

HERITAGE COMMISSION – AGENDA

Meeting Type:	Regular Meeting
Meeting Location:	2nd Floor Council Chambers, City Hall
Meeting Date:	February 16, 2021
Meeting Time:	6:00 p.m.

Certain members of the Heritage Commission may be participating in this meeting remotely. In addition, the Chair of the Heritage Commission 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 Heritage Commission, 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. CALL TO ORDER

2. ELECTION OF OFFICERS

3. APPROVAL OF THE PRIOR MINUTES

- a. September 8, 2020 Regular Meeting Minutes

4. OLD BUSINESS

5. CITIZEN FORUM

6. NEW BUSINESS

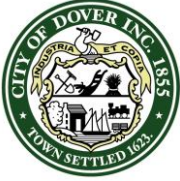
- a. Chinburg Management LLC Community Revitalization Tax Credit Application for #1 First Street, Dover, New Hampshire, Map 6 Lot 20.

7. REPORT FROM THE PLANNING DEPARTMENT

8. MATTERS OF CONCERN TO MEMBERS

9. OTHER BUSINESS

10. ADJOURN



CITY OF DOVER

HERITAGE COMMISSION MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **First Floor Conference Room, City Hall**
Meeting Date: **September 8, 2020**
Meeting Time: **6:00 p.m.**

Present: Otis Perry (Vice Chair), David Emery, Councilor John O'Connor
Absent (Excused): Jeff Spires (Chair), Anthony McManus
Staff: Dave Carpenter, Community Development Planner

1. CALL TO ORDER

Otis Perry called the meeting to order at 6:00 p.m.

2. APPROVAL OF THE PRIOR MINUTES

December 18, 2019 Regular Meeting Minutes: Councilor O'Connor made a motion to approve.
Second by Dave Emery. Vote: U/A

3. OLD BUSINESS

- a. Discussion – Commission members thoughts re Historic District

The Commission discussed a prior effort to establish a historic district, reviewed the direction agreed upon by the Commission at the previous meeting and the idea of continuing with that direction until a meeting at which there is full attendance by the Commission. In the interim, staff will provide comments already received from Commission member Emery to the Heritage Commission members for review.

4. CITIZEN FORUM

No one spoke.

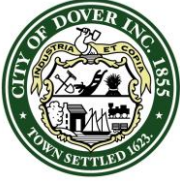
5. NEW BUSINESS

- a. Section 106 review - Modifications to the existing antenna fixtures on smoke stack located at 100 Main Street, Dover, New Hampshire

The Commission discussed the proposal. Motion: Dave Emery moved that, assuming the plans are correct and the visual signatures are similar, the Heritage Commission has no objection to this change. Seconded by John O'Connor.

Discussion ensued and Commissioners noted they are happy to see continued use and inspection of the historic chimney.

Vote: U/A



CITY OF DOVER

HERITAGE COMMISSION MINUTES

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6. REPORT FROM THE PLANNING DEPARTMENT

Staff provided an update on the status of recommended mitigation for the General Sullivan Bridge project.

7. MATTERS OF CONCERN TO MEMBERS

Dave Emory comment on an article in the newspaper regarding the proposed demolition of existing railroad buildings and asked that the Commission be notified if the issue warrants their attention.

Dave Emory also mentioned that he has not received any information regarding the Coastal Resilience and Cultural and Historic Reserve Districts but believes the Strafford Regional Planning Commission may be engaged in the program.

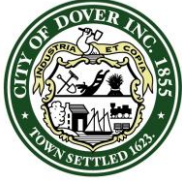
Dave Emory discussed the Master Plan Action Item regarding the collection and presentation of Dover's pre and post settlement history and culture through varied platforms such as memorials, walking tours and digital mediums.

8. OTHER BUSINESS

None

9. ADJOURN

Motion by Councilor O'Connor to adjourn. Seconded by Dave Emery. Vote: U/A



CITY OF DOVER

HERITAGE COMMISSION - STAFF MEMO: #1 FIRST STREET

Request: Chinburg Management LLC 79-E Review
Site: #1 First Street (Tax Map 6, Lot 20)
Meeting Date/Time: February 16, 2021 @ 6:00 p.m.
Meeting Location: Second Floor- Council Chambers, City Hall

ISSUE

Rehab of an existing structure as part of a Community Revitalization Tax Relief Incentive Program request.

