



DOVER PLANNING REVIEW

AN UPDATE FROM THE OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT



Editors note: Some recipients are receiving this newsletter because they are signed up for other City of Dover project updates. If you would like to continue receiving Dover Planning Review, please add it to your City of Dover email subscriptions by [clicking here](#).

January 21, 2021

Welcome to our inaugural newsletter

Welcome to what we hope becomes an informative and useful bit of information about the ongoing Planning and Development efforts here in Dover.

This newsletter will be emailed twice a month before upcoming Planning Board meetings. It will include a preview of the agenda for the upcoming Planning Board meeting and a review of what occurred at the last meeting. It will also include these previews and reviews for our other land use boards, including the Zoning Board of Adjustment, the Conservation Commission and the Cochecho Waterfront Development Advisory Committee. Information about ongoing projects the City is undertaking and other general staff updates will be part of the newsletter as well.

The preview of the upcoming Planning Board meeting will include a link to the agenda and agenda materials that include all project plans. When available, we will also include a link to a video preview of the meeting that will consist of plans and locations of proposed projects.

Some newsletters might be long and detailed, and others might be short and sweet. The goal is not to inundate the reader; instead, it is to have an informal conversation about the activities in Dover that will help evolve the community into an inviting, diverse and thoughtfully planned city as we move towards and then past our 400th birthday in 2023.

Please feel free to reach out to staff with questions about what you read in this newsletter. We don't go it alone, and the more participation in our planning, the better planned our community. The Office of Planning and Community Development can be reached at (603) 516-6008.

Respectfully,

Christopher G. Parker AICP

Zoning Board of Adjustment next meets tonight, Jan. 21

The Zoning Board of Adjustment is scheduled to meet tonight, Thursday, Jan. 21 at 7 p.m. in the Council Conference Room at City Hall.

As it does at its first meeting of the new calendar year, the ZBA will elect new officers. After electing new officers and approving the minutes of the previous meeting, the ZBA will hear two variance requests.

- Portside Properties, LLC, is requesting a variance from Section 170-6 of the Zoning Ordinance, specifically the definition of “lot.” The applicant seeks a variance from the ZBA to permit two principal buildings on the lot, where only one is permitted. The property in question is at 418 Dover Point Road (Tax Map 8, Lot 38-D), located in the Little Bay Waterfront (LBW) Zoning District.
- Paula DePlanche (Lincoln Building LLC) and Sundance Sign Company seek a variance from Section 170-32 A of the Zoning Ordinance to permit a new freestanding sign where freestanding signs are not permitted. The property is at 113 Locust Street (Tax Map 9, Lot 53), located in the Central Business District.

[Click here](#) for the full agenda and agenda materials.

Dover residents, business owners and property owners who wish to express views about either agenda item will have the opportunity to do so at the meeting, which is open to the public. Emails and voicemails can also be submitted to the ZBA for public comment. Email all ZBA members at once using the email address ZoningBoard-All@dover.nh.gov or call (603) 516-MEET (6338) and leave a message that will be forwarded to the ZBA. To be heard ahead of a particular meeting, call or email at least three hours before the meeting begins.

As with speaking at a public hearing or Citizens’ Forum, phone messages and emails sent to all board members will be retained as part of the meeting minutes and are subject to New Hampshire’s Right to Know law, RSA 91:A.

The meeting will be televised on Channel 22 and available for on-demand viewing at <https://dovernh.viebit.com/index.php>.

Previous ZBA meeting

The last ZBA meeting in December was canceled after the applicants withdrew their variance requests.

Planning Board next meets Jan. 26

Video previews upcoming agenda



CHRISTOPHER PARKER

ASSISTANT CITY MANAGER: DIRECTOR OF PLANNING AND STRATEGIC INITIATIVES

DOVER PLANNING BOARD – AGENDA	
Meeting Type:	Regular Meeting
Meeting Location:	Council Chambers, City Hall, 288 Central Ave., Dover, NH 03820
Meeting Date:	Tuesday, January 26, 2021
Meeting Time:	7:00 pm

Certain members of the Planning Board may be participating in this meeting remotely. In addition, the Chair of the Planning Board may, per NH RSA 91-A:2, III (b), declare an "emergency" within the meaning of that statute and waive the requirement that a quorum be physically present at the meeting. In either event, remote members will identify their location and any person present with them at that location. All votes will be by roll call.

