Planning Board Orientation

October 21, 2010
The Planning Board

- RSA 673:1 (I)
- Dover City Code, Chapter 41
  - “Planning Board is hereby empowered to review and approve or disapprove site plans… whether or not such development includes a subdivision or resubdivision of the site.”

- RSA 673:2 I) a)
- 3 Ex Officio Member
  - Council Representative
  - City Manager – designee
  - An administrative official of the city
- 6 Council Appointees
  - 1 acts as Chair
- Alternates
  - Up to 5
The Planning Staff

- Mission
  - To work with the community to preserve and shape a safe, sustainable, vital and well-planned City through long-range planning that reflects the Community’s vision.
  - To be a trusted resource that provides innovative solutions, engages with the community and serves as a source of information and data about the community.

- 2 Masters degrees
- Community Focus
- Over 80 yrs combined
- 1 Certified Planner
  - APA
  - NHPA
  - CNU

- Director
  - Office Mngr (1 FT)
  - Clerk Typist II (1 PT)
- Planning
- Community Development
- City Planner (2 FT)
- Coordinator (1 FT)
Role of the Planning Board

- **Master Plan**
  - First Plan: 1962
  - Last Update: 2009

- **CIP**
  - First Plan: 1962
  - Last Update: 2009

- **Subdivision Regulations**
  - First Plan: 1951
  - Last Update: 2009

- **Site Review Regulations**
  - First Plan: 1983
  - Last Update: 2009

- **Zoning Ordinance**
  - First Enacted: 1949
  - Major re-write: 1979
  - Last Amendment: 2009
Other Duties of the Planning Board

- Regulate and review Extraction Permits
- Acts as the City Council’s advisory committee for the Community Development Block Grant (CDBG) Program
- Participates in the City’s Transportation Improvements Plan (TIP)
- Represents the City on issues of local and regional interests
Plan Review Process

- Developers
- Preliminary Meeting With Staff
- Application
- Technical Review Committee
- Final Plans
- Planning Board
- Site Walk
A Master Plan

- Is a set of statements about land use and development principles for the municipality with accompanying maps, diagrams, charts and descriptions to give legal standing to the implementation of ordinance and other measures of the Planning Board.
- Should lay out a physical plan which takes into account social and economic values describing how, why, when and where the community should build, rebuild and preserve.
Master Plan/CIP Connection

Communities need to review key portions of the Master Plan for indicators of long-term capital needs which improve existing services to meet community standards and accommodate a reasonable share of future growth. Strategic capital investments may be identified which further the goals of the land use plan and the economic development objectives of the community.
Process

• Planning Board reviews and drafts proposals based upon needs

• Planning Board holds a public hearing to receive feedback on proposed amendments

• After the public hearing, the Planning Board can adopt the proposals

• Planning Board recommendations are forwarded to City Council for ratification.

• City Council holds public hearing to receive feedback.

• After the public hearing, the City Council can ratify amendments.
Subdivision and Site Plan Regs

Process

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• After the public hearing, the Planning Board can adopt the proposals

The Planning Board is charged with the development and administration of regulations for the purpose of subdivision and site plan development. Both are necessary for the regulation of new development within the community including such items as utilities density, parking requirements and more.