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## DOVER PLANNING AND ZONING COMMISSION MINUTES DECEMBER 2, 2021

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CITY OF DOVER PLANNING AND ZONING COMMISSION MEETING  
Dover Council Chambers  
699 Lakeshore Ave., Dover, ID

**P&Z COMMISSIONERS IN ATTENDANCE:**

Marilyn Becker    Joe Gibbs    Julie Reister-Keaton    Susie Kubiak    Rowdy MacDonald

**STAFF/OTHERS IN ATTENDANCE:**

Clare Marley, AICP, City Planner; City Engineers Jay Hassell and Riannon Zender

**CALL TO ORDER/ROLL CALL:**

Chair Kubiak called the meeting to order at 6:04 p.m.

**CONSENT AGENDA:**

Commissioner Reister-Keaton moved, and Commissioner Becker seconded the motion, to approve the minutes of November 4, 2021. The Chair declared the motion approved on a unanimous voice vote.

Commissioner Gibbs moved, and Commissioner Reister-Keaton seconded the motion, to approve the minutes of November 11, 2021. The Chair declared the motion approved on a unanimous voice vote.

**PUBLIC OPEN HOUSE:**

The Dover Planning and Zoning Commission hosted a public open house on the new Dover Post Office and the TAP Trail Connection project for 2022. City Planner Clare Marley and City Engineers Jay Hassell and Riannon Zender presented slides on project funding, construction details, and timelines for the two projects. Ms. Marley summarized the history of the Dover post offices and the community efforts to return the post office to its former site on Fourth Street. Mr. Hassell presented the draft architectural plans, site plan layout and other building details, which included: a 2,300 square foot post office; approximately 1,000 post office boxes and parcel lockers; 20 parking spaces; final designs expected February 2022; construction start-up in May or June of 2022; and a grand opening in December of 2022.

Mr. Hassell and Ms. Zender presented the \$500,000 Transportation Alternatives Program (TAP) trail grant the City of Dover received in 2020. The grant includes construction of a trail system from Dover bridge, south into the city, stormwater improvements, curb and gutter, pedestrian crossings and crossing beacons. The engineers displayed maps of the trail route and discussed the steps to complete the project. They provided site plans showing how the trail would connect with the new post office. Construction is expected to span from July 2022 through 2023, with no grand opening date planned yet.

Staff members encouraged feedback from the public on the two projects and provided comment sheets.

**Public Comment:**

Members of the public spoke about their ideas for the post office and trails grant. They suggested the exterior of the post office be redesigned to match the Dover looks, such as rustic, timbered, wooden, or stone facades. They preferred low lighting in keeping with the dark sky objectives of the city. The public voiced concerns about sufficient parking and impacts of trail users wanting to park in the post office parking lot, congestion and possible

hazards with the trail and bus routes. They desired to see a flagpole and dedication to first responders and veterans, and integrating historic features into the trail and post office facilities.

**MEETING ADJOURNED:**

Commissioner Gibbs moved to adjourn, and Commissioner MacDonald seconded the motion. The Chair declared the meeting adjourned at 6:45 p.m. on a unanimous voice vote.

The Commission and staff met with the public informally to review the open house exhibits, ask questions, and provide comments on the two projects.



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Susie Kubiak,  
Dover Planning and Zoning Commission Chair