The City of Dover has taken extra steps to ensure the physical location of this meeting conforms with all safety provisions during the pandemic, including social distancing, face coverings, and frequently sanitized facilities. Although qualified members of the public can participate in the meeting by speaking at the physical location, the public is encouraged to leave comments in advance by calling 516-MEET (6338), emailing Dover-Planning@dover.nh.gov, or mailing written comments to Planning Board, Dover City Hall, 288 Central Ave., Dover, NH 03820. Messages must be received no later than 4 p.m. the day of the meeting and should identify the name and Dover address of the person leaving the message or providing the comment.

1. CITIZENS' FORUM

2. APPROVAL OF THE PRIOR MINUTES

- January 12, 2021 Regular Meeting Minutes

3. OLD BUSINESS

4. NEW BUSINESS

- Consideration and acceptance of a Site Review for Index Packaging Inc., Assessor's Map D, Lot 9A, zoned IT (Innovative Technology), and located at 150 Venture Drive. (Proposal is to construct a 57,000 s.f. building off the back of the existing building creating 57,000 s.f. warehouse, manufacturing, and office space.)*(P20-56)
- Consideration and acceptance of a Transfer of Development Right Request for 23 Everett Street, LLC, Assessor's Map 27, Lot 50-A, zoned RMA, and located at 23 Everett Street. (Proposal is to renovate the existing structure into a three (3) unit structure where two (2) units are permitted.)*(P21-02)
- Consideration and acceptance of a Major Subdivision for Lawrence E. & Cheryl J. Makahy, Assessor's Map D, Lot 20, zoned R-12, and located at 71 Glenwood Avenue. (7 new lots) *(P20-18)
- Public hearing on the Proposed FY22 CDBG Annual Action Plan. All persons wishing to speak on Plan are urged to attend.
- Public hearing on a Proposed Amendment to the FY21-25 CDBG Citizen Participation Plan. All persons wishing to speak on the Amendment are urged to attend.

5. STAFF COMMENT

6. MEMBER COMMENTS

7. ADJOURNMENT

*Indicates that if the application is accepted for discussion, the public hearing will be held the same evening. Note that some hearings will be continued from one meeting to another and some may be postponed. Since this is only a partial description of the proposal and may change, persons with questions or wishing to see the plans are invited to visit the Planning Office, Monday through Thursday from 8:30 am to 5:30 pm and Friday 8:30 am to 4:00 pm or email Dover-Planning@dover.nh.gov. You may also view materials at www.dover.nh.gov. Follow us on Twitter @DoverNHPlanning and find us on Facebook at <https://www.facebook.com/DoverNHPlanning>.

The Planning Board meets next Tuesday, Jan. 26 at 7 p.m. in the Council Conference Room in Dover City Hall. Click the image above or [this link](#) for a video preview of the meeting.

During the meeting, the Planning Board is scheduled to hear the following items:

- Review a site plan to add 57,000 square feet of manufacturing and warehouse to an existing industrial building at 150 Venture Drive.
- Consider selling one unit via a Transfer of Development Rights (TDR). If completed, the applicant will rehabilitate a former dance studio at 23 Everett Street to a three-unit building.
- Review a major subdivision plan for 71 Glenwood Avenue. This proposal creates seven lots on a public road with public water and septic systems.
- Hold a public hearing on the City's Community Development Block Grant (CDBG) action plan for fiscal year 2022.
 - Use of CDBG funds is allowed for public services, economic development and infrastructure improvements.
 - After the public speaks, the Planning Board will table this agenda item until its next meeting in February.
- Hold a public hearing on amending the City's Citizen Participation Plan for the CDBG program.
 - The City Council approved the Citizens Participation Plan in June of 2020. The public hearing is on a proposed amendment to that plan which is to account for pandemics, such as the COVID-19 pandemic.
 - After the public speaks, the Planning Board will also table this agenda item until its next meeting in February.

[Click here](#) for the full agenda and agenda materials, which include all site plans, CDBG action plan, and the Citizens Participation Plan.

In addition to Citizens' Forum where Dover residents, business owners and property owners may speak at Planning Board meetings, emails and voicemails can also be submitted to the Planning Board for public comment. Email all Planning Board members at once using the email address PlanningBoard-All@dover.nh.gov or call 516-MEET (6338) and leave a message that will be forwarded to the appropriate public body. To be heard ahead of a particular meeting, call or email at least three hours before the meeting begins.

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all board members will be retained as part of the meeting minutes and are subject to New Hampshire's Right to Know law, RSA 91:A.

The meeting will be televised on Channel 22 and available for on-demand viewing at <https://dovernh.viebit.com/index.php>.

Planning Board elects new officers, sets goals for 2021

The Dover Planning Board met for its first meeting of the year on Tuesday, Jan. 12, where it elected new officers and set goals for 2021. The meeting can be watched in its entirety by [clicking here](#).

The Planning Board unanimously re-elected Gina Cruikshank as its chair and Hayley Harmon as its vice-chair.

Because most of the Planning Board members attended remotely, the Planning Board unanimously moved to suspend its rules to hold the election by roll-call vote. The Planning Board by-laws call for officers' election to be conducted by "written ballot," which was not feasible due to remote participants.

After the election of officers, Assistant City Manager and Planning Director Christopher G. Parker gave a presentation to the Planning Board that included planning-related activities in 2020, which is also included in the Office of Planning and Community Development's annual report. Parker's presentation also included information on how many new housing units were built in Dover over the past decade and compared that to previous decades.

Parker also provided a list of items the Planning Board may want to work on for 2021. Some of them were housekeeping items to clean up planning-related City of Dover code. Other parts were more substantive, such as targeted areas that could be rezoned, revising home occupations allowed by zoning, and seeing if there are any barriers the Planning Board could remove to encourage more affordable housing.

The summary of proposed amendments and the annual report is available with the agenda materials for the meeting, which can be found online by [clicking here](#).

Waterfront committee update



The Cochecho Waterfront Development Advisory Committee (CWDAC) met this Tuesday, Jan. 19, and received a presentation and then unanimously approved proposed site plan revisions

by developer Cathartes to the city-owned parcel off Washington Street that borders the Cochecho River.

Cathartes plans a mix of commercial and residential components on the 23-acre parcel. The presented concept has a mix of public and private parking spots, wide sidewalks and a 4.3-acre public riverfront park that showcases the Cochecho River.

Cathartes told CWDAC that intends to bring the entire project before the Planning Board for approval at one time. Previously, the Cathartes had planned on constructing the waterfront site in phases.

The CWDAC meeting can be viewed in its entirety by clicking the image above or by going to <https://dovernh.viebit.com/player.php?hash=XE3zbiVVIm9u>.

[Click here](#) for more history of the waterfront project.

Ongoing projects

Solar Panel Request for Proposals (RFP)

In December, the ad hoc panel set up to assess responses to the RFP released in August regarding solar panel opportunities on City of Dover-owned parcels met for a fourth and final time. The committee had been meeting to follow up on interviews from mid-September. Three responses were received and all three groups were interviewed. In addition to the review panel, the City retained Competitive Energy Solutions (CES), the City's energy procurement consultant, to provide a financial analysis of each proposal.

Of the three proposals, there were elements that jumped out as positives for the City along with numerous questions. There was no cut and dry response that would easily move the project forward.

The panel requested financial analysis be completed by CES and then met to review that analysis. Two follow-up meetings were held to further review and discuss the financial options as well as seeking ways to compare the responses on a level field. Instead of creating that level review, the panel found more questions and concerns.

