



CITY OF DOVER

DOVER PLANNING BOARD – AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers
Meeting Date: Tuesday, February 23, 2010
Meeting Time: 7:00 pm

1. CITIZENS' FORUM

2. APPROVAL OF THE JANUARY 26, 2010 AND FEBRUARY 9, 2010 MINUTES

3. NEW BUSINESS

- A.** Pursuant to NH RSA 674:4 & 675:6, a public hearing will be held to consider the adoption of the 2008 Parking Facility and System Report as addendum #3 to the 2000 Transportation Chapter of the Dover Master Plan. Copies of the plan are available for public inspection in the City Hall and on the City website at www.dover.nh.gov under City Reports.
- B.** Public Hearing to consider amendments to Chapter 155, entitled "Subdivision of Land" of the code of the City of Dover. Amendments include the requirement to get abutters from City records and require 3 sets of labels; establish standards for traffic studies; amending the time for Planning Board decisions to 65 days; deleting preliminary plat approvals; revising escrow agreements section; reducing the minimum size of an R-12 lot for an open space subdivision to 5 acres; changing the distance between units in clusters; adding a blasting section; amending all fees to refer to the adopted fee schedule; require 5 prints of final plat; amending the requirements for information on preliminary and final plats; adding new storm water management documents; amending street tree requirement; adding perimeter landscaping requirements; revising the waiver requirements; general amendments to the definitions section; revising two definitions; deleting the definition of Family; and several minor housekeeping amendments. The complete wording of each amendment is available in the Planning Department and on the City's website at www.dover.nh.gov.
- C.** Public Hearing to consider amendments to Chapter 149, entitled "Site Review Regulations" of the code of the City of Dover. Amendments include revising the Technical Review Committee procedure; require 3 sets of abutter labels; reduce application deadline to 15 days; adding a blasting section; amending all fees to refer to the adopted fee schedule; set standards for a landscape plan; establish standards for traffic studies; revise the parking regulation standards and add bicycle rack requirements; amend parking lot design standards; allow storm water treatment in landscape areas; revising the waiver requirements; general amendments to the definitions section; adding a definition of gross leasable area; and several minor housekeeping amendments. The complete wording of each amendment is available in the Planning Department and on the City's website at www.dover.nh.gov.
- D.** Public Hearing and possible vote regarding proposed Road Impact Fees. NH RSA 674:21-I authorizes impact fees to be collected to pay for the impacts to Capital Facilities caused by development. The details of the impact fees are outlined in a report prepared for the Planning Board, which is available for public inspection in the Planning Department and on the City's website at www.dover.nh.gov.
- E.** Consideration and acceptance of a Conditional Use Permit for South Side Fitness, LLC, (Owned by Double Diamond Holdings South, LLC), Assessor's Map 15, Lot 21, Zoned I-1 located at 275 Locust Street. ***(P10-11)**
- F.** Consideration and acceptance of a Minor Subdivision for First Church of Christ Scientists, Assessor's Map 30, Lot 120, Zoned RM-U & O, located at 604 Central Avenue. ***(P10-14)**



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- G.** Consideration and acceptance of a Change of Use for Center of Assessment (Owned by First Church of Church of Christ Scientists), Assessor's Map 30, Lot 120, Zoned RM-U, located at 31 Mount Vernon Street. ***(P10-07)**
- H.** Consideration and acceptance of a Conditional Use Permit for Center of Assessment, (Owned by First Church of Church of Christ Scientists), Assessor's Map 30, Lot 120, Zoned RM-U, located at 31 Mount Vernon Street. ***(P10-13)**

4. STAFF COMMENTS

5. COMMITTEE REPORTS

6. ADJOURNMENT

* Indicates that if the application is accepted for discussion, the public hearing will be held the same evening, at which time any interested party may offer comment to the Planning Board.

Persons with questions or wishing to see the plans are invited to visit the Planning Office, weekdays from 8:00 am to 4:00 pm. You may also view materials at www.dover.nh.gov, a map showing project locations can be found at www.dover.nh.gov/planhome.html.



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DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers
Meeting Date: Tuesday, January 26, 2010
Meeting Time: 7:00 pm

MEMBERS PRESENT: Ronald Cole (Chair), Frank Torr (Vice Chair), Donald Andolina, Marcia Gasses, Linda Merullo, Perry Plummer, Doug Steele, Dean Trefethen, and Lee Skinner (Alternate).

MEMBERS ABSENT: John Swartzendruber

Staff Present: Steve Bird (City Planner) and Michelle Beauchamp (Recording Secretary).

OTHERS PRESENT: Attorney Malcolm McNeil, John O’Neill, Chad Kageliery, Robert Stowell, Kenneth Moore, Jon Berry, Paul Connelly and Kevin Collins.

The Chair called the meeting to order at 7PM. As an Alternate, Lee Skinner stood in for John Swartzendruber.

1. ELECTION OF OFFICERS

F. Torr nominated R.Cole for Planning Board Chair.
D.Andolina nominated F.Torr for Planning Board Vice Chair.

The Board voted by secret ballot. The Secretary tallied the votes and the results were announced by R.Cole. R.Cole noted that he would remain the Chair and F.Torr would remain as Vice Chair.

2. APPROVAL OF MINUTES

- December 15, 2009

F.Torr made the motion to approve the December 15, 2009 minutes. P.Plummer seconded. **Vote:** Unanimous

- January 12, 2010

L.Merullo made the motion to approve the January 12, 2010 Minutes. D.Trefethen seconded. **Vote:** Unanimous

3. OLD BUSINESS

- A.** Consideration and possible vote on an amendment to the conditions of approval from the Planning Board meeting of March 13, 2007 for a site review of land for The Village at Thornwood Commons and as amended on September 22, 2009, Assessor’s Map M, Lot 4, zoned ETP located on Middle Road. (P06-55).

S.Bird noted that the Board members should have a letter from John O’Neill to Chris Parker dated December 30, 2009 and the approval letter dated September 28, 2009 in their packets as background information.



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Attorney McNeil, representing the applicant, stated that the applicant is asking for an increase in the amount of permissible Certificates of Occupancies from 4 to 15 (11 more). Currently there are 10 foundations in the process. He added that every component from City that has reviewed this request and is in favor. He stated that there is no environmental hazard or environmental danger from what is being requested. He noted that everything that is being requested is consistent with the State permits, which have been very slowly processed.

Attorney McNeil stated that the Village at Thornwood Commons was approved in 2007 as a mixed use, which has residential property and a commercial component. He noted that 48 residential units were permitted, however only 31 units were permitted to be built out until there was at least 25% development of the commercial use. He added that to date, 4 Certificate of Occupancies have been issued. He stated that this is one of the very few projects in the Seacoast, where units are selling and people are being employed.

Attorney McNeil stated that the 2007 Planning Board approval required that any required dam site repairs must be completed prior to the issuance of a Certificate of Occupancy. He stated that previously there were over 300,000 square feet of greenhouse impermeable surface and a history of herbicide use. The Department of Environmental Services (DES) required extensive treatment to the pond which involved encapsulation and removal of 4 million gallons of water. In late fall of last year, the Planning Board granted 4 Certificate of Occupancies.

Attorney McNeil noted that after the pond was completed in October of this year, the applicant proceeded to purchase the dam equipment and at the end of the year weather conditions were such that they were unable to finish the dam work. The applicant was told by the engineers that the work cannot be completed until May or July when the weather conditions are appropriate.

Attorney McNeil stated that the applicant would not be asking for relief if anyone from the City or the State took issue with this project. All the improvements to the ponds have been approved by DES. Planning and Engineering are in concurrence with this. The City has asked for a gradual approach and John O'Neil has agreed to keep it to 15, four of which have already been granted.

P.Plummer concurs with the statement that the Fire Department had no concerns and supported this request. He questioned how many buildings were ready for occupancy. J.O'Neil stated 4 and another 6 by June.

P.Plummer asked what assurance the City has that the work will be completed. J.O'Neil stated that the materials are sitting there and ready to go and there is no reason not to move forward. Attorney McNeil stated that they want to building more than 15 houses. The Chair stated that the concern is that the applicant would be back in July for another extension or amendment. C.Kageliery clarified that the whole pond is two phases: empty the pond and test the sediments; wait for it to dry and cover it with a grass mat. We could not start the dam until that was done. We had a huge rain event in December which caused the soil to saturate and we ran out of time and spent twice what we anticipated to complete this project.



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Attorney McNeil noted that there are a total of 48 Certificate of Occupancies for the project: 31 for Phase I and 17 in Phase II. P.Plummer noted that the builder didn't come in and just sit on this; they are before us because they are selling homes.

C.Kageliery stated that they need the soils to dry out and the temperature has to be high enough for the soils to dry. In early Spring or late Summer, the engineers will do sampling and compaction tests to determine when the soils are suitable. He added that the local civil engineers, dam engineer and Dam Bureau will monitor the steps.

S.Bird noted that the Planning Department supports the request given the economic situation. The development has taken all the steps to complete the project and he felt that the 15 total Certificate of Occupancies are appropriate in this instance.

