

CITY OF DOVER

DOVER PLANNING BOARD – AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall, 288 Central Ave, Dover NH 03820
Meeting Date: **Tuesday, September 13, 2016**
Meeting Time: **7:00 pm**

1. CITIZENS' FORUM

2. APPROVAL OF THE PRIOR MINUTES

- August 23, 2016 Regular Meeting Minutes

3. OLD BUSINESS

- A. Public hearing and possible vote 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) at the request of Dover Business and Industrial Development Authority.

4. NEW BUSINESS

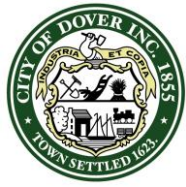
- A. Consideration and acceptance of a Conditional Use Permit for Quantum Real Estate Group, LLC (Owner: Michael Rosholt), Assessor's Map C, Lot 50-A, zoned R-40, located at 84 Watson Road (Proposal is to install a 12" HDPE culvert and a 20 ft. common driveway with a 1,505 sq. ft. Forested Wetland impact, and a 4,630 sq. ft. Wetland Buffer impact). *(P16-22)
- B. Consideration and acceptance of an Open Space Subdivision for Quantum Real Estate Group, LLC (Owner: Michael Rosholt), Assessor's Map C, Lot 50-A, zoned R-40, located at 84 Watson Road (4 lots). *(P16-23)
- C. Public hearing and possible vote on proposed amendments to Chapter 170-32 (Signs), to be in compliance with Reed V. Town of Gilbert. The full text of the amendments is available in Planning Dept. & at www.dover.nh.gov located on the Planning and Community Development webpage. *

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 DoverNHPlanning@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: McConnell Center Room 306, 61 Locust Street
Meeting Date: **Tuesday, August 23, 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

Members Not Present:

Staff Present: Christopher Parker (Assistant City Manager), Donna Benton (Assistant City Planner), Elena Piekut (Assistant City Planner), Dave Carpenter (Community Development Planner), Tracy Smith (Recording Secretary), Dan Barufaldi (Economic Development Director of Dover Business and Industrial Development Authority (DBIDA))

The Chair called the meeting to order at 7:00 p.m. He congratulated C.Plante on being reappointed to the Planning Board.

1. CITIZENS' FORUM

The Chair confirmed for the public that there would be a public hearing for item 3.A and there would be an opportunity to speak then.

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- July 26, 2016 Regular Meeting Minutes
- July 13, 2016 Transportation Master Plan Steering Committee Minutes

Motion: K.Schuman made a motion to approve the July 26, 2016 Regular Meeting Minutes as amended with T.Clark's correction and the July 13, 2016 Transportation Master Plan Steering Committee Minutes. Seconded by G.Cruikshank. Vote U/A

C.Parker clarified the Planning Board appointed the Steering Committee, and because the group has ceased, the Planning Board would have to approve the Minutes from their last meeting.

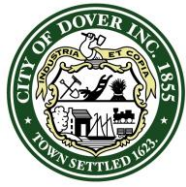
T.Clark stated a correction to the July 26, 2016 Regular Meeting Minutes to reflect the first discussion on page 3 item 6, Member Comments, began with his compliment on the work that had been done on Silver Street.

D.White arrived at 7:02 p.m.

3. OLD BUSINESS

- A. Consideration and public hearing 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) at the request of Dover Business and Industrial Development Authority.

C.Parker gave an overview of the process of the previous meetings involving the project, and the Rezoning Analysis report (original located in file) created in response to those meetings. Copies of the report were provided for the public, and distributed to the Board in their packets. C.Parker provided the location of where to obtain the report online. He reviewed the Rezoning Analysis report with the Board and public, and compared the residential development and setbacks that could be placed on the site in the existing R-40 zone with the commercial



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development and setbacks that could be placed in the proposed I-4 zone. He addressed the City Council goal to increase the commercial tax base via rezoning as stated in the report. He recommended the Public Hearing be tabled to make certain there is a second opportunity for the public to attend, and stated a decision could be at the September 13, 2016 Planning Board meeting.

C.Parker explained the roles of the Planning Board and City Council as it pertains to the rezoning process for K.Schuman.

D.Ciotti stated the report was informative and useful.

Discussion ensued regarding changes to be made to improve the report.

Discussion continued regarding page five of the report regarding the percentage of land zoned residential, and the objective of the rezoning project to reduce property taxes.

T.Clark stated the report was professionally done and informative.

Public Hearing Opened.

Chris Triconi, 28 Quail Drive, spoke against the proposal and stated his concerns regarding the need for specific data to be collected which would provide information regarding the environmental impacts, to include drainage, noise and light pollution impacts, the impact to property values due to tree removal. He further stated the need for a traffic summary to address the traffic concerns, especially pertaining to tractor trailer activity.

Rachel Kline, 32 Quail Drive, spoke against the proposal and stated that she purchased her home in July and was not made aware of the rezoning project. She stated her concerns regarding light and noise pollution, the impact to property values and wildlife. She requested an environmental analysis to address water/drainage issues from wetland areas.

Jake Banaian, 11 Quail Drive, spoke against the proposal and stated his agreement with his neighbors. He stated he was told when he purchased his property that the surrounding area was protected wetlands and the buffer properties could not be developed. He addressed the 75 ft. setback and distributed pictures to the Board members to show the back of his house. He requested the Board visit the neighborhood to view the properties.

Chris Langellotti, 453 Sixth Street, spoke against the proposal and stated his agreement with his neighbors.

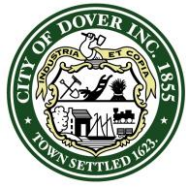
Nevin Brown, 7 Quail Drive, spoke against the proposal and his agreement with his neighbors.

Rachael Kline distributed maps to the Board members.

Jim Civiello, 3 Quail Drive, spoke against the proposal and his agreement with his neighbors.

Emily Rose, 7 Quail Drive, spoke against the proposal and stated her agreement with her neighbors.

D.Barufaldi spoke in favor of the proposal and addressed the abutter concerns regarding property values. He compared this project to other communities in the surrounding area which did not pursue commercial development, and the economic impact to their community.



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Scott Johnson, DBIDA member, spoke in favor of the proposal and explained the directive by the City Council. He addressed the abutter concerns and impact regarding possible residential or commercial development, and stated residential development inquiries were made to the owner of the property. He stated there would be change to the site, and if the property is not rezoned, there could be cluster houses developed there. He further stated with commercial development, concerns would be better addressed regarding setbacks, landscaping and buffers to the property.

Kerry Ellen McLeod, 24 Quail Drive, spoke against the proposal and addressed the comments made by D.Barufaldi and S.Johnson. She stated her concern regarding the wetland area and the impact of light, noise, and drainage/flooding impacts to the neighborhood by developing the area.

Susan Treleaven, 454 Sixth Street, spoke against the proposal and stated her agreement with her neighbors.

F.Torr suggested a meeting take place with the Planning Staff, DBIDA members, and the abutters.

Public Hearing Tabled.

C.Parker addressed the abutter concerns regarding the wetlands, and explained any development regarding wetlands would be investigated. He stated there is no plan for the property, and clarified the goal of the rezoning project to establish land for industrial development and enable long term economic sustainability. He stated the type of commercial development that could go on the site. He further addressed abutter concern regarding a traffic study, and noise/light pollution. He explained that stormwater management, tree buffers and landscaping requirements are stricter for commercial development than residential development. He stated material could be added to the report to help clarify data, and provided the location of email addresses for abutters to send additional comments/concerns.

Discussion ensued regarding residential developer interest in the property, consideration to the abutter concerns, and the attempt to provide the least impact to the abutters through commercial development, and the need to reduce property taxes by promoting commercial development.

F.Torr stated the next Public Hearing on this item would be on September 13, 2016 at 7 p.m. in the Council Chambers at City Hall.

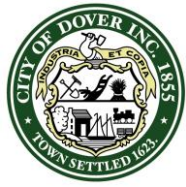
Motion: D.Ciotti made a motion to table the item. Seconded by D.White. Vote U/A

- B. Pursuant to NH RSA 674:4 & 675:6, a public hearing and possible adoption of the 2016 Transportation Chapter of the Master Plan. The chapter is available for viewing on the City's web site under the Master Plan Page on the Planning Department's webpage, at the Dover Public Library, and in the Planning Department at City Hall.

C.Parker gave an overview regarding the previous meeting recommendation presented to the Board, the people and VHB involved in the work of the Transportation Chapter of the Master Plan, and stated D.Carpenter was present to answer questions. He recommended the Board hold a public hearing and adopt the Chapter.

Public Hearing Opened.

Bryant Hardwick, 129 Portland Avenue, spoke in favor of the proposal.



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Noelle Lazarus, 5 Gilman Street, stated her concern regarding closing Merry Street, and the traffic and safety concern with using Ridge Street.

Greg Lazarus, 5 Gilman Street, stated his agreement with Noelle Lazarus.

Public Hearing Closed.

C.Parker stated that the language regarding Merry Street was a carryover from the previous Chapter, and the Access Management Study recommended using the light at the Hannaford plaza for access into the Merry Street neighborhood. He further stated this will be reviewed, but would not be determined at this meeting. He thanked the public for their comments and stated he would like to keep their contact information as the investigation progresses.

Discussion ensued regarding COAST and Wildcat transit shelters, stops and ridership improvements.

Discussion continued regarding connectivity and pedestrian crosswalk improvements needed on Route 155 in the winter months, sidewalk improvements at Chestnut and Washington Streets, and the recommendation regarding a sidewalk management plan.

Discussion continued regarding connectivity as an objective regarding subdivision developments, promoting this in the matrix by revising the Site and Subdivision regulations to provide connectivity between projects, and to review the objective in the January goal setting.

C.Parker read the Certificate of Adoption of the 2016 Transportation Chapter of the Master Plan to the Board members, and confirmed for D.Ciotti the motion would include the recommendations from the 2000 Transportation Chapter that are located on page six and seven of the New Chapter draft document distributed to the Board. He stated these uncompleted recommendations would be added to the matrix.

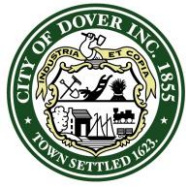
Motion: D.White made a motion to adopt the proposed 2016 Transportation Chapter, and include in the Matrix found in Section 3, the recommendations from the 2000 Transportation Chapter that are listed on page six and seven of the new Chapter. Seconded by G.Cruikshank. Vote U/A

C. Discussion of possible amendments to Chapter 170-32 (Signs), to be in compliance with Reed V. Town of Gilbert.

C.Parker gave an overview regarding the previous meeting information, and compromises provided to reflect the concerns brought by the Board at the previous meeting. He stated E.Piekut would present the information.

E.Piekut addressed the materials distributed to the Board and the changes made to the Zoning amendments (original located in file). The three significant changes were as follows:

1. To permit temporary signs in more zoning districts. Industrial and commercial zones now have the opportunity to advertise on site with a permit.
2. Clarify that banner type temporary signs are permitted in B-3 and B-5 zones.



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3. To provide an entity with a specific permit and process to have a sign in public right of way locations on a short term basis, which is subject to the same required insurance and hold harmless agreement as other temporary signs. The sign would be an A frame type sign no bigger than 6 sq ft.

She explained the application time frame and display period, and recommended the Board amend the posted amendments and schedule a public hearing for September 13, 2016.

C.Parker clarified the term “entity” is meant to include for-profit or non-profit organization. He stated preference will be given to Dover base entities.

T.Clark requested clarification on how would this would affect the deli on Ham Street. E.Piekut explained that they could apply for an offsite sign in one of the specified locations.

Discussion ensued regarding designated areas for signs and how these locations are safer for sight distance, clarification for the application process for non-Dover entities, and suggestions made to improve and make more specific the wording in the zoning amendment.

Discussion continued regarding the display periods to properly manage the signs, an updated application be provided to the Board for review, the fee schedule to be amended, and insurance provisions. C.Parker stated he will meet with the City Attorney regarding the insurance provisions.

Motion: D.Ciotti made a motion to repost the amendments for a hearing on September 13, 2016. Seconded by C.Plante. Vote U/A

4. NEW BUSINESS

- A. CDBG Program Update- Staff will provide an update on CDBG related activities.

C.Parker stated changes were made to the policies and applications based on feedback received from the Board and Housing Urban Development (HUD). He further stated there were reallocation of funds initially intended for Southeastern Services. This reallocation was approved by HUD. He added D.Carpenter would present the details on this information.

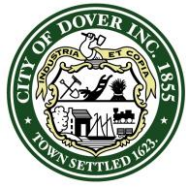
D.Carpenter explained the CDBG Program monitoring by HUD, and the revisions made regarding the application, application procedure/timeline, and review criteria. He distributed a draft document to the Board showing these changes. He explained the reallocation of funds intended for Southeastern Services to the McConnell Center for the Dover Childrens Center, and that this reallocation was approved by HUD.

D.Carpenter explained for D.Ciotti the process of reallocating unused CDBG funds.

Discussion continued regarding the process of the reallocation without Board member involvement.

5. STAFF COMMENTS

C.Parker thanked D.Carpenter for his work on the Master Plan Chapter and CDBG, and E.Piekut for her work on the sign amendments.



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He addressed the Site and Subdivision regulations distributed to the Board, and that the Zoning regulations would be distributed after the Sign regulations are ratified and the decision is made regarding Production Drive.

C.Parker also addressed the feedback received regarding the Master Plan.

He recognized G.Cruikshank and wished her a happy birthday.

6. MEMBER COMMENTS

D.Ciotti addressed the Glenwood and Crescent Drive rezoning project in comparison to the Production/Quail Drive project and suggested scenarios be provided with possible residential or commercial changes in order for the abutters to have a better view and education of the project.

Discussion ensued regarding how the comparison should be provided to the abutters in narrative format so a false impression is not created, improvements to the Rezoning Analysis report, the need for DBIDA to provide the data requested by the abutters in visual format by hiring a surveyor, providing information to the abutters regarding residential or commercial possibilities and showing the commercial restrictions, and the need to have a meeting with all parties involved.

F.Torr addressed the Stormwater Management problems with D.White. C.Parker explained the development on Quail Drive is 26 years old and the Stormwater Management available now would be more advanced.

F.Torr complemented the abutters on their approach and comments.

7. ADJOURNMENT

Motion: K.Schuman made a motion to adjourn at 9:47 p.m. Seconded by G.Cruikshank. Vote U/A

To: Planning Board
From: Planning Department
Date: September 8, 2016
Re: 447 Sixth Street rezoning
CC: N/A

ISSUE:

The Planning Board has been reviewing a proposed rezoning of Map D lot 12 from residential to industrial. After the Board held a public hearing on August 23, a neighborhood meeting was held, and adjustments were made to the analysis.

INTENT:

This memo will review the September 6, 2016 neighborhood meeting and adjustments made to the analysis.

GOALS:

Increase public participation in, and understanding of, planning and land use activities.

PROCESS:

Staff gathered feedback from Board members and abutters on the rezoning analysis and made changes to the document. Additionally, staff met with residents and abutters to review the proposed rezoning, and had a constructive conversation about the proposal.

