

CITY OF DOVER

DOVER PLANNING BOARD – AGENDA

Meeting Type: Regular Meeting
Meeting Location: McConnell Center Room 306, 61 Locust St. Dover, NH 03820
Meeting Date: **Tuesday, June 28, 2016**
Meeting Time: **7:00 pm**

1. CITIZENS' FORUM

2. APPROVAL OF THE PRIOR MINUTES

- June 14, 2016 Regular Meeting Minutes

3. OLD BUSINESS

4. NEW BUSINESS

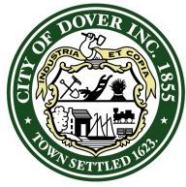
- A. Consideration and acceptance of a Conditional Use Permit for Peter & Anne Strachan, Assessor's Map L, Lot 29, zoned R-20, located at 125 Spur Road. (Proposal is for the replacement of existing house and construction of new garage with Accessory Dwelling Unit, with temporary impacts of 2,454 sq. ft. and 1,433 sq. ft. of permanent impacts to Bellamy River Conservation District). *(P16-16)
- B. Consideration and acceptance of a Conditional Use Permit per Chapter 170-20-B(1) for David Pratt, Assessor's Map 31, Lot 90, zoned CBD-Residential, located at 43 Fifth Street (Proposed conversion of existing duplex to a single family, with installation of new foundation to support 2nd & 3rd floor deck closer than 8 feet). *(P16-18)
- C. Discussion on citywide rezoning opportunities with the Dover Business and Industrial Development Authority and discussion on a proposed amendment to rezone a 16 acre parcel, known as Assessor's Map D, Lot 12, located at 447 Sixth Street and Production Drive from Rural Residential (R-40) to Assembly and Office (I-4).

5. STAFF COMMENTS

6. MEMBER COMMENTS

7. ADJOURNMENT

*Indicates that if the application is accepted for discussion, the public hearing will be held the same evening. Note that some hearings will be continued from one meeting to another and some may be postponed. Since this is only a partial description of the proposal and may change, persons with questions or wishing to see the plans are invited to visit the Planning Office, Monday through Thursday from 8:30 am to 5:30 pm and Friday 8:30 am to 4:00 pm or email DoverPlanning@dover.nh.gov. You may also view materials at www.dover.nh.gov. Follow us on Twitter @DoverNHPlanning and find us on Facebook at <https://www.facebook.com/DoverNHPlanning>.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers - City Hall, 288 Central Avenue
Meeting Date: **Tuesday, June 14, 2016**
Meeting Time: **7:00 pm**

Members Present: Frank Torr (Chair), Kirt Schuman (Vice Chair), Dennis Ciotti (Councilor), Tom Clark, Dave White, Lee Skinner, Gina Cruikshank, Catherine Plante, David Landry, Curtis J. Pratt (Alternate)

Members Not Present:

Staff Present: Christopher Parker (Assistant City Manager), Donna Benton (Assistant City Planner), Tracy Smith (Recording Secretary)

The Chair called the meeting to order at 7:00 p.m. The Chair announced the resignation of M.Fogarty as an Alternate Board member, and thanked her for her service to the Planning Board.

1. CITIZENS' FORUM

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed

C.Parker addressed the survey distributed to the Board members from the Stewardship of Resources Chapter regarding the Master Plan, and encouraged all citizens to take the survey. D.Landry also encouraged citizens to take the survey and pass it along to other groups and organizations to receive public input.

2. APPROVAL OF THE PRIOR MINUTES

- May 24, 2016 Regular Meeting Minutes

Motion: K.Schuman made a motion to approve the May 24, 2016 Regular Meeting Minutes with the corrections noted by F.Torr. Seconded by G.Cruikshank. Vote U/A

3. OLD BUSINESS

- A. Consideration and possible vote of an Open Space Subdivision of land for Copley Properties, LLC (Owner: Gary & Rae Anne Bernier), Assessor's Map C, Lot 2, zoned R-40, located at 114 Watson Road (7 lots). *(P16-13)

Motion: K.Schuman made a motion to remove the item from the table. Seconded by D.Ciotti. Vote U/A

C.Parker gave the update regarding the application.

Kevin McEneaney, McEneaney Survey Associates, Inc., represented the applicant, displayed plans for viewing, and explained the updates and revisions to the proposed plan. Andrew Goddard, Copley Properties, LLC was also present.

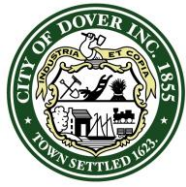
C.Parker clarified the waiver request for C.Plante.

K.McEneaney explained the sanitary sewer and location for L.Skinner.

F.Torr confirmed for D.Ciotti that the public hearing was closed at the previous meeting and not tabled.

STAFF RECOMMENDATION: (Waiver)

The Planning Department recommends that the Board approve the waiver with the following conditions:



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DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
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Meeting Date: **Tuesday, June 14, 2016**
Meeting Time: **7:00 pm**

Conditions to Be Met Prior to Signing of Plans:

1. A note shall be added to the site plan that the Board has granted the waiver for the reasons stated by the applicant, and the Board finds that the criteria of Chapter 155-51.A have been met.

Motion: D.Ciotti made a motion to approve the waiver subject to staff recommended conditions. Seconded by C.Plante. Vote U/A

STAFF RECOMMENDATION: (Subdivision Plan)

The Planning Department recommends that the Board approve the subdivision plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The owner's signatures shall be added to the final plat submitted for signature.
2. The Licensed Land Surveyor and Professional Engineer stamp and sign final plans.
3. The applicant shall provide the Planning Department with a:
 - a. digital version of the final plat.
4. The applicant shall revise the plat to:
 - a. Include a revised Current Use plan for the property to the Tax Assessor's satisfaction.
 - b. Include a note about when the tree buffer will be planted.
 - c. Deduct utilities and stormwater infrastructure from Open Space calculation
5. The applicant must submit proposed Homeowner's Association Documents addressing access to the open space lot, preservation of perimeter landscaping, and ownership and maintenance of common areas including open space, lighting, drainage infrastructure and utilities. These documents must be reviewed by the Planning Department, with consultation by the City Attorney on compliance with conditions.
6. The Stormwater Management Plan and Stormwater Management System Operation and Maintenance Plan must be approved to the satisfaction of the City Engineer.

Conditions to Be Met Prior to Any Construction Activity:

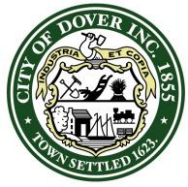
7. The applicant shall submit a copy of the Phase I Environmental Study completed on the project, and note any remediation necessary if soil contamination is discovered.
8. Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 8 AM-5 PM, with no Sunday hours. Hours of construction shall be documented on a site construction sign along with the contact information for the general contractor. Said signage shall be located and approved by the City Engineer or Assistant City Manager.

Condition to Be Met Prior to Issuance of a Building Permit:

9. Any new dwelling unit shall be assessed the current impact fees in place at the time of building permit application.
10. Any new dwelling units shall be assessed the current water/sewer investment fees in place at the time of application for water/sewer service.

Conditions to Be Met Prior to Issuance of a Certificate of Occupancy:

11. The applicant shall install the landscaped buffer along Watson Road to the satisfaction of the Assistant City Manager.
12. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work, including a 2 year surety on the landscaped buffer along Watson Road.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

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C.Parker explained condition #11 as it pertains to the regulations.

D.Ciotti addressed the two year assurance regarding plantings on City property and requested this topic be reviewed by the Board in January.

Motion: D.Ciotti made a motion to approve the subdivision plan subject to staff recommended conditions. Seconded by D.White. Vote U/A

- B. Consideration and possible vote on amendment to a condition of approval of a previously approved site plan (Pointe Place Site Plan) *(P16-05A)

C.Parker explained the reason for the amendment pertaining to conditions #9 and #13 of the previously approved site plan, and how these conditions conflict with the ordinance. He stated the amendment was requested by the staff.

Chad Kageleiry confirmed the information presented by C.Parker.

Discussion ensued regarding clarification of the transfer development rights and impact fee waivers, and that the word used in the ordinance regarding the waiver should be changed from constructed, to occupied.

Motion: L.Skinner made a motion to accept the application. Seconded by K.Schuman. Vote: 8/1 Passed

Public hearing opened. Nobody spoke. Public hearing closed.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board approve the amendment to the conditions as noted in the Staff Memo.

The amended condition 9 read as follows:

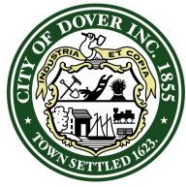
“The development agreement relative to the City, and Applicant documenting phasing (including that one of the mixed use buildings shall be constructed prior to the issuance of the 94th residential certificate of occupancy), transfer of development rights, landscaping, the construction of the roundabout and walking paths, and traffic impacts shall be reviewed by the City Legal Counsel, approved by the Assistant City Manager, and recorded at the registry of deeds.”

The removal of condition #13:

Motion: L.Skinner made a motion to approve the amendment subject to staff recommended conditions. Seconded by K.Schuman. Vote 8/1 Passed

4. NEW BUSINESS

- A. Consideration and acceptance of a Site Review for Hellenic Realty Partners, (Owner: 104 Washington Street, Inc./Sidney Robbins Family Trust), Assessor's Map 2, Lots 4,5,6,6A,7,8,8A,9, zoned CBD District, located at 102, 108, 114, 124 Washington Street/26, 28, 32 Walnut Street/9 Locust Street. (Proposal is to construct 38 units consisting of 1 mixed use commercial/residential building with approx. 61 parking spaces and a 20,000 sq. ft. paved area). *(P16-08)



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C.Parker gave an overview of the application and the proposed plan.

Michael Sievert, MJS Engineering, represented the applicant, displayed plans for viewing, and presented the proposed plan. He stated there are three phases to the project, with the understanding that phase one and two of the project would be reviewed at this meeting, and the architectural compliance of phase three would be evaluated at a future date. Nick Kostis, Stan Robbins, Adam Wagner of DiStefano Architects, and Stephen Pernaw, were also present.

Discussion ensued regarding the architectural renderings. The Chair gave a five minute recess at 7:34 p.m. to obtain the renderings. Copies of the architectural designs were distributed to the Board members.

The meeting resumed at 7:50 p.m.

A.Wagner presented the architectural design of the proposed plan, and clarified the various phases of the architectural design for the project for L.Skinner.

N.Kostis explained the design of phase three is to compliment the surrounding buildings in the area, such as, the McConnell Center and City Hall. He confirmed for L.Skinner there would be no sub-surface parking for phase one and two.

Discussion ensued regarding the architectural design to include greenery for private residents at the entryway of the parking lot, the floor plan, the design of the upper deck, and the standard of the architectural type.

Motion: K.Schuman made a motion to accept the application. Seconded by D.Ciotti. Vote U/A

Public hearing opened. Nobody spoke. Public hearing closed.

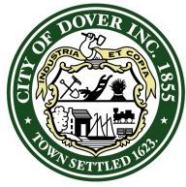
STAFF RECOMMENDATION:

The Planning Department recommends that the Board approve the site plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The owner's signatures must be added to the final plan.
2. Applicant must provide a digital version of plan set.
3. The Professional Engineer and Licensed Land Surveyor will need to sign and date final plans.
4. The Stormwater Management Plan and Stormwater Management System Operation and Maintenance Plan must be approved to the satisfaction of the City Engineer.
5. The final plan must address any engineering comments to the satisfaction of the City Engineer.
6. The final plan set must meet the Fire Code and any accessibility concerns to the satisfaction of the Fire Chief.
7. Approval includes merger of Map 2, lots 4, 5, 6, 6A, 7, 8, 8A, and 9.
8. The applicant must revise plan set to:
 - a. Add supplemental phasing plan in color
 - b. Document traffic improvements noted at Technical Review Committee
 - c. Update addresses and map/lots after merger
 - d. Remove Planning Board approval block
 - e. Correct index or include phase 3 plan

Conditions to Be Met Prior to Any Construction Activity:



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9. Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 8 AM-5 PM, and Sunday Noon-5 PM. Hours of construction must be documented on a site construction sign along with the contact information for the general contractor. Said signage must be located and approved by the City Engineer or Assistant City Manager.
10. The applicant shall hold a second neighborhood meeting per the development agreement.

Conditions to Be Met Prior to Issuance of a Building Permit:

11. Any new dwelling unit shall be assessed the current impact fees in place at the time of building permit application.
12. The new building shall be assessed the current water/sewer investment fees in place at the time of application for water/sewer service.
13. The applicant shall host a third neighborhood meeting per the development agreement.

Conditions to Be Met Prior to Issuance of a Certificate of Occupancy:

14. When the plaza at the south end of the site is created, a license agreement for use of the right of way will be required.
15. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

C.Parker clarified the conditions for #7, #10, and #13. He explained the applicant would need to come back for approval on the architectural design.

Discussion ensued regarding the construction hours to site work on Sundays, the impact to surroundings residents, the demolition process, and the equipment on site. The Board members agreed to change the construction hours in condition #9 to Sunday Noon- 5 PM.

Discussion ensued regarding the angled parking, sidewalks, and traffic lane changes in comparison to parallel parking.

L.Skinner stated he could not support approval of the proposed plan due to the need to have more time to review the architectural renderings.

Discussion continued regarding the measurements of the angled parking, sidewalks, and traffic lanes in comparison to what is existing. There was further discussion regarding the number of additional parking spaces angled parking could provide, confirmation of residential parking on site, improvements to crosswalks, sight distance, the realignment of Chestnut and Washington Streets, and the traffic light changes.

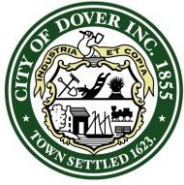
S.Robbins confirmed for F.Torr he did contact the Chair of the Woodman Museum regarding donating items.

C.Parker clarified streetscape information regarding trees and benches pertaining to sight distance for L.Skinner.

F.Torr stated his concern regarding the left turn lane and requested clarification from S.Pernaw.

S.Pernaw presented the traffic summary for the proposed plan, specifically addressing the left turn lane.

Motion: K.Schuman made a motion to approve the site plan subject to staff recommended conditions. Seconded by D.White. Vote 8/1Passed



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Meeting Type: Regular Meeting
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- B. Consideration and acceptance of a Site Review for Tennyson Property Management, (Owner: Freeboard Properties, LLC), Assessor's Map 6, Lot 20, zoned CBD, located at 1 First Street (Proposal is to renovate the existing building creating 10 new residential apartments with approx. 5,570 sq. ft. office). *(P16-15)
- C. Consideration and acceptance of a Conditional Use Permit, per Chapter 170-20-B(1), for Tennyson Property Management, (Owner: Freeboard Properties, LLC.), Assessor's Map 6, Lot 20, zoned CBD, located at 1 First Street (Relief from street wall requirement) *(P16-17)

K.Schuman stated items 4.B and 4.C would be heard together.

C.Parker gave an overview of the proposed plan.

Neil Rapoza, Civil Consultants, represented the applicant, displayed plans for viewing, and explained the proposed plan. Brian Caple, owner of Tennyson Property Management and Freeboard Properties, LLC was also present.

Discussion ensued regarding the use of the ramp instead of the vertical lift, consideration to use the wrought iron fence instead of the masonry wall, dumpster and fire truck access and locations, clarification of the parking spaces and snow removal access, curb cut, sidewalk repair, consideration of a black vinyl fence between properties for dumpster screening, confirmation of updates to the roof and windows of the building, and needed repairs to the rail fence.

N.Rapoza clarified information on sheet A1 of the floor plan for K.Schuman.

L.Skinner received clarification from C.Parker regarding the loading zone. C.Parker confirmed that sheet L1 will be revised to indicate that the vinyl fence is black.

L.Skinner stated his concern regarding the loading zone and barrel planters at the fire truck and snow removal location. C.Parker clarified the intended use of the space. T.Clark confirmed the building would be fully sprinklered.

Motion: K.Schuman made a motion to accept the applications for items 4.B and 4.C. Seconded by G.Cruikshank. Vote U/A.

Public Hearing opened. Nobody spoke. Public hearing closed.

Discussion ensued regarding the positive economic development on that street and the need to add sidewalk repair on First Street to the conditions, the barrel planter locations and storage in the winter, fence locations and screening, parking, and the loading section on Second Street and its intended use.

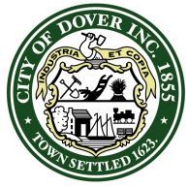
D.White explained the surrounding environment and stated why the wrought iron fence is acceptable.

L.Skinner expressed his concern for granting relief of the masonry walls and creating a precedent.

STAFF RECOMMENDATION – SITE PLAN: (P16-15)

The Planning Department recommends that the Board approve the site plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:



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DOVER PLANNING BOARD – MINUTES

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1. The Conditional Use Permit (P16-17) be approved.
2. The owner's signatures must be added to the final plan.
3. Applicant must provide a digital version of plan set.
4. The Professional Engineer and Licensed Land Surveyor will need to sign and date final plans.
5. The final plan set must address any engineering concerns to the satisfaction of the City Engineer.
6. The final plan set must meet the Fire Code and any accessibility concerns to the satisfaction of the Fire Chief.
7. The applicant must revise plan set to:
 - a. Indicate lighting on the building to meet Chapter 149-14(E)
 - b. Include a landscape plan per Chapter 149-13(A)(12)
 - c. Revise leader note on sheet L1 that the brick sidewalk along Second Street is to be reconstructed to the satisfaction of the City Engineer.
 - d. Add a note to the landscape plan that 8 planters shall be donated to the City for use in the City right-of-way. Planter shall be specked by Community Services Director.
 - e. Revise the notation on L1 changing the "white" vinyl fence to "black".

Conditions to Be Met Prior to Any Construction Activity:

8. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 8 AM-5 PM, and Sunday Noon-5 PM. Hours of construction must be documented on a site construction sign along with the contact information for the general contractor. Said signage must be located and approved by the City Engineer or Assistant City Manager.

Conditions to Be Met Prior to Issuance of a Building Permit:

9. Any new dwelling unit shall be assessed the current impact fees in place at the time of building permit application.
10. The new building shall be assessed the current water/sewer investment fees in place at the time of application for water/sewer service.

Conditions to Be Met Prior to Issuance of a Certificate of Occupancy:

11. The brick sidewalk along Second Street shall be reconstructed to the satisfaction of the City Engineer.
12. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

Motion: K.Schuman made a motion to approve the site plan subject to staff recommended conditions. Seconded by D.Ciotti. Vote U/A

C.Parker explained for C.Plante that item 3.A did not have Sunday construction hours because it is located in a residential district, where items 4.A and 4.B are in the Central Business District.

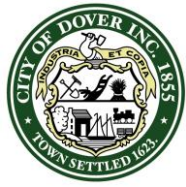
Discussion ensued regarding the fence, the address of the building, and clarification regarding screening for the dumpster.

STAFF RECOMMENDATION –Conditional Use Permit: (P16-17)

The Planning Department recommends that the Board approve the Conditional Use Permit with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The Site Plan (P16-15) must be approved.



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2. A formal agreement between the City and the Planning Board shall be prepared and recorded at the Strafford County Registry of Deeds.
3. The applicant shall revise the plans to show on sheet L1 that the wrought iron fence shall be constructed along the full frontage of the parking lot, minus the permanent egress, along First Street, with a gate if desired, for snow removal adjunct to the alleyway.