F.Torr made the motion to grant 15 total Certificate of Occupancies. D.Andolina seconded F.Torr noted that the economic aspect of this considering the climate we are in right now and if someone is able to have employment occur and be productive, then more power to them. **Vote:** Unanimous

B. Discussion on Proposed Site Review and Subdivision Regulation Amendments.

S.Bird noted that the packets include the changes the Board discussed at the last meeting. He stated that under the Site Regulations, there were only two changes:

Amendment #6: Regarding blasting – The Board discussed changing 1,000 feet to 500 feet and added that it can be increased upon recommendation of the Fire Chief if circumstances warranted.

Amendment #10 has been removed – Regarding private driveway construction standards. He added that there was a lengthy discussion at the meeting and the Board has received an email from the City Engineer giving background on his perspective. This amendment would need more work and will be brought forward in near future.

P.Plummer noted that the blasting ordinance is being worked on by the City Attorney and it will be brought to the Planning Board for recommendation.

S.Bird noted that under the Subdivision Regulations there was one change.

Amendment #8 - Table – The Board changed from yards to distance and added feet to the measurements.

D.Trefethen contended that the Board makes construction standards the same for private and public roads. He added that he would be okay with the different width, but the base of the road should be exactly the same for future homeowners. The Chair and P.Plummer agreed. It was noted that there should be clear definitions between driveway and private roads. S.Bird noted that Chapter 92 deals with driveway regulations and is under the control of Community Services. He added that in the Site Plan Regulations it talks about roads that service private subdivisions or a multi family complex. The Chair noted that the Board needs to have something of substance put in place.



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L.Skinner questioned why there were separate specifications for private roads. P.Plummer noted that they are looking to find where it came from. S.Bird noted that it is possible that the developers pushed to have lower standards to cut back on construction costs. He added that the Board can look at varying widths.

P.Plummer made the motion to advertise these items as submitted to be on the February 23, 2010 agenda for public hearing. M.Gasses seconded. **Vote:** Unanimous.

4. NEW BUSINESS

- A. Consideration and acceptance of lot line adjustments of land for Daniel & Jacqueline Ayer, (Owned by Jacqueline & Daniel W Ayer Revocable Trust), Assessor's Map N, Lot 18, Lot 18-4 & Lot 18-5, zoned R-40, located off McKone Lane *(P10-01)

K.Moore, representative for the Ayers, noted that the subdivision came in a year ago for a 3 lot subdivision. We are now back before the Board to change the size of the lots. M.Gasses questioned the changes in the lots. S.Bird noted that Note #3 on the plan lists the existing size and proposed size of each lot. M.Gasses questioned how changing the size of the lots would affect the current use status. S.Bird noted that the land was in current use, and when the subdivision was approved a year ago, Mr. Ayer went to the Assessor who noted that there were accessory structures on the new lots. This plan now consolidates all structures on one lot and will maintain the current use status.

D.Trefethen made the motion to accept. L.Merullo seconded. **Vote:** Unanimous.

The Chair opened the public hearing. No comment was made. The Chair closed the public hearing.

S.Bird noted that the Planning Department recommends approval of the lot line adjustment plat with the following conditions:

Conditions to Be Met Prior to Signing of Plats:

1. Add the owners' signature to the plat.
2. Provide the Planning Department with a digital version of the plat.
3. The applicant shall add the surveyor's stamp and signature to the plat.
4. The applicant shall revise the plat by adding the Planning Board file number in the title block.
5. The applicant shall revise the plat by correcting the front, rear and abut a street setback requirement in note #5 and on the plan.
6. The applicant shall revise the plat by correcting the spelling of the word "registry" in the legend.
7. The applicant shall revise the plat by correcting the spelling of the word "Cochecho" in the location plan.

D.Andolina made the motion to approve with staff recommendations. L.Merullo seconded. **Vote:** Unanimous.



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- B. Consideration and acceptance of a conditional use permit for Bridget Finnegan, Assessor's Map F, Lot 13A, zoned R-40, located at 62 French Cross Road * (P10-03)

J.Berry, representing Ms. Finnegan, noted that the existing house was built in 1954 and both house and lot pre-date regulations by the State. He noted that this property would need more than just a replacement septic system. He stated that Marc Jacobs, Wetland Scientist, flagged the wetlands and we found that we were not going to meet the 75 feet setback for the replacement system which is in the City Ordinance. We have balanced the new leach field in between the wetlands. As an alternative, we had the wetland scientist look on the other side of French Cross Road, but would not meet the 50 foot State setback requirement to poorly drained wetlands.

J.Berry noted that the applicant is asking for a conditional use permit to put a system and components within 50 feet of the wetland. We are improving the setback to the wetland by putting the system where we can. We have tried to balance it between the wetlands so that any impact will be spread out across the property. The applicant will need waivers from State of NH as well, which they typically grant waivers for improving the situation from what is already there. We had to go to a pump system/raised system. We will be requesting waivers for the side slopes on the leach bed. He added that the field will be raised 1 ½ feet above the ground. He stated that this is an environmental septic with 6 tubes which are 25 feet long. He added that this is designed for a 2 bedroom house, 300 gallons with a perc rate of 16 minutes per inch. He stated that it will need 3 vents in a pump situation.

J.Berry noted that he has not submitted the waiver to the State of NH, until he received Planning Board conditional use permit, which then gets sent to the City Engineering Department and then to the State. M.Gasses noted that the Conservation Commission unanimous endorsed this application because they did not see any other alternative under the circumstances.

P.Plummer made the motion to accept the application. D.Steele seconded. **Vote:** Unanimous

The Chair opened the public hearing. No comment was made. The Chair closed the public hearing.

The Planning Department recommends approval of the Conditional Use Permit with the following conditions:

1. The applicant shall obtain a NH Department of Environmental Services Septic System Design Permit and provide a copy of the permit to the Planning Department.

F.Torr made the motion to approve subject to the condition recommended by the Planning Department. D.Andolina seconded. **Vote:** Unanimous.

P.Plummer stepped down from the Board.



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- C. Consideration and acceptance of a conditional use permit for St. Thomas Aquinas (STA) High School (Owned by NH Catholic Charities), Assessor's Map L, Lot 15A, zoned R-20, located on 197 Dover Point Road. *(P10-05)

P.Connelly, representing STA, stated that the application is for work proposed to occur within a 50 foot buffer to jurisdictional wetlands. He stated that the baseball field has been there since 2000 or 2001. When the fields were constructed, there was room to have batting practice, pitcher practice, form hitting as well as football practice in the fall. In 2007 & 2008 we sought a site plan approval for our master plan phase I of IV. Phase I included impervious surfaces for parking, upslope for the parking area, relocation of an older detention basin, stormwater and a newer detention basin in the practice area.

P.Connelly noted that it had been suggested that they consider constructing a small half cage (14x35), a full batting cage (14x 70), and an area for form hitting. Pitching practice will still have to occur in foul territory adjacent to the third and first base. The batting cage areas are constructed with 10 wood utility poles about 16 feet high. The poles have cables and pulleys attached for the nets, which go up in Spring and in Fall are taken down. The surfaces of the cage area are artificial turf and do not require fertilizers, which will not effect down stream estuaries.

P.Connelly stated that they met with the Conservation Commission for recommendation and were conditionally granted approval. The condition required a program that would implement organic fertilizer for the site. He stated that he agreed to the condition until he received what the impact would be from Tom Rowell who is in the agricultural fertilizer business. He noted that the impact in material volume would be 3 – 6 times of material for each application. They would need to traverse 3-6 times over field to discharge the larger amount of material. It was relayed to him that poultry fertilizer has an odor which would require that we keep students off the field for a number of day until it gets into earth and dissipates. The cost impact would be 2 – 5 times what we are currently paying. We considered a liquid application, but there were the same cost aspects and the application needed to be applied on a 2-3 week cycle.

P.Connelly noted that we apply fertilizer 3 times a year: spring, summer and fall. We recommend that we implement, adopt and execute the program for the summer application and will not have an impact on students. He added that our fields are multi use fields for practice and game purposes by three sports going on in each season. We are seeking approval this evening because the only time of year we can implement improvement is the month of February since the ground is frozen.

M.Gasses noted that she was a Conservation Commission member and she was concerned about the runoff from STA which goes into a culvert and directly into the Bellamy River. She stated that this is highly impacted by fertilizer. She added that Dean Peschel, Environmental Programs Manager, is not aware of this change and we would want his opinion.

D.Steele noted that he doesn't want to hold up the project and would rather have them come up with an agreed upon fertilizer program that Dean Peschel and the applicant come up with. F.Torr agreed since the ground is frozen and make it subject to further consideration of the fertilizer program. The Chair suggested that Mr. Peschel get together with someone from the school and if he does not find it satisfactory, then it would be a condition that we would need to revisit. L.Skinner noted that if STA didn't put in batting cages, they could continue doing what they are doing; this is an opportunity to



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improve the situation. We can provide approvals and still maintain caveat for further consideration that this needs to be worked out with the City. P.Connelly stated that he would recommend an amendment to the staff recommendation #3: Add subject to the approval of the Environmental Project Manager.

F.Torr made the motion to accept the application. L.Merullo seconded. **Vote:** Unanimous

The Chair opened the public hearing. No comment was made. The Chair closed the public hearing.

S.Bird noted that the Planning Department recommends approval of the Conditional Use Permit with the following conditions:

1. The applicant shall add the engineer's stamp and signature to the plan.
2. The applicant shall add the plan number in the title block.
3. The applicant shall develop and implement an organic fertilizer program for the site with the understanding that the applicant will work with the Dean Peschel for a suitable fertilizer program on the site. As well as attend the next Conservation Commission meeting in February for approval of the plan.