ATTACHMENTS:

- Updated rezoning analysis
- Larger maps of 2 development concepts

BACKGROUND:

At the August 23, 2016 Planning Board meeting, staff heard comments from members of the public relative to the rezoning analysis created for the Board to review area rezoning proposals. Furthermore, the Board provided comments to staff about areas to clarify within the analysis. Finally, the Chair asked DBIDA and Planning staff to have a neighborhood meeting to review, informally, the proposal.

This meeting was held on September 6, 2016. Planning and Economic Development staff met with 10 abutters to the proposal, including one on speaker phone. Below is a summary of the conversation as well as the changes made to the analysis.

Zoning Analysis Updates:

The following changes were made to the document:

- Amended 1st page to:
 - Add date, and update title to reflect area of interest
 - Add non-residential capacity under “At A Glance”
 - Add citations for “At A Glance”
- Amended 2nd page to:
 - Relocate “Purpose Statements”
 - Remove “Dimensional Review”/ “Abutter Impacts”
 - Add Residential concept map and narrative
 - 11 new lots, plus existing multi-family
 - Add non-residential concept map and narrative
 - 2 18,000 square foot manufacturing facilities
 - Add citations for Scenarios
- Amended 3rd page to:
 - Relocate and add citations for “Dimensional Review”/ “Abutter Impacts”
 - Add “Stormwater Management” section
 - Remove “Allowed Uses”
- Amended 4th page to:
 - Relocate and add citations for “Allowed Uses”
 - Remove “Environmental” and “Transportation” Review
- Amended 5th page to:
 - Relocate and add citations for “Environmental” and “Transportation” Review
 - Note intersection concerns at Sixth and Production
 - Remove “Big Picture”
- Added 6th page to:
 - Relocate and add citations for “Big Picture”
 - Remove ward map to enlarge zoning map
 - Coordinate colors on zoning pie chart with map
 - Add sources for document

Neighborhood meeting:

The following points were discussed at the neighborhood meeting:

- Overview of the revised Analysis and scenarios.

- The I-4 buffer from residential was explained, with focus on adding a continuous visual screen and the need for additional trees, where there is clearing between the abutters and the subject parcel.
- Minimum lot sizes and layout for a conventional subdivision and Open Space Subdivision were discussed, including the calculation of the 1 acre minimum lot size and the reservation of 50% of the lot as open space in the OSS. Additionally, the need for 50% of that open space to be upland.
- Calculation and identification of wetlands (soils, vegetation and hydrology).
- The ideal user of the industrial site would be a clean, advanced manufacturing business, which would have a low level building with the focus on Production Drive, with accessory uses (loading, dumpster, etc.) placed away from residential users.
- Intersection of Production/Sixth/County Farm needs to be reviewed and improved. There was a request to look at the plowing response to Quail and other neighborhoods in the area.
- Vacant and undeveloped land at Enterprise Park was reviewed. Dan Barufaldi discussed recent activity and the need to work with Realtors to manage realtor signs.
- Staff discussed the covenants in place at Enterprise Park and the City's architectural requirements.
- Discussed the environmental impacts of development and the need to acknowledge wildlife and the negative impacts of deforestation and over development of a community.
- Discussion on protected lands and the impact on land valuation that wetlands have and that permanently protected land has.
- Constructive conversation on the City Council goal and the need to look at the root problem of keeping tax rate at a reasonable level, and finding sustainable solutions, as there is only so much land which can be rezoned and developed/redeveloped in Dover.



- ▶ PROPOSED CHANGE .. 1
- ▶ AT A GLANCE 1
- ▶ PURPOSE STATEMENT. 2
- ▶ CONCEPTS 2
- ▶ DIMENSIONAL REGS.... 3
- ▶ STORMWATER REGS ... 3
- ▶ ALLOWED USES 4
- ▶ ENVIRONMENTAL 5
- ▶ INFRASTRUCURE 5
- ▶ BIG PICTURE 6

City of Dover Department of Planning and Community Development

Rezoning Analysis

PROPOSED REZONING OF ASSESSORS MAP D LOT 12

Proposed Change

Background

In January 2016, the Dover City Council set a goal of reviewing the balance between commercial and residential property valuations within the City, and pursuing changes to that balance. Rezoning property is one way to adjust this balance.

Economic Development and Planning staff worked with Dover Business Industrial Development Authority board members to review of the City, assessing various properties within the City for inclusion in a long term rezoning plan of residential land to commercial zoning.

Area Description

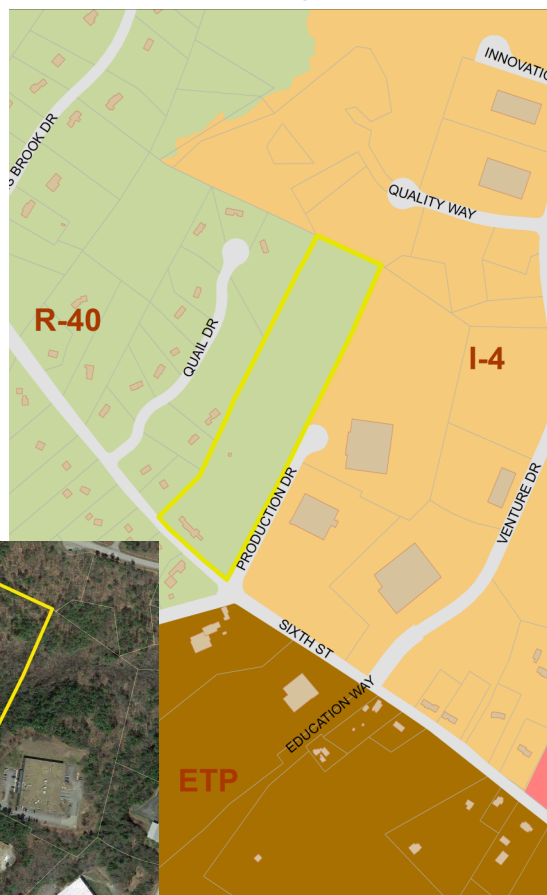
Map D, Lot 12, AKA 447 Sixth Street, is a 16 acre parcel, with an approximate width of 400 feet and depth of 1,650 feet. It is located at the intersection of Sixth Street and Production Drive, and zoned Rural Residential (R-40). It is adjacent to Enterprise Park, which is located within the Office and Assembly (I-4) zone. A wooded swath as well as topographic changes as one goes north on Sixth Street create a

natural buffer between this property and adjacent residential uses on Quail and Reyner's Brook Drives.

Amendment

Currently, the boundary between the R-40 and I-4 districts runs along the north western boundary of Production Drive, and to the north of Map D, Lot 12, shown to the right.

The proposed change relocates this boundary to include Map D, Lot 12 within the I-4 district. This new boundary would be at the north-westerly side of the property. This would create non-residential land on a public road, with access to utilities, so no new roadway would be created. It would exchange 16 acres between the residential and non-residentially zoned land.



AT A GLANCE:

Total Acreage (Land Use):	1.2
Citywide:	15,557
Residential:	8,016
Non-Residential:	3,620
Area of Interest :	16
Current Unit on lot #:	5

Potential Unit # (No zone change):	16
Commercial Development potential	40,000 sf
Public Road Potential? (Y/N):	Y
Open Space Subdivision? (Y/N):	Y
Water (Y/N):	Y
Sewer (Y/N):	Y

Purpose Statements

Purpose statements for each zoning district assist planners and property owners in understanding the spirit and intent of the specific zone. This ensures more efficient and clear use of property.

Rural Residential:

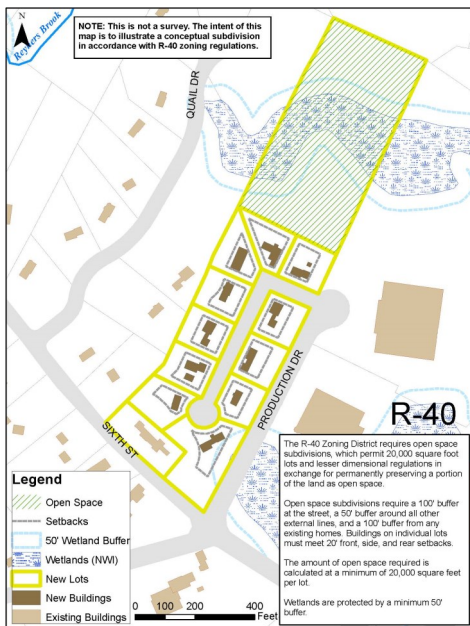
The purpose of this residential district is to provide for conventional single-family neighborhoods in the more rural areas of the city. These areas have larger lot sizes (1+ acres) and the homes are most likely served by on-site septic systems and wells, but there are some portions of the district that have municipal sewer and water. New subdivisions are designed as open space developments with reduced lot sizes allowed in return for the permanent preservation of open space. Agriculture and farming are promoted in this district. Some non-residential uses that are compatible with single-family homes are permitted, including churches, hospitals, elementary schools, high schools and child care facilities.

Assembly and Office:

The purpose of this industrial district is to provide appropriate locations for manufacturing, assembly, fabrication, packaging, distribution, laboratory, testing facility, warehousing, wholesaling, publishing and shipping activities that expand the economic base of the city and provide employment opportunities. These areas are located along major collector roads away from the downtown area. The newest industrial park developed by the city is located in this district. The minimum lot size in this district is five acres, which encourages larger industrial users.

Development Concept Scenarios^{1,2,4}

Rural Residential:



Description.

A residential development, similar in scale and scope to those on Quail Drive is proposed for the property. 11 new single family homes, with a public road, off Production Drive are proposed. Similar to Quail Drive, the average assessed value of the homes is \$328,000.

Tax Impact

Dover's estimated tax rate is \$27.11. This provides tax revenue of approximately \$8,900 per house. A single family home in Dover provides .5 a student into the school system. The cost to educate a child is approximately \$15,000.

A new 1,000 foot public road would be constructed. There would be cost for main-

taining and plowing this roadway and providing other services.

Traffic Impact

The Institute of Transportation Engineers identifies that 1 PM Peak hour vehicle trip per unit is generated for a single family home, resulting in 11 new trips, in the evening.

Abutter Impact

As this would be a major subdivision, it would be required to set aside open space, and have a 50 foot no cut buffer along the perimeter. Street trees would be required.

There is no restriction on lighting or placement of sheds/garages, other than 10 feet off a property line.

Description.

Two manufacturing/office buildings similar to Formax are proposed for the site, each on a five acre lot. The new buildings are placed upon lots fronting on Production Drive with a shared driveway. Similar to Formax, these 18,000 square foot facilities have an assessed value of \$2,626,000.

Tax Impact

Dover's estimated tax rate is \$27.11. This provides tax revenue of approximately \$71,000 per business. In addition the buildings provide 36 jobs to the local economy.

Traffic Impact

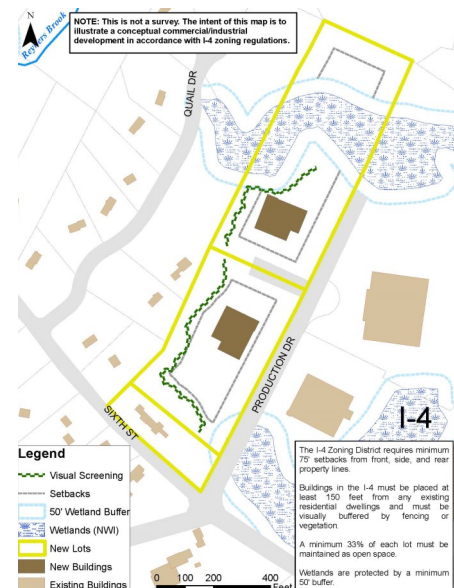
The Institute of Transportation Engineers

identifies that .73 PM Peak hour vehicle trip per 1,000 sq ft of space is generated by a manufacturing facility. This results in 13 vehicle trips per building, in the evening. Trip generation would be more isolated due to shifts and variables such as flextime.

Abutter Impact

The facilities would be required to be located a minimum of 150 feet from any home, with a 75 foot no cut buffer along the perimeter, with additional screening as necessary added for light and noise. 33% of each lot needs to be landscaped.

The businesses would have typical hours of operation. Loading facilities, parking and accessory elements would be screened and sighted away from abutters.



Office and Assembly:

Dimensional Review³

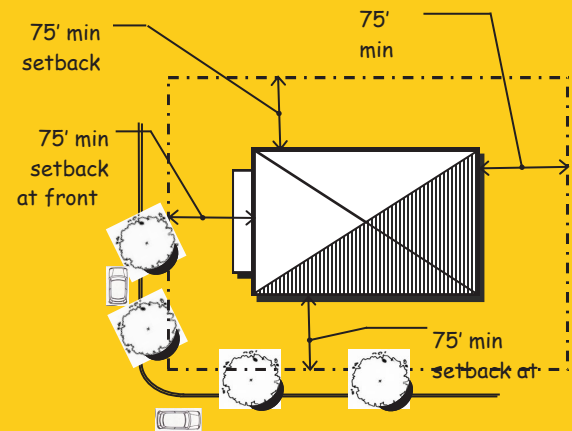
	Rural Residential	Open Space	Office and Assembly	Notes
LOT				
Minimum LOT Size	40,000 sf	20,000 sf	5 acres	R-40 excludes wetlands
Maximum Lot Coverage	10%	10%	33%	R-40 excludes driveway
Minimum Frontage	150 ft	40 ft	400 ft	
PRINCIPAL BUILDING				
Front Setback	40 ft	20 ft	75 ft	
Abut a Street Setback	40 ft	20 ft	75 ft	
Side Setback	25 ft	20 ft	75 ft	
Rear Setback	30 ft	20 ft	75 ft	
Distance to existing structures	N/A	100 ft	150 ft	
OUTBUILDING/ACCESSORY USE				
Front Setback	40 ft	20 ft	75 ft	In I-4, parking setback is 25 ft
Abut a Street Setback	40 ft	20 ft	75 ft	
Side Setback	10 ft	10 ft	10 ft	
Rear Setback	10 ft	10 ft	10 ft	
HEIGHT OF BUILDING				
Principal Building	35 ft max	35 ft max	40 ft max	
Outbuilding	35 ft max	35 ft max	55 ft max	

Mitigating Abutter Impact

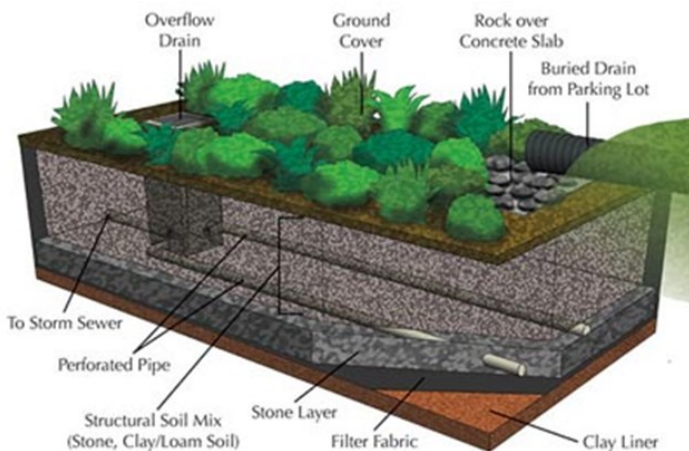
Dover's zoning and site regulations are sensitive to impacts on residential abutters from commercial development. Examples of protections include, retention of existing trees, as a landscape buffer between projects, extensive landscaping and lighting requirements, and requirements that loading facilities, parking and accessory elements be screened and sighted away from abutters. While there is no residential property maintenance regulations, there are requirements for commercial properties, per site plan approval.