Motion: D.White made a motion to approve the Conditional Use Permit subject to staff recommended conditions. Seconded by D.Ciotti. Vote 6/3 Passed

5. STAFF COMMENTS

C.Parker addressed:

- Summer meetings will be held at the McConnell Center
- There will be a workshop as part of the June 28th meeting regarding the rezoning at Glenwood Ave and Central Ave.
- The revised Meeting Schedule was distributed to the Board members.
- Sign amendment issues should be addressed at the August meeting
- Thanked Lee for sending the complimentary email and C.Parker stated his agreement with how well the Planning Board members represent the City.

6. MEMBER COMMENTS

L.Skinner addressed:

- Questioning motives about providing relief on masonry walls
- The sequencing on Pointe Place is a concern. Need more communication regarding City Council's goals.
- Open Space subdivisions have failed in their principle intentions. Chapter 155-20.A.

C.Pratt gave his resignation to the Board. The Board thanked C.Pratt for his service.

F.Torr explained that we now have 3 open alternate positions.

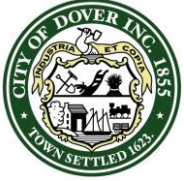
D.Ciotti responded to L.Skinner's comment about communication from the Council.

D.Landry responded to L.Skinner's comment on Open Space Subdivisions. Discussion ensued.

F.Torr reminder the Board that July and August will only have one meeting.

7. ADJOURNMENT

Motion: K.Schuman made a motion to adjourn at 10:02 p.m. Seconded by D.Landry. Vote U/A



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P16-16

Application Type: Conditional Use Permit
Applicant(s): Peter and Anne Strachan
Owner(s): Peter and Anne Strachan
Location: 125 Spur Road (Assessor's Map L, Lot 29)
Meeting Date: June 28, 2016

INTENT: To obtain a Conditional Use Permit to replace existing house and construct a garage with ADU, with temporary impacts of 2,454 sq. ft. and 1,433 sq.ft. of permanent impacts to the Bellamy River Conservation District.

LOTS/UNITS PROPOSED: 1 existing with new ADU

AGENDA ITEM: # 4-A

ACREAGE: 0.42 Acres

ZONING DISTRICT: Low Density Residential (R-20)

EXISTING LAND USE: Residential

PROPOSED LAND USE: Single family house and new garage with ADU added

SURROUNDING LAND USE: Residential, Spaulding Turnpike and Bellamy River

ZBA ACTION: Z16-05: Variance granted to permit a front setback of 145 feet where a build-to-line of 20 feet minimum and 25 feet maximum is required. A condition was placed on the variance that CUP approval for construction within the Conservation District and Wetland Protection District buffer is required.

ATTACHMENTS:

- Conditional Use Permit Application
- Conservation Commission Minutes from June 13, 2016
- Conservation Commission letter to NHDES dated June 14, 2016

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by certified mail to all abutters

PERMITS REQUIRED:

- City of Dover Conditional Use Permit
- NHDES Shoreland Permit #2016-01063 issued May 18, 2016
- NHDES Wetlands Permit

WAIVERS REQUESTED: None

Summary of Request and Background

The applicant is requesting a Conditional Use Permit to replace the existing house and construct a garage with an Accessory Dwelling Unit. The temporary impacts total 2,454 sq. ft. and the permanent impacts to the Bellamy River Conservation District total 1,433 sq. ft.

The Conservation Commission endorsed the NHDES application and CUP at their June 13, 2016 meeting (minutes attached).

The placement of the garage at the 75 foot setback is allowed by Chapter 170-27-E(16) and has been approved by the Building Inspector.

Consistency with Land Use Regulations

The Conservation District ordinance provides for Conditional Use Permits to allow impacts to land within 100 feet of the reference line to a water body if standards related to demonstration of need, avoidance, minimization, and mitigation are met. This proposal is consistent with those standards.

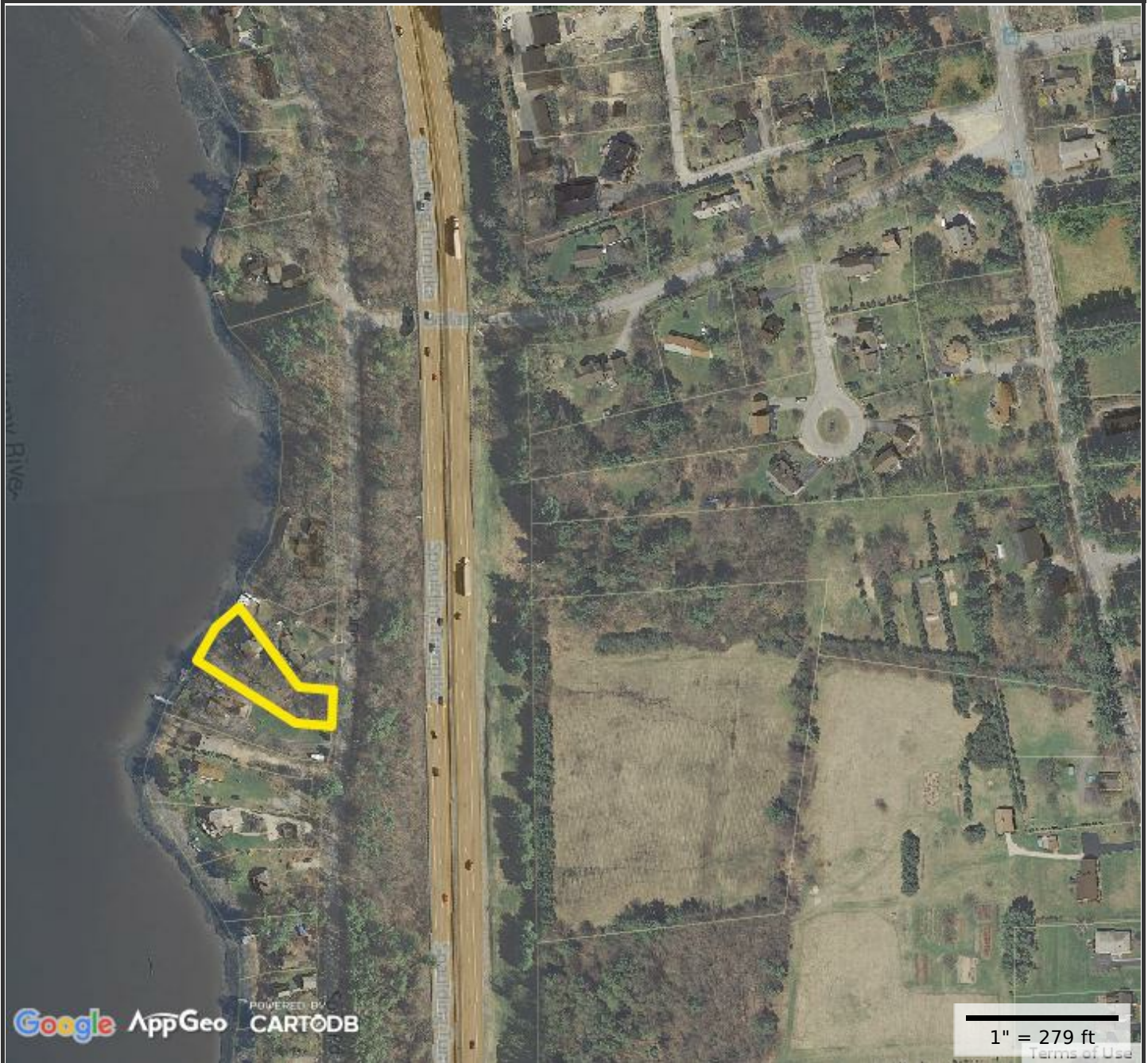
STAFF RECOMMENDATION:

The Planning Department recommends the Planning Board accept the application, open a public hearing and approve the Conditional Use Permit with the following condition:

Conditions to Be Met Prior to the Issuance of the Conditional Use Permit:

1. NH DES Wetlands Permit is granted and a copy of the permit submitted to the City.

125 Spur Road

**Property Information**

Property ID L0029-000000
Location 125 SPUR RD
Owner STRACHAN PETER B &



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.



City of Dover, New Hampshire

CONDITIONAL USE PERMIT APPLICATION

[Revision Date: September 29, 2015]

Office Use Only	Project #:	_____	Date Received:	_____
	Amount Paid:	_____	Time Received:	_____

APPLICANT AND OWNER INFORMATION

Name of Applicant: Peter B. & Anne C. Strachan Telephone # 603-233-9876

Address of Applicant: 670 Long John Road, Rye, NH 03970

E-Mail Address: pbstrachan@yahoo.com

Name of Property Owner (if different from applicant): _____ Telephone # _____

Address of Property Owner: _____

PROPERTY INFORMATION

Assessor's Map # L Lot(s) # 29

Address of Property: 125 Spur Road, Dover, NH 03820

Zoning District(s) R-20 Low Density Residential Overlay District(s) Conservation/Wetland Protection

Existing Use of Property: Residential

CONDITIONAL USE PERMIT INFORMATION

Type of Conditional Use Permit (Check All That Apply):

- | | | |
|---|---|---|
| ☒ Conservation District | ☐ RCM Use Overlay District | ☐ I-1 District Uses |
| ☐ Groundwater Protection | ☐ Off-Street Parking and Loading | ☐ Alternative Treatment Center |
| ☒ Wetland Protection District | ☐ Central Business District | |

Describe Proposed Use or Activity That Requires Conditional Use Permit and Describe Any Impacts:

The project proposes to tear down and replace the existing residential structure and associated decking within the same footprint. Other site improvements include construction of a detached garage, conversion of existing gravel driveway to a pervious paver technology, and removal of gravel and asphalt pavement areas on the lot. The proposal will result in a reduction of 1,371 square feet of impervious surface on the lot (23.4% to 16.2%).

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their

Status: NH DES Wetlands (received by NH DES on 4/21/16)
NH DES Shoreland (approved & attached)

Name of Professional That Prepared Plans: John Chagnon, PE, LLSAddress 200 Griffin Road, Unit 3, Portsmouth, NH 03801 Telephone #: 603-430-9282Professional License #: PE: 7651/LLS:738 E-mail address: jrc@ambitengineering.com**SIGNATURES**

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: P.B. Srachan Date: 5/26/16

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

Signature of Agent: JRC Date: 5/26/16**AUTHORIZATION TO ENTER SUBJECT PROPERTY**

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: P.B. Srachan Date: 5/26/16

[illegible]



AMBIT ENGINEERING, INC. CIVIL ENGINEERS AND LAND SURVEYORS
200 Griffin Road, Unit 3, Portsmouth, NH 03801 Phone (603) 430-9282 Fax 436-2315

26 May 2016

Franklin Torr, Chair
Dover Planning Board
288 Central Avenue
Dover, NH 03820

**RE: Conditional Use Permit Application
Residential Structure Replacement
Tax Map L, Lot 29
125 Spur Road
Dover, NH**

Dear Franklin,

This letter transmits a City of Dover Conditional Use Application for construction under the City of Dover Zoning Ordinance *Article VIII, Section 170-27 and Section 170-27.1* for work within the Conservation District and the Wetland Protection District respectively. It is our understanding that the applicant will need a Conditional Use Permit from the City of Dover for the proposed project.

The project proposes to tear down and replace the existing residential structure and associated decking within the same footprint. According to the City of Dover Tax Assessment database, the existing house was constructed in 1967 and is in disrepair. Specifically, there is a significant crack in the foundation located in the northeast corner of the structure and replacement of the foundation is necessary in order to construct a new home (Please see attached photo log). In addition to replacing the foundation, the owner and applicant, would also like to raise the finished floor elevation of the structure approximately 1.5 feet in anticipation of future sea level rise.

Other site improvements include construction of a detached garage, conversion of existing gravel driveway to a pervious paver technology, and removal of gravel and asphalt pavement areas on the lot. The proposal will result in a reduction of 1,371 square feet of impervious surface on the lot (23.4% to 16.2%). It is our opinion that the reduction of impervious surface on the site and conversion to pervious paver technology will greatly aid in stormwater treatment and infiltration on the site, improving water quality that leaves the site and enters the Bellamy River.

Ambit Engineering, Inc. performed a wetland delineation on the above referenced property on February 10, 2016. The subject parcel is located directly adjacent to the Bellamy River, and approximately half of the lot area is within the City of Dover Conservation District.

Attached to this transmittal letter please find a Conditional Use Application, a plan set depicting existing and proposed conditions, a signed client authorization form, a photo log, an abutters list, a New Hampshire Division of Historical Resources approval form, a New Hampshire Department of Environmental Services (NH DES) Shoreland Permit Approval, and architectural elevation drawings. Please note that a NH DES Wetland Permit Application has been submitted, it was received on April 21, 2016 and assigned File #: 2016-01067.

In addition, necessary variances to complete the project were granted by the City of Dover Zoning Board of Adjustment on May 19, 2016 from *Section 170-12.B* to permit a front setback of 145 feet where a build-to line of 20 feet minimum and 35 feet maximum is required.

According to the City of Dover Zoning Ordinance, *Article VIII, Section 170-27.1*, Conditional Use approval may be granted by the Planning Board provided that the proposed construction complies with the following standards:

- a. *Demonstration of Need:* The proposed construction is essential to the productive use of land or water outside the Wetlands Protection District.**

The existing structure is located approximately 28.8 feet from the reference line and a majority of the structure is located within the Wetlands Protection District. Replacement of the residential structure will allow the owner/applicant to use the area outside the district for a detached garage, parking, and access/egress to the lot.

- b. *Avoidance:* The potential impacts have been avoided to the maximum extent practicable.**

The project proposes to replace the existing structure in the same footprint. There will be no expansion of the primary structure toward the reference line, or within the Wetlands Protection District. The existing buffer will remain in its current state under this proposal and any disturbance within the buffer for construction of the new home will be restored to previously existing conditions.

- c. *Minimization:* Any unavoidable impacts have been minimized. No reasonable alternative to the proposed construction exists which does not impact a wetland or which has less detrimental impact on a wetland. Design, construction and maintenance methods will be prepared by a registered engineer to minimize detrimental impacts to the wetlands and will include restoration of the site as nearly as possible to its original grade.**

The project proposes to replace the existing structure in the same footprint. There will be no expansion of the primary structure toward the reference line, or within the Wetlands Protection District. The existing buffer will remain in its current state under this proposal and any disturbance within the buffer for construction of the new home will be restored to existing conditions. Given the nature of the project, it is my opinion that there will be no detrimental impacts to adjacent wetlands. Site plans prepared by Ambit Engineering, Inc. have been designed and stamped by a Licensed Professional Engineer.

- d. *Mitigation:* Mitigation for this project is not required by NH DES.**

However; the owner/applicant is proposing conversion of existing gravel driveway to a pervious paver technology, and removal of gravel and asphalt pavement areas on the lot. The proposal will result in a reduction of 1,371 square feet of impervious surface on the lot (23.4% to 16.2%). It is our opinion that the reduction of impervious surface on the site and conversion to pervious paver technology will greatly aid in stormwater treatment and infiltration on the site, improving water quality that leaves the site and enters the Bellamy River. This method of stormwater treatment and infiltration is a function that does not exist under existing conditions.

- e. *Approval for the wetlands impact has been received from NH DES Wetlands Bureau.***

A NH DES Wetland Permit Approval will be required for this project for impacts to the previously developed tidal buffer zone. This application was submitted to NH DES and accepted on April 21, 2016 and assigned File #: 2016-01067. Anticipated approval date is on or before July 5, 2016.

Please contact me if you have any questions or concerns regarding this application.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Riker', with a large, stylized 'S' and 'R'.

Steven D. Riker

NH Certified Wetland Scientist/Environmental Permitting Specialist
Ambit Engineering, Inc.

Cc: Peter B. & Ann C. Strachan-Owners/Applicant

12 April, 2016

To Whom It May Concern

RE: Land Use Planning Applications for proposed site improvements located at 125 Spur Road, Dover, NH., Tax Map L, Lot 29, for Peter Strachan.

This letter is to inform the New Hampshire DES and the City of Dover in accordance with State Law that the following entities:

Ambit Engineering, Inc.
Anne Whitney

Is individually authorized to represent us as our agent in the approval process.

Please feel free to call me if there is any question regarding this authorization.

Sincerely,

Peter Strachan
670 Long John Road
Rye, NH 03870



Front & Left Side Elevations



Rear Elevation at Lower Deck



Grade at Basement Door



Rear Elevation



Foundation Repair Needed

125 Spur Road

Please mail the completed form to:

New Hampshire Division of Historical Resources
State Historic Preservation Office
Attention: Review & Compliance
19 Pillsbury Street, Concord, NH 03301

DHR Use Only

R&C #

7691

Log In Date

4/20/16

Response Date

5/3/16

Sent Date

5/5/16

RECEIVED

APR 20 2016

New Hampshire

Review by the
Division of Historical Resources

- ☒ This is a new submittal
☐ This is additional information

Compliance (R&C) #:

GENERAL PROJECT INFORMATION

Project Title 125 Spur Road

Project Location 125 Spur Road

City/Town Dover

Tax Map L

Lot # 29

NH State Plane - Feet Geographic Coordinates: Easting 1203646 Northing 236492
(See RPR Instructions and R&C FAQs for guidance.)

Lead Federal Agency and Contact (if applicable)
(Agency providing funds, licenses, or permits)

Permit Type and Permit or Job Reference #

State Agency and Contact (if applicable) NH DES Wetlands Bureau

Permit Type and Permit or Job Reference # to be submitted

APPLICANT INFORMATION

Applicant Name Peter Strachan

Mailing Address 670 Long John Road

Phone Number

City Rye

State NH

Zip 03870

Email pbstrachan@yahoo.com

CONTACT PERSON TO RECEIVE RESPONSE

Name/Company Steven D. Riker Ambit Engineering, Inc.

Mailing Address 200 Griffin Road, Unit 3

Phone Number 6034309282

City Portsmouth

State NH

Zip 03801

Email sdr@ambitengineering.com

This form is updated periodically. Please download the current form at www.nh.gov/nhdhr/review. Please refer to the Request for Project Review Instructions for direction on completing this form. Submit one copy of this project review form for each project for which review is requested. Include a self-addressed stamped envelope to expedite review response. Project submissions will not be accepted via facsimile or e-mail. This form is required. Review request form must be complete for review to begin. Incomplete forms will be sent back to the applicant without comment. Please be aware that this form may only initiate consultation. For some projects, additional information will be needed to complete the Section 106 review. All items and supporting documentation submitted with a review request, including photographs and publications, will be retained by the DHR as part of its review records. Items to be kept confidential should be clearly identified. For questions regarding the DHR review process and the DHR's role in it, please visit our website at: www.nh.gov/nhdhr/review or contact the R&C Specialist at christina.st.louis@dcg.nh.gov or 603.271.3558.

PROJECTS CANNOT BE PROCESSED WITHOUT THIS INFORMATION

Project Boundaries and Description

- ☒ Attach the relevant portion of a 7.5' USGS Map (photocopied or computer-generated) **indicating the defined project boundary.** (See RPR Instructions and R&C FAQs for guidance.)
- ☒ Attach a detailed narrative description of the proposed project.
- ☒ Attach a site plan. The site plan should include the project boundaries and areas of proposed excavation.
- ☒ Attach photos of the project area (overview of project location and area adjacent to project location, and specific areas of proposed impacts and disturbances.) (Informative photo captions are requested.)
- ☒ A DHR file review must be conducted to identify properties within or adjacent to the project area. Provide file review results in **Table 1** or within project narrative description. (Blank table forms are available on the DHR website.)
File review conducted on 2/19/2016.