Don Andolina made the motion to approve with staff recommendations. Dean Trefethen seconded. **Vote:** Unanimous.

P.Plummer joined the Board.

- D.** Consideration and acceptance of a subdivision of land for 74 Industrial Park LLC, Assessor's Map G, Lot 3A, zoned I-2, located at 74 Industrial Park Road & Littleworth Road.*(P10-06)

R.Stowell, representing 74 Industrial Park LLC, noted that this is a minor subdivision on Industrial Park Road. The land consists of 16 acres and the applicant would like to subdivide off the building from the land. He noted that this would free up an industrial lot for the area.

P.Plummer made the motion to accept the application. D.Steele seconded. **Vote Unanimous.**

The Chair opened the public hearing. No comment was made. The Chair closed the public hearing.

S.Bird noted that the Planning Department recommends approval of the subdivision plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. Add the owners' signature to the plat.
2. Provide the Planning Department with a digital version of the plat.
3. The applicant shall add the surveyor's stamp and signature to the plat.

D.Trefethen made the motion to approve with Planning Staff recommendations. D.Andolina seconded. **Vote:** Unanimous.



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- E. Public Hearing on the availability of NH Coastal Program Grant funds to be used for an engineering feasibility study for the relocation of the Cochecho River Pedestrian Bridge.

The Chair removed the item from the agenda from consideration.

5. STAFF COMMENTS

S.Bird noted that at the February 9, 2010 workshop, Bruce Mayberry will be there to provide a presentation on road impact fees. He added that the zoning amendments from the last meeting will also be discussed at the workshop.

6. COMMITTEE REPORTS

F.Torr noted that he would like to strike the following meetings from the 2010 Planning Board calendar: 11/23/10 and 12/28/10. It was noted that these meeting dates will be one week before.

7. ADJOURNMENT

M.Gasses made the motion to adjourn at 8:45PM. P.Plummer seconded. **Vote:** Unanimous



CITY OF DOVER

PLANNING BOARD WORKSHOP - MINUTES

Meeting Type: Workshop
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, February 9, 2010**
Meeting Time: **7:00 PM**

MEMBERS PRESENT: Ronald Cole (Chair), Frank Torr (Vice Chair), Marcia Gasses, Doug Steele, Dean Trefethen, Donald Andolina, John Swartzendruber, Linda Merullo and Lee Skinner (Alternate).

MEMBERS NOT PRESENT: Perry Plummer.

STAFF PRESENT: Christopher Parker (Planning Director), Steve Bird (City Planner) and Michelle Beauchamp (Planning Secretary).

OTHERS PRESENT: Bruce Mayberry.

The Chair called the meeting to order at 7:02PM.

C.Parker noted that the Board has been working on impact fees since 2003. B.Mayberry was hired to rework and check the School Impact Fee for consistency and update it. In addition, he did a Recreation and Public Safety Impact Fee. He noted that the last impact fee is the Road Impact Fee, which has been done primarily by B.Mayberry working with the Engineering Office and Community Service Department. B.Mayberry is here to give an overview of road impact fee. C.Parker noted that the impact fees do not go before the City Council; it is a Planning Board only decision.

1. PRESENTATION: Bruce Mayberry will present the Road Impact Fee Methodology.

B.Mayberry of BCM Planning LLC stated that the impact fees are assessed only to new development to offset their share of impact on capital cost. This is a long term goal to recover capital costs from new developments as they occur. He noted that first you establish a capital basis for the fees, which is consistent with what the City is actually investing. We try to define what infrastructures are included as a capital basis for the fee, which may involve estimated replacement costs. The second part is a proportional cost allocation for what is needed for the new development portion of its share of the capital investment that is required to service a given population or number of square feet for the future of the City. We usually take an average cost based on estimated demand on the system and apply the same standard to new development as used when estimating the existing development. We adjust the cost for particular uses based on a generation rate for schools, pupils per unit by type of housing unit. After we establish a proportionate distribution of capital costs, we come up with a fee schedule that is standardized by the type of use.

B.Mayberry noted that we make the assumption that all new vehicular traffic would generate some impact on City roads. We are concerned about the roads that most everybody uses and focus on the central road network of the City. In the Dover Pavement Management System, these are defined as collectors and high volume roads. These would be the common circulation for most traffic. He noted that the capital basis for the road fee would be based on the City Pavement Management System, which was designed to maintain the integrity of pavement over a long period of time based on their needs. This system constantly looks at what is needed and allocates appropriate costs to those roads. He added that looking at the road inventory, about 50% of the road surface area that is paved is in the central network. The proportionate cost allocation is only trying to recover funds for traffic impact on that part of the road system. Currently the estimated cost of the Pavement Management System is 1.8 million dollars per year to adequately maintain the integrity. The fee assignment is based on that annual cost and then looking out into the future projection year of 2030. He added that the base year is 2007. The impact formula is based on trip generation, households, housing unit, population and employment by sector. The estimated cost can be attributed to new vehicle trips. The impact



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fee is then stated as a certain cost per vehicle trip and each individual development trip rate is then used to assess the impact fee for that individual use. He stated that this was a fairly straight forward system and when compared to other cities, the magnitude is about the same. He added that road impact fees nationwide are roughly 3-4 times what we are talking about in the fee schedule we have here.

D.Andolina questioned how B.Mayberry arrived at the 1.8 million dollars for maintenance. B.Mayberry noted that the figure came from the Pavement Management System recommendations. He believes the 1.8 million came about from Public Works determining this as the goal level to adequate maintain quality and prevent deterioration of the wear surface. B.Mayberry noted that when we did the capital cost allocation, we found that 1/2 of the pavement surface is in these major roads. We used 1/2 of the amount over a period to 2030 and then determined how much of that is attributable to new development, which is 18%. He added that 18% is the amount recoverable from the impact fee itself.

L.Skinner felt that the 1.8 million over the next 20 years ignores inflation entirely. He added that while we are projecting more residents and more traffic we are not expecting the traffic to do anything to the roads. If you add 10% more people, he would think that the 1.8 million would be accelerated as well as inflation.

B.Mayberry noted that the concept of the impact fee is to start with a base number and then allow that fee to increase on an annual basis. If we update it from the amount that the City is actually spending and it turns out to be then less or more, or if it is indexed to the cost index, the dollar amount could increase over time or you could leave it the same. That would help account for inflation. The nature of the Pavement Management System looks over a period of time and it looks at roads and how the pavement condition changes over time. It recognizes what is happening in the City in terms of how rapidly the surfaces is wearing and what needs to be done to correct it. If the Management System is kept up, then it tends to self correct and keep road integrity in tact.

C.Parker asked the Board if they were ready to put this on the agenda for the 23rd for a public hearing and a possible vote of adopting the impact fee. L.Merullo noted that she did not want to deter new development and she was concerned if there was going to be a schedule to not surprise the developers with these impact fees. C.Parker stated that when a project comes in for Technical Review, we give them an idea of what the impact fees, as well as their water and sewer fee. He added that the point of the impact fee is to lessen the impact on the community. He noted that the community wanted the developers to pay their fair share. There was a general discussion regarding off site impact fees. C.Parker noted that some developments require an impact statement to be done by a qualified traffic engineer. He added that if a developer proposes a capital asset such as a park, then the Board can waive the impact fee for recreation. If they build a school, then the Board could waive the school impact fee. He added that the City Council would need to accept a capital asset.

The Chair noted that 10 years ago we were the cheapest State on the Seacoast when it came to impact fees and now we have brought our level up to where it should be. Take it in kind. D.Trefethen asked if Parker could put together a table of the various impact fees from surrounding communities.

2. DISCUSSION RE: Prioritization of suggested Land Use Regulation changes.

C.Parker noted that on January 12, 2010 the Board reviewed the list of suggested changes from other Land Use Board and removed items that they did not find advantageous at this time. He presented a revised list:



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Meeting Time: **7:00 PM**

Amendment #2 was to remove the word morals from the purpose statement. Amendment #4 would amend the abutter definition. He noted that currently the State law does not require notification to individual condominium owners, a notice is sent to listed officers or the association in control of the condominium. He noted that the Board could notify individual owners of the units but there could be 30-100 additional abutter notices charged to the applicant. He noted that for the purposes of notification, abutter/owner information would come from the Tax Assessment office.

He proposed a definition for Conservation Lot – to mean a lot created solely for the purpose of land conservation. The conservation lot must contain no less than 50% developable uplands, but will have no development rights. The conservation lot may be owned by a private nonprofit organization or entity, which has as its purpose the preservation of open space, or dedicated to a public entity. Conservation lots must meet the minimum required lot size and setbacks. Conservation lots do not need to meet the minimum frontage requirements. Conservation lots must be created following the regulations outlined in Chapter 155 - Subdivision of Land.

C.Parker noted a change for election signs: Election signs shall not be affixed in any manor to any public property, nor to utility poles and fixtures, nor painted, pasted or affixed in any manner that prohibits quick and complete removal. In addition, election signs are permitted within the public right of way, but not closer than the edge of pavement and with written permission from the abutting property owner. Board members expressed concern regarding a direct abutter, the definition of public property, and written permission. After a general discussion, he noted that he would review the State RSA for compliance.

