



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 26, 2014**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS – None**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**

A. CHAPTER 170 – ZONING

SPONSORED BY COUNCILOR GARRISON AS PLANNING BOARD REPRESENTATIVE

8. **CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

9. **CITY MANAGER'S REPORT**

10. **APPROVAL OF MINUTES**

- A. **February 1, 2014 – Goal Setting Workshop Notes**
- B. **February 12, 2014 – Regular Meeting**
- C. **February 12, 2014 – Workshop Session**

11. **MAYOR'S REPORT**

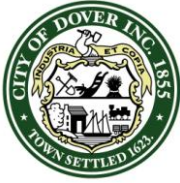
12. **UNFINISHED BUSINESS**

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 170 – ZONING

SPONSORED BY COUNCILOR GARRISON AS PLANNING BOARD REPRESENTATIVE

B. ORDINANCES IN THE 3rd READING – None



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C. RESOLUTIONS – None

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Baby Rachel’s Legacy**
- 2. RAFFLE – Dover Democratic Committee**
- 3. ROAD TOLL – Angels of Hope, American Cancer Society Relay for Life**

- 4. RESOLUTION: B14028 AWARD OF BID FOR FIRE ENGINE
SPONSORED BY MAYOR WESTON BY REQUEST**

COMMITTEE REPORTS

- | | |
|---|--|
| 1. School Board | 7. Solid Waste Advisory Commission |
| 2. Planning Board | 8. Transportation Advisory Commission |
| 3. Appointments Committee | 9. Legislative Liaison |
| 4. Recreation Advisory Board | 10. Pool Advisory Committee |
| 5. McConnell Center Advisory Committee | 11. Parking Commission |
| 6. Arts Commission | 12. Ordinance Committee |

B. RESOLUTIONS

- 1. ADOPTION OF 2014-2015 CITY COUNCIL GOALS
SPONSORED BY MAYOR WESTON BY REQUEST**

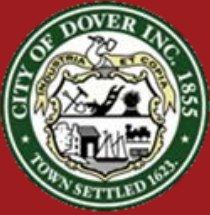
C. ORDINANCES IN 1ST READING – None

14. COUNCIL CORRESPONDENCE

- A. Email from Eric Chinburg to Dover Planning Director Chris Parker, dated February 19, 2014.**
- B. Letter from Chad Kageleiry**

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



City of Dover, New Hampshire

City Manager's Report

February 26, 2014



J. Michael Joyal, Jr.
City Manager



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Information contributing to this City Manager's Report is gathered on a monthly basis from all departments and is deciphered into various categories. You will find these departmental updates are governed by our core values; Customer-Focused Service, Integrity, Innovation, Accountability and Stewardship.

Monthly statistics are gathered and tracked by the City Manager. You will find charts and graphs throughout the City Manager's Report, depicting some of these statistics. Statistics in their entirety can be found on the City Manager's page of the City website: <http://www.dover.nh.gov/specialprojects.htm>

City of Dover Leadership Team



Gary Bannon
Recreation Director



Daniel Barufaldi
DBIDA Director



Cathleen Beaudoin
Library Director



Anthony Blenkinsop
City Attorney



Anthony Colarusso
Police Chief



Annie Dove
Information
Technology Director



Richard Driscoll
Fire & Rescue Chief



Daniel Lynch
Finance Director



Lena Nichols
Public Welfare
Director



Christopher Parker
Planning Director



Douglas Steele
Community Services
Director



Alison Webb
Human Resources
Director



Michael Joyal
City Manager

Utilities

The Water/Sewer Billing Office billed industrial usage this month as well as residential usage. Industrials are billed each month, residentials on a quarterly basis.

	Records Billed	Total Water Service Billed	Total Sewer Service Billed	Meter Rent Billed
Industrial Use January 2014	731	\$137,600	\$192,772	\$2,299

	Records Billed	Total Water Service Billed	Total Sewer Service Billed	Meter Rent Billed
Residential Use October to December of 2013	7783	\$636,991	\$717,859	\$33,377

Water Rate: \$4.69
Sewer Rate: \$6.53

The Utility Division Maintains:

3 Water Treatment Facilities

155 Miles of Water Mains

One 3,000,000 Gallon Water Storage Tank

One 713,000 Gallon Water Storage Tank

122 Miles of Sewer Pipe

23 Wastewater Pumping Stations

One Wastewater Treatment Facility

850,000,000 Gallons of Wastewater per Year

8 Wells:

- Griffin Well
- Ireland Well
- Calderwood Well
- Campbell Well
- Cummings Well
- Smith Well
- Hughes Well
- Bouchard Well

The Utilities Division responded to six frozen water meter/pipes during the month of January which were all on the owners side. The leak detection contractor was brought in to investigate leaks on Fourth Street, Essex Street, Littleworth Road, Westwood Circle, Old Stage Road, Richardson Drive, Central Avenue and Forest Street. The contractor detected a service leak at 131 Littleworth Road. Five employees responded with the jet truck, back hoe and two service trucks replacing the valve, union and pipe to successfully repair the leak. The entire line is scheduled to be replaced in the spring.

Another service leak was reported at 6 Lowell Avenue. Four employees, the sewer jet, back hoe and dump truck responded.

Crews responded to a water break at the Strafford County Complex. Five employees, the Superintendent of Public Works & Utilities, one back hoe, one dump truck and three service trucks responded. The six inch ductile water main, that was feeding water to Riverside Rest Home, had a ring crack. Unfortunately, neither the county or city records show piping or gates in this area. It took crews two hours to completely shut down the system to avoid having to shut off water to Riverside Rest Home. Crews took 6 hours to repair the leak. City and County staff members are working closely to rectify the lack of mapping in this area. All gates will be located by GPS and recorded in the GIS system.



County Farm Water Break

On January 27th utility crews responded to the Dover High School concession stand at Dunaway Field with a report of running water. It was determined that the four inch cast iron main was broken. On January 31st four employees, a back hoe, dump truck and service truck repaired the broken main in five hours.

Staff pumped out hydrants after two fires. The hydrants were located at the New Meadows and on East Street. All new hydrants are factory plugged hydrants that do not self drain. Hydrants are drained to keep from freezing during the winter months. Staff also repaired a hydrant at Cambridge Tool at the customers request.



**Kenneth Lancey, Utilities
GPS Locating**

Crews continue to GPS (Global Positioning System) water gates. Each gate takes 30-60 GPS points (approximately 1 minute) which the software averages into one GPS location. Amount of gates logged daily is dependent on the challenges of distance between gates, interference from buildings or tall tree cover, upper atmosphere weather, whether they are covered with asphalt or dirt and need to be located by a magnet stick and of course traffic. Once gates are located with GPS, the GIS (Geographic Information System) Technician works closely with the Superintendent to create water mains by adding segments of pipe (gate to gate, etc) to the map. Most attributes of the water mains such as diameter, material etc., are collected from institutional knowledge and old plans.

Underwood Engineers conducted a water audit for the City to provide the Water Division a report card on non-revenue water. The report states that the city is at 8% with the state requirement being 10% and under. The report also provides the Water Division with suggestions to lower the percentage.

Weather permitting, utility crews were out in the sewer jet truck checking on trouble spots; areas known to be potential sewer back-ups. Crews also cleaned the holding tanks at the Griffin Well and the French Cross Pump Station. They had to mechanically clear the force main at the landfill due to the loss of capacity in the pumps. This process has to be done 2-3 times a year due to iron build up inside the pipe.

Water meter crews were called to examine thirty seven stopped meters to determine why they were inoperable, performed seventy five back-flow and two meter tests. All residents requesting a water abatement must have their meter tested. They also shut off four water services (winterizations).

In two days, four employees finalized the rehabilitation of the Smith Well with sanding and painting the building walls.

Crews assisted with plowing and salt/sanding operations for nine storm events in the month of January.



City Streets, Grounds, Facilities & Parks



The streets and stormwater crews took receipt of a 2014 International truck with a HD Industries pothole patcher. HD Industrials hosted a full day of classroom training on proper operations and a second day out on the road for practical training. The HD pothole patcher has a five ton capacity for hot or cold patch. The heating element is duel fuel (electrical and propane) and will maintain asphalt for three days at a usable temperature.

Crews repaired 133 pot holes during January using approximately 3 tons of performance cold patch.

Administrative staff received 5 mailbox repair service requests and 8 snow removal service requests.

2014 International Truck

Members of Streets, Stormwater, Utilities, Environmental and Facility & Grounds Divisions plowed and treated roads for seven snow storm events with an approximate snow accumulation of 17.5 inches, working 1,094 hours of overtime with 123.8 contractor hours. They treated roads with 695.5 tons of salt and 824.5 yards of salt/sand combination.

Crews also treated roads for four ice events working 285.9 hours of overtime and treating roads with 331 tons of salt and 452 yards of salt/sand combination.

Crews also worked one nighttime downtown cleanup. Downtown cleanup consists of removing the snow from the downtown area. Five crew members, one loader and four dump trucks worked 30 overtime hours spreading 3 yards of salt/sand combination to complete the cleanup. There was also one daytime snow/ice removal from road edges and sidewalks downtown and at upper Chestnut Street. Crews also removed snow from the Library parking lot and aided the Police Department, utilizing the bobcat and operator, to clear snow from downtown parking meters.

Crews delivered 35 tons of salt/sand mixture to the residential pickup area off Shaws Lane. They also filled 30 gallon containers with salt/sand located at Bay View Road hill, High Ridge Drive, Garrison Hill Ski Park, Piscataqua Road, Shaws Lane pedestrian ramp, City Hall Police Parking Lot, McConnell Center, Second Street at Central Avenue, School Street, the alley near Harvey's Bakery and Orchard Street Parking Lot.

Dover Maintains

- 62 miles of sidewalks
- 133 miles of streets
- 155 crosswalks
- 66 miles of drainage
- 1,120 fire hydrants
- 15 parks
- 13 playgrounds
- 20 municipal buildings
- 2 water treatment plants
- 7 well buildings
- 2 recharge pump stations
- 23 wastewater pump stations
- 1 Wastewater Treatment Facility
- 4 cemeteries



Seven catch basin trouble spots on Portland and Central Avenue were cleaned of sand and debris.

Truck chassis, sanders and frames were washed down and cleaned and inspected after plow and salt/sanding events.

The Facilities, Grounds and Cemeteries employees carried out 10 service calls and 172 work orders in the month of January. Employees attended 3 full burials and no ash burials in Pine Hill Cemetery during the month.

Facilities crews removed the Christmas lights from the tree in Rotary Park. The tree is scheduled to be removed in the spring. Wreaths were removed from downtown, garland and window candles were removed from City Hall and stored for next season.

Crews also utilized the bucket truck to remove sneakers hanging from overhead wires in three separate locations.

The Facilities & Grounds Division is responsible for the day-to-day maintenance and cleanup of municipal buildings, as well as handling requests for service at City Hall, the Police Department, Fire Departments, Train station and Veterans Building. Custodial duties were performed at the Public Works Facility, Train Station and City Hall, filling in at the Library and McConnell Center as needed. Two commercial vacuum units were replaced at City Hall.

There were twenty requests to have supplies delivered to various departments, three requests to move items from one building to another and twenty four man hours spent on mower maintenance this month.

Employees spent 30 hours conducting the required monthly fire extinguisher inspections and elevator inspections.

Building maintenance items addressed this month included removing snow from doorways, stairs and walkways after each storm. During winter months, a Facilities and Grounds employee is designated to open City Hall and to evaluate the doorways, stairs and walkways around several public buildings and apply ice melt or sand as needed.

Preventive maintenance and boiler cleanings have been ongoing. Boiler cleanings are conducted annually by an outside contractor. Crews responded to seven plumbing calls at three city facilities and replaced several light bulbs at three city facilities.

F&G crews made a temporary repair to a vent pipe on the metal roof at the Public Works Facility pulled out of place by sliding snow. Hall Roofing was hired to make the permanent repair to that section of roofing.

Twelve hours were spent accompanying the City's Fire Safety Inspector through various buildings evaluating the facilities fire safety compliance. An additional forty hours was spent rectifying safety issues found deficient.

Crews spent forty man hours cleaning out the basement of the Pine Hill Memorial Chapel. Boxes of old documents and items were removed and properly disposed of. Documents requiring shredding were shredded and the clippings were taken to the Cocheco Valley Humane Society for recycled use in the animal cages.

Crews replaced two décor light bulbs on Central Ave, two at the Transportation Station on the walkway, and one on Washington Street. Martineau Electric was hired to repair eight lights in the parking lot of the Transportation Station.



**The beautiful Dover Public Library
on a blustery winter day.
January 2014**

A failed gasket in library's sprinkler system was replaced on January 3. A failed fan coil motor in the boiler was replaced on January 15, after three days of no heat in the library. A fire inspection revealed there is a Halon fire suppression system in the library's elevator equipment room. This will need to be replaced as Halon is now a banned substance due to CFC emissions.

Facilities & Grounds responded to six complaints of traffic signals not functioning properly. It was established that one backup was due to rerouting of traffic resulting from a traffic accident, another was due to a two hour delay in school hours and no malfunctions were found at the remaining three. A push button unit at the Towle Avenue pedestrian crossing was repaired.

Crews responded to eighteen work orders for sign maintenance, replacement or removal with fifteen of these complaints being signs hit or knocked down. Many of these cannot be properly reinstalled until the ground thaws. Some temporary signs were put in place.

Administrative staff at the Facilities and Grounds Office has received several calls complaining about dog waste on the sidewalks, especially in the Winter Street area.

Two signs were installed on a couple of streets as a courtesy reminder to residents that it is required by law to pick-up pet waste. The following notice has been placed on Channel 22 and the City's website:

The Pine Hill Cemetery rules & regulations still prohibit dogs in the cemetery. The Cemetery is a final resting place for the dead, sacred ground in its entirety, and is not a place to walk your dog and let him or her do their business.

It is very upsetting for surviving family members to see dogs in the Cemetery. To have a dog urinating on loved ones graves is most distressing. Lately, we have received several complaints in regard to this problem.

Please be a responsible, considerate dog owner and refrain from walking your dog in the Cemetery. Thank you for your cooperation.



Crews shoveled for approximately thirty two hours around twenty eight traffic boxes in the city after each moderate snow storm (3" or more) allowing accesses to traffic signal boxes, for repairs or to connect a generator for emergency situations. Five traffic light intersections have generator hook-ups.

On days parks were accessible, two crew members collected fallen branches and trash. Crews also went through the City maintained cemeteries picking up limbs and branches as well as removing litter in down town areas.

Urban tree was hired to remove dead trees on Mt. Vernon, Long Hill Road and Guppy Park.

Cemeteries:

Austin-Tuttle Cemetery
Pine Hill Cemetery
Pinkham Cemetery
Roberts/First Settlers Cemetery

Parks & Playgrounds

Applevale * Alden Woods * Amanda
Howard Overlook * Garrison *
Garrison Hill, Guppy Hancock *
Henry Law * Long Hill * Maglaras
Morningside * Orchard Street River
Walk Shaw's Lane * Sullivan Drive *
Woodman

Emergency Management



Investigations/Legal Bureau

During the month of January 2014, there were four letters generated by the Dover Police Special Investigations Unit that were sent to a certain licensed liquor establishments in Dover. The letters are sent as a result of analysis of police reports involving overly intoxicated persons. When it is determined an overly intoxicated person had been over-served, a letter is sent from the police department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission's Bureau of Enforcement.

A total of 12 registered sex offenders were processed during the month. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

During the month of December 2013, SIU detectives and CSU officers investigated several commercial burglaries. In January 2014, these investigations led to the arrests of four people on charges stemming from five different commercial burglaries.

SIU detectives and CSU officers investigating an arson fire at an apartment complex in December 2013 identified a Dover man as being responsible. He was subsequently arrested in January 2014.

SIU detectives also investigated a case involving a sexual offender who failed register his address as required by law. This subject was also arrested in January 2014.

SIU detectives and CSU officers also investigated a robbery of a convenience store that occurred during January 2014. They have uncovered multiple leads and the investigation is ongoing.

During January 2014, SIU personnel investigated three unattended deaths that occurred in Dover.

K-9

The Police Department has one K-9 handler, Officer Tim Keefe, who works his K-9 partner, Grinko a German shepherd. During the month of January, the K-9 Unit conducted a total of 20 hours of training. Additionally, Officer Keefe and Grinko were called out once during the month. The callout was the result of a reported Armed Robbery.

On January 31, 2014, the retired K9 Ace (below) was put to sleep at the age of 12. Ace had served with distinction as one of the department's narcotics detecting K9s for approximately six years. He retired in 2009. After his retirement, Ace lived with Officer Sean Kennedy and then, until his death, he lived with Dover firefighter Karl Cincotta.



K-9 Ace

Animal Control

For the month of January, there were a total of 41 animal calls. Of those, 13 were handled by the Animal Control Officer, 20 were handled by dispatch and 8 by Patrol officers, requiring the ACO to follow-up on 4 of them. The following is a breakdown of the calls handled by the Animal Control Officer: 3 Nuisance (not picking up after dog), 2 Welfare calls (weather related), 4 Loose dogs, 3 Animal bites, 1 Found dog. The Animal Control Officer responded to 22 voice mail messages.

Communications Bureau

During the month, the Communications Bureau handled 10,873 radio transmissions, 8,537 phone calls, 363 emergency calls, 86 alarms, and 371 customers in the Police Department's lobby.

Downtown Liaison Unit

The Downtown Liaison Unit handled a variety of calls for service while patrolling in the downtown area and along the Community Trail. They took enforcement action on numerous traffic and city ordinance violations. A breakdown of the enforcement activity is below:

- 15 pedestrian crosswalk warnings
- 25 public assist calls
- 7 MV pedestrian right of way warnings
- 1 MV one way warning
- 6 parking assist
- 1 warning bike on sidewalk
- 6 roadway obstruction calls
- 1 Warning Criminal Trespass

Patrol

During the month of January, officers handled a total of 2,681 incidents resulting in the following activity / criminal charges:

1368, Traffic Stops, 89 Total arrests, 8 DWI arrests, 11 Arrests for MV charges other than DWI, 11 Drug related arrests, 6 Arrests for Assault, 10 Theft related arrests, 4 Arrests for Criminal Mischief, 16 Arrests for electronic bench warrants, 2 Arrests for violation of court orders, 7 Arrests for Criminal Trespass, 5 Arrests for Resisting Arrest, 5 Arrests for Disorderly Conduct, 3 Arrests for Burglary, 1 Arrest for Duty to Register as a Sexual Offender, 1 Arrest for Unsworn Falsification, 1 Arrest for Carrying a Firearm Concealed without a license, 6 Juvenile arrests

During the Month of January, in response to frequent unauthorized dumping of trash and other items on city owned property off of Tolend Road, the Police Department began a joint investigation with the Community Services Department. Part of this investigation involved the use of surveillance cameras in the area of the illegal dumping. As a result of the investigation a 53 year-old Somersworth man was arrested and charged with the misdemeanor level offense of Littering.

On January 22, 2014, officers responded to a robbery of the Central Avenue Shell Gas Station. A male entered the store brandishing a knife and demanded money from the clerk. The incident remains under investigation by the Special Investigations Bureau. To the right is a surveillance image from the robbery.



Surveillance image of the illegal dumping suspect vehicle





The Command Staff and members of the Fire Department supported the Council Inauguration with bagpipers and escort.

Fire and Rescue provided ambulance coverage to the town of Rollinsford for South Berwick Rescue one afternoon. A South Berwick Rescue employee passed away and City staff supported the organization by providing coverage to Rollinsford while the service was happening.

Engine 5 covered the town of Newington due to a family tragedy to one of their members. They provided fire protection with off duty members and one of the City's engines for the afternoon services.

The Fire Department offers the use of the training room at the Liberty North End Station for many community organizations. This month there was a group teaching the community fly-tying. This is in conjunction with disabled veterans, the boy scouts and other interested parties.

The Amateur Radio Emergency Services held their monthly community meeting at Dover. They play a role in the Emergency Operations Center with the ham radio capabilities.



Dover Fire hosted the regional Seabrook Radiological Emergency Response Plan quarterly meeting. The New Hampshire Director of Homeland Security along with Seabrook Nuclear Power Station and all Community Stakeholders meet and work out training and topics relating to handling site emergencies. This month there were two meetings at the Liberty North End Station to meet the objectives of the quarterly issues.

Central Fire Station hosted a meeting for the Chris DeWolf Scholarship fund. Lt. DeWolf worked in Dover for 17 years as a Firefighter and one year in Newington as a Lieutenant. On January 6, 2005, he was killed in the line of duty in a motor vehicle crash. This board of members provides fund raising and selection of candidates for this scholarship. <http://beta.newingtonfd.org/2013-lieutenant-christopher-r-dewolf-scholarship/>



Chris DeWolf



The Fire & Rescue Department members of "D" Shift delivered a baby in the south area of the city. A healthy baby girl was delivered on her own schedule. Recently the parents stopped by the South End station to visit with the crew. Below is the photo of the group together. The crews of Engine 7 and Ambulance 1 responded. The father called 911 and within a minute, crews from the South End station on Durham Road were on scene. Five minutes later, Jazmin was born. Logs from the Fire Department list the time of father's call at 3:47 p.m., engine on scene at 3:48 p.m. and delivery at 3:53 p.m. The department is asked so often why they send a fire truck on medical aids. This is a prime example of sending the closest engine to minimize response time and how one patient can turn into two very quickly. All personnel had a pivotal role in having a great outcome. The link to the Fosters article follows. http://www.fosters.com/apps/pbcs.dll/article?AID=/20140115/GJNEWS_01/140119577/-1/fosnews1409



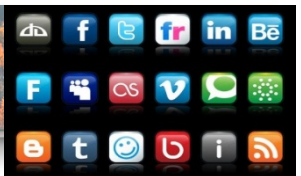
The Fire and Rescue Office has had a volunteer, Peg Pirkola, digitalizing the training records. The department is going paperless and storing the information on the server. This project has been tedious and labor intensive to get all the information in a usable format. She has been working on the project for the last four months and should be completed within the next couple of months.

The City of Dover has three fire stations.

Liberty North End Fire Station

Central Fire Station

South End Fire Station



The City of Dover Police Department now has a Facebook page and twitter feed!

The Police Department will use the social media platforms to inform the public of news and events of significance. Some examples include weather related emergencies and advisories, road closures, parking restrictions, major crimes and collisions, missing persons and other incidents of public significance. Major Police Department events will also be posted via these avenues. These new means of communications are to keep the public updated and are not for two-way communications. The Facebook page and Twitter feed are not monitored constantly. Social Media addresses are: www.facebook.com/dovernhpolice and @DoverNHPolice.

Planning for the Fire Safety Festival is underway! Monthly meetings have been taking place and donations have been coming in. This event is accomplished by donations and the efforts of off duty members. The event is scheduled for June 2-5, 2014. Shrek was the theme for the last show and to the right is a sample of the artwork. Fire Department members are putting the finishing touches on this year's artwork, which should be completed soon.



The Fire & Rescue Department is in the beginning stages of establishing social media accounts, such as Twitter, Facebook and website make-over. With the wide spread use of social media by many residents and stakeholders, this endeavor will help increase outreach with the community by communicating items of interest, emergency information, and public service and safety messages to the citizens of Dover in a timely fashion.

Dover Fire & Rescue continues to support the Dover High School Career Technical Center classes for the State of NH Firefighter 1 Certification and Emergency Medical Technician programs. Every weekday morning the two classes participate in practical and lecture instruction at the North End Station. Off duty members of the Fire Department are committed to the education of the next generation of emergency responders in our community.