INTENT

This memo will provide an overview of the Heritage Commission's role in the review of the request by Chinburg Management, LLC..

LOCATION

#1 First Street and identified at Tax Map 6, Lot 20.

ATTACHED

- Materials submitted by Chinburg LLC.

BACKGROUND

In January of 2021, the City Council adopted *Resolution # R – 2021.01.13 – 014 amending the district where the Provisions of RSA 79-E Relative to the Community Revitalization Tax Relief Incentive Program apply in Dover. The amendment added an area on Second Street and encouraged affordable housing as a component of any redevelopment.*

The Community Revitalization Tax Relief Incentive program provides short-term property assessment tax relief and a related covenant to protect the “public benefit” that is being created.

The purpose of the program is to encourage reinvestment in existing buildings/structures within the downtown area. This includes either

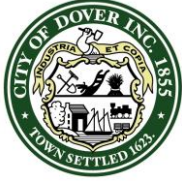
- 1) the demolition and subsequent rebuilding of a structure, or
- 2) the rehabilitation of an existing structure.

To be eligible, the building must be a “qualifying structure,” which means it is a building located in a district officially designated by the municipality master plan, or by zoning ordinance, as a downtown, town center, central business district or village center.

In addition, the value of the rehabilitation must be equal to at least 220 percent of a building's pre-rehab assessed value, and that value must be agreed to by the developer in the form of a guaranteed tax assessment.

Finally, the proposed activity must provide a public benefit. In order to be considered a public benefit, a substantial rehabilitation must provide at least one of the following, while a proposed replacement must provide one or more of the following Public Benefits:

- It enhances the economic vitality of the downtown.
- It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of the downtown.
- It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving



CITY OF DOVER

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the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

- It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9B.
- It increases residential housing in urban or town centers

As part of the review process for a 79-E request, the City Council seeks input from the Heritage Commission related to Historical and Cultural factors connected with an existing structure that is proposed to be either rehabbed or demolished & replaced.

PROJECT OVERVIEW

Chinburg Management LLC proposes to rehabilitate the existing building, commonly referred to as the "Old County Court House" and construct a new building over the existing parking lot that is located between the Old County Court House and First Street. The project will contain 52 to 60 apartment homes (20% of which will be affordable units) and 3,500 square feet of commercial space.

Staff has worked with the applicant and encouraged them to maintain the external design of the existing building. The only "new external construction" related to the existing building is the connection that will be located between the two building and not identifiable from First of Second Street.

ROLE OF THE HERITAGE COMMISSION

The Commission's role in the review of the proposed rehab to the existing building is limited to one or both of the following:

Does the proposal:

1. Enhance and improve a structure that is culturally or historically important on a local,

regional, state, or national level, either independently or within the context of the downtown.

2. Promote the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation

The Commissions role is limited as described above and does not include design or site plan review related authority such as requiring certain architectural features or requiring certain color schemes.

STAFF RECOMMENDATION

Staff recommends that the Heritage Commission:

1. Receive a presentation from the applicant.
2. Invite members of the public to comment.
3. Close public input and provide Commission members with an opportunity to ask questions of the applicant or staff.
4. Deliberate and render a decision on whether the proposal will achieve one or both of the following:
 - a. Enhance and improve a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of the downtown.
 - b. Promote the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.



January 22, 2020

City of Dover, New Hampshire
Planning Department
288 Central Avenue
Dover, NH 03820

RE: 1 First Street, Dover, New Hampshire, 79-E Application

Dear Director Parker:

Chinburg Management LLC is please to submit this application for the Community Revitalization Tax Relief, RSA 79-E for consideration of 1 First Street, the old Strafford County courthouse. Chinburg Management LLC is requesting 7 years of tax relief in accordance with the provisions of RSA 79-E.

To support our request, please find the following enclosed materials:

1. Completed Application form with signatures
2. Existing Conditions
3. Copy of Property Record Card
4. Summary of Public Benefits
5. Site Plans and Diagrams associated with the Project
6. Cost Estimates associated with the Project

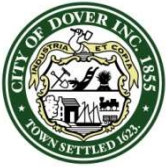
We appreciate the City's support to advance this transformative project at the heart of Dover's downtown.