M.Gasses was opposed to notifying individual owner within an association. She noted that this would be a significant cost to the applicant to notify each individual. She stated that the association is a mechanism that is in place. D.Trefethen noted that most of the associations are not functioning properly and do not notify the individual owners. D.Trefethen noted that a single family home is notified, but a condo owner is treated like a second class citizen. M.Gasses noted that it is up to them to make sure their association is functioning correctly. She added that an individual land owner should not be held accountable for making sure the condo association is functioning properly. D.Trefethen noted that the association is not there to protect individual property rights. The Chair noted that the Board should consult the City Attorney. L.Skinner notification mailed out to officers of certified mail. C.Parker noted that he spoke with Attorney Krans who stated that we could be stricter then the State.

M.Gasses noted that if the condos were individual lots, then it would be different. L.Skinner felt that it would become incredibly prohibitive to individuals. C.Parker noted that for the next meeting he will find out from the tax assessor how many condominiums are in the community. D.Trefethen asked if it was possible to determine which condominium units overlooked/abutted the proposed site. C.Parker stated that he would look into that. D.Steele noted that he agreed with D.Trefethen's suggestion. It was suggested that a public notice could be posted in their common area or centralized mailbox system area.

The Chair noted that he would like to speak with the City Attorney regarding the condo document which could include language that to notify the individual condo owners of these notifications. D.Trefethen suggested that the official certified notification be mailed to the association and send notification to the individual owners by regular mail.



CITY OF DOVER

PLANNING BOARD WORKSHOP - MINUTES

Meeting Type: Workshop
Meeting Location: Council Chambers - 288 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, February 9, 2010**
Meeting Time: **7:00 PM**

C.Parker noted that the following change is being proposed to election signs: No sign in any district shall be larger than four (4) feet by four (4) feet or a total square footage of sixteen (16) square feet. He noted that there used to be an exception for the Central Business District. L.Skinner suggested removing the 4x4 language and just limiting the size to 16 square feet.

C.Parker noted that it had been suggested to remove drive in movie theaters from the R-40 District. He added that it could be added to the B-4 District. He suggested that the word drive-in theater be changed to just theater, which would allow both drive in and enclosed. The Board opted to leave it as it is.

C.Parker noted that he would like to add Conservation Lot to permitted uses under R-40. M.Gasses noted that not all conservation lots are in the R-40. It was suggested that it be included in all single family residential districts.

C.Parker noted that he would like to remove Gravel Pit from permitted uses under R-40 and place it in the I-4 District.

3. Discussion Re: Meeting Schedule

C.Parker noted that on February 23, 2010 he would like to meet at 6:30 for a workshop.

C.Parker stated that he enjoyed the public information session on zoning. He would like to start a monthly Brown Bag Planning breakfast on March 9th over at Green Bean at McConnell Center at 7:AM. He would like to invite people to come and talk about planning issues. C.Parker noted that he will send out a press release, twitter, facebook and blog.

The Chair closed the workshop at 8:10 PM.



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P10-11

Application Type: Conditional Use Permit
Applicant: South Side Fitness, LLC
Owner: Double Diamond Holdings South, LLC
Location: 275 Locust Street (Assessor's Map 15, Lot 21)

INTENT: To obtain a Conditional Use Permit to allow a commercial recreation use in the Restricted Industrial (I-1) District.

LOTS/UNITS PROPOSED: 0

AGENDA ITEM #: 3-E

ACREAGE:

N/A

ZONING DISTRICT:

Restricted Industrial (I-1) District

EXISTING LAND USE:

Industrial building and office uses

PROPOSED LAND USE:

Health and fitness facility to occupy 5,400 square feet

SURROUNDING LAND USE:

Industrial, commercial, and residential uses

ZONING HISTORY:

Zoned I-1 in 1979

ZBA ACTION:

None

ATTACHMENTS:

Conditional Use Permit application

PERMITS REQUIRED:

Conditional Use Permit

WAIVERS REQUESTED: None

The applicant is asking to locate a health and fitness facility in 5,400 square feet of the existing building, formally known as the Moore Business Forms building. Chapter 170-19, Flexible Uses in the I-1 District, allows certain non-residential uses in the district if the Planning Board grants a Conditional Use Permit.

The Planning Board must determine that the proposed use complies with the statement of purpose of the ordinance and meets all of the provisions of the district. The purpose and intent of the ordinance is as follows:

"The purpose of this section is to allow property owners to redevelop their industrial property in a more flexible and context sensitive method. Additionally, these non-residential nodes are located in areas that could accept commercial uses that are on a neighborhood scale and the property could offer surrounding residents opportunities that do not exist today.

The district includes options which enable and encourage greater flexibility in the design of residential housing with commercial projects that adaptively reuse the industrial property in a more context sensitive mode. The district encourages mixed residential and commercial uses are intended to be complementary of one another and to create a sense of community between the mixed uses."

The proposed use is compatible with the other uses in the building and in the neighborhood. The health and fitness facility could be used by employees from other businesses in the building and by people that live in the neighborhood. There is more than adequate parking available for the use.

The Planning Department recommends approval of the Conditional Use Permit.

Amount Paid <u>\$815,30</u>	Date Received <u>FEB 03 2010</u>
Account # <u>P10-11</u>	Time Received <u>RECEIVED</u>

**CONDITIONAL USE APPLICATION
CITY OF DOVER PLANNING BOARD**

GENERAL INFORMATION

Date: 2-2-2010 Telephone #: 603-749-2800

Name of Applicant: Southside Fitness, LLC

Address of Applicant: 275 Locust Street, Dover NH 03820

Signature of Applicant: [Signature]

Name of Property Owner: Double Diamond Holdings South, LLC

Address of Property Owner: 340 Central Avenue, Suite 202, Dover NH 03820

Signature of Property Owner: [Signature]

Address of Property Being Developed: 275 Locust Street, Dover NH 03820

Assessor's Map #: 15 Lot #: 21

Zoning District: I.1

2. APPLICANT'S PROPOSED ACTIONS (check where applicable)

Activity in Dover Conservation District – Describe activity _____

Impact to Dover Wetlands – Describe impact _____

Other

3. THE FOLLOWING PERMITS HAVE BEEN OBTAINED AND ARE ATTACHED

- Army Corps of Engineers
- New Hampshire Wetlands Board
- Other

February 3, 2010

Dover Planning Board
288 Central Avenue
Dover NH, 03820

Dear members of the board,

As the managing member of Double Diamond Holdings South, LLC it is my intent to have Southside Fitness, LLC, a small Health and Fitness facility to occupy 275 Locust Street or formally known as the Moore Business Forms building.

In accordance with the new zoning change, we feel that this use is consistent with the Flexible Use Ordinance of the I-1 zone (170-19B.3.B Conditional use) of the updated zoning code which is written; **Commercial Recreation, including but not limited to health clubs, fitness center and recreation facilities, limited to no more that three (3) coin operated amusement devices.**

We feel this site is an appropriate location for Southside Fitness as we have adequate parking to fulfill the code requirements of 1 space per 300sf. The tenant will be occupying 5400sf that would require 18 parking spot. Customers of Southside fitness would have the option of parking across the street which has over 200 parking spots or the South parking lot that currently has 79 parking spots with expansion space for another 14 spots.

As a tenant Southside Fitness at this location will not impact the other uses in the building as the occupying space is isolated to the first floor with a separate entrance from the other tenants in the building. Additionally this use will provide a service currently not available in this part of Dover and our current tenants have expressed enthusiasm of the Health and Fitness Center occupancy.

Thank you for your consideration.

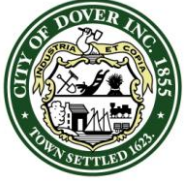
Sincerely,



Chad Kageleiry

**Conditional Use Permit
Abutters List for Lot 15-21
Double Diamond South Holdings, LLC**

Tax Map	Lot Number	Owner (s) of Record	Mailing Address
15	14	Wanda J. Jessee	100 Rutland Street, Dover NH, 03820
15	15	Stephen P. & Deborah H. Gitschier	106 Rutland Street, Dover NH, 03820
15	15-1	Herman A Gitschier Catherine Gitschier Kathleen Gitschier	108 Rutland Street, Dover NH, 03820
15	16	Wayne R. Cambell	112 Rutland Street, Dover NH, 03820
15	17	Marcia LyFord	116 Rutland Street, Dover NH, 03820
15	18	Benjamin C. Hazen	4 Forest Street, Dover NH, 03820
15	66	Profero Management & Holdings, LLC	232 Gulf Road, Dover NH 03820
15	19	Motiva Enterprises, LLC	Attn: Tax Department-Property PO Box 4369, Houston TX, 77210
15	67	Lee Ann Burns Revocable Trust Lee Ann Burns, Trustee	20 Governor Sawyer Lane, Dover NH 03820
15	69	Betty J. Noonkester	290 Locust Street, Dover NH, 03820
15	70	Paula & Scott Cannon	53 Cottonwood Drive, Dover NH 03820
15	71	Aranosian Oil Company, Inc.	557 North State Street, Concord NH, 03301
15	20	David L. Bruhm Sheryl Ann Bruhm	2 Raynes Farm Road, Madbury NH, 03823
15	35	Jeffrey M. Garstka	PO Box 154, Portsmouth NH, 03801
15	88	Sandra B. Ho	250 Locust Street, Dover NH, 03820
17	76E	Gordon Tibbetts	PO Box 95 Farmington NH, 03835
15	40A	Double Diamond Holdings North, LLC	340 Central Avenue, Suite 202 Dover NH, 03820
15	68	Double Diamond Holdings, LLC	340 Central Avenue, Suite 202 Dover NH, 03820
16	38	25 Charles Street, LLC C/O Dover Agway	25 Charles Street, Dover NH, 03820



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P10-14

Application Type: Minor Subdivision
Applicant(s): First Church of Christ Scientists
Owner(s): First Church of Christ Scientists
Location: 604 Central Avenue and 31 Mount Vernon Street (Assessor's Map 30, Lot 120)

INTENT: To subdivide the existing residential lot into two (2) residential lots.

The applicant has submitted a set of plans asking to subdivide an existing lot into two lots. Both lots would be serviced by municipal water and sewer.

LOTS/UNITS PROPOSED: One additional lot

The Planning Department recommends approval of the subdivision plan with the following conditions:

AGENDA ITEM #: 3-F

Conditions to Be Met Prior to Signing of Plans:

ACREAGE: 1.164 acres

1. Add the owners' signature to the plat.
2. Provide the Planning Department with a digital version of the plat.
3. The applicant shall add the surveyor's stamp and signature to the plat.
4. The applicant shall revise the plat by adding the Planning Board file number in the title block.

ZONING DISTRICT:
RM-U/Office

EXISTING LAND USE:
Church

PROPOSED LAND USE:
Office use

SURROUNDING LAND USE:
Commercial, office and Single family houses

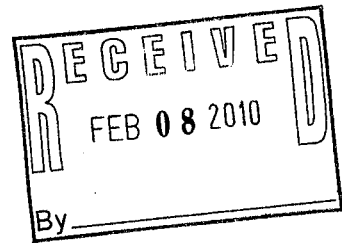
ZONING HISTORY:
Zoned RM-U in 2009

ZBA ACTION:
Variance for office use approved by ZBA on 2/18/10

ATTACHMENTS:
Subdivision plan and application

PERMITS REQUIRED:
None

WAIVERS REQUESTED:
None



Account # <u>P10-14</u>	Date Received _____
Amount Pd. <u>278.48</u>	Time Received _____

CR 13433

**CITY OF DOVER
SUBDIVISION APPLICATION**

Applicant (s) Name First Church of Christ Scientists Phone 603-749-4505

Applicant (s) Address 604 Central Avenue, Dover, NH 03820

Signature of Applicant(s) Robert B Gerard BOARD CHAIR FIRST CHURCH OF CHRIST

SCIENTIST, DOVER

Land Owner's Name(s) (if different from applicant) Same

Land Owner's Address (es) _____

Signature of Land Owner Robert B Gerard

Area of entire tract 1.164 acres, 50,703 square feet

Area being subdivided 1.164 acres, 50,703 square feet

Proposed number of lots 1

Zoning District RM-U/O Assessor's Map 30 Lot Nos. 120

Special District(s) _____ Flood Hazard Zone _____ Conservation Zone _____ Other _____

Development Data

Construction of Homes:

1. Number of dwelling units N/A 2. Number of buildings N/A

Construction of Apartments:

1. Number of dwelling units N/A 2. Number of buildings N/A

Construction of non-residential units: Yes _____ No x, Explain _____

Site currently contains two(2) buildings. Upon subdivision, each lot will contain one (1) building.

Professional Certification

Preparer of Plat Tritech Engineering Corporation, 755 Central Avenue, Dover, NH 03820

Phone #: (603)742-8107 Profession Professional Engineer & Licensed Land Surveyor

Abutters List

Subdivision of Land

First Church of Christ Scientists

Tax Map 30, Lot 120

604 Central Avenue & Mount Vernon Street

Dover, New Hampshire

Job No. 09156

Page 1 of 2

Direct Abutters:

Map 27, Lot 148

Map 27, Lot 149

Holgate Limited Partnership

163 Central Avenue, Ste 1

Dover, NH 03820

Map 27, Lot 150

Patti Kemen Enterprises LLC &

John Kemen Sr. Properties LLC

500 Sixth Street

Dover, NH 03820

Map 30, Lot 99

Christopher A. Valley

Jacqueline M. Valley

28 Mount Vernon Street

Dover, NH 03820

Map 30, Lot 100

Gregory D. Pearlman

Natalia A. Dworjany

30 Mount Vernon Street

Dover, NH 03820

Map 30, Lot 101

Dennis B. McAtavey 2009 Revocable Trust

Dennis B. McAtavey, Trustee

34 Mount Vernon Street

Dover, NH 03820

Map 30, Lot 102

Mary Beth B. McPherson

Todd R. McPherson

36 Mount Vernon Street

Dover, NH 03820

Map 30, Lot 119B

Ernest Carrier Revocable Trust of 1998

Ernest Carrier, Trustee

50 FW Hartford Drive

Portsmouth, NH 03801

Map 30, Lot 121

Anthony DiLorenzo

41 Tidewater Farm Road

Greenland, NH 03840

Map 30, Lot 126

Robert S. Fuller

Sarah F. Fuller

PO Box 1749

Dover, NH 03821-1749

Map 30, Lot 127

U-Haul Real Estate Company

PO Box 29046

Phoenix, AZ 85038

Abutters List

Subdivision of Land

First Church of Christ Scientists

Tax Map 30, Lot 120

604 Central Avenue & Mount Vernon Street
Dover, New Hampshire

Job No. 09156

Page 2 of 2

Owner/Applicant:

First Church of Christ Scientists
604 Central Avenue
Dover, NH 03820

Agent:

Tritech Engineering Corporation
755 Central Avenue
Dover, NH 03820

\\09156_AbtrrList_Subd.doc



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P10-07

Application Type: Change of Use
Applicant: Center for Assessment
Owner: First Church of Christ Scientists
Location: 31 Mount Vernon Street (Assessor's Map 30, Lot 120)

INTENT: To change the use of an existing building from a church to an office use on Mount Vernon Street.

LOTS/UNITS PROPOSED: 0

AGENDA ITEM #: 3-G

ACREAGE:

0.762 acres

ZONING DISTRICT:

RM-U

EXISTING LAND USE:

Church sanctuary and meeting place

PROPOSED LAND USE:

Office use

SURROUNDING LAND USE:

Commercial, office and single family houses

ZONING HISTORY:

Zoned RM-U in 2009

ZBA ACTION:

Variance for office use approved by ZBA on 2/18/10

ATTACHMENTS:

Site plan and application
TRC Notes

PERMITS REQUIRED:

Conditional Use Permit requested for reduced parking spaces and shared parking

WAIVERS REQUESTED:

None

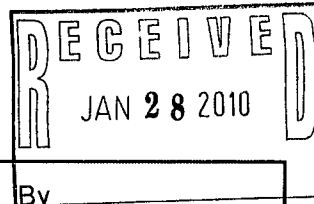
The applicant is asking to change the use of the existing building from a church sanctuary and meeting place to an office use of 6,300 square feet.

The applicant appeared before the Technical Review Committee on February 4, 2010 (TRC Notes enclosed). The applicant appeared before the Zoning Board of Adjustment on February 18, 2010 and received a variance for the office use.

The Planning Department recommends approval of the change of use, with the following recommendations:

Conditions to Be Met Prior to Signing of Plans:

1. Add the owners' signature to the plan.
2. Provide the Planning Department with a digital version of the plan.
3. The applicant shall add the engineer's stamp and signature to the plan.
4. The applicant shall correct the spelling of the word "avenue" in the title block on sheet T-2 of the plan.
5. The applicant shall revise notes #13 and 14 on sheet SP-1 to reflect the variance that was granted.
6. The applicant shall revise the plan to extend the fence as shown on a revised plan dated February 15, 2010.



Account # P10-07 Date Received _____
 Amount Pd. \$857.66 Time Received _____
CR# 5562

**CITY OF DOVER, NEW HAMPSHIRE
 SITE REVIEW APPLICATION**

This application is hereby made for site review pursuant to the procedures set forth in the City of Dover's Site Review Ordinance. If this application is approved, you must apply for a Building Permit within **four years** of the issuance of this approval.

1. GENERAL INFORMATION

Date: 01/27/10 Project Number: JN 09156 Telephone # 603.516.7950

Name of Applicant: Center for Assessment

Address of Applicant: PO Box 351, Dover, NH 03820

Name of Property Owner: First Church of Christ Scientists

Address of Property Owner: 604 Central Avenue, Dover, NH 03820

Address of Property Being Developed: 604 Central Avenue & Mount Vernon Street

Assessor's Map # 30 Lot # 120A (Proposed)

2. APPLICANT'S PROPOSED ACTIONS (check where applicable)

New Site Commercial/Industrial Use Addition
 Change of Use Multi-Family Residential Use Demolition

Describe Present Use: Church Sanctuary and meeting place

Describe Proposed Use: Office

Number of Employees in Maximum Shift: 12

If Residential, Specify Number of Units and Buildings Proposed: N/A

3. TYPE OF OPERATION PROPOSED AND MIX (check where applicable)

Office Use 6,300 sq. ft. Wholesale/Distribution _____ sq. ft.
 Professional Use _____ sq. ft. Fast Food _____ sq. ft.
 Retail Sales _____ sq. ft. Restaurant _____ sq. ft.
 Customary Home Occupation _____ sq. ft. Manufacturer _____ sq. ft.
 Motel/Hotel _____ sq. ft. Other (explain) _____ sq. ft.

Access (check where applicable): City Highway _____ County _____ State _____
Number of Parking Space: Existing 16 Proposed 19
City Water Yes No City Sewer Yes No

4. SITE DEVELOPMENT DATA

Zoning District RM-U Special Districts _____

Area of Parcel to be Developed 33,206 sq. ft.

Disposition of Parcel:

Building Area 3,373 sq. ft.
Green Area 17,997 sq. ft.
Paved Area 11,836 sq. ft.

Building Setbacks:

Front Yard 11 ft.
Rear Yard 117 ft.
Side Yard: Right 33 ft.
Left 45 ft.

5. BUILDING DATA

Type of Building to be Built: no new building proposed

Height of Building: Existing Finished Floor Elevation: Existing

Number of Seats (where applicable) N/A

Name of Professional (Licensed in N.H.) Robert J. Stowell Trittech Engineering Corp.

Check One Engineer Land Surveyor Architect

Address 755 Central Avenue, Dover, NH 03820

License Number 9903 Telephone Number: (603) 742-8107

Signature of Applicant _____

Abutters List

Site Plan Review & Conditional Use Permit

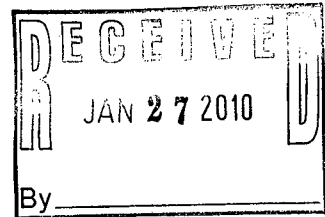
Center for Assessment

Tax Map 30, Lot 120A (Proposed)

604 Central Avenue & Mount Vernon Street
Dover, New Hampshire

Job No. 09156

Page 1 of 3



Abutters (200')

- | | |
|---|--|
| Map 27, Lot 1 | Paul Karoutas Living Revocable Trust
Apostolos Karoutas, Trustee
3 Kennedy Circle
Dover, NH 03820 |
| Map 27, Lot 146 | Jane L. Mellow, Laura Colby
Diane E. Hennessey
171 Hay Street
Newbury, MA 01751 |
| Map 27, Lot 147
Map 27, Lot 148
Map 27, Lot 149 | Holgate Limited Partnership
163 Central Avenue, Ste 1
Dover, NH 03820 |
| Map 27, Lot 150 | Patti Kemen Enterprises LLC &
John Kemen Sr. Properties LLC
500 Sixth Street
Dover, NH 03820 |
| Map 30, Lot 95 | James N. Smith
18 Mount Vernon Street
Dover, NH 03820 |
| Map 30, Lot 96 | Richard P. Bohan
Katherine K. Bohan
125 Perkins Street
Madbury, NH 03823 |
| Map 30, Lot 97 | Christopher T. Lai
1600 Beacon Street, Apt 1112
Brookline, MA 02446-2253 |
| Map 30, Lot 98 | Nathan A. Davies
Kimberly A. Davies
PO Box 136
West Nottingham, NH 03291 |
| Map 30, Lot 99 | Christopher A. Valley
Jacqueline M. Valley
28 Mount Vernon Street
Dover, NH 03820 |
| Map 30, Lot 100 | Gregory D. Pearlman
Natalia A. Dworjanyn
30 Mount Vernon Street
Dover, NH 03820 |

Abutters List

Site Plan Review & Conditional Use Permit

Center for Assessment

Tax Map 30, Lot 120A (Proposed)

604 Central Avenue & Mount Vernon Street
Dover, New Hampshire

Job No. 09156

Page 2 of 3

Abutters (200') Cont'd:

Map 30, Lot 101	Dennis B. McAtavey 2009 Revocable Trust Dennis B. McAtavey, Trustee 34 Mount Vernon Street Dover, NH 03820
Map 30, Lot 102	Mary Beth B. McPherson Todd R. McPherson 36 Mount Vernon Street Dover, NH 03820
Map 30, Lot 103	Jason B. Murray Jamie L. Murray 38 Mount Vernon Street Dover, NH 03820
Map 30, Lot 104	Mark S. Feltz PO Box 826 Portsmouth, NH 03801
Map 30, Lot 104A	Evelyn Savage Jeffrey W. Savage 42 Mount Vernon Street Dover, NH 03820
Map 30, Lot 105	Robert DiMambro Jr. 91 Oak Hill Road Barrington, NH 03825
Map 30, Lot 119B	Ernest Carrier Revocable Trust of 1998 Ernest Carrier, Trustee 50 FW Hartford Drive Portsmouth, NH 03801
Map 30, Lot 121	Anthony DiLorenzo 41 Tidewater Farm Road Greenland, NH 03840
Map 30, Lot 122	Constance D. Demetrapoulos c/o George Demetrapoulos & D. 27 Mount Vernon Street Dover, NH 03820
Map 30, Lot 123	Anthony G. Demetrecopoulos c/o George Demetrapoulos & D. 27 Mount Vernon Street Dover, NH 03820

Abutters List

Site Plan Review & Conditional Use Permit

Center for Assessment

Tax Map 30, Lot 120A (Proposed)

604 Central Avenue & Mount Vernon Street
Dover, New Hampshire

Job No. 09156

Page 3 of 3

Abutters (200') Cont'd:

Map 30, Lot 124 Panagiotis Karambatsos
3 East Concord Street
Dover, NH 03820

Map 30, Lot 125A Studio 590 LLC
590 Central Avenue
Dover, NH 03820

Map 30, Lot 125B Sharon G. Mourgenos
George Mourgenos
86 Mount Vernon Street
Dover, NH 03820

Map 30, Lot 126 Robert S. Fuller
Sarah F. Fuller
PO Box 1749
Dover, NH 03821-1749

Map 30, Lot 127 U-Haul Real Estate Company
PO Box 29046
Phoenix, AZ 85038

Map 30, Lot 128 James L. Jackson
2 Hough Street
Dover, NH 03820

Owner:

Map 30 Lot 120 First Church of Christ Scientists
604 Central Avenue
Dover, NH 03820

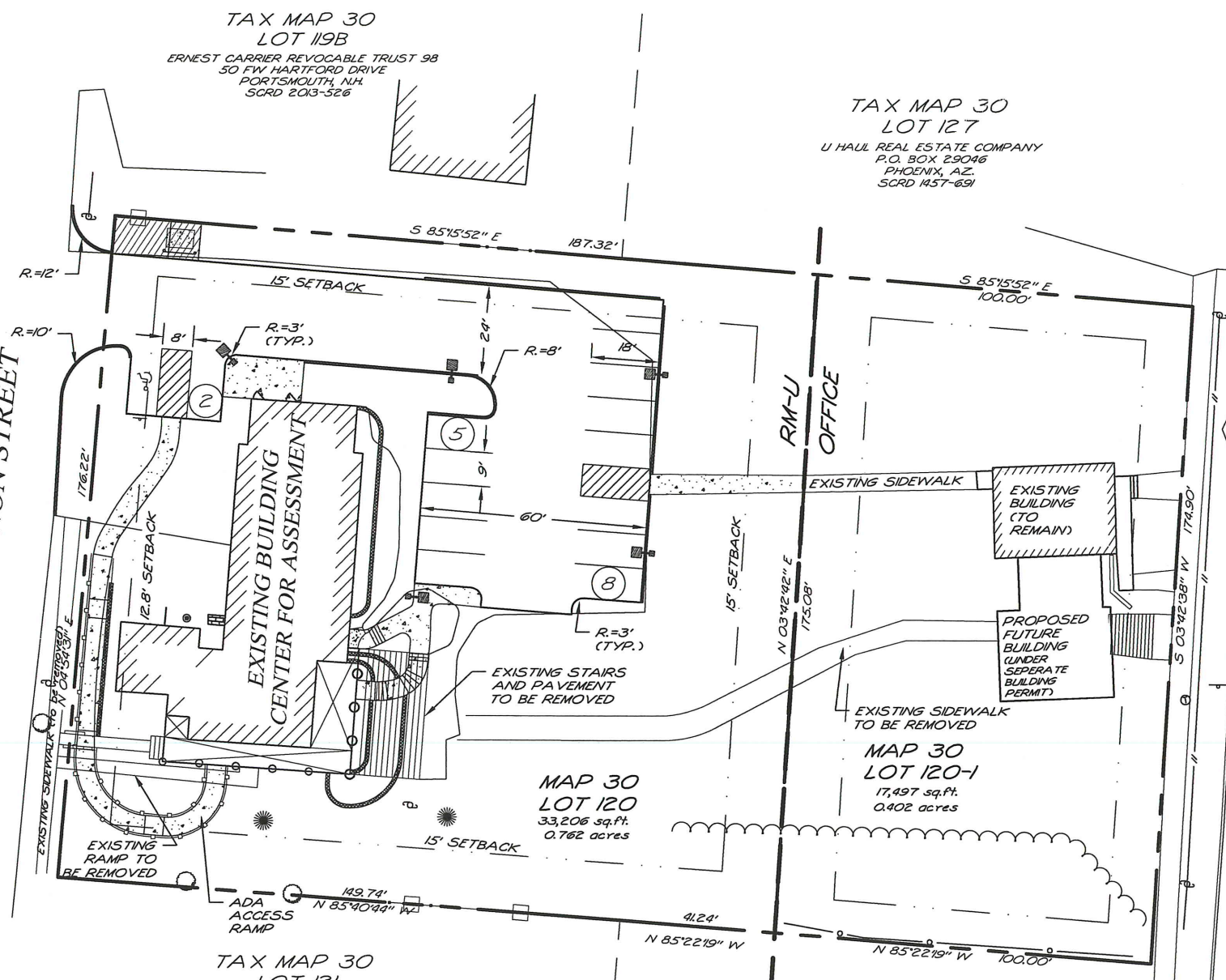
Applicant:

Center for Assessment
PO Box 351
Dover, NH 03820

Agent:

Tritech Engineering Corporation
755 Central Avenue
Dover, NH 03820

MOUNT VERNON STREET



TAX MAP 30
LOT 119B
ERNEST CARRIER REVOCABLE TRUST 98
50 FW HARTFORD DRIVE
PORTSMOUTH, NH.
SCRD 2013-526

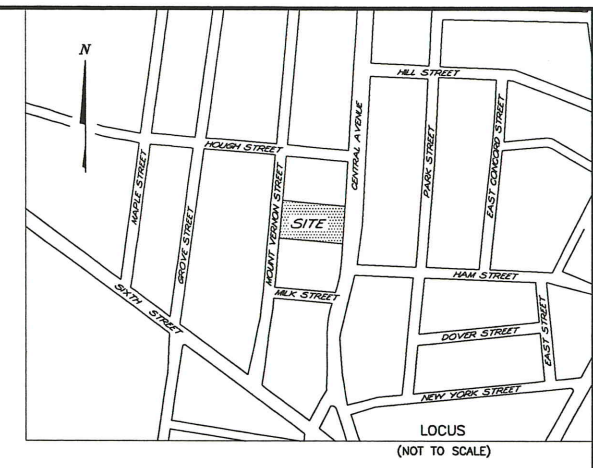
TAX MAP 30
LOT 127
U HAUL REAL ESTATE COMPANY
P.O. BOX 29096
PHOENIX, AZ.
SCRD 1457-691

TAX MAP 30
LOT 121
ANTHONY DILORENZO
41 TIDEWATER FARM
GREENLAND, NH.
SCRD 1273-194

TAX MAP 30
LOT 126
ROBERT & SARAH FULLER
P.O. BOX 1749
DOVER, NH.
SCRD 3576-28

MAP 30
LOT 120
33,206 sq. ft.
0.762 acres

MAP 30
LOT 120-1
17,497 sq. ft.
0.402 acres

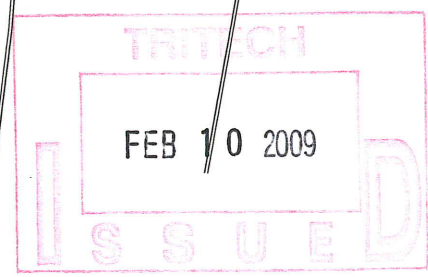


NOTES

- TO SHOW THE PROPOSED IMPROVEMENTS ASSOCIATED WITH THE CHANGE OF USE OF "TO BE CREATED" DOVER TAX MAP 30 LOT 120 FROM THE FIRST CHURCH OF CHRIST SCIENTISTS TO 6,300 SQ.FT. OF GENERAL OFFICE SPACE FOR THE CENTER FOR ASSESSMENT.
- CURRENT OWNER: FIRST CHURCH OF CHRIST SCIENTISTS
604 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE
- TOTAL AREA: 33,206 SQ.FT. - 0.762 ACRES
- TAX MAP 30 LOT 120
- PROJECT DEED REFERENCE: BOOK 368 PAGE 334
- PROJECT PLAN REFERENCE: SITE PLAN
BURTON H. & EILEEN KIMBALL
CENTRAL AVENUE
DOVER, NEW HAMPSHIRE
G.L. DAVIS & ASSOCIATES
SEPT. 1977 SCRD 18-85

SUBDIVISION OF LAND
DOVER, N.H.
for: DANIEL J. PHILBRICK
JOHN W. DURGIN ASSOCIATES, INC.
JANUARY 1984 SCRD 24-138

PLAN OF LAND FOR
FIRST CHURCH OF CHRIST SCIENTIST
IN DOVER, N.H.
BRUCE L. POHOPEK
APRIL 13, 1993 SCRD 41-02
- ZONING: RM-U
MIN. LOT SIZE: 10,000 SQ.FT.
MIN. FRONTAGE: 80 FT
MIN. SETBACKS:
FRONT: 12.8 FT
SIDE: 15 FT
REAR: 15 FT
MAX. LOT COVERAGE: 40%
MAX BLD. HEIGHT: 40 FT
- IN THE MONTH OF JANUARY, 2010, MICHAEL A. MARIANO, STATE OF NEW HAMPSHIRE CERTIFIED SOIL SCIENTIST #183, (HIGHLAND SOIL SERVICES) OBSERVED THAT NO WETLANDS WERE FOUND ON THE SUBJECT PARCEL.
- THE RAW UNADJUSTED CLOSURE OF OUR RANDOM POINT TRAVERSE WAS 1 PART IN 100,000 AND WAS ACCOMPLISHED USING A LEICA TC 703 TOTAL STATION DURING THE MONTH OF JUNE, 2006.
- PROPERTY CORNER COORDINATE - BASED ON THE CITY OF DOVER GIS SYSTEM. CITY OF DOVER GIS SYSTEM WAS USED TO DETERMINE LOCATION, DIRECTION AND ELEVATION.
- SUBJECT PARCEL IS SERVICED BY MUNICIPAL SEWER AND WATER.
- PARKING CALCULATIONS:
PROPOSED USE: OFFICE 1 SPACE PER 325 SQ.FT.
REQUIRED: 6,300 SQ.FT. / 325 SQ.FT./SPACE = 19 SPACES
PROVIDED: 15 SPACES
- THIS PROJECT IS SUBJECT TO A VARIANCE TO ALLOW THE EXISTING BUILDING LOCATED IN THE RM-U DISTRICT TO BE UTILIZED AS OFFICE SPACE.
- ON FEBRUARY 18, 2010, A VARIANCE HEARING IS SCHEDULED TO DETERMINE IF THE CITY OF DOVER ZONING BOARD OF ADJUSTMENT WILL GRANT A VARIANCE TO ALLOW OFFICE USE IN THE RM-U ZONE.



- LEGEND
- 5/8" W/ID CAP SET
 - UTILITY POLE
 - DECIDUOUS TREE
 - EVERGREEN TREE
 - FENCE

TRITECH
ENGINEERING CORPORATION

765 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03860
TELEPHONE 603 748 8107
FAX 603 748 8830

REVISIONS	DATE	DESCRIPTION
	02/09/10	REV. PER TRC COMMENTS

GENERAL SITE PLAN
CENTER FOR ASSESSMENT
604 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE
FEBRUARY 8, 2010
SCALE: 1" = 20'

JOB No. 09156

SHEET NO.

SP-1
(PI0-07)



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P10-13

Application Type: Conditional Use Permit
Applicant: Center for Assessment
Owner: First Church of Christ Scientists
Location: 31 Mount Vernon Street and 604 Central Avenue (Assessor's Map 30, Lot 120 and 120-1 (proposed))

INTENT: To obtain a Conditional Use Permit to allow reduced parking spaces and shared parking spaces.

LOTS/UNITS PROPOSED: 0

AGENDA ITEM #: 3-H

ACREAGE:

1.164 acres

ZONING DISTRICT:

RM-U and Office

EXISTING LAND USE:

Church and sanctuary

PROPOSED LAND USE:

Office use and church

SURROUNDING LAND USE:

Commercial, office and single family houses

ZONING HISTORY:

Zoned RM-U in 2009

ZBA ACTION:

Variance for office use approved by ZBA on 2/18/10

ATTACHMENTS:

Conditional Use Permit application and site plan

PERMITS REQUIRED:

Conditional Use Permit

WAIVERS REQUESTED: None

The applicant is asking to reduce the number of parking spaces required from 19 to 15 for the proposed office building and to allow for shared parking for the parking spaces required for the church. Chapter 170-44-I provides for the Planning Board to allow a decrease in the number of parking spaces required and to allow for adjacent uses to share parking. The applicant has prepared and submitted an analysis to support their request.

The Planning Department recommends approval of the Conditional Use Permit with the condition that the approval is for this owner and office use only and any expansion in the number of employees or change in ownership will make this conditional use permit null and void.

RECEIVED
FEB 08 2010

Amount Paid <u>\$50.00 CK 16191</u>	Date Received By _____
Account # <u>P10-13</u>	Time Received _____

**CONDITIONAL USE APPLICATION
CITY OF DOVER PLANNING BOARD**

GENERAL INFORMATION

Date: 01/27/10 Telephone #: 603.516.7900

Name of Applicant: Center for Assessment

Address of Applicant: PO Box 351, Dover, NH 03820

Signature of Applicant [Signature]

Name of Property Owner: First Church of Christ Scientists

Address of Property Owner: 604 Central Avenue, Dover, NH 03820

Signature of Property Owner _____

Address of Property Being Developed: 604 Central Avenue and Mount Vernon Street

Assessor's Map #: 30 Lot #: 120A

Zoning District: _____

2. APPLICANT'S PROPOSED ACTIONS (check where applicable)

Activity in Dover Conservation District – Describe activity _____

Impact to Dover Wetlands – Describe impact _____

Other Shared Parking usage.