Architecture

Are there any buildings, structures (bridges, walls, culverts, etc.) objects, districts or landscapes within the project area? ☒ Yes ☐ No
If no, skip to Archaeology section. If yes, submit all of the following information:

Approximate age(s): Built in 1967

- ☒ Photographs of **each** resource or streetscape located within the project area, with captions, along with a photo key. (Digital photographs are accepted. All photographs must be clear, crisp and focused.)
- ☒ If the project involves rehabilitation, demolition, additions, or alterations to existing buildings or structures, provide additional photographs showing detailed project work locations. (i.e. Detail photo of windows if window replacement is proposed.)

Archaeology

Does the proposed undertaking involve ground-disturbing activity? ☒ Yes ☐ No
If yes, submit all of the following information:

- ☒ Description of current and previous land use and disturbances.
- ☐ Available information concerning known or suspected archaeological resources within the project area (such as cellar holes, wells, foundations, dams, etc.)

Please note that for many projects an architectural and/or archaeological survey or other additional information may be needed to complete the Section 106 process.

DHR Comment/Finding Recommendation *This Space for Division of Historical Resources Use Only*

- ☐ Insufficient information to initiate review. ☐ Additional information is needed in order to complete review.
- ☐ No Potential to cause Effects ☒ No Historic Properties Affected ☐ No Adverse Effect ☐ Adverse Effect

Comments: _____

If plans change or resources are discovered in the course of this project, you must contact the Division of Historical Resources as required by federal law and regulation.

Authorized Signature: _____

Date: 5-3-16



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

SHORELAND IMPACT PERMIT 2016-01063

Permittee: Jean-Jacques/Monique Lasserre
16 Clos Perault
91200 Athis-Mons, France
Project Location: 125 Spur Road, Dover
Dover Tax Map/Lot No. L / 29
Waterbody: Bellamy River

**NOTE--
CONDITIONS**

APPROVAL DATE: 05/18/2016

EXPIRATION DATE: 05/18/2021

Based upon review of the above referenced application, in accordance with RSA 483-B, a Shoreland Impact Permit was issued. This permit shall not be considered valid unless signed as specified below.

PERMIT DESCRIPTION: Impact 2,881 sq. ft. of protected shoreland in order to replace existing residential structure, add a detached garage, and convert existing gravel driveway to a pervious paver technology.

THIS APPROVAL IS SUBJECT TO THE FOLLOWING PROJECT SPECIFIC CONDITIONS:

1. All work shall be in accordance with plans by Ambit Engineering, Inc. dated April 2016 and received by the NH Department of Environmental Services (DES) on April 21, 2016.
2. This permit does not authorize the removal of trees or saplings within the waterfront buffer that would result in a tree and sapling point score below the minimum required per RSA 483-B:9, V, (a), (2), (D), (iv).
3. No more than 16% of the area of the lot within the protected shoreland shall be covered by impervious surfaces unless additional approval is obtained from DES.
4. All activities conducted in association with the completion of this project shall be conducted in a manner that complies with applicable criteria of Administrative Rules Chapter Env-Wq 1400 and RSA 483-B during and after construction.
5. Erosion and siltation control measures shall be installed prior to the start of work, be maintained throughout the project, and remain in place until all disturbed surfaces are stabilized.
6. Erosion and siltation controls shall be appropriate to the size and nature of the project and to the physical characteristics of the site, including slope, soil type, vegetative cover, and proximity to wetlands or surface waters.
7. No person undertaking any activity in the protected shoreland shall cause or contribute to, or allow the activity to cause or contribute to, any violations of the surface water quality standards established in Env-Ws 1700 or successor rules in Env-Wq 1700.
8. Any fill used shall be clean sand, gravel, rock, or other suitable material.

DES Web site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-3501 • Fax: (603) 271-6683 • TDD Access: Relay NH 1-800-735-2964

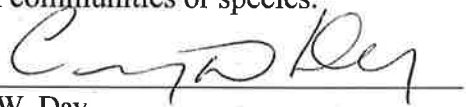
9. This permit shall not be interpreted as acceptance or approval of any impact that will occur within wetlands jurisdiction regulated under RSA 482-A including all wetlands, surface waters and their banks, the tidal-buffer zone, and sand dunes. The owner is responsible for maintaining compliance with RSA 482-A and Administrative Rules Env-Wt 100 - 900 and obtaining any Wetland Impact Permit that may be required prior to construction, excavation or fill that will occur within Wetlands jurisdiction.

10. This permit shall not preclude DES from taking any enforcement or revocation action if DES later determines that any of the structures depicted as "existing" on the plans submitted by the applicant were not previously permitted or grandfathered.

GENERAL CONDITIONS THAT APPLY TO ALL DES SHORELAND IMPACT PERMITS:

1. A copy of this permit shall be posted on site during construction in a prominent location visible to inspecting personnel;
2. This permit does not convey a property right, nor authorize any injury to property of others, nor invasion of rights of others;
3. The Wetlands Bureau shall be notified upon completion of work;
4. This permit does not relieve the applicant from the obligation to obtain other local, state or federal permits, and/or consult with other agencies as may be required (including US EPA, US Army Corps of Engineers, NH Department of Transportation, NH Division of Historical Resources (NH Department of Cultural Resources), NHDES-Alteration of Terrain, etc.);
5. Transfer of this permit to a new owner shall require notification to and approval by the Department;
6. This permit shall not be extended beyond the current expiration date.
7. This project has been screened for potential impacts to known occurrences of rare species and exemplary natural communities in the immediate area. Since many areas have never been surveyed, or have received only cursory inventories, unidentified sensitive species or communities may be present. This permit does not absolve the permittee from due diligence in regard to state, local or federal laws regarding such communities or species.

APPROVED: _____


Craig W. Day
DES Wetlands Bureau

=====

BY SIGNING BELOW I HEREBY CERTIFY THAT I HAVE FULLY READ THIS PERMIT AND AGREE TO ABIDE BY ALL PERMIT CONDITIONS.

OWNER'S SIGNATURE (required)

CONTRACTOR'S SIGNATURE (required)