Reference Librarian Carrie Tremblay gave a presentation on library services to the residents of Maple Suites during the month of January.

Library staff worked with Foster's Daily Democrat to host two public scanning sessions for the newspaper's upcoming book "Tri-Cities Memories" which will be published in the spring. Approximately 50 historical photos from the library's collections were scanned and will be featured in this volume.

The library has 5,154 social media followers: 1,259 on Facebook, 526 on Twitter, 25 on Instagram, 725 on Pinterest, and 1,629 subscribers to the library two e-newsletters.

The Public Library lent 152 items to the Dover school libraries and borrowed 186 items from those facilities. The Public Library's System and Technology Librarian Peggy Thrasher aided the school librarians with the shared DoverNet "Koha" system on 17 occasions during January.

During January 2014, Special Investigations Unit personnel provided a presentation on social media issues to students and parents at St. Mary's Academy.

SIU personnel also provided a school safety presentation to the faculty at the Garrison Elementary School.

During the month of January, the Dover Police Mounted Patrol provided a presentation on police work and equine science to students at St. Thomas Aquinas High School.



Sgt. Speidel performed a total of 7 child passenger seat inspections during the month of January. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

In January, Youth to Youth participated in the PACT Program. On each of the 3 nights, the students gave a short presentation about their program to the parents and then participated in Freeze Action Theater. In this training, parents rotate through a series of 4 scenarios, with each scenario representing a different type of conversation you might have with your child about drugs. As the Youth to Youth students replicate a mock situation playing the roles of kids and "parents", a moderator pauses the action and challenges those in the audience to consider how they might best respond to the situation.



Y2Y students teaching Rx Safety at Woodman Park School

Youth to Youth members also delivered training on Medicine Safety to kindergarten classes at Woodman Park School on January 10 and 24th. 6 Classes of kindergarteners learned the dangers of taking someone else's medicine and what to do if they should find medicine through the Samantha Skunk Presentation. The lesson is taught by telling the Samantha Skunk story in brightly colored costumes.

On January 17th members of Youth to Youth traveled to Franklin, NH to present to middle and high school students on youth empowerment and the Y2Y approach. Seven members of Y2Y presented to a combined 7th and 8th grade audience on tobacco and alcohol consequences and the way the products are advertised. The presenters also described various ways Y2Y has tried to take action to reduce the harm of these substances in their own community.

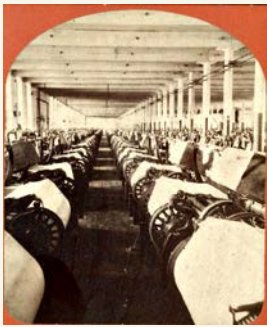


Y2Y students and some of the youth from Georgia that received two days of training from the Dover students on how to create radio ads and other media.

Following the High School presentation the Franklin Youth Initiative (FYI) invited Dover Youth to Youth for a round table discussion on how to strengthen their youth group both in recruiting new members and training students to be advocates.

The state of Georgia selected Youth to Youth as their trainers for their own new underage drinking media initiative. They hope to involve their youth in developing a media campaign that counters the alcohol advertising that teens are exposed to. In October, a six person Y2Y training team traveled to Atlanta to work with youth and adults from 2 counties in Georgia. In January, a second training team of Y2Y students returned and provided the same training to an audience from the central and southern part of Georgia. The attendees were trained in: techniques to produce radio public service announcements (PSAs), effective vocal techniques, and principles for developing an effective message in various types of media. Teams of Georgia students practiced modifying scripts originally created by Dover students, as well as coming up with ideas for their own original PSAs. The State of Georgia paid for all travel, food and lodging costs associated with the training.

January turned up some very interesting historic photographs in the library! Some were donated and others were re-discovered at the library while cleaning out a closet. Many of the photos were posted on Facebook for the public to enjoy and comment on.



Mill Machinery



Mrs. Parker's Story



Oil Trucks

Kenneth Gloss, proprietor of the internationally known Brattle Book Shop in Boston, gave a free program, "Is There Value in Your Old and Rare Books?" at the Dover Public Library. Following his talk and a question-and-answer session, Gloss will offer free verbal appraisals of all books and documents that attendees have brought with them, or will do so anytime at his 9 West Street emporium in downtown Boston.

City Programs

Gym

All Recreation basketball programs, including Kinder Shots, Lil' Shots, and Midgets program for 3rd and 4th graders continued on Saturdays at the Garrison Elementary School Gymnasium and the Woodman Park School Gymnasium. The boys & girls high school basketball teams as well as the middle school girls' basketball teams volunteer their time with these programs. Fifth and Sixth graders continued their games on Saturdays at the McConnell Center, and continued practices during the week at all the elementary schools. The boys HS team hosted a "Rec Night" for all the K-6 grade boys' basketball players on Friday, January 24th. Recreation will host a girls "rec night" on February 11th. The 7th & 8th grade basketball teams resumed games. Recreation's 6 High School boys' teams continued their schedules, playing Saturday and Sunday afternoons at the McConnell Center. The 18+ Men's Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell, and the 50+ league plays Wednesday nights at McConnell. Badminton continues to be popular on Friday nights. New sessions of Muscle Power, Interval Toning, Yoga, and Zumba® all began in January. Sessions run every 6 weeks for each program. Spring Sports Sign-up flyers were made and will be distributed via email by the schools. The new Coyote Club program began on Monday, January 13th. This outdoor education program is held at Bellamy Park on Mondays and will offer 6 week sessions throughout the year.

Pool

Through the month of January, the Indoor Pool has seen its fair share of High School swimmers. Between Dover High, Oyster River, Berwick Academy, St. Thomas and Spaulding High School swim teams, the pool sees as many as 250 extra swimmers per day. Indoor Pool winter swim lessons have been 98% filled to capacity. Twenty children are now on waiting lists and 3 more classes have been added to accommodate most of the people on the list. Seacoast Swimming continues its normal training schedule using about 20 hours of pool time every week. Hydrofitness continues successfully. Recreational Swim will begin again mid-February after the State High School Swim Meet. Adult Lap swimming remains the most popular swim time, with around 75-100 members visiting the pool every day. The Dover Indoor Pool has also hosted two high school swim meets during the month of January, although it was very crowded both in the facility and in the parking lot, they were a great success for the teams involved. Great Bay Masters continues to use the Indoor Pool facility bringing us about 100 swimmers per week. New Year's Resolution rates were a huge success with over 100 people taking advantage of memberships, 20% being new members.



Ice Arena

The Dover Ice Arena is focused on many high school and youth hockey games. Many Wednesdays and Saturdays the arena hosts 4 – 5 high school games along with youth hockey games and practices mixed in. Due to many weather cancellations, the arena schedule becomes quite hectic and requires some creative scheduling. Next month, there are many high school rivalries including the Dover High school game against Spaulding. This game will attract over 1,000 visitors to the Dover Arena. Recreational skating has continued to be busy along with adult and youth stick practices. Another very popular event is Saturday night Rock Night which is continuing to be the busiest night of the week at the Dover Arena. Adult and Youth Stick Practice had 316 skaters.

Senior Center

In addition to Senior Center daily programming, an information travel night was held on January 16th with Collette Vacations for 2014 trips to the Northern National Parks and Discover Switzerland, Austria & Bavaria. There were 35 seniors in attendance to learn what was offered. Also had 47 senior members kick off the New Year with a trip to Foxwoods Casino on January 15th. To wrap up the month, Karla Deinstadt, Diabetes Educator from Wentworth Douglass Hospital gave a talk at the Senior Center social about nutrition and eating healthier.

Public Library

There were 697 attendees at 30 library programs during January. These included: 120 people at a book appraisal session given by Ken Gloss of Boston's Brattle Book shop; 141 children who made a craft at the Make-It, Take-It Craft Table; 252 children who attended regular story times; plus 4 "Book-A-Librarian" one-on-one technology training appointments.

Children at the Public Library enjoying the Make-It, Take-It Craft Table.



Dover Coalition for Youth

On January 13, 2014, Vicki Hebert (to the right) presented some of the results of the 2013 Youth Risk Behavior Survey to the Dover School Board. The survey committee also received approval to implement the 2014 survey. Since that presentation, data has been shared with a variety of groups including the Parents and Community Together (PACT) program, Dover Listens and the Strafford County Prevention Board.



Coalition Coordinator Vicki Hebert attended the #Social4Good Social Media Boot Camp for Non-Profits on January 15, 2014. The training provided information on how to improve the social media presence of Youth to Youth and the Coalition.



On January 30, 2014, Vicki Hebert and two Youth to Youth students attended a town hall meeting on marijuana policy. The presentation covered 7 common myths of marijuana.

Dover Youth to Youth

Staff continues to work to finalize Dover Youth to Youth's application to NREPP (National Registry of Evidence-based Programs and Practices). If Dover Youth to Youth achieves the evidence based designation on a national level, it would open the group up to many more funding opportunities. Additionally, groups that hope to replicate youth empowerment programs look to the NREPP for successful programs for technical assistance and other guidance which also provides income.

Dover Teen Center

For the month of January 2014, the Teen Center saw a total of 547 participants, on 20 days of programming, which yielded an average of just over 30 participants per day.

Some program highlights for the month of January 2014 included, but were not limited to the following:

- TC Sports Trip – "UNH Women's Basketball Game"
 - TC Music Event – "TC After Dark/Acoustic Music Show"
 - TC Special Event - "The Dark Side of Oz"
 - TC Movie Afternoon – "R.I.P.D."
 - TC Academics Program - "Progress Report Community Buck\$ Event"
 - TC Snack Special – "Mini-Pizza Madness"
 - TC Sports Trip – "UNH Men's Basketball Game"
 - TC Classic Event – "Bingo Mania"
 - TC Music Event – "Karaoke Jam Party"
- The Dover Teen Center received (6) new registrations in January 2014.

Below, two teen center participants receive homework help from one of the UNH interns.



Community Service Program

The Community Service program tracked one active participant in the month of January 2014. A total of 10.5 hours of community service work was completed and the one participant has finished his/her allocated hours. So far in 2014, a total of 10.5 hours have been completed.

Diversion Committee

The Diversion Committee met on Thursday, January 30, 2014. As a result of this meeting, the following is an up-to-date breakdown of case-load:

- 2 cases in active Diversion Contracts
- 0 successful completions and releases
- 0 new cases heard (now included w/active case count above)
- 3 new case(s) awaiting review for February 20, 2014 meeting.

The next planned meeting for the Dover Court Diversion Committee is Thursday, February 20, 2014.

Dover Housing Authority

During January, Officer Joslin completed his 10 week DARE program that he had been teaching at the Dover Middle School to the fifth grade classes of Mrs. Miller, McGarty, Taipan, Fried-Gray and Horvath.

Also during the month, Officer Joslin met with three residents about possible fraud letters they had received. During those meetings, he helped determine if they had inadvertently given out personal information that could put their finances at risk. As a result of the meeting, another round of educational talks for the elderly about fraud and common scams has been planned for the month of February. Additionally, Officer Joslin is working with Dover Housing Authority Staff to continue to offer training on ATM scams and theft of PIN numbers.



One of Officer Joslin's DARE classes.

EMPLOYEE SPOTLIGHT

Michael "Mick" Arsenault has been with the City for a little over 15 years. He started out as a Lifeguard, then became a Swim Instructor, Pool Supervisor and is now the Aquatics Facility Manager.

Mick is a valuable member of the City of Dover team. He spends a lot of his day scheduling pool time. He is usually thinking two sessions ahead to accommodate all of the swim teams, swim lessons, pool rentals and general swim time. When Mick is not taking care of scheduling, he can be found performing pool filter maintenance, teaching swim lessons, teaching CPR and First Aid, and training lifeguards among other things. According to Mick, the best part of his job is the people he is in contact with, young and old, on a daily basis. He credits liking his job to his staff and says they are a huge bonus and are invaluable to him. They are a team of men and women, 18 years and older, who really enjoy what they do and he says he can count on them in any situation. Mick says the easiest way to manage is to surround yourself with an amazing staff.....and he did.

Mick has been married for almost 10 years and has two children. He spends a good amount of time hiking and skiing. He is an avid hunter and fly fisherman. But what Mick is known for, outside of being a fantastic Aquatics Facility Manager, is his love for running. He started running about 4 years ago, a day after he quit his pack a day smoking habit. He said running was awful at first. He had no illusions of being fast and just wanted to avoid the dreaded weight gain that he heard most folks experience after they quit smoking. Instead of gaining 40 pounds, he lost 40 pounds! He was always an athlete but nothing prepared him for the love of running. He runs every day and now runs races from 5k through the Marathon and Ultra marathon. This past summer he raced the Vermont 100 Endurance Run, culminated his year with a win at a 50k race in Maine and set a new course record in the process. This year he has a couple of sponsors. He runs for Team Perl Izumi-New England and for CW-X. He will run the Boston Marathon for the third straight year in April and will run the VT 100 again in July and probably a few more 50k and 50 mile races this year. Mick's wife has started running as well and is planning on running her first full marathon this fall. Mick started snowshoe racing last year and says it is a great cross training for road and trail running. He will be starting some running for the City of Dover in the City's Couch to 5K program soon. Wow. What a great role model for fitness!



Finish Line at the Vermont 100

Capital Improvements Program

Fiscal Years 2015 through 2020

Major Projects

PW Heavy Equipment
General Streets Improvements
Street Recon – Silver Street
Street Recon – Watson Road
Street Recon – Broadway RR Culvert
TIP – Replace Oak Street Bridge
Street Recon – Atlantic Avenue
Street Recon – Piscataqua/Rabbit
Street Ext – Washington Street

High School & Dunaway Field
Regional Career Tech Improvement

Downtown Parking System Impr.
Parking Deck Third Street
Economic Development Park

Water Main – Spaulding Turnpike
Water System Facilities Upgrade
Water Main – Main St/Washington
Water Main – Piscataqua/Drew Rds

Inflow/Infiltration Study & Migration
Sewer Main – Spaulding Turnpike

The projects listed above represent the legitimate equipment and infrastructure needs supporting the diverse requirements of our community. I, as City Manager, have proposed a multi-year capital project schedule and developed a financial plan that will support the City's needs by using varied sources of funding that continue our ongoing need to migrate away from the use of debt. This program proposes to sustain a positive trend of including increased regular, recurring capital maintenance within our annual operating budgets including the ongoing funding and use of capital reserves in order to reach more appropriate levels for a community of our size and character.

The CIP document/schedule can be viewed on the City of Dover website.

Project Updates

COCHECHO RIVER DREDGING

Current: Analysis of additional soil samples from the First Street property is being completed to determine the extent of a small area that contains a high lead content that may not be suitable for disposal in the dredge cell. The pending analysis and potential actions required for disposal of this small amount of soil is under review and consideration by the City's consultant Ransom. Once resolved NHDES appears poised to issue a waiver to allow the majority of the soil from First Street to be placed in the dredge cell.

Previous: A waiver request has been prepared and submitted to NHDES to allow the disposal of urban fill generated from the redevelopment of the First Street parking lot project into the Dover Dredge Disposal facility. Approximately 3,900 cubic yards of excess soil is estimated to be transported and placed in the dredge cell. Additional material is needed to fill the dredge cell in preparation of capping the site. The USACOE over-estimated the anticipated amount of dredge spoils from the Cochecho River Dredge Project which has resulted in a portion of the five acre facility empty and needing to be filled before a final cap can be installed. The redevelopment of the former DPW site on River Street is expected to provide the additional material needed to close the dredge cell.

WASTEWATER TREATMENT PLANT FACILITIES PLAN

Current: The peer review report of the NHDES Nutrient Criteria is due on February 19th. The hydrodynamic model prepared by Hydroqual on behalf of Dover, Portsmouth and Rochester was presented to representatives of NHDES on January 21st. The model is a sophisticated computer simulation using Great Bay watershed data to predict water movement in the estuary allowing the calculation of dilution and retention time throughout the estuary. The model is scheduled to be presented to EPA on February 10th.

Previous: The peer review of the NHDES Nutrient Criteria has begun. Four expert peer reviewers are reviewing numerous documents and data sets including the 2009 Nutrient Criteria document. Specific charge questions have been submitted for the reviewers to answer.



Recognition

Dover Fire & Rescue promoted Randy Provencher from line Lieutenant to Deputy Chief of Safety and Training. Randy has been a member of Dover Fire for over twenty years. He is paramedic and has many other certifications that make him an outstanding choice for this key leadership position. He has demonstrated enthusiasm and a great plan to round out the command structure of the department. The Deputy has started to cover officer vacancies to help manage the overtime budget.

Dover Fire & Rescue had the official retirement ceremony for Captain John Cunningham. John was so instrumental in the success of the Fire Safety Festival. He has been the front man for this program for the last decade and many children in our schools have benefited from his safety messages and enthusiasm.

The Workforce Housing Coalition of the Greater Seacoast recently honored the City of Dover Department of Planning and Community Development for its Workforce Housing Charrette.

At the coalition's annual celebration on Sept. 26, 2013, the City of Dover was presented with the Municipal Leadership award. The award recognizes a city or town that works to improve the development of workforce housing within the community through its planning process, land use ordinances, project approval process or other mechanism.

Rick Jones, Dover's Community Development Coordinator, accepted the award on behalf of the City of Dover.

Dover was recognized for a design session, which focused on the block of buildings along Fifth and Sixth streets between Central Avenue and Chestnut Street. A Charette is a design session, where input from property owners and residents is used by professional architects, development professionals and urban planners to draft a concept of what could be created through redevelopment.

Dover used this opportunity to bring together the property owners for those buildings to build off the design and commercial success of the Centrix Bank building. The concepts developed work on the idea of developing multi story buildings along Sixth Street with parking accessible in the back of the buildings, accessed of Chestnut and Fifth Streets. The buildings had commercial uses on the first floor and residential units above.

Dover's context sensitive zoning downtown, allows property owners to be creative in their designs, and also allows flexibility in uses.

Workforce housing is not subsidized or means tested. Workforce housing is affordable housing and refers to any form of housing, whether it is owned or rented, single or multi-family homes. Dover believes one of its benefits is that it offers a diversity of housing.

The Workforce Housing Coalition of the Greater Seacoast is a 501c3 nonprofit organization located in Portsmouth. The group's mission is to be a catalyst for the development of a range of housing options for the diverse workforce in the Greater Seacoast region of New Hampshire and Maine. The Coalition builds support for workforce housing by educating municipal officials, developers and community members.

Professional Development

Recently Dover Fire & Rescue had four training sessions with the City's Dispatch Center to update the box alarm system that organizes resources for any major incident to our community. This project was completed over three months with input from many levels and stakeholders. It is designed to only be added and expanded with the help of many agencies.

The Local Government Center provided training to the Inspection Services Department. Classes included: Lock Out - Tag Out, Hazard Communication, Confine Space, Trenching, Shoring, Ladder Safety and Personal Protective Equipment. These classes were provided over three weeks at the Liberty North End Station.

Fire personnel have started their re-certification training for their National Registry Emergency Medical licenses. The department is providing 36 hours per shift of medical "hands on" and lecture topics. This training is an 8 week program that is licensed through the state. The department has tried to challenge our members by adding practical scenarios that include a "real world feel". Approximately half of the membership has to recertify each year.

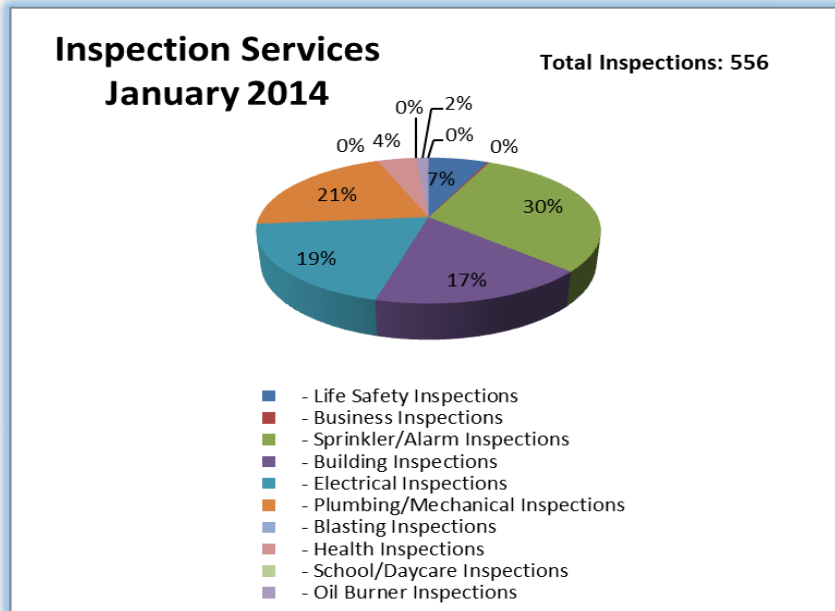
On January 30, 2014, Sergeants Colopy and Pettingill attended the first in a series of six webinars presented by ICMA (International City/County Management Association). The training sessions are geared for new and future leaders. Part one focused on the makings of a leader and the roles of a supervisor.

The Human Resources Director attended the Health Trust's Health and Safety Coordinator training. She is now the City's Health and Safety Coordinator which brings wellness benefits and funding opportunities on wellness initiatives to the City.

The Director of Planning and Community Development continued to work as part of a task force put together by the New Hampshire Planners Association to review statewide parameters to promote complete streets. Complete streets are ones that accommodate all modes of travel and encourage safety. They incorporate bus, personal auto, pedestrian and bicycle travel. The task force is made up of planners and transportation advocates from around the state and will work to promote ideas and education material which can be used by communities to make decisions about their roadways.

ACKNOWLEDGEMENTS

The Friends of the Library generously appropriated \$5,431 from their treasury in January for speakers' and entertainers' fees (\$550), library equipment (new exterior sign \$2,334) and furnishings (pamphlet rack \$416), museum pass renewals (5 @ \$1480), and staff tuition reimbursement (\$651).



In the Public Welfare Office, the focus over the past few months was working on purging old records, some dating back over 20 years. Thanks to this focus, the office is now up to date and finished with this project.

The City Manager's Assistant was busy with the posting of positions, funneling applications to various departments as well as closing the positions out. She coordinated the City Council Inauguration and the City Council Organizational meeting which was held at the North End Fire Station.

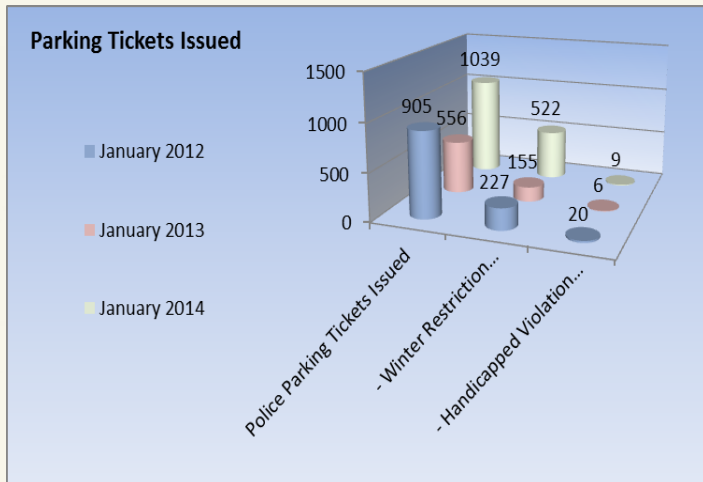
The City Manager kept the City Council up to date on the following via email:

- The City Manager provided the consultant's report and recommendations concerning the feasibility of establishing a Tax Increment Financing (TIF) District within the downtown, for all to review prior to the Council meeting.
- Six 2014 NHMA Legislative Bulletins were sent to the Council for review.
- The City Manager urged all Council members to attend the three Dover Listens sessions.
- The City Manager provided a presentation of the tax levy limitation as it relates to the 2015 budget season.
- Economic Activity Shifting findings were sent to the Council reflecting a positive experience with economic growth here in Dover.
- Information was sent from the City Manager to further explain the First Street Infill Development Agreement.
- Councilor Hooper's School Board Report was forwarded for Council review and made part of the agenda packet.
- The City Manager urged Foster's to include a write up on additional public hearings on the CIP for public education.
- An FY13 Independent Auditor presentation was provided to the Council.
- Information clarifying the Council's Organizational Meeting was provided by the City Manager.
- The City Manager responded to various citizen questions and/or concerns.