During development review, the context of all projects is reviewed, to ensure that impacts are reviewed and mitigated on a site by site basis, understanding that each project and parcel is unique.

I-4 Principal Building Placement



Stormwater Management



Dover leads the state with recently amended regulations related to Stormwater Management, within our Site Plan Regulations. The effects of development whether residential, parking lots, or commercial all impact stormwater management. The regulations manage stormwater runoff, protect water quality and quantity, minimize the contribution of a pollutant for which a water body is impaired to the maximum extent practicable, cause no discharge of runoff to an adjacent property in excess of runoff discharge in the existing developed or undeveloped condition, and encourage the use of low impact development strategies.

For new development, runoff of impervious surfaces, total suspended solids, pollutants, infiltration, water table, and plantings are all considered and regulated. The minimum protections and management standards require that all development comply with EPA Phase II stormwater rules and the City's MS4 permit, existing waters be protected by buffers, and

best management practices are in place, low impact development strategies must be used, the use of salt and other winter maintenance items are also covered to make sure no discharge to receiving waters is possible. To prevent issues such as pollutants entering the water system, flooding, and more new developments must go through the City's stormwater regulations.

Allowed Uses³

Rural Residential (R-40)#

ACCESSORY DWELLING UNIT	
ASSEMBLY HALL	FARM ANIMALS FOR FAMILY USE, for non-commercial purposes, on lots containing a one or two family dwelling*
BED and BREAKFAST	Hospital
CHILD CARE HOME	MANUFACTURED HOUSING
Clinic	OFFICE (Home Occupation)
CONSERVATION LOT	PUBLIC RECREATION
COUNTRY CLUB*	Recreational Camp
DWELLING, SINGLE FAMILY	
EDUCATIONAL INSTITUTION, K-12	
CHILD CARE FACILITY	Raised on Site
EXCAVATION	Veterinary Office, Animal Hospital or KENNEL*
FARM *	WHOLESALE
Public Utility*	
Retail Sale of Agricultural or Farm Products	
Computer and data processing	OFFICE
Establishments for the manufacture assembly*	PUBLISHING FACILITY
Laboratories (scientific, medical chemical)	WAREHOUSING

Common#

Office and Assembly (I-4)#

Rural Residential Uses Permitted by Special Exception*

- ASSISTED LIVING FACILITY
- CONGREGATE CARE FACILITY
- CONTINUING CARE COMMUNITY FACILITY
- EDUCATIONAL INSTITUTION, POST SECONDARY
- ELDERLY ASSISTED CARE HOME
- Helicopter Take Offs & Landings
- JUNKYARD
- MANUFACTURED HOUSING Park
- NURSING HOME

Office and Assembly Uses Permitted by Conditional Use

- SELF-SERVICE STORAGE FACILITY*

* see zoning tables for footnotes.

Uses allowed, which could not be done on this parcel are not shown

WORDS IN ALL CAPS are defined in ordinance

Environmental Review²

Introduction.

Prior to any development of a site, the developer would be required to review and document environmental and topographic constraints that exist on the parcel. This concept review was completed using the City's Geographic Information System Data.

Property Description

The 16 acre parcel is roughly arranged in a rectangular shape, with a width of 400 feet and a depth of 1,650 feet. The parcel is mostly wooded, with a clearing along Sixth Street where the existing structure is located. It has access from both Sixth Street and Production Drive.

Wetlands/Soils

The property appears to have an area of wetlands contained upon it. This

area is located to the rear of the property, which is consistent with soils found on adjacent parcels. An area of hydric soil is close to the Sixth/Production. intersection

Floodplain Development

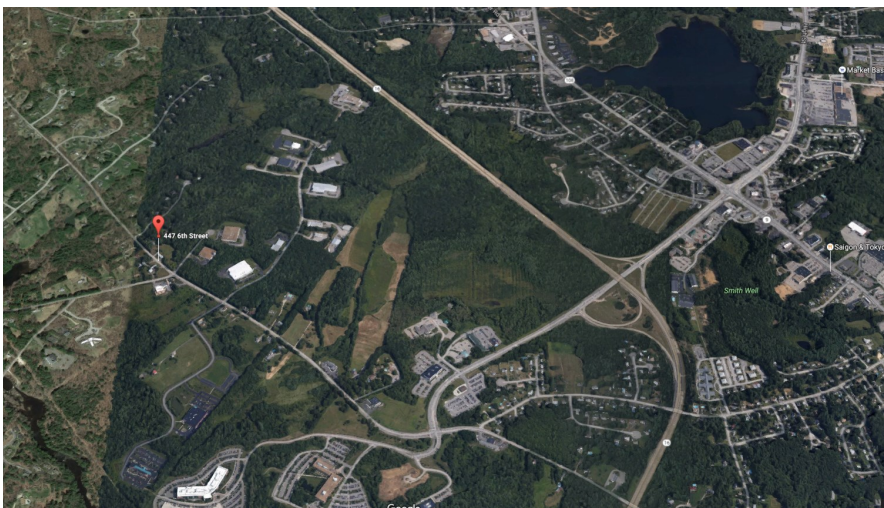
There appear to be no major flooding concerns for the property. A review of the FEMA mapping for the area, indicates that the property is 700 feet from Reyners Brook.

Topography

The parcel is relatively flat with an elevation of approximately 200 feet above sea level at Sixth Street and along Production Drive. The parcel slopes towards Quail Drive and towards the properties within Enterprise Park, which border it on the north of the parcel. The grade slopes to an approximate elevation of 160 feet.



Transportation and Infrastructure²



Introduction

When reviewing the appropriateness of developing a parcel, transportation and utility infrastructure are reviewed to understand development costs.

Transportation Network

As seen above, the subject parcel is within half a mile of NH Route 16, accessible by Exit 9 via Sixth Street. The infrastructure in Sixth Street has been upgraded to accommodate multiple modes of

transit, including freight truck traffic, and mass transit.

Production Drive has been constructed to the standards necessary for industrial operations. The design of the ROW provides plenty of frontage for the subject lot to be subdivided. Due to sight distance onto Sixth

Street, any substantial development would use Production Drive, as the preferred access to Sixth Street, whether a new roadway, or driveway.

Any development of the proposed lot would include a traffic analysis, which would look,

amongst other things, at any improvements necessary to the road network, especially the intersection with Production Drive, County Farm Road and Sixth Street.

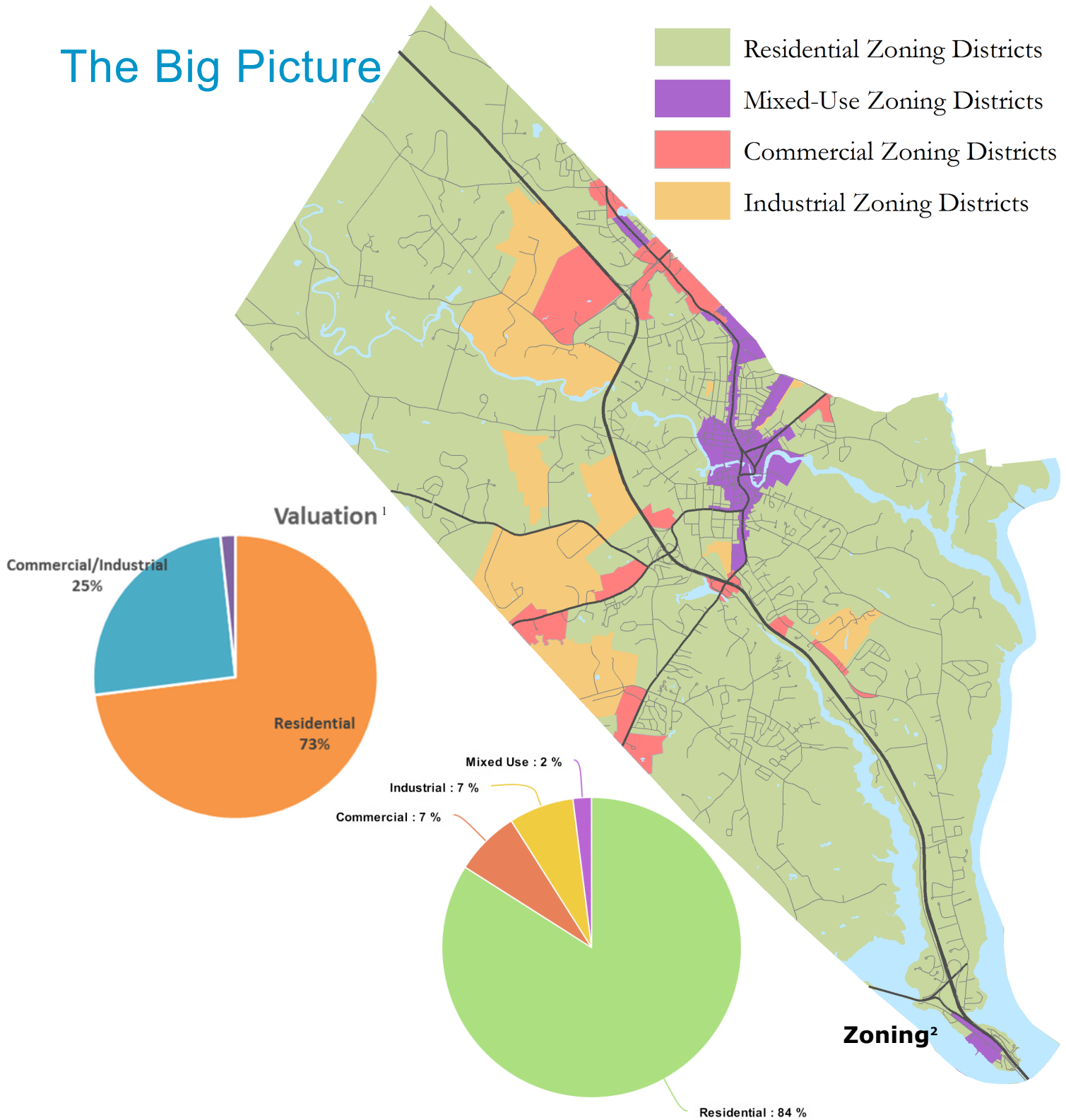
Utilities—Public

A 12 inch municipal water line is located in Sixth Street and an 8 inch line is in Production Drive. Sanitary sewer is located on Production Drive. The existing multi-family dwellings do not tie into either service.

Utilities—Private

Eversource provides electric power to the parcel via service off Sixth Street. Production Drive also has service. Natural Gas and Telecommunications lines are located within the ROW of Production Drive.

The Big Picture



City Council Goal and Objective:

In Dover, after taking office, a new City Council will meet and create goals for its term.

The 2016—2017 Council goals include the following:

“Goal: Implement Long-Term Economic Development

Strategic Objective 3: Identify and rezone appropriate property parcels to spur/enhance commercial development to further balance the commercial-to-residential ratio by five percent in 10 years (measured annually)”