Wetlands Application
Peter Strachan
Site Redevelopment

SITE PHOTOGRAPHS
Dover, NH

Site Photograph #1

February 2016



Site Photograph #2

February 2016



Site Photograph #3

February 2016



Site Photograph #4

February 2016



Site Photograph #5

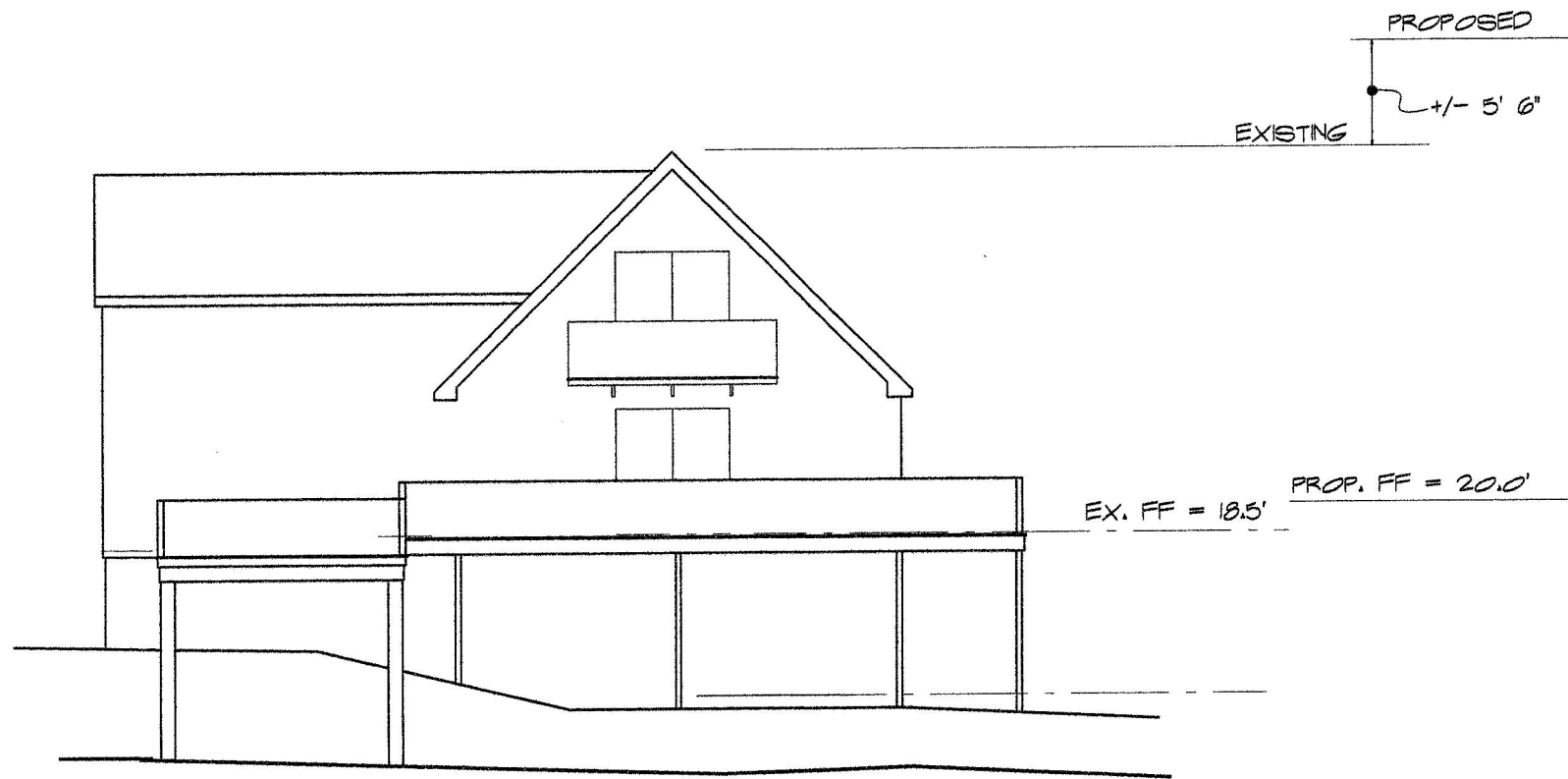
February 2016



Site Photograph #6

February 2016

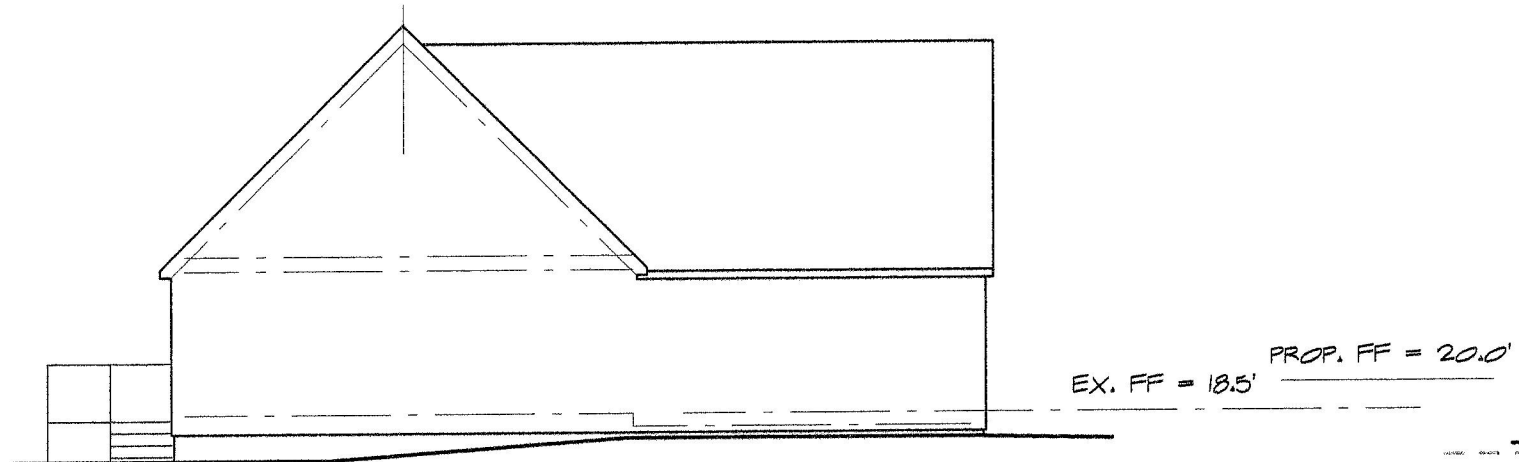




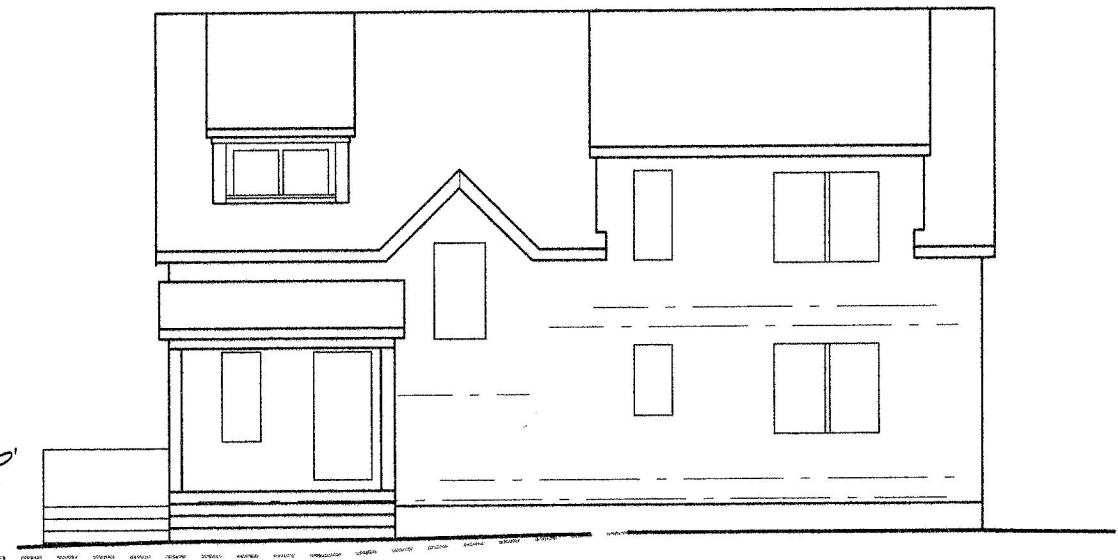
EXISTING REAR ELEVATION



PROPOSED REAR ELEVATION



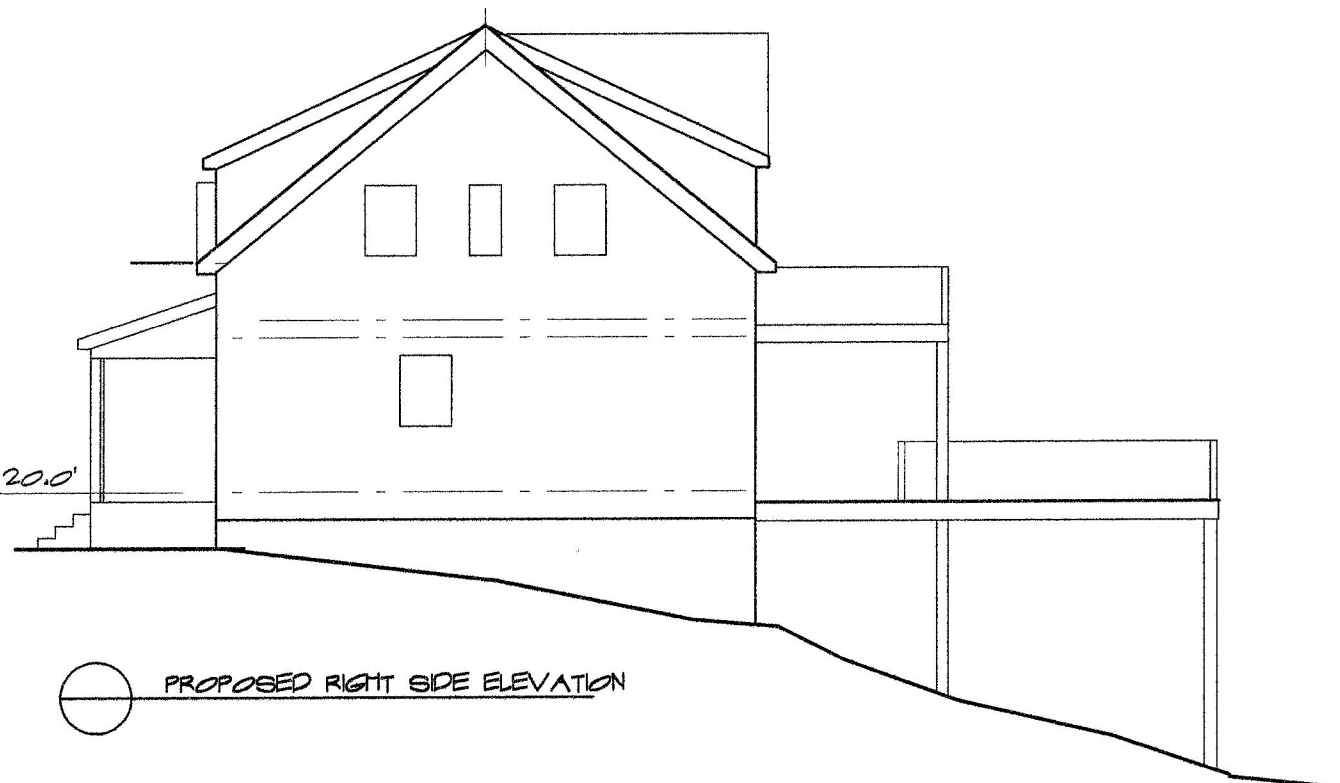
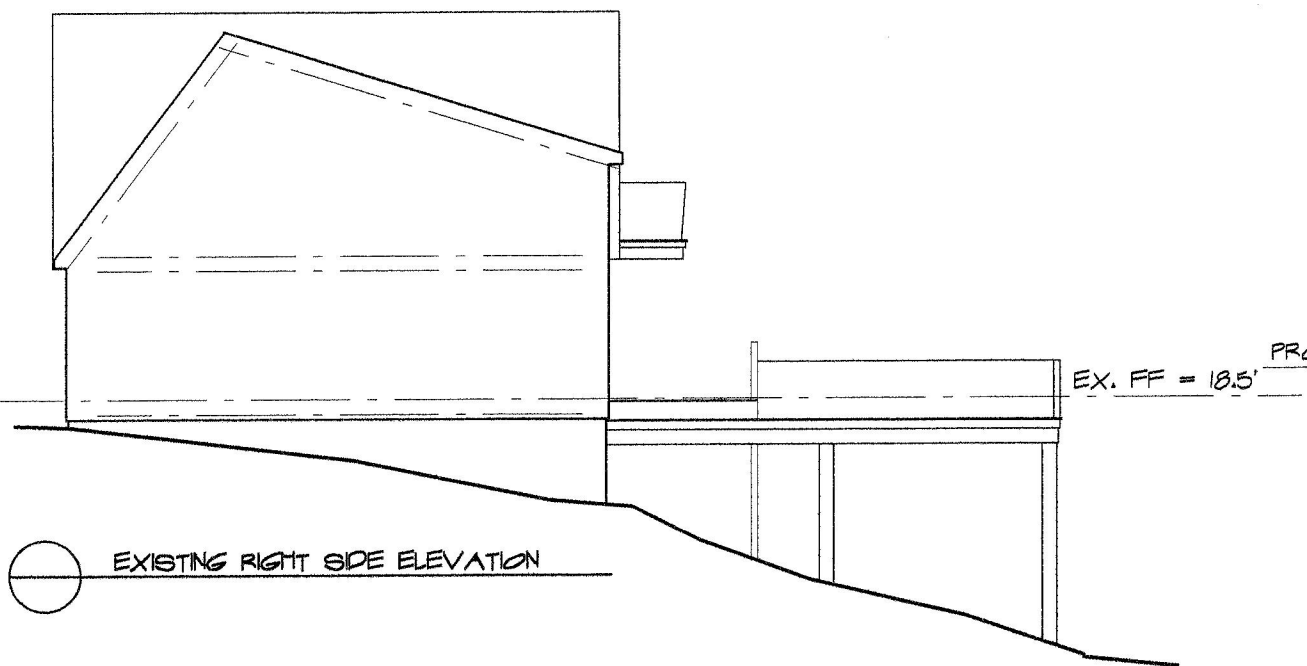
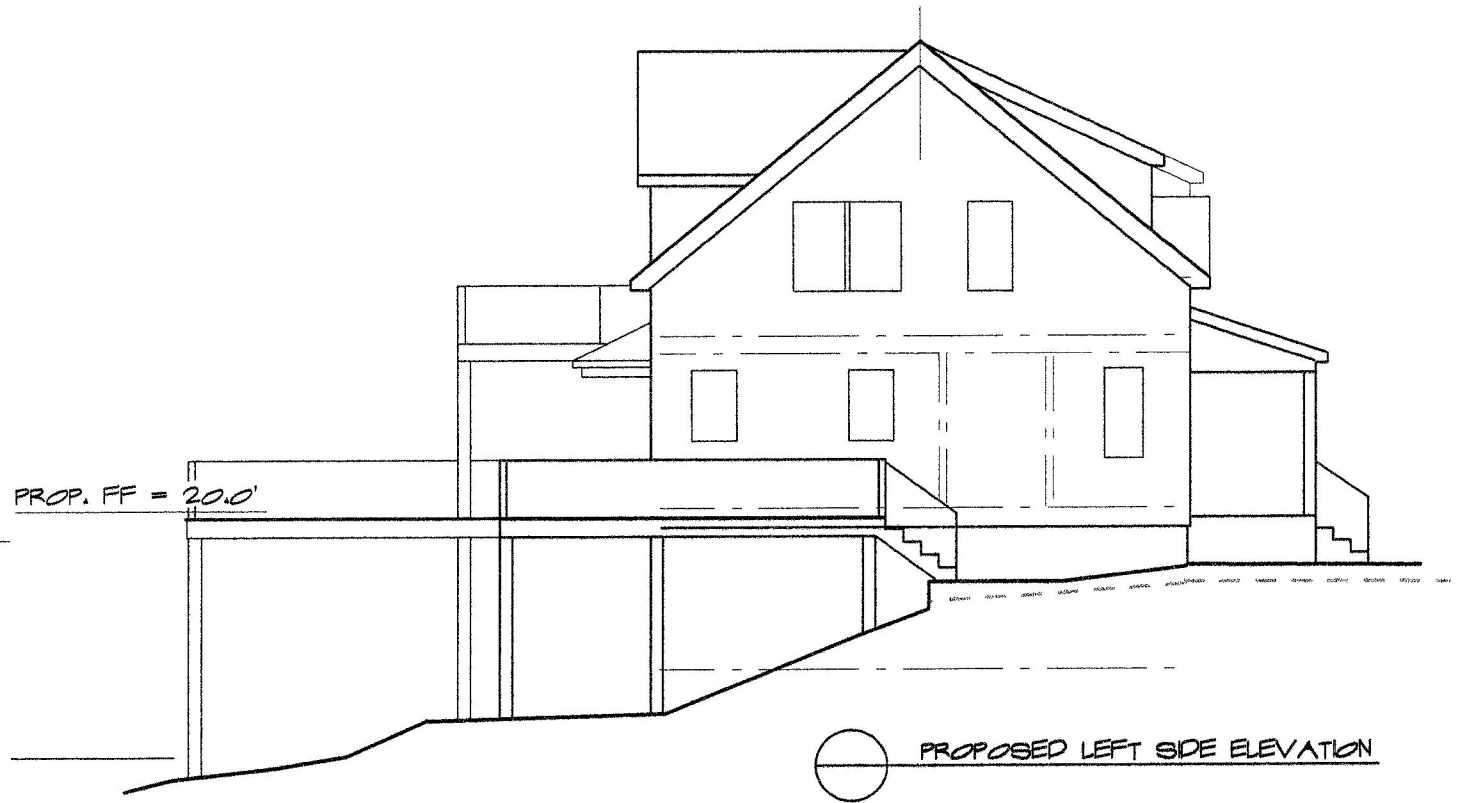
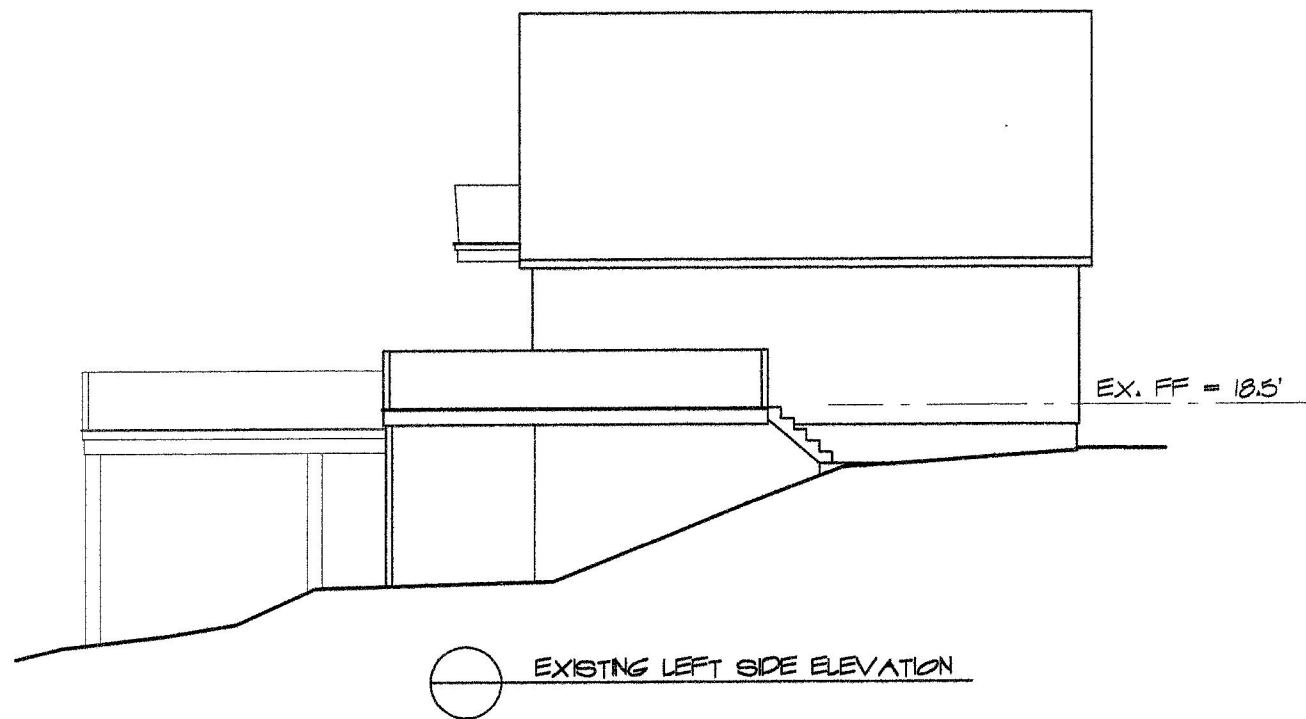
EXISTING FRONT ELEVATION



EXISTING FRONT ELEVATION

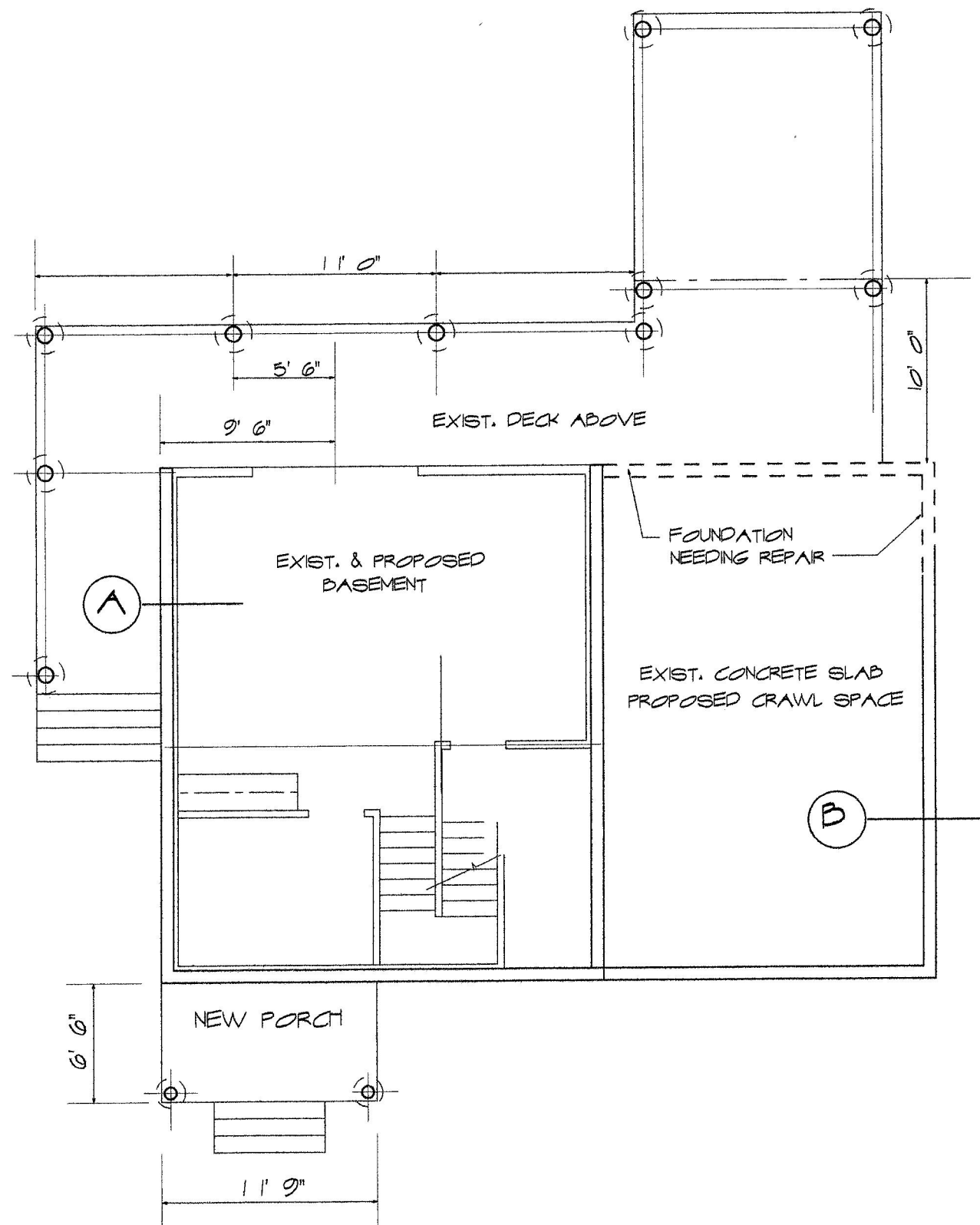
EXISTING & PROPOSED ELEVATIONS
SCALE: 1" = 10'-0"

EXISTING & PROPOSED SCHEMATIC ELEVATIONS STRACHAN RESIDENCE 125 SPUR ROAD DOVER, NH	9 Sheafe Street Portsmouth NH 03801 603-427-2832	Project: #1603 Revisions:	Date: 5/25/16
	ANNE WHITNEY ARCHITECT	1 OF 3	

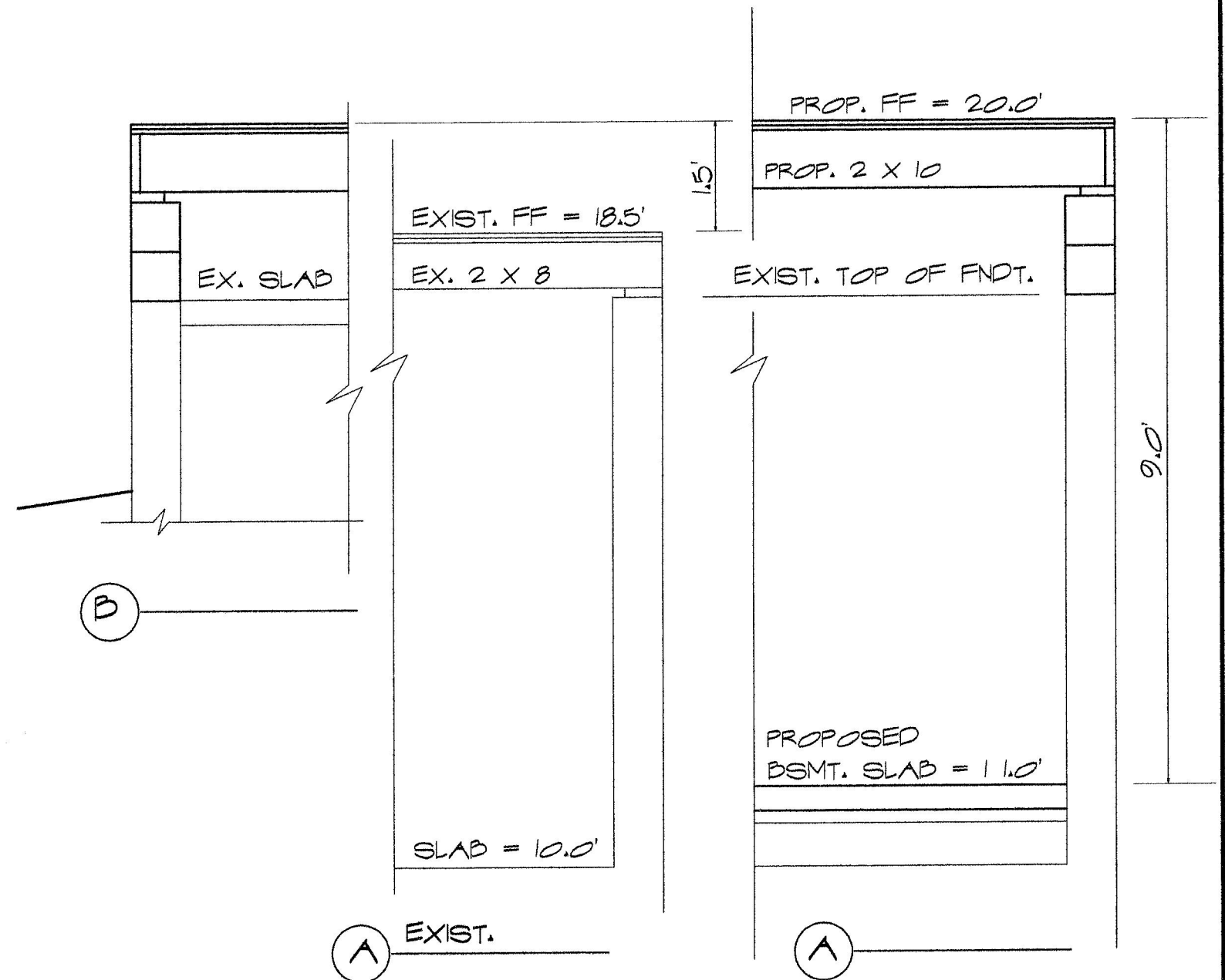


EXISTING & PROPOSED ELEVATIONS
SCALE: 1" = 10'-0"

EXISTING & PROPOSED SCHEMATIC ELEVATIONS STRACHAN RESIDENCE 125 SPUR ROAD DOVER, NH	9 Sheafe Street Portsmouth NH 03801 603-427-2832 ANNE WHITNEY ARCHITECT	Project: #1003	Date: 5/25/16
		Revisions:	2 OF 3

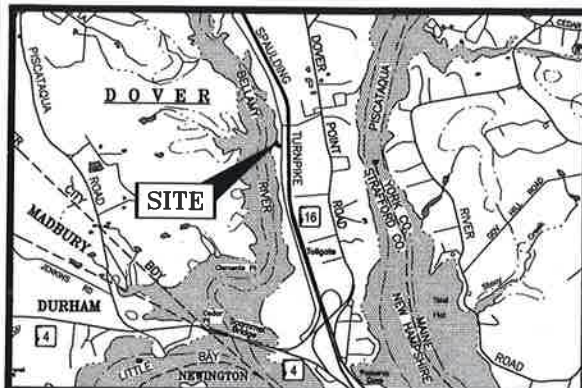


PROPOSED FOUNDATION & FOOTING PLAN
SCALE: 1/8" = 1'-0"



EXISTING & PROPOSED FOUNDATION SECTIONS
SCALE: 1/2" = 1'-0"

PROPOSED FOUNDATION PLAN STRACHAN RESIDENCE 125 SPUR ROAD DOVER, NH	9 Sheafe Street Portsmouth NH 03801 603-427-2832 ANNE WHITNEY ARCHITECT	Project: #1603	Date: 5/25/16
		Revisions:	3 OF 3



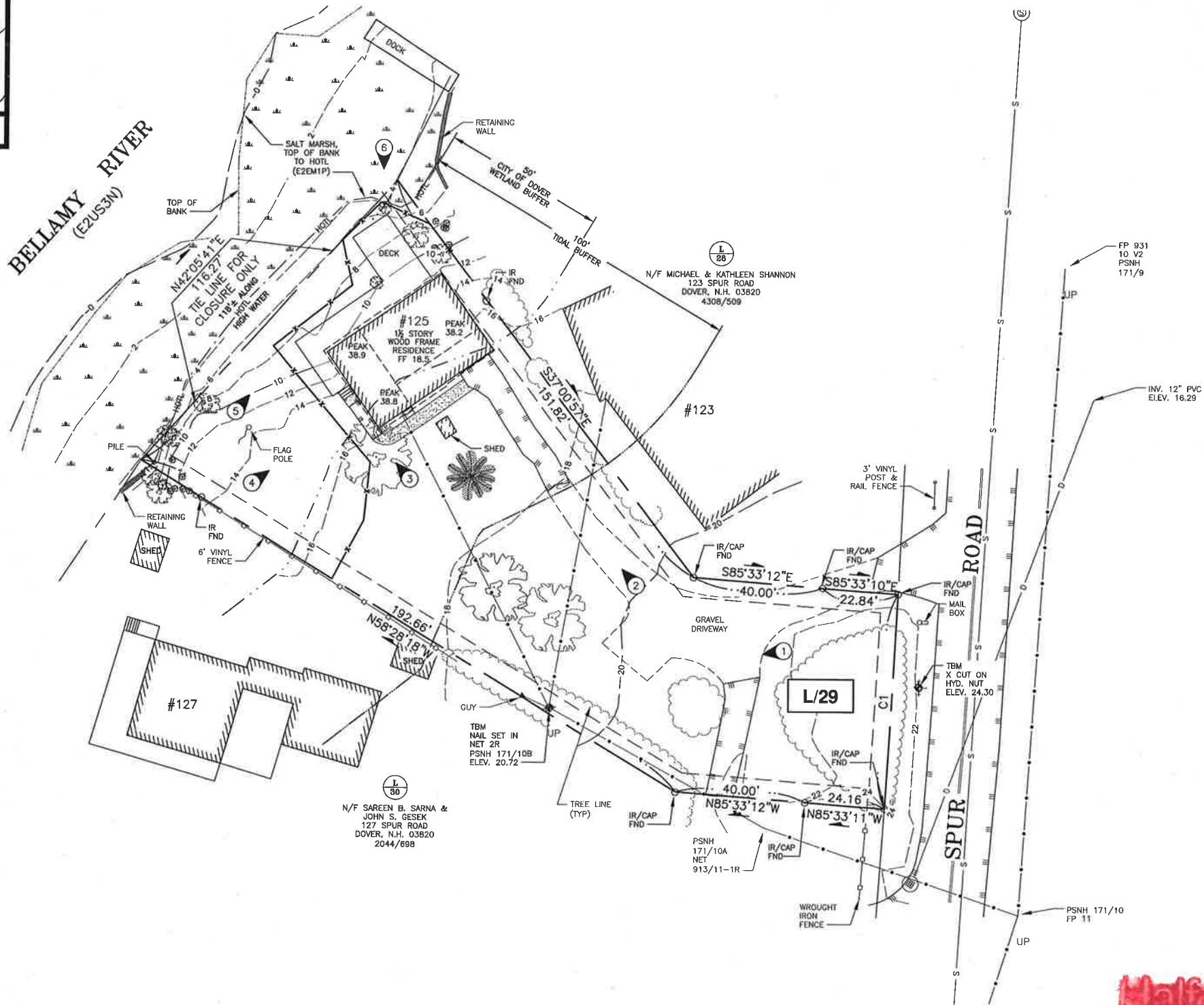
LOCATION MAP

SCALE: 1" = 3000'

