

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, April 24, 2018**
Meeting Time: **7:00 pm**

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

Members Not Present: Kirt Schuman (Chair), Sarah Wheeler (Alternate), Tom Clark, Tristan Donovan (Alternate)

Staff Present: Christopher Parker, Assistant City Manager, Steve Bird, City Planner, Dave Carpenter, Community Development Planner, Elena Piekut, Assistant City Planner.

The Vice Chair called the meeting to order at 7:00 p.m, and announced that H.Harmon would sit in for K.Schuman.

1. CITIZENS' FORUM

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed.

2. APPROVAL OF THE PRIOR MINUTES

- April 10, 2018 Regular Meeting Minutes

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

3. OLD BUSINESS

- A. Public Hearing to consider amendments to Chapter 149, entitled “Site Review Regulations” of the code of the City of Dover. Amendments include revising terminology, administrative review process, certificate of occupancy requirements, lighting standards, driveway regulations, and updating definitions. The full text of the amendments is available in Planning Department & at www.dover.nh.gov located under City Documents & View Current City Reports.

The Chair opened the public hearing Nobody Spoke. The Chair closed the public hearing

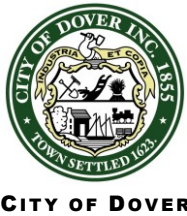
Motion: D.White made a motion to table the amendments for discussion in May. Seconded by L.Skinner. Vote U/A

- B. Public Hearing to consider amendments to Chapter 155, entitled “Subdivision of Land” of the code of the City of Dover. Amendments include the merging driveway regulations into the chapter, revising terminology, certificate of occupancy requirements and renumbering sections. The full text of the amendments is available in Planning Department & at www.dover.nh.gov located under City Documents & View Current City Reports.

The Chair opened the public hearing Nobody Spoke. The Chair closed the public hearing

Discussion ensued regarding grammatical amendments to the text.

Motion: J.Burdin made a motion to amend the amendments as reviewed by staff. Seconded by F.Torr. Vote U/A



DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
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Motion: J.Burdin made a motion to adopt the amendments. Seconded by F.Torr. Vote U/A

4. NEW BUSINESS

- A. Consideration and acceptance of a Conditional Use Permit for Scott & Rachel Filion, Assessor's Map 7, Lot 10, zoned R-20, and located at 17 Boston Harbor Road. (Proposal is to replace existing residential structure and detached garage with a new house, deck and attached garage, within the 100 foot Conservation District adjacent to tidal Little Bay. Temporary Conservation District impacts are 2,935 square feet and permanent Conservation District impacts are 2,053 square feet.) *(P18-15)

C.Parker explained that the applicant is seeking a Conditional Use Permit for the replacement of an existing residential structure and detached garage with a new house, deck and attached garage, within the 100 foot Conservation District adjacent to tidal Little Bay. Temporary Conservation District impacts are 2,935 square feet and permanent impacts are 2,053 square feet.

The Conservation Commission reviewed and endorsed this project on April 9, 2018.

Steve Riker, Ambit Engineering, represented both the applicant and owner. He reviewed the details of the plan and subdivision.

S.Riker clarified for G.Cruikshank that the raingarden is part of the storm water management system and an annual maintenance plan should be required,

S.Riker clarified for D.White the driveway disposition.

S.Riker clarified for D.Ciotti the make up of the reainting walls, stairs and natural ramp to the basement, and to L.Skinner that foundation drains should be in place.

S.Riker clarified for D.Landry the intent to keep as many trees on site as possible, other than where the grade needs to change for the rain garden.

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

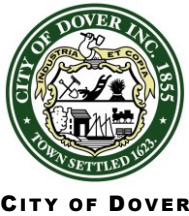
Public hearing opened. No One Spoke Public Hearing Closed.

STAFF RECOMMENDATION:

Staff finds that the request is consistent with the provisions of Chapter 170 regarding impacts to land within 100 feet of a tidal river if standards related to demonstration of need, avoidance, minimization, and mitigation are met. This proposal is consistent with those standards and staff 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 copy of the NHDES Wetlands Permit.
2. The applicant shall provide the Planning Department with a copy of the NHDES Shoreland Permit.
3. The applicant shall revise the plan to
 - a. Note the raingarden is integral to the stormwater management and must be maintained
 - b. Note the closure of the existing driveway and that the new driveway shall be no more than 22 feet wide at the throat



DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
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Meeting Time: **7:00 pm**

- c. Note the material used on the earthen ramp and drainage.
4. The applicant shall provide a Stormwater Operations and Maintenance Plan.