Sincerely,

Eric Chinburg
President, Chinburg Properties
On behalf of Chinburg Management LLC



[1] COMPLETED APPLICATION FORM



City of Dover, New Hampshire

COMMUNITY REVITALIZATION TAX RELIEF PROGRAM

APPLICATION

[Revision Date: August 3, 2017]

Office Use Only	Application #:	_____	Date Received:	_____
	Amount Paid:	_____	Council Action:	_____

APPLICANT AND OWNER INFORMATION

Name of Applicant: Chinburg Management, LLC Telephone # (603) 868-5995 x 75
Address of Applicant: 3 Penstock Way, Newmarket, NH 03857
E-Mail Address: pgoodwin@chinburg.com
Name of Property Owner (if different from applicant): One First Dover LLC Telephone # (603) 402-1446
Address of Property Owner: 157 Main Dunstable Road STE 102 Nashua, NH 03060

PROPERTY INFORMATION

Address of Property: 1 First Street
Assessor's Map # 6 Lot(s) # 20
Size of Parcel: _____ sq. ft. .53 ac. Property Deed: Book 4510 Page: 564
Year Built: 1889 Existing Use of Property: Vacant /Office Building
Assessed Value of Property: 789,100 FY 2020

Is the building eligible for listing or listed individually on the State or National Register of Historic Places or located within a locally designated, State, or National Register Historic district? _____ Yes x No
(If yes, provide a copy of the approved designation by the State or National Register of the building or the district)

PROJECT INFORMATION

Adaptive re-use of existing building and construction of new building over parking. In
Describe Proposed Use: total the project will contain 52 to 60 apartment homes and 3,500 SF of commercial.
Area of Parcel to be developed: Approximately 7,500 SF on existing parking lot sq. ft.
Will the project include any affordable housing units? Yes; If so, how many? 20% of apartments
If any state or federal grants or funds or low income subsidies or tax credits are used in this project, what is the amount of the aid? \$ 0 Describe and detail any terms of repayment (if applicable): _____

Expected construction dates. Start: September 2021; Finish: November 2022

What are the public benefits associated with this project (in accordance with RSA 79-E:7)? _____

Enhancing the economic vitality of downtown, enhancing a culturally important structure, promoting development of community centers, increasing housing in a town center, including income restricted affordable units, and providing permanent easements to the City of Dover to improve recreation and transportation to Dover residents. Please see the attached summary of benefits for more detail.

Describe the work to be done and estimated cost. Please attach additional sheets, if necessary, as well as any written construction cost estimates.

Structural:	\$ 353,000	
Exterior Alterations (storefront, walls, windows, doors, etc.):	\$ 1,572,000	
Interior Alterations (walls, ceilings, moldings, doors, etc.):	\$ 1,915,000	
Electrical:	\$ 785,000	
Plumbing/Heating:	\$ 603,000	
Mechanical:	\$ 513,000	
Fire Prevention:	\$ 243,000	
Other:	\$ 679,000	
Total: <i>To be considered for this tax relief incentive, the costs of the project must be at least 220% of the pre-rehabilitation/replacement assessed value</i>	\$ 6,663,000	Please see attached Construction Narrative and Estimate

Please attach any construction contracts, plot plans, building plans, sketches, renderings or photographs that would help explain this application.

Historical Requirement for Replacement of Qualifying Structures

In the case of replacement of a qualifying structure, the applicant shall submit a New Hampshire Division of Historical Resources Individual Inventory Form prepared by a qualified architectural historian that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. *This application shall not be considered complete until such time as the letter has been submitted.*

SIGNATURES

I/We have read and understand the Community Revitalization Tax Relief Incentive RSA Ordinance (see attached) and am aware that this will be a public process including a public hearing to be held to discuss the merits of this application and the subsequent need to grant a covenant in the deed to the property to the City and pay any reasonable expenses associated with the drafting of the covenant. I understand the application will not be determined as complete and recommended to the City Council until all of the necessary information is provided.

PER RSA 79-E: 13(II), THE BASE OR "ORIGINAL" ASSESSED VALUE FOR ANY TAX RELIEF PERIOD IS ONLY SET AFTER THE FOLLOWING TWO CONDITIONS ARE MET:

- 1. APPROVAL BY THE CITY COUNCIL AND;**
- 2. THE APPLICANT'S ENTERING INTO A COVENANT WITH THE CITY OF DOVER TO PROTECT THE PUBLIC BENEFIT.**

THEREFORE, THE APPLICANT AND/OR PROPERTY OWNER SHALL NOT COMMENCE ANY OF THE IMPROVEMENTS INCLUDED IN THIS APPLICATION UNTIL SUCH TIME AS HE/SHE HAS SECURED THE ABOVE. THIS PROHIBITION SHALL INCLUDE ANY DEMOLITION TO THE EXISTING STRUCTURE.

