



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center Rm 306 – 61 Locust Street
Meeting Date: **Tuesday, June 26, 2018**
Meeting Time: **7:00 pm**

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

Members Not Present: Sarah Wheeler (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. No One Spoke. Citizens Forum Closed.

2. APPROVAL OF THE PRIOR MINUTES

- June 12, 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

- A. Public Comment to consider amendments to Chapter 170, entitled “Zoning Ordinance” of the code of the City of Dover. Amendments include definitions, Site Plan applicability, dimensional regulations, open space standards, building heights and first floor use, impact fees, transfer of development rights, repairing and nonconforming structures. The full text of the amendments is available in the Planning Department and at www.dover.nh.gov located at <https://bit.ly/2jyZFUE>.

Motion: G.Cruikshank made a motion to remove the items from the table. Seconded by F.Torr. Vote U/A

C.Parker reviewed the amendments. PowerPoint is online and in the folder.

Public comment opened.

FX Bruton, 37 Fieldstone Drive asked a question about the reference line in the build to line definition, supports the impact fee correction and supports the TDR, but believes the clause regarding the locations you can buy credits vs conserve land is inconsistent with the spirit and intent. Finally, he cautioned the Board regarding legal limitations on zoning for architectural control without an Historic District.

Public Comment Closed.

Motion: T.Clark made a motion to table the amendments to chapter 170. Seconded by L.Skinner. Vote U/A

4. NEW BUSINESS

- A. Consideration and acceptance of a Minor Lot Line Adjustment for Bean Family Trust, (Owners: Daniel P. Irish and Kristopher & Elizabeth M. Reischer), Assessor's Map A, Lots 45-2, 45A-2-1 & 45A-2-3, zoned R-40, and located at 12, 22, & 32 Olive Meadow Lane. *(P18-18)



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C.Parker explained the applicant is requesting to adjust the property boundaries between Map A, Lot 45-2 and 45A-2-1 and between Map A, Lot 45-2 and 45A-2-3. Lot 45-2 will decrease from 2.7 ac (117,546 sq. ft.) to 2.36 ac (102,753 sq. ft.). Lot 45A-2-1 will increase from 0.467 ac (20,335 sq. ft.) to 0.56 ac (24,239 sq. ft.) and Lot 45A-2-3 will increase from 0.528 ac (22,999 sq. ft.) to 0.78 ac (33,884 sq. ft.).

Steve Haight, Civilworks, NE, represented the applicant and discussed the project.

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

Public hearing opened. No One Spoke Public Hearing Closed.

STAFF RECOMMENDATION

Chapter 155-18 of the Land Subdivision Regulations of the City Code provides for the adjustment of existing lot lines between two or more lots. This plan is consistent with those regulations. Staff recommends approval the amendment 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 and Certified Wetland Scientist signatures and stamps
 - b. Include the Planning File # P18-18
3. Provide proof of compliance with requirements of prior subdivisions for these parcels.
4. Provide the Planning Department with drafts of deed language for Parcel A and Parcel B that that will be transferred from Parcel 45-2 to 45A-2-1 and 45A-2-3 respectively. The deeds shall include language that states there are wetlands on these parcels that are protected pursuant to Chapter 170-27.1
5. Provide easement document for the shared driveway shown on plan between lots 45-2 and lot 45.

Conditions to Be Met After Recording of the Plans:

6. The applicant will record the deeds referenced in #4 & #5 above and provide the Planning Department with the Book and Page numbers of the recorded deeds.

C.Parker clarified for D.Ciotti the driveway easement is for access only, maintenance is a private matter.

Motion: J.Buridin made a motion to approve the lot line adjustment subject to the staff recommended condition. Seconded by D.Ciotti. Vote U/A

- B. Consideration and acceptance of a Conditional Use Permit for 103 Silver Pidegon LLC, Assessor's Map 10, Lot 117, zoned HR, and located at 103 Silver Street. (Proposal is to add a deck with stairs 6' into the setback) *(P18-24)

C.Parker explained that the applicant proposes to construct a staircase exit from the second floor. The proposed staircase will be 3'3" from the back property line and 2'1" from the side property line instead of the 10' that is required for outbuildings, and requires a conditional use permit, due to the zone it is in.

Heather Rivera, represented the application reviewed the details of the plan.

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



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STAFF RECOMMENDATION:

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

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

1. The owner's signature shall be added to the final plan.
2. The applicant shall provide a digital version of the final plan to the Planning Department.
3. The applicant shall be subject to a formal agreement between the Planning Board and the applicant. Said agreement shall be recorded at the Strafford County Registry of Deeds per Chapter 170-20-B(3).

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

- C. Discussion with Steve Whitman of Resilience Planning & Design LLC regarding the Architectural Design Guidelines.

C.Parker explained that the City applied for a grant through PlanNH which agreed to fund this project. The goals of the project are to enhance the Central Business District regulations in place, by educating the Board and public relative to housing opportunities and architectural phrasing and knowledge. To that end the City has retained two consultant teams. Resilience Planning will oversee the outreach and engagement as well as preparing the guidelines. Market Square Architects will provide input on architectural styles and language.

Steve Whitman, Resilience Planning, introduced the project and the expected timeline for engagement.

Rob Harberson, Market Square Architects, reviewed architectural language and elements.

Karen Fitzgerald, reviewed urban design elements for the project and outlined goals for the project.

K.Schuman appointed Himself, Norm Fracassa, Jim Verchsuren, Peggy Carter to a steering committee

C.Parker noted the PowerPoint will be placed online and in the project folder.

5. STAFF COMMENTS

- Review TRC projects: Locust Street project and 100 First St phase II
- Updated the Board on Central/Glenwood, Third Street
- One Meeting a month in July and August.
- Update on Waterfront Committee
- Update on two Fellows
- Spoke about Recycling

6. MEMBER COMMENTS

7. ADJOURNMENT

Motion: G.Cruickshank made a motion to adjourn at 8:55 p.m. Seconded by D.Ciotti. Vote U/A