



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, May 26, 2020**
Meeting Time: **7:00 pm**

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: PlanningBoard-All@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.

Members Present: Gina Cruikshank (Chair)

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

Members Not Present (excused): Lisa McGunnigle (Alternate)

Members Not Present (un-excused): None

Staff Present: Christopher Parker, Assistant City Manager, David Carpenter, Community Development Planner

Chair G. Cruikshank called the meeting to order at 7:04 p.m.

1. CITIZENS' FORUM

Citizens Forum Open. No one spoke and no comments were received to the office. *Citizens Forum Closed.*

2. APPROVAL OF THE PRIOR MINUTES

- May 12, 2020 Regular Meeting Minutes

Motion: F. Torr moved to approve the minutes as presented. Seconded by D. White.

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

3. OLD BUSINESS

- A. 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 fourth of 4 public hearings on these amendments.*

Public hearing opened.

No public spoke.

C. Parker noted no comments were received to the office regarding these amendments since the last meeting.

Public Hearing Closed.



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The Chair read the following into the record:

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B. 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 fourth of 4 public hearings on these amendments.*

C. Parker explained these are substantive amendments.

Public hearing opened.

No public spoke.

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

- Michael George, 6 Lake Street, emailed about preserving the residential character of the neighborhood along Willand Pond
- Joe Perelli, 35 New Rochester Rd called and discussed a rezone to have R-12 in that area.

Public Hearing Closed.

C. Parker suggested the board not take any action tonight, but at the next meeting discuss the feedback that has been received and hold another public hearing at a June meeting when public can attend the meeting in person.

- C. Public hearing on Proposed Amendments to the FFY15-20 Consolidated Plan & FFY19 Annual Action Plan. All persons wishing to speak on the Amendments are urged to attend.*
- D. Public hearing on the Proposed CDBG FFY20-24 Consolidated Plan & FFY20 Annual Action Plan. All persons wishing to speak on either Plan are urged to attend.*
- E. Public hearing on Proposed CARES Act Allocations from the first round of CARES Act disbursements to Local Jurisdictions. All persons wishing to speak on the Proposed CARES Act Allocations are urged to attend.*

C. Parker explained that this is the annual adoption of the Community Development Block Grant program as well as an additional change to the FY19 action plan and funds being received from the CARES act which HUD has suggested Dover roll into the FY19 action plan so we can get the funds to the community faster.



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D. Carpenter, Community Development Planner for Dover was present for any questions. No comments or requests for feedback from the applicants have been received to the office.

D. Ciotti wondered if the numbers given are final numbers. Mr. Carpenter said the next allotment of the CARES funds will possibly change.

Motion: F. Torr moved to remove the items from the table. Seconded by D. Ciotti.

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

Public hearing opened.

No public spoke.

C. Parker noted no comments were received to the office.

Public Hearing Closed.

Motion: M. Sullivan made a motion that the Board approve Amendments to the FFY15-20 Consolidated Plan & FFY19 Annual Action Plan including proposed CARES Act Allocations from the first round of CARES Act disbursements to Local Jurisdictions. Seconded by D. Ciotti.

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

Motion: D. Ciotti made a motion that the Board approve CDBG FFY20-24 Consolidated Plan & FFY20 Annual Action Plan. Seconded by H. Harmon.

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

D. Ciotti thanked Mr. Carpenter for his work on this project.

F. Consideration and acceptance of an Amendment to a Previously Approved Site Plan for Washington Street Mill, LLC, Assessor's Map 23, Lot 14, zoned CBD-General, located at 1 Washington St. (Proposal is to convert commercial space into 36 residential units with some site improvements) *(P17-46A)

Motion: F. Torr made a motion that the Board remove the application from the table. Seconded by D. Landry.

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

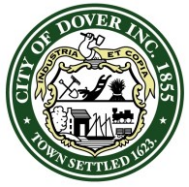
Motion: F. Torr made a motion that the Board to allow the applicant to communicate with their professional agent by telephone during the meeting. Seconded by D. Ciotti.

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

Public hearing reopened.

No public spoke and no public comments were received for this case.

Public Hearing Closed.