Signature of Property Owner: _____ Date: _____

Signature of Applicant (if different from owner):  _____ Date: 1/22/21

What are the public benefits associated with this project (in accordance with RSA 79-E:7)? _____

Describe the work to be done and estimated cost. Please attach additional sheets, if necessary, as well as any written construction cost estimates.

Structural:	\$
Exterior Alterations (storefront, walls, windows, doors, etc.):	\$
Interior Alterations (walls, ceilings, moldings, doors, etc.):	\$
Electrical:	\$
Plumbing/Heating:	\$
Mechanical:	\$
Fire Prevention:	\$
Other:	\$
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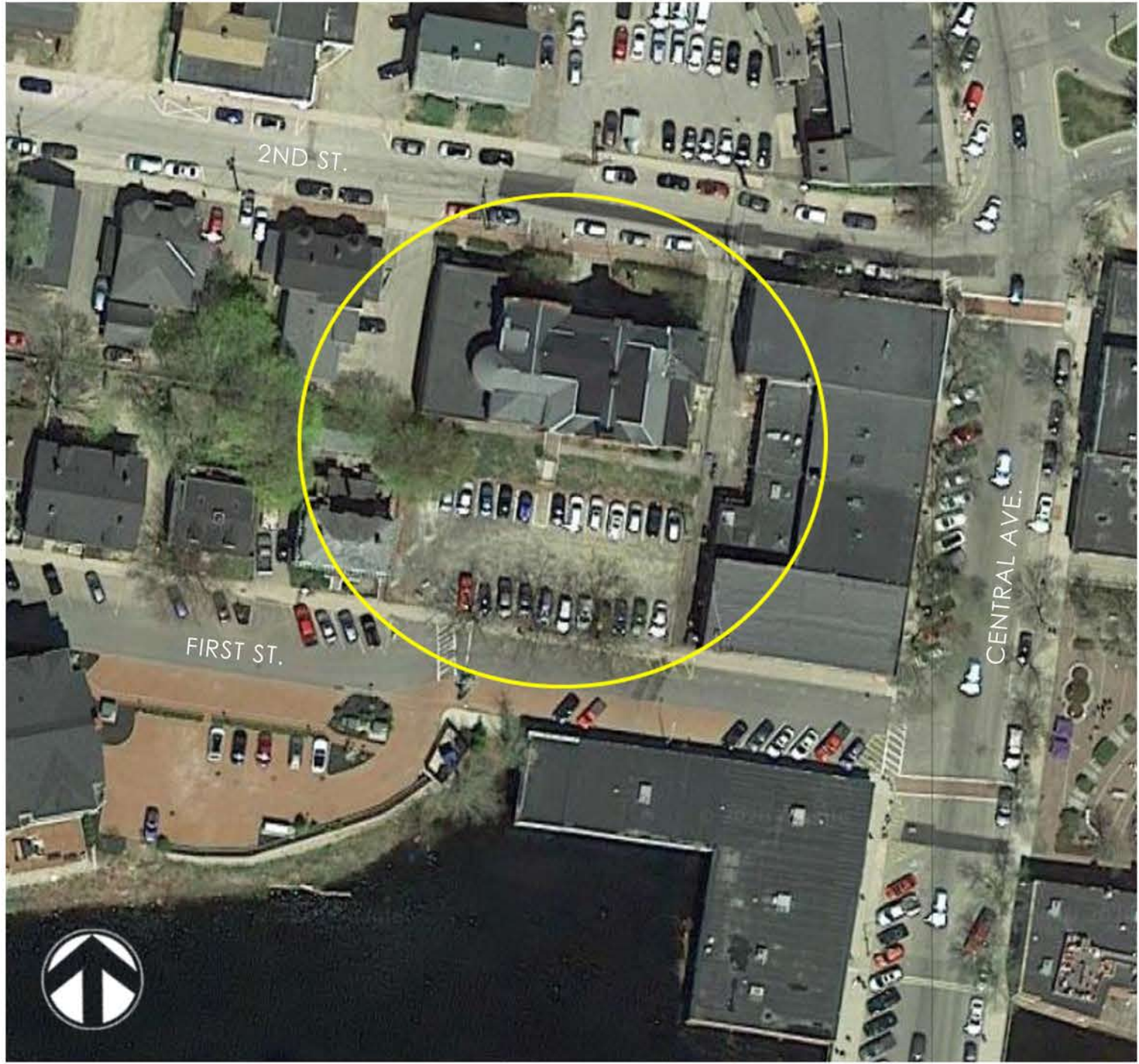
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Signature of Property Owner: _____ Date: 1/22/2021

