



DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, September 24 2019**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Dave Landry, Frank Torr, Lee Skinner, Dave White, Dennis Ciotti (Councilor), Ellen Brooks (Alternate), and Erin Allgood (Alternate); Hayley Harmon (Vice Chair), Jackson Kaspari, Tom Clark, Matt Sullivan (Alternate)

Members Not Present (excused): None

Members Not Present (un-excused): None

Staff Present: Christopher Parker, Assistant City Manager

The Chair called the meeting to order at 7:00pm.

1. CITIZENS' FORUM

Citizens Forum Open. No one spoke. *Citizens Forum Closed.*

2. APPROVAL OF THE PRIOR MINUTES

- August 27, 2019 Regular Meeting Minutes

Motion: F. Torr made a motion to approve the minutes of August 27, 2019. Seconded by D. Ciotti. Vote: U/A.

3. OLD BUSINESS

4. NEW BUSINESS

The Vice Chair noted that items 4 A and B would be heard together.

- A. Consideration and acceptance of a Conditional Use Permit for Wentworth-Douglass Hospital, (Owner: Weathervane Seafoods), Assessor's Map K, Lot 30-N, zoned B-3, and located at Stark Ave. (Proposal for paved parking lot, grading, and drainage impacting 3,107 sq. ft. of wetland buffer). *(P19-55)
- B. Consideration and acceptance of a Site Review for Wentworth-Douglass Hospital, (Owner: Weathervane Seafoods), Assessor's Map K, Lot 30-N, zoned B-3, and located at Stark Ave. (Proposal is to construct a 4,500 sq. ft. Urgent Care Facility with paved parking). *(P19-56)

C. Parker stated that the applicant wishes to build a new urgent care on an existing parking lot. The construction of the parking lot, grading and drainage impact 3,107 sq. ft. of wetland buffer which is 431 sq. ft. more than the existing conditions.

The Technical Review Committee reviewed this application at their July 25, 2019 meeting, and the Conservation Commission endorsed this item at their September 9 meeting.

Of note, is that the traffic report notes the need to work with the City and abutters to maintain site distances, and the applicant worked with staff to refine the landscape plan to enhance vehicular visibility.

This will operate as a shared site with the car wash, urgent care facility and neighboring restaurants sharing egress, parking and shared dumpster facilities and utilities.



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Dave Fenstermacher, VHB Engineering, represented the applicant, discussed the proposal and presented the application. He explained the site and where the urgent care will be located. The affected wetlands were shown. With the proposed changes there will be a net reduction of impervious surfaces on the site. Currently storm water runs off the back of the parking lot towards the wetlands. They will create a curb and capture the storm water in catch basins. They will also capture the storm water off the urgent care roof and send it to a new rain garden out front.

Keith Bartlett, Wentworth-Douglass Hospital addressed L. Skinner's question about what types of injuries an urgent care facility handles. It is the next step down from emergency care. It is walk-in/ no appointment needed facility which can do x-ray, diagnostics, labs and sutures.

D. Ciotti asked how the ambulance diesel will be kept out of the wetlands. There will be a curb and the pavement will be slightly inclined to bring debris back towards the building and the catch basin.

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 – Conditional Use Permit:

The Wetlands Protection District ordinance provides for Conditional Use Permits to allow impacts to wetlands and wetland buffers if standards related to demonstration of need, avoidance, minimization, and mitigation are met. This proposal is consistent with those standards, and the Department recommends that the Planning Board vote to issue the Conditional Use Permit with the following condition:

Conditions to Be Met Prior to Signing of Plans:

1. The Planning Board approves the Site Plan (P19-56).

STAFF RECOMMENDATION – Site Plan:

Chapter 149-4 of the Site Review Regulations of the City Code provides for site review by the Planning Board of new construction of various types. This plan is consistent with those regulations and the Department recommends that the Planning Board vote to approve the Site Plan with the following condition:

Conditions to Be Met Prior to the Signing of Plans:

1. The CUP (P19-55) shall be approved by the Planning Board.
2. The applicant shall provide:
 - a. a digital version of plan set
3. The applicant must revise final plan set to:
 - a. Add the owner's signatures to the final plat
 - b. Add LLS, PE, Architect, CWS, and LLA signatures and stamps to final plan
 - c. Update lighting plan to add security lighting on all four sides of the building
 - d. Revise permit section on sheet C-1
 - e. Show electrical conduits to generator pad
 - f. Revise architectural plans to include mechanical units

Conditions to Be Met Prior to any Construction Activity:

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. Sunday hours shall be removed from the note.



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

5. The new building shall be assessed and pay the current water and sewer investment fees in place at the time of application for service.
6. Record access, parking, dumpster, maintenance and snow storage easement

Conditions to Be Met Prior to Occupancy:

7. Issuance of a certificate of occupancy.
8. Impact fees shall be paid per the invoice included with the Notice of Decision.
9. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work

Motion: F. Torr made a motion that the Planning Board approve the application with staff recommended conditions. Seconded by H. Harmon. Vote U/A

- C. Consideration and acceptance for a Minor Lot Line Adjustment for Roy Josselyn and Mason Ham, Assessor's Map L, Lots 108 & 110, zoned R-20, located at 294 Dover Point Road. *(P19-66)

C. Parker stated that the applicant is proposing to adjust the lot line between the two subject lots. 1.09 acres is being transferred from lot 108 to lot 110. The nonconforming frontage is not changing.

Christopher Berry, Berry Surveying and Engineering represented the applicant, discussed the proposal and presented the application.

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:

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.

The Planning Department recommends that the Planning Board approve the minor lot line adjustment 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 number P19-66
 - b. Add signature and stamp of LLS
 - c. Add owners' signatures

Motion: T. Clark made a motion that the Planning Board approve the application with staff recommended conditions. Seconded by D. White. Vote U/A.



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5. STAFF COMMENTS

- Cocheco Waterfront Advisory committee voted tonight to execute the land development agreement between the City, the Housing Authority and CPI Management. Such great work has been done on this project among staff – especially Steve Bird.
- TRC items since August 27 meeting include the Wentworth Home, 10 Durham Road, and St Thomas Aquinas installing turf athletic field
- Land Use Law Conference on October 5.
- CIP workshop with the City Council will be October 9th.
- There is a light agenda for the Oct 8 Planning Board meeting. Would the board like to do a 'Drive around Dover' to look at the projects that have been approved in the past 5-6 years? 5:30-6:45 prior to the regular meeting. The board seemed amenable.
- Planning will have a booth at Apple Harvest Day with info on the Rec Master Plan, Energy activities and info on land preservation.
- The Chair was asked to appoint the following people to the Rec Chapter Steering committee:
 - Tim Paiva Pool Advisory
 - Pat Campbell Pool Advisory
 - Jane Hamor
 - Linnea Nemeth Arts Commission
 - John O'Connor Rec Advisory Committee
 - Bob Carrier Deputy Mayor
 - Gina Cruikshank Planning Board Rep

The Chair approved these appointments.

6. MEMBER COMMENTS

D. Ciotti mentioned the usage of the electric charging station has gone up three times what it was initially.

F. Torr wondered if the private road issue will be coming to the Planning Board. C. Parker said he considered having a sub-committee of planning board members. If anyone is interested, let him know and the committee can be formed at the next meeting. He's also considering adding disclosures to the plans when they are approved for private roads.

7. ADJOURNMENT

Motion: F. Torr made a motion to adjourn at 7:55pm. Seconded by L. Skinner. Vote U/A