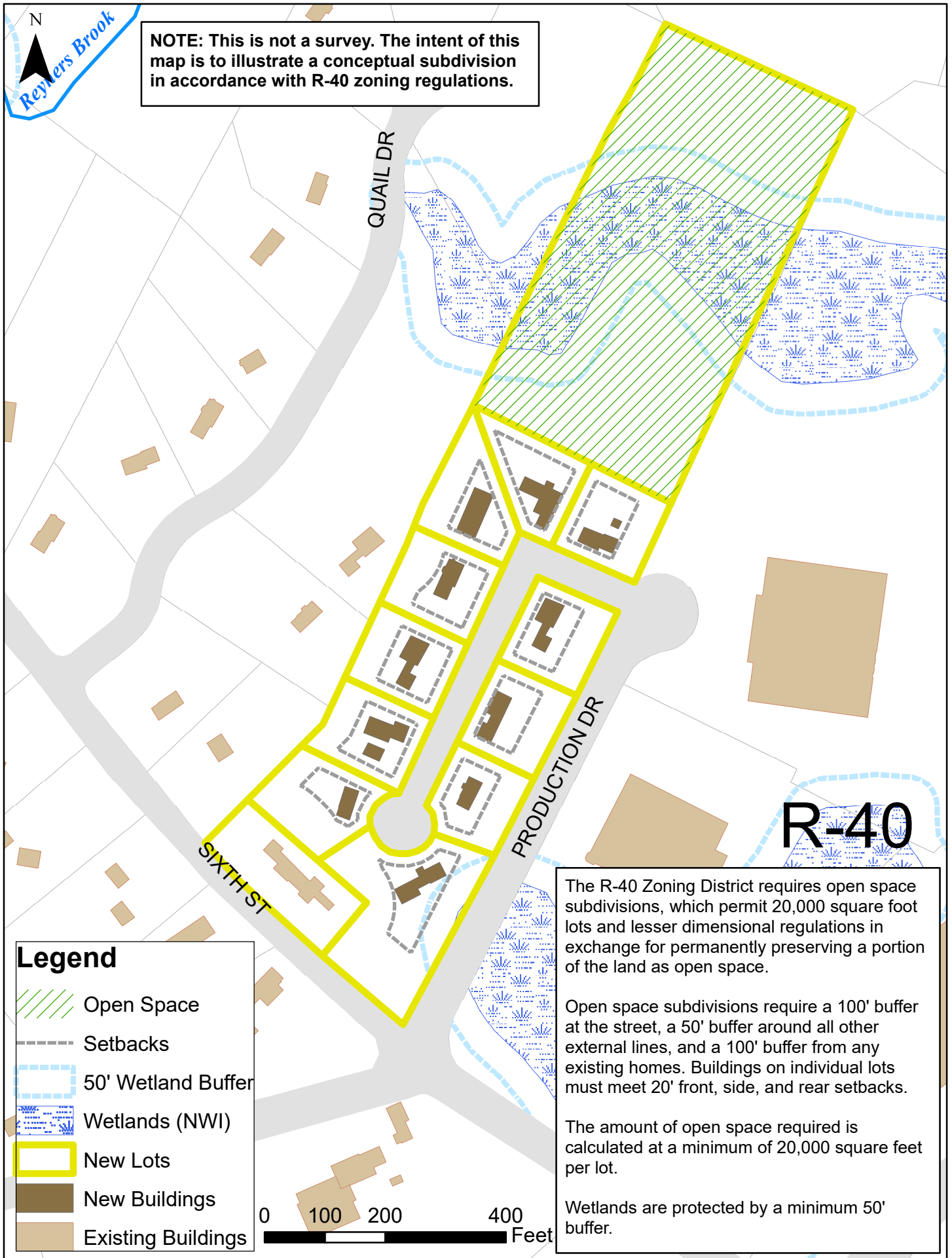
Sources

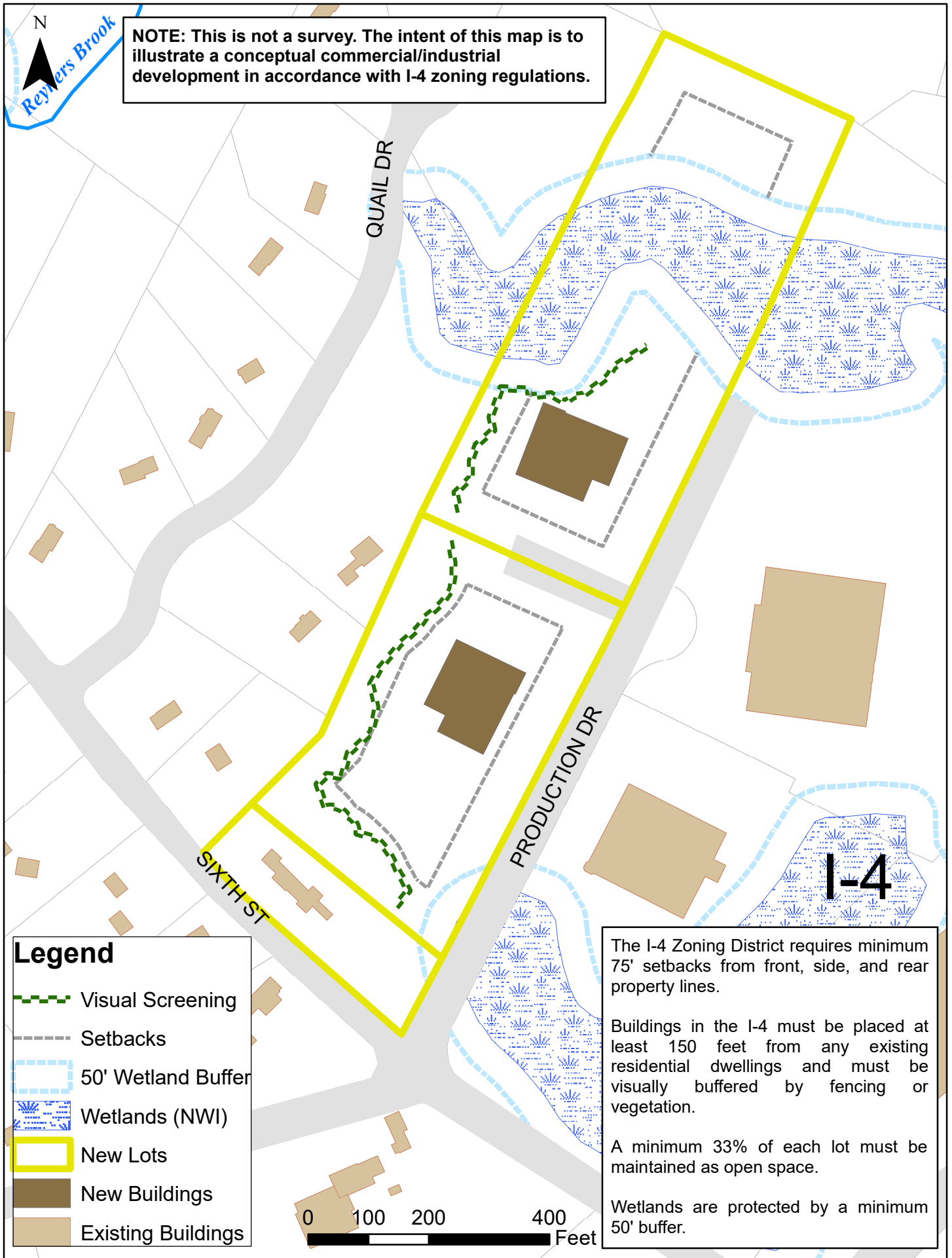
1 = Tax Assessment Data

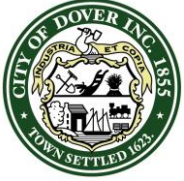
2 = Planning Department Land Use Data/Analysis

3 = Chapter 170, Zoning, of the City Code

4 = School District Enrollment Data and FY17 Budget







CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P16-22

Application Type: Conditional Use Permit
Applicant(s): Quantum Real Estate Group, LLC
Owner(s): Quantum Real Estate Group, LLC
Location: 84 Watson Road (Assessor's Map C, Lot 50A)
Meeting Date: September 13, 2016

INTENT: To obtain a Conditional Use Permit to install a 12" HDPE culvert and a 20 ft. common driveway with a 1,505 sq. ft. Forested Wetland impact, and a 4,630 sq. ft. Wetland Buffer impact.

LOTS/UNITS PROPOSED: Three (3) new single family dwelling units, and an existing single family home on the parent lot.

AGENDA ITEM: # 4-A

ACREAGE: 15.853 Acres

ZONING DISTRICT: Rural Residential (R-40) District

EXISTING LAND USE: Residential

PROPOSED LAND USE: 5 lot open space subdivision

SURROUNDING LAND USE: Residential

ZBA ACTION: None

ATTACHMENTS:

- Conditional Use Permit Application and plan

APPLICATION IS COMPLETE: Yes, but the Board may want to table until the Conservation Commission minutes are available

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

PERMITS REQUIRED:

- City of Dover Conditional Use Permit
- NHDES Wetlands Permit

WAIVERS REQUESTED: None for this case

Summary of Request and Background

The applicant is requesting a Conditional Use Permit to install a 12" HDPE culvert and a 20 ft. wide common driveway with 1,505 sq. ft. Forested Wetland impact, and a 4,639 sq. ft. wetland buffer impact.

The Conservation Commission is reviewing this application on September 12, 2016 so there is no recommendation available yet which is one reason Staff is recommending to table the application.

Consistency with Land Use Regulations

The Wetlands Protection District ordinance provides for Conditional Use Permits to allow impacts to wetlands and wetland buffers 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 then table the public hearing and item to schedule a site walk.

84 Watson Road



Property Information

Property ID C0050-A00000

Location 84 WATSON RD

Owner ROSHOLT MICHAEL



**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.

Parcels updated 1/1/2016
Properties updated 09/06/2016



City of Dover, New Hampshire CONDITIONAL USE PERMIT APPLICATION

[Revision Date: September 29, 2015]

RECEIVED
Planning Office

Office Use Only

Project #:

P16-22

Date Received:

AUG - 1 2016

Amount Paid:

\$934.00

Time Received:

Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

cks# 30579/30580

Name of Applicant: Quantum Real Estate Group, LLC Telephone # 603-742-8107

Address of Applicant: c/o Trittech Engineering Corp., 755 Central Avenue, Dover, N.H.

E-Mail Address: RJS@Trittecheng.com

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

Address of Property Owner: 31 Morey Street, Lowell, MA 01850

PROPERTY INFORMATION

Assessor's Map # C Lot(s) # 50A

Address of Property: 84 Watson Road, Dover, N.H. 03820

Zoning District(s) R-40 Overlay District(s) Conservation/ Wetlands

Existing Use of Property: Single Family 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 the installation of a 12" HDPE culvert, flared end sections & rip rap for the construction of a 20 foot wide common driveway and associated base materials to provide access for residences and fire apparatus, within the Wetland Protection District, for the proposed 3 lots of the Campfire Cove Subdivision.

This work requires a conditional use permit. This application specifically requests; 6135 square feet of impact to the Wetland Protection District, of which 1505 square feet is impact to a Forested Wetland & 4630 square feet is impact to the Wetland Buffer.

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: NHDES Wetlands Permit – Will Be Applied For

Name of Professional That Prepared Plans: Robert J. Stowell, P.E, LLS, Trittech Engineering Corp.Address 755 Central Avenue, Dover, N.H. Telephone #: 603-742-8107Professional License #: LLS-884, P.E-9903 E-mail address: RJS@Trittecheng.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: Michael Robit Date: 8/1/16

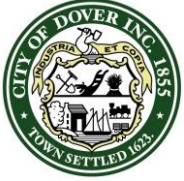
Signature of Applicant (if different from owner): [Signature], member Date: 08/01/16

Signature of Agent: [Signature], PRESIDENT Date: 08/01/16

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: Michael Robit Date: 8/1/16



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P16-23

Application Type: Open Space Subdivision
Applicant: Quantum Real Estate Group, LLC
Owner: Quantum Real Estate Group, LLC
Location: 84 Watson Road (Tax Map C, Lot 50A)
Meeting Date: September 13, 2016

INTENT: Subdivision Plan to create an open space subdivision containing four (4) single family residential lots (including one existing) plus an open space lot. Lots are proposed to be served by well and septic. The proposed road will be private.

LOTS/UNITS PROPOSED: Three (3) new single family dwelling units, and an existing single family home on the parent lot.

AGENDA ITEM #: 4-B

ACRES: 15.853 acres

ZONING DISTRICT: Rural Residential (R-40) District

EXISTING LAND USE: Single-Family Residential

SURROUNDING LAND USE: Residential

PROPOSED LAND USE: 5 Lot open space subdivision

ZBA ACTION: None

ATTACHMENTS: Subdivision application, plan, waiver requests, August 11, 2016 TRC minutes, and applicant's response to TRC minutes

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED: CUP and NHDES Wetlands

WAIVERS REQUESTED:

155-22.F(4): Perimeter Buffer
155-43.A: Use Municipal Water when available

Summary of Request and Background

The applicant has submitted a plan to subdivide one lot at 84 Watson Road in to 5 lots. The lots will be serviced private wells and septic systems (a waiver has been requested) and accessed by an approximately 600' long private drive which will be 20' wide.

The applicant appeared before the Technical Review Committee on August 11th and is scheduled to visit the Conservation Commission on September 12th. Due to the proximity of the meetings, no action on this item should occur at this Planning Board meeting.

Consistency with Land Use Regulations

Chapter 155-15 of the Land Subdivision Regulations of the City Code provides for subdivisions of existing lots.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board let the applicant present their application, the Board hold a public hearing, and then table the public hearing and item so that a site walk can take place, and Conservation Commission produce minutes for the Board's review.

The Planning Department recommends that the Board wait to vote on the waiver requests until after the site walk.

84 Watson Road

**Property Information**

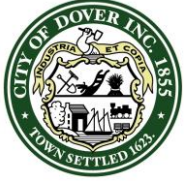
Property ID C0050-A00000
Location 84 WATSON RD
Owner ROSHOLT MICHAEL



**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.

Parcels updated 1/1/2016
Properties updated 09/06/2016



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES - P16-23

Application Type: Open Space Subdivision Plan Review
Applicant(s): Quantum Real Estate Group, LLC
Owner(s): Michael Rosholt
Location: 84 Watson Road (Tax Map C, Lot 50A)
Date: August 11, 2016

INTENT: Subdivision Plan Review to create an open space subdivision containing four (4) single family residential lots plus an open space lot.

UNITS PROPOSED: Three (3) new single family dwelling units, and an existing single family home on the parent lot.

AGENDA ITEM #: 1

ACRES: 15.853 acres

ZONING DISTRICT: Rural Residential (R-40)
District

EXISTING LAND USE: Single Family Residential

SURROUNDING LAND USE: Residential

ZBA ACTION: None

PERMITS REQUIRED: Conditional Use Permit

WAIVERS REQUESTED: None requested

ATTENDANCE:

Donna Benton, Planning
Elena Piekut, Zoning
Alan Dews, Engineering
Jim Maxfield, Fire/Building
Frank Torr, Planning Board

Others:

Bob Stowell, Trittech Engineering/Applicant
George and Paula Lavoie, Abutters

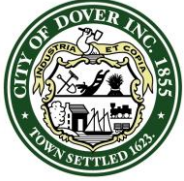
Approval of 8/4/16 Meeting Minutes

Motion to approve August 4, 2016 meeting minutes by J. Maxfield seconded by F. Torr. Vote: U/A

Plan Review

Planning Comments:

- This is considered a major subdivision, the application indicates a minor subdivision
- Impact fees will be assessed
- Water investment fees will be assessed or a waiver granted
- Plan notes "utility" easement in ROW adjacent to Map C Lot 50-C2, deed references ROW only, not utility, revise to remove utility if not utilities are planned there
- Please provide:
 - a standard traffic assessment
 - Home Owner's Association documents which will have to be provided and reviewed by the City's Legal Counsel
 - a waiver request letter asking for a waiver to allow the drive in the buffer and from Section 155-43-A if not tying into the public water
- Please revise plat to:
 - Indicate the road will be private and have the road name approved by the Fire Department
 - Add wetland buffer signs
 - Add perimeter buffer signs
 - Add hammerhead or other turnaround
 - Indicate existing vegetation in buffer and include a perimeter landscape plan per Chapter 155.36.F
 - Indicate existing shed to be removed
 - Indicate approximate location of houses and driveways
 - Close one of the existing curb cuts on Watson Road
 - Add signature and stamp of PE and LLS on final plan set
 - Add location, names and widths of existing and proposed streets, including pavement widths, grades, and curbs
 - Indicate underground electric lines and add note regarding easements
 - Add aerial photo to neighborhood plan
 - Fix spelling of Cochecho
 - Add Planning file number (P16-23) to all sheets
 - Include all reference plans and deeds (eg SCRD plan 28-57 and Deed 1402-686)
 - Remove duplicate lot 3 information on sheet S-2



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES - P16-23

Application Type: Open Space Subdivision Plan Review
Applicant(s): Quantum Real Estate Group, LLC
Owner(s): Michael Rosholt
Location: 84 Watson Road (Tax Map C, Lot 50A)
Date: August 11, 2016

Planning Board Comments:

- Consider expanding open space into lots A-3 and A-2
- Driveway is in buffer
- Will there be a street light at the entrance?
- Are you upgrading existing house utilities?
- Why not tie into existing water?
- Consider a stop sign at end of right-of-way

Economic Development Comments:

- None at this time

Engineering Comments:

- Use RCP pipe for the cross culvert with FE or headwalls vs the HDPE. This is due to having less than 2 ft of cover over the pipe and in past HDPE tends to float up if it's in the frost zone more so than RCP
- There are a couple of trees where the driveway comes out that may affect sight distance. These should be looked at and perhaps removed

Police Department Comments:

- The applicant shall address forthcoming Police Department comments

Fire/Inspections Comments:

- Indicate the location of the nearest hydrant on Watson Road
- Locate proposed driveway curb cuts
- Clarify finished road surface. Gravel or bituminous
- Dead-end roads more than 300' long shall be provided with a hammerhead
- The road construction will be determined after Tritech supplies preliminary individual parcel driveway specifications

On or Prior to September 1, please submit:

- 11 full size, four 11x17s, one pdf plan sets
- 15 copies of the TRC response letter indicating where changes were made
- 15 copies Waiver request letter
- 15 copies of an updated application
- 15 copies standard traffic assessment
- 15 copies of the abutter list

Meeting adjourned at 11:00am on a motion by J. Maxfield and seconded by F.Torr.

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TRC\MINUTES\2016.08.11_PlanningTechnicalReviewCommittee.84 Watson.Stowell.Minutes.docx

Waiver Request
from
Subdivision Regulation
ARTICLE IV – OPEN SPACE SUBDIVISION
Specifically: Chapter 155-22.F(4) General Requirements
“Minimum Distance from External Boundaries”

CAMPFIRE COVE

Tax Map C Lot 50A
84 Watson Road
Dover, New Hampshire
Job No. 16106

RECEIVED
Planning Office

SEP 01 2016

Dover, New Hampshire

In Accordance with Chapter 155-51 Waivers, Subdivision of Land, City of Dover Code, we are formally requesting a waiver from Section 155-22.F(4). Minimum Distance from External Boundaries.