Some of the questions revolved around the following themes:

- The status of renewable energy credit (REC) pricing in the region
- The value of holding RECs
- The value of implementing solar on certain parcels/facilities
- The value of leasing land to a private entity vs constructing panels for municipal use
- The value of owning the infrastructure, now and in 20 years
- Will the change in Federal leadership impact renewable options.

In the end, the panel elected to not select any respondent and to regroup this month and look into rewriting the RFP to include more specifications and potentially creating a request for qualifications (RFQ) process.

Community Trail

Phase III work was suspended for the winter in early December. S.U.R. Construction has installed the base pavement layer for the trail between Fisher Street and Central Avenue, and at the new trailhead on Fourth Street. Signage was also installed at the trailheads and to direct people from the Transportation Center to the new trailhead.

In the spring, final paving will be put in place, along with brickwork, landscaping and installation of benches. The work will begin in April, weather permitting.

Phase IV design work from Bellamy Road through Bellamy Park and along the Bellamy River is ongoing. Consultants Fuss and O'Neil Engineers continue to review feasibility options for crossing the Bellamy River and creating a trail that is compliant with the Americans with

Disabilities Act (ADA), providing a scenic link to Knox Marsh Road.

Wayfinding and Park Identifications Signs

In the summer of 2020, the City Council approved an award of a bid for new wayfinding and park identification signs. During the fall, the signs were designed and over the winter the signs will be assembled for early spring installation.

The wayfinding signs will be at major community entry points and located throughout the downtown, at both a pedestrian and driver scale.

The park identification signs will be installed at all parks. These signs will provide consistent signage for all of Dover's neighborhood and community parks. The signs will also be consistent with the wayfinding signage.

Master Plan

The Community Facilities and Utilities Chapter of the Master Plan continues to be the focus of long-range planning for City of Dover-owned assets. This chapter is focused on the infrastructure used daily. The process of updating the chapter includes reviewing long-term challenges and opportunities for the City's municipal buildings and municipal water, sewer and stormwater infrastructure. The chapter identifies long term needs for the elements that keep Dover on the move. The Master Plan is being guided by a steering committee, consultant Resilience Planning and Design, and participation from the public and city officials.

Once a draft of the updated chapter is complete, the Planning Board will hold at least one public hearing and consider the chapter's adoption, which is expected to occur this spring.

Online permitting

Early in 2020, the City Council awarded a bid to Tyler Technologies for the purchase of an online permitting software. Since the middle of the year, staff in Inspections, Engineering, Finance, Planning and Information Technology have been working on creating the applications and databases for the new software.

Once implemented, applicants for many permits, ranging from planning and building to burn and driveway, will be able to log in to an online portal and provide applications and materials to staff. This will be able to be completed from home, City Hall, or wherever the applicant is.

An added bonus of the software is the ability for the applicant, abutters or any other member of the public to follow the progress of the application for a permit through the same portal.

It's expected that implementation of the online system will begin this March.

Other updates

- Planning and Community Development staff continue to work with interested landowners on a variety of development and land use projects. Some are simple, such as lot line adjustments, while others are more complex, such as creating mixed-use developments with commercial and residential components.
- In 2020, the Planning Board acted on eight fewer applications than it did in 2019, and the Zoning Board acted on 10 fewer applications.
- A review of building permits for new construction, the period of 2010-2019 was the second-lowest decade for units added since 1970. In the past decade, 1,234 units were created, 300 less than the decade before it. The 1980s was the highest level of new unit construction in the last fifty years, with 1,949 units created during that time.
- Staff expects to see residential growth continue in early 2021. A plan for 40 or more units of cottage sized homes is working its way through the technical review process, as are seven proposed homes off Glenwood Avenue. Staff also expects to continue to see commercial projects be proposed, as there continues to be increased demand in all sectors of development in Dover.

- Please join us in wishing good luck to Assistant City Planner Elena Piekut. Elena is moving on to be the Planner for the City of Ellsworth Maine. She has served as the City of Dover Zoning Administrator and the staff liaison to the Energy Commission since 2015.