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C. Parker noted that at the last meeting a question was raised about parking layout and the arrangements between the entities. The applicant has parking available off-site at nearby properties as well as the spaces on site and has provided copies of lease agreements for staff's review. The applicant also provided answers to the parking questions raised May 12.

Steve Haight, Civilworks Engineering was available for questions.

F. Torr noted there is no screening in that area. C. Parker noted a new proposal was presented with screening.

T. Clark wondered if the two parking lots to the north will be paved. No, they will remain gravel. Are the spaces required? And if so, do they need to be paved?

C. Parker said the applicant has worked with the parking manager to add signage and clarify the spots, but if the board would like them paved, it can be a condition.

E. Allgood noted when there's snow, the parking is greatly reduced. She suggested paving the spaces.

C. Parker will be asking the applicant to provide a parking plan and a snow removal plan.

D. White said if the lots are paved, there needs to be storm water treatment.

F. Torr agreed paved would be better because gravel is not as defined. He also agrees with D. White about storm water.

Steve Haight noted the lots are paved with gravel on top which will be cleaned off and the vegetation will be cleared out and the lots will be restriped.

Mr. Haight said the applicant could put down curb stops and signage. He explained the number of parking spaces in three different areas and explained that the gravel extra spaces are not part of the required parking.

D. Ciotti would prefer to have a parking maintenance plan.

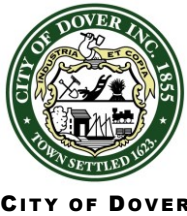
Mr. Haight confirmed they have a storm water maintenance plan.

STAFF RECOMMENDATION

Chapter 153-4 of the Site Plan Regulations of the City Code provides for the Boards review of development and redevelopment of lots in the City. The Planning Department believes this plan is consistent with those regulations and recommends that the Planning Board vote to approve with the following conditions:

Conditions to Be Met Prior to the Signing of Plans:

1. The applicant shall provide a digital version of plan set
2. The Building Official approves accessible parking on site.
3. The parking management and maintenance plan including a snow removal plan be reviewed and approved by the Assistant City Manager with consultation by the Parking Manager.
4. The applicant must revise final plan set to:
 - a. Add the owner's signature
 - b. Add LLS and PE signatures and stamps to final plan
 - c. Revise note on sheet L-1 parking lot screening will be added to the satisfaction of the Assistant City Manager.



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d. Add a note that screening on the rooftop units on the HLA side will be added.

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.

Conditions to Be Met Prior to Occupancy:

6. Issuance of a certificate of occupancy.
7. Impact fees shall be paid per the invoice included with the Notice of Decision.
8. 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 Board approve the Site Plan application with staff recommended conditions. Seconded by D. Ciotti.

D. Landry wondered if the applicant consulted with the town to find a tenant to maintain commercial space on the first floor. C. Parker said yes, and staff agreed with the applicant that this structure works better as residential.

Roll Call Vote: T. Clark-yes, D. Ciotti-yes, G. Cruikshank-yes, J. Kaspari-yes, D. Landry- No, D. White-yes, H. Harmon-yes, M. Sullivan-yes, F. Torr-yes

The motion passed 8:1

- G. Consideration and acceptance of a Minor Lot Line Adjustment for First Street at Garrison, LLC, (Owners: First Street at Garrison, LLC, First Street at Chestnut LLC & City of Dover), Assessor's Map 6, Lots 3-1 & 9, zoned CBD-General, located on First Street and Chestnut Street. *(P20-27)

Motion: D. Ciotti moved to remove the item from the table. Seconded by F. Torr.

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

Public hearing reopened.

No public spoke and no public comments were received for this case.

Public Hearing Closed.

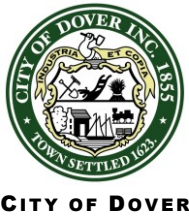
STAFF RECOMMENDATION

Chapter 157-18 of the Land Subdivision Regulations of the City Code provides for the adjustment of lot lines of existing lots. The Planning Department believes this plan is consistent with those regulations and recommends that the Planning Board vote to approve 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 P20-27 to the title block
 - b. Add signature and stamp of LLS
 - c. Add owners' signatures for three properties (including City right-of-way)
 - d. Add common note 8 (zoning requirements)

Motion: F. Torr made a motion that the Board approve the Minor Lot Line Adjustment with staff recommended conditions. Seconded by D. Ciotti.



