



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 26 2016**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
 - A. CHAPTER 74, SECTION 2 – CEMETERIES**
SPONSORED BY MAYOR WESTON BY REQUEST
 - B. CHAPTER 166, SECTIONS 21, 41, 50, 56, 57, and 59 – VEHICLES AND TRAFFIC**
SPONSORED BY MAYOR WESTON BY REQUEST
 - C. CHAPTER 170, SECTION 8 – ZONING MAP**
SPONSORED BY MAYOR WESTON BY REQUEST
 - D. CHAPTER 170, SECTION 32 – UPDATING THE DOVER ZONING ORDINANCE**
SPONSORED BY MAYOR WESTON BY REQUEST
 - E. ADOPTION OF FY2018-2023 CAPITAL IMPROVEMENTS PROGRAM**
(CITY COUNCIL VOTE TO OCCUR ON NOVEMBER 9, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST
 - F. APPROPRIATION FOR FY2018 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS**
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON NOVEMBER 9, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST
 - G. APPROPRIATION FOR FY2018 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING**
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON NOVEMBER 9, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. CITIZEN’S FORUM**

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



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9. CITY MANAGER'S REPORT

10. APPROVAL OF MINUTES

- A. September 14, 2016 – Regular Meeting (reapprove)**
- B. October 5, 2016 – Workshop Session**
- C. October 12, 2016 – Regular Meeting**

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

- 1. CHAPTER 74, SECTION 2 – CEMETERIES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. CHAPTER 166, SECTIONS 21, 41, 50, 56, 57, and 59 – VEHICLES AND TRAFFIC**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. CHAPTER 170, SECTION 8 – ZONING MAP**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. CHAPTER 170, SECTION 32 – UPDATING THE DOVER ZONING ORDINANCE**
SPONSORED BY MAYOR WESTON BY REQUEST

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. APPROPRIATION OF ARENA CAPITAL RESERVE FUNDS AND AWARD OF ADDITIONAL SCOPE OF WORK ON ARENA GLYCOL LEAK WITH DAVIS MECHANICAL SERVICES, INC (REQUIRES 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**
(POSSIBLE MOTION TO RENEW MOTION TO APPROVE RESOLUTION)
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. AWARD OF PHASE II B14074 PROFESSIONAL ENGINEERING SERVICES FOR WATER SYSTEMS FACILITY UPGRADES**
SPONSORED BY MAYOR WESTON BY REQUEST



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2. B17014 SNOW PLOWING/HAULING SERVICES FOR CITY STREETS AND PARKING LOTS

SPONSORED BY MAYOR WESTON BY REQUEST

3. EXEMPTION OF PLAID FRIDAY (NOVEMBER 25, 2016) FROM METERED HOURS OF OPERATION 166-37

SPONSORED BY MAYOR WESTON BY REQUEST

4. GRAPHIC ART FUNDS – MOSAIC PROJECT DOVER PARKING GARAGE

SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| 1. School Board | 11. Pool Advisory Committee |
| 2. Planning Board | 12. Recreation Advisory Board |
| 3. Appointments Committee | 13. Solid Waste Advisory Commission |
| 4. Arena Commission | 14. Transportation Advisory Commission |
| 5. Arts Commission | 15. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 6. Legislative Liaison | 16. Joint Building Committee – Garrison Elementary School |
| 7. Library Board of Trustees | 17. Dover Main Street |
| 8. McConnell Center Advisory Committee | |
| 9. Ordinance Committee | |
| 10. Parking Commission | |

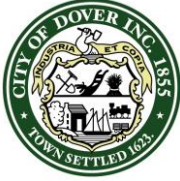
B. RESOLUTIONS

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.E.
Public Hearing Only**

Resolution Number: **R – 2016.10.12 – 139**

Resolution Re: Adoption of FY2018-FY2023 Capital Improvements Plan

WHEREAS: The Capital Improvements Program (CIP) serves as the City's long range planning document for the purchase or construction of capital assets; and

WHEREAS: The CIP anticipates the scheduling and financing over the course of the next six years of individual capital related projects with an estimated annual aggregate cost of \$25,000 or more and useful life of three years or greater; and that

WHEREAS: The CIP is updated annually following review by the Planning Board and adoption by the City Council;

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

The Proposed Capital Improvements Program for Fiscal Year 2018-2023 reflected in the attached document is hereby adopted.

NOTE: This resolution requires a duly advertised public hearing.

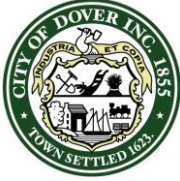
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.E.
Public Hearing Only**

Resolution Number: **R – 2016.10.12 – 139**

Resolution Re: Adoption of FY2018-FY2023 Capital Improvements Plan

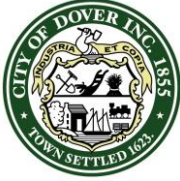
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.E.
Public Hearing Only**

Resolution Number: **R – 2016.10.12 – 139**

Resolution Re: Adoption of FY2018-FY2023 Capital Improvements Plan

RESOLUTION BACKGROUND MATERIAL:

This resolution establishes the attached FY2018 through FY2023 Capital Improvements Program.

This resolution only recognizes and adopts a financial and operational planning document for the City's infrastructure and capital assets over the course of the next six years and does NOT authorize or appropriate funding for projects or authorize bonding.

The FY2018 – FY2023 CIP projects and their anticipated schedule for funding are reflected in the attached document.

Capital Improvements Program - FY2018-2023

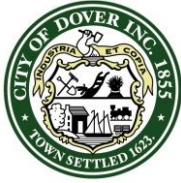
All Projects

		* = Multi Category Project		Fiscal Year				Finance	
		ITALIC = \$ Change							
PROJECT DESCRIPTION	2018	2019	2020	2021	2022	2023	Total	Method	
GENERAL GOVERNMENT									
Transfer to Capital Reserve - Infrastructure & Equip	850,000	850,000	850,000	850,000	850,000	850,000	5,100,000	OB	
Transfer to Capital Reserve - Cemetery	125,000	125,000	125,000	125,000	125,000	125,000	750,000	OB	
Citywide Building Transducer Replacement	50,000						50,000	RF	
City Hall Structural/Safety Improvements	250,000	250,000		250,000			750,000	DF	
Cemetery Improvements				550,000			550,000	RF	
Chapel Restoration				200,000			200,000	RF	
City Hall Boiler Replacement				120,000			120,000	RF	
Transportation Center Repairs					30,000		30,000	RF	
TOTAL GENERAL GOVT.	1,275,000	1,225,000	975,000	2,095,000	1,005,000	975,000	7,550,000		
POLICE									
Police Cruiser Replacement Program	128,250	128,250	128,250	128,250	128,250	128,250	769,500	RF	
Public Safety Communication Upgrade		1,334,490					1,334,490	DF/GR	
Records Management/CAD Software Upgrade						273,281	273,281	OB	
TOTAL POLICE	128,250	1,462,740	128,250	128,250	128,250	401,531	2,377,271		
FIRE & RESCUE									
Fire Quint/Pumper Replacement	890,000				540,000		1,430,000	DF/RF	
Heating Plant Central and South End Stations	65,000						65,000	RF	
McConnell Center Generator	317,000						317,000	DF/GR	
Ambulance Replacement		240,000		240,000		240,000	720,000	RF	
Command/Staff Vehicle Replacement		55,000				55,000	110,000	RF	
Front Line Vehicle Corosion Repair		47,500		90,000			137,500	RF	
North End Station Traffic Light Improvements						85,000	85,000	RF	
Central Station Improvements			90,000				90,000	RF	
TOTAL FIRE & RESCUE	1,272,000	342,500	90,000	330,000	540,000	380,000	2,954,500		
COMMUNITY SERVICES - PUBLIC WORKS									
PW Heavy Equipment	200,000	200,000	200,000	293,750	200,000	200,000	1,293,750	RF	
General Streets Improvements	1,931,933	2,001,482	2,073,536	2,148,183	2,212,937	2,301,454	12,669,525	OB	
General Sidewalk Improvements	104,000	108,160	112,486	116,986	126,532	131,593	699,757	OB	
Bridge Improvements	100,000	100,000	100,000	100,000	100,000	100,000	600,000	OB	
Drainage System Improvements	150,000	150,000	150,000	150,000	150,000	150,000	900,000	OB	
Traffic Signal Upgrades	75,000	75,000	75,000	75,000	75,000	75,000	450,000	OB	
Sidewalk - Upper Whittier Street	25,000		250,000				275,000	DF	
Street Reconstruction - Roberts Road*	100,000	750,000					850,000	DF	
TIP-Community Trail			400,000				400,000	GR	
Street Reconstruction - Elm/Summer/Belknap		200,000		2,000,000			2,200,000	DF	
Bridge Replacement - County Farm			250,000				250,000	DF	
Bridge Replacement - Route 108			250,000				250,000	DF	
Street Reconstruction - Atlantic Ave			1,500,000				1,500,000	DF	
Street Reconstruction - Court Street			150,000		1,000,000		1,150,000	DF	
Central Ave Drainage Work*				75,000		175,000	250,000	DF	
Downtown Traffic Efficiency Improvements				750,000			750,000	DF	
Street Reconstruction Fifth Street				500,000			500,000	DF	
Street Light Upgrades LED		700,000					700,000	DF	
Street Reconstruction - Spur Rd*				500,000	500,000		1,000,000	DF	
TOTAL COMM SERV - PW	2,685,933	4,284,642	5,511,022	6,708,919	4,364,469	3,133,047	26,688,032		
CULTURE & RECREATION									
Transfer to Capital Reserve - Park/Playground Imprv.	112,500	112,500	112,500	112,500	112,500	112,500	675,000	OB	
Park Infrastructure Replace/Maintenance	75,000		75,000	75,000	75,000	75,000	375,000	RF	
Arena - Zamboni Replacement	90,000						90,000	RF	
Indoor Pool Heating System Repairs		200,000					200,000	RF	
Arena - Foster Rink Renovations						75,000	75,000	RF	
Park Improvements - Garrison Hill Park		250,000					250,000	RF	
Indoor Pool Solarium					150,000		150,000	RF	
TOTAL CULTURE & RECREATION	277,500	562,500	187,500	187,500	337,500	262,500	1,815,000		
PUBLIC LIBRARY									
Library Books and Collections	111,415	114,652	117,987	121,422	124,960	128,604	719,040	OB	
Air Conditioning Phase 2	300,000						300,000	RF	
Replace Slate Roof						450,000	450,000	DF	
TOTAL PUBLIC LIBRARY	411,415	114,652	117,987	121,422	124,960	578,604	1,469,040		
TOTAL CITY DEPARTMENTS									
	6,050,098	7,992,034	7,009,759	9,571,091	6,500,179	5,730,682	42,853,843		