The Human Resources Director has coordinated a six part Leadership Training for City supervisors and managers. This will run through June 2014.

The Human Resources Director has also coordinated the kick off to the 2014 Wellness Initiative with a tour of the gym facility and employee Dodge Ball tournament.

Parking & Traffic



Yearly Comparison of Parking Tickets Issued

Parking Bureau

Parking Manager Bill Simons has been working closely with local merchants and employees to coordinate the relocation of Orchard Street parking lot monthly permit holders in order to maximize available customer parking during the police facility/parking garage construction period.

In January, the Parking Bureau sent out 417 new accounts to its collection agency. These were for tickets that were not paid after being issued by an officer and after no action was taken by the vehicle owner after being sent a reminder letter.

The Parking Bureau continued to deal with heavy snow storms into January. Once Community Services has completed clearing the streets and sidewalks, Parking Bureau employees, along with contracted temporary laborers, clear lanes from the parking spaces to the sidewalks. The timing and intensity of the storm as well as plow patterns dictate when the lanes are opened.

The Parking Commission has been reviewing the issue of food vendor trucks in the downtown and will bring forward recommendations to the City Council this spring. They have also voted to recommend in-fill development of a portion of the Third Street parking lot.

Parking Manager Bill Simons has worked extensively with the Planning Director and City Attorney on the First Street at Garrison revised proposal and the Downtown Improvements Tax Increment Finance proposal.

Traffic Bureau

Sgt. Speidel attended and helped to facilitate a public workshop on January 21 as part of the Downtown Pedestrian and Vehicular Access and Streetscape Study. The study is being undertaken by a consultant, The Cecil Group, and guide

On January 17, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the New Hampshire Highway Safety Agency. Extra traffic patrols were performed during peak commuting hours under a contract from NHHSA which reimburses the agency's personnel costs. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving.

The Traffic Bureau is in the process of applying for an array of projects through the New Hampshire Highway Safety Agency in an effort to arrange for extra traffic enforcement patrols in a number of areas. The agency will seek reimbursement for personnel costs associated with staffing extra officers during the summer and autumn seasons. Applications will seek funding in areas such as DWI enforcement, speed enforcement in commuter and school zones, pedestrian-related enforcement, and other areas.

Traffic Accident Reconstruction Unit

The Dover Police Department's Traffic Accident Reconstruction Team was not called out during the month of January 2014.

Progression & Growth

Taking advantage of a free service offered by the Oklahoma Correctional Institute, reference staff shipped the library's complete set of Dover High School yearbooks to be scanned by the facility. The yearbooks were returned intact, along with a set of 12 CDs containing all the information from each page of every yearbook. With theft of yearbooks a perennial problem, having a master set on CD is a great back-up. Staff will look into how to best offer use of the CDs to the public.

The City of Dover is participating in a collaborative project to help understand and prepare for the potential impacts of climate change. The project has involved working with the Massachusetts Institute of Technology (MIT) Science Impact Collaborative, the Consensus Building Institute and the Great Bay National Estuarine Research Reserve. Dover is one of four communities in New England participating and the only New Hampshire community. Project goals focus on educating the public about climate change threats and helping communities explore ways of decreasing their vulnerability.

The project began in September of 2012 with a series of personal interviews with various stakeholders in Dover to assess their level of knowledge and opinions on climate change. During the first part of 2013, a summary risk assessment of how the climate could change in Dover was prepared, including identifying key climate vulnerabilities and possible adaptation options.

The next step was organizing a series of role-play simulation events that gave Dover citizens an opportunity to discuss climate change adaptation options. Through the second half of 2013, eight workshops were held in various locations in Dover, including one hosted by the 7th Settlement Brewery. About 120 people participated in the workshops. Many of the sessions were co-hosted by a city board or commission or by a local company or group, including the Children's Museum of New Hampshire and Measured Progress.

Throughout the first part of 2014, MIT will be tabulating the results of the workshops and conducting follow-up interviews with many of the participants. A series of papers will be prepared covering a wide array of topics, including public opinion about climate change risk, lessons learned about role play simulations, and the effectiveness of engaging the public for climate change adaptation planning.

On Tuesday, Jan. 21, 2014, the City of Dover hosted a public workshop as part of the City's Downtown Pedestrian and Vehicular Access and Streetscape Study. This meeting was an opportunity for the public to meet with members of the consultant team, led by the Cecil Group. The team was interested in public input on the variety of issues and concerns involving traffic patterns and pedestrian use of Chestnut Street, Main Street, Central Avenue and Washington Street. The team is in the data collection stage of the project and is interested in any feedback and data, which can be used to produce recommendations for presentation to the Transportation Advisory Commission.

The City of Dover is undertaking the study to continue the revitalization of Dover's historic urban core. The study will focus on rebalancing the entire circulation and streetscape network within the downtown so that future conditions support a mixed-use environment that is more convenient, pleasant, and economically vibrant. The study will result in a revitalization plan with four key goals: Create a more attractive pedestrian-oriented environment, make vehicle circulation more clear and convenient; simplify links to parking, and expand bicycle and transit links to and through the downtown.

The City of Dover's Planning Department is guiding this study, which is funded through the City's Capital Improvements Program. The Cecil Group, a professional planning and design firm has been retained to help carry out the planning study. The City Council approved the funding as part of the FY14-FY20 Capital Improvement's Program in December of 2012. The Council expressed a desire for the project based upon concerns about pedestrian safety on Chestnut Street.

The report and design plans are expected to be complete by the end of August 2014.
The following schedule provides the expected timeframes for key milestones in the planning process:

December 2013 through January 2014 – Data Collection and Evaluation of Existing Conditions;
February 2014 through April 2014 – Development and Refinement of Alternatives;
May 2014 through June 2014 – Development of Preferred Design;
June 2014 through September 2014 – Development of Final Report.

Once a final report has been submitted, staff will review implementation suggestions and insert them into upcoming Capital Improvement's Programming requests.

Planning Board:

Discussed goal setting for 2014

Revised Open Space Subdivision Regulations to address houses within 100' of a public road

Review Sign Ordinance

Review Parking requirements

Discussed workshop schedules and topics for 2014

Elected Dennis Ciotti as Chair

Elected Kirt Schuman as Vice Chair

Zoning Board:

Approved a use variance request for River Valley Development Corp. (Property Owner: The Horizon Trust of New Hampshire), 1.1 acres of vacant land located between Dover Bowl and the Meineke Car Care Center at 899 Central Avenue (Tax Map 38, Lot 9A-2), located in the Thoroughfare Business (B-3) District. The approval permits construction of a mixed use building to be located 25 ft. from the front lot line where a minimum setback of 50 ft. is required. The building will house 12 residential units, as well as commercial uses on the first floor.

Elected Sam Reid as Chair

Elected Otis Perry as Vice Chair

Conservation Commission:

Held a neighborhood meeting to discuss the development of a 9 hole disc golf course on the 24 acre Cochecho River Conservation Area (Cassily Property) by the Bellamy Park Disc Golf Club

Transportation Advisory Commission:

Received an update from the Cecil Group on the Downtown Pedestrian and Vehicular Access Study

Discussed a citizen request to restrict parking on Court Street between Union and South Pine

Discussed a citizen request to restrict parking on Fourth Street at Grove Street

Discussed a citizen request to restrict Brick Road to one way from Central Avenue

Elected Mayor Weston as Chair

Elected Jack Flick as Vice Chair

Appointed Mo Olivia as Clerk

Energy Commission

Met to discuss:

Solar Power Purchase Agreement Project

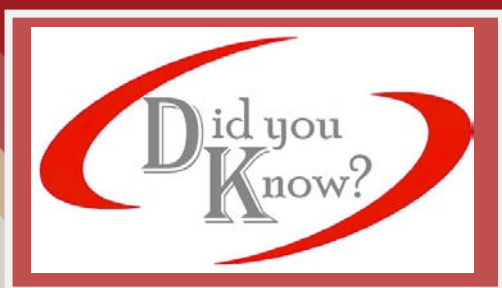
Spring Energy and Gardening Fair

CBS Eco Ads

New England Grassroots Environment Fund Grant Opportunity

Earth Day

Elected Michele Alexander as Chair



Did you know the Pine Hill Cemetery was originally an Indian burial ground? There are 25,000 people buried in the Pine Hill Cemetery, with the first recorded burial being in 1731.

**City of Dover Council Goal-Setting Workshop
February 1, 2014**

Meeting Notes

Opening remarks, overview of agenda and meeting orientation

To begin, the facilitator distributed several excerpts from the International City/Council Management Association (ICMA) Elected Official Handbook, Setting Goals for Action. These were intended to underscore this day's workshop purpose.

One of those handouts contained the following relevant passage:

Elected officials are also called on to make decisions about more narrow issues raised by constituents... fixing potholes in certain neighborhoods, the protection and replacement of old trees... These kinds of little issues can quickly eat up most of your time. However, it is the big issues that deserve most of your time and attention.

Council members in attendance this day: Karen Weston, Bob Carrier, Catherine Cheney, Bill Garrison, Dot Hooper, Anthony McManus, John O'Connor and Deborah Thibodeaux.
Absent: Jason Gagnon.

For this workshop, the facilitator suggested the terminology and definitions below to assure that all participants were using commonly-understood terms:

Goals

These are *qualitative statements* of what the business intends to accomplish over a period of years. These are "big-picture" items vital to organizational success.

Objectives

These consist of short and long-term *quantitative results* that directly support the goals. They should be measurable, achievable, related to the key factors for success in the business, and consistent with the goals. Objectives describe specifically *what* we want to happen.

Tactics

These encompass a number of separate, but related and reinforcing, steps for accomplishing the selected business objectives and goals. Tactics address the *how* element of the process.

Vital Issues Discussion Groups

To begin the process of identifying the council's primary goals for the next two years, council members were divided into three groups to discuss the following question:

What do you feel are the most vital issues that this council should address over the next two years?

Each member of the management team who was in attendance joined one of the three groups.

City of Dover 2014 Goal-Setting Workshop

Meeting Notes

Page Two

Each group then reported back to the whole, listing their identified vital issues. Discussion group results are shown below.

Group #1

- High level of communication to stakeholders
- Manage the effects of development.
- Promote economic development to 60%/40%.
- Maintain infrastructure at a high level.
- Improve pedestrian safety city-wide.
- Enhance affordability.
- Improve the perception of school quality.
- Promote Dover to current and future stakeholders.
- Foster efficiency among all city departments.
- Increase stewardship of resources.
- Move the waterfront forward.
- Pursue new revenue opportunities.

Group #2

- Openness and transparency
- Meet the challenge of federal mandates.
- School board and council together for the good of the city

Group #3

- More engagement with legislators and county officials
- Meet and anticipate infrastructure needs.
- Pursue funds owed the city by insurance pools.

Goals

With the most vital issues having been identified, councilors next consolidated these issues into four major goals. These goals were not listed in any order of perceived priority or importance:

1. Create a higher level of communication with stakeholders.
2. Continue to foster responsible and balanced economic development.
3. Prudently meet the challenge of federal and state mandates.
4. Maintain fiscal responsibility.

Objectives

In order to support the four major goals, objectives were then identified for each goal.

Goal #1:

Create a higher level of communication with stakeholders.

Objectives:

- Utilize the most effective outlets for public communication.
- Improve communication with the school board.
- Enhance public knowledge through consistent, factual communication.

Goal #2:

Continue to foster responsible and balanced economic development.

Objectives:

- Effectively manage the effects of development.
- Advance the development of the waterfront.
- Understand and continue implementation of the Master Plan.
- Develop the Business Park 2.

Goal #3:

Prudently meet the challenge of federal and state mandates.

Objectives:

- Create a master checklist of state and federal mandates.
- Advocate for the 8 mg./liter nitrogen out-fill limit.
- Actively pursue alternative funding sources, as necessary.
- Engage federal and state legislators regarding the burdens of state and federal mandates.

Goal #4:

Maintain fiscal responsibility.

- Responsibly maintain the infrastructure.
- Pursue new revenue opportunities.
- Continue to foster efficiency among municipal departments.

Consultant Notes

A few thoughts for you to keep in mind as you go forward...

- For each objective, tactics must now be developed by the City Manager and his management team. As we discussed, *objectives* identify *what* is to be accomplished. *Tactics* identify the specific steps regarding *how* the objective will be accomplished.
- Remember that objectives must be measurable, otherwise they are just wishes. If you're going to use terms such as "improve" and "enhance" there should be some benchmark or baseline established against which to measure future progress.
- You are encouraged to make every effort to avoid "continue to..." and similar phrases which can create the impression that something is being done when it isn't.
- Every objective and every tactic should have a "person responsible" and a "completed by" date assigned to it. The "person responsible" is not necessarily the one who will do all of the work, but the individual who is responsible for making sure that the work gets done. The "person responsible" should be the one who reports on the progress of the initiative.
- The progress toward the major goals and their supporting objectives should be reviewed routinely by the council, no less than quarterly, in order to keep these most vital matters fresh in the minds of councilors.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 12, 2014**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Carrier led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Cheney, Councilor Gagnon, Councilor Garrison, Councilor Hooper, Councilor McManus, Councilor O'Connor, and Councilor Thibodeaux.

Also Present: City Manager Joyal, General Legal Counselor Blenkinsop, and City Clerk Lavertu.

5. PROCLAMATIONS/AWARDS – None

6. APPROVAL OF AGENDA

Councilor Hooper moved to add two School Board Reports and a Legislative Liaison Report. Deputy Mayor Carrier moved to approve the agenda as amended.
Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 74 – CEMETERIES

SPONSORED BY COUNCILOR CHENEY

Belinda Labourdette, 38 Chapel Street, Cemetery Board Chairperson: She spoke about the Board's opinion that leashed animals should not be allowed in cemeteries.

Mayor Weston, seeing no one else wishing to speak, closed the Public Hearing.

8. CITIZEN'S FORUM

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Michele Holt-Shannon, 14 Florence Street: She spoke about recent Dover Listens events. She thanked the Councilors who attended the events. She said 200 people participated. She will be completing a report.

Mayor Weston, seeing no one else wishing to speak, closed the Citizen's Forum.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 12, 2014**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing, which included legal department activities, economic development activities, financial information, and storm management summary.

Councilor Cheney referred to the letter to Wendy Parker which the Council received. She asked when the extension was approved by the Council.

City Manager Joyal said the purchase order was approved in June 2013 or 2012.

Councilor Cheney said she had the contract from 6/22/2011, and expires in June 2014.

City Manager Joyal said they needed to write a notice stating that the City was considering renewal.

Councilor Cheney said she wanted that document.

Mayor Weston said she wanted to give the City Manager a chance to look it up and get it to the Council.

Councilor Garrison thanked the City Manager for sending out legislative bulletins with highlights.

Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Garrison.

Vote: 9/0.

10. APPROVAL OF MINUTES

- A. **January 15, 2014 – Special Meeting**
- B. **January 15, 2014 – Workshop Session**
- C. **January 22, 2014 – Regular Meeting**

Deputy Mayor Carrier moved for the approval of the minutes; seconded by Councilor Garrison.

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston spoke about attending the inauguration for the Somersworth Mayor and meeting the Mayor of Portsmouth. She said they had a consensus to work together with buying power and economic development. She attended all three sessions of Dover Listens. She learned about the School's side of the budget. She said she would like a session on the City Council.

Councilor Cheney said she attended the ribbon cutting for Great American Hotel Group.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor O'Connor.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 12, 2014**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING – None

B. ORDINANCES IN THE *4th READING

1. CHAPTER 74 – CEMETERIES

SPONSORED BY COUNCILOR CHENEY

Councilor Cheney moved for its adoption; seconded by Councilor O'Connor.
Roll Call Vote: 8/1; Passed. Councilor McManus was opposed.

C. RESOLUTIONS – None

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Six03 Endurance**
2. **PARADE – American Cancer Society – Making Strides Against Breast Cancer**
3. **PARADE – Greater Dover Chamber of Commerce**
4. **RAFFLE – Greater Dover Chamber of Commerce – 10/4/2014**
5. **ROAD RACE – Children's Museum of New Hampshire**
6. **ROAD RACE – Dover Main Street**
7. **ROAD RACE – Greater Dover Chamber of Commerce**
8. **ROAD RACE – Rochester Runners Club**
9. **ROAD RACE – Saint Mary Academy**
10. **ROAD RACE – Six03 Endurance**
11. **ROAD RACE – Trick or Treat 5k & Kids Fun Run for Dover Soccer Association**
12. **RAFFLE – Greater Dover Chamber of Commerce – 5/2/2014**

13. TOLEND ROAD DECLARATION OF CONSERVATION RESTRICTIONS

SPONSORED BY MAYOR WESTON BY REQUEST

14. SPAULDING TURNPIKE, ROUTE 4 & ROUTE 16 WATER AND SEWER DESIGN SERVICES

SPONSORED BY MAYOR WESTON BY REQUEST

15. B13075 PHASE II ENVIRONMENTAL SITE ASSESSMENT FIRST STREET PARKING LOT

SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 12, 2014**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

1. **School Board (2)**
2. Planning Board
3. Appointments Committee
4. Recreation Advisory Board
5. McConnell Center Advisory Committee
6. Arts Commission
7. Solid Waste Advisory Commission
8. Transportation Advisory Commission
9. **Legislative Liaison**
10. Pool Advisory Committee
11. Parking Commission
12. Ordinance Committee

Deputy Mayor Carrier moved to adopt the Consent Calendar; seconded by Councilor Cheney. Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Cheney asked to pull Item 13.A.13. Mayor Weston asked for roll call vote on the remaining items of the Consent Calendar. Roll Call Vote: 9/0.

Deputy Mayor moved for the adoption of 13.A.13; seconded by Councilor Cheney. Councilor Cheney asked about the 20 acres being put aside. City Manager Joyal said impacts the wetlands and a conservation easement. He said Fish & Game and NHDES will have access to restore cottontail rabbit population. Councilor McManus said he hopes the City takes long term planning options for this area. City Manager Joyal said it was the task of the Planning Department as part of the Master Plan to discuss. Deputy Mayor Carrier said the Recreation Advisory Board had discussions about that property for possible athletic fields. Roll Call Vote: 9/0.

B. RESOLUTIONS

1. CITY COUNCIL ETHICS COMMISSION SUBCOMMITTEE SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison. Mayor Weston gave an overview of the resolution to the Council. Deputy Mayor moved to make a friendly amendment to add the member names of Councilor Cheney, Councilor McManus, and Councilor O'Connor; seconded by Councilor Cheney. Vote: 9/0. Mayor Weston asked for a vote on the amended resolution. Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 12, 2014**
Meeting Time: **7:00 pm**

**2. ESTABLISHING THE DOWNTOWN DOVER TAX INCREMENT FINANCING (TIF) DISTRICT
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 19, 2014)
SPONSORED BY MAYOR WESTON BY REQUEST**

City Manager Joyal said he needs direction from the Council to notify the County and School Board.

Mayor Weston said it was the consensus of the Council that the City Manager notify the County and School Board.

Mayor Weston asked for a vote on referring to a Public Hearing on February 19, 2014.

Vote: 9/0.

C. ORDINANCES IN 1ST READING

**1. CHAPTER 170 – ZONING
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 26, 2014)
SPONSORED BY COUNCILOR GARRISON AS PLANNING BOARD
REPRESENTATIVE**

Councilor Garrison moved to refer to a public hearing on February 26, 2014; seconded by Councilor Hooper.

City Manager Joyal asked that an amendment be made to waive the citywide mailing on this Ordinance.

Councilor Garrison moved to amend the Ordinance to waive the citywide mailing; seconded by Deputy Mayor Carrier.

Vote: 7/2; Passed. Councilors Cheney and McManus were opposed.

Mayor Weston asked for a vote to refer to a public hearing the amended ordinance.

Vote: 9/0.

14. COUNCIL CORRESPONDENCE – None

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor asked to bring awareness on the City's Boards and Commission on Channel 22. He said he witness a near accident on Chestnut Street near Dover Delight. He talked about a light on the pole.

Mayor Weston asked him to bring it to the next Transportation Advisory Commission (TAC) meeting.

City Manager Joyal said he will contact PSNH as well.

Deputy Mayor Carrier praised Greater Dover Chamber of Commerce and Dover Main Street. He said they have many events and there is something to do every week.

Councilor Garrison praised Dover Listens and Michele Holt Shannon.

Councilor Gagnon referred to former Councilor Spuler's wish to form an ad hoc committee regarding chemicals used in lawn treatments. He said they have found a resident who has extensive turf management experience. He said he is looking for one more concerned resident.

Councilor Garrison cautioned that the person cannot bid on a City's contract.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 12, 2014**
Meeting Time: **7:00 pm**

City Manager Joyal explained the process to apply for a Board or Commission.

16. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor Gagnon.

Vote: 9/0.

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CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, February 12, 2014**
Meeting Time: **To follow Regular Meeting**

1. CALL TO ORDER

~~2. MOMENT OF SILENCE~~

~~3. PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Cheney, Councilor Gagnon, Councilor Garrison, Councilor Hooper, Councilor McManus, Councilor O'Connor, and Councilor Thibodeaux.

Also Present: City Manager Joyal, General Legal Counselor Blenkinsop, and City Clerk Lavertu.

5. DISCUSSIONS

A. TAX INCREMENT FINANCING (TIF)

Economic Director Dan Barufaldi gave an introductory explanation of a TIF as an economic tool. He also introduced Jeffrey Taylor of Jeffrey H. Taylor & Associates to the Council and Jack Dugan, President of Monadnock Economic Development Corporation.

Mr. Taylor gave a PowerPoint presentation on the Tax Increment Financing Feasibility Study. Mr. Dugan talked about creating a TIF in Keene, New Hampshire and how it has helped Keene's tax base.

The Council discussed amending the TIF district size, length of time, and the Council's role. City Manager Joyal went over the process to establish a TIF district.

Councilor Cheney discussed the language of the resolution. She felt "shall" was too strong a word for the Master Plan.

Planning Director Parker gave the reasoning behind the language, and would give it some thought.

City Manager Joyal said this is exactly the discussion the Council needs to have. He encouraged the Council to look at this document. He said they will be meeting next Wednesday in Workshop session regarding this subject and can address changes the Council may want to make to the resolution.

Mr. Taylor said he would address these questions and get back to the Council.

(Mr. Taylor and Mr. Dugan left the meeting at this time.)

Councilor Gagnon asked about the Master Plan.