As required by Article IX of the Dover Code, Administration and Enforcement, Chapter 155-51, Waivers, we submit the following in support of our waiver request:

Waiver

1. Chapter 155-22.F(4), establishes the minimum distance from external boundaries to dwellings within the open space subdivision under consideration by the board. In addition, with respect to that established distance the ordinance states; “whenever possible the natural vegetation shall be retained, or if required, vegetation shall be planted of sufficient size to shield the development from abutting properties”. In the R-40 District this established distance is 50 feet.
2. Chapter 155-51.A(2), allows the board to grant a waiver if; “specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulation”.
3. We respectfully submit that the; “specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulation”. Said specific circumstances being:
 - a.) The proposed driveway location is dictated by Accepted Engineering Practices.
 - a. For safety reasons, the driveway should be constructed perpendicular to Watson Road.
 - b. The driveway construction will impact the wetlands and must be constructed at the “least impacting” location. The drive is proposed to impact the wetlands at the point where it has smallest impact.
 - c. For safety and environmental reasons the driveway is proposed at the optimal location.
 - b.) The majority of the proposed construction within 50 feet of the external boundary is located where there is no existing natural vegetation.
 - c.) The proposed construction will only require removal of approximately 500 square feet of natural vegetation within 50 feet of the external boundary.
 - d.) The intent to “shield the development from abutting properties” is achieved with the remaining existing natural vegetation.
 - e.) Granting relief from the Chapter 155-22.F(4) requirement is not detrimental to the best interest of public health and safety, in that construction of a driveway at this location is permitted within the R-40 district provided that, it is not in conjunction with an open space subdivision.
 - f.) The condition upon which the request for waiver is based are unique to the property for which the waiver is sought and are not applicable generally to other properties.

Waiver Request
from
Subdivision Regulation
ARTICLE VIII – DESIGN SPECIFICATIONS
Specifically: Chapter 155-43.A Water Mains and Fire Hydrants
“Municipal Water Service”

CAMPFIRE COVE

Tax Map C Lot 50A
84 Watson Road
Dover, New Hampshire
Job No. 16106

RECEIVED
Planning Office

SEP 01 2016

Dover, New Hampshire

In Accordance with Chapter 155-51 Waivers, Subdivision of Land, City of Dover Code, we are formally requesting a waiver from Section 155-43.A, connection to municipal water service.

As required by Article IX of the Dover Code, Administration and Enforcement, Chapter 155-51, Waivers, we submit the following in support of our waiver request:

Waiver

1. Chapter 155-43.A, establishes that “all new subdivisions in the City of Dover shall provide municipal water service when available”.
2. Chapter 155-51.A(2), allows the board to grant a waiver if; “specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulation”.
3. We respectfully submit that the; “specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulation”. Said specific circumstances being:
 - a.) Watson Road was recently reconstructed.
 - a. The Watson Road reconstruction was a full depth reconstruction project.
 - b. The reconstruction consisted of 12” of bank run gravel, 12” crushed gravel and 5 ¼ inches of bituminous asphalt placed in 3 lifts.
 - c. The existing water main is located under the reconstructed road & on the opposite side of the Watson Road centerline.
 - d. Installation of water services would require trenching the full width of Watson Road to a depth of greater than 6 feet.
 - b.) The houses meet the City of Dover Fire Department standards for fire protection, specifically:
 - a. There is an existing fire hydrant within 1000 feet of the proposed houses.
 - b. The proposed common driveway is proposed to be constructed 20 feet wide to provide adequate fire department access.
 - c.) The project meets all NHDES requirements for on-site wells & on-site septic systems.
 - d.) Granting relief from the Chapter 155-43.A requirement is not detrimental to the best interest of public health and safety, in that this project does not rely on municipal water service to meet any other requirements and would be permitted as configured in similarly rural areas that do not have access to municipal water.
 - e.) The condition upon which the request for waiver is based are unique to the property for which the waiver is sought and are not applicable generally to other properties.

TRITECH

ENGINEERING CORPORATION

755 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03820

TELEPHONE 603.742.8107
FACSIMILE 603.742.3830

September 1, 2016

Ms. Donna Benton
Assistant City Planner
City of Dover, Planning Department
288 Central Avenue
Dover, New Hampshire 03820

Subject: *Subdivision of Land*
Campfire Cove
84 Watson Road
Dover, New Hampshire
Job No. 16106

RECEIVED
Planning Office

SEP 01 2016

Dover, New Hampshire

Dear Donna:

Thank you for the Technical Review Committee Minutes from the August 11, 2016 TRC Meeting.

Below please find our responses as to how our plans have been revised to address these comments.

Planning Department Comments:

1. This is considered a major subdivision, the application indicates a minor subdivision.
 - *Enclosed please find the revised application.*
2. Impact fees will be assessed.
 - *The Applicant is aware of this requirement.*
3. Water investment fees will be assessed or a waiver granted.
 - *The Applicant wishes to request a waiver, which will allow on site wells. Enclosed please find the Waiver Request.*
4. Plan notes "utility" easement in ROW adjacent to Map C Lot 50-C2, deed references ROW only, not utility, revise to remove utility if not utilities are planned there.
 - *The Applicant does not propose utilities in this area, however, the abutter (Lot 50-C2) has an Access and Utility Easement over this location. We believe that the "Utility" notation is appropriate.*
5. Please provide:
 - a) a standard traffic assessment.
 - *Enclosed please find the standard traffic assessment.*
 - b) Home Owner's Association documents which will have to be provided and reviewed by the City's Legal Counsel.
 - *The Home Owner's Association Documents are being prepared and will be provided for review at a later date.*
 - c) a waiver request letter asking for a waiver to allow the drive in the buffer and from Section 155-43-A if not tying into the public water
 - *Enclosed please find the Waiver Requests.*

6. Please revise plat to:

- a) Indicate the road will be private and have the road name approved by the Fire Department.
 - *The plans indicate that the driveway is a Common Drive and is private. I do not believe common drives are separately named.*
- b) Add wetland buffer signs.
 - *Wetland buffer signs have been added to Sheet LA-1.*
- c) Add perimeter buffer signs.
 - *Perimeter buffer signs have been added to Sheet LA-1.*
- d) Add hammerhead or other turnaround.
 - *After consultation with Inspections Department/Fire Department, it was determined that the proposed driveway did not require a turn around.*
- e) Indicate existing vegetation in buffer and include a perimeter landscape plan per Chapter 155.36.F.
 - *The Perimeter Landscape Plan, Sheet LA-1, has been added to the Plan Set.*
- f) Indicate existing shed to be removed.
 - *The plans have been revised to indicate the existing shed is to be removed (T.B.R.).*
- g) Indicate approximate location of houses and driveways.
 - *The Land Development Plan, Sheet LD-1, has been added to the plan set.*
- h) Close one of the existing curb cuts on Watson Road.
 - *The plans have been revised to depict that the southern most curb cut will be removed.*
- i) Add signature and stamp of PE and LLS on final plan set.
 - *The Final Plan Set will be stamped and signed.*
- j) Add location, names and widths of existing proposed streets, including pavement widths, grades, and curbs.
 - *The width of the Watson Road Right of Way (three (3) rods) and the pavement width of the Watson Road (twenty-eight (28) feet) have been added to the plans.*
- k) Indicate underground electric lines and add note regarding easements.
 - *Note No. 17 on Sheet S-1 has been modified to indicate that the underground utilities for the three (3) new lots will be installed within the Common Drive Easement.*
- l) Add aerial photo to neighborhood plan.
 - *Sheet T-2 has been modified to include an Aerial Overlay.*
- m) Fix spelling of Cochecho.
 - *The spelling of Cochecho has been revised on all sheets.*
- n) Add Planning file number (P16-23) to all sheets.
 - *The Planning File Number has been added to all sheets.*
- o) Include all reference plans and deeds (eg SCRD plan 28-57 and Deed 1402-686).
 - *This plan reference has been added to Sheet S-1. This deed reference is no longer applicable.*
- p) Remove duplicate lot 3 information on sheet S-2.
 - *Sheet S-2 has been revised to remove the redundant information.*

Planning Board Comments:

7. Consider expanding open space into lots A-3 and A-2.
 - *The Open Space provided is almost four (4) times the area required; in addition, it includes the River Frontage. It is the Applicant's preference to leave this area with Lots A-2 & A-3. This area is protected from development by ordinances and does not need to be further protected.*
8. Driveway is in buffer.
 - *The applicant is requesting a waiver for this driveway placement.*

9. Will there be a street light at the entrance?
 - *There is not a Utility Pole close enough to provide additional lighting at the driveway. It is not usual practice to place street lighting at driveways.*
10. Are you upgrading existing house utilities?
 - *The existing overhead utilities for the existing house will be maintained.*
11. Why not tie into existing water.
 - *The Watson Road Reconstruction was completed with the top coat within the last year. As the water main is located within the pavement and on the opposite side of the center line of Watson Road, it would be "significant construction" to connect to the City Main. The applicant is requesting a waiver to this requirement.*
13. Consider a stop sign at end of right-of-way.
 - *Placement of a stop sign for a driveway is not warranted.*

Economic Development Comments:

- None at this time.

Engineering Comments:

1. Use RCP pipe for the cross culvert with FE or headwalls vs the HDPE. This is due to having less than 2 ft of cover over pipe and in past HDPE tends to float up if it's in the frost zone more so than RCP.
 - *Sheet WPA-1 has been revised to indicate the use of RCP.*
2. There are a couple of trees where the driveway comes out that may affect sight distance. These should be looked at and perhaps moved.
 - *Sheet LA-1 indicates that these trees will be removed as necessary.*

Police Department Comments:

1. The applicant shall address forthcoming Police Department comments.

Fire/Inspections Comments:

1. Indicate the location of the nearest hydrant on Watson Road.
 - *The hydrant location has been added to Sheets EX-1 and S-1.*
2. Locate proposed driveway curb cuts.
 - *Sheet LD-1 shows approximate driveway locations.*
3. Clarify finished road surface. Gravel or bituminous.
 - *WPA-1 indicates that the 20 foot wide drive will have a gravel surface and that twelve (12) feet of pavement may be added at the applicants or future Home Owner Association's option.*
4. Dead -end roads more than 300' long shall be provided with hammerhead.
 - *After consultation with Inspections Department/Fire Department, it was determined that the proposed driveway did not require a turn around.*
5. The road construction will be determined after Trittech supplies preliminary individual parcel driveway specifications.
 - *After consultation with Inspections Department/Fire Department, it was determined that the proposed driveway did not require a turn around.*

Donna Benton
September 1, 2016
Page 4 of 4

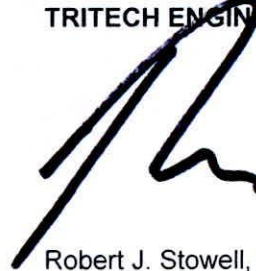
Enclosed please find the following:

- Seven (7) full-size copies of the Subdivision Plan set.
- Four (4) half-size copies of the Subdivision Plan set.
- Fifteen (15) copies of the TRC response letter.
- Fifteen (15) copies of Waiver request letter.
- Fifteen (15) copies of updated Subdivision Application.
- Fifteen (15) copies of Standard Traffic Assessment.
- Fifteen (15) copies of Abutters List.

We look forward to discussing this application with the Planning Board on September 13, 2016.

Please advise should you have any questions.

Very truly yours,
TRITECH ENGINEERING CORP.

A handwritten signature in black ink, appearing to be 'RJS', written over the company name.

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

RJS/rms

Enclosures



City of Dover, New Hampshire SUBDIVISION APPLICATION

[Revision Date: April 23, 2013]

Office Use Only

Project #:

P16-23
\$934.00

Amount Paid:

Date Received:

Time Received:

RECEIVED
Planning Office

SEP 01 2016

Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

Name of Applicant: Quantum Real Estate Group, LLC Telephone # 603-742-8107

Address of Applicant: c/o Trittech Engineering Corp., 755 Central Avenue, Dover, NH 03820

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

Address of Property Owner: 31 Morey Street, Lowell, MA 01850

E-Mail Address: RJS@Trittecheng.com

PROPERTY INFORMATION

Address of Property: 84 Watson Road

Assessor's Map # C Lot(s) # 50A

Zoning District(s) R-40 Overlay District(s) Conservation & Wetlands

Size of Parcel: 15.853 Ac Property Deed: Book 4368 Page: 165-168

Existing Use of Property: Single Family Residential

SUBDIVISION INFORMATION

Subdivision Type: Major (4 + net new lots): X Minor (3 or fewer lots): Open Space: X

Existing Number of Lots: 1 Proposed Number of Lots: 3

City Water? Yes X No How far is city water from the property? At the street

City Sewer? Yes X No How far is city sewer from the property? 750 Ft +/-

Highway Access (check where applicable): X City Street State Highway

Estimated Length of Proposed Roads: N/A feet Public or Private Road?

WAIVER REQUESTS

Subdivision Regulations section(s) to be waived:

Justification for waiver request(s) (attach additional sheets as needed):

SURVEYOR INFORMATIONName of Surveyor and Company (Licensed in N.H.) Robert J. Stowell, Trittech Engineering Corp.Address 755 Central Avenue Dover, N.H. Telephone #: 603-742-8107Professional License #: 884 E-mail address: RJS@Trittecheng.com**ENGINEER INFORMATION**Name of Engineer and Company (Licensed in N.H.) Robert J. Stowell, Trittech Engineering Corp.Address 755 Central Avenue, Dover N.H. Telephone #: 742-8107Professional License #: 9903 E-mail address: RJS@Trittecheng.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: Michael Prohaska Date: 8/1/16Signature of Applicant (if different from owner): [Signature], member Date: 08/01/16Signature of Agent: [Signature], President Date: 08/01/16**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: Michael Prohaska Date: 8/1/16**AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY**

I, and my successors, hereby authorize the City of Dover and its assigns to enter my property for the purpose of completing the site work as required by the approved plan should the letter or credit or other surety be called. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: Michael Prohaska Date: 8/1/16Signature of Applicant (if different from owner): [Signature], member Date: 08/01/16

CERTIFICATION OF FEES

I, and my successors, hereby certify that I understand that the City of Dover collects impact fees, utility investment fees and inspection fees for projects developed in Dover. Said fees must be paid before a Certificate of Occupancy can be obtained for a structure, unless a different payment schedule is agreed to by the applicant and the City prior to approvals being issued by the Dover Planning Board. Additionally, should the property be in "Current Use" it will be subject to the Land Use Change Tax.

Signature of Property Owner: Michael R. White Date: 8/1/16

Signature of Applicant (if different from owner): [Signature] M. Mendenhall Date: 08/01/16

Campfire Cove Subdivision
84 Watson Road
Dover, New Hampshire
JN 16106

Traffic Assessment

SEPTEMBER 1, 2016

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Planning Office

SEP 01 2016

Dover, New Hampshire

INTRODUCTION

Tritech Engineering Corporation has prepared this traffic assessment memorandum (TAM) of the proposed Campfire Cove residential open space subdivision in the City of Dover, New Hampshire.

The proposed residential development will:

- Result in 5 lots total: 1 existing house, 3 new houses and 1 open space lot.
- Have 3 new building lots that will have vehicle access via a common driveway that intersects with Watson Road.
- Eliminate the southerly most drive of the existing house.
- Not provide vehicular access to the open space lot.
- Not change the northerly drive that is shared with the abutter.

The TAM reflects standard traffic impact assessment and analysis per City policy and includes:

- Site description.
- Road description.
- Sight distances.
- Trip generation.
- Trip distribution.