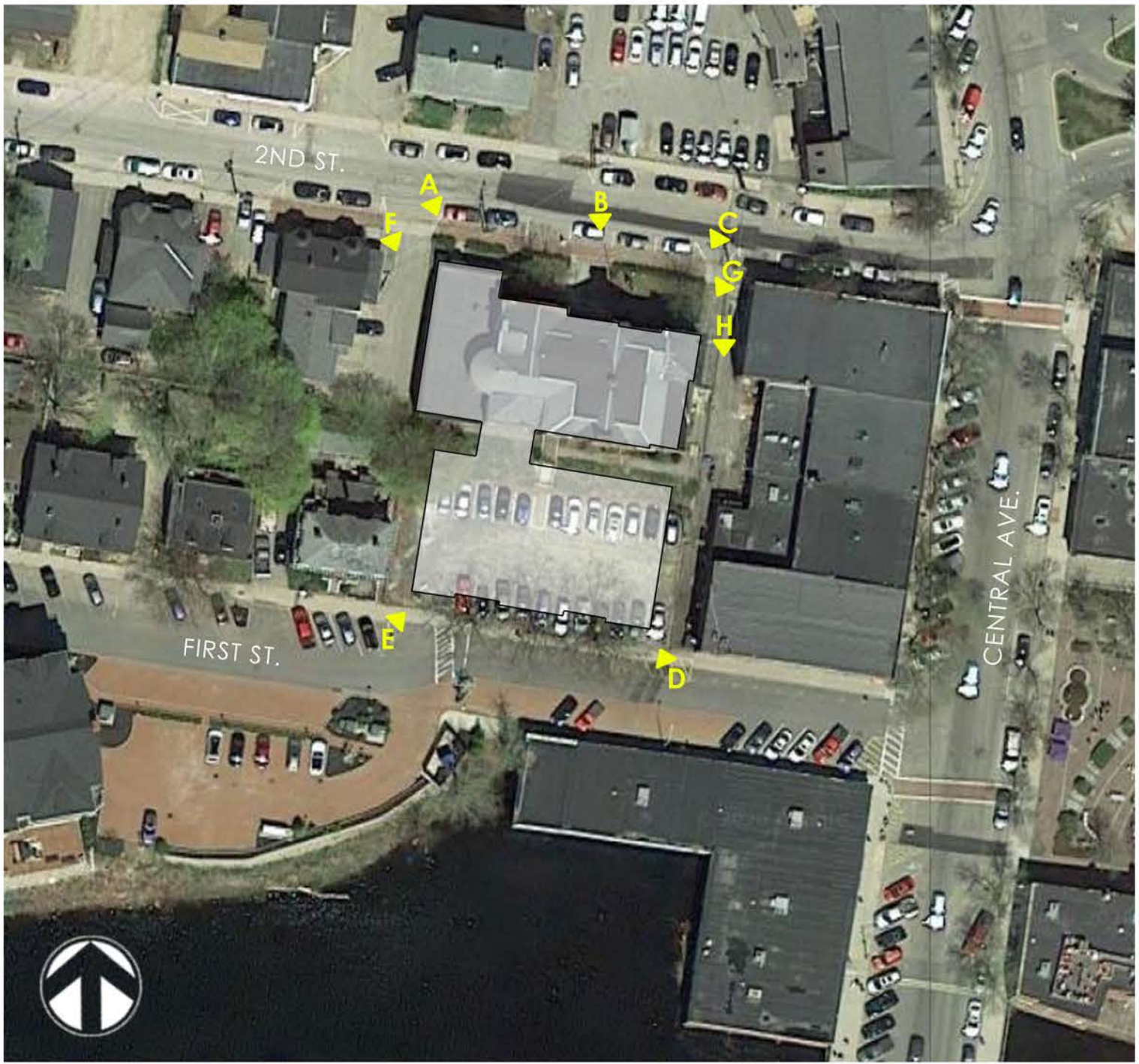
Signature of Applicant (if different from owner): _____ Date: _____



[2] EXISTING CONDITIONS



EXISTING



PROPOSED FOOTPRINT



A.