Planning Director Parker discussed the use of the Master Plan, which is a guiding document and not a regulatory document.

Councilor Cheney started a discussion regarding displacement and her concerns.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, February 12, 2014**
Meeting Time: **To follow Regular Meeting**

City Manager Joyal said this is covered in the Ethics Ordinance. Councilor Cheney disagreed and asked that the wording be compared with other TIFs. Planning Director Parker said it is a requirement by law. He will clarify it in the resolution and insert the State statute for reference.

Councilor Cheney started a discussion regarding the TIF advisory board and her concern that the Council is not involved. She said she will bring her suggestion for the makeup of the committee at next week's workshop.

Mayor Weston said the TIF district is much larger than the original plan and felt the committee should be more than the five members listed.

Councilor Garrison suggested seven members was a good number: Starting with the original five members and adding one more property owner and add one Councilor.

City Manager Joyal asked for the suggested changes from the Council emailed to him before next week's workshop and he will put it all together.

6. CITIZEN'S FORUM

Citizens are invited to speak on the subject matter of the Workshop. Statements shall be limited to five minutes.

Mayor Weston, seeing no one wishing to speak, closed the Citizen's Forum.

7. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor Gagnon.
Vote: 9/0.

Tax Increment Financing Feasibility Study has been archived with these minutes.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.1.

Ordinance Number: **O – 2014.01.22 - 001**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, by updating the Code to reflect changes in the community, to provide more flexible land use regulations for properties located along the roadways that lead into downtown, to promote infill development along these roadways, to promote downtown economic growth and development, and to provide more flexible temporary sign regulations.

2. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Urban Density Multi-Residential (RM-U) District to Central Business District (CBD) an area of approximately 2.5 acres located along Broadway, consisting of lots 27-278*, 27-277*, 27-276*, 27-275*, 27-274*, 27-273*, 27-203*, 27-73*, 27-72*, 27-71*, 27-70*, 27-69*, 27-53*, and 27-67*”

* = only that portion of the lot within the RM-U District will be affected.

AND

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Medium Density Residential (R-12) District to Central Business District (CBD) an area of approximately 1.5 acres located along Broadway, consisting of lots 27-278*, 27-277*, 27-276*, 27-275*, 27-274*, 27-273*, 27-286A*, 27-291C*, 27-291A*, and 27-291D*”

* = only that portion of the lot within the R-12 District will be affected.

AND

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Thoroughfare Business (B-3) District to Central Business District (CBD) an area of approximately 10.3 acres located along Broadway, consisting of lots 27-286A*, 27-291C*, 27-291A*, 27-291D*, 27-292, 27-186, 27-185,



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.1.

Ordinance Number: **O – 2014.01.22 - 001**
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Chapter: **170**

27-184, 27-170, 27-169, 27-205, 27-204, 27-203*, 27-75, 27-74, 27-73*, 27-72*, 27-71*, 27-70*, 27-69*, 27-68A, 26-7A*, 26-8*, 26-9*, 26-10, 26-11*, 26-12*, 24-1*, 24-2J*, and 24-2H*”

* = only that portion of the lot within the B-3 District will be affected.

AND

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Thoroughfare Business (B-3) District to Medium Density Residential (R-12) District an area of approximately 0.2 acres located along Broadway, consisting of lots 27-291B*, 27-187*, 27-183*, and 27-171*”

* = only that portion of the lot within the B-3 District will be affected.

AND

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Thoroughfare Business (B-3) District to Urban Density Multi-Residential (RM-U) District an area of approximately 0.2 acres located along Broadway, consisting of lots 27-206*, 27-202*, 27-76*, and 27-68”

* = only that portion of the lot within the B-3 District will be affected.

AND

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Restricted Industrial (I-1) District to Central Business District (CBD) an area of approximately 20.8 acres located along Broadway, consisting of lots 26-6, 26-7A*, 26-8*, 26-9*, 26-11*, 26-12*, 24-1*, and 24-2J*.”

* = only that portion of the lot within the I-1 District will be affected.

3. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.1.

Ordinance Number: **O – 2014.01.22 - 001**
 Ordinance Title: **Updating the Dover Zoning Ordinance**
 Chapter: **170**

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Urban Density Multi-Residential (RM-U) District to Central Business District (CBD) an area of approximately 14.5 acres located along Portland Avenue, consisting of lots 24-109*, 24-110*, 24-111*, 24-111A*, 24-114*, 24-115, 24-115A, 24-116A, 24-128, 24-128B, 24-129, 24-129-1, 24-129-2, 24-130, 24-131, 24-62, 24-64, 24-68C, 24-68, 24-69, 24-70, 24-71, 24-72, 24-73, 24-74, 24-75, 24-76, 24-77, and 26-28A”

* = only that portion of the lot within the RM-U District will be affected.

AND

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Cochecho Waterfront District (CWD) to Central Business District (CBD) an area of approximately 0.9 acres along Cochecho Street, consisting of lots 24-109*, 24-110*, 24-111*, 24-111A*, and 24-114*.”

* = only that portion of the lot within the CWD District will be affected.

4. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Urban Density Multi-Residential (RM-U) District to Central Business District (CBD) an area of approximately 4.3 acres located along Central Avenue and Locust Street, consisting of lots 15-81, 15-82, 15-83, 15-84, 15-85, 15-86, 15-87, 15-88, 15-89, 15-90, 15-91, 15-92, 15-93, 15-94, 15-95, 15-96, 15-97, 15-98, 15-99, 15-100, 15-106, 15-107, 15-111, 15-112, and 15-112A”

AND

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Neighborhood Business (B-1) District to Central Business District (CBD) an area of approximately 3.5 acres located along Locust Street and Central Avenue south of Trakey Street, consisting of lots 15-103, 15-105, 15-113, 15-113A, and the portion of 15-102 that is within the B-1 District”

AND



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.1.

Ordinance Number: **O – 2014.01.22 - 001**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from the Office (O) District to Central Business District (CBD) an area of approximately 9.179 acres located at Central Avenue and Locust Street, consisting of lots 15-67, 15-68, 15-69, 15-70, 15-72, 15-73, 15-74, 15-75, 15-76, 15-77, 15-78, 15-79, 15-80, 15-101, and the portion of 15-102 that is within the Office District.”

5. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Urban Density Multi-Residential (RM-U) District to Central Business District (CBD) an area of approximately 0.2 acres located along Central Avenue, consisting of that portion of lot 30-134 that is located within the RM-U District”

AND

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Office (O) District to Central Business District (CBD) an area of approximately 23.2 acres located along Central Avenue, consisting of lots 30-126, 30-120-1, 30-127, 30-129-1, 30-130, 30-131, 30-132, 30-133, 30-134*, 30-135, 30-136, 30-137, 30-138, 30-139, 29-2, 29-3, 29-4, 29-9, 29-10, 29-11, 29-12, 29-100, 29-16, 29-17, 29-19, 29-20, 28-7, 28-9A, 28-10, 28-11, 28-12, 28-12A, 28-13, 27-222, 27-223, 27-224, 27-225*, 27-226, 27-143, 27-227, 27-144, 27-145, 27-146, 27-147, 27-148, 27-149, and 27-150”

* = only that portion of the lot within the Office District will be affected.

AND

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Suburban Density Multi-Residential (RM-SU) District to Central Business District (CBD) an area of approximately 1.5 acres located along Central Avenue, consisting of lots 28-18, 28-18B, and the portion of 28-19 that is within the RM-SU District”

AND



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.1.

Ordinance Number: **O – 2014.01.22 - 001**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Thoroughfare Business (B-3) District to Central Business District (CBD) an area of approximately 2.6 acres located along Central Avenue, consisting of the portions of lots 28-19 and 27-219 that are located within the B-3 District”

AND

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Thoroughfare Business (B-3) District to Medium Density Residential (R-12) District an area of approximately 0.1 acres located along Central Avenue, consisting of that portion of lot 28-20 that is located within the B-3 District”

AND

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Medium Density Residential (R-12) District to Central Business District (CBD) an area of approximately 0.5 acres located along Central Avenue, consisting of those portions of lots 27-219 and 27-225 that are located within the R-12 District.”

6. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Urban Density Multi-Residential (RM-U) District to Central Business District (CBD) an area of approximately 12.2 acres located along Central Avenue consisting of lots 12-25, 12-21, 12-20, 12-6, 12-5, 12-4, 12-3, 12-2, 12-1, 19-51, 19-50, 19-49, 19-48, 19-32, 19-31, 20-64, 20-63, 20-62, 20-61, 20-60”

7. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the Regulating Plan for the CBD Zone, referred to in Section 170-8, subsection B, to reflect the revised boundary of the Central Business District (CBD) per these amendments, and to depict the locations of the CBD General, Mixed Use, Residential, Downtown Gateway, and Transit Oriented Development sub-districts.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.1.

Ordinance Number: **O – 2014.01.22 - 001**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

[SEE REGULATING PLAN AT END OF DOCUMENT]

8. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations by District”, by revising the Central Business District – General Sub-District Table by amending the following language as follows:

- “New construction resulting in additional square footage or an increase in residential units must comply with parking standards for the new portion of the building only.”
- “~~New p~~Parking spaces shall be screened from the street with a masonry wall, see Section 170-20(F)(4).”
- “Unpaved ground area along the frontage shall be planted with appropriate groundcover or shrubs; flowering vegetation no bare ground is permitted.”
- “Sidewalks shall be concrete or brick, a minimum of 5 feet wide.”
- “Street furniture shall include 1 bench for every 75 ~~100~~ feet of Frontage.”
- “These standards are required. The fast track review provisions of 170-20(G) shall apply optional and may be utilized by the applicant.”

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations by District”, by revising the Central Business District – Mixed Use Sub-District Table by amending the following language as follows:

- “New construction resulting in additional square footage or an increase in residential units must comply with parking standards for the new portion of the building only.”
- “~~New p~~Parking spaces shall be screened from the street with a masonry wall, see Section 170-20(F)(4).”
- “Unpaved ground area along the frontage shall be planted with appropriate groundcover or shrubs; flowering vegetation no bare ground is permitted.”
- “Sidewalks shall be concrete or brick, a minimum of 5 feet wide.”



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.1.

Ordinance Number: **O – 2014.01.22 - 001**
Ordinance Title: **Updating the Dover Zoning Ordinance**
Chapter: **170**

- “Street furniture shall include 1 bench for every 100 ~~30~~ feet of Frontage.”

9. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by adding a new Central Business District – Downtown Gateway Sub-District Table that reads as follows:

[SEE TABLE AT END OF DOCUMENT]

10. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by adding a new Central Business District – Transit Oriented Development Sub-District Table that reads as follows:

[SEE TABLE AT END OF DOCUMENT]

11. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-20 “Central Business District Regulations”, to read as follows:

“A. Purpose and Intent

The City of Dover Central Business District (CBD) follows the premises of context sensitive zoning. This ~~form-based code~~ context sensitive zoning is intended to foster a vital ~~main street downtown~~ both for itself and for its adjacent NEIGHBORHOODS and major roadways leading into the downtown through a lively mix of uses—with SHOPFRONTS, sidewalk cafes, and other commercial uses at street level, overlooked by canopy shade trees, upper story residences and offices.

Redevelopment within the ~~Central Business District (CBD)~~ shall be regulated by ~~this form-based code~~ these context sensitive zoning regulations, in order to achieve the City’s vision set forth in the 2007 update to the Land Use Chapter of the Master Plan, adopted by the PLANNING BOARD on November 13, 2007.

~~The form-based code was~~ These context sensitive zoning regulations were originally developed through a citizen-based discussion process regarding the design for the



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improvement of all properties in the ~~Central Business District, designated areas, CBD.~~ To allow further refinement consistent with individual areas, the district has been divided into sub-districts, with special requirements for each sub-district to allow for context sensitive development along ~~corridors~~ roadways and NEIGHBORHOODS alike. In 2012-2013, using a similar citizen-based process, these context sensitive zoning regulations were extended to the major roadways that lead into downtown, identified as the Downtown Gateway Sub-district.

All of the areas within the CBD share a common goal of increased emphasis on the form and placement of STRUCTURES, and a decreased emphasis on the function(s) contained within them. As such this Article sets careful and clear controls on BUILDING form—with broader parameters on BUILDING use—so as to shape clear, attractive PUBLIC SPACES (good streets, NEIGHBORHOODS and parks) with a healthy mix of uses. With proper urban form, a greater integration of BUILDING uses is natural and comfortable.

Wherever there appears to be a conflict between the form based code and other sections of the Zoning Ordinance (as applied to a particular development), the requirements specifically set forth in this section shall prevail. For development standards not covered herein, the other applicable sections in the City of Dover Code shall be used as the requirement.

B. Conditional Use Permit

- (1) Conditional use approval for relief from the standards herein may be granted by the Planning Board (RSA 674:21 II) after proper public notice and public hearing provided that the proposed project complies with the following standards:
 - (a) That both public and private BUILDINGS and landscaping shall contribute to the physical definition of RIGHTS OF WAY as CIVIC SPACES.
 - (b) That development shall adequately accommodate automobiles, while respecting the pedestrian and the spatial form of public areas.
 - (c) That the design of streets and BUILDINGS shall reinforce safe environments, but not at the expense of accessibility.



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- (d) That architecture and landscape design shall grow from local climate, topography, history, and BUILDING practice.
 - (e) That BUILDINGS shall provide their inhabitants with a clear sense of geography and climate through energy efficient methods.
 - (f) That CIVIC BUILDINGS and public gathering places shall be provided as locations that reinforce community identity and activity.
 - (g) That CIVIC BUILDINGS shall be distinctive and appropriate to a role more important than the other BUILDINGS that constitute the fabric of the city.
 - (h) That the preservation and renewal of historic BUILDINGS shall be facilitated.
 - (i) That the harmonious and orderly evolution of urban areas shall be secured through advanced by the adoption of these regulations, proposed building and/or use.
- (2) Conditional use approval for relief from the use standards herein may be granted by the Planning Board (RSA 674:21 II) after proper public notice and public hearing provided that the proposed project complies with the following standards:
- (a) The requested use shall be compatible with abutting uses and the surrounding neighborhood.
 - (b) The requested use will not create undue traffic congestion, or unduly impair pedestrian safety.
 - (c) The requested use will not result in objectionable noise or odor which would constitute a nuisance.
- (2)(3) Conditional use approval shall be subject to a formal agreement between the PLANNING BOARD and the APPLICANT. Said agreement shall be recorded at the Strafford County Registry of Deeds.



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C. Sub-districts

(1) The REGULATING PLAN for the CBD shall locate the boundaries for the following sub-districts:

- (a) General
- (b) Mixed Use
- (c) Residential
- (d) Transit Oriented Development (TOD)
- (e) Downtown Gateway

D. Standards and regulations

(1) The standards for use and dimensions to be utilized within the CBD are shown on the tables at the end of the section. Included in each table are the following areas:

- (a) District Purpose
- (b) LOT Occupation Regulations
- (c) Diagram of BUILDING HEIGHT
- (d) Diagram of BUILD TO LINES
- (e) Special Regulations
- (f) Permitted Uses

(2) Where BUILDINGS exist on LOTS adjacent to a proposed BUILDING, the proposed BUILDING may match the more conforming of the adjacent BUILDINGS' SETBACKS and HEIGHTS rather than match the provisions of this code, through the issuance of a conditional use permit.

(3) General Guiding Principles for Building Placement



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- (a) The goal of the BUILDING HEIGHT and BUILD TO LINE standards is the creation of a healthy and vital public realm through good STREET space.
- ~~(a) General Guiding Principles~~
- ~~(i)-(b)~~ BUILDINGS are aligned and close to the STREET.
- ~~(ii)-(c)~~ The STREET is a coherent space, with consistent BUILDING forms on both sides of the STREET, creating a clear PUBLIC SPACE and community identity.
- ~~(iii)-(d)~~ BUILDINGS oversee the STREET (and SQUARE) with active fronts contributing to a vital and safe PUBLIC SPACE.
- ~~(iv)-(e)~~ Property lines are physically defined by BUILDINGS or STREET WALLS.
- ~~(v)-(f)~~ BUILDINGS are designed for an urban feel and situation. Views are directed to the STREET and the garden/courtyard, not toward the neighbors. However within the STREET wall alcoves or small courtyards are permitted to allow for seating and public access.
- ~~(vi)-(g)~~ Vehicle storage, garbage and mechanical equipment are kept away from the STREET.
- ~~(vii)-(h)~~ Within the General ~~and~~, Mixed Use, and TOD sub-districts, new retail and commercial activities are located on the GROUND FLOOR. Residential activity is not.
- (i) In the Downtown Gateway residential may be located on the GROUND FLOOR, however new retail and commercial activities are encouraged to be developed.
- ~~(viii)-(j)~~ Parking (not including on-street parking) should be away from the STREETS and shared by multiple owners/users.
- ~~(ix)-(k)~~ Historic character should be preserved and enhanced by context sensitive construction.



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E. STREETScape

(1) ~~The Sites within the CBD sites~~ shall be developed so that BUILDINGS are placed at or near the STREET, along the outer edge of their sites and so as to ensure the unity of those STREETS. Furthermore, ~~the standards demonstrate the relationship between the STREET and LOTS. Finally,~~ these standards establish an environment that encourages and facilitates pedestrian activity. The Dover Streetscape Standards will serve as a reference document for many of the elements below.

(2) General Principles and Intent

(a) The STREETScape

(i) The STREET and BUILDING façade receives more attention than the rest of the BUILDING.

(ii) STREETScape elements, such as ~~brick~~-pavers, benches and waste-bins must be consistent within a project and adjacent properties where these elements are present.

(iii) PUBLIC ART is encouraged.

(b) FRONTS AND REARS

(i) BUILDING facades are the public "face" of every BUILDING. Owners are encouraged to place planters and window boxes with flowering plants and/or climbing vines along the area in front of their BUILDINGS.

(ii) The private, REAR portions of the LOTS, allow commercial operators to utilize these spaces as efficient working environments unseen by the public and allow residents to have private and semi-private (for apartment and condominium BUILDINGS) OPEN SPACE.



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(c) OFF STREET PARKING

- (i) Parking provided for a project shall be screened from the STREET. The design of the screen shall be subject to Planning Board approval and shall use materials that are compatible with the surrounding character of the neighborhood and contribute to an attractive streetscape.
- (ii) Parking shall be considered accessory and shall not be the principal use of a lot.

(3) Minimum Standards

Unless In addition to any regulations set forth in the CBD sub-district tables indicate additional or replacement regulations and the *Dover Streetscape Standards*, development shall follow the regulations outlined below:

~~(a) The STREETScape~~

Subsections (a), (b), and (c) shall only apply to new construction and/or renovations that will result in a 50% or more increase in the value of the property, as determined by a licensed New Hampshire appraiser.

(a) STREET TREES/Landscaping

- (i) Each STREET shall have canopy shade trees (STREET TREES). STREET TREES shall be planted at an average spacing not greater than twenty-five (25) to thirty (30) feet on center (measured per BLOCK FACE). The planting area's minimum dimension shall be not less than five (5) feet. At planting, trees shall be ~~at least four (4) to four two and a half (42.5) to three (3) inches in diameter~~ (four (4) feet above grade) and ~~at least twelve (12) feet in overall HEIGHT.~~ shall meet the *American Nursery Standards* for height. The tree species used shall be selected from the City of Dover's approved list of STREET TREES.
- (ii) Any unpaved ground area fronting the LOTS (to the curb) shall be planted with groundcover or flowering vegetation.



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(b) SIDEWALKS

- (i) SIDEWALKS shall be made of brick or concrete and shall be a minimum of five (5) feet wide.

(c) STREET FURNITURE

- (i) Benches - Benches will have backs and arm rests. See sub-district tables for spacing requirements.

a: ~~For each project, one (1) bench will be provided for every one hundred (100) feet of FRONTAGE on a project.~~

- (ii) Waste Bins - At a minimum, one (1) waste bin will be provided at each BLOCK CORNER.
- (iii) Bike Racks – At a minimum, one (1) bike rack shall be required per non-residential project.

(d) Lighting

- (i) Materials and equipment chosen for lighting fixtures should be durable, energy efficient and weather well. Appropriate lighting is desirable for nighttime visibility, crime deterrence, and decoration. However, lighting that is too bright or intense creates glare, hinders night vision, and creates light pollution.
- (ii) At the front of the building, exterior lights shall be mounted between six (6) feet and fourteen (14) feet above the adjacent grade.
- (iii) Floodlights or directional lights may be used to illuminate parking garages and working (maintenance) areas but must be shielded or aimed in such a way that they do not shine into other LOTS, or the STREET. Floodlighting shall not be used to illuminate building walls (i.e. no up-lighting), except in the TOD sub-district.



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(iv) Site lighting shall be of a design and height so as to illuminate only the LOT.

(v) No flashing, traveling, animated, or intermittent lighting shall be visible from the STREET on the exterior of any building, whether such lighting is of temporary or long-term duration.

(e) Mechanical Equipment

(i) The following shall not be stored or located within any STREET, and be screened from view from the STREET: Air compressors, mechanical pumps, exterior water heaters, water softeners, utility and telephone company transformers, meters or boxes, garbage cans, storage tanks, and the like may not be stored or located within any area considered a front yard under this Code.

(ii) Roof mounted equipment shall be screened from view from the STREET.

F. Architectural Standards

The following standards are optional (except where noted on sub district sheets) and may be utilized by the APPLICANT. An APPLICANT's election not to submit to architectural standards shall not adversely prejudice the application.

(1) General Principles and Intent

(a) Tradition

- (i) These standards favor BUILDINGS that are traditional in design in a broad sense. They specify an architectural language of load-bearing walls and regional materials that help define building base and cornice. These standards encourage details, such as column and pier spacing, window proportions, entry level, roof or cornice configurations, storefronts, and overhangs.



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(ii) The intent behind these standards is to reinforce the existing character and historic nature of Dover’s central business district. However, modern BUILDINGS that are sensitive to that character may be permitted as well.

(iii) All building materials to be used shall express their specific properties. For example, stronger and heavier materials (masonry) support lighter materials (wood).

(b) Energy Efficiency and Environmental Conservation

(i) LEED (Leadership in Energy and Environmental Design) standards, or an equivalent standard (or such others as may succeed them), are encouraged to be incorporated into the building design.

(c) PUBLIC SPACE

(i) Many of these standards apply only in conditions that enhance and define the PUBLIC SPACE. These controls concentrate on the public space/views from the public space and minimize interference in the private realm.

(2) Building Walls (Exterior)

(a) Building walls should reflect and complement the traditional materials and techniques of Dover’s architecture. They should express the construction techniques and structural constraints of traditional, long-lasting, building materials. Simple configurations and solid craftsmanship are favored over complexity and ostentation in building form and the articulation of details. All building materials to be used shall express their specific properties. For example, heavier more permanent materials (masonry) support lighter materials (wood).

(b) Building materials shall be context sensitive and shall reflect a consistency to be found within the sub-district.

(i) Brick, stone or masonry building materials are encouraged for exterior walls.