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

4. NEW BUSINESS

A. Consideration and acceptance of an Amendment to a previously approved Site Review for V.M.D. Companies, LLC., (Owners: VMD Equities DVR LLC, c/o V.M.D. Companies, LLC), Assessor's Map 11, Lot 2, zoned B-3, and located at Sterling Way. (Proposal is for a 14,927 s.f. retail store to replace the previously approved 2,930 s.f. bank as well as decreasing the medical office building from 66,000 s.f. to 60,264 s.f. and 382 parking spaces to 333). *(P15-56A)

C. Parker explained that in the spring of 2016 the Board approved a site plan for a motel, eating and drinking establishment, and assisted living facility as phase I of a larger project. Initially phase II included a 2,900 sf bank and a 66,000 sf medical office building was contained as well. Phase I was built out and has been occupied for a number of years now.

The applicant now wishes to amend a previously approved site plan replacing the bank with a 14,927 s.f retail store with drive thru, decreasing the medical office building from 66,000 s.f. to 60,264 s.f. and decreasing the amount of parking spaces from 382 to 333 spaces. On the abutter notice and staff memo have a discrepancy, noting the medical office would be reduced to 40,176 sf. This was an initial concept, but was later adjusted.

This application was reviewed by the Technical Review Committee on March 6, 2020 with follow-up reviews via email during the Governor's Executive Order. Items that have been discussed as part of the review include the traffic counts, increasing pedestrian connectivity on the site, reducing vehicular conflict points, cohesive architectural layouts and overall screening and landscaping concerns.

The application will need a waiver from 153-14.E(2)(b) in that they want to ensure that site wide there is adequate lighting. Dover's light regulations are geared towards lot lines and not towards condominium or phase lines, and so there is a need here, that rarely comes up of allowing lighting that fits the sight but over casts the areas of the condo lines.

Ari Pollack represented the applicant and reviewed the plan. The project civil engineer, Bob Clarke was also present. The property is a 5-unit commercial condominium. Currently three units are developed and operating as assisted living, hotel and coffee shop with drive-thru.

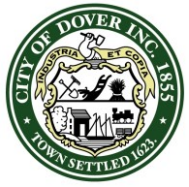
Unit 2 was supposed to hold a bank and unit 3 will have a medical use. In the current economic market, unit 2 would be better served as a pharmacy retail space with drive-thru rather than a bank.

The applicant filed an updated traffic memo which showed the intersection will function without offsite improvements. They included an architectural package with building elevations and street-level renderings. The buildings essentially have four front facings, so the landscaping plan takes that into account.

D. Landry asked about the parking island by the hotel and trees on it. The width is 5-6 feet. They will also have some shrubs there.

T. Clark wondered who the retail occupant will be. That can't yet be disclosed because the agreement has not been finalized.

M. Sullivan wondered what the net change to impervious surfaces will be. It's an increase of 1,000 sq. ft. or less.



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D. Landry wondered about the hours of operation for the drive thru. C. Parker said staff has explained the City restriction of 6a-9p to the applicant.

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

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

Public hearing opened.

The Chair read the following into the record:

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No public spoke. C. Parker noted one comment was received to the office inquiring about the square footage of the medical building.

The Chair read the following:

New testimony can be provided on June 9th 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: F. Torr made a motion that the Board recess the public hearing and table the application to June 9th. Seconded by D. Ciotti.