B.



C.



D.



E.

PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

SITE CONTEXT PHOTOS
CC WORKSHOP PRESENTATION JANUARY 6, 2021



2.0



G.



H.



F.





[3] PROPERTY RECORD CARD

Property Location:

1 First St

Commercial Property Record Card - Dover, New Hampshire**Parcel ID:** 06020-000000**Map Block No.** 6-20-0-0**Class:** C**Use:**

340

Card 1 of 1

Current Owner	Previous Owner History						Miscellaneous		Assessment Information		
One First Dover Llc 157 Main Dunstable Road Ste 102 Nashua Nh 03060	Name		Deed		Date		Deed Info: 4510/565-09/12/2017 Zoning: CBD Neighborhood: 301 Units: 1 Street/Road: Public	Assessed Value: *			
	Freeboard Properties Llc		4381/553		05/17/2016			Inc:	1,295,400	Prior	
	Koutrelakos Gregorios N Trustee		1924/733		05/08/1997			Land:	253,000	253,000	
	Koutrelakos Helen		979/303					Bldg:	536,100	528,700	
								Total:	789,100	781,700	
Notes	Entrance Information							Assessed Information:			
Ttlc,the Nordc Group,gk Realty Unity Seacoast Church 4x5 Ee1= Nv 3x6 Cp6= Nv Reno Still At 60% 2019 Check	Date	Time	ID	Actv	Entrance Code	Source		Value: 789,100			
	06/19/2020	P	JF		Vac/Ob&y			Effective DOV: 4/1/2020			
	04/02/2019	P	JF		Est-See Note			Value Flag: COST VALUE			
	06/02/2020	P	RD		Est-See Note						

Sales History				
Book/Page	Date	Price	Type	Validity
4510/565	09/12/2017	650,000	2	15
4381/553	05/12/2016	890,000	2	00

Permit Information				
Date	Permit #	Price	Purpose	% Comp.
07/28/2016	16-348	50,000	Demo	60
09/27/2005	5-444	4,000	Renos@10 2nd St	100

Land Information				
Type	Size	Grade	Influence Factor 1, 2 and %	Value
Primary	A	0.529	0	252,980
Total Acres for this Parcel		0.529	Total Land Value	253,000



Inspection witness by: _____

Commercial Property Record Card - Dover, New Hampshire

1 First St

Parcel ID: 06020-000000

Map Block No. 6-20-0-0

Class: C

Use:

340

Card 1 of 1

Exterior/Interior Information

Exterior/Interior Information						Exterior Walls	Construction Type	Finish	Partitions	Heating	A/C	Plumbing	Physical Condition	Functional Utility	%Good Override	Unadjusted RCNLD
Sec	Levels	Size	Perimeter	Use	Type	Height										
1	B1-B1	1x2128	183	Multi-Use	Storage	12	Brk/Conc Blk	Wood Joist	100	Normal		Normal	Normal	Fair	0%	55,860
1	B1-B1	1x5211	333	Multi-Use	Office	12	Brk/Conc Blk	Wood Joist	100	Normal	Hw/Steam	Normal	Normal	Fair	0%	216,680
1	01-01	1x7339	400	Multi-Use	Office	8	Brk/Conc Blk	Wood Joist	100	Normal	Hw/Steam	Normal	Normal	Normal	0%	353,190
1	02-02	1x5339	322	Multi-Use	Office	8	Brk/Conc Blk	Wood Joist	100	Normal	Hw/Steam	Normal	Normal	Fair	0%	196,240
1	A1-A1	1x725	108	Multi-Use	Apartment	7	Brk/Conc Blk	Wood Joist	100	Normal	Hw/Steam	Normal	Normal	Normal	0%	15,980
0	-	0x0	0			0			0						0%	0
0	-	0x0	0			0			0						0%	0
0	-	0x0	0			0			0						0%	0

Building Information

Building No:	1
Year Built:	1889
No of Units:	14
Structure Type:	Office Building - Low-Rise
Grade:	B
Identical Units:	1
Efficiencies:	0
1 Bedroom Apts:	1
2 Bedroom Apts:	0
3 Bedroom Apts:	0
Covered Park:	0
Uncovered Park:	20
Notes:	
18615 Sf Gla + Unfin Bsmt	
14372 Net Sf = 77%	