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(3) Roofs and PARAPETS

- (a) Roofs and PARAPETS should demonstrate a commonsense recognition of the climate by utilizing appropriate pitch, drainage, and materials.
- (b) BUILDINGS without visible roof surfaces and overhanging eaves may have a cornice projecting horizontally between six (6) and twelve (12) inches beyond the building walls. For BUILDINGS three stories or taller, the cornice projection shall increase an additional six (6) and twelve (12) inches per STORY.
- (c) Skylights and roof vents are permitted only on the roof plane opposite the primary STREET or when shielded from the STREET view by the building's PARAPET wall.
- (d) Overly elaborate, “postmodern” and/or “high-tech” designs are discouraged, where in conflict with existing architecture. However, ornamentation which contributes to the character of the building is encouraged. BUILDING designs need to reflect the adjacent massing. Ornamentation should be consistent with that used in the neighborhood of BUILDINGS to reinforce the fabric and richness of the community.
- (e) Green roof technologies are encouraged. Vegetative cover should be considered for flat roofs and solar panels should be considered for integration into pitched roof STRUCTURES.

(4) Street Walls

- (a) STREET WALLS establish a clear edge to the STREET in locations where the BUILDINGS do not. The CBD requirements include masonry walls that define outdoor spaces and separate the STREET from the private realm (parking LOTS, trash cans, gardens, and equipment). All STREET WALL façades shall be as carefully designed as the building façade, with the finished side out, i.e. the “better” side facing the STREET.



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(5) Windows and Doors

- (a) Windows should be divided by multiple, vertical panes of glass. This helps the window “hold” the surface of the façade, rather than appearing like a “hole” in the wall (an effect produced by a large single, horizontal sheet of glass).
- (b) Principal building entrances shall be clearly visible from the primary front street and create a safe and inviting space.

~~(6) Lighting and Mechanical Equipment~~

- ~~(a) Materials and equipment chosen for lighting fixtures should be durable, energy efficient and weather well. Appropriate lighting is desirable for nighttime visibility, crime deterrence, and decoration. However, lighting that is too bright or intense creates glare, hinders night vision, and creates light pollution.~~

~~(b) STREET LIGHTS:~~

- ~~(i) In order to minimize light pollution, light should be directed downward to the immediate area being lighted and away from any living quarters.~~
- ~~(ii) Lights shall be located sixteen (16) feet above grade with a maximum average spacing (per BLOCK FACE) of sixty (60) feet on center~~
- ~~(iii) At the front of the building, exterior lights shall be mounted between six (6) feet and fourteen (14) feet above the adjacent grade.~~
- ~~(iv) Floodlights or directional lights (maximum seventy five (75) watt bulbs) may be used to illuminate parking garages and working (maintenance) areas, but must be shielded or aimed in such a way that they do not shine into other LOTS, or the STREET.~~
- ~~(v) Floodlighting shall not be used to illuminate building walls (i.e. no up-lighting), except in the Mill sub-district.~~



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(vi) ~~Site lighting shall be of a design and height so as to illuminate only the LOT.~~

(vii) ~~No flashing, traveling, animated, or intermittent lighting shall be visible from the STREET on the exterior of any building, whether such lighting is of temporary or long term duration.~~

(c) ~~Mechanical Equipment~~

~~(i) The following shall not be stored or located within any STREET, and be screened from view from the STREET:~~

~~a. Air compressors, mechanical pumps, exterior water heaters, water softeners, utility and telephone company transformers, meters or boxes, garbage cans, storage tanks, and the like may not be stored or located within any area considered a front yard under this Code.~~

~~(ii) Roof mounted equipment shall be screened from view from the STREET.~~

G. Incentives for Architectural Standards

(1) Any plan that demonstrates reasonable use of the optional architectural standards defined in Section F, may apply for the following ~~incentives~~ incentive:

(a) Fast track review

The Planning Director shall give preference to projects in setting the Planning Board agendas and in other review processes.

(2) Reasonable use shall be considered demonstration of at least six (6) of the criteria or items mentioned under Section F. These criteria/items will be listed on a waiver application form.



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H. Administration

- (1) ~~The CBD district exists like every other district and development within is intended to be reviewed and approved as any other district. Any appeals of this section shall be treated as any other zoning appeal and shall~~ Deviations from the requirements herein may be requested by application to the Planning Board for a conditional use permit (see Section B). Administrative appeals from this section may be directed to the Zoning Board of Appeals (as outlined in 170 – 52). Projects submitted shall follow the process outlined with Chapter 149, Site Review Regulations.
- (2) Any redevelopment within the CBD is exempt from Wetlands Regulations as described and administered in this Chapter.

12. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-32 “Sign Review and Regulations”, by revising subsection E “Signs permitted in CBD and CWD Zones”, subsection 3, as follows:

- 3) ~~Temporary SIDEWALK/A frame SIGNS Signs. Temporary SIGNS may be erected subject to the following regulations.~~
 - (a) ~~Temporary SIDEWALK/A frame SIGN signs require a temporary sign permit. The permit permits shall remain in effect for a period of one (1) year and can be renewed on an annual basis.~~
 - (b) ~~One (1) SIDEWALK/A frame temporary SIGN shall be permitted per each PRINCIPAL BUILDING, or portion thereof under separate ownership, regardless of the number of individual tenants within said BUILDING. BUILDINGS with an excess of one hundred (100) feet of STREET FRONTAGE shall be permitted one (1) additional SIDEWALK temporary SIGN per every one hundred (100) feet of STREET FRONTAGE.~~
 - (c) ~~No SIGN shall be permitted on a city SIDEWALK or public right of way unless a five (5) foot, clear passageway can be maintained at all times.~~
 - (d) ~~All SIDEWALK SIGNS shall be assigned a specific geographical location by the Zoning Administrator.~~



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- (ce) For temporary signs located on a City SIDEWALK or within a public right-of-way:
- (i) A certificate of insurance in the amount of one hundred thousand dollars (\$100,000.00) (bodily injury/property damage) shall be filed with the Zoning Administrator as part of the temporary sign permit application to assure sufficient liability coverage of the APPLICANT.
 - ~~(ii) f) A hold-harmless certification letter shall be filed with the Building Inspector as part of the temporary sign permit application to relieve the City of Dover from bodily injury and property damage liability.~~
 - ~~(g) All SIDEWALK SIGNS shall conform to the mill motif design criteria (Subsection P).~~
 - ~~(iii) h) SIDEWALK SIGNS shall only be displayed during business hours.~~
 - (iv) A five (5) foot, clear passageway must be maintained at all times.
 - (v) SIGNS shall be located in front of the building occupied by the business or in front of the space occupied by the business if the business is located in a multi-tenant building.
 - (vi) Demonstration of compliance with the mill motif design criteria (Subsection O, subparagraph 4) shall be filed as part of the temporary sign permit application. To meet this requirement, the applicant must demonstrate compliance with at least four (4) of the eight (8) following criteria:
 - 1. No more than one (1) lettering style shall be permitted per SIGN.
 - 2. Light-colored letters on a dark background are preferred. Dark letters on a light back ground shall only be permitted if it compliments the BUILDING's color composition.
 - 3. Product trademarks are discouraged; however, trade SIGNS (e.g., a shoe for a cobbler, a mortar and pestle for a druggist) are preferred.
 - 4. Letter styles shall be limited to the classic genre, i.e., Copper Plate Gothic, Times, Franklin Gothic, Benton, Clarendon, Haas Helvetica, Folio Caravelle Medium, Windsor, and Times Roman.
 - 5. No more than three (3) colors are preferred, including black and white. Lettering shall preferably be one (1) color.
 - 6. Colors used in SIGNAGE should relate to the color composition of the BUILDING material and be compatible with them.



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7. Traditional materials, such as wood, glass, brass, bronze or iron, are preferred. The use of plastic, aluminum and vinyl will only be permitted if styled and composed to imitate wood or iron.
8. Wooden SIGNS shall be constructed of dense, clear wood that adapts to engraving/carving and paint or stain. Ordinary plywood will not withstand exposure; therefore, only overlay, exterior or marine plywood shall be permitted.

13. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-32 “Sign Review and Regulations”, by revising subsection F “Signs permitted in B-3 Thoroughfare Business District”, subsection 2, as follows:

- (2) Temporary SIGNS. Temporary SIGNS may be erected ~~in the B-3 Thoroughfare District to advertise newly located businesses provided that the following guidelines are met~~ subject to the following regulations:
 - (a) ~~Temporary SIDEWALK/A frame SIGN permits shall remain in effect for not more than six (6) months.~~
 - (b) ~~Only one temporary SIGN shall be permitted per new business.~~
 - (c) ~~The property owner shall be required to execute a hold harmless certification letter in a form approved by the General Legal Counsel for the purpose of indemnifying and holding the City harmless from any liability due to the use or existence of any such temporary SIGN. All such agreements shall be kept on file in the Department of Planning and Community Development Office.~~
 - (a) Temporary signs require a temporary sign permit. The permit shall remain in effect for a period of one (1) year and can be renewed on an annual basis.
 - (b) One (1) temporary SIGN shall be permitted per each PRINCIPAL BUILDING, or per tenant if the PRINCIPAL BUILDING or BUILDINGS have multiple tenants.
 - (c) For temporary signs located on a City SIDEWALK or within a public right-of-way:
 - (i) A certificate of insurance in the amount of one hundred thousand dollars (\$100,000) (bodily injury/property damage) shall be filed as part of the temporary sign permit application to assure sufficient liability coverage of the APPLICANT.



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- (ii) A hold-harmless certification letter shall be filed as part of the temporary sign permit application to relieve the City of Dover from bodily injury and property damage liability.
- (iii) SIGNS shall only be displayed during business hours.
- (iv) A five (5) foot, clear passageway must be maintained at all times.
- (v) SIGNS shall be located in front of the building occupied by the business or in front of the space occupied by the business if the business is located in a multi-tenant building.

14. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-32 “Sign Review and Regulations”, by revising subsection K “Signs permitted in the B-5 Commercial/Retail District”, subsection 2, as follows:

- (2) Temporary SIGNS. Temporary SIGNS may be erected subject to the following regulations:
 - ~~(a) Only one (1) temporary SIGN shall be permitted per new business.~~
 - ~~(b) The property owner shall be required to execute a hold harmless certification letter in a form approved by the City Attorney for the purpose of indemnifying and holding the City harmless from any liability due to the use or existence of any such temporary SIGN. All such agreements shall be kept on file in the Department of Planning and Community Development Office.~~
 - (a) Temporary signs require a temporary sign permit. The permit shall remain in effect for a period of one (1) year and can be renewed on an annual basis.
 - (b) One (1) temporary SIGN shall be permitted per each PRINCIPAL BUILDING, or per tenant if the PRINCIPAL BUILDING or BUILDINGS have multiple tenants.
 - (c) For temporary signs located on a City SIDEWALK or within a public right-of-way:
 - (i) A certificate of insurance in the amount of one hundred thousand dollars (\$100,000) (bodily injury/property damage) shall be filed as part of the temporary sign permit application to assure sufficient liability coverage of the APPLICANT.
 - (ii) A hold-harmless certification letter shall be filed as part of the temporary sign permit application to relieve the City of Dover from bodily injury and property damage liability.
 - (iii) SIGNS shall only be displayed during business hours.
 - (iv) A five (5) foot, clear passageway must be maintained at all times.



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(v) SIGNS shall be located in front of the building occupied by the business or in front of the space occupied by the business if the business is located in a multi-tenant building.

15. TAKES EFFECT

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Councilor William Garrison
Finance Director City Council Planning Board
Representative

Approved as to Legal Form and Compliance: Anthony Blenkinsop
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



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DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony MacManus, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

The City of Dover was awarded \$50,000 by New Hampshire Housing through a competitive grant process to examine the zoning regulations in and around the roadways that lead into downtown. The goal of the project, titled the “Gateway Rezoning Study”, was to ensure that the roadways are zoned to provide opportunities for robust growth and a mixture of uses in order to create a seamless transition from Dover's more suburban residential areas to the urban core. The roadways that were the focus of the project include portions of Central Avenue, Broadway, Portland Avenue, Sixth Street, and Silver Street.

Over the course of several months, the Planning Department and the City’s consultant, Jeffrey H. Taylor and Associates, performed on the ground inventories of all the gateways and engaged in substantial public outreach including:

- mailings to all residents, property owners and business owners within the gateways,
- conducting stakeholder interviews with property owners, developers, design professionals, city officials, and transportation and housing advocates,
- conducting design sessions in March and February where participants were asked to share their thoughts on how the gateways should change over time, and



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.1.

Ordinance Number: **O – 2014.01.22 - 001**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

- developing two on-line surveys the first of which was a general survey about the gateways and received 126 responses, and the second of which focused on the detailed concept designs that were produced at the design sessions showing ways the gateways might be redeveloped in the future.

The consultant used the data obtained from the research and public outreach phases of the project to draft proposed zoning regulations for the gateways. Note that Sixth Street was removed from the project based on the public feedback received during the data gathering phase.

The Planning Board posted the amendments on October 8, 2013 and held public hearings on November 12th and December 17th. The feedback received from the public at the November 12th hearing focused primarily on concerns raised by residents regarding the extension of the Central Business District along Silver Street and the impact that would have on the surrounding neighborhood. Other residents expressed concern about the proposed inclusion of the properties at the corner of Trakey Street and Locust Street within the Central Business District.

Subsequent to the November 12th hearing, staff met with residents of the Silver Street neighborhood and concluded that, based on the residents' feedback, Silver Street and the Trakey Street/Locust Street corner should be removed from the present set of amendments and the zoning in that neighborhood should be looked at comprehensively and not just narrowly focused on Silver Street itself. As a result, staff applied for and received supplemental funding under the Community Planning Grant program to fund a separate study of the Silver Street neighborhood. It is anticipated that the new zoning regulations to be developed in the coming months will focus on and recognize the unique historical character of this area and provide regulations that support and enhance this character.

At the December 17th hearing, staff proposed amending the zoning amendments to remove Silver Street and the corner of Trakey and Locust from the proposed rezoning, based on the feedback received at the November 12th public hearing and the subsequent meeting with residents. Staff also made additional minor recommendations to amend the zoning amendments based on feedback received from Planning Board members at the November 12th public hearing. Following the December 17th public hearing at which no one from the public spoke, the Planning Board adopted the zoning amendments with the modifications recommended by staff.

To: Dover City Council
From: Christopher Parker, AICP
CC: J. Michael Joyal, City Manager
Dover Planning Board
Date: January 14, 2014
Re: Zoning Amendments

As per section 170-53(F), the Planning Board shall provide to the City Council a report on each proposed amendment that has been proposed and endorsed by it. This report shall include the Board's findings and recommendations on the following:

The consistency of the proposed amendments with the Master Plan;

ISSUE:

On December 17, 2013, the Planning Board unanimously approved 13 amendments to the City's Zoning Ordinance, Chapter 170.

The 2007 update to the City's Land Use Chapter of its Master Plan is entitled "It's All About Context." This chapter emphasizes the need for new development to be in keeping with the existing conditions in a neighborhood. Amendments 2 and 3 revise existing districts to follow more closely the neighborhoods they are around, and to clarify district boundaries, which match property owner needs. Furthermore, by establishing form based code regulations for the subject roadways, the Zoning Ordinance will require contextually sensitive development for these areas.

INTENT:

This memo will briefly describe the findings of the Planning Board and ensure compliance with Chapter 170-53(F) of the Code.

The consistency of the proposed amendment with other plans, studies, or technical reports prepared by or for the Board and the City;

GOALS:

The proposed zoning amendments must meet certain criteria for the Planning Board to support their adoption. This memo reviews the report criteria laid out in Chapter 170 to explain the findings of the Planning Board.

The proposed amendments do not conflict with any other plans, studies or technical reports, and are consistent with the Land Use Chapter of the Master Plan.

PROCESS:

The City of Dover was awarded \$50,000 by New Hampshire Housing Finance Authority through a competitive grant process to examine the zoning regulations in and around the roadways that lead into downtown. Over the course of several months, the Planning Department and the City's consultant, Jeffrey H. Taylor and Associates, performed on the ground inventories of all the gateways, and prepared draft zoning amendments.

The effect of the proposed amendment on the City's municipal services and capital facilities as described in the Capital Improvements Program;

The proposed amendments do not conflict with the Capital Improvements Program.

The effect of the proposed amendment on the natural, environment, and historical resources of the City;

In promoting contextually sensitive development, the amendments will increase the level of protection of the City's historic homes, buildings, and character.

The effect of the proposed amendment on neighborhood including the extent to which nonconformities will be created or eliminated;

Amendments 2, 3, 4, 5 and 6 seek to expand the Central Business District (CBD) to portions of Central Avenue, Portland Avenue, and Broadway. This expansion was devised with the interest of property owners in mind, and several outreach efforts were made to all stakeholders, including the holding of several design sessions. The proposed expansion of the CBD is intended to increase flexibility and opportunity, but not create nonconformities.

Furthermore, by realigning the zoning boundaries along Broadway and Portland Avenue from a common setback off the centerline of the road to the back property lines, this eliminates a hardship property owners have faced when developing property. A clear boundary will exist for them to grow with.

The effect of the proposed amendment on the City's economy and fiscal resources; and

ATTACHMENTS:

- Current and proposed Central Business District Regulating Plan
- Proposed new CBD sub-district tables
- Current and proposed revised CBD sub-district tables
- Summary of amendments

The Planning Board sought to create amendments which foster economic diversity and to allow for continued and sustained growth in Dover.

In particular, the establishment of a CBD Transit Oriented Development sub-district relaxes residential parking requirements in order to encourage denser residential development in the area surrounding the Transportation Center, while at the same time encouraging commercial uses on the ground floor. It is expected that the denser residential development encouraged under the TOD will create more demand for services and retail downtown, thereby helping to contribute a vibrant and sustainable central business district.

The proposed extension of the Central Business District along Portland Avenue, Broadway, and portions of Central Avenue will establish form based code context sensitive zoning for these areas. Under these regulations, property owners will have significantly more options for the use and/or redevelopment of their properties. At the same time, the proposed zoning regulations are designed to preserve the character of these areas. The result is to promote robust commercial growth and an attractive and desirable community.






Likewise, the proposed requirement that construction in the existing Central Business District General sub-district must meet the architectural design standards of Section 170-20 will ensure that downtown Dover remains an attractive and desirable place to both work and live. It is expected that these required design criteria will both complement and support the robust commercial growth that flexible context sensitive zoning of the Central Business District is intended to engender.

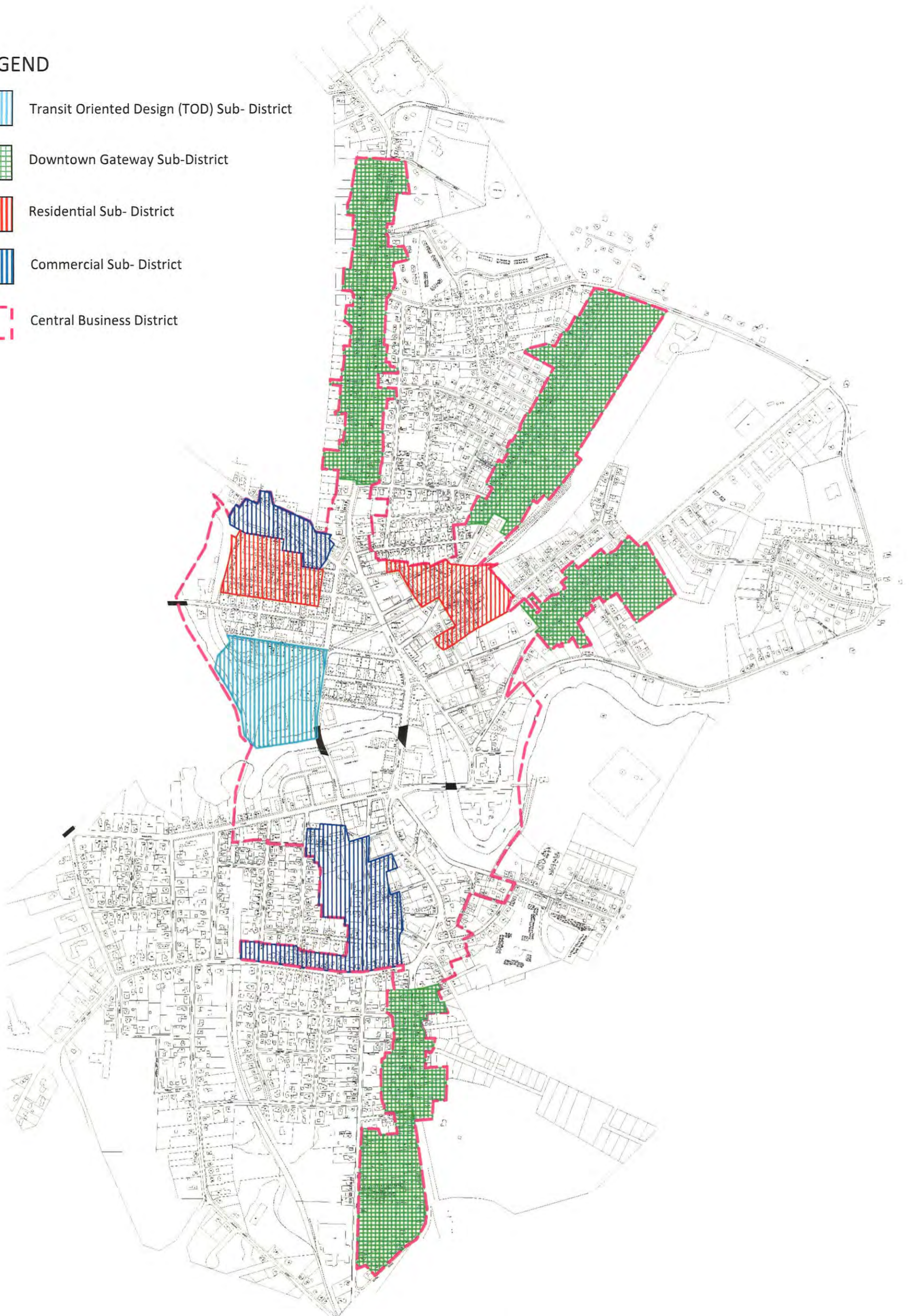
Finally, the proposed amendments provide additional flexibility for temporary signs in the zoning districts where they are currently permitted. In the Central Business District and Cochecho Waterfront District, business owners may now choose from a menu of mill motif design criteria rather than the full palate of mill motif criteria, and in the B-3 and B-5 commercial districts, business owners may now obtain year-long sign permits in place of an allowed one-time permit for the first six months after the opening of a new business.

The recommendation of the Planning Board relative to whether the proposed amendment should be adopted or rejected, and any recommendations for modifications to the proposed amendment.

The Planning Board unanimously approved the amendments and hereby submits them to the City Council for ratification.