LEGEND:

- N/F NOW OR FORMERLY
RP RECORD OF PROBATE
RCRD ROCKINGHAM COUNTY
REGISTRY OF DEEDS
MAP 11/LOT 21
IRON ROD FOUND
IRON PIPE FOUND
IRON ROD SET
HOTEL HIGHEST OBSERVABLE TIDE LINE
PHOTO LOCATION

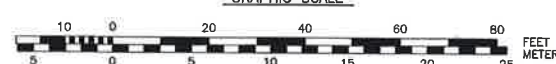
BELLAMY RIVER
(E2053N)



CURVE TABLE

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	66.01'	4475.00'	0°50'43"	N 03°18'04" E	66.01'

GRAPHIC SCALE



P.B. Strachan
PROPERTY OWNER

5/26/16
DATE



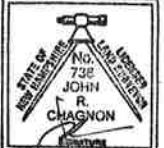
AMBIT ENGINEERING, INC.
Civil Engineers & Land Surveyors
200 Griffin Road - Unit 3
Portsmouth, N.H. 03801-7114
Tel (603) 436-9282
Fax (603) 436-2315

NOTES:

- 1) PARCEL IS SHOWN ON THE CITY OF DOVER ASSESSOR'S MAP L AS LOT 29.
- 2) OWNERS OF RECORD:
JEAN-JACQUES & MONIQUE LASSERRE
18 CLOS PERAULT
91200 ATHIS-MONS ESSONNE
FRANCE
1944/756
APPLICANT:
PETER STRACHAN
670 LONG JOHN ROAD
RYE, N.H. 03870
- 3) EXISTING LOT AREA:
19,117± S.F.
0.44± AC.
- 4) PARCEL IS LOCATED IN IN THE LOW DENSITY RESIDENTIAL (R-20) DISTRICT AND THE RIVERFRONT RESIDENTIAL OVERLAY.
- 5) DIMENSIONAL REQUIREMENTS:
MIN. LOT AREA: 20,000 S.F.
FRONTAGE: 125 FT.
SETBACKS: FRONT: AVG. OF NEIGHBORHOOD
SIDE: 6 FEET*
REAR: 30 FEET
ACCESSORY BLDG.: FRONT: 5'
SIDE: 6'*
REAR: 10'
MAX. LOT COVERAGE: 30%
*NON-CONFORMING LOT, DOVER SECTION 170-14.
- 6) THE PURPOSE OF THIS PLAN IS TO SHOW THE EXISTING CONDITIONS ON LOT 129 MAP L OF THE CITY OF DOVER ASSESSOR'S MAPS.
- 7) HIGHEST OBSERVABLE TIDE LINE DELINEATED BY STEVEN D. RIKER, CWS ON 2/10/2016 IN ACCORDANCE WITH THE FOLLOWING STANDARDS:
A) U.S. ARMY CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL, TECHNICAL REPORT Y-87-1 (JAN. 1987), AND REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHEAST AND NORTHEAST REGION, VERSION 2.0, JANUARY 2012.
B) FIELD INDICATORS OF HYDRIC SOILS IN THE UNITED STATES, VERSION 7.0, USDA-NRCS, 2010 AND (FOR DISTURBED SITES) FIELD INDICATORS FOR IDENTIFYING HYDRIC SOILS IN NEW ENGLAND, VERSION 3, NEWPPCC WETLANDS WORK GROUP (APRIL 2004).
C) NATIONAL LIST OF PLANT SPECIES THAT OCCUR IN WETLANDS: NORTHEAST (REGION 1), USFWS (MAY 1988).
D) CLASSIFICATION OF WETLANDS AND DEEPWATER HABITATS OF THE UNITED STATES, USFWS MANUAL FWS/OBS-79/31 (1997).
- 8) VERTICAL DATUM NAVD88. BASIS OF VERTICAL DATUM CITY OF DOVER BENCHMARK TR91, CONVERTED FROM NGVD29 USING VERTCON.
- 9) PARCEL IS IN A FLOOD HAZARD ZONES AE AND X AS SHOWN ON FIRM PANEL 33017C0340E, REVISED SEPTEMBER 30, 2015.

STRACHAN RESIDENCE
125 SPUR ROAD
DOVER, N.H.

NO.	DESCRIPTION	DATE
2	ADDED PHOTO LOCATIONS, NOTES	4/12/16
1	ADJUST VERTICAL DATUM	3/09/16
0	ISSUED FOR COMMENT	3/03/16



SCALE: 1" = 20' FEBRUARY 2016

EXISTING CONDITIONS
PLAN

C1

(TO PROPERTY LINE)		
STRUCTURE	EXISTING IMPERVIOUS (S.F.)	PROPOSED IMPERVIOUS (S.F.)
MAIN STRUCTURE	1,187	1,187
DECK	656	656
CONCRETE PADS	10	10
SHED	23	0
STAIRS	18	11
OPEN PORCH	0	76
GARAGE	0	780
BALCONY	0	144
COVERED WALKWAY	0	189
PAVED/STONE WALKS	180	46
PAVED DRIVE	686	0
GRAVEL DRIVE	1,711	0
TOTAL	4,471	3,100
LOT SIZE	19,117	19,117
% LOT COVERAGE	23.4%	16.2%

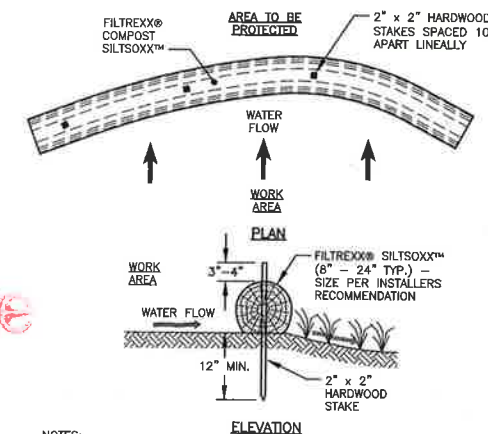
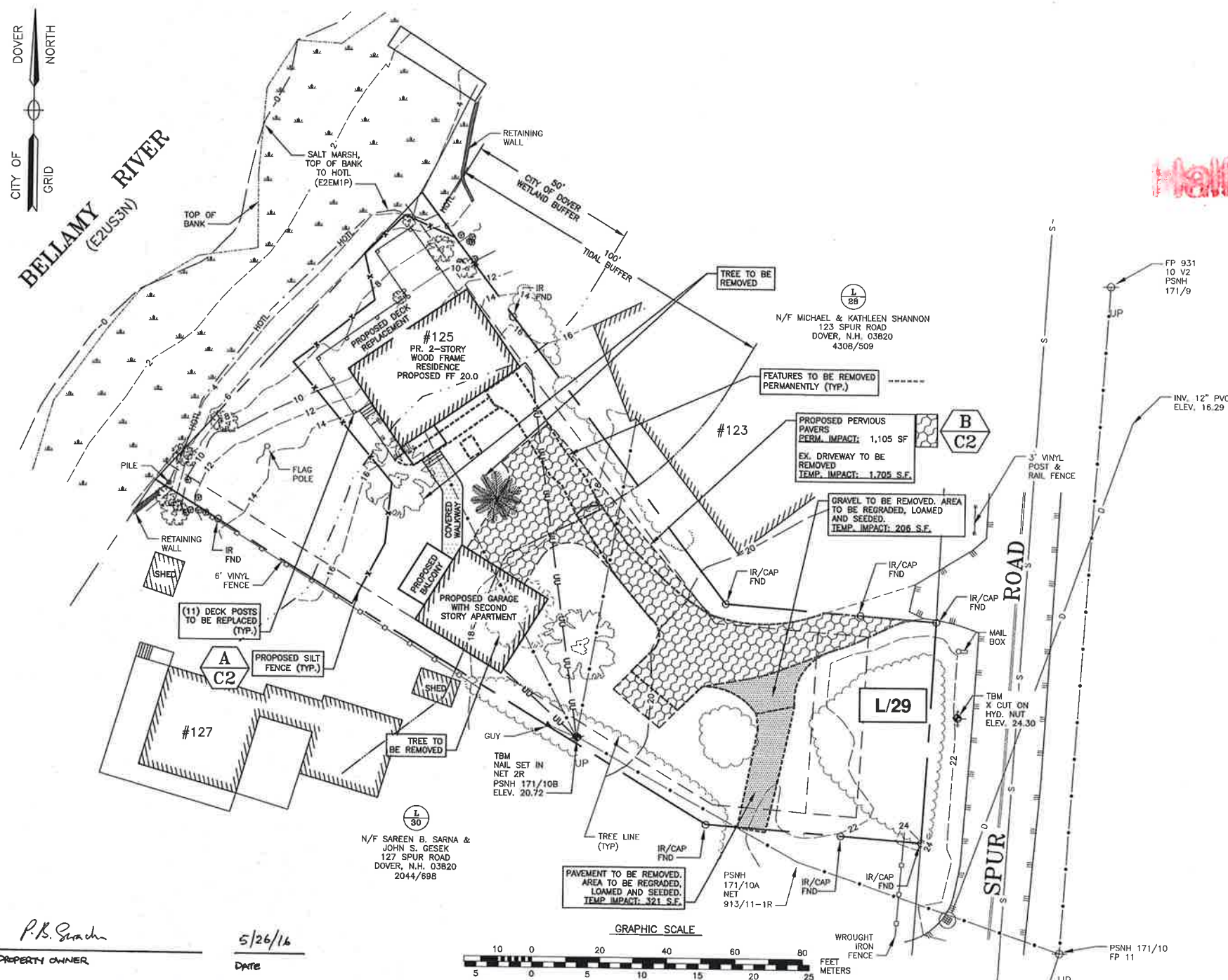
STRUCTURE	TEMPORARY	PERMANENT
MAIN STRUCTURE	1,187	0
DECK	656	0
CONCRETE PADS	10	0
STAIRS	18	0
OPEN PORCH	0	76
GARAGE	0	392
SHED	23	0
BALCONY	0	144
COVERED WALKWAY	0	189
PERVIOUS PAVERS	0	632
PAVED/STONE WALKS	544	0
GRAVEL DRIVE	17	0
TOTAL	2,454	1,433

STRUCTURE	TEMPORARY	PERMANENT
GARAGE	0	386
GRAVEL/PAVED DRIVE	2020	0
PERVIOUS PAVERS	0	473
TOTAL	2,020	861

1. DO NOT BEGIN CONSTRUCTION UNTIL ALL LOCAL, STATE AND FEDERAL PERMITS HAVE BEEN APPLIED FOR AND RECEIVED.
2. INSTALL SILT/SOXX TO CONTROL EROSION AND SEDIMENTATION PRIOR TO ANY EARTH MOVING ACTIVITIES.
3. CONSTRUCT STABILIZED CONSTRUCTION ENTRANCE.
4. CUT AND REMOVE ALL TREES, SHRUBS, SAPLINGS, BRUSH, VINES AND OTHER DEBRIS AND RUBBISH AS REQUIRED.
5. STRIP AND STOCKPILE LOAM FROM SITE. STOCKPILES SHALL BE SURROUNDED WITH SILT FENCE TO CONTROL SEDIMENT RUN OFF.
6. INSTALL AND MAINTAIN EROSION CONTROL DEVICES AS SHOWN ON THE PLANS.
7. CONSTRUCT SITE IMPROVEMENTS.
8. LOAM AND SEED DISTURBED AREAS IN ACCORDANCE WITH VEGETATIVE PRACTICE AND GENERAL CONSTRUCTION NOTES. CUT AND FILL SLOPES SHALL BE SEEDED IMMEDIATELY AFTER THEIR CONSTRUCTION.
9. PLANT LANDSCAPING.
10. REMOVE TRAPPED SEDIMENTS FROM COLLECTION DEVICES AS APPROPRIATE, AND THEN REMOVE TEMPORARY EROSION CONTROL MEASURES.

AMBIT ENGINEERING, INC.
Civil Engineers & Land Surveyors
200 Griffin Road - Unit 3
Portsmouth, N.H. 03801-7114
Tel (603) 430-9282
Fax (603) 430-2315

- 1) THE CONTRACTOR SHALL NOTIFY DIG SAFE AT 1-888-DIG-SAFE (1-888-344-7233) AT LEAST 72 HOURS PRIOR TO COMMENCING ANY EXCAVATION ON PUBLIC OR PRIVATE PROPERTY.
- 2) UNDERGROUND UTILITY LOCATIONS ARE BASED UPON BEST AVAILABLE EVIDENCE AND ARE NOT FIELD VERIFIED. LOCATING AND PROTECTING ANY ABOVEGROUND OR UNDERGROUND UTILITIES IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR THE OWNER. UTILITY CONFLICTS SHOULD BE REPORTED AT ONCE TO THE DESIGN ENGINEER.
- 3) CONTRACTOR SHALL INSTALL AND MAINTAIN EROSION CONTROL MEASURES IN ACCORDANCE WITH THE "NEW HAMPSHIRE STORMWATER MANUAL, VOLUME 3, EROSION AND SEDIMENT CONTROLS DURING CONSTRUCTION. (NHDES DECEMBER 2008).
- 4) PURPOSE OF THIS PLAN IS TO SHOW DEMOLITION OF THE EXISTING STRUCTURE AND REBUILT IN PLACE. ALSO TO SHOW THE ADDITION OF A GARAGE WITH SECOND STORY APARTMENT ALONG WITH THE RECONFIGURATION OF THE EXISTING DRIVEWAY.

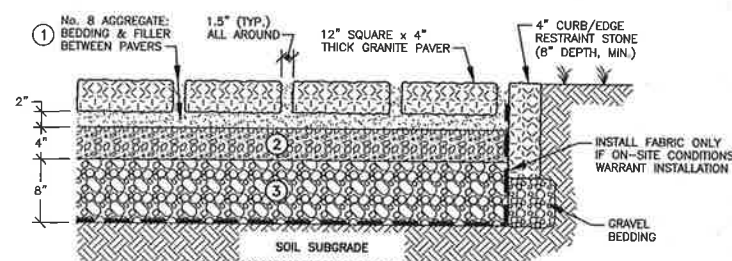


FILTREXX® SILTSOXX™ FILTRATION SYSTEM

①		②		③	
ASTM No. 8 BEDDING & JOINT FILLER		ASTM No. 57 STONE OPEN GRADED BASE		ASTM No. 2 STONE SUBBASE	
SIEVE SIZE	PASSING BY WEIGHT (%)	SIEVE SIZE	PASSING BY WEIGHT (%)	SIEVE SIZE	PASSING WEIGHT (%)
1/2" (12.5mm)	100	1.5" (37.5mm)	100	3" (75mm)	100
3/8" (9.5mm)	85-100	1" (25mm)	95-100	2.5" (63mm)	90-100
No. 4 (4.75mm)	10-30	1/2" (12.5mm)	25-60	2" (50mm)	35-70
No. 8 (2.36mm)	0-10	No. 4 (4.75mm)	0-10	1.5" (37.5mm)	0-15
No. 16 (1.16mm)	0-5	No. 8 (2.36mm)	0-5	3/4" (19mm)	0-5

NOTES:

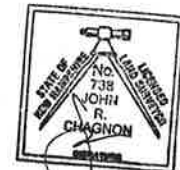
- 1) PAVING SYSTEM BASE DESIGN IS SIMILAR TO BASE REQUIRED FOR THE PAVING - STONE PAVING. INSTALLATION SHALL FOLLOW MANUFACTURER'S INSTRUCTIONS FOR PLACEMENT OF BASE MATERIALS.
- 2) ALL STONE SHALL BE ANGULAR, 90% FRACTURED FACES. STONE SHALL BE WASHED WITH LESS THAN 1% PASSING THE 200 SIEVE.
- 3) CONTRACTOR SHALL SUBMIT SIEVE ANALYSIS FOR EACH COURSE MATERIAL TO PROJECT ENGINEER FOR APPROVAL PRIOR TO PLACEMENT.



B C2	POROUS PAVEMENT SECTION	
	12" SQUARE GRANITE PAVERS OR APPROVED EQUAL	NTS

STRACHAN RESIDENCE
125 SPUR ROAD
DOVER, N.H.

0	ISSUED FOR COMMENT	4/12/16
NO.	DESCRIPTION	DATE
REVISIONS		



SCALE: 1" = 20' APRIL 2016

PERMIT PLAN

C2

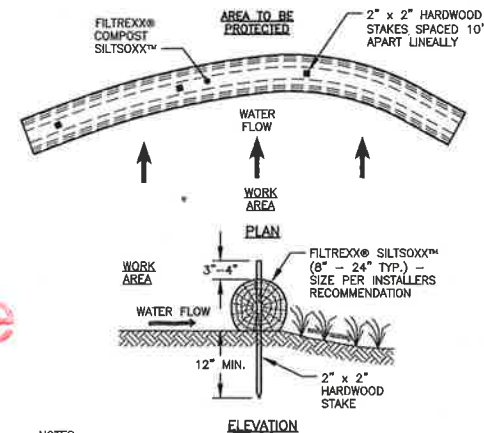
STRUCTURE	EXISTING IMPERVIOUS (S.F.)	PROPOSED IMPERVIOUS (S.F.)
MAIN STRUCTURE	1,187	1,187
DECK	656	656
CONCRETE PADS	10	10
SHED	23	0
STAIRS	18	11
OPEN PORCH	0	76
GARAGE	0	780
BALCONY	0	144
COVERED WALKWAY	0	189
PAVED/STONE WALKS	180	46
PAVED DRIVE	686	0
GRAVEL DRIVE	1,711	0
TOTAL	4,471	3,100
LOT SIZE	19,117	19,117
% LOT COVERAGE	23.4%	16.2%

STRUCTURE	TEMPORARY	PERMANENT
MAIN STRUCTURE	1,187	0
DECK	656	0
CONCRETE PADS	10	0
STAIRS	18	0
OPEN PORCH	0	78
GARAGE	0	392
SHED	23	0
BALCONY	0	144
COVERED WALKWAY	0	189
PERVIOUS PAVERS	0	632
PAVED/STONE WALKS	544	0
GRAVEL DRIVE	17	0
TOTAL	2,454	1,433

STRUCTURE	TEMPORARY	PERMANENT
GARAGE	0	388
GRAVEL/PAVED DRIVE	2020	0
PERVIOUS PAVERS	0	473
TOTAL	2,020	861

NO.	VARIANCE REQUEST	SECTION
1	PROPOSED FRONT SETBACK OF 145' WHERE 20' MINIMUM AND 35' MAXIMUM IS REQUIRED	170-12.B.