SITE DESCRIPTION

The existing site:

- Is located on the westerly side of Watson Road.
- Has an area of 15.853 acres.
- Is primarily wooded undeveloped land with one existing house.
- Has 3 driveways that access Watson Road 2 are for the existing house and 1 at the northerly frontage that is shared with an abutter.

The proposed open space development will:

- Result in 3 new building lots.
- Include a 20' wide common drive for vehicular and fire apparatus access.
- The proposed driveway intersection will have a "T" configuration and will be unsignalized.
- Watson Road will comprise the north and south legs, and the proposed driveway will comprise the west leg.

ROAD DESCRIPTION

Watson Road near the site:

- Is a local two lane roadway under jurisdiction of the City of Dover.
- Has recently been reconstructed.
- Has no designated pedestrian or bike lanes.
- Includes a northbound downgrade of <1% and a virtually straight horizontal alignment.
- Is 28 ft. wide: two 11 ft. wide lanes with 3 ft. shoulders.
- Has asphalt cement concrete pavement in excellent condition.
- Has overhead utilities.
- Has a posted speed limit of 30 miles per hour (mph).
- NHDOT 2015 Traffic reports (SB-NB) for Watson Road at Cochecho River is 3200 VPD.

SIGHT DISTANCES

AASHTO has established the authoritative policy for sight distances at unsignalized intersections. SSD is considered at unsignaled intersections. SSD provides for safety and is fundamental to intersection operation. SSD enables a driver, on the major road, to perceive and react accordingly to a vehicle entering the major road from a minor road. SSD is conservative because it encompasses a wide range of break-reaction times and deceleration rates.¹

Tritech calculated relevant available sight distances for the proposed driveway intersection with Watson Road, as Table 1 summarizes.

Intersection and View ^a	Available Sight Distance (ft.)	Provides SSD for speed
Along Watson Road to/from the North	>400	45+ mph
Along Watson Road to/from the South	>400	40+ mph

^aThe speed limit is 30 mph

¹ AASHTO, *A Policy on Geometric Design of Highways and Streets*, 6th Edition (Washington, DC, 2011), pages 3-2 to 3-6.

TRIP GENERATION

The Institute of Transportation Engineers (ITE) compiles and publishes trip generation information for a variety of land uses in *Trip Generation Manual*². This guide for estimating site traffic includes single-family detached housing (land use 210) based on dwelling units.³

- Weekday Daily Volume: Single Family Detached Housing, land use code 210.
Rate @ 9.52 per unit: $3 \times 9.52 = 28.56$
- Weekday AM Peak Hour: Single Family Detached Housing, land use code 210.
Rate @ 0.75 per unit: $3 \times 0.75 = 2.25$ total trips, with 0.56 entering 1.69 exiting.
- Weekday PM Peak Hour: Single Family Detached Housing, land use code 210.
Rate @ 1.00 per unit: $3 \times 1.00 = 3.00$ total trips, with 1.89 entering and 1.11 exiting.
- Saturday Daily Volume: Single Family Detached Housing, land use code 210.
Rate @ 9.91 per unit: $3 \times 9.91 = 29.73$.
- Saturday on a Peak Hour Single Family Detached Housing, land use code 210.
Rate @ 0.93 per unit: $3 \times 0.93 = 2.79$ total trips, with 1.51 entering and 1.28 exiting.

Table 2 – Trip Generation

Period	Calculated Vehicle-Trips ^a
Weekday Daily	28.56
Weekday AM Street-Peak Hour	
Enter 25%	0.56
Exit 75%	1.69
Total	2.25
Weekday PM Street-Peak Hour	
Enter 63%	1.89
Exit 37%	1.11
Total	3.00
Saturday Daily	29.73
Saturday Peak Hour	
Enter 54%	1.51
Exit 46%	1.28
Total	2.79

^aBased on ITE, *Trip Generation*, 9th Edition, land use 210, single family detached housing, 3 dwelling units.

² ITE, *Trip Generation*, 9th Edition (Washington, DC, 2012).

³ ITE, *Trip Generation*, 9th Edition, pages 295 to 304.

TRIP DISTRIBUTION

The estimated number of vehicle trips will not result in a material traffic impact on the area, regardless of trip distribution/assignment. We have assumed a 60/40 split where 60% of the trips will be to and from County Farm Road (North Leg).

Table 3 – Trip Distribution

Time	North Leg		South Leg	
	Enter	Exit	Enter	Exit
A.M. Peak Hour	0.336	1.014	0.224	0.676
P.M. Peak Hour	1.134	0.666	0.444	1.200

PUBLIC TRANSIT

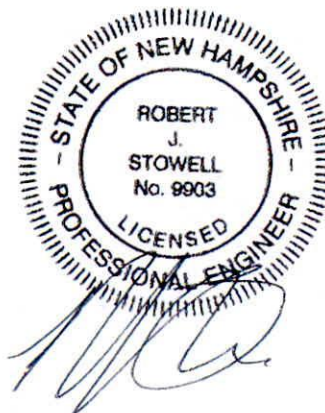
Cooperative Alliance for Seacoast Transportation schedules indicate that the closest bus service in proximity to this project is the Route 33 (Dover Fast Trans) that runs Monday-Friday and has stops at the Strafford County Complex and Indian Brook Park & Ride.

CONCLUSION

ITE suggests that land developments generating at least 100 peak-hour vehicle trips, in the busier direction, are candidates for consideration of traffic impact analysis.⁴ The calculated peak-hour trip generation of the proposed developments falls below this level.

The highest calculated peak-hour trip generation is 3.00 vehicle-trips.

In conclusion, the proposed residential subdivision is anticipated to result in no significant impact to area traffic operations and safety.



⁴ ITE, *Manual of Transportation Engineering Studies* (Prentice Hall: Englewood Cliffs, New Jersey, 2000), page 144.

Abutters List
Subdivision of Land
Campfire Cove Subdivision

84 Watson Road
Tax Map C, Lot 50A
Dover, New Hampshire
Job No. 16106

Page 1 of 2

Abutters:

Map C, Lot 3E	Stephan R. Jensen Revocable Trust of 2000 P.O Box 1186 Dover, NH 03820
Map C, Lot 50B	John & Apryl Cowper 94 Watson Road Dover, NH 03820
Map C, Lot 50C	Mitchel & Malone Revocable Living Trust 102 Watson Road Dover, NH 03820
Map C, Lot 50C2	Lavole Family Revocable Trust 96 Watson Road Dover, NH 03820
Map C, Lot 50D	Dalton & Myra Jagh 78 Watson Road Dover, NH 03820
Map E, Lot 37	Cherrylee Rosholt 87 Watson Road Dover, NH 03820

Within 200 Feet:

Map C, Lot 2	Gary & Rae Anne Bernier 114 Watson Road Dover, NH 03820
Map C, Lot 2B-5	Raymond & Lisa Johnson 52 Sandpiper Drive Dover, NH 03820

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SEP 01 2016
Dover, New Hampshire

Abutters List
Subdivision of Land
Campfire Cove Subdivision

84 Watson Road
Tax Map C, Lot 50A
Dover, New Hampshire
Job No. 16106

Page 2 of 2

Map C, Lot 2B-6	Brian & Lisa Murphy 56 Sandpiper Drive Dover, NH 03820
Map C, Lot 2B-7	James & Beatrice Randall 55 Sandpiper Drive Dover, NH 03820
Map C, Lot 47	Sheri L. Towle 379 Tolend Road Dover, NH 03820
Map C, Lot 49J	Krystal M. Simmons 66 Watson Road Dover, NH 03820
Map C, Lot 49K	James & Sarah Degazio 70 Watson Road Dover, NH 03820
Map E, Lot 35	Douglas Dodd General Contractor Inc. 15E Hanson Street Dover, NH 03820
Map E, Lot 38	Mary Brindamour Rev. Tr. of 2011 67 Watson Road Dover, NH 03820

Owner:

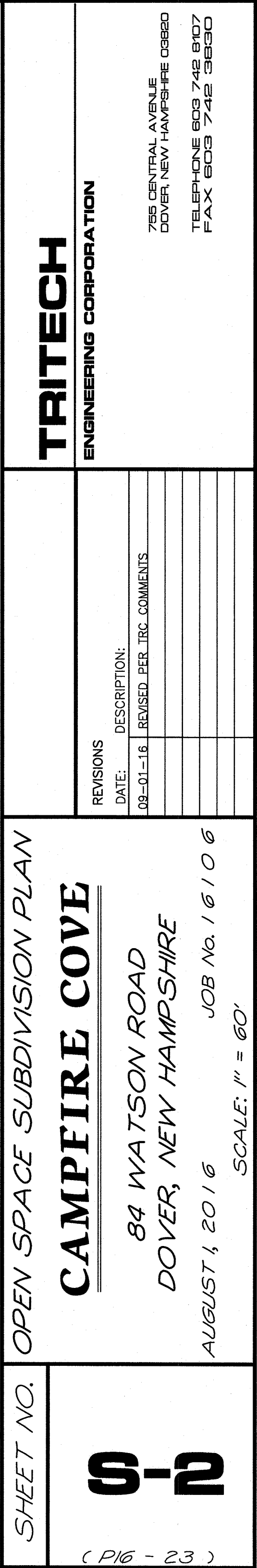
Map C, Lot 50A	Michael Rosholt 31 Morey Street Lowell, MA 01851
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Agent:

Tritech Engineering Corporation
755 Central Avenue
Dover, NH 03820

Applicant:

Quantum Real Estate Group, LLC
c/o Tritech Engineering Corporation
755 Central Avenue
Dover, NH 03820



To: Planning Board
From: Planning Department
Date: August 18, 2016
Re: Proposed Amendments to Regulations
CC: N/A

ISSUE:

Each year, Staff and the Planning Board agree on a list of proposed amendments to look into. Staff has taken that list, gone through and made changes and is presenting them to you for possible posting. The attached sign regulations (Chapter 170-32) were posted April 12, 2016 and have been further amended at the Planning Board's request.

INTENT:

This memo will review the 2016 amendments to the sign regulations with the Planning Board.

GOALS:

Consistently improve the City's regulations to keep up with changing times and solve common issues that arise.

PROCESS:

Staff has reviewed the Sign Regulations section of the Zoning Ordinance, specifically taking into account the concerns presented by the Board on July 26 as well as any other changes staff has come across in their overall review of the regulations. Staff has put together the following amendments, attached in this packet and will be present to review and answer any questions at the August 23 meeting.

ATTACHMENTS:

- Zoning Amendments - Chapter 170, Section 32 Sign Regulations

BACKGROUND:

At the July 26, 2016 Planning Board meeting, staff heard comments from members who sought a compromise between completely prohibiting and completely permitting off-site signage. To meet this goal, proposed revisions to the posted amendments include permitting temporary signage *on-site* in more zones to allow property owners in the industrial and mixed-use zoning districts greater opportunity, while protecting residential districts. A new addition also allows for "Community Sign" permits. This is designed to allow any Dover applicant to obtain a two-week permit for an a-frame sign at one of five traditional off-premise advertising locations. Applicants are limited to one sign/one location per month, no more than eight months out of the year, and must provide the same liability insurance as those who advertise on the City's sidewalks.

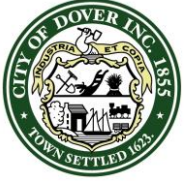
Zoning Regulations:

Sign amendments are the result of a recent Supreme Court ruling that established the importance of content-neutral sign regulations, balanced with community traditions allowing temporary signage at specific road intersections. Once the Planning Board holds a public hearing and votes to adopt the amendments, they are sent to the City Council for ratification.

Please read through the amendments to see the changes; staff will be happy to answer any questions.

New amendments are highlighted and summarized here:

- Amended 170-32.B to specify that an application is required.
- Amended 170-32.C(16) to include language that is deleted from 170-32.D(2).
- Deleted 170-32.E(2) due to its extremely limited applicability based on other regulations in the Section.
- Amended I(1)(b) to clarify that special provisions for extra signage in industrial parks is intended for "development identification signs."
- Amended 170-32.Q(1) and 170-12 to permit temporary signs in more zoning districts.
- Amended 170-32.Q(1)(ii) to clarify where banners are permitted.
- Added 170-32.Q(2) to create a new permit, procedure, and requirements for off-site, temporary, a-frame signs in five traditional intersection locations.

 CITY OF DOVER	CITY OF DOVER – ORDINANCE Posted: April 12, 2016 Ordinance Number: O – yyyy.mm.dd - Ordinance Title: Updating the Dover Zoning Ordinance Chapter: 170
---	--

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, by updating the Code to reflect changes in the community and in land use regulations.

2. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-32 “SIGN Review and Regulations” as follows.

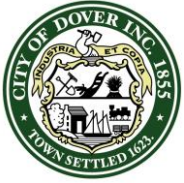
“ARTICLE X

SIGNS AND FENCES

170-32. SIGN Review and Regulations. [Amended on 3-14-84 by Ord. No. 7-84; on 6-10-87 by Ord. No. 13-87; on 10-26-88 by Ord. No. 18-88; on 08-01-90 by Ord. No. 8-90; on 04-21-93 by Ord. NO. 04-93; on 11-22-95 by Ord. No. 19-95; on 01-22-2003 by Ord. No. 35-02; on 03-21-2007 by Ord. No. 01-07; on 12-09-2009 by Ord. No. 2009.09.09-15; on 12-08-2010 by Ord. No. 2010.10.27-13; on 02-22-2012 by Ord. No. 2012.01.25; on 08-19-2015 by Ord. No. 2015.07.22 – 017

Purpose. The purpose of this Section is to create a legal framework for SIGNAGE regulations that is intended to facilitate a flexible and agreeable communication between people. Such an ordinance acknowledges the need to protect the safety and welfare of the public, the need for a well-maintained and attractive appearance throughout the City of Dover and the need for adequate business identification, advertising and communication. While this Section recognizes that aesthetics and design quality cannot be satisfactorily legislated, it does, however, operate on the premise that a large percent of that which is unattractive can be eliminated by sensible quality control through maintenance and inspection and by guidelines formulated to minimize clutter.

- A. Permitted SIGNS. No SIGN shall be permitted within the City of Dover, except in accordance with the provisions of this Section. See tables of Use and Dimensional Regulations by District for overview of permitted SIGNS.
- B. Permit required. No SIGN, other than a ~~directional SIGN~~, a residential nameplate **or a SIGN exempted from the permitting requirements of this Section as described herein** ~~or SIGN advertising a sale or lease of a premise~~, shall be erected or placed in the City of Dover without a SIGN permit. Said permit shall be issued by the Zoning Administrator, provided that the SIGN meets all the regulations of this Section, after the



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Posted: April 12, 2016

Ordinance Number: O – yyyy.mm.dd -
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

submission of **an application and** a set of plans to an appropriate scale, showing site location, dimensions, method of illumination, if any, and types of materials to be used in construction. Replacement of existing SIGNS and support STRUCTURES, where the area, location or materials are being altered, shall require a permit, and such replacement shall conform to the regulations of this Section.