Building Summary

Total Unadjusted RCN:	1,552,820
Average Percent Good:	.54
Total Unadj. RCNLD:	837,950
Grade Factor:	1.26
No of Identical Units:	1
Economic Cond Factor:	0.50
RCNLD:	527,900

Income Approach Summary

Net Rentable Area: 20,380

Out Building Information

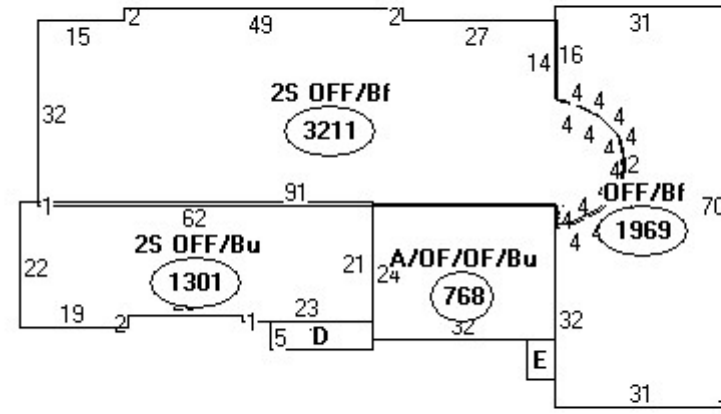
Out Building Information			Lgth/	Ident.		Physical	Functional		Percent	
StructureCode	+/-	Width	SqFt	Units	Gr	Condition	Utility	Year	Good	RCNLD
Asphalt Parking		1	8200	1	C	Fair	Fair	1990	0%	8,220
		0	0	0				0	0%	0
		0	0	0				0	0%	0
		0	0	0				0	0%	0
		0	0	0				0	0%	0
		0	0	0				0	0%	0

Other Improvements

Description	+/-	RCNLD
	0	1,295,400

Building Other Information

Line	StructureCode	+/-	Measure 1	Measure 2	IdenticalUnits
3	Canopy - Only		126	1	1
3	Canopy - Only		18	1	1
3	Wood Deck		35	1	1
0			0	0	0
0			0	0	0
0			0	0	0
0			0	0	0
0			0	0	0
Total Other Features					2,190

Descriptor/Area

A: 2S OFF/Bu
1301 sqft
B: 2S OFF/Bf
3211 sqft
C: A/OF/OF/Bu
768 sqft
D: CP5
90 sqft
E: W/D1
35 sqft
F: OFF/Bf
1969 sqft



[4] DESCRIPTION OF PUBLIC BENEFITS



Summary of Public Benefits

RE: 1 First Street, Old Strafford County Courthouse, 79-E Public Benefits

This project benefits the public of Dover by:

- Enhancing the economic and social vitality of the downtown by returning a vacant building back to use and by providing the City of Dover permanent easements to the Dover Transportation Center and access easement to the Dover Community Trail.
- Enhancing and improving a landmark building that is culturally important on a local level.
- Improving a existing building's energy efficiency.
- Promoting development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 79-E.
- Increasing residential housing in a town center, including 20 percent of apartments affordable at 80 percent rent limit per the Development Agreement.



[5] SITE PLANS, DIAGRAMS, ELEVATIONS



PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS
EXHIBIT A JANUARY 27, 2021



3.0

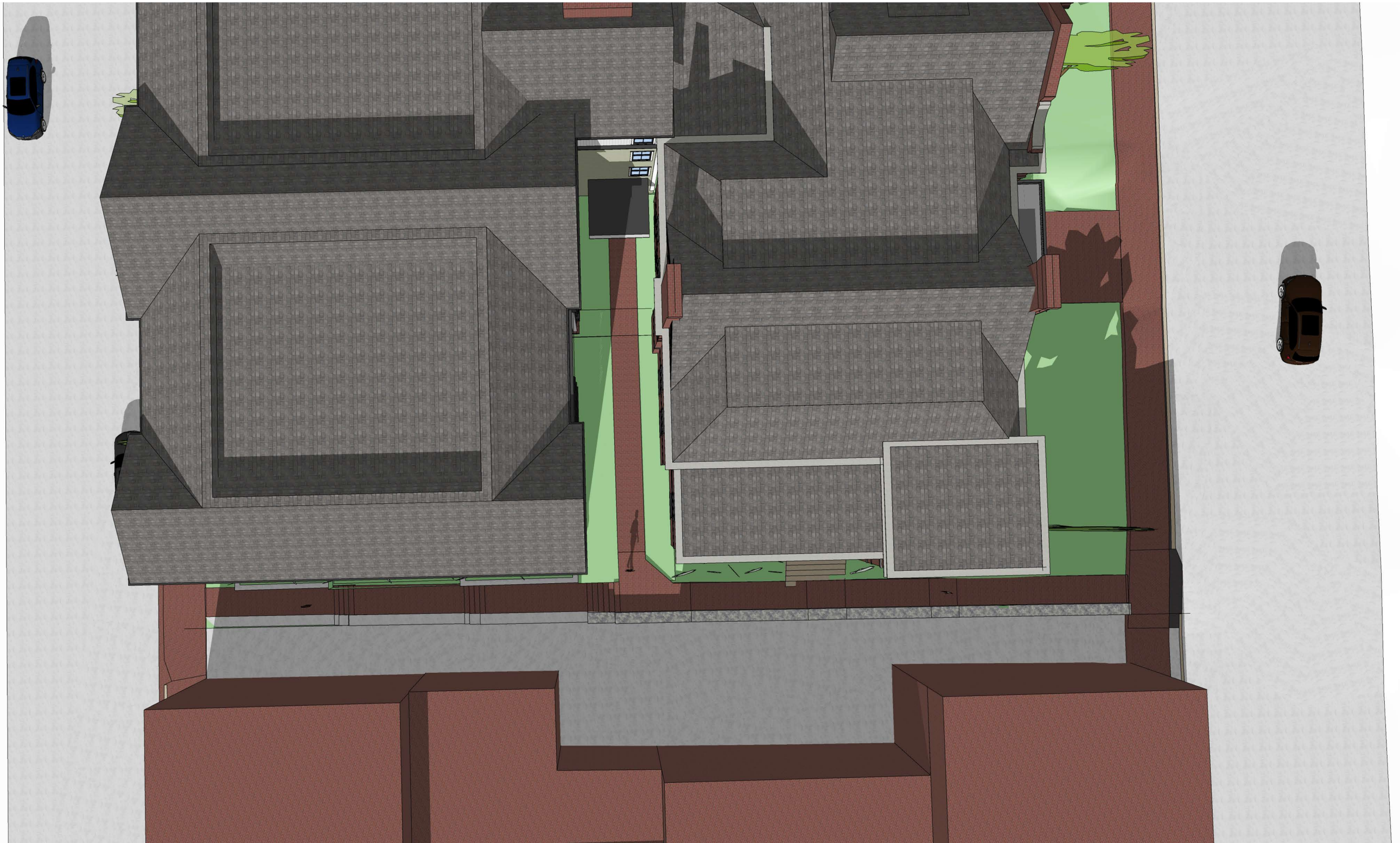


PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS
EXHIBIT A JANUARY 27, 2021



3.1



PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS
EXHIBIT A JANUARY 27, 2021



3.2



PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS
EXHIBIT A JANUARY 27, 2021



3.3



PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS
EXHIBIT A JANUARY 27, 2021



3.4



PROPOSED COURTHOUSE REDEVELOPMENT

1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

PROPOSED VIEWS

EXHIBIT A JANUARY 27, 2021



3.5



[6] COST ESTIMATES

Construction Narrative & Estimated Costs

1 First Street, Dover, NH

Rev.: January 22, 2021



Narrative:

The project scope will include the renovation of the Old Stafford County Courthouse and the construction a new four-story addition over the existing parking lot on First Street. The structures will be connected and operate as one building.

The existing building will receive new windows, new roof, and gut renovations to create approximately 12 apartments and 3,500 SF of commercial space. The scope will include new sprinkler, fire alarm, HVAC, plumbing, and electric systems.

The new addition will include an elevator and stairs to serve the joined buildings. The newly constructed addition will create approximately 40-46 apartments over ground level parking.

Estimate of Direct Construction Costs:

<u>Category</u>		<u>Estimate</u>
Structural	\$	353,000
Exterior Alterations	\$	1,572,000
Interior Alterations	\$	1,915,000
Electrical	\$	785,000
Plumbing/Heating	\$	603,000
Mechanical	\$	513,000
Fire Provention	\$	243,000
Other	\$	679,000
Estimate Total: \$		6,663,000