1. DO NOT BEGIN CONSTRUCTION UNTIL ALL LOCAL, STATE AND FEDERAL PERMITS HAVE BEEN APPLIED FOR AND RECEIVED.
2. INSTALL SILT/SEDIMENT CONTROL MEASURES PRIOR TO ANY EARTH MOVING ACTIVITIES.
3. CONSTRUCT STABILIZED CONSTRUCTION ENTRANCE.
4. CUT AND REMOVE ALL TREES, SHRUBS, SAPLINGS, BRUSH, VINES AND OTHER DEBRIS AND RUBBISH AS REQUIRED.
5. STRIP AND STOCKPILE LOAM FROM SITE. STOCKPILES SHALL BE SURROUNDED WITH SILT FENCE TO CONTROL SEDIMENT RUN OFF.
6. INSTALL AND MAINTAIN EROSION CONTROL DEVICES AS SHOWN ON THE PLANS.
7. CONSTRUCT SITE IMPROVEMENTS.
8. LOAM AND SEED DISTURBED AREAS IN ACCORDANCE WITH VEGETATIVE PRACTICE AND GENERAL CONSTRUCTION NOTES. CUT AND FILL SLOPES SHALL BE SEEDED IMMEDIATELY AFTER THEIR CONSTRUCTION.
9. PLANT LANDSCAPING.
10. REMOVE TRAPPED SEDIMENTS FROM COLLECTION DEVICES AS APPROPRIATE, AND THEN REMOVE TEMPORARY EROSION CONTROL MEASURES.

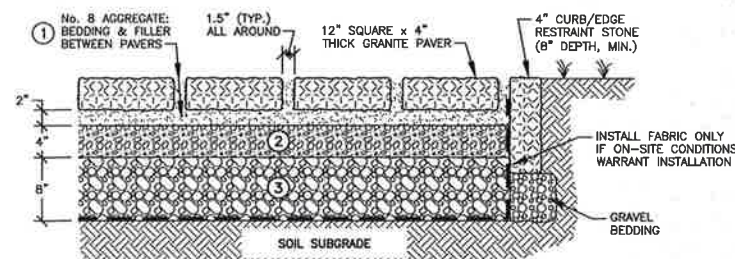


1. ALL MATERIAL TO MEET FILTREX SPECIFICATIONS.
2. FILTREX SYSTEM SHALL BE INSTALLED BY A CERTIFIED FILTREX INSTALLER.
3. THE CONTRACTOR SHALL MAINTAIN THE COMPOST FILTRATION SYSTEM IN A FUNCTIONAL CONDITION AT ALL TIMES. IT WILL BE ROUTINELY INSPECTED AND REPAIRED WHEN REQUIRED.
4. SILTSOXX DEPICTED IS FOR MINIMUM SLOPES, GREATER SLOPES MAY REQUIRE ADDITIONAL PLACEMENTS.
5. THE COMPOST FILTRATION SHALL BE DISPERSED ON SITE WHEN NO LONGER REQUIRED, AS DETERMINED BY THE ENGINEER.

①		②		③	
ASTM No. 8 BEDDING & JOINT FILLER		ASTM No. 57 STONE OPEN GRADED BASE		ASTM No. 2 STONE SUBBASE	
SIEVE SIZE	PASSING BY WEIGHT (%)	SIEVE SIZE	PASSING BY WEIGHT (%)	SIEVE SIZE	PASSING BY WEIGHT (%)
1/2" (12.5mm)	100	1.5" (37.5mm)	100	3" (75mm)	100
3/8" (9.5mm)	85-100	1" (25mm)	95-100	2.5" (63mm)	90-100
No. 4 (4.75mm)	10-30	1/2" (12.5mm)	25-60	2" (50mm)	35-70
No. 8 (2.36mm)	0-10	No. 4 (4.75mm)	0-10	1.5" 37.5mm)	0-15
No. 16 (1.18mm)	0-5	No. 8 (2.36mm)	0-5	3/4" (19mm)	0-5

NOTES:

- 1) PAVING SYSTEM BASE DESIGN IS SIMILAR TO BASE REQUIRED FOR THE UNI-ECO-STONE PAVES. INSTALLATION SHALL FOLLOW MANUFACTURER'S INSTRUCTIONS FOR PLACEMENT OF BASE MATERIALS.
- 2) ALL STONE SHALL BE ANGULAR, WITH 90% FRACTURED FACES. STONE SHALL BE WASHED WITH LESS THAN 1% PASSING THE 200 SIEVE.
- 3) CONTRACTOR SHALL SUBMIT SIEVE ANALYSIS FOR EACH COURSE MATERIAL TO PROJECT ENGINEER FOR APPROVAL PRIOR TO PLACEMENT.



B POROUS PAVEMENT SECTION
C3 12" SQUARE GRANITE PAVERS NTS
OR APPROVED EQUAL



- 1) PARCEL IS SHOWN ON THE CITY OF DOVER ASSESSOR'S MAP L AS LOT 29.
- 2) OWNERS OF RECORD:
JEAN-JACQUES & MONIQUE LASSERRE
16 CLOS PERAULT
91200 ATHIS-MONS ESSONNE
FRANCE
1944/756
APPLICANT:
PETER STRACHAN
670 LONG JOHN ROAD
RYE, N.H. 03870
- 3) EXISTING LOT AREA:
19,117± S.F..
0.44± AC.
- 4) PARCEL IS LOCATED IN THE LOW DENSITY RESIDENTIAL (R-20) DISTRICT AND THE RIVERFRONT RESIDENTIAL OVERLAY.
- 5) DIMENSIONAL REQUIREMENTS:
MIN. LOT AREA: 20,000 S.F.
FRONTAGE: 125 FT.
SETBACKS: FRONT: 20 - 35 FEET*
SIDE: 6 FEET*
REAR: 30 FEET
ACCESSORY BLDG.: FRONT: 5'
SIDE: 6'*
REAR: 10'
MAX. LOT COVERAGE: 30%
*NON-CONFORMING LOT, DOVER SECTION 170-14.
- 6) THE PURPOSE OF THIS PLAN IS TO SHOW THE INFORMATION FOR A PROPOSED VARIANCE ON LOT 129 MAP L OF THE CITY OF DOVER ASSESSOR'S MAPS.
- 7) HIGHEST OBSERVABLE TIDE LINE DELINEATED BY STEVEN D. RIKER, CWS ON 2/10/2016 IN ACCORDANCE WITH THE FOLLOWING STANDARDS:
A) U.S. ARMY CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL. TECHNICAL REPORT Y-87-1 (JAN. 1987). AND REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION, VERSION 2.0, JANUARY 2012.
B) FIELD INDICATORS OF HYDRIC SOILS IN THE UNITED STATES, VERSION 7.0, USDA-NRCS, 2010 AND (FOR DISTURBED SITES) FIELD INDICATORS FOR IDENTIFYING HYDRIC SOILS IN NEW ENGLAND, VERSION 3. NEWPPCC WETLANDS WORK GROUP (APRIL 2004).
C) NATIONAL LIST OF PLANT SPECIES THAT OCCUR IN WETLANDS: NORTHEAST (REGION 1). USFWS (MAY 1988).
D) CLASSIFICATION OF WETLANDS AND DEEPWATER HABITATS OF THE UNITED STATES. USFW MANUAL FWS/OBS-79/31 (1997).
- 8) VERTICAL DATUM NAVD88. BASIS OF VERTICAL DATUM CITY OF DOVER BENCHMARK TR91, CONVERTED FROM NGVD29 USING VERTCON.
- 9) PARCEL IS IN A FLOOD HAZARD ZONES AE AND X AS SHOWN ON FIRM PANEL 33017C0340E, REVISED SEPTEMBER 30, 2015.

0	ISSUED FOR COMMENT	4/26/16
NO.	DESCRIPTION	DATE
REVISIONS		



C3



CITY OF DOVER

DOVER CONSERVATION COMMISSION – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room, City Hall, 288 Central Avenue
Meeting Date: Monday, June 13, 2016
Meeting Time: 5:30 pm

MEMBERS PRESENT: Bill Hunt (Chair), Cora Quisumbing-King, Tristan Donovan, Brian Sullivan

STAFF PRESENT: Steve Bird (City Planner)

OTHERS PRESENT: Steven Riker, Peter Strachan, Ann Whitney

The meeting was convened by Hunt at 5:37 PM.

Hunt welcomed new regular member, Brian Sullivan.

1. APPROVAL OF THE PRIOR MEETING MINUTES

Donovan moved to approve the April 11, 2016 minutes, Quisumbing-King seconded. Vote: Unanimous

2. OLD BUSINESS: NONE

3. NEW BUSINESS:

- A. NHDES Wetlands Permit and City of Dover Conditional Use Permit for Peter & Anne, (Agent: Ambit Engineering), Assessor's Map L, Lot 29, located at 125 Spur Road.

Steven Riker of Ambit Engineering and Ann Whitney, Architect, were present to explain that the proposal is for the replacement of an existing house in the same location and construction of a new garage with Accessory Dwelling Unit, with Bellamy River Conservation District impacts of 2,454 square feet for temporary impacts and 1,433 square feet for permanent impacts.

Whitney: We had to get a variance because of the build to line requirement.

Riker: We are looking for a recommendation for the Planning Board and a letter of support to NHDES. We are using pervious pavers for the driveway. A DES Shoreland permit has also been approved.

Whitney: The foundation footprint will not increase but the foundation will be raised by 16 inches to account for potential sea level rise.

Hunt: How will the holes be dug for the deck posts?

Riker: Some piece of machinery with an auger will be used to drill the post holes.

Donovan: Do you know what the groundwater level is? I would be concerned with the water level.

Whitney: I do not know the groundwater level, but the basement shows no evidence of water seepage.

Hunt confirmed that the house and garage will have gutters.

Donovan: What is the purpose of the covered walkway?

Whitney: Just to be able to go from the garage to the house and stay out of the weather.

Bird explained that the garage is allowed no closer than 75 feet to the river under the provisions of the Conservation District ordinance if the Building Inspector finds that there are no other location available outside of the Conservation District and it is a lot of record. Tom Clark had said the location was approved.

Donovan made a motion to endorse the NHDES Wetlands Permit and the Conditional Use Permit application, Quisumbing-King seconded. Vote: Unanimous

4. REPORT FROM THE CHAIR

- A. Review of Correspondence Received From NH Department of Environmental Services

Bird reviewed the following letters from the DES Wetlands Bureau:



CITY OF DOVER

DOVER CONSERVATION COMMISSION – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room, City Hall, 288 Central Avenue
Meeting Date: Monday, June 13, 2016
Meeting Time: 5:30 pm

1. NHDES approved a wetlands permit for Robert DeColfmacker for 181 Silver Street.
2. E-mail and revised dock plans from Allen Folsom to David Price of NHDES for a dock permit for Richard and Joan Vanlandingham of 62 Waterloo Circle.

5. OTHER BUSINESS:

Bird distributed the following items for members:

1. A pamphlet from the NH Association of Conservation Commissions, the NH Fish and Game and the Great Bay National Estuarine Research Reserve entitled A Guide to Planning Successful Invasive Plant Management Projects.
2. A flyer from the Strafford County Conservation District for an Erosion Control Field Day on June 28th in Rochester.
3. A flyer from the New England Stewardship Network about volunteer training for the Great Bay Summer Storm Watch on June 30th at the Jackson Estuarine Laboratory.
4. A request from the Planning Department to go on-line to take a survey for the Stewardship of Resources chapter of the master plan by July 1st. Quisumbing-King said she is on the committee and she urged members to time the time to complete the survey.

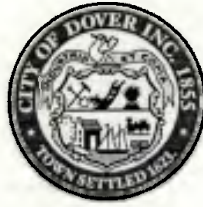
Quisumbing-King: I would suggest that we remind members to let Bird know if they can't attend the meeting so we know if we are going to have quorum problems.

Hunt agreed to send out an e-mail to follow up on that suggestion.

Hunt: We have a new alternative member – Amy Perry, who may still need to get sworn in.

6. ADJOURNMENT

Quisumbing-King moved to adjourn the meeting at 6:07 pm, Donovan seconded. Vote: Unanimous



City of Dover, New Hampshire
CONSERVATION COMMISSION
288 Central Avenue
Dover, N.H. 03820-4169

June 14, 2016

Mr. David Price
Department of Environmental Services – Wetlands Bureau
PO Box 95
Concord, NH 03302-0095

Re: Wetlands File Number 2016-01067

Dear Mr. Price:

The Dover Conservation Commission reviewed the Standard Dredge and Fill Permit application for Peter Strachan of 125 Spur Road on June 13, 2016. The applicant, per Wetlands File Number 2016-01067, proposes to replace an existing house and build a new garage and convert a portion of a gravel driveway to a pervious paver technology, adjacent to the Bellamy River. There is proposed a temporary impact of 2,454 square feet and a permanent impact of 1,433 square feet.

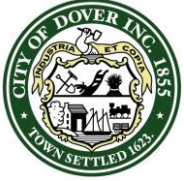
The Dover Conservation Commission unanimously voted on June 13, 2016 to endorse the NHDES Wetlands Permit application.

Please contact me if you have any questions.

Sincerely,

William Hunt, Chair
Dover Conservation Commission

Cc: Steven Bird, City Planner
Steve Riker, Ambit Engineering



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P16-18

Application Type: Conditional Use Permit
Applicant(s): David Pratt
Owner(s): David Pratt
Location: 43 Fifth Street (Assessor's Map 31, Lot 90)
Meeting Date: June 28, 2016

INTENT: To obtain a Conditional Use Permit to convert an existing duplex to a single family with installation of new foundation to support 2nd and 3rd floor deck closer than 8 ft.

LOTS/UNITS PROPOSED: No additional units proposed

AGENDA ITEM #: 4-B

ACREAGE: 0.12 acres

ZONING DISTRICT: Central Business District (CBD) - Residential

EXISTING LAND USE: Residential

PROPOSED LAND USE: Single family house

SURROUNDING LAND USE: Residential

ZBA ACTION: None

ATTACHMENT: Conditional Use Permit Plan, Applicant Letter, and plan

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by certified mail to all abutters

PERMITS REQUIRED: None

WAIVERS REQUESTED: None

Summary of Request and Background

The applicant is required to obtain a Conditional Use Permit to seek relief from the dimensional standards per Chapter 170-20-B(1). The applicant proposes to convert an existing duplex to a single family by installing a new part of foundation to support the 2nd and 3rd floor deck closer than 8 ft. to the property line adjacent to Grove Street.

Consistency with Land Use Regulations

The CBD-Residential table requires a build to line for front secondary of 8 ft to 10 ft max. The applicant is requesting the new foundation will be closer than the 8 ft build to line. Therefore, a Conditional Use Permit is required. If this property were in any other zone, a variance would be required, however the CBD reliefs are provided by the Planning Board, rather than the Zoning Board.

Chapter 170-20-B(1) of the City Code states that conditional use approval for relief from the standards may be granted by the Planning Board 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 RIGHT'S 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.
- (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 advanced by the proposed BUILDING and/or use.

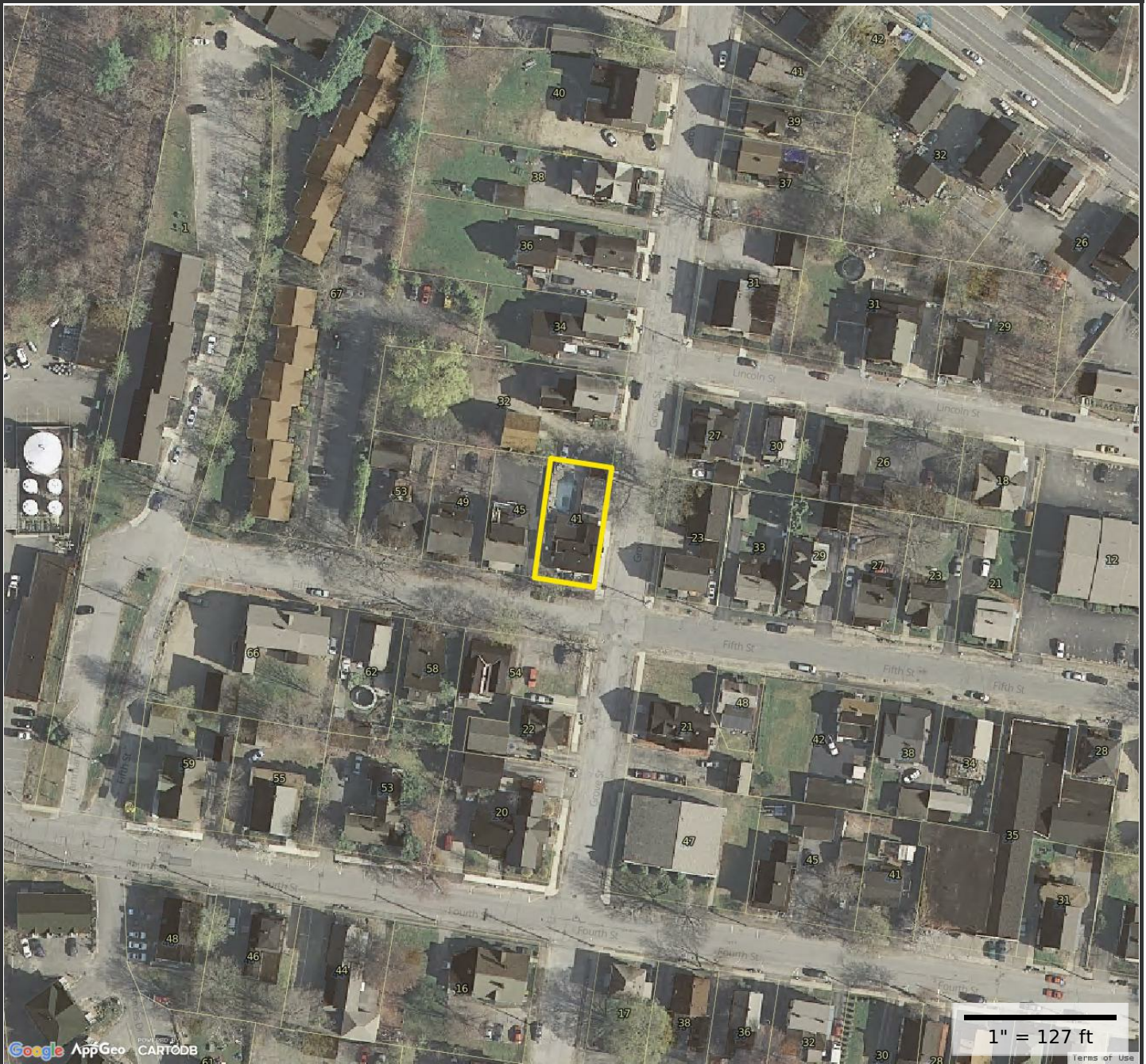
Considering the justification provided in the applicant's letter dated June 28, 2016, the Conditional Use Permit request meets these requirements.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board accept the application, hold the public hearing, and approve the Conditional Use Permit with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The owner's signature shall be added to the final plan.
2. The applicant shall provide a digital version of the final plan to the Planning Department.
3. The applicant 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 per Chapter 170-20-B(3).