LEGEND

-  Transit Oriented Design (TOD) Sub- District
-  Downtown Gateway Sub-District
-  Residential Sub- District
-  Commercial Sub- District
-  Central Business District

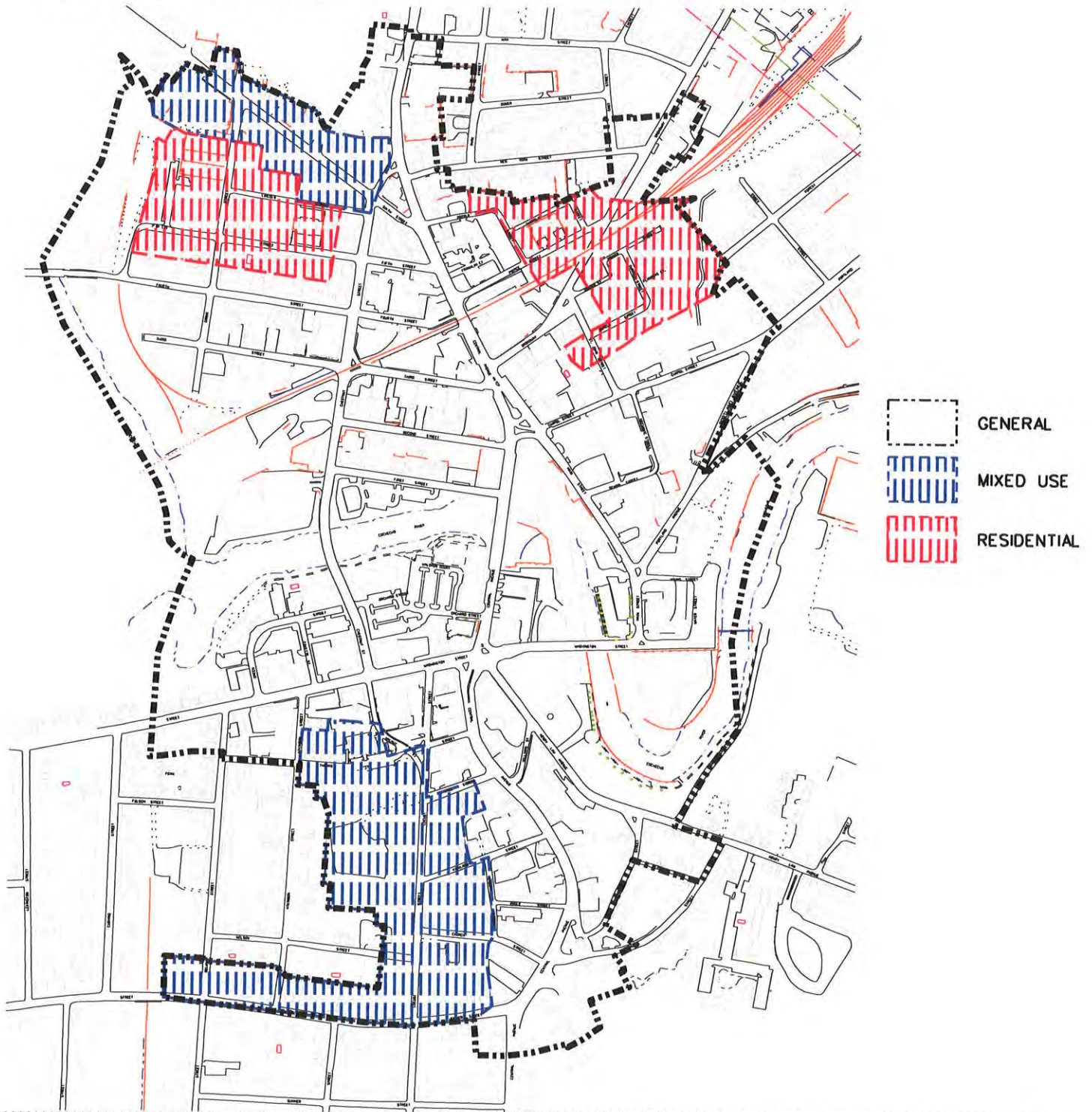


City of Dover, New Hampshire

CBD Regulating Plan

12/2013

CBD REGULATING PLAN





Statement of Purpose

A gateway is an area that marks a transition point where you move from one existing condition to another. In terms of land use, Gateways generally indicate transition points from a less developed area (the highway, the rural landscape, etc.) to a more formal, densely developed urban core (multi-story buildings, civic buildings, etc.). In Dover the primary Downtown Gateways (Central Avenue north and south of the downtown core, Broadway, and Portland Avenue) are generally dominated by commercial activity, with buildings of a lower height than those located downtown. Some residual residential activity occurs occasionally as stand-alone buildings, but frequently residential activity is located above ground floor commercial uses. A modest distance between the building and the street exists, with a fair amount of landscaping.

Special Regulations

Parking Location Standards (See 170-44) - New construction resulting in additional square footage or an increase in residential units must comply with parking standards for the new portion of the building only.

- Parking spaces may be located off-site within 1,000 feet of the proposed use.
- Parking spaces may be leased from the City or a private landowner.
- Parking spaces shall be screened from the street with a masonry wall, see Section 170-20(F)(4).

Ground Floor Standards

- No less than 30% of the façade shall be windows.
- A pedestrian entrance shall be required at the street side or front façade.
- Residential uses permitted; buildings with more than 4 units are required to follow architectural standards, see section 170-20F.

Streetscape Standards (See 170-20 (E)) - All elements must be consistent with Dover Streetscape Standards.

- Street trees shall be planted at an average spacing of 25 to 30 feet on center.
- Unpaved ground area along the frontage shall be planted with appropriate groundcover or shrubs; no bare ground is permitted.
- Sidewalks shall be concrete and a minimum of 5 feet wide.
- Street furniture shall be provided as follows:
 - * 1 bench for every 100 feet of frontage
 - * At least 1 waste bin at each block corner
 - * 1 bike rack per non-residential project
- Lighting and mechanical equipment standards per sect 170-20 E.

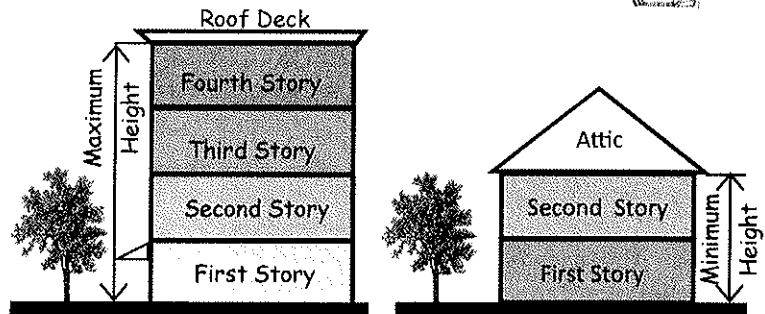
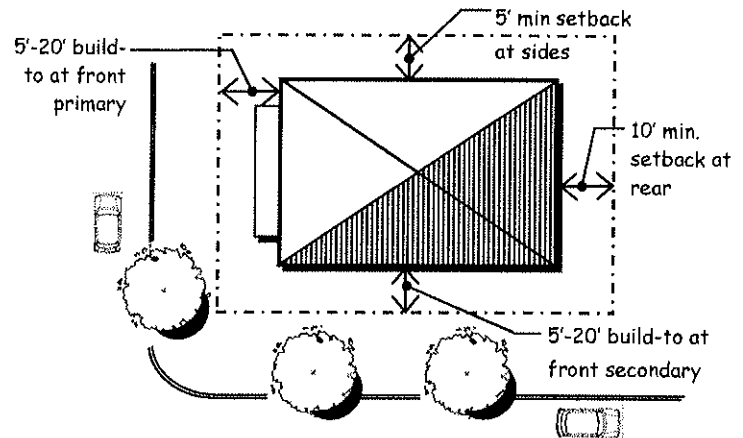
Architectural Standards (See 170-20 (F))

- LEED standards or an equivalent standard are encouraged.
- No Drive-in Service permitted.
- Standards must apply for residential buildings with 4 units or more.
- All other standards are optional and may be utilized by applicant.

Dimensional Regulations

Principal Building	
Lot Size	NA
Minimum Lot Coverage	50%
Frontage Build-Out	60% min
Front Primary Build-To	5 ft min - 20 ft max
Front Secondary Build-To	5 ft min - 20 ft max
Side Setback	5 ft min
Rear Setback	0 ft min
Outbuilding/Accessory	
Front Setback	20' min + bldg setback
Side Setback	5' min
Rear Setback	10' min
Private Frontages	
	See table xxxx
Common Yard	permitted
Porch and Fence	permitted
Terrace / Lightwell	permitted
Stoop	permitted
Shopfront & Awning	permitted
Gallery	not permitted
Building Height	
Principal Building	4 story max, 2 story min
Outbuilding/Accessory	2 story max

*CUP may be used to adjust standards



Principal Building Heights



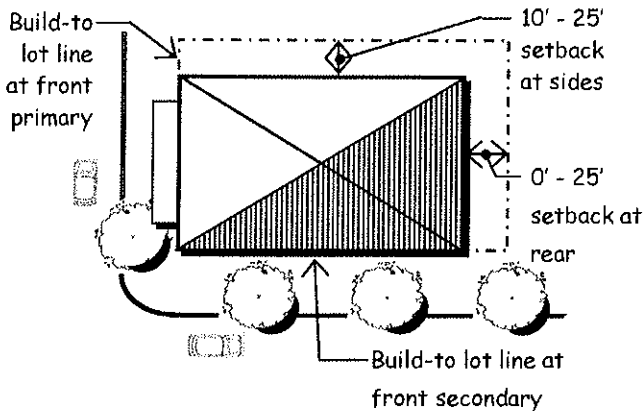
Statement of Purpose

This is an area ripe for redevelopment. This area west of Chestnut Street was once the home of coal yards, warehouses, and other supporting structures for the rail line that passes through it. The rail line will be the key to its future success as well. In combination with the associated bus terminal, transportation is the key to future development here. It is envisioned that this could be an area of very dense development along the banks of the Cochecho River. A wide variety of uses is intended here, with residences dominating upper levels, and retail and commercial activity dominating lower levels.

Dimensional Regulations

Principal Building	
Lot Size	NA
Lot Coverage	75% - 100%
Frontage Build-Out	80% min
Front Primary Build-To	0 ft min - 0 ft max
Front Secondary Build-To	0 ft min - 0 ft max
Side Setback	10 ft min, 25 ft max
Rear Setback	0 ft min, 25ft max
Outbuilding/Accessory	
Front Setback	Not permitted
Side Setback	Not permitted
Rear Setback	Not permitted
Private Frontages	
	See table xxxx
Common Yard	Not permitted
Porch and Fence	Not permitted
Terrace / Lightwell	Not permitted
Stoop	permitted
Shopfront & Awning	permitted
Gallery	permitted
Building Height	
Principal Building	5 story max, 3 story min
Outbuilding/Accessory	2 story max

*CUP may be used to adjust standards



Special Regulations

Parking Location Standards (See 170-44) - New construction resulting in additional square footage, or an increase in residential units, must comply with parking standards for the new portion of the building only.

- Parking spaces may be located off-site within 1,000 feet of the proposed use, and may be leased from the City or a private landowner.
- Parking spaces shall be screened from the street with a masonry wall, see section 170-20F.
- One space per residential unit.

Ground Floor Standards

- No less than 30% of the façade shall be windows.
- A pedestrian entrance shall be required at the street side or front façade.
- No more than 80% of any street façade shall be for parking.

Streetscape Standards (See 170-20 E) - All elements must be consistent within a project.

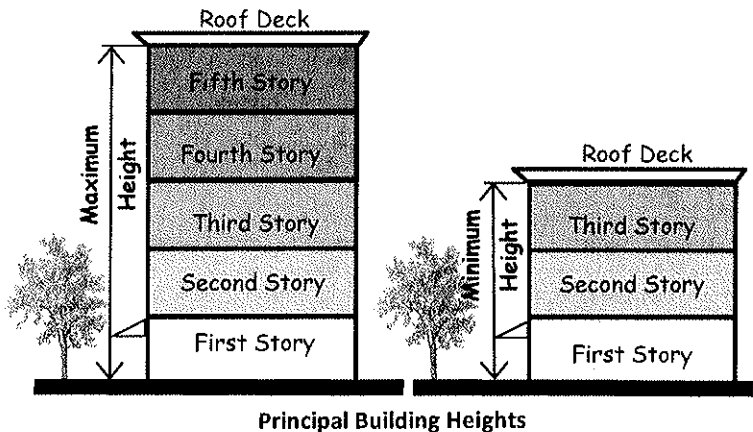
- Street trees shall be planted at an average spacing of 25 to 30 feet on center.
- Unpaved ground area along the frontage shall be planted with appropriate groundcover or shrubs for the space, no bare ground is permitted.
- Sidewalks shall be concrete or brick, a minimum of 5 feet wide
- Street furniture shall include:
 - * 1 bench for every 50 feet of frontage
 - * At least 1 waste bin at each block corner
 - * 1 bike rack per non-residential project

Architectural Standards (See 170-20 F)

- Exterior walls shall be brick, stone, or masonry.
- LEED standards or an equivalent standard are encouraged.
- Drive-in Services not permitted.
- These standards are required. The fast track review provisions of 170-20(G) shall apply.

Adult Bookstore, Video Store or Cabaret [Added 10-20-93 by Ord. No. 28-93] shall be subject to the following conditions:

- An Adult Bookstore, Video Store or Cabaret shall be at least 500 feet from a parcel of land containing an existing residential use.
- An Adult Bookstore, Video Store or Cabaret shall be at least 1000 feet from a parcel of land containing a school, church, community park or public recreational area.
- No adult Bookstore, Video Store or Cabaret shall be permitted within 1000 ft. of an existing similar use.
- The proposed use shall comply with all other state statutes, and city ordinances and codes.



Permitted Uses—Central Business District

Uses	General	Mixed Use	Residential	Downtown Gateway	TOD
Residential	Permitted, but not on ground floor, except in an existing use	Permitted, but not on ground floor except in existing structures	Permitted	Permitted, buildings of four or more units on ground floor allowed only if Architectural Standards are followed.	Permitted but not on ground floor, except as an existing use.
Lodging	Permitted	Permitted, up to 12 rooms w/ stays up to 14 days	Permitted, up to 12 rooms w/stays up to 14 days	Permitted, up to 12 rooms, 13+ rooms if Arch Standards followed.	Permitted
Professional Services & Offices	Permitted	Permitted	Via CUP	Permitted	Permitted
Eating and Drinking Establishments	Permitted	Not Permitted	Not Permitted	Permitted	Permitted
Retail/ Personal Services	Permitted	Permitted	Via CUP	Permitted	Permitted
Industrial	Not Permitted	Not Permitted	Not Permitted	Permitted on Broadway via CUP	Not Permitted
Civic	Permitted	Permitted	Permitted	Permitted	Permitted
Other	Via CUP	Via CUP	Via CUP	Via CUP	Via CUP

For Conditional Use Permit (CUP) criteria see section 170-20 B

Signage Regulations—Central Business District

Sign Size & Quantity	General	Mixed Use	Residential	Downtown Gateway	TOD
Total Signs Permitted	2	1	1	2	2
Total area of all signs	1 sf per lf of frontage (4)	12 sf	16	24 sf	1 sf per lf of frontage (4)
Sign Type					
Freestanding	not permitted	not permitted	not permitted	Permitted (5)	not permitted
Projecting	permitted (1)	not permitted	permitted (1)	permitted (1)	permitted (1)
Wall/ Awning	permitted, 40 sf max	permitted (3)	permitted (3)	permitted	permitted, 40 sf max
Temporary	permitted per 170-32.E.3 (2)	not permitted	not permitted	permitted per 170-32.E.3 (2)	permitted per 170-32.E.3 (2)

- 1) 10 ft min above sidewalk, 25 ft max ht. 24 sf max size.
- 2) 1 year permit granted, 1 sign per building, for lots with over 100 lf of frontage 2 signs permitted . Max ht 3', 6 sf max size. Mill Motif not required for Downtown Gateway.
- 3) 16 ft max ht, or to bottom of second floor window sills, which ever is lowest.
- 4) Area may be increased if Mill Motif is adhered to.
- 5) One per lot, 5 ft max ht,

The information included in this Table represents the requirements for development in this District.

Statement of Purpose:

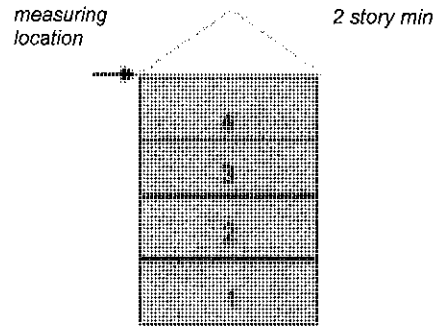
From the late 1700's, when Dover began to shift from a farming community to a manufacturing center, the land and blocks in and around Washington and Main Streets and Central Avenue have been the community's commercial core. Both redevelopment and new development should reflect that 250 year history. A wide array of retail and commercial activity should be encouraged here. Residential activity should be encouraged on the upper floors of buildings. New construction, where needed, should follow the pattern of existing development in terms of building placement, building height, and the use of durable construction materials. Public spaces are important here, and should be encouraged and maintained properly.

LOT OCCUPATION	
Lot Coverage	75% min
BUILD TO LINES - PRINCIPAL BUILDING	
Front (Principal)	0 ft min (10 ft max)
Front (Secondary)	0 ft min (10 ft max)
Side	0 ft min 24 ft max
Rear Setback	10 ft min
Frontage Buildout	70% min
OUTBUILDING/ACCESSORY SETBACKS	
Front Setback	not permitted
Side Setback	not permitted
Rear Setback	not permitted
PRIVATE FRONTAGES	
Common Yard	not permitted
Porch and Fence	not permitted
Terrace / Lightwell	not permitted
Stoop	permitted
Shopfront & Awning	permitted
Gallery	permitted
BUILDING HEIGHT	
Principal Building	2 story min
Outbuilding	not permitted

*CUP may be used to adjust above standards

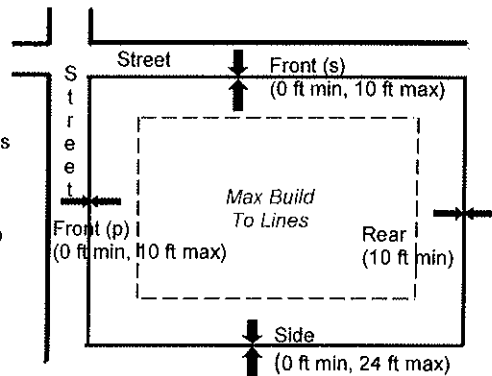
Building Height

1. Building height shall be measured in number of Stories, excluding attics and raised basements.
2. Height shall be measured to the eave or roof deck as specified in the ordinance.



Build to Lines

1. The Facades and Elevations shall be distanced from the Lot lines as shown.
2. Facades shall be built to a minimum of 70% of the Frontage Buildout.



SPECIAL REGULATIONS

Parking Location Standards (See 170-44)

New construction resulting in additional square footage or an increase in residential units must comply with parking standards.

- a. Parking spaces may be located off-site within 1,000 feet of the proposed use.
- b. Parking spaces may be leased from the city or a private landowner.
- c. New parking spaces shall be screened from the street

Ground Floor Standards

- a. No less than 30% of the Façade shall be windows.
- b. A pedestrian entrance shall be required.
- c. For new construction only non-residential uses shall be on the ground floor level.

Streetscape Standards (See 170-10.1 E)

All elements must be consistent within a project.

- a. Street Trees shall be planted at an average spacing of 25 to 30 feet on center.
- b. Unpaved ground area along the frontage shall be planted with groundcover or flowering vegetation.
- c. Sidewalks shall be concrete a minimum of 5 feet wide.
- d. Street Furniture shall include:
 - 1 bench for every 100 feet of Frontage,
 - A minimum of 1 waste bin at each Block Corner,
 - 1 bike rack per non-residential project.

Architectural Standards (See 170-10.1 F)

a. These standards are optional and may be utilized by the applicant.

Turn sheet over for Permitted Uses

Permitted Uses			
Uses	Commercial	Mixed Use	Residential
Residential	Permitted, but not on ground floor, except as an existing use	Permitted, but not on ground floor except in existing structures	Permitted
Lodging	Permitted	Permitted, up to 12 rooms w/stays up to 14 days	Permitted, up to 12 rooms w/stays up to 14 days
Professional Services/OFFICES/ Commercial/ ASSEMBLY HALL	Permitted	Permitted	Home Occupation, Neighborhood Store, others via CUP (170-10.1 B)
Eating and Drinking (without drive-thru)	Permitted	Not Permitted	Not Permitted
Retail/ PERSONAL SERVICE (without drive-thru)	Permitted	Permitted	Permitted
CIVIC	Permitted	Permitted	Permitted
Other	Via CUP (170-10.1 B)	Via CUP (170-10.1 B)	Via CUP (170-10.1 B)

Sign Regulations - Commercial

Total Sign No.	2
Maximum Sign Area	Note 1
Total Sign # is per tenancy, and is for lot (excluding development identification signs)	
Sign Type	Allowed
Freestanding	NP
Projecting	Note 2
Wall/Awning	Note 3
Temporary	Note 4

Adult Bookstore, Video Store or Adult Cabaret [Added 10-20-93 by Ord. No. 28-93]

Adult Bookstore, Video Store or Adult Cabaret shall be subject to the following conditions:

A. An Adult Bookstore, Video Store or Cabaret shall be at least 500 feet from a parcel of land containing an existing residential use.

B. An Adult Bookstore, Video Store or Cabaret shall be at least 1000 feet from a parcel of land containing a school, church, community park or public recreational area.

C. No adult Bookstore, Video Store or Cabaret shall be permitted within 1000 ft. of an existing similar use.

D. The proposed use shall comply with all other state statutes, and city ordinances and codes.

- (1) 1sf of sign area for each lineal foot of business frontage. Sf may be increased if Mill Motif (170-32 O) is adhered to.
- (2) Max. size: 24 sf. Min. height is 10' above sidewalk Max. height is 25' above sidewalks.
- (3) Max. size: 40sf.
- (4) 1 year permits granted, 1 sign allowed per building, any building over 100' of frontage is allowed a second sign. Max. height is 3'. Max. size: 6sf.



Statement of Purpose

From the late 1700's, when Dover began to shift from a farming community to a manufacturing center, the land and blocks in and around Washington and Main Streets and Central Avenue have been the community's commercial core. Both redevelopment and new development should reflect that 250 year history. A wide array of retail and commercial activity should be encouraged here. Residential activity should be encouraged on the upper floors of buildings. New construction, where needed, should follow the pattern of existing development in terms of building placement, building height, and the use of durable construction materials. Public spaces are important here, and should be encouraged and maintained properly.

Special Regulations

Parking Location Standards (See 170-44) - New construction resulting in additional square footage or an increase in residential units must comply with parking standards for the new portion of the building only.

- Parking spaces may be located off-site within 1,000 feet of the proposed use.
- Parking spaces may be leased from the City or a private landowner.
- Parking spaces shall be screened from the street with a masonry wall, see Section 170-20(F)(4).

Ground Floor Standards

- No less than 30% of the façade shall be windows.
- A pedestrian entrance shall be required at the street side or front façade.
- For new construction only non-residential uses shall be on the ground floor level.

Streetscape Standards (See 170-20 (E)) - All elements must be consistent with Dover Streetscape Standards.

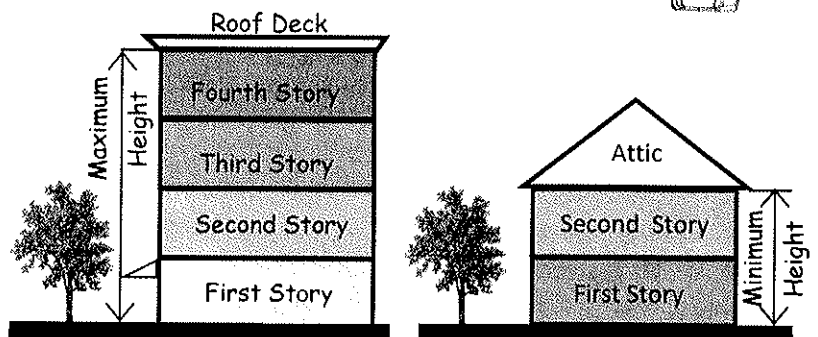
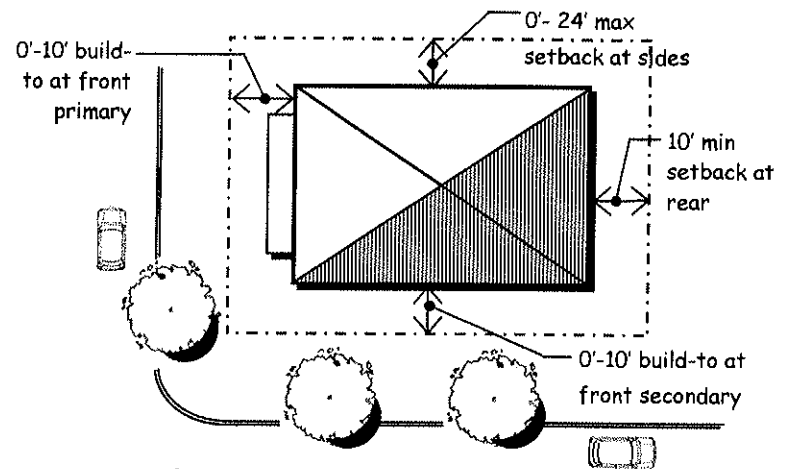
- Street trees shall be planted at an average spacing of 25 to 30 feet on center.
- Unpaved ground area along the frontage shall be planted with appropriate groundcover or shrubs; no bare ground is permitted.
- Sidewalks shall be concrete or brick and a minimum of 5 feet wide.
- Street furniture shall be provided as follows:
 - * 1 bench for every 75 feet of frontage
 - * At least 1 waste bin at each block corner
 - * 1 bike rack per non-residential project
- Lighting and mechanical equipment standards per sect 170-20 E.

Architectural Standards (See 170-20 (F))

- LEED standards or an equivalent standard are encouraged.
- No Drive-in Service permitted.
- These standards are required. The fast track review provisions of 170-20(G) shall apply.

Dimensional Regulations

Principal Building	
Lot Size	NA
Minimum Lot Coverage	75%
Frontage Build-Out	70% min
Front Primary Build-To	0 ft min - 10 ft max
Front Secondary Build-To	0 ft min - 10 ft max
Side Setback	0 ft min - 24 ft max
Rear Setback	10 ft min
Outbuilding/Accessory	
Front Setback	not permitted
Side Setback	not permitted
Rear Setback	not permitted
Private Frontages	
	See table xxxx
Common Yard	not permitted
Porch and Fence	not permitted
Terrace / Lightwell	not permitted
Stoop	permitted
Shopfront & Awning	permitted
Gallery	permitted
Building Height	
Principal Building	2 story min
Outbuilding/Accessory	not permitted



Principal Building Heights

*CUP may be used to adjust standards

The information included in this Table represents the requirements for development in this District.

Statement of Purpose:

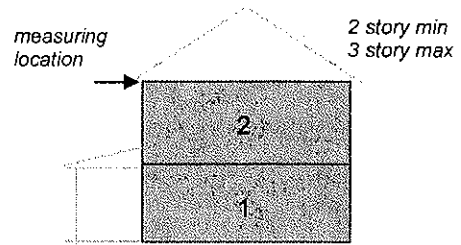
This is an area in transition. Once the homes of the mills' managers and the community's professionals and successful merchants, shipbuilders, sea captains, and others, these stately Victorian buildings are a tribute to Dover's financial success during the height of the mill economy. These elegant structures lend grace to the community. While some of the existing buildings remain as single family residences, others are being converted to apartments and offices. As new structures replace older ones, they should follow the setback and massing of earlier structures. Residences in these newer building should be restricted to upper levels. Landscaping is an important element of this district, in both the public and private arenas.

LOT OCCUPATION	
Lot Coverage	50%
BUILD TO LINES - PRINCIPAL BUILDING	
Front (Principal)	5 ft min 20 ft max
Front (Secondary)	5 ft min 20 ft max
Side	5 ft min 20 ft max
Rear	10 ft. min 20 max
Frontage Buildout	60% min
OUTBUILDING/ACCESSORY SETBACKS	
Front Setback	20 ft min + bldg setback
Side Setback	5 ft min
Rear Setback	5 ft min
PRIVATE FRONTAGES	
Common Yard	permitted
Porch and Fence	permitted
Terrace / Lightwell	permitted
Sloop	permitted
Shopfront & Awning	not permitted
Gallery	not permitted
BUILDING HEIGHT	
Principal Building	2 stories min, 3 max
Outbuilding	2 stories max

*CUP may be used to adjust above standards

Building Height

1. Building height shall be measured in number of Stories, excluding attics and raised basements.

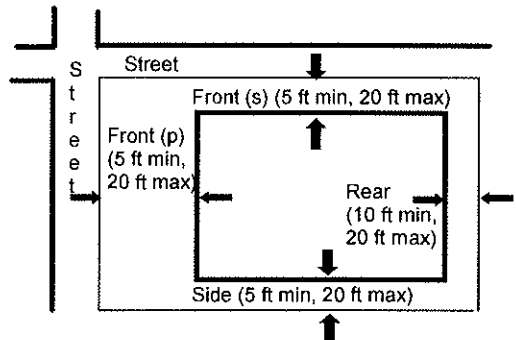


2. Height shall be measured to the eave or roof deck as specified in the ordinance.

Build to Lines

1. The Facades and Elevations shall be distanced from the Lot lines as shown.

2. Facades shall be built along the Principal Frontage to a minimum of 60% of the Frontage Buildout.



SPECIAL REGULATIONS

Parking Location Standards (See 170-44)

New construction resulting in additional square footage or an increase in residential units must comply with parking standards.

- a. Parking spaces may be located off-site within 1,000 feet of the proposed use.
- b. Parking spaces may be leased from the city or a private landowner.
- c. New parking spaces shall be screened from the street

Streetscape Standards (See 170-10.1 E)

All elements must be consistent within a project.

- a. Street Trees shall be planted at an average spacing of 25 to 30 feet on center.
- b. Unpaved ground area along the frontage shall be planted with groundcover or flowering vegetation.
- c. Sidewalks shall be asphalt a minimum of 5 feet wide.
- d. Street Furniture shall include:
 - 1 bench for every 30 feet of Frontage,
 - A minimum of 1 waste bin at each Block Corner,
 - 1 bike rack per non-residential project.

Ground Floor Standards

- a. Only Non-residential uses on ground floor level.

Architectural Standards (See 170-10.1 F)

- a. These standards are optional and may be utilized by the applicant.

Turn sheet over for Permitted Uses

Permitted Uses			
Uses	Commercial	Mixed Use	Residential
Residential	Permitted, but not on ground floor, except as an existing use	Permitted, but not on ground floor except in existing structures	Permitted
Lodging	Permitted	Permitted, up to 12 rooms w/stays up to 14 days	Permitted, up to 12 rooms w/stays up to 14 days
Professional Services/OFFICES/ Commercial/ ASSEMBLY HALL	Permitted	Permitted	Home Occupation, Neighborhood Store , others via CUP (170-10.1 B)
Eating and Drinking (without drive-thru)	Permitted	Not Permitted	Not Permitted
Retail/ PERSONAL SERVICE (without drive-thru)	Permitted	Permitted	Permitted
CIVIC	Permitted	Permitted	Permitted
Other	Via CUP (170-10.1 B)	Via CUP (170-10.1 B)	Via CUP (170-10.1 B)

Sign Regulations - Mixed Use

Total Sign No.	1
Maximum Sign Area	16 sf
Total Sign # is per tenancy, and is for lot (excluding development identification signs)	
Sign Type	Allowed
Freestanding	NP
Projecting	Yes
Wall/Awning	Note 1
Temporary	NP

(1) Maximum height is 16 ft above ground elevation, or to bottom of the sills of the first level of windows above the first floor, whichever is lowest.

Adult Bookstore, Video Store or Adult Cabaret	[Added 10-20-93 by Ord. No. 28-93]
Adult Bookstore, Video Store or Adult Cabaret shall be subject to the following conditions:	
A. An Adult Bookstore, Video Store or Cabaret shall be at least 500 feet from a parcel of land containing an existing residential use.	
B. An Adult Bookstore, Video Store or Cabaret shall be at least 1000 feet from a parcel of land containing a school, church, community park or public recreational area.	
C. No adult Bookstore, Video Store or Cabaret shall be permitted within 1000 ft. of an existing similar use.	
D. The proposed use shall comply with all other state statutes, and city ordinances and codes.	





Statement of Purpose

This is an area in transition. Once the homes of the mills' managers and the community's professionals and successful merchants, shipbuilders, sea captains, and others, these stately Victorian buildings are a tribute to Dover's financial success during the height of the mill economy. These elegant structures lend grace to the community. While some of the existing buildings remain as single family residences others are being converted to apartments and offices. As new structures replace older ones, they should follow the setback and massing of earlier structures. Residences in these newer building should be restricted to upper levels. Landscaping is an important element of this district, in both the public and private arenas.

Dimensional Regulations

Principal Building	
Lot Size	NA
Minimum Lot Coverage	50%
Frontage Build-Out	60% min
Front Primary Build-To	5 ft min - 20 ft max
Front Secondary Build-To	5 ft min - 20 ft max
Side Setback	5 ft min - 20 ft max
Rear Setback	10 ft min - 20 ft max
Outbuilding/Accessory	
Front Setback	20 ft min
Side Setback	5 ft min
Rear Setback	5 ft min
Private Frontages <i>See table xxx</i>	
Common Yard	permitted
Porch and Fence	permitted
Terrace / Lightwell	permitted
Stoop	permitted
Shopfront & Awning	not permitted
Gallery	not permitted
Building Height	
Principal Building	2 story min, 3 story max
Outbuilding/Accessory	2 story max

Special Regulations

Parking Location Standards (See 170-44) - New construction resulting in additional square footage or an increase in residential units must comply with parking standards for the new portion of the building only.

- Parking spaces may be located off-site within 1,000 feet of the proposed use.
- Parking spaces may be leased from the City or a private landowner.
- Parking spaces shall be screened from the street with a masonry wall, see Section 170-20(F)(4).

Ground Floor Standards

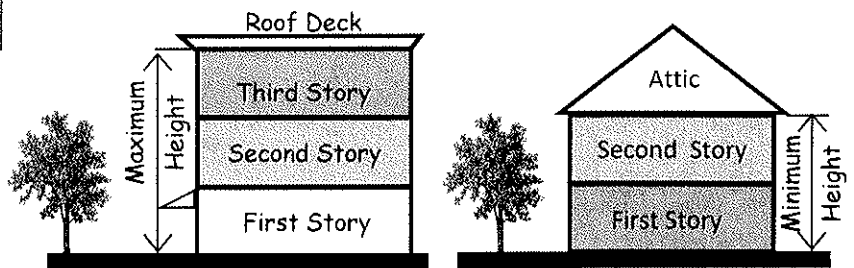
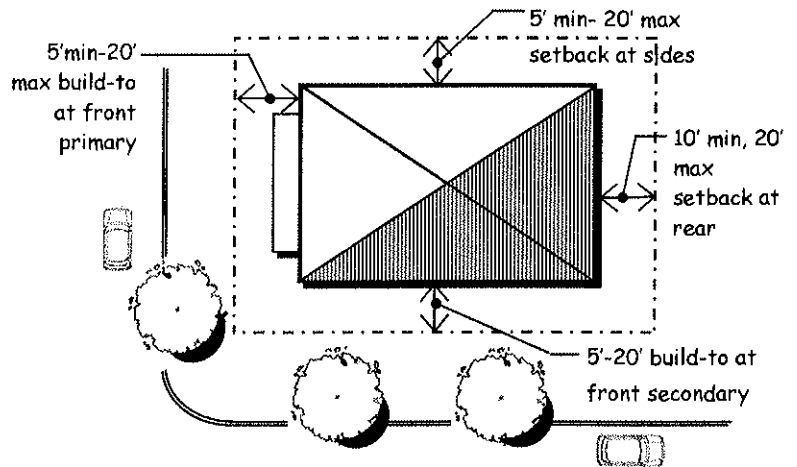
- No less than 30% of the façade shall be windows.
- A pedestrian entrance shall be required at the street side or front façade.
- Residential uses permitted; buildings with more than 4 units are required to follow architectural standards, see section 170-20F.

Streetscape Standards (See 170-20 (E)) - All elements must be consistent with Dover Streetscape Standards.

- Street trees shall be planted at an average spacing of 25 to 30 feet on center.
- Unpaved ground area along the frontage shall be planted with appropriate groundcover or shrubs; no bare ground is permitted.
- Sidewalks shall be concrete or brick and a minimum of 5 feet wide.
- Street furniture shall be provided as follows:
 - * 1 bench for every 100 feet of frontage
 - * At least 1 waste bin at each block corner
 - * 1 bike rack per non-residential project
- Lighting and mechanical equipment standards per sect 170-20 E.

Architectural Standards (See 170-20 (F))

- LEED standards or an equivalent standard are encouraged.
- No Drive-in Service permitted.
- Standards must apply for residential buildings with 4 units or more.
- All other standards are optional and may be utilized by applicant.



Principal Building Heights

*CUP may be used to adjust standards

Permitted Uses - Central Business District

<i>Uses</i>	<i>General</i>	<i>Mixed Use</i>	<i>Residential</i>	<i>Downtown Gateway</i>	<i>TOD</i>
Residential	Permitted, but not on ground floor, except in an existing use	Permitted, but not on ground floor except in existing structures	Permitted	Permitted, buildings of four or more units on ground floor allowed only if Architectural Standards are followed.	Permitted but not on ground floor, except as an existing use.
Lodging	Permitted	Permitted, up to 12 rooms w/stays up to 14 days	Permitted, up to 12 rooms w/stays up to 14 days	Permitted, up to 12 rooms, 13+ rooms if Arch Standards followed.	Permitted
Professional Services & Offices	Permitted	Permitted	Via CUP	Permitted	Permitted
Eating and Drinking Establishments	Permitted	Not Permitted	Not Permitted	Permitted	Permitted
Retail/ Personal Services	Permitted	Permitted	Via CUP	Permitted	Permitted
Industrial	Not Permitted	Not Permitted	Not Permitted	Permitted on Broadway via CUP	Not Permitted
Civic	Permitted	Permitted	Permitted	Permitted	Permitted
Other	Via CUP	Via CUP	Via CUP	Via CUP	Via CUP

For Conditional Use Permit (CUP) criteria see section 170-20 B

Signage Regulations—Central Business District

<i>Sign Size & Quantity</i>	<i>General</i>	<i>Mixed Use</i>	<i>Residential</i>	<i>Downtown Gateway</i>	<i>TOD</i>
Total Signs Permitted	2	1	1	2	2
Total area of all signs	1 sf per lf of frontage (4)	12 sf	16	24 sf	1 sf per lf of frontage (4)
<i>Sign Type</i>					
Freestanding	not permitted	not permitted	not permitted	Permitted (5)	not permitted
Projecting	permitted (1)	not permitted	permitted (1)	permitted (1)	permitted (1)
Wall/ Awning	permitted, 40 sf max	permitted (3)	permitted (3)	permitted	permitted, 40 sf max
Temporary	permitted per 170-32.E.3 (2)	not permitted	not permitted	permitted per 170-32.E.3 (2)	permitted per

- 1) 10 ft min above sidewalk, 25 ft max ht. 24 sf max
- 2) 1 year permit granted, 1 sign per building, for lots with over 100 lf of frontage 2 signs permitted . Max ht 3', 6 sf max size. Mill Motif not required for Downtown Gateway.
- 3) 16 ft max ht, or to bottom of second floor window sills, which ever is lowest.
- 4) Area may be increased if Mill Motif is adhered to.
- 5) One per lot, 5 ft max ht,

SUMMARY OF PROPOSED AMENDMENTS 2013-2014

Zoning Ordinance

Amendment	Summary	Why
2	Rezone land on Broadway	From RM-U, R-12, B-3, and I-1 to CBD to extend CBD along Broadway
2	Rezone land near Broadway	From B-3 to R-12 and RM-U to reduce the number of lots split by zone lines
3	Rezone land on Portland Avenue	From RM-U and CWD to CBD to extend CBD along Portland Ave.
4	Rezone land on Central Avenue and Locust Street	From RM-U, B-1, and Office District to CBD to extend CBD south along Central Avenue and Locust Street
5	Rezone land on Central Avenue from Ham Street to Abbey Sawyer Memorial Highway	From RM-U, RM-SU, B-3, R-12 and Office District to CBD to extend CBD north along Central Avenue
5	Rezone land n Oak Street near Central Avenue	From B-3 to R-12 to reduce the number of lots split by zone lines
6	Rezone land on Central Avenue from Tuttle Square to Trakey Street	From RM-U to CBD to extend CBD south along Central Avenue
7	Amend the CBD Regulating Plan	To update the Regulating Plan to reflect the new boundaries of the CBD
8	Amend the Tables of Use for the CBD – General and CBD-Mixed Use Sub-Districts to require architectural standards for new development	To help ensure attractive and harmonious new development in order to create and sustain a vibrant downtown
8	Amend the bench spacing requirements in the Tables of Use for the CBD – General and CBD-Mixed Use Sub-Districts	To provide bench spacing requirements more appropriate and more closely tailored to the CBD-General and CBD-Mixed Use Sub-Districts
8	Amend Tables of Use for the CBD – General and CBD-Mixed Use Sub-Districts	To make miscellaneous refinements and clarifications to the language in the existing Tables of Use for the CBD – General and CBD-Mixed Use Sub-Districts
9	Insert a Table of Use for the CBD – Downtown Gateway Sub-District	To create a table summarizing the regulations for the CBD – Downtown Gateway Sub-District
10	Insert a Table of Use for the CBD- Transit Oriented Development Sub-District	To create a table summarizing the regulations for the CBD – TOD Sub-District
11	Amend Section 170-20, the regulations for the Central Business District	<ul style="list-style-type: none"> • To make miscellaneous refinements and clarifications to the existing regulations for the Central Business District and to reorganize some subsections for additional clarification, • to provide specific standards for Conditional Use Permits sought for uses not specified in the CBD Table of Use, • to add a Downtown Gateway Sub-District to provide additional flexibility for properties located along the roadways that lead downtown, • to add a Transit Oriented Development sub-district to promote greater residential density in the area surrounding the Transportation Center • to incorporate the forthcoming Dover Streetscape Standards as a reference document,

SUMMARY OF PROPOSED AMENDMENTS 2013-2014

Amendment	Summary	Why
		<ul style="list-style-type: none"> • to establish a threshold for mandatory compliance with the streetscape standards, and • to relocate the lighting and mechanical equipment requirements
12	Amend existing CBD and CWD temporary sign regulations	To refine the language in the existing CBD and CWD temporary sign regulations and to reorganize the sections for the purpose of achieving clarity
12	Add new section clarifying that temporary signs in the CBD and CWD must be located in front of the business that the sign advertises	To reinforce the existing prohibition on off-site advertising applicable to all business signs
12	Amend CBD and CWD temporary sign “Mill Motif” design requirements	To clarify which Mill Motif design criteria are applicable to temporary signs and to establish flexibility for business owners by providing a menu of Mill Motif options from which to choose in place of requiring compliance with all Mill Motif criteria
13	Amend B-3 temporary sign regulations to allow one-year permits for temporary signs renewable annually	To provide greater flexibility and signage opportunities for businesses in the B-3 District
13	Amend B-3 temporary sign regulations to allow one-year permits for temporary signs renewable annually	To help ensure that temporary signs are installed and displayed safely in the B-3 District
14	Amend B-5 temporary sign regulations to allow one-year permits for temporary signs renewable annually	To provide greater flexibility and signage opportunities for businesses in the B-5 District
14	Add new sections containing standards for temporary signs in the B-5 District	To help ensure that temporary signs are installed and displayed safely in the B-5 District



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (v) the type of application:

RAFFLE* [checked], TAG* [], PARADE** [checked], BLOCK PARTY** [], ROAD TOLL*** [],
Fill In Completely and Return To City Clerk - PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Baby Rachel's Legacy
Federal Tax ID number for Organization: 45-2470352

Check (v) Nature of Organization:

Religious [], Educational [], Charitable [checked], Civic [], Sports [], Veterans [], Fraternal or Political [], Other []
(Describe) Non profit for Anencephaly Awareness - 501(c)3 pending
Contact Person: Stacy Aube Day Time Telephone: 335-16818
Address: 15 Court St Rochester NH 03801 Email: treasurefamily@yahoo.com
Purpose of Permit: 5K Fundraiser
Date of Event: August 2, 2014 Specific Time: 9:00am - (Set up @ 6am) 2pm
Location of Event: Henry Law Park

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: various items will be auctioned/raffled
Cost of Ticket: varies by item Date of Drawing: 8/2/14
Place of Drawing: Henry Law Park

* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited. Information on these requirements may be found at

http://www.doj.nh.gov/charitable-trusts/faq.htm

PARADE PERMITS & BLOCK PARTIES ONLY

** NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

Police Department Parade Route/Block Party Approval Signature: [Signature]
Printed Name: Sgt. Marn Speidel Check Here If Parade Route Is Attached: [checked]

ROAD TOLL ONLY

***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

Road Toll Location:
Police Department Road Toll Approval Signature:
Printed Name:

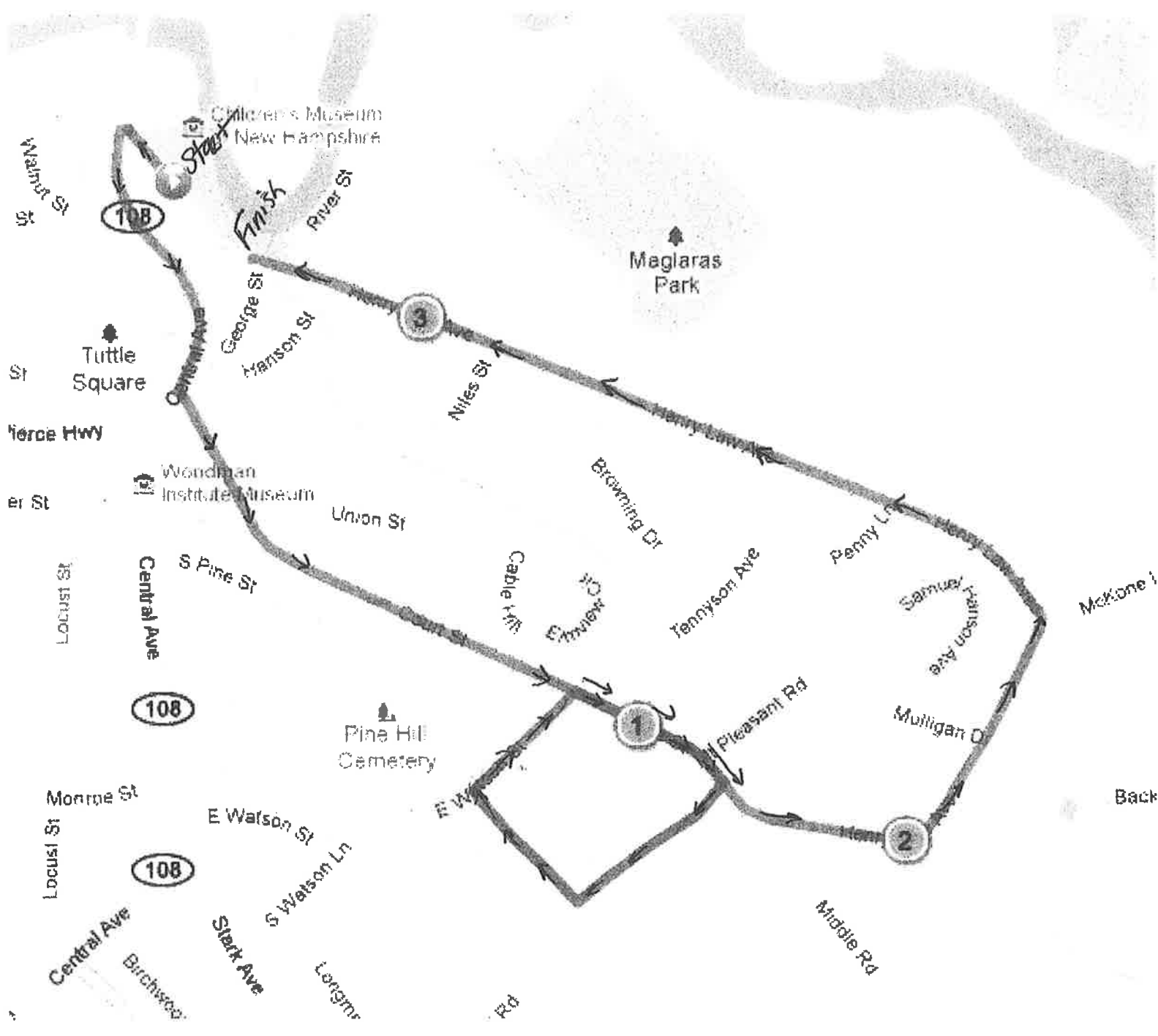
Licensing Board Approval [Signature] Date: 2/6/14