3. THE FOLLOWING PERMITS HAVE BEEN OBTAINED AND ARE ATTACHED

Army Corps of Engineers

New Hampshire Wetlands Board

Other

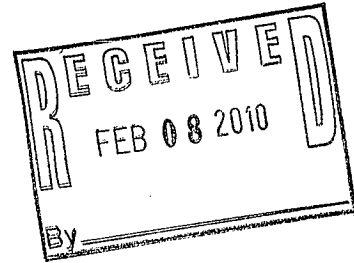
TRITECH

ENGINEERING CORPORATION

755 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03820

TELEPHONE 603.742.8107
FACSIMILE 603.742.3830

February 8, 2010



Christopher G. Parker, AICP
Director of Planning and Community Development
City of Dover, Planning Department
288 Central Avenue
Dover, New Hampshire 03820

Subject: Request for Conditional Use Approval
Center for Assessment and First Church of Christ Scientists
Dover Tax Map 30 Lot 120A
Central Avenue & Mount Vernon Street
Dover, New Hampshire
Job No. 09156

Dear Christopher:

Enclosed please find the **Conditional Use Application** and **Application Fee** for the above referenced project. We are requesting a Conditional Use Approval for a proposed redevelopment project located on 604 Central Avenue and Mount Vernon Street.

The proposal is to subdivide Tax Map 30 Lot 120 into two lots, change the use of the building on Mount Vernon Street from Church to General Office, and reduce the parking spaces from 26 on-site parking spaces to 15 on-site parking spaces. These 15 spaces will be shared with the newly created lot for the First Church of Christ Scientists for their limited use on Sundays and Wednesday evenings.

We are requesting to alter the provision of Article XI Off Street Parking and Loading. In accordance with the Conditional Use Provision, the following information is provided to demonstrate compliance with the standard set forth in Section I of Article XI (A-F):

A. Analysis justifying a request for reduced parking requirements:

The zoning based parking requirement calculation to determine parking requirements for General Office is 6,300 square feet divided by 325 square feet per parking space yielding 19 required spaces. The existing parking lot can accommodate 26 parking spaces. We are requesting a reduction to allow 15 parking spaces on the site.

The reasons for the request are as follows:

- The future owner employs 12 people. These employees travel often. The facility will have more than ample parking with 15 spaces.
- The future owner wishes to accentuate the Central Avenue building view. He wishes to restore the building to its former look and to eliminate as much asphalt as prudent.

Shown on Sheets S-1 and SP-1 dated February 4, 2010 by Tritech Engineering Corporation, attached.

Requested reduction for each use:

<u>Use</u>	<u>Spaces Required</u>	<u>Spaces Provided</u>	<u>Reduction Requested</u>
General Office	19	15	4
Church	15	0*	15

*The 15 church spaces shall be shared with the General Office on Sundays and Wednesday Evenings

B. Downtown Dover Parking

The parking spaces adjacent to the site on Central Avenue are usually available.

C. Transit Study & Data.

Dover Transit stop is available on Central Avenue immediately in front of the site.

D. Traffic Reduction and Transportation Management Plan.

1. Facilitate employee/customer use of mass transit.

The proposal to redeveloped property close to this Transportation Center offers natural potential for the use of public transportation, thereby facilitating the use of mass transit.

2. Ride share/van pool program will be facilitated by via a bulletin board program with ride share information.

3. Alternative work hours are not proposed because employee work hours are varied currently.

4. Due to the location on Central Avenue; pedestrian access is available through the City of Dover's extensive sidewalk system.

5. An information center/bulletin board shall be provided in the employee lobby/residence entrance with van and car pool information.

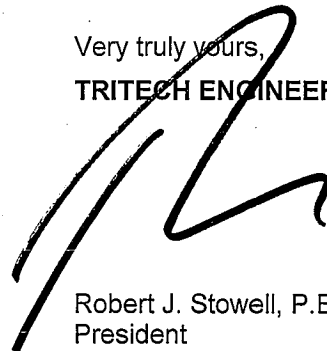
E. Effects on Surrounding Properties

1. The reduction in impervious pavement and amount of pavement will have a positive environmental effect on the surrounding properties as well as increase the esthetic value of the area.

2. The proposed redevelopment plans will an update existing, under maintained building. Updated development increases the values of surrounding properties.

Please advise should you have any questions.

Very truly yours,
TRITECH ENGINEERING CORP.



Robert J. Stowell, P.E., L.L.S.
President

RJS / nas

Enclosures

Abutters List

Site Plan Review & Conditional Use Permit

Center for Assessment

Tax Map 30, Lot 120A (Proposed)

604 Central Avenue & Mount Vernon Street
Dover, New Hampshire

Job No. 09156

Page 2 of 3

Abutters (200') Cont'd:

Map 30, Lot 101	Dennis B. McAtavey 2009 Revocable Trust Dennis B. McAtavey, Trustee 34 Mount Vernon Street Dover, NH 03820
Map 30, Lot 102	Mary Beth B. McPherson Todd R. McPherson 36 Mount Vernon Street Dover, NH 03820
Map 30, Lot 103	Jason B. Murray Jamie L. Murray 38 Mount Vernon Street Dover, NH 03820
Map 30, Lot 104	Mark S. Feltz PO Box 826 Portsmouth, NH 03801
Map 30, Lot 104A	Evelyn Savage Jeffrey W. Savage 42 Mount Vernon Street Dover, NH 03820
Map 30, Lot 105	Robert DiMambro Jr. 91 Oak Hill Road Barrington, NH 03825
Map 30, Lot 119B	Ernest Carrier Revocable Trust of 1998 Ernest Carrier, Trustee 50 FW Hartford Drive Portsmouth, NH 03801
Map 30, Lot 121	Anthony DiLorenzo 41 Tidewater Farm Road Greenland, NH 03840
Map 30, Lot 122	Constance D. Demetrapoulos c/o George Demetrapoulos & D. 27 Mount Vernon Street Dover, NH 03820
Map 30, Lot 123	Anthony G. Demetrecopoulos c/o George Demetrapoulos & D. 27 Mount Vernon Street Dover, NH 03820

Abutters List

Site Plan Review & Conditional Use Permit

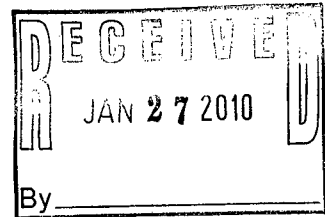
Center for Assessment

Tax Map 30, Lot 120A (Proposed)

604 Central Avenue & Mount Vernon Street
Dover, New Hampshire

Job No. 09156

Page 1 of 3



Abutters (200')

- | | |
|---|--|
| Map 27, Lot 1 | Paul Karoutas Living Revocable Trust
Apostolos Karoutas, Trustee
3 Kennedy Circle
Dover, NH 03820 |
| Map 27, Lot 146 | Jane L. Mellow, Laura Colby
Diane E. Hennessey
171 Hay Street
Newbury, MA 01751 |
| Map 27, Lot 147
Map 27, Lot 148
Map 27, Lot 149 | Holgate Limited Partnership
163 Central Avenue, Ste 1
Dover, NH 03820 |
| Map 27, Lot 150 | Patti Kemen Enterprises LLC &
John Kemen Sr. Properties LLC
500 Sixth Street
Dover, NH 03820 |
| Map 30, Lot 95 | James N. Smith
18 Mount Vernon Street
Dover, NH 03820 |
| Map 30, Lot 96 | Richard P. Bohan
Katherine K. Bohan
125 Perkins Street
Madbury, NH 03823 |
| Map 30, Lot 97 | Christopher T. Lai
1600 Beacon Street, Apt 1112
Brookline, MA 02446-2253 |
| Map 30, Lot 98 | Nathan A. Davies
Kimberly A. Davies
PO Box 136
West Nottingham, NH 03291 |
| Map 30, Lot 99 | Christopher A. Valley
Jacqueline M. Valley
28 Mount Vernon Street
Dover, NH 03820 |
| Map 30, Lot 100 | Gregory D. Pearlman
Natalia A. Dworjanyn
30 Mount Vernon Street
Dover, NH 03820 |

Abutters List

Site Plan Review & Conditional Use Permit

Center for Assessment

Tax Map 30, Lot 120A (Proposed)

604 Central Avenue & Mount Vernon Street
Dover, New Hampshire

Job No. 09156

Page 3 of 3

Abutters (200') Cont'd:

Map 30, Lot 124 Panagiotis Karambatsos
3 East Concord Street
Dover, NH 03820

Map 30, Lot 125A Studio 590 LLC
590 Central Avenue
Dover, NH 03820

Map 30, Lot 125B Sharon G. Mourgenos
George Mourgenos
86 Mount Vernon Street
Dover, NH 03820

Map 30, Lot 126 Robert S. Fuller
Sarah F. Fuller
PO Box 1749
Dover, NH 03821-1749

Map 30, Lot 127 U-Haul Real Estate Company
PO Box 29046
Phoenix, AZ 85038

Map 30, Lot 128 James L. Jackson
2 Hough Street
Dover, NH 03820

Owner:

Map 30 Lot 120 First Church of Christ Scientists
604 Central Avenue
Dover, NH 03820

Applicant:

Center for Assessment
PO Box 351
Dover, NH 03820

Agent:

Tritech Engineering Corporation
755 Central Avenue
Dover, NH 03820