walk shall be in place.

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

5. STAFF COMMENTS

- Review TRC projects: 99 Sixth Street
- Updated the Board on Washington Street, Central/Glenwood.
- Looking for a representative to Strafford Regional Planning, as a commissioner.
- April 28 Conference for PB Members
- Emails regarding affordable housing
- Public hearings on zoning
- Conservation report

6. MEMBER COMMENTS

7. ADJOURNMENT

Motion: G.Cruikshank made a motion to adjourn at 8:20 p.m. Seconded by F.Torr. Vote U/A