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: [Signature] DATE: 1/24/14

WALK ROUTE

Same as in previous years



KUN ROUTE

Start

Children's Museum
of New Haven

108

Walnut St
Thomas St
Atkinson St

Maglaras
Park

George
Hanson St

Turtle
Square
Hanson St

Nikola Piroce Hwy

Woodman
Institute Museum

Summer St

Elm St
Locust St

Central Ave

S Pine St

Union St

Niles St

Henry Law Ave

Cable Yr

Thruway Cr

Kanson Ave
Santons

Perry

McKone Ln

108

108

Monroe St
Locust St

Central Ave
Birch

E Watson St

Stark Ave

Pine Hill
Cemetery

E Watson St

Middle Rd

Back Rd

Mulligan Cr

Pleasant Rd

Tennys

1

2



CITY OF DOVER
14 FEB 18 AM 9:10

APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* , TAG* _____, PARADE** _____, BLOCK PARTY** _____, ROAD TOLL*** _____,
Fill In Completely and Return To City Clerk -- PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: DOVER DEMOCRATIC COMMITTEE
Federal Tax ID number for Organization: 51-0612246

Check (✓) Nature of Organization:

Religious __, Educational __, Charitable __, Civic __, Sports __, Veterans __, Fraternal or Political , Other __
(Describe) POLITICAL COMMITTEE

Contact Person: William DUDLEY Day Time Telephone: 749-3899
Address: 8 SOUTHWOOD DRIVE, DOVER Email wdudley235@comcast.net
Purpose of Permit: FUND RAISE
Date of Event: MARCH 1, 2014 Specific Time: 6:00 PM - 9:00 PM
Location of Event: McConnell Center

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: Sports BASKET, BOOK, Party BASKET
Cost of Ticket: \$1.00 Date of Drawing: MARCH 1, 2014
Place of Drawing: McConnell Center

* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited. Information on these requirements may be found at

<http://www.doj.nh.gov/charitable-trusts/faq.htm>

6/18/14

PARADE PERMITS & BLOCK PARTIES ONLY

** NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

Police Department Parade Route/Block Party Approval Signature: _____
Printed Name: _____ Check Here If Parade Route Is Attached: _____

ROAD TOLL ONLY

***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

Road Toll Location: _____
Police Department Road Toll Approval Signature: _____
Printed Name: _____

Licensing Board Approval Date: 2/19/14

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: William Dudley DATE: 2/18/14



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* _____, TAG* _____, PARADE** _____, BLOCK PARTY** _____, ROAD TOLL*** ✓
Fill In Completely and Return To City Clerk – PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Council of Bluffs ACS Relay For Life, Rochester N.H.
Federal Tax ID number for Organization: 13-1788491

Check (✓) Nature of Organization:

Religious _____, Educational _____, Charitable , Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) _____

Contact Person: Liz Lowell Day Time Telephone: 603 692 7460
Address: 43 City Road Bld. Samsbury Rd Email: lizlowell@comcast.net
Purpose of Permit: Fundraiser for Cancer
Date of Event: Oct 5, 2014 Specific Time: 9 AM - 5 PM
Location of Event: Central Ave / Oak St

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: _____
Cost of Ticket: _____ Date of Drawing: _____
Place of Drawing: _____

* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited. Information on these requirements may be found at

<http://www.doj.nh.gov/charitable-trusts/faq.htm>

dry

PARADE PERMITS & BLOCK PARTIES ONLY

PARADE PERMITS ONLY

** NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

Police Department Parade Route/Block Party Approval Signature: _____
Printed Name: Sgt. Marc Speidel Check Here If Parade Route Is Attached:
Road Toll

ROAD TOLL ONLY

***NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

Road Toll Location: _____
Police Department Road Toll Approval Signature: _____
Printed Name: _____

Licensing Board Approval (Signature) Date: 2/11/14

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by the same.
SIGNATURE OF APPLICANT: Liz Lowell DATE: Feb. 4, 2014



Toll Road Fundraiser Event Angels of Hope

Team Captain: Elizabeth Lowell

Phone: 603-692-7460 Email: Liz1lak@comcast.net

American Cancer Society Relay for Life

Rochester, NH Spaulding High School June 21,22, 2014

www.relayforlife.org/rochesternh

We would like to do a Toll Road Fundraiser for the ACS Relay for Life Rochester, NH. We are one of many teams in the American Cancer Society Relay for Life. We raise funds for cancer research and patient services. The funds are used locally to transport patients to doctor appointments, purchase wigs and provide support and information to people recently diagnosed with cancer.

We will be putting up and taking down A frame signs to let people know there are volunteers in the road ahead that are accepting donations for cancer. The A frame signs have: [Toll Road Ahead Please donate \(ACS RFL logo\) Help Us Fight Cancer American Cancer Society Relay For Life Rochester, NH.](#)

When the light is green we would step back for the traffic to move smoothly, if someone stops to make a donation when the light is green that would be the only time we would step into traffic. The only vehicles that we will approach are the ones with the windows rolled down and the persons arm out. If the vehicles window is up we will not approach. The people that would be in the road will be the adults. If there are children 18 and under helping with the fundraiser they will have an adult supervisor with them. Volunteer parking will be in the closest parking lot or area where they would not interfere with business traffic.

The items that we will need are traffic cones. We will pick up and return the traffic cones in the designated area of your choosing. Traffic cones that are placed in the road will have signs that say **Help us fight Cancer Please Donate**. These signs let people know that we are accepting donations for cancer. The traffic cones will be placed in the road to let the donators' know which lane they can drive through to make their donation.

Location Requested: Oak St / Central Ave Date Requested: Oct ⁵ 2014
Dover, N.H. Time: 9AM - 5PM

of Traffic cones requested: 25 Map included.

of Volunteers: 9

Signature: Elizabeth Lowell Date: Jan 26, 2014



From: Oak St, Dover, NH, US

To: Central Ave/RT-108/RT-9, Dover, NH, US

0.9 miles

4 min 31 sec



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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2014.02.26 – 15**
Resolution Re: B14028 Award of Bid for Fire Engine

WHEREAS: Sealed request for Bid B14028 was solicited and received on January 7, 2014 @ 11:00am. This RFP requested pricing for a new Fire Engine. Two offers were received and evaluated; and,

WHEREAS: The bid deemed most advantageous to the city was submitted for the purchase of a 2014 Smeal Side mount pumper on Spartan Chassis by New England Fire Equipment & Apparatus Corp of No. Haven CT in the base amount of \$460,800 less various deductions of options totaling (\$21,777) for a net cost of \$439,023.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a Purchase order to NE Fire Equipment & Apparatus Corp given the rates provided in conjunction with B14028. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4014.1.220.42220.4743.02251.14	Fire Engine	500,000.00	500,000.00

AUTHORIZATION

Approved as to Funding: NOT REVIEWED

Sponsored by: Mayor Karen Weston
By request

Approved for Legal Form and Compliance: Anthony Blenkinsop
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2014.02.26 – 15**
Resolution Re: B14028 Award of Bid for Fire Engine

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2014.02.26 – 15**

Resolution Re: B14028 Award of Bid for Fire Engine

RESOLUTION BACKGROUND MATERIAL:

Sealed request for Bid B14028 was solicited and received on January 7, 2014 @ 11:00am. This RFP requested pricing for a new Fire Engine. Two offers were received and evaluated. The bid deemed most advantageous to the city was submitted for the purchase of a 2014 Smeal Side mount pumper on Spartan Chassis by New England Fire Equipment & Apparatus Corp of No. Haven CT in the base amount of \$460,800 less various deductions of options totaling (\$21,777) for a net cost of \$439,023.

Options:

base	\$460,800.00
Prepay of Chassis	(5,911.00)
Single Color Cab	(1,250.00)
Motor to 380hp	(7,000.00)
front light package	(2,713.00)
refrigerator change	(917.00)
repeat customer discount	(3,000.00)
rear tailboard configuration	495.00
misc compartment change	(1,481.00)
net new cost	\$439,023.00

Award Information:

A purchase order will be issued to the vendor selected to authorize future expenditure.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	101	Number of Responses:	2
Warranty:	Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	150 days
Recommended Award to:	NE Fire Equipment & Apparatus Corp	Fund:	CIP 2014
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Vendor Solicitation List & Results:

https://online.dover.nh.gov/Documents.aspx?public=1&deptnum=3&cab=Bids_and_Requests_f_or_Proposal&index=open_date&desc=1

To: Dover City Council

From: Dorothea Hooper, Councilor Ward 4

Re: Dover School Board

The Dover School Board met in regular session February 10, 2014.

Citizens Forum: No one spoke

Consent Agenda: After brief questioning concerning the use of a field for the Hershey Track and Field event the Consent Agenda passed. Vice-Chair Betsy Parker wanted to be sure that they would pay for any maintenance work needed on the field after the event and that they had the appropriate insurance.

Superintendent's Report: Superintendent Fernandes gave an update of the budget process. He also reported on a training workshop for chrome books attended by the administrative staff. As part of his report, Pupil Personnel Services Director, Christine Boston, gave an update on the Special Education services in the district. Identified students for these services continues to increase putting a strain on the current case managers. Also under discussion was the Alternative School staff to student population. Board member Lipinski asked if the addition of an OASIS counselor would help transition students placed out of district back into the district. This was a possibility with a savings of \$40,000 to \$50,000.

Student Representative Report: Preston Massingham reported that the Granite State Challenge defeated Spaulding High School with the show to be presented March 15th. The Student Council is sponsoring a Valentine Day fundraiser. The high school musical this year will be You're a Good Man Charlie Brown with two casts. DHS Principal Peter Driscoll announced that Preston had just been selected a National Merit Finalist!

Committee Reports: Mrs. Grady reported that DALC had completed their first computer based administration of the New High School Equivalency Test in New Hampshire. Test takers received unofficial scores and seemed to take well to the testing. Paper based testing takes place Feb. 12th. Board member Soule-McCammon reported that Garrison School is engaging in a silverware pilot program. The committee discussed ways of increasing the number of free and reduced meals particularly breakfasts. Board Chair Russell called for a meeting of the Safety Committee in the near future.

Policies: 1) the superintendent discussed the new position at Woodman Park (combining an assistant to the principal and part time guidance counselor) using a stipend. There would be no supervisory duties for this position. The board noted that a full time assistant principal and counselor would be the appropriate way to satisfy both state requirements and school needs but would require significant funds. 2) A change in the board by-laws would move new and old business item earlier in the meeting. There was also an amendment to the language governing Citizens Forum to bring it more in line with City Council verbage.

Old Business: The closing date for candidates for the Superintendent Search is Feb. 14th. The search committee will meet on the 18th to discuss completed rubrics and interview questions. Interviews are scheduled to begin the week of March 3rd to 8th.

Budget Discussion: Superintendent Fernandes did not remove any items from the budget since the last meeting of the board. He believes the budget submitted meets the needs of the students. He noted that this is a level service budget that is minus one DHS science teaching position. He proposed the use of FY14 uncommitted funds to purchase technology, science resource books, and professional development. The total request for these funds would be \$477,067. Mr. Fernandes also recommended the contribution of \$110,000 from uncommitted funds to athletic, technology, curriculum and facilities capital reserves.

Among the concerns of board members: staffing in Woodman Park and Horne Street Schools with rising populations, complying with state mandates for schools over 500 students (the need for an assistant principal, the need for catching up in technology with a questionable infra-structure, curriculum implementation, the budgeting for Capital Reserves, transportation (bus fees will be in effect next year), the use of uncommitted funds is a one-time deal, lack of a receptionist at DMS, and getting as close to the tax cap as possible. The next budget workshop will be held March 3rd.

New Business: The superintendent asked for volunteers to serve on the high school JBC. It was suggested that there may be members on the City Council who have some expertise in such an undertaking.

Business Administrator, Karen Taylor, summarized the scholarship and trust accounts as well as summarized the January condition of accounts.

School Board Matters of Interest:

- 1) Poetry Out Loud celebration at DHS will take place Feb. 14th
- 2) Chair Russell stated that the board was notified by the Ethics Committee that an earlier complaint was dismissed.

Meeting was adjourned.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2014.02.26 – 16**

Resolution Re: **Adoption of 2014-2015 City Council Goals**

WHEREAS: The Mayor and members of the City Council held a goal setting retreat to identify goals and a series of objectives to be accomplished in the next two years; and,

WHEREAS: The Mayor and City Council are committed to serving their Dover community in an open, positive, and respectful manner while working towards the long-term betterment of the Dover community; and,

WHEREAS: The mission of the Dover City Council is to provide leadership and vision for the City of Dover to ensure affordable, high quality services and to provide opportunities through responsive and accessible government; and,

WHEREAS: The Mayor and City council desire to articulate to the community, all City boards and commissions, the City Manager and the City’s professional staff their collective aspirations and expectations for the term of their service;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The 2014-2015 Mayor and Dover City Council establish the goals and objectives as identified and finalized in the attached February 1, 2014 Meeting Notes for the purpose of communicating aspirations, expectations and direction which the Mayor and members of the City Council intend to focus upon and pursue during the course of their current City Council terms.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston

Approved as to Legal
Form and Compliance: Anthony Blenkinsop
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2014.02.26 – 16**
Resolution Re: **Adoption of 2014-2015 City Council Goals**

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached February 1, 2014 Meeting Notes

**City of Dover Council Goal-Setting Workshop
February 1, 2014**

Meeting Notes

Opening remarks, overview of agenda and meeting orientation

To begin, the facilitator distributed several excerpts from the International City/Council Management Association (ICMA) Elected Official Handbook, Setting Goals for Action. These were intended to underscore this day's workshop purpose.

One of those handouts contained the following relevant passage:

Elected officials are also called on to make decisions about more narrow issues raised by constituents... fixing potholes in certain neighborhoods, the protection and replacement of old trees... These kinds of little issues can quickly eat up most of your time. However, it is the big issues that deserve most of your time and attention.

Council members in attendance this day: Karen Weston, Bob Carrier, Catherine Cheney, Bill Garrison, Dot Hooper, Anthony McManus, John O'Connor and Deborah Thibodeaux.
Absent: Jason Gagnon.

For this workshop, the facilitator suggested the terminology and definitions below to assure that all participants were using commonly-understood terms:

Goals

These are *qualitative statements* of what the business intends to accomplish over a period of years. These are "big-picture" items vital to organizational success.

Objectives

These consist of short and long-term *quantitative results* that directly support the goals. They should be measurable, achievable, related to the key factors for success in the business, and consistent with the goals. Objectives describe specifically *what* we want to happen.

Tactics

These encompass a number of separate, but related and reinforcing, steps for accomplishing the selected business objectives and goals. Tactics address the *how* element of the process.

Vital Issues Discussion Groups

To begin the process of identifying the council's primary goals for the next two years, council members were divided into three groups to discuss the following question:

What do you feel are the most vital issues that this council should address over the next two years?

Each member of the management team who was in attendance joined one of the three groups.

City of Dover 2014 Goal-Setting Workshop

Meeting Notes

Page Two

Each group then reported back to the whole, listing their identified vital issues. Discussion group results are shown below.

Group #1

- High level of communication to stakeholders
- Manage the effects of development.
- Promote economic development to 60%/40%.
- Maintain infrastructure at a high level.
- Improve pedestrian safety city-wide.
- Enhance affordability.
- Improve the perception of school quality.
- Promote Dover to current and future stakeholders.
- Foster efficiency among all city departments.
- Increase stewardship of resources.
- Move the waterfront forward.
- Pursue new revenue opportunities.

Group #2

- Openness and transparency
- Meet the challenge of federal mandates.
- School board and council together for the good of the city

Group #3

- More engagement with legislators and county officials
- Meet and anticipate infrastructure needs.
- Pursue funds owed the city by insurance pools.

Goals

With the most vital issues having been identified, councilors next consolidated these issues into four major goals. These goals were not listed in any order of perceived priority or importance.

1. Create a higher level of communication with stakeholders.
2. Continue to foster responsible and balanced economic development.
3. Prudently meet the challenge of federal and state mandates.
4. Maintain fiscal responsibility.

Objectives

In order to support the four major goals, objectives were then identified for each goal.

Goal #1:

Create a higher level of communication with stakeholders.

Objectives:

- Utilize the most effective outlets for public communication.
- Improve communication with the school board.
- Enhance public knowledge through consistent, factual communication.

Goal #2:

Continue to foster responsible and balanced economic development.

Objectives:

- Effectively manage the effects of development.
- Advance the development of the waterfront.
- Understand and continue implementation of the Master Plan.
- Develop the Business Park 2.

Goal #3:

Prudently meet the challenge of federal and state mandates.

Objectives:

- Create a master checklist of state and federal mandates.
- Advocate for the 8 mg./liter nitrogen out-fill limit.
- Actively pursue alternative funding sources, as necessary.
- Engage federal and state legislators regarding the burdens of state and federal mandates.

Goal #4:

Maintain fiscal responsibility.

- Responsibly maintain the infrastructure.
- Pursue new revenue opportunities.
- Continue to foster efficiency among municipal departments.

Consultant Notes

A few thoughts for you to keep in mind as you go forward...

- For each objective, tactics must now be developed by the City Manager and his management team. As we discussed, *objectives* identify *what* is to be accomplished. *Tactics* identify the specific steps regarding *how* the objective will be accomplished.
- Remember that objectives must be measurable, otherwise they are just wishes. If you're going to use terms such as "improve" and "enhance" there should be some benchmark or baseline established against which to measure future progress.
- You are encouraged to make every effort to avoid "continue to..." and similar phrases which can create the impression that something is being done when it isn't.
- Every objective and every tactic should have a "person responsible" and a "completed by" date assigned to it. The "person responsible" is not necessarily the one who will do all of the work, but the individual who is responsible for making sure that the work gets done. The "person responsible" should be the one who reports on the progress of the initiative.
- The progress toward the major goals and their supporting objectives should be reviewed routinely by the council, no less than quarterly, in order to keep these most vital matters fresh in the minds of councilors.

From: Parker, Christopher G.
Sent: Wednesday, February 19, 2014 2:47 PM
To: City Council - All
Cc: Joyal, Michael; Lavertu, Karen; Barufaldi, Daniel
Subject: FW: Support for the Dover TIF

I received this relative to tonight's Public Hearing.

Chris

Christopher G. Parker, AICP
Director of Planning and Community Development
City of Dover, NH
288 Central Avenue
Dover, NH 03820-4169
e: c.parker@dover.nh.gov
p: 603.516.6008 f: 603.516.6049

From: Eric Chinburg [<mailto:ECHINBURG@Chinburg.com>]
Sent: Wednesday, February 19, 2014 2:37 PM
To: Parker, Christopher G.
Cc: Brinton Shone
Subject: Support for the Dover TIF

Chris,

I am sorry to not be able to attend the TIF meeting tonight but ask that you allow this email to be part of the record of my support for the TIF. In my view, the TIF is a win-win, which encourages development of properties that may otherwise remain undeveloped. In addition:

- The Newmarket TIF was extremely successful. The Bryant Rock Mill Redevelopment that my company did a decade ago in the TIF district produced the tax revenue that supported the bond that allowed Newmarket's wonderful Main Street improvements to be completed.
- I have no concerns regarding the Cocheco Mills, Picker House, and the Chestnut Street Lot being located in the proposed TIF.
- The Mills and Chestnut street are a ripe opportunity for future development and would encourage the city to include these properties as future growth areas.
- The TIF would be a great way to finance public infrastructure including, but not limited to, the parking garage.
- Good Developers follow good City Planning efforts, and as such I believe the city demonstrating its commitment to downtown reinvestment would encourage private development to occur.
-

Thank you,
Eric
Eric Chinburg
President, Chinburg Properties
3 Penstock Way, Newmarket, NH 03857
603-868-5995 ext 11
www.chinburg.com



February 19, 2014

Mr. Chris Parker
City of Dover, Planning Department
288 Central Avenue
Dover, NH 03820,

Dear Chris,

I am aware of the proposed TIF District to be discussed at the council meeting on February 19th. Due to a previous commitment, I cannot attend the meeting but wanted to voice my opinion.

As I currently understand the situation, the City is proposing a TIF district for the downtown area.

I currently own two buildings in the proposed TIF area, so this decision is important to me. The idea behind the TIF is to pay for the financing cost of proposed municipal infrastructure and other improvements, such as the Orchard Street Parking Garage, through tax revenue generated within the TIF district above the base year 2014 tax revenue collected from properties in the TIF area.

Given the fact that the financing of the \$11.5 million garage debt will cost approximately \$500,000/year, it would seem that the normal, historic property tax increases of properties within the TIF will pay for the debt service of the bond financing in the initial year (counting on tax revenue due as part of the First Street lot development deal).

This would mean that after Year 1 of the TIF, there would be tax revenue (from TIF area properties) in great excess to what is needed to cover the cost of the garage construction bonding.

Personally, I support the TIF as proposed, with the important caveat that the surplus TIF district tax revenue be deployed to improve municipal infrastructure, streetscapes, aesthetics, etc. within the district as soon as funds are available. It would not make sense to draw traffic downtown (into the new garage) while leaving the downtown "as is". Many improvements are needed and could easily be paid for with the TIF funds. It would also not make sense to accelerate the debt repayment. Borrowing rates are at historical low rates, so the City should exploit this by keeping that money for as long as possible. Failing to do this would create a situation that when the garage is built, then nothing else happens downtown for several years while TIF revenue goes to debt retirement.

There is little risk in repaying over full bond term, as the tax revenue generated within the TIF is directed to the bond payment. It is unlikely that our property taxes will be reducing in the future.

The entire reason for the TIF should be to create and promote all of an improved downtown, not singly a parking garage. A greatly improved downtown could also attract more private investment as well. After the bond is retired, 20 or 25 years, the previously dedicated TIF funds can now go back into general use.

I see this as a long-term investment into the downtown and a step in the right direction for Dover's continued growth.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chad Kageleiry", with a long horizontal flourish extending to the right.

Chad Kageleiry