**Property Information**

Property ID 31090-000000
Location 41 43 FIFTH ST
Owner PRATT DAVID A



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.



RECEIVED
Planning Office
JUN 07 2016
City of Dover, New Hampshire
[Revision Date: September 29, 2015]

City of Dover, New Hampshire
CONDITIONAL USE PERMIT APPLICATION

Office Use Only	Project #:	P16-18	Date Received:	6/7/16
	Amount Paid:		Time Received:	

APPLICANT AND OWNER INFORMATION

Name of Applicant: David Pratt Telephone # 603-717-6973
Address of Applicant: 43 Fifth St Dover NH 03820
E-Mail Address: dpratt74@comcast.net
Name of Property Owner (if different from applicant): _____ Telephone # _____
Address of Property Owner: _____

PROPERTY INFORMATION

Assessor's Map # 31 Lot(s) # 90
Address of Property: 43 Fifth St Dover NH 03820
Zoning District(s) Central Business Overlay District(s) _____
Existing Use of Property: Residential

CONDITIONAL USE PERMIT INFORMATION

Type of Conditional Use Permit (Check All That Apply):

- | | | |
|--|---|---|
| ☐ Conservation District | ☐ RCM Use Overlay District | ☐ I-1 District Uses |
| ☐ Groundwater Protection | ☐ Off-Street Parking and Loading | ☐ Alternative Treatment Center |
| ☐ Wetland Protection District | ☒ Central Business District | |

Describe Proposed Use or Activity That Requires Conditional Use Permit and Describe Any Impacts:

Convert from Duplex to single family;
Adding new foundation to support 2nd floor load
and 3rd floor deck

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: _____

Name of Professional That Prepared Plans: Newmarket Plains
Address 443 Wadleigh Falls Rd Telephone #: 603-559-0965
Professional License #: _____ E-mail address: newmarketplainsllc.comcast.net

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: [Signature] Date: 6/6/16

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

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: [Signature] Date: 6/6/16

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
31037-000000	47 FOURTH ST	INTERNATIONAL CHURCH OF FOUR SQUARE GOSP		PO BOX 1298	DOVER	NH	03821
31051-000000	42 FIFTH ST	CABRAL ANTONE G &	CABRAL JESSICA A	42 FIFTH ST	DOVER	NH	03820-2950
31052-000000	21 GROVE ST	HARRIMAN CAROL &	MILLER VICTORIA	48 FIFTH STREET	DOVER	NH	03820
31052-A00000	48 FIFTH ST	HARRIMAN CAROL		48 FIFTH STREET	DOVER	NH	03820
31053-000000	54 56 FIFTH ST	DISAVERIO GABRIELE		85 SPINNAKER WAY	PORTSMOUTH	NH	03801
31053-A00000	58 60 FIFTH ST	PRATT DAVID &	PRATT VERONICA	43 FIFTH ST	DOVER	NH	03820
31053-B00000	22 GROVE ST	COYLE RACHEL &	COYLE MARTIN J III	PO BOX 1447	DOVER	NH	03821-1447
31054-000000	62 FIFTH ST	FOX CHRISTINE I	FOX ROBERT W	62 FIFTH STREET	DOVER	NH	03820
31055-000000	66 70 FIFTH ST	FLOROS PETER N TRUSTEE	PNF TRUST OF 2013	282 MIDDLE STREET	PORTSMOUTH	NH	03801
31059-000000	53 FOURTH ST	SCHMIDT PETER		P.O. BOX 1468	DOVER	NH	03820
31060-000000	20 GROVE ST	BELLIVEAU GUY RENE TRUSTEE	BELLIVEAU GUY REVOCABLE TRUST	20 GROVE ST	DOVER	NH	03820-2957
31061-000000	23 25 GROVE ST	SUNCREST REALTY LLC		9 SUNNY CREST RD	YORK	ME	03909
31062-000000	33 FIFTH ST	COLANTO PATRICIA E		33 FIFTH ST	DOVER	NH	03820
31063-000000	29 31 FIFTH ST	SINGH JARNAIL &	KAUR NARINDER	4 MIDDLEBROOK RD	DOVER	NH	03820
31074-000000	26 28 LINCOLN ST	26 LINCOLN STREET REALTY TRUST	MADDEN JENNIFER L	PO BOX 36	RYE BEACH	NH	03871-0036
31075-000000	30 LINCOLN ST	WILSON ELIZABETH		52 MAIN ST	NEW HAMPTON	NH	03246
31076-000000	27 29 GROVE ST	MOUNTAIN STEPHEN T		11 ROGERS ST	DOVER	NH	03820-3504
31082-000000	31 LINCOLN ST	ANDERSON DARREL J &	ANDERSON DONNA M	33 LINCOLN ST	DOVER	NH	03820
31089-000000	31 GROVE ST	WILLARD THOMAS & NORMA TRUSTEES	LINCOLN TEMPLE REVOCABLE INTER VIVOS TRU	7 LAKEVIEW DR	DOVER	NH	03820
31091-000000	45 FIFTH ST	DAM APARTMENTS LLC		32 SUMMER ST	DOVER	NH	03820
31092-000000	49 51 FIFTH ST	AVERY MARGARET A	AVERY ALLEN R	49 FIFTH STREET	DOVER	NH	03820
31093-000000	53 FIFTH ST	KAUFMAN REBECCA G &	LAKIN TROY	43 JAMES FARM RD	LEE	NH	03861-6529
31094-000000	67 FIFTH ST	DOVER STATION CONDO ASSOCIATIO	C/O ARTHUR THOMAS PROPERTIES LLC	31 SILVER ST	DOVER	NH	03820
31095-000000	32 GROVE ST	32 GROVE ST LLC	C/O PASCHA GERNI	32 GROVE ST UNIT A	DOVER	NH	03820
31095-000001	32 A GROVE ST	BELLAMY RENTAL PROPERTIES OF NH LLC		205 SPUR RD	DOVER	NH	03820
31095-000002	32 B GROVE ST	HORNER-RICHARDSON KEVIN D &	HORNER-RICHARDSON DEBORAH L	25 MILL VILLAGE RD	CORNISH	NH	03745
31095-000003	32 C GROVE ST	LYNCH AILEEN C		588 HURON AVE	CAMBRIDGE	MA	01238
31095-000004	32 D GROVE ST	DUMAIS DIANA L &	DUMAIS BRUCE A	32 D GROVE ST	DOVER	NH	03820
31095-000005	32 E GROVE ST	WAKABAYASHI DAVID & REIKO TRUSTEES	WAKABAYASHI FAMILY TRUST	9791 KINGS CANYON DR	HUNTINGTON BEACH	CA	92646
31096-000000	34 GROVE ST	KATRALIS JOHN &	KATRALIS JENNY J	34 GROVE ST	DOVER	NH	03820
31097-000000	36 GROVE ST	KATRALIS JOHN &	KATRALIS JENNY J	34 GROVE ST	DOVER	NH	03820
31098-000000	38 GROVE ST	SIPPLE CHRISTINA	SIPPLE MARK	3B FAIRFIELD DR	DOVER	NH	03820-4339

Property: 43 Fifth Street

PRATT - 43 FIFTH ST
NARRATIVE
For
Conditional Use Permit Application
6/28/2016

Request for relief from Zoning Ordinance to add to an existing foundation that currently exist within the '8 foot minimum front secondary build-to line'. The foundation will be aggregate concrete and footing will provide necessary support for 2nd floor and roof deck loads per design and building codes.

Zoning Chapter 170 B. Conditional Use Permit

- (a) That both public and private BUILDINGS and landscaping shall contribute to the physical definition of RIGHTs OF WAY as CIVIC SPACES.
- The addition to the existing foundation and residential structure satisfies the Ordinance by not impeding or encroaching on existing street and sidewalks RIGHT OF WAY. The new portion of the foundation will have the same setback as the existing foundation.
- (b) That development shall adequately accommodate automobiles, while respecting the pedestrian and the spatial form of public areas.
- The introduction of the foundation and structure will not change nor impede vehicular or pedestrian use in the CIVIC SPACE
- (c) That the design of STREETs and BUILDINGs shall reinforce safe environments, but not at the expense of accessibility.
- The new addition will have added exterior lighting and effects without compromising safety and or accessibility.
- (d) That architecture and landscape design shall grow from local climate, topography, history, and BUILDING practice.
- The BUILDING architecture and landscape will conform with existing BUILDINGs and landscape in the neighbor. The BUILDING will be wrapped with clapboard style vinyl siding and flower gardens will be maintained near and on CIVIC SPACES
- (e) That BUILDINGs shall provide their inhabitants with a clear sense of geography and climate through energy efficient methods.
- The BUILDING will use the latest energy efficient methods where applicable and ensure compliance with City Building Codes.
- (f) - (i) Not Applicable

Family Home Renovation and Addition

David & Veronica Pratt
43 Fifth St
Dover, NH 03820

New Elevations Plans



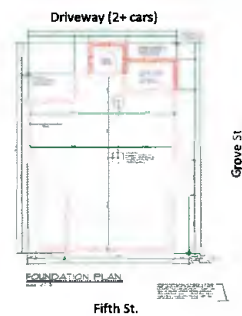
Proposed Grove St. View



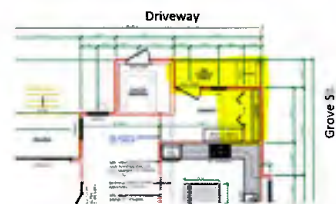
Modify Mudroom to assist in aligning roof lines and making home more symmetric



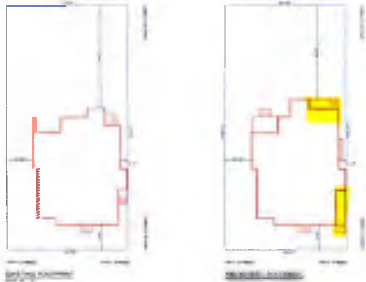
Foundation Plan



Highlight of proposed addition beyond the 8 foot minimum front secondary build-to line.



Comparison Plot Plan



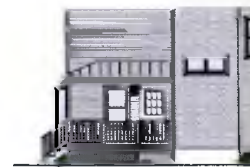
Neighborhood plots



Proposal to replace cement stairs with covered porch and stairs



New Covered porch along Grove St



RIGHT SIDE ELEVATION

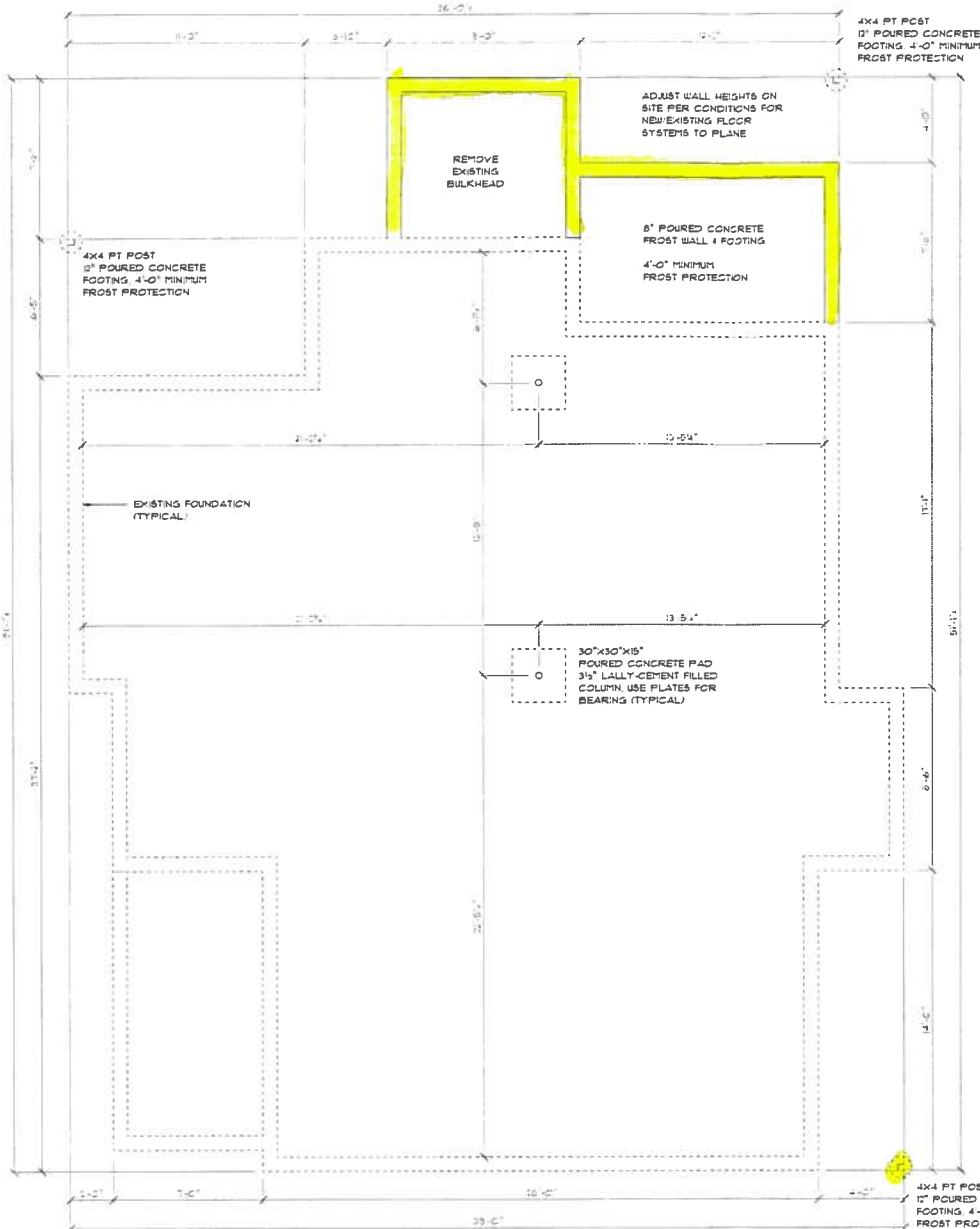
Grove St.

FOUNDATION NOTES:

1. THE GENERAL CONTRACTOR/CONCRETE CONTRACTOR SHALL VERIFY PRIOR TO CONSTRUCTION THAT FOUNDATION CONSTRUCTION SHALL BE CAPABLE OF ACCOMMODATING ALL LOADS ACCORDING TO SECTION R301 AND SECTION R401. 2009 IRC AND OF TRANSMITTING THE RESULTING LOADS TO THE SUPPORTING SOIL. FOUNDATION DROPS, BULKHEAD LOCATION FOUNDATION VENTS AND BASEMENT SASH SHALL BE DETERMINED ON SITE PER CONDITIONS.
2. SURFACE DRAINAGE SHALL BE DIVERTED TO A STORM SEWER CONVEYANCE OR OTHER APPROVED POINT OF COLLECTION THAT DOES NOT CREATE A HAZARD. LOTS SHALL BE GRADED TO DRAIN SURFACE WATER AWAY FROM FOUNDATION WALLS. THE GRADE SHALL FALL A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET. SEE SECTION R401.3 2009 IRC FOR EXCEPTIONS.
3. DRAINS SHALL BE PROVIDED AROUND ALL CONCRETE OR MASONRY FOUNDATIONS THAT RETAIN EARTH AND ENCLOSE HABITABLE OR USABLE SPACES LOCATED BELOW GRADE. DRAINAGE TILES GRAVEL OR CRUSHED STONE DRAINS, PERFORATED PIPE OR OTHER APPROVED SYSTEMS OR MATERIALS SHALL BE INSTALLED AT OR BELOW THE AREA TO BE PROTECTED AND SHALL DISCHARGE BY GRAVITY OR MECHANICAL MEANS INTO AN APPROVED DRAINAGE SYSTEM. GRAVEL OR CRUSHED STONE DRAINS SHALL EXTEND AT LEAST 1 FOOT BEYOND THE OUTSIDE EDGE OF THE FOOTING AND 6 INCHES ABOVE THE TOP OF THE FOOTING AND BE COVERED WITH AN APPROVED FILTER MEMBRANE MATERIAL. THE TOP OF OPEN JOINTS OF DRAIN TILES SHALL BE PROTECTED WITH STRIPS OF BUILDING PAPER, AND THE DRAINAGE TILES OR PERFORATED PIPE SHALL BE PLACED ON A MINIMUM OF 2 INCHES OF WASHED GRAVEL OR CRUSHED ROCK AT LEAST ONE SIEVE SIZE LARGER THAN THE TILE JOINT OPENINGS OR PERFORATION AND COVERED WITH NOT LESS THAN 6 INCHES OF THE SAME MATERIAL. SEE SECTION R401.3 2009 IRC FOR EXCEPTIONS.
4. CONCRETE SHALL HAVE A MINIMUM SPECIFIED COMPRESSIVE STRENGTH PER TABLE R402.2 2009 IRC. CONCRETE SUBJECT TO MODERATE OR SEVERE WEATHERING AS INDICATED IN TABLE R301.2(1) SHALL BE AIR ENTRAINMENT AS SPECIFIED IN TABLE R402.2 2009 IRC. THE MAXIMUM WEIGHT OF FLY ASH OR OTHER POZZOLANS, SILICA FUME, SLAG OR BLENDED CEMENTS THAT IS INCLUDED IN CONCRETE MIXTURES FOR GARAGE FLOOR SLABS AND FOR EXTERIOR PORCHES, CARPORT SLABS AND STEPS THAT WILL BE EXPOSED TO DEICING CHEMICALS SHALL NOT EXCEED THE PERCENTAGES OF THE TOTAL WEIGHT OF CEMENTITIOUS MATERIALS SPECIFIED IN SECTION 4.3.3 OF ACI 308. MATERIALS USED TO PRODUCE CONCRETE AND TESTING THEREOF SHALL COMPLY WITH THE APPLICABLE STANDARDS LISTED IN CHAPTER 3 OF ACI 308 OR ACI 332.
5. ALL EXTERIOR WALLS SHALL BE SUPPORTED ON CONTINUOUS SOLID OR FULLY GROUTED MASONRY OR CONCRETE FOOTINGS, CRUSHED STONE FOOTINGS, WOOD FOUNDATIONS, OR OTHER APPROVED STRUCTURAL SYSTEMS WHICH SHALL BE OF SUFFICIENT DESIGN TO ACCOMMODATE ALL LOADS ACCORDING TO SECTION R301 2009 IRC AND TO TRANSMIT THE RESULTING LOADS TO THE SOIL WITHIN THE LIMITATIONS AS DETERMINED FROM THE CHARACTER OF THE SOIL. FOOTINGS SHALL BE SUPPORTED ON UNDISTURBED NATURAL SOILS OR ENGINEERED FILL. CONCRETE FOOTINGS SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE PROVISIONS OF SECTION R403 2009 IRC OR IN ACCORDANCE WITH ACI 332.
6. EXCEPT WHERE OTHERWISE PROTECTED FROM FROST FOUNDATION WALLS, PIERS AND OTHER PERMANENT SUPPORTS OF BUILDINGS AND STRUCTURES SHALL BE PROTECTED FROM FROST BY ONE OR MORE OF THE FOLLOWING METHODS:
A. EXTENDED BELOW THE FROST LINE SPECIFIED IN TABLE R301.2(1) 2009 IRC.
B. CONSTRUCTING IN ACCORDANCE WITH SECTION R403.3 2009 IRC.
C. CONSTRUCTING IN ACCORDANCE WITH ASCE 32.
D. ERECTED ON SOLID ROCK.
SEE SECTION R403.1.4.1 2009 IRC FOR EXCEPTIONS.
7. WOOD SOLE PLATES AT ALL EXTERIOR WALLS ON MONOLITHIC SLABS, WOOD SOLE PLATES OF BRACED WALL PANELS AT BUILDING INTERIORS ON MONOLITHIC SLABS AND ALL WOOD SILL PLATES SHALL BE ANCHORED TO THE FOUNDATION WITH ANCHOR BOLTS SPACED A MAXIMUM OF 6 FEET ON CENTER. BOLTS SHALL BE AT LEAST 1/2 INCH IN DIAMETER AND SHALL EXTEND A MINIMUM OF 1 INCHES INTO CONCRETE OR GROUTED CELLS OF CONCRETE MASONRY UNITS. A NUT AND WASHER SHALL BE TIGHTENED ON EACH ANCHOR BOLT. THERE SHALL BE A MINIMUM OF TWO BOLTS PER PLATE SECTION WITH ONE BOLT LOCATED NOT MORE THAN 12 INCHES OR LESS THAN SEVEN BOLT DIAMETERS FROM EACH END OF THE PLATE SECTION. INTERIOR BEARING WALL SOLE PLATES ON MONOLITHIC SLAB FOUNDATION THAT ARE NOT PART OF A BRACED WALL PANEL SHALL BE POSITIVELY ANCHORED WITH APPROVED FASTENERS. SILL PLATES AND SOLE PLATES SHALL BE PROTECTED AGAINST DECAY AND TERMITES WHERE REQUIRED BY SECTIONS R317 AND R318 2009 IRC. SEE SECTION R403.1.6 2009 IRC FOR EXCEPTIONS. WOOD SILL PLATES SHALL BE A MINIMUM OF 2-INCH BY 4-INCH NOMINAL LUMBER.
8. CONCRETE AND MASONRY FOUNDATION WALLS SHALL BE SELECTED AND CONSTRUCTED IN ACCORDANCE WITH THE PROVISIONS OF SECTION R404 2009 IRC.
9. EXCEPT WHERE REQUIRED BY SECTION R406.2 2009 IRC TO BE WATERPROOFED FOUNDATION WALLS THAT RETAIN EARTH AND ENCLOSE INTERIOR SPACES AND FLOORS BELOW GRADE SHALL BE DAMPROOFED FROM THE TOP OF THE FOOTING TO THE FINISHED GRADE. REFER TO SECTION R406.1 2009 IRC FOR APPROVED MATERIALS.
10. WOOD COLUMNS SHALL BE PROTECTED AGAINST DECAY AS SET FORTH IN SECTION R317 2009 IRC. ALL SURFACES (INSIDE AND OUTSIDE) OF STEEL COLUMNS SHALL BE GIVEN A SHOP COAT OF RUST-INHIBITIVE PAINT EXCEPT FOR CORROSION-RESISTANT STEEL AND STEEL TREATED WITH COATINGS TO PROVIDE CORROSION RESISTANCE. THE COLUMNS SHALL BE RESTRAINED TO PREVENT LATERAL DISPLACEMENT AT THE BOTTOM END. WOOD COLUMNS SHALL NOT BE LESS IN NOMINAL SIZE THAN 4-INCHES BY 4-INCHES. STEEL COLUMNS SHALL NOT BE LESS THAN 3-INCH DIAMETER SCHEDULE 40 PIPE MANUFACTURED IN ACCORDANCE WITH ASTM A 53 GRADE B OR APPROVED EQUIVALENT.
11. THE UNDER-FLOOR SPACE BETWEEN THE BOTTOM OF FLOOR JOISTS AND THE EARTH UNDER ANY BUILDING (EXCEPT SPACE OCCUPIED BY A BASEMENT) SHALL HAVE VENTILATION OPENINGS THROUGH FOUNDATION WALLS OR EXTERIOR WALLS. MINIMUM NET AREA OF VENTILATION PER SECTION R408.1 2009 IRC.
12. ACCESS SHALL BE PROVIDED TO ALL UNDER-FLOOR SPACES. ACCESS OPENINGS THROUGH THE FLOOR SHALL BE A MINIMUM OF 18 INCHES BY 24 INCHES. OPENINGS THROUGH A PERIMETER WALL SHALL BE NOT LESS THAN 6 INCHES BY 24 INCHES. WHEN ANY PORTION OF THE THROUGHWALL ACCESS IS BELOW GRADE, AN AREAWAY NOT LESS THAN 16 INCHES BY 24 INCHES SHALL BE PROVIDED.
13. FOR BUILDINGS LOCATED IN AREAS PRONE TO FLOODING AS ESTABLISHED IN TABLE R301.2(1) 2009 IRC WALLS ENCLOSING THE UNDER-FLOOR SPACE SHALL BE PROVIDED WITH FLOOD OPENINGS IN ACCORDANCE WITH SECTION R322.2 2009 IRC. THE FINISHED GROUND LEVEL OF THE UNDER-FLOOR SPACE SHALL BE EQUAL TO OR HIGHER THAN THE OUTSIDE FINISHED GROUND LEVEL ON AT LEAST ONE SIDE. SEE SECTION R409.1 2009 IRC FOR EXCEPTIONS.

CONCRETE FLOOR NOTES:

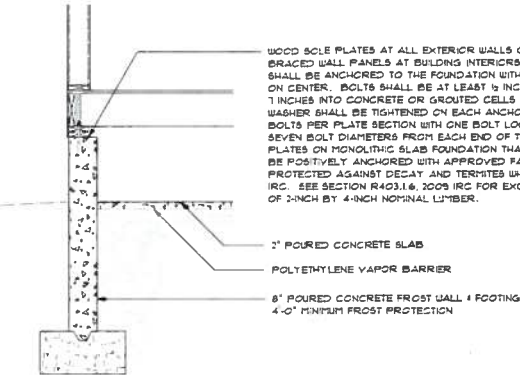
1. CONCRETE SLAB-ON-GROUND FLOORS SHALL BE A MINIMUM OF 3.5 INCHES THICK (FOR EXPANSIVE SOILS SEE SECTION R403.1.8 2009 IRC). THE SPECIFIED COMPRESSIVE STRENGTH OF CONCRETE SHALL BE AS SET FORTH IN SECTION R402.2 2009 IRC.
2. THE AREA WITHIN THE FOUNDATION WALLS SHALL HAVE ALL VEGETATION, TOP SOIL AND FOREIGN MATERIAL REMOVED.
3. FILL MATERIAL SHALL BE FREE OF VEGETATION AND FOREIGN MATERIAL. THE FILL SHALL BE COMPACTED TO ASSURE UNIFORM SUPPORT OF THE SLAB, AND EXCEPT WHERE APPROVED, THE FILL DEPTHS SHALL NOT EXCEED 24 INCHES FOR CLEAN SAND OR GRAVEL AND 8 INCHES FOR EARTH.
4. A 4-INCH THICK BASE COURSE CONSISTING OF CLEAN GRADED SAND, GRAVEL, CRUSHED STONE OR CRUSHED BLAST-FURNACE SLAG PASSING A 2-INCH SIEVE SHALL BE PLACED ON THE PREPARED SUBGRADE WHEN THE SLAB IS BELOW GRADE.
5. A 6 MIL POLYETHYLENE OR APPROVED VAPOR RETARDER WITH JOINTS LAPPED NOT LESS THAN 6 INCHES SHALL BE PLACED BETWEEN THE CONCRETE FLOOR SLAB AND THE BASE COURSE OR THE PREPARED SUBGRADE WHERE NO BASE COURSE EXISTS.
6. WHERE PROVIDED IN SLABS ON GROUND REINFORCEMENT SHALL BE SUPPORTED TO REMAIN IN PLACE FROM THE CENTER TO UPPER ONE THIRD OF THE SLAB FOR THE DURATION OF THE CONCRETE PLACEMENT.
7. SEE SECTION R506 2009 IRC FOR EXCEPTIONS.
8. GARAGE FLOOR SURFACES SHALL BE OF APPROVED NONCOMBUSTIBLE MATERIAL.
9. THE AREA OF THE FLOOR USED FOR PARKING OF AUTOMOBILES OR OTHER VEHICLES SHALL BE SLOPED 1/4" PER 1'-0" TO FACILITATE THE MOVEMENT OF LIQUIDS TO A DRAIN OR TOWARD THE MAIN VEHICLE ENTRY DOORWAY.



FOUNDATION PLAN

SCALE: 1/4" = 1'-0"

SURFACE DRAINAGE SHALL BE DIVERTED TO A STORM SEWER CONVEYANCE OR OTHER APPROVED POINT OF COLLECTION THAT DOES NOT CREATE A HAZARD. LOTS SHALL BE GRADED TO DRAIN SURFACE WATER AWAY FROM FOUNDATION WALLS. THE GRADE SHALL FALL A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET. SEE SECTION R401.3 2009 IRC FOR EXCEPTIONS.



ALL EXTERIOR WALLS SHALL BE SUPPORTED ON CONTINUOUS SOLID OR FULLY GROUTED MASONRY OR CONCRETE FOOTINGS, CRUSHED STONE FOOTINGS, WOOD FOUNDATIONS, OR OTHER APPROVED STRUCTURAL SYSTEMS WHICH SHALL BE OF SUFFICIENT DESIGN TO ACCOMMODATE ALL LOADS ACCORDING TO SECTION R301 2009 IRC AND TO TRANSMIT THE RESULTING LOADS TO THE SOIL WITHIN THE LIMITATIONS AS DETERMINED FROM THE CHARACTER OF THE SOIL. FOOTINGS SHALL BE SUPPORTED ON UNDISTURBED NATURAL SOILS OR ENGINEERED FILL. CONCRETE FOOTINGS SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE PROVISIONS OF SECTION R403 2009 IRC OR IN ACCORDANCE WITH ACI 332.

FROST/CRAWLSPACE WALL

SCALE: 1/2" = 1'-0"

MEMBER

A I B D

AMERICAN INSTITUTE OF BUILDING DESIGN

NEWMARKET PLAINS, LLC.
HOME DESIGN SERVICE

NEWMARKETPLAINSLLC@COMCAST.NET
WWW.NEWMARKETPLAINSLLC.COM
603-659-0985

DESCRIPTION

DATE

DAVID & VERONICA PRATT
43 5TH STREET
DOVER, NH 03820

SHEET NUMBER

A2

PLAN NUMBER

843

RECEIVED
Planning Office

JUN 07 2016

Dover, New Hampshire

24x36 ARCH D

FY 2016-2019

STRATEGIC INTENTIONS

APPROVED JUNE 17, 2015



Prepared by:

**Dover Business and Industrial
Development Authority**

For:

***The City of Dover
And the Director of Business
Development***

Our Vision

We aspire to provide the city of Dover, NH quality economic development solutions to assure superb quality of living while preserving its unique heritage.

Our Mission guides our aspiration

Our mission is to facilitate and encourage sustainable economic growth within the community of Dover.

We provide the leadership and coordination necessary to foster business development that provides quality of place, life and fiscal health.

In carrying out our Mission we will be known for:

The leading champion and advocate for assuring that Dover's economic development is robust and enduring.

By Being:

- **Responsive and responsible**
- **Innovative and forward-looking**
- **Approachable and transparent**
- **Committed to high standards of performance**

Table of Contents:

1. Growth and Positioning:	4 -
A. We intend to increase the commercial tax rate-able base in Dover:	4 -
B. We intend to direct commercial and economic development to position Dover for sustainable, quality job growth:	5 -
2. Operational Focus	6 -
A. We intend to guide the city council/appointments committee in the selection of future board members to insure a balance of skills in membership:	6 -
B. We intend to continue to clarify and refine consistent direction and focus of the Directors' role to accomplish DIBDA strategies, tactics and objectives:	7 -
C. We intend to continue to communicate, explain, promote and reinforce Dover's reputation as an appealing place to be, live, work and play:	7 -
3. Financial Imperatives	9 -
A. It is imperative that we have the financial flexibility to capture potential development opportunities as they arise:	9 -

During the next 24 to 36 months, we commit to focusing our collective efforts and available resources on the following three areas of strategic intentions:

1. Growth and Positioning:

A. We intend to increase the commercial tax rate-able base in Dover:

IN A WAY THAT attracts advanced manufacturing, healthcare and other growth industries SO THAT the long-term expansion of the tax rate-able base is realized.

Supporting Tactics; In order to carry-out this strategic intention:

WE NEED TO:

1. Identify and initiate the conversion of some residentially zoned properties to commercial/industrial or mixed-use zones. The ultimate desire of the City Council is to reach 40% commercial and 60% residential tax rate-able base.
 - Time frame to present findings to the City Council: **YEAR ONE**

HOW:

- a. The Director, with at least two board members, will review tax maps with the City Planner's to identify potential conversion properties.
 - b. The Director with input from the board will prioritize the number and size of properties for proposed rezoning.
 - c. The Board will present selected properties to the City Council for rezoning consideration presented sequentially, one ward at a time.
2. Work to expand healthcare related businesses to actively facilitate their relocation to Dover.
 - Time frame to present to the board: **YEAR TWO-THREE**

HOW:

- a. The Director with at least two board members will monitor and make contact with the healthcare industry. Their objective is to examine and better understand the landscape of the healthcare industry.
- b. The Director, with the two board members, will present the information gathered to the board to develop a plan for implementation.

3. Take an active role in business retention by assisting existing businesses to overcome challenges by education and awareness. Understanding that the business must be receptive to outside assistance.

- Time frame for implementation is immediate and on-going: YEAR ONE-THREE

HOW:

- a. The Director, with the **entire** board's participation, will make periodic visits to local businesses. These visits are intended to gather input and feedback as to how the city and DBIDA can be more active partners.

4. Find and purchase a large enough parcel of property or multiple smaller properties, as available to begin Enterprise Park II development.

- Time frame to present to the board: YEAR THREE

HOW:

- a. The Director with assistance from staff and board members will continue to identify acceptable parcels of land suitable for development.

- b. The Director with the board will select the most suitable parcels and initiate acquisition.

5. Identify developers who may be interested in other downtown infill properties and get projects started.

- Time frame: YEAR ONE-TWO

HOW:

- a. The Director with the entire board will monitor the Third Street RFP project.

- b. The Orchard Street lot will be considered once the police/parking garage is completed.

B. We intend to direct commercial and economic development to position Dover for sustainable, quality job growth:

IN A WAY THAT attracts companies and helps existing companies expand SO THAT we maximize local job opportunities.

Supporting Tactics: In order to carry-out this strategic intention:

WE NEED TO:

1. Focus our activities on maintaining a balance among residential, business, recreation and hospitality sectors.

2. Continue to update and invest in outreach and promotional activities by producing updated literature and publications.
3. Work with businesses and the City Council to consider incentives for businesses to move to and stay in Dover.
4. Sustain a vibrant downtown to provide a “work, stay, play” culture for all generations.
5. Work with local schools, colleges and community organizations in the region to insure a workforce for the future.
6. Continue to support public transportation expansion and transit to and from the area.

2. Operational Focus

A. We intend to guide the city council/appointments committee in the selection of future board members to insure a balance of skills in membership:

IN A WAY THAT is clear to the committee that the Board believes in the importance of skilled members SO THAT they continue to trust our judgment and seek our input.

Supporting Tactics: In order to carry-out this strategic intention:

WE NEED TO:

1. Actively seek members of the community who have the skill sets, experience, resources and contacts to sustain an appropriate balance on the existing board while ensuring the availability of Board vacancies from time to time to accomplish this.
 - Time frame is on-going: YEAR ONE-THREE

HOW:

- a. By complying with the DBIDA by-laws at all times.
 - b. By actively networking through current board members and community connections.
 - c. By requiring active participation and maintaining term limits when necessary.
2. Actively review the strategic intentions at regular intervals so it is clear that the Board is providing guidance and direction to the Director.

- Time frame: YEAR ONE-THREE

HOW:

- a. Board members should communicate with the Director as needs, issues or opportunities arise.
 - b. Engage board members in DIBDA's Mission and Strategic Intentions by educating and refreshing board members periodically.
3. Expand our role to include more outreach to businesses. Provide business cards for each Board member so there is a working/consultative partnership.
- Time frame is on-going: YEAR ONE-THREE

HOW:

- a. By assigning the task of visitations to each board member throughout their tenure. Visitations should be done periodically to include the Director as well as other city officials.
- b. By obtaining copies of recently submitted permit applications and completed certificate of occupancy permits from the Inspections Manager so that follow up visits and interviews can be done.

B. We intend to continue to clarify and refine consistent direction and focus of the Directors' role to accomplish DBIDA strategies, tactics and objectives: IN A WAY THAT doesn't interfere with the Director's ability to accomplish goals SO THAT effectiveness is not compromised.

Supporting Tactics: In order to carry-out this strategic intention:

WE NEED TO:

1. Work with the Director closely to identify where time is spent and help decide where resources are best utilized.
- Time frame is on-going: YEAR ONE-THREE

HOW:

- a. By hiring an administrative assistant to assist with clerical work.
- b. Consider an Assistant Director position for future transitioning purposes adding immediate value and assistance to the current Director.

C. We intend to continue to communicate, explain, promote and reinforce Dover's reputation as an appealing place to be, live, work and play:

IN A WAY THAT places Dover's success and potential in the public view SO THAT our activities gain more recognition and support.

Supporting Tactics: In order to carry-out this strategic intention:

WE NEED TO:

1. Invest in marketing campaigns, literature and signage.

- Time frame: YEAR ONE-THREE

HOW:

- a. Consider investing in a marketing firm.

- b. Continue to update all literature and publications that have been printed or established more than 2 years ago.

2. Continue to connect, communicate and interact with other local groups that have similar goals.

- Time frame on-going: YEAR ONE-THREE

HOW:

- a. Assign one or two board members to follow local groups with similar goals and to attend functions, reporting back to the board.

3. Work with the media to publish, promote and showcase local company achievements and awards.

- Time frame on-going: YEAR ONE-THREE

HOW:

- a. Assign or seek a new board member who has these skills and who could coordinate and work directly with the media on a regular basis.

- b. An administrative assistant who has good writing skills would be instrumental in submitting articles for print to the local newspaper outlets.

4. *Consider* changing the DBIDA name.

3. Financial Imperatives

A. It is imperative that we have the financial flexibility to capture potential development opportunities as they arise:

IN A WAY THAT requisite funding is granted SO THAT opportunities are not missed.

Supporting Tactics: In order to carry-out this strategic intention:

WE NEED TO:

1. Continue to manage the current DBIDA expenses within budget as approved by City Council.
 - Time frame on-going: YEAR ONE-THREE
2. Identify the annual commercial tax ratable increase in order to measure progress.
 - Time frame: YEAR ONE-THREE
3. Emphasize the need to increase the DBIDA budget by demonstrating examples of Return on Investment (ROI).
 - Time frame: YEAR ONE-THREE

HOW:

- a. Assign a board member with the requisite financial skills the task of putting together ROI information. This could then be reported to the city council on a periodic basis to build the case for increased budget allocations.
4. When appropriate, communicate what “Doing more with more” means and “Saving our way to prosperity” is not a viable strategy for long term success!!