C. General provisions. All SIGNS shall conform to the following regulations:

(1) SIGN Location. All SIGNS shall be located on the same LOT as the uses which they identify with the following exceptions: **SIGNS shall relate only to the premises upon which they are located, excluding Temporary SIGNS as regulated in Subsection Q.**

~~(a) Political Advertising SIGNS. Political advertising SIGNS shall be regulated as required in Subsection L.~~

~~(b) Industrial Park SIGNS. Industrial Park SIGNS shall be regulated as required in Subsection J.(2)(g).~~

~~(c) Temporary Real Estate and Yard Sale SIGNS. Temporary (forty-eight (48) hours) real estate and yard sale SIGNS may be located off site with the permission of the property owner of the land on which the SIGN is to be placed.~~

~~(d) Temporary Non-profit, Public Benefit and/or Municipality Related SIGNS. Temporary non-profit, public benefit and/or municipality related SIGNS shall be regulated as required in Subsection Q.~~

(2) All SIGNS shall be constructed, erected and maintained so as not to present a hazard to persons and property.

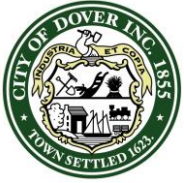
(3) All SIGNS shall be erected in such a manner so as not to obstruct free and clear vision along or onto a public right-of-way.

(4) All SIGNS shall be erected in such a manner so as not to obstruct the view of, be confused with or mistaken for any authorized traffic SIGN, signal or like device.

(5) The illumination of any SIGN shall be nonflashing; spot or floodlights shall be arranged so that the direct rays of light do not shine or reflect directly into adjacent properties or the line of vision ~~or of~~ of a motorist.

(a) FLASHING SIGNS are prohibited.

(b) Illuminance of the SIGN face shall not exceed the following standards:



CITY OF DOVER

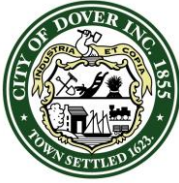
CITY OF DOVER – ORDINANCE

Posted: April 12, 2016

Ordinance Number: **O – yyyy.mm.dd -**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

- (i) ~~External illumination~~ **EXTERNAL ILLUMINATION:** fifty (50) foot-candles as measured on the SIGN face.
 - (ii) ~~Internal illumination~~ **INTERNAL ILLUMINATION:** five thousand (5,000) nits (candelas per square meter) during daylight hours, and five hundred (500) nits between dusk and dawn, as measured at the SIGN's face.
 - (iii) ~~Direct illumination~~ **DIRECT ILLUMINATION:** five thousand (5,000) nits during daylight hours, and five hundred (500) nits between dusk and dawn, as measured at the SIGN's face.
- (6) The top edge of a WALL SIGN shall be at least one (1) foot below the top of the wall or PARAPET wall. The top edge of a roof SIGN shall be at least one (1) foot below the roof ridge or the highest point of the roof if no ridgepole exists.¹
 - (7) No SIGN shall be painted or affixed with adhesive directly on the surface of a BUILDING.
 - (8) Rotating SIGNS or beacons, waving pennants or whirling devices are prohibited.
 - (9) Temporary SIGNS are prohibited, except as otherwise provided in Subsection Q.
 - (10) All SIGNS are prohibited within the public right- of-way, except as otherwise provided in this Section.
 - (11) The terms of this Section shall not ~~be construed so as to exclude~~ **apply to** SIGNS being necessary for the public welfare and, as such, are required by the municipal, **State, or Federal** government. ~~and historical associations, etc.~~
 - (12) The material and construction of any SIGN or supporting elements shall be in accordance with the Building and Electrical Codes (in use by the City at the time of installation) and all other applicable City regulations.
 - (13) On a CORNER LOT, no FREESTANDING SIGN or support element shall be erected to materially impede vision between a HEIGHT of two and a half (2 ½) feet and eight (8) feet above curb grades in the same area bounded by the STREET lines of such CORNER LOT and a straight line joining points along said STREET lines thirty (30) feet from point of their intersection except as otherwise provided in this Section.

¹See Figure 1 of the SIGN Diagrams, Part I, included at the end of this Chapter



CITY OF DOVER

CITY OF DOVER – ORDINANCE

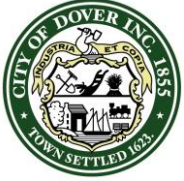
Posted: April 12, 2016

Ordinance Number: **O – yyyy.mm.dd -**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

- (14) Essential directional SIGNS not exceeding four (4) square feet, in area, are permitted indicating entrance and exit driveways. **Said SIGNS shall not be subject to the permitting requirements of this Section.**
- (15) SIGNS not exceeding two (2) square feet, in area, are permitted in parking LOTs indicating aisles or reserved areas or spaces. **Said SIGNS shall not be subject to the permitting requirements of this Section.**
- (16) **On a BUILDING or project under construction, or on a property currently for sale or rent, one additional SIGN is permitted and shall conform to the following additional regulations:**
- (a) One (1) SIGN not exceeding thirty-two (32) square feet **is permitted** on a BUILDING or project under construction, ~~identifying the architect, owner and/or contractor.~~ Such SIGN shall be removed upon the receipt of a CERTIFICATE OF OCCUPANCY **or upon the expiration of the BUILDING permit. Said SIGN shall not be subject to the permitting requirements of this Section.**
- (b) One (1) SIGN not to exceed four (4) square feet may be erected on a property currently for sale or rent. Said SIGN shall not be subject to the permit requirements of this Section.**
- (17) WALL SIGNS shall conform to the following additional regulations:
- (a) No WALL SIGN shall be located in such a manner so as to extend above the next floor's window sill or descend below the top of the lower floor's lintel.²
- (b) In all nonresidential zoning districts where a business/premises fronts on more than one (1) public STREET or municipal parking LOT, one (1) WALL SIGN shall be permitted ~~for~~ **upon** each FRONTAGE. The SIGN AREA displayed shall not exceed that area permitted by the FRONTAGE on that public STREET or parking LOT.³
- (c) In all nonresidential zoning districts, one (1) informational/directional WALL SIGN shall be permitted for each BUILDING entryway. Said SIGN shall not exceed four (4) square feet in area and shall not be illuminated. **Said SIGN shall not be subject to the permitting requirements of this Section.**
- (18) All FREESTANDING SIGNS shall conform to the following regulations:

²See Figure 2 of the SIGN Diagrams, Part I, included at the end of this Chapter.

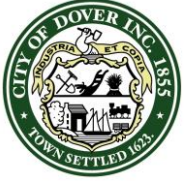
³See Figure 3 of the SIGN Diagrams, Part I, included at the end of this Chapter.

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- (a) No FREESTANDING SIGNS shall be located in an area designated for parking unless said SIGN is protected along all sides by curbing. A four (4) foot clear space is required along all approaches.⁴
 - (b) No FREESTANDING SIGN shall be placed within fifty (50) feet of a low-density residential district (R-40, R-20) boundary.
- (19) All PROJECTING SIGNS shall conform to the following additional regulations:
- (a) PROJECTING SIGNS shall be attached to the main wall of the BUILDING.
 - (b) PROJECTING SIGNS shall be prohibited from projecting over a STREET, alley or other PUBLIC SPACE beyond four (4) feet eight (8) inches from a BUILDING facade or two-thirds (2/3) of the width of the SIDEWALK, whichever is less.⁵
 - (c) A clear space of not less than ten (10) feet shall be provided below all parts of a PROJECTING SIGN, except for residential nameplates.
 - (d) In all nonresidential zoning districts where a business/premise fronts on more than one (1) public STREET or municipal parking lot, one (1) PROJECTING SIGN shall be permitted ~~for~~ **upon** each FRONTAGE. The SIGN AREA displayed shall not exceed that area permitted by the FRONTAGE on that public STREET or parking lot.
- (20) Awnings may be used in lieu of permitted WALL SIGNS provided said letters, insignia or emblems do not exceed the square footage allowed for a WALL SIGN in the applicable zoning district.
- D. SIGNS permitted in residential districts. Any SIGN permitted in a Residential District shall conform to the following regulations (See tables for overview of permitted SIGNS):
- (1) CUSTOMARY HOME OCCUPATION SIGNS shall identify only the name of each occupant and the STREET address. Said SIGN shall not exceed two (2) square feet and shall not be subject to the permit requirements of this Section.
 - (2) One (1) SIGN not to exceed four (4) square feet to announce for sale or rent real property or any part thereof upon which said SIGN is located ~~may be erected on a property currently for sale or rent.~~ Said SIGN shall not be subject to the permit requirements of this Section.**

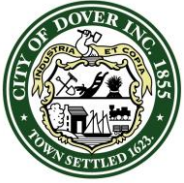
⁴ See Figure 4 of the SIGN Diagrams, Part I, included at the end of this Chapter.

⁵See Figure 5 of the SIGN Diagrams, Part I, included at the end of this Chapter.

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- (3) One (1) SIGN not to exceed sixteen (16) square feet may be erected in connection with any legally permitted non-residential use, excepting home occupations and BED AND BREAKFASTs.
 - (4) One (1) SIGN may be erected in connection with a lawfully maintained NONCONFORMING USE.
 - (5) All nonresidential SIGNS may only be illuminated by a constant ~~indirect source of lighting~~ **EXTERNAL ILLUMINATION**. The lighting element shall be shielded and shall illuminate only the SIGN. No SIGN shall be illuminated after 9:00 p.m **or before 6:00 a.m.**
 - (6) One (1) SIGN not to exceed four (4) square feet may be erected in connection with a BED AND BREAKFAST.
 - (7) No SIGN shall be located greater than eight (8) feet above the ground, whether freestanding or attached to a BUILDING.
- E. SIGNS permitted in CBD and CWD ~~districts~~ **Zones**. ~~SIGNS shall relate only to the premises upon which they are located, identifying the occupancy of such premises or advertising the articles or services available within such premises.~~ No SIGN in the CBD Downtown Gateway sub-district shall be illuminated after 9:00 p.m. or before 6:00 a.m. (See table for overview of permitted SIGNS.)
- (1) WALL SIGNS⁶
 - (a) An additional one (1) square foot of SIGN AREA per one (1) foot of BUSINESS FRONTAGE shall be permitted, provided that the character of the SIGN conforms to mill motif design criteria. Refer to Subsection ~~Q~~ **O** for applicable criteria.
- (2) FREESTANDING SIGNS**
- ~~(a) Where a PRINCIPAL BUILDING fronts on more than one (1) STREET, one (1) FREESTANDING SIGN may be erected for upon each FRONTAGE.~~
- F. SIGNS permitted in B-3 ~~district~~ **Thoroughfare Business District**. ~~SIGNS shall relate only to the premises upon which they are located, identifying the occupancy of such premises or advertising the articles or services available within said premises.~~ (See table for overview of permitted SIGNS.)

⁶ See Figure 6 of the SIGN Diagrams, Part II, included at the end of this Chapter.



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(1) FREESTANDING SIGNS

- (a) Where a PRINCIPAL BUILDING fronts on more than one (1) STREET, one (1) FREESTANDING SIGN may be erected ~~for~~ **upon** each FRONTAGE, provided that the BUILDING complies with applicable SETBACKS.
- (b) One (1) FREESTANDING SIGN shall be permitted for every principal entryway to a SHOPPING CENTER. Such SIGNAGE shall be a distance of five hundred (500) feet apart.

G. SIGNS permitted in B-1 ~~district~~ **NEIGHBORHOOD Business Districts**. ~~SIGNS shall relate only to the premises upon which they are located, identifying the occupancy of such premises or advertising the articles or services available within said premises.~~ No SIGN shall be illuminated after 9:00 p.m. **or before 6:00 a.m.** (See table for overview of permitted SIGNS.)

(1) PROJECTING SIGNS

- (a) All PROJECTING SIGNS shall only be illuminated by a constant ~~indirect source of lighting~~ **EXTERNAL ILLUMINATION**. The lighting element shall be shielded and shall illuminate only the SIGN.

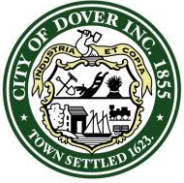
H. SIGNS permitted in O ~~district~~ **OFFICE District**. ~~SIGNS shall relate only to the premises upon which they are located, identifying the occupancy of such premises or services available within said premises.~~ No SIGN shall be illuminated after 9:00 p.m. **or before 6:00 a.m.** (See table for overview of permitted SIGNS.)

- (1) SIGNS shall only be illuminated by a constant ~~indirect source of lighting~~ **EXTERNAL ILLUMINATION**. The lighting element shall be shielded and shall illuminate only the SIGN.

I. SIGNS permitted in ~~Industrial Districts~~ I-1, I-2, and I-4 **districts**. ~~SIGNS shall relate only to the premises upon which they are located, identifying the occupancy of such premises or advertising the articles or services available within such premises.~~ (See table for overview of permitted SIGNS.)

(1) FREESTANDING SIGNS

- (a) Where a PRINCIPAL BUILDING fronts on more than one (1) STREET, one (1) FREESTANDING SIGN may be erected ~~for~~ **upon** each FRONTAGE, provided that the BUILDING complies with applicable SIGNAGE SETBACKS.
- (b) Two (2) FREESTANDING **DEVELOPMENT IDENTIFICATION** SIGNS shall be permitted ~~within an~~ **per** approved industrial park, provided that the



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combined square footage of such SIGNS does not exceed five hundred (500) square feet in area, ~~that they are used solely for the purposes of identifying the park, its occupancies and uses, location and layout,~~ and that, if on a CORNER LOT, such SIGNS shall be set so as to not materially impede vision.

- J. SIGNS permitted in ETP and B-4 Districts. ~~SIGNS shall relate only to the premises upon which they are located, identifying the occupancy of such premises or advertising the articles or services available within such premises.~~ (See table for overview of permitted SIGNS.)

(1) FREESTANDING SIGNS

- (a) Where a development fronts on more than one (1) public STREET or roadway, one (1) FREESTANDING SIGN shall be permitted ~~for~~ **upon** each FRONTAGE.
- (b) Each FREESTANDING SIGN shall not exceed sixteen (16) feet in HEIGHT, except as provided for below, and shall be permanently affixed to the ground. Notwithstanding, FREESTANDING SIGNS fronting on the Spaulding Turnpike shall not exceed thirty (30) feet in HEIGHT.
- (c) SIGN AREA shall not exceed sixty (60) square feet in area. Notwithstanding, a FREESTANDING SIGN fronting the Spaulding Turnpike shall not exceed one hundred (100) square feet in area.

- K. SIGNS permitted in the B-5 ~~district-Commercial/Retail District~~ ~~SIGNS shall relate only to the premises upon which they are located, identifying the occupancy of such premises or advertising the articles or services available within such premises.~~ (See table for overview of permitted SIGNS.)

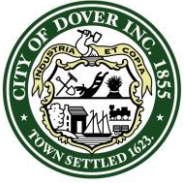
(1) FREESTANDING SIGNS.

- (a) Where a development fronts on more than one (1) public STREET, one (1) FREESTANDING SIGN shall be permitted ~~for~~ **upon** each FRONTAGE.

Notwithstanding, no FREESTANDING SIGN shall be allowed on Old Rochester Road.