Capital Improvements Program - FY2018-2023

All Projects

BOLD = New Project	* = Multi Category Project							
UNDERLINED = Change in Schedule	ITALIC = \$ Change							
PROJECT DESCRIPTION	2018	2019	2020	2021	2022	2023	Total	Finance Method
EDUCATION								
Transfer to Capital Reserve - Curriculum	45,000	45,000	45,000	45,000	45,000	45,000	270,000	OB
Transfer to Capital Reserve - Facilities	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
Transfer to Capital Reserve - Info. Technology	40,000	40,000	40,000	40,000	40,000	40,000	240,000	OB
Transfer to Capital Reserve - Athletics	20,000	20,000	20,000	20,000	20,000	20,000	120,000	OB
Curriculum Replacement and Upgrade	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF/OB
Facilities/School Maintenance and Repairs	125,000	125,000	125,000	125,000	125,000	125,000	750,000	OB/RF
Information Technology Replacement & Upgrade	125,000	125,000	150,000	125,000	150,000	125,000	800,000	OB
Middle School - Roof Replacement		520,500			500,000		1,020,500	DF
TOTAL EDUCATION	505,000	1,025,500	530,000	505,000	1,030,000	505,000	4,100,500	
TOTAL GENERAL FUND	6,555,098	9,017,534	7,539,759	10,076,091	7,530,179	6,235,682	46,954,343	
SPECIAL REVENUE FUNDS								
SAU Cafeteria Maintenance/Repair/Upgrade	75,000	40,000	40,000	40,000	40,000	40,000	275,000	OB
SAU Light Vehicle Replacement	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
SAU Athletic Improvements		30,000	30,000	30,000	30,000	30,000	150,000	OB
McConnell Center Trim Repairs/Painting			120,000				120,000	OB
Parking Deck - School Street					2,400,000		2,400,000	DF
TOTAL SPECIAL REVENUE FUNDS	125,000	120,000	240,000	120,000	2,520,000	120,000	3,245,000	
TIF DISTRICT FUNDS								
Cochecho Riverfront Site Preparation	500,000						500,000	DF
Cochecho Riverfront Park Development	300,000			1,112,500			1,412,500	DF
Street/Utility Extension - Waterfront Parcel				2,000,000			2,000,000	DF
Park Improvements - Maglaras Park					1,000,000		1,000,000	DF
Street Reconstruction Henry Law Ave						1,000,000	1,000,000	DF
TOTAL TIF DISTRICT FUNDS	800,000	0	0	3,112,500	1,000,000	1,000,000	5,912,500	
COMMUNITY SERVICES - WATER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Water Exploration	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Water Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Water Main Replacement - City Wide	75,000	75,000	75,000	75,000	75,000	75,000	450,000	RF
Water Meter Replacement	175,000	175,000	175,000	175,000	175,000	175,000	1,050,000	OB
Water Treatment Plant & Well Equipment	75,000	75,000	75,000	75,000	75,000	75,000	450,000	OB
Wellhead Protection	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water System Facilities Upgrade	8,000,000						8,000,000	DF
Water Main Replacement - Oak/Broadway Area*	1,250,000						1,250,000	DF
Water Main Replacement - Elm Street Area*		100,000		725,000			825,000	DF
Water Main Replacement - Spur Road*		100,000					100,000	RF
Water Main Replacement - Central Avenue - Lower*				100,000		150,000	250,000	DF
Water Main Replacement - Central Avenue - Upper*				75,000		175,000	250,000	DF
Water Main Replacement - Fifth St*				125,000			125,000	RF
Water Main Replacement - Littleworth Road				100,000		150,000	250,000	DF
TOTAL WATER FUND	10,330,000	1,280,000	1,080,000	2,205,000	1,080,000	1,555,000	17,530,000	
COMMUNITY SERVICES - SEWER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Inflow/Infiltration Study/Mitigation	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000	RF
Pump Station Equipment Replace-Maint.	75,000	75,000	75,000	75,000	75,000	75,000	450,000	OB
Sewer Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Sewer Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Sewer Main Replacements - City Wide	150,000	150,000	150,000	150,000	150,000	150,000	900,000	RF
Sewer Main Replacement - Oak/Broadway Area*	750,000						750,000	DF
Sewer Main Replacement - Floral Ave		750,000					750,000	DF
Pump Station Upgrade - Piscataqua		150,000					150,000	RF
Pump Station Upgrade - River Street			150,000				150,000	RF
Sewer Jet Truck Replacement*			281,250				281,250	RF
Sewer Inspection Camera				50,000			50,000	OB
TOTAL SEWER FUND	1,830,000	1,980,000	1,511,250	1,130,000	1,080,000	1,080,000	8,611,250	
TOTAL OTHER FUNDS	12,160,000	3,260,000	2,591,250	3,335,000	2,160,000	2,635,000	26,141,250	
TOTAL ALL PROJECTS	19,640,098	12,397,534	10,371,009	16,643,591	13,210,179	9,990,682	82,253,093	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.F.
Public Hearing Only**

Resolution Number: **R – 2016.10.12 – 140**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program – Non-Debt Financed Projects**

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 1 and to finance these improvements with transfers from Reserve Trust Funds and appropriation of existing funds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:
The following capital outlays are appropriated as part of the FY18 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Item	Description	Appropriation	Funding	Fund
1	Citywide Building Transducer Replacement	\$50,000	General Fund Capital Reserve	Trust
2	Police Cruiser Replacement Program	128,250	General Fund Capital Reserve	Trust
3	Heating Plant Central and South End Stations	65,000	General Fund Capital Reserve	Trust
4	Public Works Heavy Equipment	200,000	General Fund Capital Reserve	Trust
5	Public Library Air Conditioning Phase 2	300,000	General Fund Capital Reserve	Trust
6	Park Infrastructure Replace/Maintenance	50,000	Park Improvements Reserve	Trust
7	Park Infrastructure Replace/Maintenance	25,000	Recreation Facilities Reserve	Trust
8	Arena - Zamboni Replacement	90,000	Arena Improvements Reserve	Trust
9	Water Exploration	100,000	Water Fund Capital Reserve	Trust
10	Water Heavy Equipment Replacement	40,000	Water Fund Capital Reserve	Trust
11	Water Main Replacement - City Wide	75,000	Water Fund Capital Reserve	Trust
12	Wellhead Protection	100,000	Water Fund Capital Reserve	Trust
13	Inflow/Infiltration Mitigation	300,000	Sewer Fund Capital Reserve	Trust
14	Sewer Heavy Equipment Replacement	40,000	Sewer Fund Capital Reserve	Trust
15	Sewer Main Replacements - City Wide	150,000	Sewer Fund Capital Reserve	Trust
	Total	<u>\$1,713,250</u>		

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

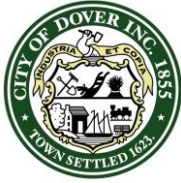
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.F.
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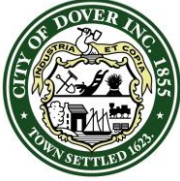
Resolution Number: **R – 2016.10.12 – 140**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program – Non-Debt Financed Projects**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.F.
Public Hearing Only

Resolution Number: **R – 2016.10.12 – 140**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program – Non-Debt Financed Projects**

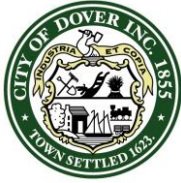
RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates reserve trust funds to finance a portion of the FY18 Capital Improvements Program. In addition, it authorizes the transfer of Reserve Trust Fund moneys.

The following table reflects the amount to be appropriated from the various funds and their projected balances as of 6/30/2017:

Description	Proposed Appropriation	Balance 6/30/2017
Trust Reserve Funds CIP		
General Fund Capital Reserve *	743,250	192,874
Parks Improvements Reserve	50,000	105,597
Recreation Facilities Reserve	25,000	285,161
Arena Improvements Reserve	90,000	126,286
Water Fund Capital Reserve	315,000	2,150,549
Sewer Fund Capital Reserve	<u>\$490,000</u>	579,263
Total	1,713,250	

* The General Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$850,000 into the reserve is proposed in the CIP FY 2018-2023 to be budgeted during FY2018 as part of the City's Operating Budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.G.
Public Hearing Only**

Resolution Number: **R – 2016.10.12 – 141**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program and Authorization for Bonding**

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital projects are appropriated with estimated useful lives in excess of the length indicated:

Item #	Description	Proposed Appropriations	Life/Yrs	Department	Fund
1	City Hall Structural/Safety Improvements	750,000	20	Comm Serv - PW	General
2	Fire Quint/Pumper Replacement	890,000	15	Fire & Rescue	General
3	McConnell Center Generator	217,000	10	Fire & Rescue	General
4	Sidewalk - Upper Whittier Street	275,000	20	Comm Serv - PW	General
5	Street Reconstruction - Roberts Road	850,000	20	Comm Serv - PW	General
6	Cochecho Riverfront Site Preparation	500,000	20	Waterfront TIF	TIF District
7	Cochecho Riverfront Park Development	1,412,500	20	Waterfront TIF	TIF District
8	Water System Facilities Upgrade	8,000,000	20	CS - Water	Water
9	Water Main Replacement - Oak/Broadway Area	1,250,000	20	CS - Water	Water
10	Sewer Main Replacement - Oak/Broadway Area	750,000	20	CS - Sewer	Sewer
Total		<u>\$14,894,500</u>			

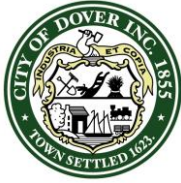
AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing eligible Sewer Fund projects provided CWSRF funding is available; and the City of Dover is hereby authorized to participate in the NH Drinking Water State Revolving Fund (DWSRF) Program for financing the Water Fund projects provided DWSRF funding is available. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF and DWSRF Programs and obtain loans through the programs for eligible identified projects.

NOTE: This resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage with the vote deferred until at least three (3) days after public hearing.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.G.
Public Hearing Only**

Resolution Number: **R – 2016.10.12 – 141**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program and Authorization for Bonding**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

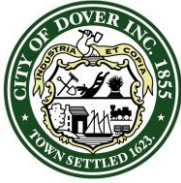
Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.G.
Public Hearing Only**

Resolution Number: **R – 2016.10.12 – 141**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program and Authorization for Bonding**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes appropriations for the projects of the FY2017 Capital Improvements Program financed by debt and authorizes the sale of bonds.

This resolution makes appropriations for projects that are scheduled to be completed over multiple years. The Finance Department requests from all departments with projects to submit cash flow requirements for projects. These cash flow projections are completed to determine the amount by project for the coming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need arises.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired: The Net Sewer reflects the amount retired by user fees (total debt retirement less State aid for principal).

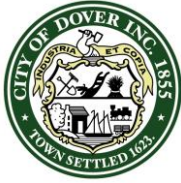
Description	City	School	Water	Sewer	Waterfront TIF	Total
FY2018						
Authorization	2,982,000	0	9,250,000	750,000	1,912,500	14,894,500
FY2018 Retirement	3,979,031	2,007,771	1,037,696	1,150,758	0	8,175,256
Net Change	(997,031)	(2,007,771)	8,212,304	(400,758)	1,912,500	6,719,244

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2016 and this authorization, against the legal debt limits.

Description	City	School	Water	DBIDA-IP	DBIDA-IB	Exempt	Total
Debt Outstanding	36,593,825	90,488,021	9,814,930	0	0	27,441,155	164,337,931
Authorized - Unissued	14,220,004	6,900,000	22,750,000	2,450,000	0	17,798,001	64,118,005
Total Issued & Unissued	50,813,829	97,388,021	32,564,930	2,450,000	0	45,239,156	228,455,936
This Authorization	2,982,000	0	9,250,000	0	0	2,662,500	14,894,500
Grand Total	53,795,829	97,388,021	41,814,930	2,450,000	0	47,901,656	243,350,436
Legal Debt Limit	93,052,012	217,121,361	310,173,373	4,000,000	NA	NA	
Unused Capacity	39,256,183	119,733,340	268,358,443	1,550,000			
Percent Unused	42.2%	55.1%	86.5%	38.7%			

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.
DBIDA limits are set by special legislation.
IP = Industrial Park projects
IB = Industrial Building projects
Exempt includes Sewer, Special Revenue Funds, TIF District, and Tolend Road Landfill debt.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.G.
Public Hearing Only**

Resolution Number: **R – 2016.10.12 – 141**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program and Authorization for Bonding**

Multi-Year Projects Proposed Bonding Schedule

The following table summarizes the bonding schedule for the proposed debt authorizations. This table shows that for multi-year projects the issuance of bonds will be done based on cash flow requirements per the projects' proposed segments as presented in the Capital Improvements Program.