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

B. Consideration and acceptance of a Minor Lot Line Adjustment for 171 Watson Road of Dover Holding Corporation, Assessor's Map E, Lot 27A & 27B, zoned ETP, and located at 398A Sixth Street, 50 & 100 Education Way. *(P18-16)

C.Parker explained that the applicant is seeking to adjust the lot lines between 2 lots. Lot 27A will decrease from 3.839 acres to 3.0 acres. Lot 27B will increase from 70.196 acres to 71.035 acres. Overall 36,527 square feet is changing hands. The change does not alter the ability to subdivide or use either lot.

The applicant is seeking a waiver from providing dimensions and bearings, as well as providing building setbacks and locations. With such a relatively small area of such a large lot being adjusted, the request is fair and reasonable.

Robert Stowell, Tritech Engineering, represented both the applicant and owner. He reviewed the details of the plan.

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

Public hearing opened. No One Spoke. Public Hearing Closed.

STAFF RECOMMENDATION: Waiver

Staff finds that the request is consistent with the provisions of Chapter 155, Subdivision of Land, and recommends that the Planning Board approve the waiver with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. A note shall be added to the subdivision plan that waivers were granted to Section 155-18B(5) and (6) for the reasons stated by the applicant and that the Board found the criteria of 155-51A have been met.
2. The applicant shall revise the plat to add locations of existing structures for lot 27B on Plan T2, via overlaying the property lines on an aerial photograph.

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

STAFF RECOMMENDATION: Lot Line Adjustment Plan

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.
2. The applicant shall revise the plat to:
 - a. Include the Licensed Land Surveyor signature and stamp



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
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- 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 planning file number P18-16

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

- C. Consideration and acceptance of a Minor Lot Line Adjustment for Richard & Anna Kay, (Owners: Richard & Anna Kay Irrevocable Trust), Assessor's Map G, Lot 29 & 29B, zoned I-2, and located at 45 Littleworth Road. *(P18-17)

C.Parker explained that the applicant is seeking to adjust the lot lines between 2 lots. Lot 29B will decrease from 14.797 acres to 2.0 acres. Lot 29 will increase from 63.372 acres to 76.169 acres. Overall 557,427 square feet or 12.8 acres, is changing hands. The change does not alter the ability to subdivide or use either lot. There currently are three barn structures in the area changing property. One will be the principle structure on the larger lot, the other two will be accessory and a shed adjacent to those will be removed. Finally, a driveway from Littleworth Road services the home plus barns. That driveway will cease to serve the barns, or an easement will need to be granted.

Robert Stowell, Trittech Engineering, represented both the applicant and owner. He reviewed the details of the plan.

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

Public hearing opened. No One Spoke Public Hearing Closed.

STAFF RECOMMENDATION:

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.
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. Add Planning file number to be P18-17
 - d. Identify which of the three barns will be the principle structure, and which are accessory structures
 - e. Add a note that either the driveway will be removed five feet from both sides of the property line, and loamed and seeded, or an easement will be recorded at the Strafford County Registry of Deeds for a cross access.

Motion: F.Torr made a motion to approve the Lot Line Adjustment Plan subject to the staff recommended conditions. Seconded by D.White. Vote U/A

- D. Update on Conservation/Preservation activities.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

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S.Bird and Anna Boudreau, Chair of the Open Lands Committee reviewed the activities and process used by the OLC to consider protecting lands in Dover.

D.Landry spoke in favor of continued need for protection of open space and conservation areas in Dover, as part of a three legged approach to land management.

D.Ciotti spoke in favor of reviewing all financing options to protect land, and the need to update the City Council on land preservation opportunities.

E. Discussion on Further land use changes

C.Parker reviewed the areas that staff has not developed amendments for. They include:

- Review the percentage of lot coverage in the CBD districts
- Review landscape regulations to encourage low water use
- Amend parking lot dimensions to enhance internal turning movements
- Eliminate Open Space Subdivisions

The Landscape regulations are being reviewed by Strafford Regional Planning, based upon a grant the City received and we will have amendments in May for the Board to review.

Discussion ensued about parking lot dimensions.

Discussion ensued about open space subdivisions. General consensus was to keep the regulations, but all are open to addressing issues that are raised. The Board will review regulations and an agenda item will be added to the May 22 meeting to discuss those areas raised.

5. STAFF COMMENTS

- Review TRC projects: 146 Dover Point Road
- Updated the Board on Washington Street, Central/Glenwood.
- Found a representative to Strafford Regional Planning, as a commissioner.
- Wished F.Torr happy birthday.
- Thanked staff for continued efforts.

6. MEMBER COMMENTS

D.Ciotti thanked the staff for the kudos he has received from residents about interactions with planners.

7. ADJOURNMENT

Motion: D.Ciotti made a motion to adjourn at 8:57p.m. Seconded by L.Skinner. Vote U/A