

CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, April 14, 2020**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair)

The following Board members called into the meeting: Tom Clark, Dennis Ciotti (Councilor), Lisa McGunnigle (Alternate), Hayley Harmon (Vice Chair), Erin Allgood (Alternate), Matt Sullivan, Dave White, Dave Landry, F. Torr

Members Not Present (excused): Jackson Kaspari, Ellen Brooks (Alternate)

Members Not Present (un-excused): None

Staff Present: Christopher Parker, Assistant City Manager

Chair G. Cruikshank called the meeting to order at 7:00 p.m. Erin Allgood will sit for Jackson Kaspari

1. CITIZENS' FORUM

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

2. APPROVAL OF THE PRIOR MINUTES

- March 24, 2020 Regular Meeting Minutes
- March 26 Special Meeting Minutes

Motion: F. Torr moved to approve the minutes as submitted. Seconded by D. Ciotti.

Roll Call Vote: T. Clark-yes, D. Ciotti-yes, G. Cruikshank-yes, E. Allgood-yes, D. Landry- yes, H. Harmon-yes, D. White-yes, M. Sullivan-yes, F. Torr-yes

3. OLD BUSINESS

A. Public hearing on the Consolidated Plan process for FFY20-FFY24 and for the Action plan for FFY20.

All persons wishing to speak on the next five (5) years Housing and Community Development needs of the City and the one year use of funds are urged to attend.*

C. Parker Noted this item should be continued to May 12th, based upon changes made to the timeline by HUD.

Motion: D. White made a motion that the Board continue the public hearing until May 12. Seconded by M. Sullivan.

Roll Call Vote: T. Clark-yes, D. Ciotti-yes, G. Cruikshank-yes, E. Allgood-yes, D. Landry- yes, H. Harmon-yes, D. White-yes, M. Sullivan-yes, F. Torr-yes

B. Public Hearing to consider amendments to Chapter 170, entitled "Zoning Ordinance" of the code of the City of Dover. Amendments include revising terms, syntax and numbering. The full text of the amendments is available through the Planning Department. View the amendments on the City's website at <https://bit.ly/2QBNiZq> or request a copy be emailed. This the first of 4 public hearings on these amendments.*

C. Parker explained the amendments.



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Public hearing opened.

The Chair read the following into the record:

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: PlanningBoardAll@dover.nh.gov OR POSTAL MAIL ADDRESSED TO: PLANNING DEPARTMENT, CITY OF DOVER, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

No public spoke.

Public comments received for this case: none, however general comments were received about the process. C. Parker clarified the process and explained there will be extended time for public comment and the amendments will not be adopted until the public stay home policy is lifted.

Public Hearing Closed.

C. Public Hearing to consider amendments to Chapter 170, entitled "Zoning Ordinance" of the code of the City of Dover. Amendments include revising the Transfer of Development Right's Ordinance, creating an Alternative Energy Ordinance, creating a Gateway Zone from existing areas of the Office, Downtown Gateway, and other zones, eliminating the I-1 and B-1 zones, merging the B-3, B-4 and B-5 zones into a Commercial (C) zone, rezoning the I-2 zone to Commercial Manufacturing, merging the I-4 and ETP zones into an Innovative Technology (IT) zone and updating the Residential Commercial Mixed Use Overlay District. The full text of the amendments is available through the Planning Department. View the amendments on the City's website at <https://bit.ly/2QBNiZq> or request a copy be emailed. This the first of 4 public hearings on these amendments.*

C. Parker explained the amendments.

Public hearing opened.

The Chair read the following into the record:

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: PlanningBoardAll@dover.nh.gov OR POSTAL MAIL ADDRESSED TO: PLANNING DEPARTMENT, CITY OF DOVER, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

No public spoke.

C. Parker noted the following comments have been received:

C. Parker summarized the comments received. The board has received the full.

- Ernie Carrier asked that lots off Ash Street and Mt. Vernon Street in the Office zone be added into Gateway District



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- John Donais, 16 Durham Road, is concerned about including 10 Durham Rd in the Gateway rezoning
- Liz Bratter, 75 Spur Rd, has concerns about Gateway District on Dover Point Road, would like to have two Gateway districts
- Linda Merrulo, 21 Sandy Lane, has concerns about merging the B zones into a new Commercial District, doesn't like fast food or vehicle fueling uses
- Joe Perrelli, 35 New Rochester Rd, concerns that the existing Office District doesn't have a density calculation below 3 units. Will submit further testimony on the proposed Gateway District.
- Numerous emails from folks asking for clarity on the public hearing schedule.

Public Hearing Closed.

4. NEW BUSINESS

- A. Consideration and acceptance of a Lot Line Adjustment for 150 Venture Drive LLC, Assessor's Map D, Lots 9A and 11A, zoned IT (formerly I-4) and located at 150 Venture Drive. *(P20-21)

Chair Cruikshank recused herself from this case. L. McGunnigle sat for Chair Cruikshank and M. Sullivan acted as Chair for this case.

C. Parker explained the applicant is proposing to adjust the lot line between the two existing lots. Lot 9A (Venture Drive) and lot 11A (Sandy Lane). Lot 9A would increase from 306,214 s.f. (7.03 ac) to 376,715 s.f. (8.65 ac) and lot 11A would decrease from 612,577 s.f. (14.06 ac) to 542,076 s.f. (12.44 ac). The frontage does not change from the existing frontage for either lot.

Christopher Berry, Berry Surveying and Engineering represented the applicant and reviewed the plan.

Motion: D. White made a motion that the Board accept the application. Seconded by F. Torr.

Roll Call Vote: T. Clark- yes, D. Ciotti- yes, L. McGunnigle - yes, M. Sullivan- yes, E. Allgood- yes, D. Landry - yes, H. Harmon- yes, D. White- yes, F. Torr- yes

Public hearing opened.

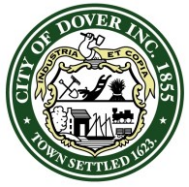
C. Parker read the following into the record:

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: PlanningBoardAll@dover.nh.gov OR POSTAL MAIL ADDRESSED TO: PLANNING DEPARTMENT, CITY OF DOVER, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

No public comments received for this case.

Public Hearing Recessed.

Motion: D. White made a motion that the Board table the application to April 28th. Seconded by L. McGunnigle.



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Roll Call Vote: T. Clark- yes, D. Ciotti- yes, L. McGunnigle - yes, M. Sullivan- yes, E. Allgood- yes, D. Landry - yes, H. Harmon- yes, D. White- yes, F. Torr- yes

B. Consideration and acceptance of a Subdivision for STF Development Corp., Assessor's Map 32, Lot 35A, zoned R-12, and located on Snow's Court. (One new lot) *(P20-22)

F. Torr recused himself from the case. L. McGunnigle sat for F. Torr for this case.

C. Parker explained the applicant proposes to subdivide lot 32/25A into two lots. The new lot areas would be 0.43 acres (lot 35A) and 0.50 acres (lot 35A-1). The Planning Board conditionally approved a Conditional Use Permit to allow a building within the wetland buffer at their March 27th meeting. This subdivision is a condition of that approval.

The new lots meet the frontage and area requirements and will be served by municipal water and sewer. As this is a minor subdivision, it did not go before the Technical Review Committee.

Christopher Berry, Berry Surveying and Engineering represented the applicant and reviewed the plan for subdivision which was a condition of approval for the CUP granted by the Board at the last meeting.

Motion: D. White made a motion that the Board accept the application. Seconded by D. Ciotti.

Roll Call Vote: T. Clark- yes, D. Ciotti- yes, G. Cruikshank- yes, M. Sullivan- yes, E. Allgood- yes, D. Landry - yes, H. Harmon- yes, D. White- yes, L. McGunnigle - yes

Public hearing opened.

The Chair read the following into the record:

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: PlanningBoardAll@dover.nh.gov OR POSTAL MAIL ADDRESSED TO: PLANNING DEPARTMENT, CITY OF DOVER, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

No public spoke.

One phone call was received to the office, and C. Parker answered their question.

The Chair read the following:

New testimony can be provided on April 28th during the resumed public hearing. Abutters are able to call 603.516.6338 (meet) and leave a voice mail, or email staff at Dover-Planning@dover.nh.gov and their comments will be summarized into the record.

Public Hearing Recessed.

Motion: D. White made a motion that the Board table the application to April 28th. Seconded by D. Ciotti.

Roll Call Vote: T. Clark- yes, D. Ciotti- yes, G. Cruikshank- yes, M. Sullivan- yes, E. Allgood- yes, D. Landry - yes, H. Harmon- yes, D. White- yes, L. McGunnigle – yes



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5. STAFF COMMENTS

- TRC is occurring electronically, on a trial basis to keep projects moving.
- Most staff is working remotely coming into the office one day a week.
- What does the Board think about tabling items to next meeting vs having a continued meeting?

Board members responded as follows:

M. Sullivan prefers the longer continuance as long as it doesn't pile up applications for the staff.

L. McGunnigle said it's tough to fit in another meeting while working and tough for public to get comments in timely.

F. Torr prefers the two-week continuance to keep consistency with Tuesday evening Planning Board meetings.

6. MEMBER COMMENTS

NONE

7. ADJOURNMENT

Motion: F. Torr made a motion to adjourn at 7:37 p.m. Seconded by D. White.

Roll Call Vote: T. Clark- yes, D. Ciotti- yes, G. Cruikshank- yes, M. Sullivan- yes, E. Allgood- yes, D. Landry – yes, H. Harmon- yes, D. White- yes, F. Torr- yes