Item #	Description	Proposed Appropriations	FY2018	FY2019	FY2020	FY2021
1	City Hall Structural/Safety Improvements	750,000	250,000	250,000		250,000
2	Fire Quint/Pumper Replacement	890,000	890,000			
3	McConnell Center Generator	217,000	217,000			
4	Sidewalk - Upper Whittier Street	275,000	25,000		250,000	
5	Street Reconstruction - Roberts Road	850,000	100,000	750,000		
6	Cochecho Riverfront Site Preparation	500,000	500,000			
7	Cochecho Riverfront Park Development	1,412,500	300,000			1,112,500
8	Water System Facilities Upgrade	8,000,000	8,000,000			
9	Water Main Replacement - Oak/Broadway	1,250,000	1,250,000			
10	Sewer Main Replacement - Oak/Broadway	750,000	750,000			
Total		14,894,500	12,282,000	1,000,000	250,000	1,362,500

Financial Policy Considerations

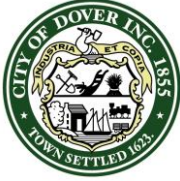
The proposed debt authorizations contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- A. Water Fund debt shall not exceed 5% of the State of NH legal limit.
- B. Water Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

Water Fund debt will exceed the 5% policy limit in FY2018 and continue through FY2023 as a result of the proposed funding for Water System Facilities Upgrade. The Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2018 and continue through FY2023.

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to the projects proposed to be bonded in FY18. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.G.
Public Hearing Only**

Resolution Number: **R – 2016.10.12 – 141**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program and Authorization for Bonding**

CIP Only

Net Change in Property Tax Rates

	2018	2019	2020
City	0.08	0.18	0.27
School	-	0.02	0.02
Total Change	0.08	0.20	0.29

Est Tax Rate	27.48	27.68	27.97
--------------	-------	-------	-------

% Change City	0.74%	1.65%	2.45%
% Change School	0.00%	0.18%	0.18%
% Change Total	0.29%	0.73%	1.05%

Including Prior Year Authorizations

Net Change in Property Tax Rates

	2018	2019	2020
City	0.26	-	(0.01)
School	(0.67)	0.65	0.01
Total Change	(0.41)	0.65	-

Est Tax Rate	26.99	27.64	27.64
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% Change City	2.40%	0.00%	-0.09%
% Change School	-6.10%	6.30%	0.09%
% Change Total	-1.50%	2.41%	0.00%

Rate per \$1,000 of Assessed Value

CIP Only

Net Change in Utility Rates

	2018	2019	2020
Water	0.96	0.95	0.95
Sewer	0.12	0.19	0.19
Total Change	1.08	1.14	1.14

Est Utility Rate	13.94	15.08	16.22
------------------	-------	-------	-------

% Change Water	19.83%	16.38%	16.41%
% Change Sewer	1.50%	2.33%	2.31%
% Change Total	8.40%	8.18%	8.14%

Including Prior Year Authorizations

Net Change in Utility Rates

	2018	2019	2020
Water	1.57	0.28	0.13
Sewer	1.35	(0.22)	(0.13)
Total Change	2.92	0.06	-

Est Utility Rate	15.78	15.84	15.84
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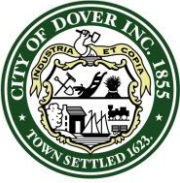
% Change Water	32.44%	4.37%	2.54%
% Change Sewer	16.83%	-2.35%	-1.67%
% Change Total	22.71%	0.38%	0.00%

Rate per 100 Cubic Feet of Water Consumption

The table below reflects the net change from year to year, and the total change after 3 years, for an average single family home for taxes and user fees, based on the FY17 estimated assessed value at \$277,479 with 75 HCF of average water usage.

Impact to Average Single Family Home

Description	Yr1	Yr2	Yr3	Change After 3 Years
CIP Only				
Property Tax	22	55	80	158
Water Fees	72	71	71	215
Sewer Fees	9	14	14	38
Total Avg SFH Impact	103	141	166	410
Including PY Authorizations				
Property Tax	(114)	180	(6)	61
Water Fees	118	21	10	149
Sewer Fees	101	(17)	(10)	75
Total Avg SFH Impact	105	185	(6)	285



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 14, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Carrier led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Gagnon, Councilor Greenshields, and Councilor Thibodeaux.

Absent: Councilor Ciotti, Councilor O'Connor, and Councilor Shanahan.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Councilor Greenshields move to add a School Board Report.

Deputy Mayor Carrier move to add "refer to a public hearing on September 28, 2016" to Item #13.B.2.

Deputy Mayor Carrier moved to approve the agenda as amended; seconded by Councilor Thibodeaux.

Vote: 5/0.

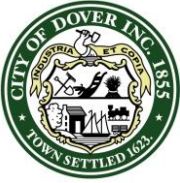
7. PUBLIC HEARINGS

A. APPROPRIATION OF ARENA CAPITAL RESERVE FUNDS AND AWARD OF ADDITIONAL SCOPE OF WORK ON ARENA GLYCOL LEAK WITH DAVIS MECHANICAL SERVICES, INC SPONSORED BY MAYOR WESTON BY REQUEST

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

B. REPROGRAMING UNEXPENDED BOND PROCEEDS FOR VHB SCOPE OF WORK AND AWARD TO VHB FOR SPAULDING TURNPIKE CONSTRUCTION OVERSIGHT SERVICES (CITY COUNCIL VOTE TO OCCUR ON SEPTEMBER 28, 2016) SPONSORED BY MAYOR WESTON BY REQUEST

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 14, 2016**
Meeting Time: **7:00 pm**

8. CITIZEN'S FORUM

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

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He gave an overview of construction activities within the City and financial transactions. He spoke about the drought and proactive measures to encourage citizens not to waste water.

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

Vote: 5/0.

10. APPROVAL OF MINUTES

- A. August 24, 2016 – Regular Meeting
- B. August 24, 2016 – Non-Public Session

Deputy Mayor Carrier moved to approve the minutes; seconded by Councilor Gagnon.

Vote: 5/0.

11. MAYOR'S REPORT

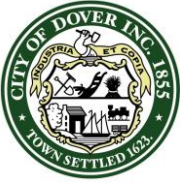
Mayor Weston listed her activities: attended Children's Home cookout, Robbins development has applied for an extension, Joint Building Committee – Garrison Elementary School design, Greater Dover Chamber of Commerce's Government Affairs meeting, Seacoast Magazine highlighted Dover, ribbon cutting for New Hope for Children. She said Marcia Gasses won the Ward 4 City Councilor Municipal Election.

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

Vote: 5/0.

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING
- B. ORDINANCES IN THE 3rd READING



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 14, 2016**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

1. APPROPRIATION OF ARENA CAPITAL RESERVE FUNDS AND AWARD OF ADDITIONAL SCOPE OF WORK ON ARENA GLYCOL LEAK WITH DAVIS MECHANICAL SERVICES, INC

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Gagnon.
Roll Call Vote: 5/0; Failed. (did not meet required 2/3 vote of City Council)

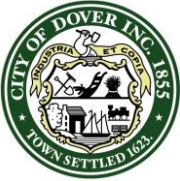
13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Cochecho Country Club**
2. **ROAD RACE – Dover High School Unified**
3. **B16003B SIDEWALK IMPROVEMENTS INCREASED SCOPE OF WORK**
SPONSORED BY MAYOR WESTON BY REQUEST
4. **B16078 HOUSEHOLD HAZARDOUS WASTE CLEAN UP DAY**
SPONSORED BY MAYOR WESTON BY REQUEST
5. **B17001 SPRUCE LANE DRAINAGE**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **B17002 SEGREGATION AND RECYCLING OF CONSTRUCTION DEBRIS**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **B17007 CATCH BASIN CLEANING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|--|
| 1. School Board | 11. Pool Advisory Committee |
| 2. Planning Board | 12. Recreation Advisory Board |
| 3. Appointments Committee | 13. Solid Waste Advisory Commission |
| 4. Arena Commission | 14. Transportation Advisory Commission |
| 5. Arts Commission | 15. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 6. Legislative Liaison | 16. Joint Building Committee – Garrison Elementary School |
| 7. Library Board of Trustees | 17. Dover Main Street |
| 8. McConnell Center Advisory Committee | |
| 9. Ordinance Committee | |
| 10. Parking Commission | |



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 14, 2016**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier moved for the adoption of the Consent Calendar; seconded by Councilor Thibodeaux.

Mayor Weston asked the Council if they had items they would like to pull for further discussion. Councilor Thibodeaux pulled Item #13.A.3.

Mayor Weston pulled Item #13.A.6.

Deputy Mayor Carrier pulled to Joint Building Committee – Dover High School and Regional CTC Report.

Mayor Weston asked for a roll call vote on the remaining items on the Consent Calendar.

Roll Call Vote: 5/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.3.; seconded by Councilor Thibodeaux.

Roll Call Vote: 5/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.6.; seconded by Councilor Gagnon.

Roll Call Vote: 5/0.

Councilor Greenshields gave an overview of the School Board Report to the Council.

Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor Gagnon. Vote: 5/0.

Deputy Mayor Carrier gave an overview of the Joint Building Committee – Dover High School and Regional CTC Report to the Council.

Deputy Mayor Carrier moved to accept the Joint Building Committee – Dover High School and Regional CTC Report; seconded by Councilor Gagnon.

Vote: 5/0.

B. RESOLUTIONS

1. NEW HAMPSHIRE MUNICIPAL ASSOCIATION LEGISLATIVE POLICY CONFERENCE

SPONSORED BY MAYOR WESTON

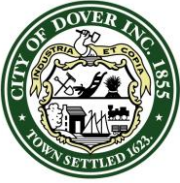
Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.

Councilor Greenshields moved to add “or designee” after City Manager in the last Now, Therefore; seconded by Councilor Thibodeaux.

Vote: 5/0.

Mayor Weston asked for a vote on the amended resolution.

Vote: 5/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 14, 2016**
Meeting Time: **7:00 pm**

**2. SALE OF THIRD STREET PARKING LOT MAP 6 LOT 54A AND ACCEPTANCE OF TERM SHEET FOR LAND DEVELOPMENT AGREEMENT WITH CHANGING PLACES, LLC
(TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 28, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on September 28, 2016; seconded by Councilor Thibodeaux.
Vote: 5/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Mayor Weston said she will be holding a Coffee with the Mayor session on October 8, 2016, 9:00 to 11:00, Police Department Conference Room. Apple Harvest Day is October 1, 2016. She said there will no City Council meeting on September 21, 2016.

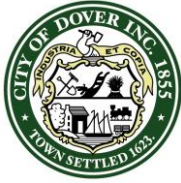
Deputy Mayor Carrier said PC construction also built the UNH Stadium.

Mayor Weston said she and the Deputy Mayor attended the Dover Main Street annual meeting.

City Manager Joyal said the Citizens Leadership Academy will be starting in October.

16. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Gagnon.
Vote: 5/0.



CITY OF DOVER

JOINT MEETING OF THE CITY COUNCIL AND PLANNING BOARD MINUTES

Meeting Type: Workshop Session
Meeting Location: McConnell Center, Room 305
Meeting Date: **Wednesday, October 5, 2016**
Meeting Time: **To follow Joint Fiscal Committee Meeting**

1. CALL TO ORDER

~~2. MOMENT OF SILENCE~~

~~3. PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

City Council Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gasses, Councilor Greenshields, Councilor O'Connor, Councilor Shanahan, and Councilor Thibodeaux.