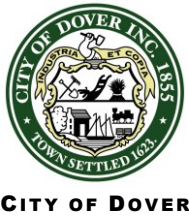
Roll Call Vote: T. Clark-yes, D. Ciotti-yes, G. Cruikshank-yes, J. Kaspari-yes, D. Landry- yes, D. White-yes, H. Harmon-yes, M. Sullivan-yes, F. Torr-yes

B. Consideration and acceptance of a Minor Lot Line Adjustment for Michael R. Towle & Julie Burell Crabtree, Bryan L. & Aimee M. Towle & Richard P. & Katherine C. Towle Revocable Trust, Assessor's Map I, Lots 54D, 54B, 54 & 54E, zoned R-12, located on Back River Road. *(P20-28)

C. Parker explained the applicant is proposing to adjust the lot line between four existing lots. The lot line adjustments would remove land area from lot 54 and increase the other three lot areas. The driveways are not proposed to be relocated, and easements from previous approvals all remain in place.

Lot 54 will decrease in size from 17.84 ac to 13.11 ac, while lots 54B, D and E will all increase as follows: 54B from 1.12 ac to 1.64 ac, 54D from 1.17 ac to 1.40 ac, 54E from 3.09 ac to 7.06 ac.

Lot 54-E was carved off as part of the approved Minor Subdivision in 2018.



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The remaining area of Lot 54 is primarily composed of wetlands while it does have the required upland along Back River Road. No changes in frontage occurs and no indication has been made that there is any new development possibility created by this change.

Steve Haight, Civilworks, New England represented the applicant and reviewed the plan.

Motion: F. Torr made a motion that the Board accept the application. Seconded by H. Harmon.
Roll Call Vote: T. Clark-yes, D. Ciotti-yes, G. Cruikshank-yes, J. Kaspari-yes, D. Landry- yes, D. White-yes, H. Harmon-yes, M. Sullivan-yes, F. Torr-yes

Public hearing opened.

Lindsey Williams of 45 Mast Road expressed concerns regarding wetlands, lot configuration, asked that the 2018 subdivision be noted on the plan, and suggesting deed language to prevent a driveway from being applied for through the wetlands on 54E. She suggested two notes to the plan.

The Chair read the following into the record:

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C. Parker noted the only comments received to the office were from Ms. Williams who spoke tonight in person.

The Chair read the following:

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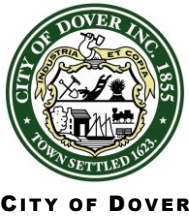
Public Hearing Recessed.

C. Parker noted the applicant will respond to public comments at the next meeting after public comment has closed.

Motion: D. Ciotti made a motion that the Board recess the public hearing and table the application to June 9th. Seconded by D. Landry.

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

- C. Consideration and acceptance of a Minor Subdivision for Matthew & Ashley Hawkins Trustees, Hawkins Family Revocable Trust, Assessor's Map 30, Lot 88, zoned CBD-Mixed Use, located on 31 Sixth Street. (1 new lot) *(P20-29)



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C. Parker explained the applicant is proposing to subdivide one lot into two. This would carve off one of the existing buildings to place on its own lot and leave three other existing buildings on the remaining lot.

The lots are proposed to be served by public water and sewer.

As a Minor Subdivision, this application did not appear before the Technical Review Committee.

Steve Haight, Civilworks, New England represented the applicant and reviewed the plan.

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

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

Public hearing opened.

The Chair read the following into the record:

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No public spoke.

No comments were received for this case.

The Chair read the following:

New testimony can be provided on June 9th 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: H. Harmon made a motion that the Board recess the public hearing and table the application to June 9th. Seconded by D. White.

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

D. Consideration and acceptance of an Amendment to a Previously Approved Site Plan for Little Bay Marina & Development, LLC, Assessor's Map 8, Lots 9, 10, 11, 12-421 and 12-423, zoned LBW, located at 425 & 427 Dover Point Road. (Request is to pay TDR fees at Building Permit, not prior to signing the plan) *(P18-41B)

C. Parker stated that the applicant is requesting to amend a previous approval, allowing them to change the conditions of approval to pay TDR fees at the Building Permit application rather than signing of the plans.

The Board voted to sell the additional TDR units at their September 11, 2018 meeting. The application was reviewed by the Technical Review Committee on February 28, 2019. The Planning Board and Conservation



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Commission held a site walk on April 30th. The Conservation Commission endorsed the applications at its May 13, 2019 meeting. The Planning Board approved plan P19-04 and conditional use permit at their May 28, 2019 meeting. The Planning Board then approved the request to sell two additional units (P18-41A) at their October 9, 2019 meeting.

The applicant was informed by NHDES that they needed to adjust the orientation/location of the buildings. Since the impact went down another review by the Conservation Commission was not needed. The applicant received conditional approval from the Planning Board to amend a previously approved site plan by relocating units per NHDES at the February 25, 2020 meeting. The applicant requested a 90-day Administrative Extension which expires August 24, 2020.

Due to the irregularity currently in place with financing and approving projects, the applicant is requesting that the TDR fees be paid prior to the Building Permit and not before signing the plans.

Finally, this application may be heard and completed tonight, as the amendment is one of process and not altering the site plan itself.

FX Bruton, Bruton & Berube represented the applicant and reviewed the plan. The applicant is still finalizing their amended alteration of terrain application. The lot merger form was submitted to City staff for approval and signature.

Motion: J. Kaspari 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, J. Kaspari-yes, D. Landry- yes, D. White-yes, H. Harmon-yes, M. Sullivan-yes, F. Torr-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: PlanningBoard-All@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.

A 5-minute recess was taken to deal with technical issues.

No public spoke.

No comments were received at the office for this case.

Public hearing closed.

STAFF RECOMMENDATION

Chapter 153-4 of the Site Plan Regulations of the City Code provides for the Boards review of development and redevelopment of lots in the City. It also allows the Board to amend conditions of approval. The Planning Department believes this plan is consistent with those regulations and recommends that the Planning Board vote to approve with the following conditions:



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, May 26, 2020**
Meeting Time: **7:00 pm**

Condition to be Met Prior to Signing of the Plans:

2. All conditions of approval from TDR application (P18-41) shall be addressed ~~including paying the TDR fees.~~

Condition to be Met Prior to Issuance of a Building Permit:

9. The applicant shall pay all TDR fees.

Previous Conditions 9 – 12 be renumbered 10 – 13.

Motion: F. Torr made a motion that the Board approve the amendment to the conditions of the previously approved Site Plan with staff recommended conditions. Seconded by D. Ciotti.

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

E. Consideration and acceptance of the Recreation and Cultural Master Plan Chapter of the Master Plan

C. Parker introduced Donna Benton, City Planner who gave an overview of how the chapter was researched and thanked the Steering Committee for their work on the project.

K. Pimental, consultant representing Strafford Regional Planning reviewed the chapter for the Board.

E. Brooks wondered what database they used to track the data they learned. They used ARC GIS.

M. Sullivan wondered what information they learned and added to the chapter.

Folks did not say they needed more parks, they just wanted to maintain the parks they have. Also, folks did not necessarily know the names of particular parks or know where some parks are so some marketing/publicizing and education will help that.

The Chair noted it was a pleasure to work with this group and she thanked Donna and Kyle for their work.

Motion: M. Sullivan made a motion that the Board approve the Culture and Recreation Chapter of the Master Plan. Seconded by H. Harmon.

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

5. STAFF COMMENTS

- C. Parker thanked Donna Benton and Jean Glidden for all of their work.
- TRC is occurring in person starting June 4. Plans came in for additional phases at Pointe Place and an industrial building on Crosby Road.
- We are hoping to resume meetings with Board members in City Hall with June 9th. If you are not comfortable attending, we would continue a form of remote meetings. The hope is to have a majority of Board members present.
- Lot merger form

The Chair read the lot merger.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, May 26, 2020**
Meeting Time: **7:00 pm**

Motion: D. Ciotti made a motion to authorize the Chair to sign the document. Seconded by D. Landry.
Roll Call Vote: T. Clark-yes, D. Ciotti-yes, G. Cruikshank-yes, J. Kaspari-yes, D. Landry- yes, D. White-yes, H. Harmon-yes, M. Sullivan-yes, F. Torr-yes

- The next chapter of the Master Plan is the CFU which was last done in 2009. Currently looking for residents to be on the committee. A Planning Board member is also needed for that committee.

6. MEMBER COMMENTS

- None

7. ADJOURNMENT

Motion: D. White made a motion to adjourn at 9:22 p.m. Seconded by H. Harmon.

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