



CITY OF DOVER

DOWNTOWN DOVER TIF ADVISORY BOARD AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Conference Room, City Hall
Meeting Date: **Tuesday, February 16, 2021**
Meeting Time: **7:30 pm**

Certain members of the Downtown TIF Advisory Board may be participating in this meeting remotely. In addition, the Chair of the Downtown TIF Advisory 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 Downtown TIF Advisory 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. Roll Call
2. Election of Officers
3. Approval of August 4, 2020 Minutes
4. Review Chinburg Management LLC Community Revitalization Tax Credit Application
5. Bi-Annual Review of the Proforma
6. Adjourn



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

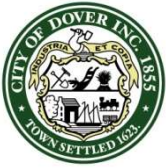
We appreciate the City's support to advance this transformative project at the heart of Dover's downtown.

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:	\$
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>	\$

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

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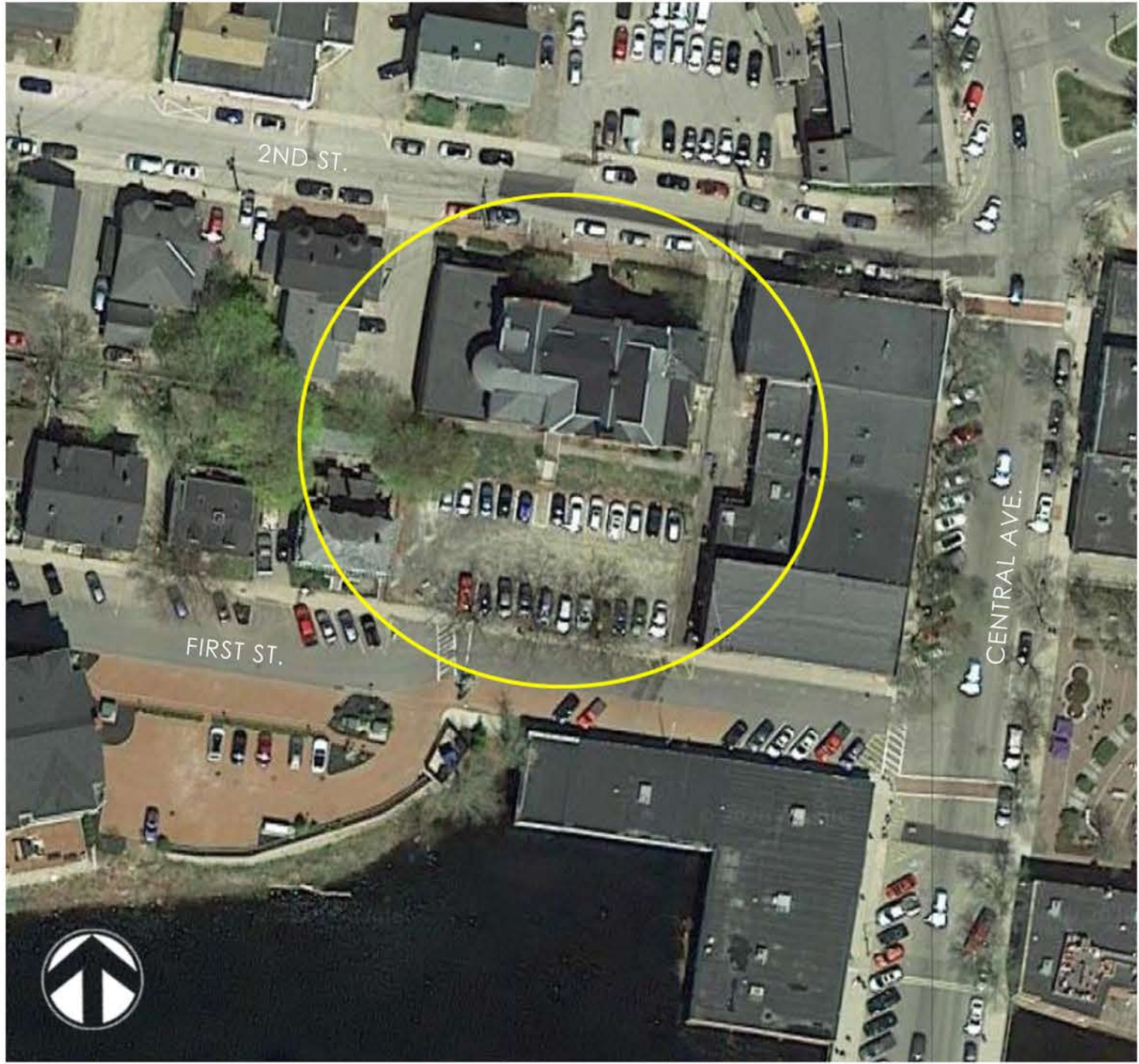
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Signature of Property Owner: _____ Date: 1/22/2021

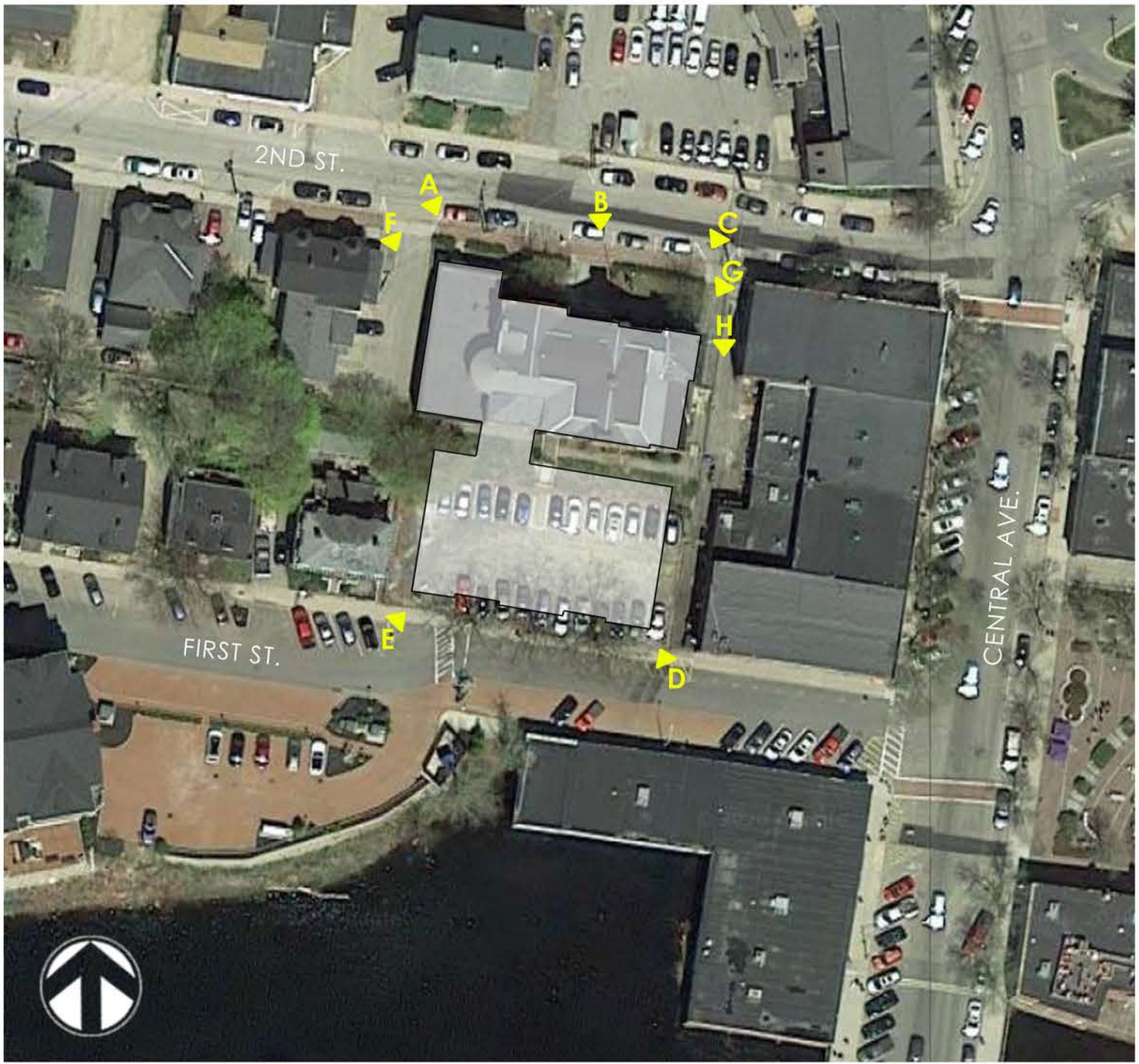
Signature of Applicant (if different from owner): _____ Date: _____



[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		Assessed Value: *		
	Freeboard Properties Llc		4381/553		05/17/2016		Zoning:	CBD		Inc:	1,295,400	Prior
	Koutrelakos Gregorios N Trustee		1924/733		05/08/1997		Neighborhood:	301		Land:	253,000	253,000
	Koutrelakos Helen		979/303				Units:	1		Bldg:	536,100	528,700
							Street/Road:	Public		Total:	789,100	781,700
Notes	Entrance Information								Assessed Information:			
	Date	Time	ID	Actv	Entrance Code	Source			Value: 789,100			
Ttlc,the Nordc Group,gk Realty	06/19/2020	P	JF		Vac/Ob&y				Effective DOV: 4/1/2020			
Unity Seacoast Church	04/02/2019	P	JF		Est-See Note				Value Flag: COST VALUE			
4x5 Ee1= Nv 3x6 Cp6= Nv	06/02/2020	P	RD		Est-See Note							
Reno Still At 60% 2019 Check												

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

Card 1 of 1

Sec	Levels	Size	Perimeter	Use	Type	Height	Exterior Walls	Construction Type	Finish	Partitions	Heating	A/C	Plumbing	Physical Condition	Functional Utility	%Good Override	Unadjusted RCNLD
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

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



[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



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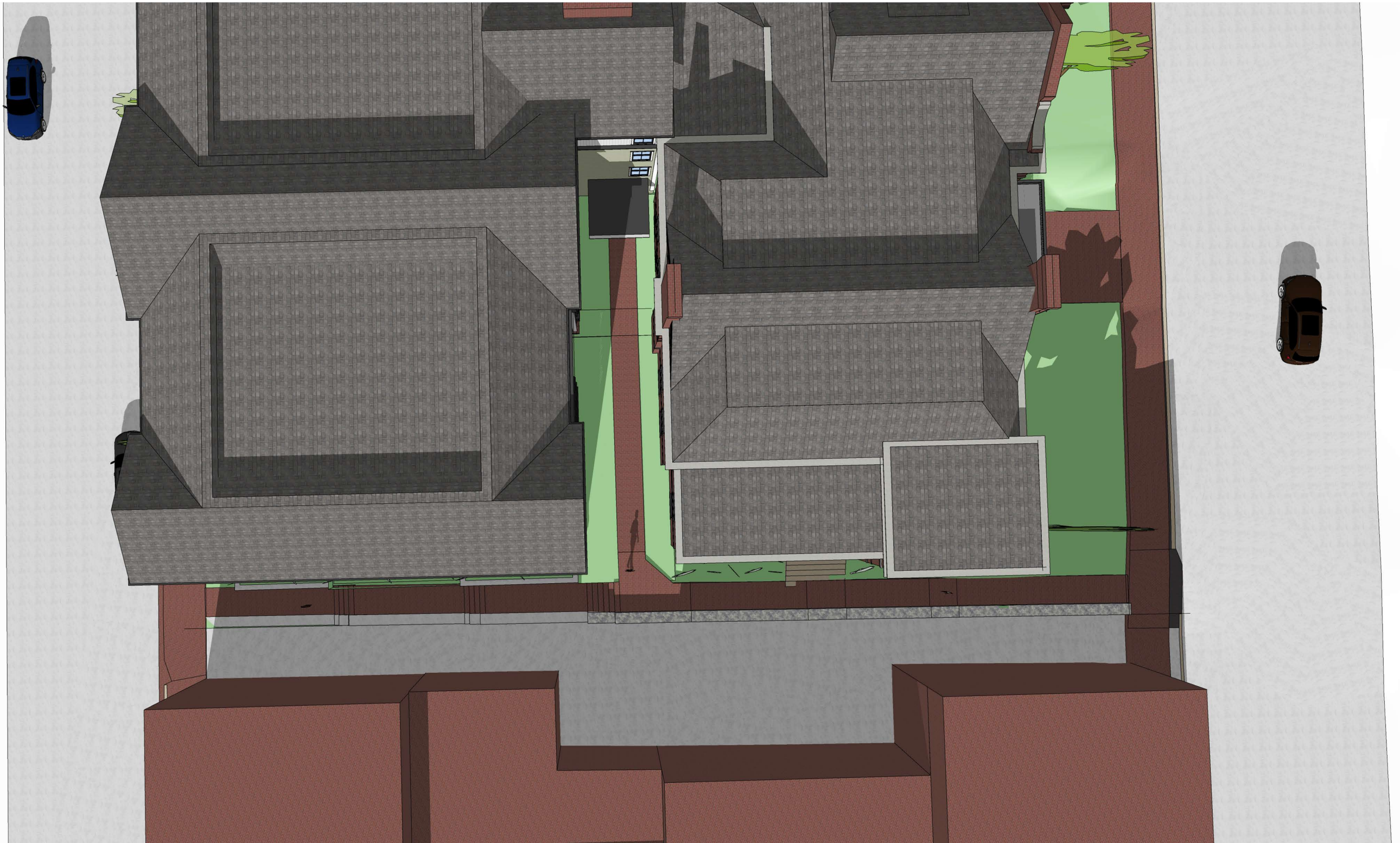


PROPOSED COURTHOUSE REDEVELOPMENT
1 FIRST STREET, DOVER NH, TAX MAP 6, LOT 20

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

Revised February 2020

All revenue projections reflect unadjusted 2020 dollars

Revised February 2020

Revised February 2020		Fiscal Year Estimated										Fiscal Year Estimated
Description	Projected Total	25	26	27	28	29	30	31	32	33	34	35
Anticipated Increment By Year		41,774,398	42,192,142	42,614,063	43,040,204	43,470,606	43,905,312	44,344,365	44,787,809	45,235,687	45,688,044	46,144,924
@ Applicable Tax Rate		25.19	25.19	25.19	25.19	25.19	25.19	25.19	25.19	25.19	25.19	25.19
Tax Revenue on Incremental Valuation		1,052,297	1,062,820	1,073,448	1,084,183	1,095,025	1,105,975	1,117,035	1,128,205	1,139,487	1,150,882	1,162,391
Transfer From Capital Reserve		-	-	-	-	-	-	-	-	-	-	-
Parking Activity Fund Net Operating Income		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Parking Meter Rate Changes Net Income		200,000	200,000	200,000	300,000	300,000	300,000	300,000	300,000	400,000	400,000	400,000
Proceeds Sale of First Street Lot												
Proceeds Sale of Third Street Lot												
Proceeds Sale of School Street Lot												
Net Sources of Funds	31,925,346	1,352,297	1,362,820	1,373,448	1,484,183	1,495,025	1,505,975	1,517,035	1,528,205	1,639,487	1,650,882	1,662,391
Less Auditing Service Fee												
Less Net Debt Service	(16,205,239)	(865,463)	(866,563)	(867,063)	(866,963)	(865,400)	(867,325)	(863,438)	(863,900)	(867,575)	(864,225)	-
Projected Resources Exceed (Short)												
Debt Service Coverage	15,720,107	486,834	496,257	506,385	617,220	629,625	638,650	653,597	664,305	771,912	786,657	1,662,391
Cumulative Fund Balance		1,520,899	2,017,156	2,523,541	3,140,761	3,770,385	4,409,035	5,062,632	5,726,936	6,498,848	7,285,505	8,947,896
Reserve for Ensuing Year Debt Service		(866,563)	(867,063)	(866,963)	(865,400)	(867,325)	(863,438)	(863,900)	(867,575)	(864,225)	-	-
Unassigned Fund Balance		654,336	1,150,093	1,656,578	2,275,361	2,903,060	3,545,597	4,198,732	4,859,361	5,634,623	7,285,505	8,947,896
Debt Service Balance (Principal & Interest)		7,792,450	6,925,888	6,058,825	5,191,863	4,326,463	3,459,138	2,595,700	1,731,800	864,225	-	
All revenue projections reflect unadjusted 2020 dollars												

City of Dover, NH

Downtown Dover TIF District

Revenue Analysis and Debt Service Coverage Assump

Revised February 2020

Description	Projected Total	36	37	38	39
Anticipated Increment By Year		46,606,374	47,072,437	47,543,162	48,018,593
@ Applicable Tax Rate		25.19	25.19	25.19	25.19
Tax Revenue on Incremental Valuation		1,174,015	1,185,755	1,197,612	1,209,588
Transfer From Capital Reserve					
Parking Activity Fund Net Operating Income		100,000	100,000	100,000	100,000
Parking Meter Rate Changes Net Income		400,000	400,000	400,000	400,000
Proceeds Sale of First Street Lot					
Proceeds Sale of Third Street Lot					
Proceeds Sale of School Street Lot					
Net Sources of Funds	31,925,346	1,674,015	1,685,755	1,697,612	1,709,588
Less Auditing Service Fee					
Less Net Debt Service	(16,205,239)	-	-	-	-
Projected Resources Exceed (Short)					
Debt Service Coverage	15,720,107	1,674,015	1,685,755	1,697,612	1,709,588
Cumulative Fund Balance		10,621,910	12,307,665	14,005,277	15,714,866
Reserve for Ensuing Year Debt Service		-	-	-	-
Unassigned Fund Balance		10,621,910	12,307,665	14,005,277	15,714,866
Debt Service Balance (Principal & Interest)					
All revenue projections reflect unadjusted 2020 dollars					