Planning Board Present: Chairperson F. Torr, K. Schuman, D. Landry, L. Skinner, T. Clark, and D. White.

Also Present: Assistant City Manager Parker, General Legal Counsel Blenkinsop, and City Clerk Lavertu.

Absent: Councilor Gagnon, Planning Board Members: G. Cruikshank, and C. Plante.

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

A. CAPITAL IMPROVEMENTS PROGRAM (CIP) PRESENTATION

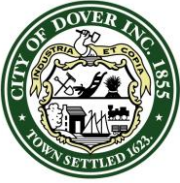
Assistant City Manager Parker gave a video presentation regarding the CIP to the City Council and Planning Board.

Assistant City Manager Parker gave an overview of the CIP process.

7. ADJOURNMENT

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

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 12, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gagnon led the Pledge of Allegiance

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gagnon, Councilor Gasses, Councilor Greenshields, Councilor O'Connor, Councilor Shanahan, and Councilor Thibodeaux.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to approve the agenda as presented; seconded by Councilor Gagnon.

Vote: 9/0.

7. PUBLIC HEARINGS

8. CITIZEN'S FORUM

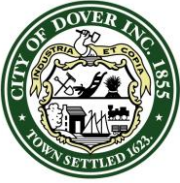
Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Jacob Banaian, 11 Quail Drive: He spoke about the rezoning amendment, Item #13.C.3., and his wish to have the minutes for the Planning Board and Dover Business and Industrial Development Authority meetings regarding this rezoning. He said they were told it was going to be an open process and minutes were available, but the DBIDA meetings were held in Non-Public Session and are sealed. He asked about the process to get these minutes so they can prepare their presentation in a professional way.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted in report in writing, and gave a quick overview of its contents. He invited Deputy Mayor Steele, Kevin Coakley, Dean Truax, Joe Bouche to be recognized for their completion of their 5th year in the Road Scholar program.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 12, 2016**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier asked about the Citizen's Forum comments regarding the Non-Public DBIDA minutes.

City Manager Joyal gave an overview of the process for unsealing the minutes, and said Economic Development Director Barufaldi will be asking the Board to consider unsealing the minutes.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. September 28, 2016 – Regular Meeting

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

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston spoke about the successful Apple Harvest Day. She said she had to postpone the Coffee with the Mayor until this Saturday.

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

Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

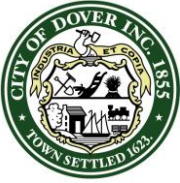
B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. RAFFLE – Dover Youth Flag
2. RAFFLE – Longhill Dog Park
3. ROAD RACE – Dover High School Unified
4. ROAD TOLL – Relay for Life on behalf of the American Cancer Society
5. APPROVAL OF GREAT BAY ROWING LEASE - BUTLER BUILDING
SPONSORED BY MAYOR WESTON BY REQUEST
6. APPROVAL OF UNIVERSITY OF NEW HAMPSHIRE LEASE AGREEMENT,
BUTLER BUILDING
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 12, 2016**
Meeting Time: **7:00 pm**

- 7. APPROVAL OF USE AGREEMENT WITH MARSHWOOD ICE HOCKEY CLUB, INC.**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. AUTHORIZATION TO EXECUTE GRANT AGREEMENT FOR GIS DATA
ENHANCEMENT FUNDING FOR CITY OF DOVER**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. BOBCAT COMPACT TRACK LOADER, NATIONAL JOINT POWERS ALLIANCE
BID RFP042815**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. ASBESTOS ABATEMENT STATE OF NEW HAMPSHIRE BID**
SPONSORED BY MAYOR WESTON BY REQUEST
- 11. B17011 SIX WHEEL DUMP TRUCK WITH PLOW EQUIPMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 12. B17008 WHITTIER STREET BRIDGE CONSTRUCTION**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|--|
| 1. School Board | 11. Pool Advisory Committee |
| 2. Planning Board | 12. Recreation Advisory Board |
| 3. Appointments Committee | 13. Solid Waste Advisory Commission |
| 4. Arena Commission | 14. Transportation Advisory Commission |
| 5. Arts Commission | 15. Joint Building Committee – Dover High School
and Regional Career Technical Center |
| 6. Legislative Liaison | 16. Joint Building Committee – Garrison
Elementary School |
| 7. Library Board of Trustees | 17. Dover Main Street |
| 8. McConnell Center Advisory Committee | |
| 9. Ordinance Committee | |
| 10. Parking Commission | |

Deputy Mayor Carrier moved for the adoption of the Consent Calendar; seconded by Councilor Thibodeaux.

Councilor Shanahan pulled the Arts Commission Report.

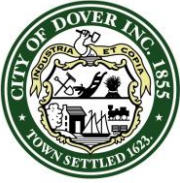
Mayor Weston asked for a roll call on the remaining items on the Consent Calendar.

Roll Call Vote: 9/0.

Councilor Shanahan gave an overview of the Arts Commission report to the Council.

Deputy Mayor Carrier moved to accept the Arts Commission report; seconded by Councilor O'Connor.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 12, 2016**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

1. WAIVER OF TAX DEEDING FOR UNPAID TAX LIENS

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 9/0.

2. ADOPTION OF FY2018-2023 CAPITAL IMPROVEMENTS PROGRAM

(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 26, 2016, WITH CITY COUNCIL VOTE OCCURRING ON NOVEMBER 9, 2016)

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on October 26, 2016; seconded by Councilor Shanahan.

Vote: 9/0.

3. APPROPRIATION FOR FY2018 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS

(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)

(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 26, 2016, WITH CITY COUNCIL VOTE OCCURRING ON NOVEMBER 9, 2016)

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on October 26, 2016; seconded by Councilor Gasses.

Vote: 9/0.

4. APPROPRIATION FOR FY2018 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING

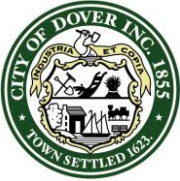
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)

(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 26, 2016, WITH CITY COUNCIL VOTE OCCURRING ON NOVEMBER 9, 2016)

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on October 26, 2016; seconded by Councilor Thibodeaux.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 12, 2016**
Meeting Time: **7:00 pm**

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 74, SECTION 2 – CEMETERIES
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 26, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a Public Hearing on October 26, 2016; seconded by Councilor O'Connor.
Vote: 9/0.

- 2. CHAPTER 166, SECTIONS 21, 41, 50, 56, 57, and 59 – VEHICLES AND TRAFFIC
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 26, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a Public Hearing on October 26, 2016; seconded by Councilor O'Connor.
Vote: 9/0.

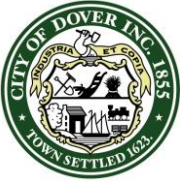
- 3. CHAPTER 170, SECTION 8 – ZONING MAP
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 26, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a Public Hearing on October 26, 2016; seconded by Councilor Ciotti.
Vote: 9/0.

- 4. CHAPTER 170, SECTION 32 – UPDATING THE DOVER ZONING ORDINANCE
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 26, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to substitute as a whole; seconded by Councilor Ciotti.
City Clerk Lavertu gave an overview of the changes made to the Ordinance.
Deputy Mayor Carrier moved to waive the Citywide mailing of the public notice and refer to a Public Hearing on October 26, 2016; seconded by Councilor Ciotti.
Mayor Weston asked for a vote on the motion.
Vote: 9/0.
Deputy Mayor Carrier started a discussion on the inconsistency with signage in the City.
Assistant City Manager Parker gave an overview of the City's practice with signage to the Council.
Mayor Weston asked for a vote to refer to a public hearing.
Vote: 9/0.

14. COUNCIL CORRESPONDENCE



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 12, 2016**
Meeting Time: **7:00 pm**

15. COUNCIL MATTERS OF INTEREST

Mayor Weston again mentioned the Coffee with the Mayor event this Saturday, October 15, 2016 at the Police Station.

Councilor Shanahan invited citizens to the 47th Annual Band Show at the Dover High School on Saturday, October 15, 2016 at 6:00 pm. He spoke about the Great Bay Estuary and controlling conservation land in the area.

Councilor O'Connor spoke about a "Pay it Forward" program in the City.

Mayor Weston asked the City Manager to give some guidance to the homeless people in the City now that it's starting to get cold.

City Manager Joyal gave guidance to the homeless people in the City, and recommend that the people contact the City's Human Services Department.

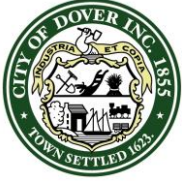
City Manager Joyal invited the Council to the groundbreaking ceremony for the City's Water Facilities on Tuesday, October 18, 2016.

City Manager Joyal gave an overview of the Election process, registering to vote, and obtaining an absentee ballot.

16. ADJOURNMENT

Councilor Greenshields moved to adjourn to the Workshop Session; seconded by Councilor Shanahan.

Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.10.12 – 012**
Ordinance Title: Cemeteries
Chapter: 74
Section: 2

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 74, Section 2 Closing Hour; Permitted Access regarding parking in cemeteries.

2. AMENDMENT

Chapter 74 entitled “Cemeteries” is hereby amended by revising Section 2, “Closing Hour; Permitted Access” as follows:

74-2. Closing Hour; Permitted Access.

All cemeteries, ~~public or private~~, in the City of Dover shall be closed in between sunset and sunrise ~~close at sundown~~. No person, except an employee of the Community Services Department performing official duties, shall enter, or remain in, ~~or park a motor vehicle in~~ any cemetery ~~public or private~~ located in the City of Dover, in between sunset and sunrise ~~after sundown~~. Children are not permitted on cemetery grounds, ~~public or private~~, unless accompanied by an adult. The parking of Vehicles in cemeteries is permitted for visitors to the cemetery only. The hours of permissible vehicle parking in City owned/controlled cemeteries is set forth in Chapter 166-57. SCHEDULE J. Limited Time Parking, Table I.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

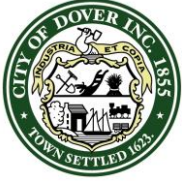
Mayor Karen Weston
By request

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016.10.12 – 012**
Ordinance Title: Cemeteries
Chapter: 74
Section: 2

DOCUMENT HISTORY:

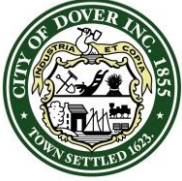
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, 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:

This ordinance change is intended to bring greater clarity to when cemeteries in the City of Dover are closed and to address vehicle parking given potential amendments to Chapter 166 of the Dover Code.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: O – 2016.10.12 – 013
Ordinance Title: Vehicles and Traffic
Chapter: 166
Sections: 21 Resident Parking Permit
41 Time Limits
50 Stop Intersections – Schedule C
56 No Parking at Any Time – Schedule I
57 Limited Time Parking - Schedule J
59 – Parking Meter Zones

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to make amendments and additions to various sections of Chapter 166.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 21, “Resident Parking Permit” by amending Paragraph C as follows:

166-21. Resident Parking Permit. [Added on 04-27-83 by Ord. No. 10-83; Repealed on 08.13.2008 by Ord. No. 2008.07.23-6; Added on 04-15-2015 by Ord. No. 2015.03.25-010; Amended on 12-09-2015 by Ord. No. 2015.10.28-023]

C. Authorized residential parking areas include the Metered Parking Garage and City controlled parking lots that are not leased or deeded to a third party excluding the Orchard Street Parking Lot. In addition, the following streets qualify for residential permit parking: First Street (northerly side spaces not subject to third party license), Chestnut Street between First Street and Orchard Street, Second Street, Main Street and School Street (angled parking spaces only).

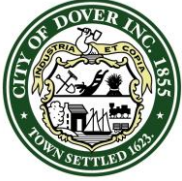
3. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 41 “Time Limits” as follows:

166-41. Time Limits. [Added on 04-22-2015 by Ord. No. 2015.04.22-011]

No Person shall park a Vehicle in a Metered On-Street Parking Space or in a surface parking space in the Orchard Street parking lot in excess of three (3) consecutive hours. This section shall not apply to Metered On-Street Parking Spaces on the following Public Highways:

Henry Law Avenue
River Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: O – 2016.10.12 – 013
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4. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 50, Schedule C, “Stop Intersections” by adding stop signs as follows:

166-50. SCHEDULE C: Stop Intersections. [Amended on 06-30-99 by Ord. No. 07-99, Additional amendments noted where applicable]

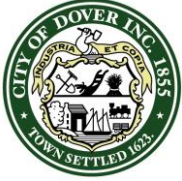
<u>STOP SIGN ON:</u>	<u>AT INTERSECTION OF:</u>
<u>Crestview Drive</u>	<u>Glenwood Avenue</u>
<u>Merry Street</u>	<u>Central Avenue</u>
<u>Washington Street</u>	<u>Arch Street</u>

5. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 56, Schedule I, “No Parking at Any Time” as follows:

166-56. SCHEDULE I: No Parking at Any Time.

<u>George Street</u>	<u>Northwesterly side, from the intersection with Sonnett Street to the intersection with Henry Law Avenue, except where individual parking spaces are marked by the City</u>
<u>Silver Street</u> [Added on 01-19-94 by Ord. No. 34-93]	<u>North side, from the intersection with Central Avenue westerly to the intersection with Locust StreetKnox Marsh Road</u>
<u>Silver Street</u> [Added on 01-19-94 by Ord. No. 34-93]	<u>South side, from the intersection with Central Avenue westerly to the intersection with Locust Street, except during Sunday Religious Services at the First Parish ChurchKnox Marsh Road</u>



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

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Silver Street

~~Southerly side, from the intersection with Locust Street
westerly for a distance of 150 feet~~

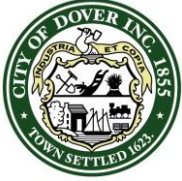
6. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 57, Schedule J, “Limited Time Parking” by amending Paragraphs B and F and adding Paragraphs I and J as follows:

166-57. SCHEDULE J. Limited Time Parking. [Amendments noted where applicable]

B. In accordance with the provisions of 166-22, it shall be unlawful for the owner or operator of any Vehicle to park for more than two (2) hours in the following described locations:

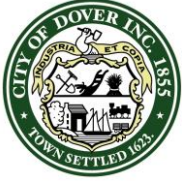
<u>STREET</u>	<u>LOCATION</u>
Adelle Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1 st and June 15 th
Belknap Parking Lot	[Repealed on 11-3-88 by Ord. No. 22-88]
Broadway	Northerly side, from the intersection with St. John Street westerly to the PSNH pole #114/A1
Broadway	Southerly side from the intersection with Central Avenue driveway between 3 and 7 Broadway easterly to the intersection with St. John Street
Central Avenue [Added on 02-11-2015 by Ord. No. 2015.01.28-005]	Westerly side from the driveway between 572 and 574 Central Avenue, southerly to the intersection with Fifth Street

**CITY OF DOVER****CITY OF DOVER - ORDINANCE**

Agenda Item#: 12.A.2.

Ordinance Number: O – 2016.10.12 – 013
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<u>STREET</u>	<u>LOCATION</u>
Central Avenue [Added on 12-21-88 by Ord. No. 30-88; Amended on 02-11-2015 by Ord. No. 2015.01.28-005]	Easterly side from the intersection of New York Street, southerly to the intersection with Fifth Street
Central Avenue	[Repealed on 02-26-86 by Ord. No. 01-86]
Chestnut Street [Amended on 8-24-2015 by Ord. No. 2015.07.08-015]	Westerly side, from the intersection with Third Street northerly to the intersection with Sixth Street
Chestnut Street [Amended on 8-24-2015 by Ord. No. 2015.07.08-015]	Easterly side, from the intersection with Fifth Street northerly to the intersection with Sixth Street
Chestnut Street Parking Lot	All spaces except as otherwise posted
Fairfield Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1 st and June 15 th
Fourth Street	Both sides, from the intersection with Chestnut Street westerly to the intersection with Grove Street except as otherwise posted
Green Street [Added on 05-30-90 by Ord. No. 07-90]	Northerly side, from the intersection with Chestnut Street westerly to the intersection with Washington Street except as otherwise posted
Hartwood Road [Added on 08.13.08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1 st and June 15 th



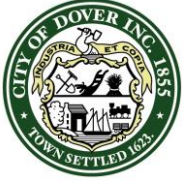
CITY OF DOVER

CITY OF DOVER - ORDINANCE

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<u>STREET</u>	<u>LOCATION</u>
Kirkland Street [Added on 01-15-97 by Ord. No. 21-96; Amended 09-17-03 by Ord. No. 14-2003]	Northerly side, from the intersection with Locust Street easterly to the intersection with Central Avenue
Lisa Beth Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1 st and June 15 th
Locust Street	[Repealed on 12-21-88 by Ord. No. 30-88]
Locust Street	[Repealed on 12-21-88 by Ord. No. 30-88]
Locust Street [Added on 07-12-06 by Ord. No. 2006.28- 09]	Westerly side, from the intersection with Hale Street, southerly to the intersection with Kirkland Street, unless otherwise posted
Lower Square Parking Lot	[Repealed on 05-15-02 by Ord. No. 18-2002]
Plaza Drive [Added on 09-28-94 by Ord. No. 14-94]	Westerly side, between exit and entrance to #307 Plaza Drive
Second Street	[Repealed on 08-13-2014 by Ord. No. 2014.08.13-15]
St. Thomas Street	[Repealed on 02-19-2003 by Ord. No. 01-2003]
Sunset Drive [Added 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1 st and June 15 th
Sylvan Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1 st and June 15 th



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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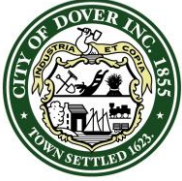
<u>STREET</u>	<u>LOCATION</u>
Third Street	Both sides, from the intersection with Chestnut Street westerly to the intersection with Grove Street except as otherwise posted

- F. In accordance with the provisions of 166-22, it shall be unlawful for the owner or operator of any Vehicle to park for more than thirty (30) minutes in the following described locations: [Amended on 05-18-94 by Ord. No. 06-94. Amended on 8-24-2015 by Ord. No. 2015.07.08-015]

<u>STREET</u>	<u>LOCATION</u>
Church Street [Added on 07-12-06 by Ord. No. 2006.06.28-08]	On the southerly side, from the intersection with Locust Street, 2 spaces in an easterly direction
George Street [Added on 03-24-10 by Ord. No. 2010.03.10-6]	Easterly side, 2 spaces nearest Henry Law Avenue
Henry Law Avenue [Added on 03-24-10 by Ord. No. 2010.03.10-6]	Northerly side, from George Street to River Street
<u>Locust Street</u>	<u>3 posted spaces in the traffic circle in front of the McConnell Center (61 Locust Street)</u>

- I. In accordance with the provisions of 166-22, it shall be unlawful for the owner or operator of any Vehicle to park from 9:00 P.M. to 6:00 A.M. between April 1st and October 31st and from 5:00 P.M. to 7:00 A.M. between November 1st to March 31st in the following described locations:

<u>CEMETERIES</u>	<u>LOCATION</u>



CITY OF DOVER

CITY OF DOVER - ORDINANCE

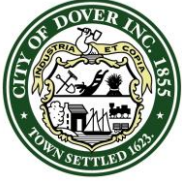
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<u>CEMETERIES</u>	<u>LOCATION</u>
<u>Pine Hill Cemetery</u>	<u>Central Avenue</u>
<u>Austin-Tuttle Cemetery</u>	<u>Old Dover Point Road and Gerrish Road</u>
<u>First Settler's Cemetery</u>	<u>Dover Point Road</u>
<u>Pinkham Cemetery</u>	<u>Dover Point Road and Ayers Lane</u>

- J. In accordance with the provisions of 166-22, it shall be unlawful for the owner or operator of any Vehicle to park for more than two (2) hours per day in the following described locations:

<u>STREET</u>	<u>LOCATION</u>
<u>Chestnut Street</u>	<u>Westerly side, from the intersection with Third Street northerly to the intersection with Sixth Street</u>
<u>Chestnut Street</u>	<u>Easterly side, from the intersection with Fifth Street northerly to the intersection with Sixth Street</u>
<u>Chestnut Street Parking Lot</u>	<u>All spaces except as otherwise posted</u>
<u>Green Street</u>	<u>Northerly side, from the intersection with Chestnut Street westerly to the intersection with Washington Street except as otherwise posted</u>



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

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59 – Parking Meter Zones

7. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 59, Schedule L, “Parking Meter Zones” “Metered On-Street Parking Spaces” by adding language as follows:

166-59. SCHEDULE L: Parking Meter Zones. [Added on 04-22-2015 by Ord. No. 2015.04.22-012]

METERED ON-STREET PARKING SPACES	<u>LOCATION</u>
<u>Broadway</u>	<u>Southerly side from the intersection with Central Avenue easterly to the driveway between 3 and 7 Broadway</u>

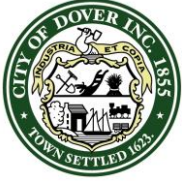
8. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Karen Weston By request
Approved as to Legal Form and Compliance:	Anthony Blenkinsop General Legal Counsel		
Recorded by:	Karen Lavertu City Clerk		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: O – 2016.10.12 – 013
Ordinance Title: Vehicles and Traffic
Chapter: 166
Sections: 21 Resident Parking Permit
41 Time Limits
50 Stop Intersections – Schedule C
56 No Parking at Any Time – Schedule I
57 Limited Time Parking - Schedule J
59 – Parking Meter Zones

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

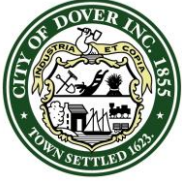
ORDINANCE BACKGROUND MATERIAL:

Re: Chapter 166-21. Resident Parking Permit. At their September 20, 2016 meeting, the Parking Commission voted unanimously to add the new spaces created on the Chestnut Street bridge be available to First Street resident permit holders if they are unable to find a space in front of their buildings on First Street. This would not apply during the winter parking ban as they are allowed to use the Transportation Center parking lot. They also voted to keep the spaces up by Central Avenue available to customers of local merchants and not allow resident permits to be used there.

Re: Chapter 166-41. Time Limits. This portion of the ordinance change pertains to the request of area merchants that the Parking Commission conduct a two month evaluation of instituting a 3-hour limit for the public surface parking spaces in the Orchard Street parking lot. At the Commission's September 20, 2016 meeting, they voted unanimously to make this a permanent change.

Re: Chapter 166-50. Schedule C. This portion of the ordinance is recommended by the TAC as a public safety measure.

Re: Chapter 166-56. Schedule I. This portion of the ordinance is recommended by the TAC as a public safety measure pertaining to George Street and regarding changes to Silver Street following the completion of the Silver Street reconstruction project.



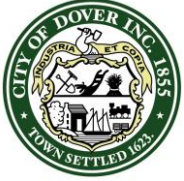
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: O – 2016.10.12 – 013
Ordinance Title: Vehicles and Traffic
Chapter: 166
Sections: 21 Resident Parking Permit
41 Time Limits
50 Stop Intersections – Schedule C
56 No Parking at Any Time – Schedule I
57 Limited Time Parking - Schedule J
59 – Parking Meter Zones

Re: Chapter 166-57. Schedule J. This portion of the ordinance prohibits overnight vehicle parking in City cemeteries and for the owner or operator of any vehicle to park for more than two hours in a day in certain parking lots. Also, at their September 20, 2016 meeting, the Parking Commission voted unanimously to include the spaces on Broadway from Central Avenue to the Dover Fire Station in the metered parking program.

 CITY OF DOVER	CITY OF DOVER – ORDINANCE Agenda Item: 12.A.3. Ordinance Number: O – 2016.10.12 – 014 Ordinance Title: Updating the Dover Zoning Ordinance Chapter: 170 – Zoning Map – Section 8
---	---

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 rezoning a parcel of land from residential to industrial.

2. AMENDMENT

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

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Rural Residential (R-40) District to Assembly and OFFICE (I-4) District an area of approximately 16 acres located at 447 Sixth Street and Production Drive, consisting of lot D-12.”

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

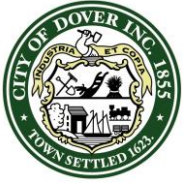
AUTHORIZATION

Approved as to Daniel R. Lynch
Funding: Finance Director

Sponsored Councilor Dennis Ciotti
by: City Council Planning Board
Representative

Approved as to Legal Anthony Blenkinsop
Form
and Compliance: City Attorney

Recorded by: Karen Lavertu
City Clerk

 CITY OF DOVER	CITY OF DOVER – ORDINANCE	
	Agenda Item: 12.A.3.	
	Ordinance Number: O – 2016.10.12 – 014	
	Ordinance Title: Updating the Dover Zoning Ordinance	
Chapter: 170 – Zoning Map – Section 8		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, 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:



- ▶ 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

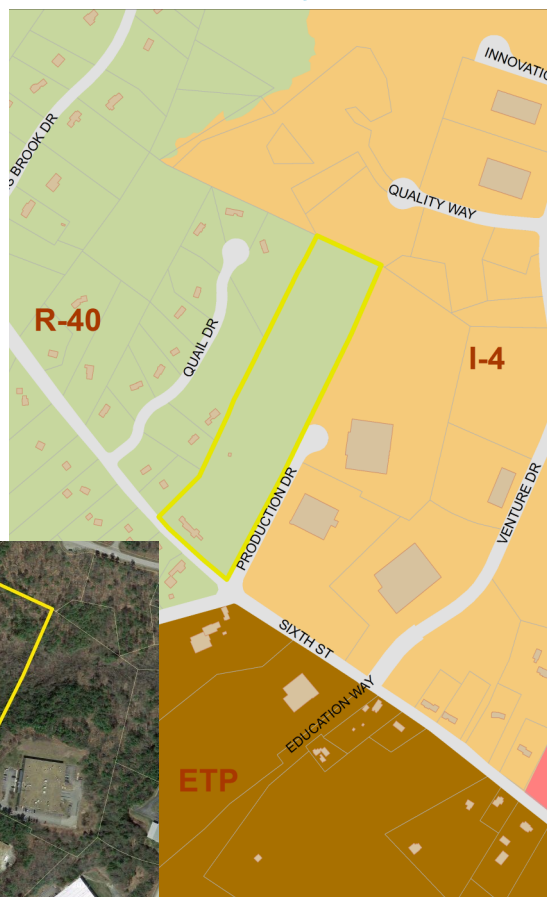
Map D, Lot 12, AKA 447 Sixth Street, is a 16 acre parcel, with an approximate width of 400 feet and depth of 1,650 feet. It is located at the intersection of Sixth Street and Production Drive, and zoned Rural Residential (R-40). It is adjacent to Enterprise Park, which is located within the Office and 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:

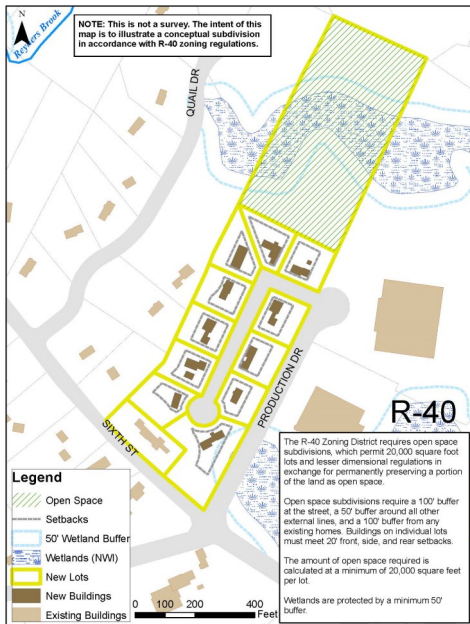
The purpose of this residential district is to provide for conventional single-family neighborhoods in the more rural areas of the city. These areas have larger lot sizes (1+ acres) and the homes are most likely served by on-site septic systems and wells, but there are some portions of the district that 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

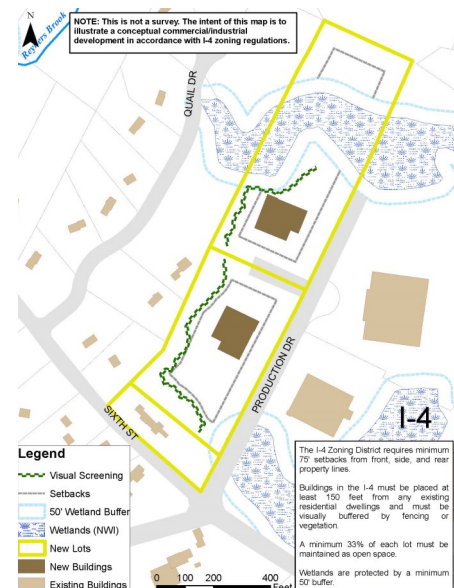
The Institute of Transportation Engineers

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

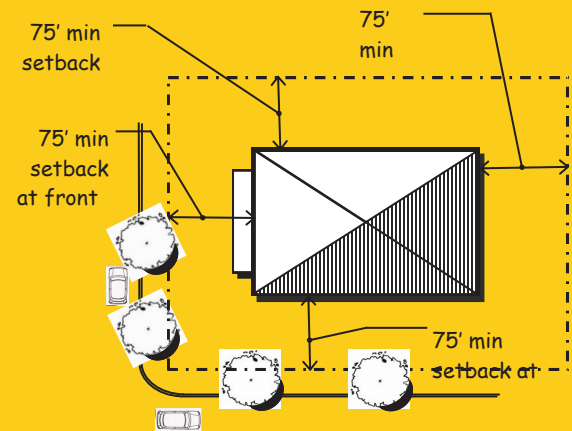
	Rural Residential	Open Space	Office and Assembly	Notes
LOT				
Minimum LOT Size	40,000 sf	20,000 sf	5 acres	R-40 excludes wetlands
Maximum Lot Coverage	10%	10%	33%	R-40 excludes driveway
Minimum Frontage	150 ft	40 ft	400 ft	
PRINCIPAL BUILDING				
Front Setback	40 ft	20 ft	75 ft	
Abut a Street Setback	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

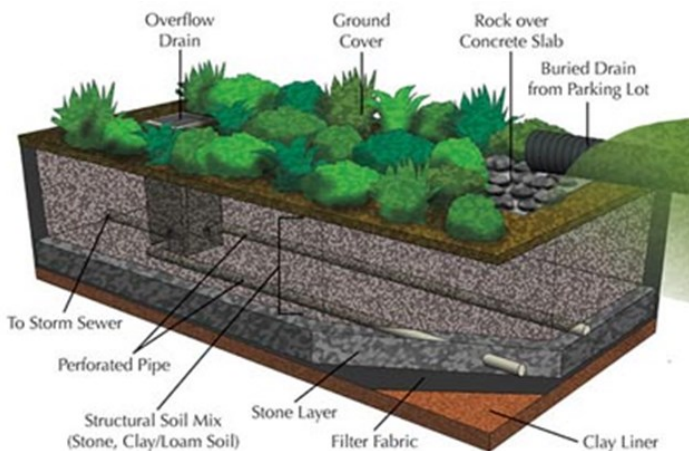
Dover's zoning and site regulations are sensitive to impacts on residential abutters from commercial development. Examples of protections include, retention of existing trees, as a landscape buffer between projects, extensive landscaping and lighting requirements, and requirements that loading facilities, 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

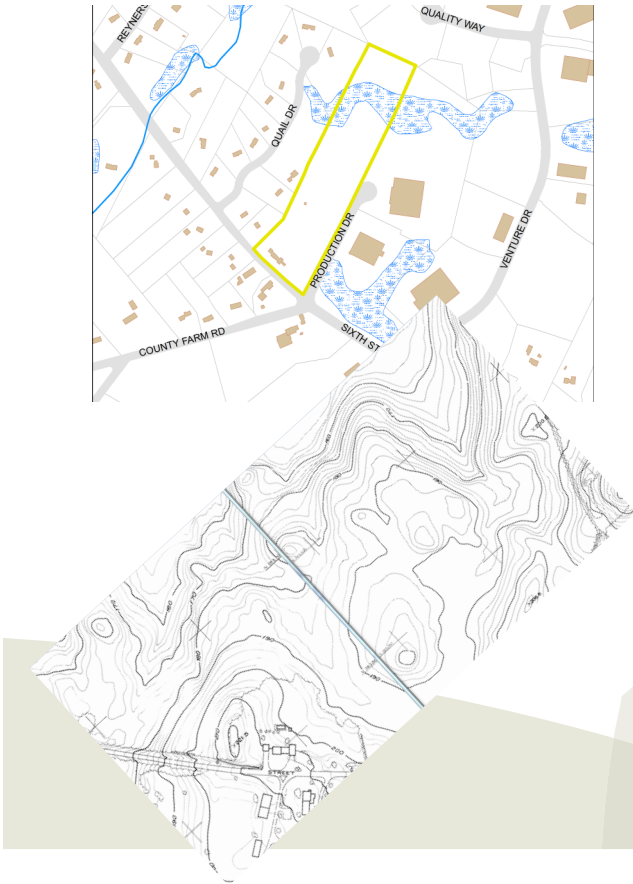
area is located to the rear of the property, which is consistent with soils found on adjacent parcels. An area of hydric soil is close to the Sixth/Production. intersection

Floodplain Development

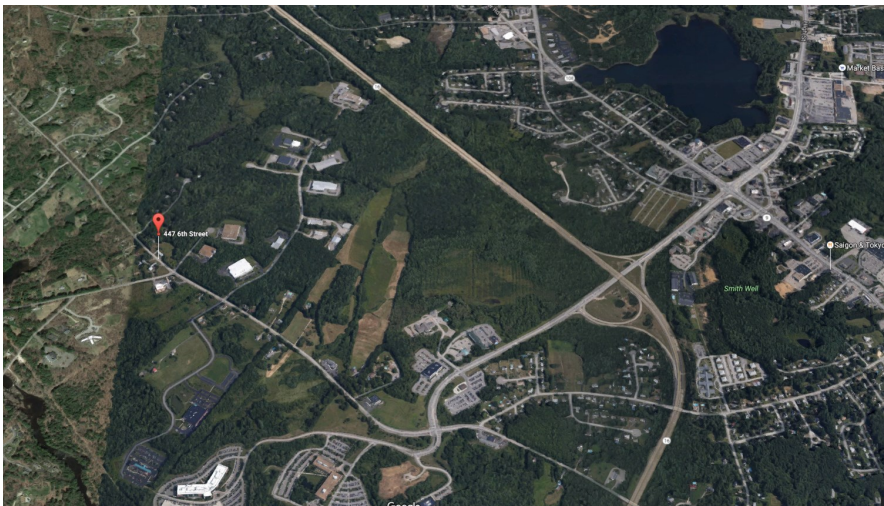
There appear to be no major flooding concerns for the property. A review of the FEMA mapping for the area, indicates that the property is 700 feet from Reyners Brook.

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.

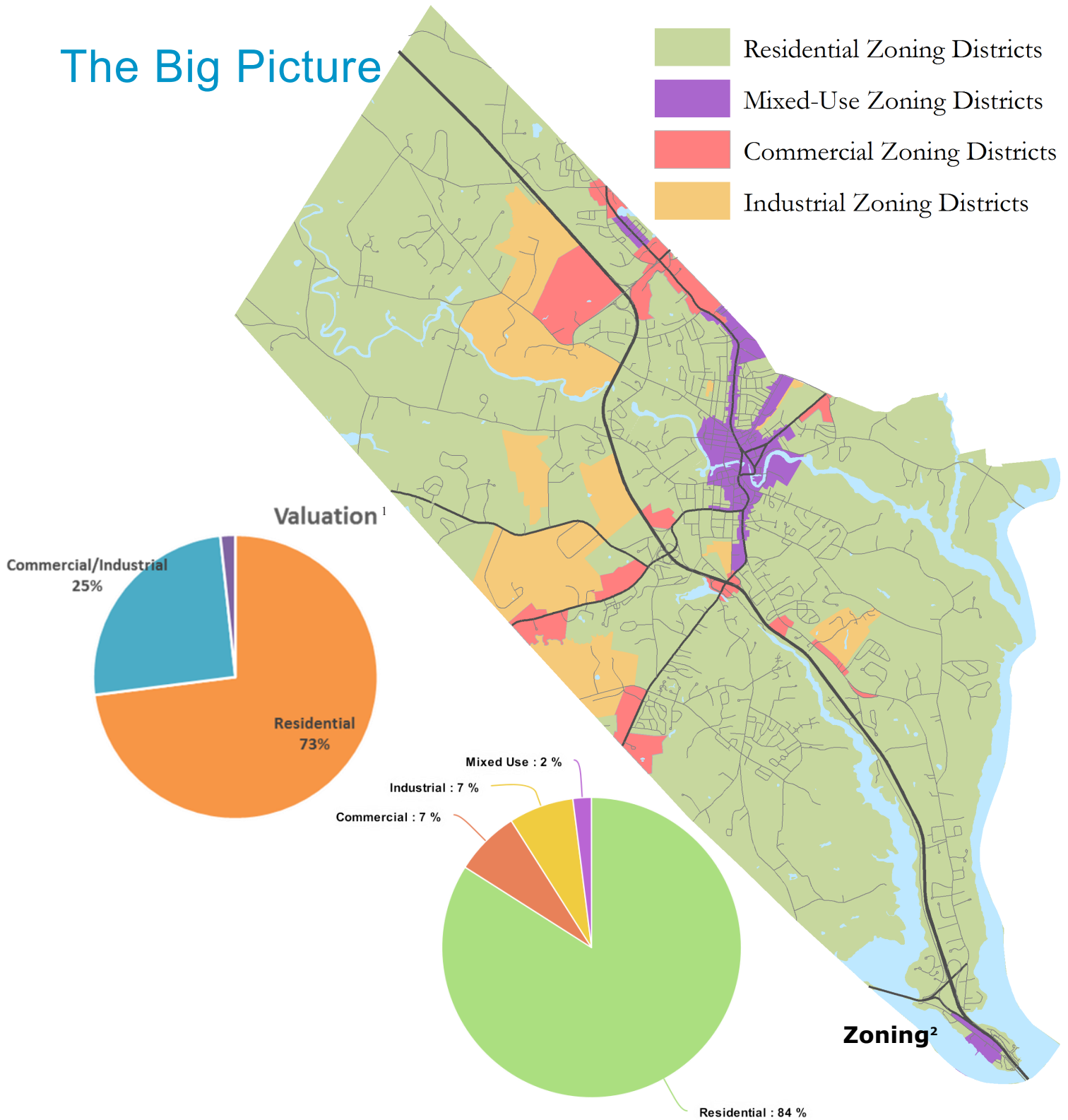
Utilities—Public

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)”

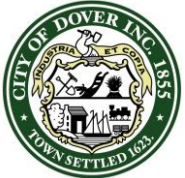
Sources

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	CITY OF DOVER – ORDINANCE	
	Ordinance Number: O – 2016.10.12 - 015 Ordinance Title: Updating the Dover Zoning Ordinance Chapter: 170 Section: 32	Agenda Item: 12.A.4.

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.

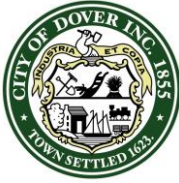
ARTICLE X

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 a 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 submission of



CITY OF DOVER

CITY OF DOVER – ORDINANCE

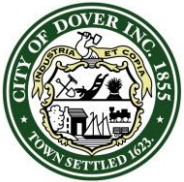
Agenda Item: 12.A.4.

Ordinance Number: **O – 2016.10.12 - 015**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170
Section: 32

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~~ a motorist.
 - (a) FLASHING SIGNS are prohibited.
 - (b) Illuminance of the SIGN face shall not exceed the following standards:



CITY OF DOVER

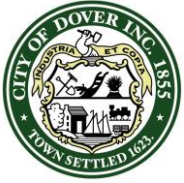
CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.4.

Ordinance Number: **O – 2016.10.12 - 015**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170
Section: 32

- (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



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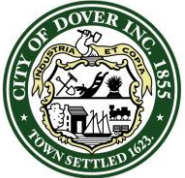
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- (14) Essential directional SIGNS not exceeding four (4) square feet, in area, are permitted indicating entrance and exit driveways. Said SIGNS shall not be subject to the permitting requirements of this Section.
- (15) SIGNS not exceeding two (2) 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.

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

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

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(18) All FREESTANDING SIGNS shall conform to the following regulations:

- (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.

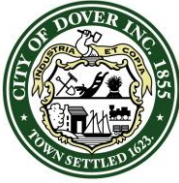
(20) Awnings may be used in lieu of permitted WALL SIGNS provided said letters, insignia or emblems do not exceed the square footage allowed for a WALL SIGN in the applicable zoning district.

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.

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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~~(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. Said SIGN shall not be subject to the permit requirements of this Section.~~

(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.)

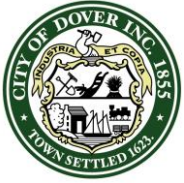
(1) WALL SIGNS⁶

(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 each FRONTAGE.~~

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



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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.)~~

(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

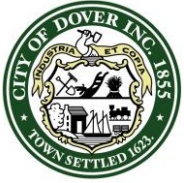
- (a) All PROJECTING SIGNs shall only be illuminated by a constant ~~indirect source of lighting~~ EXTERNAL ILLUMINATION. The lighting element shall be shielded and shall illuminate only the SIGN.

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



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- (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 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.)

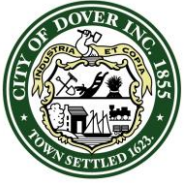
(1) FREESTANDING SIGNS

- (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.



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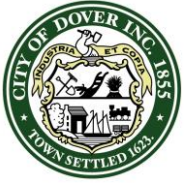
L. Political advertising SIGNs. Political advertising SIGNs are permitted as ~~follows:~~ per the political advertising SIGN provisions of State law.

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



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- (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.
- (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.

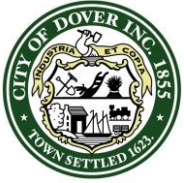
(2) SIGN location.

- (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.



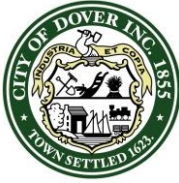
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- (i) No more than one (1) font shall be permitted per SIGN. More than one (1) size is permitted.
 - (ii) Letters may be attached to the BUILDING façade.
 - (iii) Light-colored letters on a dark background are required.
 - (iv) Lettering shall be located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



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- (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.
- (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.

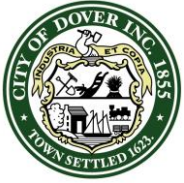
(2) Permit process

- (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



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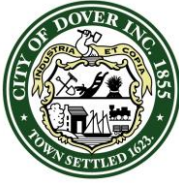
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~~the NEIGHBORHOOD Business District (B-1). permitted in the CBD General, CBD-Downtown Gateway, CBD-Mixed Use, CBD-TOD, CWD, B-3 and B-5 Districts only and Where permitted, TEMPORARY SIGNs~~ are subject to the following regulations:

- (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.



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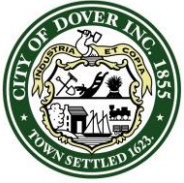
(iii) The TEMPORARY SIGN must be placed directly in front of the ~~business~~ BUILDING at a distance no greater than two (2) feet from the BUILDING and must not impede pedestrian or handicapped access to the business or adjacent businesses.

(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.



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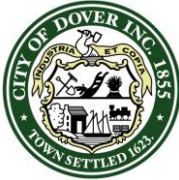
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(d) TEMPORARY SIGNS located on a City SIDEWALK or within a public right-of-way. TEMPORARY SIGNS located on a City SIDEWALK or within a public right-of-way shall meet the following requirements:

- (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.
- (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) Each week of the year shall constitute one display period. No APPLICANT will be issued a community SIGN permit for more than twelve (12) display periods per calendar year.
- (d) Applications for community SIGN permits will be accepted by the Planning and Community Development Department only during the week prior to the display period. Applications will not be accepted in advance unless an entire calendar



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.4.

Ordinance Number: **O – 2016.10.12 - 015**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170
Section: 32

year's display schedule and payment of fees are submitted by the APPLICANT.
Permits will be granted on a first-come, first-served basis.

(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.

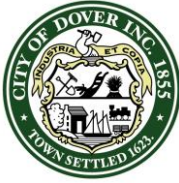
REQUIRES A PUBLIC HEARING

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



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.4.

Ordinance Number: **O – 2016.10.12 - 015**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170
Section: 32

Recorded by: Karen Lavertu
City Clerk

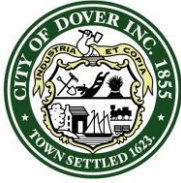
DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, 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:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2016.08.24 – 118**

Resolution Re: Appropriations of Arena Capital Reserve Funds and Award of Additional Scope of work on Arena Glycol Leak with Davis Mechanical Services, Inc

WHEREAS: The City continues to experience a glycol leak at the ice arena despite the repairs over the past several years. In 2014 Davis Mechanical Services Inc located and repaired the leaks in the floor loops and identified other fitting connection fatigue from years of continuous use. Davis Mechanical Services Inc also replaced rubber main feed sections with flexible steel pipe sections; and

WHEREAS: The city continues to see leaking although the glycol is being captured and reused, it is in the best interest to stop the leak completely. Davis Mechanical Systems Inc is offering a sealant product that will run through the system and is guaranteed to stop leaks or a full refund will be issued. It is in the best interest of the City to repair now while the ice rinks are shut down. The cost for the Rink Seal Pro Cooling solution and the installation is \$19,150.00; and

WHEREAS: The City Council desires to make public improvements at the Arena and to finance these improvements with transfer from Arena Reserve Trust Funds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The following capital outlay is appropriated as part of the FY17 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Fund in the amount listed below:

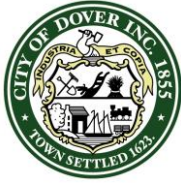
Item	Description	Appropriation	Funding	Fund
1	Arena Ice Chiller Improvements	\$19,150.00	Arena Improvements Reserve	Trust
Total		<u>\$19,150.00</u>		

NOTE: In accordance with City Charter C6-6 this resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Davis Mechanical Service Inc in the amount not to exceed \$19,150.00 for materials and labor to stop the glycol leaks at the arena. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
4017.1.350.45149.4741.05402.17	Ice Chiller Improvments	\$19,150.00	\$19,150.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2016.08.24 – 118**

Resolution Re: Appropriations of Arena Capital Reserve Funds and Award of Additional Scope of work on Arena Glycol Leak with Davis Mechanical Services, Inc

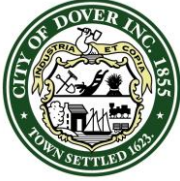
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2016.08.24 – 118**
Resolution Re: Appropriations of Arena Capital Reserve Funds and Award of Additional Scope of work on Arena Glycol Leak with Davis Mechanical Services, Inc

DOCUMENT HISTORY:
SEPTEMBER 14, 2016

First Reading Date: 08/24/2016	Public Hearing Date: 09/14/2016
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Gagnon.
Roll Call Vote: 5/0; Failed. (Vote did not meet required 2/3 vote of City Council.)

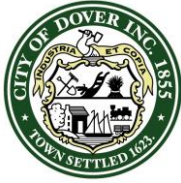
VOTING RECORD		
Date of Vote: 09/14/2016	YES	NO
Mayor Karen Weston	X	
Deputy Mayor Robert Carrier, At Large	X	
Councilor John O'Connor, Ward 1	Absent	
Councilor Dennis Ciotti, Ward 2	Absent	
Councilor Deborah Thibodeaux, Ward 3	X	
Ward 4, Vacant		
Councilor Dennis Shanahan, Ward 5	Absent	
Councilor Jason Gagnon, Ward 6	X	
Councilor Sarah Greenshields, At Large	X	
Total Votes:	5	0
Resolution does not pass.		

DOCUMENT HISTORY:
OCTOBER 26, 2016

First Reading Date: 08/24/2016	Public Hearing Date: 09/14/2016
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote: 10/26/2016	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does / does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R - 2016.08.24 – 118**
Resolution Re: Appropriations of Arena Capital Reserve Funds and Award of Additional Scope of work on Arena Glycol Leak with Davis Mechanical Services, Inc

RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates reserve trust funds to finance a FY17 Capital Improvements – Arena Ice Chiller Improvements. In addition, it authorizes the transfer of Reserve Trust Fund moneys for this purpose.

The following table reflects the amount to be appropriated from the Reserve fund and the balance as of 6/30/2016:

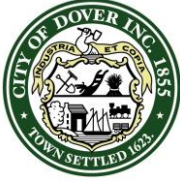
Description	Proposed Appropriation	Balance 6/30/2016
Trust Reserve Funds CIP		
Arena Improvements Reserve	\$19,150	132,107
Total	<u>\$19,150</u>	

Bid Information:

Quote was received from Davis Mechanical Services Inc in the amount of \$19,150.00 for materials and labor.

Purchasing Information:

Type:	Purchase Order	Advertised:	na
Invitations Mailed:	na	Number of Responses:	na
Warranty:	One year	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	2014 calendar year
Prices will hold for:	Until completed	Estimated Delivery:	3 weeks
Recommended Award to:	Davis Mechanical Services Inc	Fund:	Arena
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive Bidding Requirement



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2016.10.26 – 142**
Resolution Re: Award of Phase II B14074 Professional Engineering
Services for Water Systems Facility Upgrades

WHEREAS: A sealed Request for Qualifications (RFQ) B14074 was issued and received for Professional Engineering Services for Water Systems Facility Upgrades on July 9, 2014 at 11:00 am; and

WHEREAS: Four firms replied and interviews were conducted on August 3, 2014 with representatives from all four firms. The evaluating committee recommended award to Underwood Engineers of Portsmouth as the top ranked firm for this project. The Phase I design, construction and construction oversight services has been awarded over the past several years; and

WHEREAS: The City would like to move forward with Phase II and has received a scope of work for the design services and costs totaling \$350,300 from Underwood Engineers for work at the Willand Pond Wells, Smith / Cummins Well, Isinglass Recharge and Garrison Hill Reservoir; and

WHEREAS: To be eligible for State of NH funding through the Drinking Water State Revolving Fund, the city followed the RFQ guidelines set by the state for professional engineering services.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Underwood Engineers of Portsmouth NH for Phase II design services in the amount not to exceed \$350,300. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
5300.1.3000.43320.4725.03550.17	Water Systems Facility Upgrades	12,400,000	9,950,300

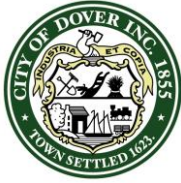
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

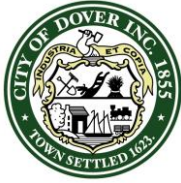
Resolution Number: **R – 2016.10.26 – 142**
Resolution Re: Award of Phase II B14074 Professional Engineering
Services for Water Systems Facility Upgrades

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2016.10.26 – 142**
Resolution Re: Award of Phase II B14074 Professional Engineering
Services for Water Systems Facility Upgrades

RESOLUTION BACKGROUND MATERIAL:

The City of Dover's Community Services Department, Utilities Division requested the submission of Statements of Qualifications from full service engineering firms to provide services for water system facilities upgrades including but not limited to, eight wells and three water treatment facilities. Underwood Engineers was selected via council approval on November 12, 2014.

Underwood Engineers is offering a proposal in the amount of \$350,300 for Phase II Design services as detailed below:

Design Phase II	Task 1	\$175,000
Survey	Task 2	\$48,000
Subsurface Investigations	Task 3	\$20,000
Cadastral	Task 4	\$13,400
Meeting and Funding Assistance	Task 5	\$20,500
Permitting and Approvals	Task 6	\$23,900
Bidding	Task 7	\$16,500
Somersworth Connection Evaluation	Task 8	\$13,400
Pudding Hill Concept Design	Task 9	\$19,600

Bid Information:

B14074 Request for Qualifications for Professional Engineering Services for Water Systems Facility Upgrades

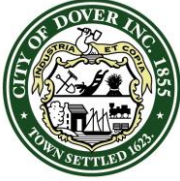
Award Information:

A purchase order will be issued to the vendor selected to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	206	Number of Responses:	4
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	As needed
Recommended Award to:	Underwood Engineers	Fund:	CIP Water
Other Approvals Required:	State NH if using DWSRF	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B14074 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2016.10.26 – 143**
Resolution Re: **B17014 Snow Plowing/Hauling Services for City Streets and Parking Lots**

- WHEREAS: The sealed request for bid B17014 was requested and received for “As Needed” Snow Plowing/Hauling Services for City Streets and Parking lots on October 13, 2016 at 11:00 a.m.; and
- WHEREAS: Responses were received from multiple vendors, as outlined in the results page, for various pieces of equipment at varying hourly rates; and
- WHEREAS: There is typically a sufficient number of vendors listed for snow removal of City parking lots and hauling services but there is an insufficient number of responses for snow removal from City streets. Due to difficulty in locating vendors and equipment suited to the City’s snow plowing requirements, additional qualified vendors may be added as discovered and approved by the Community Services Director for Snow Plowing/Hauling Services.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to the vendors identified given the rates provided in conjunction with RFB B17014 for snow removal services as needed. Additional qualified vendors may be added as discovered and approved by Community Services Director. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
1000.1.300.43125.4422.00000.00	CS - Contract Snow Plowing	75,000.00	74,355.00

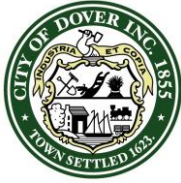
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

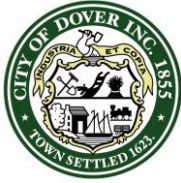
Resolution Number: **R – 2016.10.26 – 143**
Resolution Re: **B17014 Snow Plowing/Hauling Services for City Streets and Parking Lots**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2016.10.26 – 143**
Resolution Re: **B17014 Snow Plowing/Hauling Services for City Streets and Parking Lots**

RESOLUTION BACKGROUND MATERIAL:

The Community Service Department has found that it is more cost effective to contract out selected areas of its snow and ice removal responsibilities on streets and parking lots. To that end, an annual bid solicitation occurs for these services, and based on proposals received, staff assigns designated lots or areas of responsibility during a snowstorm. This solicitation allows the Community Services Department to better manage and track the costs of clearing public parking lots and outlying streets. The decision to use or not use certain vendors, or to supplement normal vendor assignments with additional contractual vendors, is determined by the Community Services staff on a storm-by-storm basis according to the severity of the storm. Due to the need for quick mobilization and availability the City needs to have direct interaction with vendors and not go through general contracting services.

Bid Information:

The City of Dover has solicited by sealed bid B17014 to identify qualified, reliable snow removal contractors needed to assist City personnel in this necessary winter activity, “as needed”.

Award Information:

Purchase orders will be issued to the multiple vendors for the winter plowing season to be used as needed.

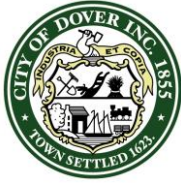
Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	127	Number of Responses:	7
Warranty:	None	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	yes
Prices will hold for:	April 30, 2017	Estimated Delivery:	As needed
Recommended Award to:	Various	Fund:	Snow Removal
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17014 Bid Documents and Vendor List](#)



Agenda Item#: 13.A.3.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2016.10.26 – 144**
Resolution Re: **Exemption of Plaid Friday (November 25, 2016) from Metered Hours of Operation 166-37**

DOCUMENT HISTORY:

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

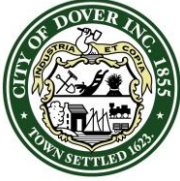
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

At the request of Dover Main Street, the Parking Commission voted 3-2 in favor of having free parking on Plaid Friday (November 25, 2016). Plaid Friday is a program conducted by Dover Main Street, as part of a nationwide activity, to promote local shopping countering the Black Friday promotions at big box stores.

The parking meters can be reprogrammed by the Parking Manager to not accept payment. Promotion of the free parking will be done by the merchants and Dover Main Street. The anticipated fiscal impact to the City is a loss of \$1,900 - \$2,100 to the Parking Activity Fund.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2016.10.26 – 145**

Resolution Re: **Graphic Art Funds – Mosaic Project Dover Parking Garage**

- WHEREAS: The City of Dover has opened a new municipal parking garage in the heart of downtown Dover; and
- WHEREAS: The Arts Commission was authorized to expend \$2,000 with Resolution R-2016.04.27-49 towards public art in the parking garage to enhance the space by adding color and interest to the structure with large mosaic tiles that feature iconic Dover landmarks on each of the five floors; and,
- WHEREAS: The Arts Commission was successful at obtaining a \$4,500 grant through the State of NH Council on the Arts; and,
- WHEREAS: \$1,350 is still needed to initiate the project due to not obtaining one of the grants applied for.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The City Manager is directed to locate additional funds for this project in the amount of \$1,350.00 within the Cities adopted FY17 Budget appropriations.

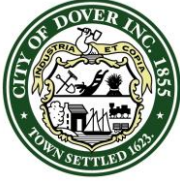
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R - 2016.10.26 – 145**

Resolution Re: **Graphic Art Funds – Mosaic Project Dover Parking Garage**

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The Arts Commission is requesting an additional \$1,350 to initiate the project to design, create and install five mosaics based on five Dover icons for the parking garage. This project is outlined by the Dover Arts Commissions successful \$4,500 grant application to the NH State Council on the Arts and was approved by the Parking Commission. The total cost of the project is \$9,800. A second grant application for \$5,000 to the NH Charitable Foundation was not successful. The Arts Commission then reached out to the community to help cover the shortage. Dover Police Charities; Shaheen and Gordon P.A., Chinberg Properties, Kennebunk Savings; and Little Tree Education all committed funds towards the project to finance the remainder of the project.