- L. Political advertising SIGNS. Political advertising SIGNS are permitted as ~~follows:~~ **per the political advertising SIGN provisions of State law.**

- (1) ~~The provisions of this Section are in addition to the political advertising SIGN provisions of State law.~~



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~~(2) The person whose name appears on a political advertising SIGN, or the person providing consent to placement, is responsible for the placement of and removal of the SIGN.~~

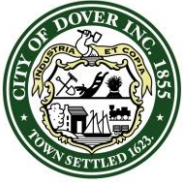
~~(3) No SIGN in any district shall be larger than sixteen (16) square feet.~~

~~(4) Removal of a political advertising SIGN not placed or removed in accordance with State law or local ordinance shall be subject to an administrative fine as contained in the local fee schedule.~~

M. Obsolete SIGNS. Any SIGN which is located on property which becomes vacant and unoccupied for a period of more than six (6) months ~~or any SIGN which pertains to a business, service activity or event which no longer applies because of discontinuance or relocation of said business, service, activity or event~~ shall be deemed to have been abandoned, and the SIGN shall be considered obsolete. Such obsolete SIGNS are prohibited and shall be removed by the owner of the SIGN or owner of the premises. In the event that the said SIGN(s) and support(s) are not removed as requested by the Zoning Administrator, the City of Dover may remove said STRUCTURE(s) and assess all costs and expenses incurred in said removal against the STRUCTURE's owners and/or the owner of the land upon which said STRUCTURE(s) is located.

N. Nonconforming SIGNS. A SIGN installed prior to the effective date of this Section which meets the applicable requirements of the zoning code then in effect but which is not in conformance with the provisions of this code shall be deemed a permitted nonconforming SIGN ~~if a permit is obtained for said SIGN within six (6) months after the effective date of this Section.~~ Such nonconforming SIGN shall, however, be subject to the following regulations.

- (1) No nonconforming SIGN shall be altered in any way in STRUCTURE or material, which makes the SIGN less in compliance with the requirements of this Section than it was before the alterations.
- (2) No nonconforming SIGN shall be relocated to a position making it less compliant with the requirements of this Section.
- (3) Non-conforming FREESTANDING SIGNS and PROJECTING SIGNS may be replaced upon approval of a SIGN permit application, provided that the support STRUCTURE of the SIGN remains in place and the dimensions of the SIGN are the same or smaller. If any other nonconforming SIGN is replaced, it shall be replaced in total with a SIGN that is in conformance with the provisions of this Section.



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- (4) Should a nonconforming SIGN be destroyed by any means to an extent of more than seventy-five percent (75%) of its replacement cost at the time of its destruction, it shall not be reconstructed except in conformity with the provisions of this Section.

O. Mill motif design criteria.

(1) Intent.

- (a) A recurring architectural theme exists within the Central Business District, where the use of brick, granite and slate dominates much of the existing commercial BUILDING stock. Influenced by the early 19th century mill development, SIGNAGE was closely integrated with the style and composition of the BUILDING, often consisting of handsomely carved and painted wooden signboards. The use of dark background tones, highlighted with bright lettering was dominant. PROJECTING SIGNS were typically constructed from dark-hued metal, cast iron in particular, and internal lighting or use of plastics, aluminum and vinyl was nonexistent.
- (b) The use of a mill motif SIGNAGE theme is an attempt to promote a style or architectural continuity within Dover's urban center. Within the defined mill motif theme, a great amount of flexibility is permitted where design and materials are involved, and all SIGNAGE should be guided by general design criteria.

(2) SIGN location.

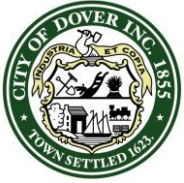
- (a) Every SIGN shall be required to be an integral part of its BUILDING.

SIGNS shall be located with respect to the basic architectural framework of the BUILDING, so as not to obscure the primary elements (door and window openings and decorative facade treatments) of a BUILDING's framework.

(3) SIGN composition.

(a) Lettering.

- (i) No more than one (1) font shall be permitted per SIGN. More than one (1) size is permitted.
- (ii) Letters may be attached to the BUILDING façade.
- (iii) Light-colored letters on a dark background are required.



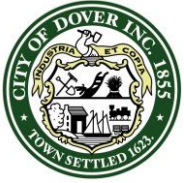
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- (iv) Lettering shall be located so as not to obstruct architectural detailing on the BUILDING face.
 - (v) Product trademarks are not permitted. Generic trade symbols (e.g., a shoe for a cobbler, a mortar and pestle for a druggist) are permitted.
 - (vi) Letter styles shall be limited to the classic genre, i.e., Copperplate Gothic, Times, Franklin Gothic, Benton, Clarendon, Haas Helvetica, Folio Caravelle Medium, Windsor, and Times Roman.
 - (vii) The size of the lettering shall be in proportion to both the SIGN configuration and the BUILDING.
- (b) Color.
- (i) No more than three (3) colors are preferred, plus black and white. Differences in shade or hue are considered different colors. Lettering is limited to one (1) color.
 - (ii) Colors used in SIGNAGE should relate to the color composition of the BUILDING material and be compatible with them.
 - (iii) The determination of SIGN color must relate to the degree of contrast between the SIGN lettering and SIGN background.
- (c) Lighting.
- (i) ~~Internally lit or back-lit SIGNs~~ **INTERNAL ILLUMINATION and DIRECT ILLUMINATION** are prohibited.
 - (ii) Only shielded ~~indirect light~~ **EXTERNAL ILLUMINATION** shall be permitted if lighting is used.
- (d) Materials.
- (i) The appearance of traditional materials, such as wood, glass, brass, bronze or iron, is required.
 - (ii) Wooden SIGNs shall be constructed of dense, clear wood that adapts to engraving/carving and paint or stain. The use of plywood shall be limited to overlay, exterior or marine plywood.



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- (iii) PROJECTING SIGNs shall be supported by black, iron attachments to the BUILDING. Guy wires shall not be permitted as a principle SIGN support member.
- (iv) No support for a PROJECTING SIGN shall extend above the cornice line of the BUILDING to which it is attached.

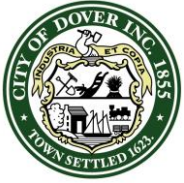
(2) Permit process

- (a) The Zoning Administrator shall be responsible for the issuance of SIGN permits relative to mill motif accessory SIGNs. Application for said SIGNs shall include the following items:
 - (i) A scaled elevation drawing of the entire BUILDING façade(s).
 - (ii) Proposed SIGN clearly delineated on the elevation drawing.
 - (iii) Detailed drawings indicating materials, size, colors and style of lettering, lighting and attachment method.
 - (iv) A photograph of the BUILDING.
 - (v) A sample color rendering of the intended SIGN.
- (b) Upon completion of the review, the Zoning Administrator will approve or disapprove the application and inform the APPLICANT of the decision in writing.

P. Fees for the review of SIGNAGE are set annually and may be found in the City's Fee Schedule.

Q. ~~Temporary~~ **TEMPORARY** SIGNs. No ~~temporary~~ **TEMPORARY** SIGN shall be erected or placed in the City of Dover without a temporary sign permit issued by the Planning Department, except as noted in Subsection (1)(b). The following regulations shall apply:

- (1) ~~Business Advertising. Business advertising~~ **TEMPORARY** SIGNs are **prohibited in all residential zoning districts (R-40, R-20, R-12, RM-SU, RM-U, HR, CBD-R) and the NEIGHBORHOOD Business District (B-1).** ~~permitted in the CBD-General, CBD-Downtown Gateway, CBD-Mixed Use, CBD-TOD, CWD, B-3 and B-5 Districts only and~~ **Where permitted, TEMPORARY SIGNs** are subject to the following regulations:



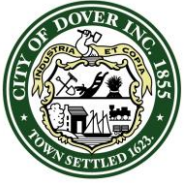
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- (a) ~~Special Events.~~ **TEMPORARY SIGNs Allowed with One-Week Permit.** A ~~business LOT or tenant~~ may obtain a ~~temporary~~ **TEMPORARY SIGN** permit for a ~~special event one week~~, provided that all of the following conditions are met:
- (i) ~~Special events shall include sales, product promotions, business sponsored fundraisers and other similar events.~~
 - (ii) ~~Special event temporary~~ **(i) One-week TEMPORARY SIGN** permits are valid for a consecutive seven (7) day period and may be obtained once every three (3) months, for a maximum of four (4) ~~special event one-week~~ **TEMPORARY SIGNs** per business per year. If a ~~special event SIGN~~ the permit is not used in one (1) quarter, it shall not be carried over to the next quarter.
 - (iii) **(ii)** The ~~special event TEMPORARY SIGN~~ shall be limited to twenty-four (24) square feet in size and shall not be placed in such a manner so as to create a traffic or safety hazard. **Banner type TEMPORARY SIGNs are permitted only in the B-3 and B-5 Zoning Districts.**
 - (iv) **(iii)** The ~~special event TEMPORARY SIGN~~ shall be removed within twenty-four (24) hours after the end of the ~~event~~ **approved display period**. If a ~~special event~~ the **TEMPORARY SIGN** or banner is not removed within twenty-four (24) hours, the **TEMPORARY SIGN** or banner may be removed by the City of Dover.
 - (v) **(iv)** If the **TEMPORARY SIGN** is located on a City SIDEWALK or within a public right-of-way **directly in front of the BUILDING**, the requirements in Subsection Q.(1)(d) must be met.
- (b) **TEMPORARY SIGNs** allowed without a permit. One (1) ~~temporary~~ A-frame sandwich board **TEMPORARY SIGN** is permitted per ~~business LOT or tenant~~ and does not require a permit, provided all of the following conditions are met:
- (i) The **TEMPORARY SIGN** is not located on a City SIDEWALK or within a public right-of-way.
 - (ii) The maximum size of the **TEMPORARY SIGN** is eight (8) square feet.
 - (iii) The **TEMPORARY SIGN** must be placed directly in front of the ~~business~~ **BUILDING** at a distance no greater than two (2) feet from the BUILDING and must not impede pedestrian or handicapped access to the business or adjacent businesses.



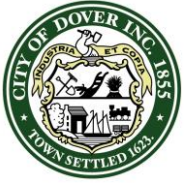
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- (c) **TEMPORARY** SIGNs allowed with annual permit. One (1) ~~temporary~~ **TEMPORARY** SIGN shall be permitted per each PRINCIPAL BUILDING. BUILDINGs with an excess of one hundred (100) feet of STREET FRONTAGE shall be permitted one (1) additional ~~temporary~~ **TEMPORARY** SIGN per every **additional** one hundred (100) feet of STREET FRONTAGE. See District Tables of Use for additional requirements.
- (i) If the **TEMPORARY** SIGN is located on a City SIDEWALK or within a public right-of-way **directly in front of the BUILDING**, the requirements in Subsection Q.(1)(d) must be met.
- (ii) The following additional regulations shall apply to **TEMPORARY** SIGNs located in the CBD-General District:
1. The structure of the ~~temporary~~ **TEMPORARY** SIGN must consist of medium density overlay plywood, or a similar durable wood-like material which can withstand the weather, or metal (except as supplemented by material for changeable messages, see below). The use of other materials is permitted if styled and composed to imitate wood or metal.
 2. Any graphics, lettering, words, numbers, messages and/or symbols on the ~~temporary~~ **TEMPORARY** SIGN shall be applied directly onto the surface of the SIGN and/or shall be made with SIGN plastic film.
 3. The material for changeable messages shall be either chalk board or dry erase board. **TEMPORARY** SIGNs with moveable slide-in plastic letters are not permitted.
 4. **TEMPORARY** SIGNs using stencils or spray paint are not permitted.
 5. **TEMPORARY** SIGNs may not be painted traffic yellow or construction-zone orange or use any reflective or fluorescent materials.
- (d) **TEMPORARY** SIGNs located on a City SIDEWALK or within a public right-of-way. **TEMPORARY** SIGNs located on a City SIDEWALK or within a public right-of-way shall meet the following requirements:
- (i) A certificate of insurance in the amount of one hundred thousand (\$100,000.00) dollars (bodily injury/property damage) shall be filed as part of the ~~temporary~~ **TEMPORARY** SIGN permit application to ~~assure~~ **ensure** sufficient liability coverage of the APPLICANT.



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(ii) A hold-harmless certification letter shall be filed as part of the temporary SIGN permit application to relieve the City of Dover from bodily injury and property damage liability.

(iii) **TEMPORARY** SIGNs shall only be displayed during business hours.

(iv) A five (5) foot, clear passageway must be maintained at all times.

(v) **TEMPORARY** SIGNs shall be located **directly** in front of the **BUILDING** or **in front of the space within the BUILDING** occupied by the business or in front of the space occupied by the business if the business is located in a multi-tenant **BUILDING**. **TEMPORARY SIGN owner.”**

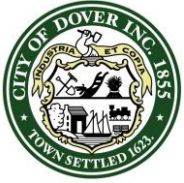
(2) Community SIGNs. With a permit, TEMPORARY SIGNs may be located in the public right of way at Central Square, Weeks Crossing, and the intersections of Durham Road and Back River Road, Sixth Street and Indian Brook Drive, and Knox Marsh Road and Littleworth Road provided that the following requirements are met:

(a) Community SIGNs shall be a-frame/sandwich board type and no larger than six (6) square feet in area and no greater than three (3) feet in height.

(b) No more than three (3) permits shall be issued per location, per display period.

(c) Display periods shall be limited to the first (1st) through the fourteenth (14th) day of each calendar month and the fifteenth (15th) through the twenty-eighth (28th) day of each calendar month. No APPLICANT will be issued permits for for more than one (1) display period or more than one (1) SIGN location in one (1) calendar month. No APPLICANT will be issued a community SIGN permit for more than eight (8) display periods per calendar year.

(d) Applications for the first (1st) through the fourteenth (14th) day display period will be accepted by the Planning and Community Development Department only between the fifteenth (15th) and twentieth (20th) days of the previous month. Applications for the fifteenth (15th) through the twenty-eighth (28th) day display period will be accepted only between the twenty-fifth (25th) and thirtieth (30th) days of the previous month. Applications will not be accepted in advance. Permits will be granted on a first-come, first-served basis.



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(e) Applications must be signed by the property owner (APPLICANT or APPLICANT's landlord) and shall include:

(i) A certificate of insurance in the amount of one hundred thousand dollars (\$100,000.00) (bodily injury/property damage) to ensure sufficient liability coverage of the APPLICANT.

(ii) A hold-harmless certification letter to relieve the City of Dover from bodily injury and property liability.

(f) A display period sticker will be issued with the community SIGN permit and shall be affixed to the lower right corner of the SIGN face.

3. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 "Applicability of Tables of Use and Dimensional Regulations By District" by revising the Sign Regulations Table in the Hotel/Retail (B-4) District, Restricted Industrial (I-1) District, Rural Restricted Industrial (I-2) District, Assembly and OFFICE (I-4) District, Executive and Technology Park (ETP) District, Hospital (H) District, Office (O) District), and Little Bay Waterfront (LBW) District to add TEMPORARY SIGNS as a permitted sign type.

4. TAKES EFFECT

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

AUTHORIZATION

Approved as to
Funding:

Daniel R. Lynch

Finance Director

Sponsored by: Councilor Dennis Ciotti

City Council Planning Board
Representative

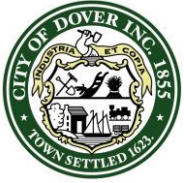
Approved as to Legal
Form
and Compliance:

Anthony Blenkinsop

City Attorney

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Posted: April 12, 2016

Ordinance Number: **O – yyyy.mm.dd -**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

DOCUMENT HISTORY:

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

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Vacant, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL: