

CITY OF DOVER

DOVER PLANNING BOARD – AGENDA

Meeting Type: Special Meeting
Meeting Location: Council Chambers, City Hall, 288 Central Ave, Dover NH 03820
Meeting Date: **Tuesday, November 15, 2016**
Meeting Time: **7:00 pm**

1. CITIZENS' FORUM

2. APPROVAL OF THE PRIOR MINUTES

- October 25, 2016 Regular Meeting Minutes

3. OLD BUSINESS

4. NEW BUSINESS

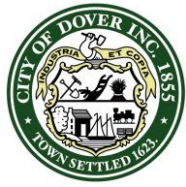
- A. Consideration and acceptance of a Conditional Use Permit for 10 Summer Street Real Estate, LLC, Assessor's Map 12, Lot 22, zoned HR, located at 10 Summer Street. (Proposal is to allow an Elderly Assisted Care Home with an additional 8 beds to total 24 beds and add 2 parking spaces)*P16-32
- B. Consideration and acceptance of a Conditional Use Permit for 10 Summer Street Real Estate, LLC, Assessor's Map 12, Lot 22, zoned HR, located at 10 Summer Street. (Proposal is to permit the Elderly Assisted Care Home to have a 0' rear setback whereas 30' is required and to have a lot coverage of approximately 47% whereas 40% is the maximum.)*P16-33

5. STAFF COMMENTS

6. MEMBER COMMENTS

7. ADJOURNMENT

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



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, October 25, 2016**
Meeting Time: **7:00 pm**

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

Members Not Present:

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

The Chair called the meeting to order at 7:00 p.m.

1. CITIZENS' FORUM

K.Schuman provided an overview of the meeting process for the public.

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- October 5, 2016 Joint Planning Board and City Council Meeting Minutes
- October 11, 2016 Regular Meeting Minutes

Motion: K.Schuman made a motion to approve the October 5, 2016 Joint Planning Board and City Council Meeting Minutes and the October 11, 2016 Regular Meeting Minutes. Seconded by D.Ciotti. Vote U/A

3. OLD BUSINESS

- A. Consideration and possible vote of a Site Review for Summit Land Development, Assessor's Map 15, Lot 4, zoned B-5, located at 14 Central Avenue. (Proposal is to construct a 13,300 s.f. commercial building and a 3,000 s.f. drive-up restaurant with 69 parking spaces within the 51,200 s.f. paved area.) *(P16-24)

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

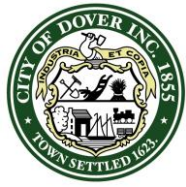
A peer review of the traffic study was provided by Sebago Technics and distributed to the Board (original in file).

C.Parker provided the update regarding the changes in the review of the application pertaining to the 3,000 s.f. drive-up restaurant, traffic, and drainage issues. He stated the traffic peer review did not include the drive-up restaurant, and explained the drive-up restaurant would have further review by the Planning Board when the tenant is in.

C.Parker explained the traffic peer review from Sebago Technics for the Board as requested by F.Torr.

C.Parker explained the evaluation based on the projects and the reason for the traffic study peer review for C.Plante. He stated both studies agreed to the site, and there will be better explanations for the reasons for the level of peer reviews provided in future Staff memos.

C.Parker reviewed the last page of the report regarding accidents and the locations of these for D.Ciotti. He stated he would confirm the information with Sgt. Speidel.



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Discussion ensued regarding inquiries to the crash data on the peer traffic report, sight distance, and measurement regarding wall distance to the road.

C.Parker requested S.Haight to present the updated information for the Board regarding the drainage and traffic issues.

Steve Haight, Civilworks New England, represented the applicant, displayed plans for viewing, and explained the updates regarding the drainage and traffic issues of the proposed plan. He further explained DOT involvement and the encroachment permit between the applicant and DOT. Dave Smith from Department of Transportation (DOT), Kevin McEneaney from McEneaney Survey Associates, Inc., Kim Eric Hazarvartian from Tepp, LLC, and Chad Kageleiry were also present.

K.Hazarvartian clarified information regarding the traffic study submitted from Tepp, LLC pertaining to accident data and pedestrian traffic for L.Skinner. He confirmed pedestrian traffic is considered and how it is applied in the study.

C.Kageleiry addressed the accident data and pedestrian traffic concerns and stated the project would change the traffic volume by 3-5%. He stated his project would add lanes and improve traffic by improving the site. He further addressed other projects presented to the Board that did not contribute to off-site improvements, and stated if there is a traffic problem then the City should address needed improvements.

Public hearing opened. Nobody spoke. Public hearing recessed.

STAFF RECOMMENDATION: (Waiver)

The Planning Department recommends that the Board approve the waiver request for the driveway width of 36' whereas 32' is the maximum with the following condition:

Condition to Be Met Prior to Signing of Plans:

1. A note shall be added to the site plan that the Board has granted the waiver for the reasons stated by the applicant, and the Board finds that the criteria of Chapter 149-19.A have been met.

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

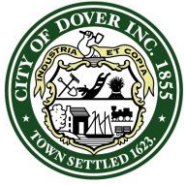
C.Parker confirmed for D.Ciotti that he received a verbal from the Fire Department Chief in support of the plan, and he would follow-up to receive something in writing.

STAFF RECOMMENDATION: (Site Plan)

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

Conditions to Be Met Prior to Signing of Plans:

2. The owner's signatures must be added to the final plan.
3. Applicant must provide a digital version of plan set.
4. The Professional Engineer and Licensed Land Surveyor will need to sign and date final plans.
5. The applicant shall provide the City of Dover with a drainage report that addresses the requirements of the City of Dover to the satisfaction of the City Engineer.
6. Traffic improvement plan will be contingent on the Planning Board's review of traffic analysis.



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DOVER PLANNING BOARD – MINUTES

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7. The applicant must revise plan set to:
 - a. Revise locus plan to indicate East Watson Street
 - b. Add a note that the applicant and City staff shall annually review the traffic crash data to determine whether left hand turns should become prohibited.
 - c. Put a bubble around the 3,000 s.f. coffee shop noting, “Concept Only”, and add a note that as tenants are secured, if there are any site changes (lighting, parking, etc.) the applicant will return to the Planning Board to amend the site plan of the 3,000 s.f. building footprint which is for the coffee shop, drainage, and site layout purposes only.
 - d. Add a note that no cutting of trees in the State right-of-way can occur including on the landscape easement.

Conditions to Be Met Prior to Any Construction Activity:

8. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 8 AM-5 PM, and Sunday 10 AM-4 PM. Hours of construction must be documented on a site construction sign along with the contact information for the general contractor. Said signage must be located and approved by the City Engineer or Assistant City Manager.

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

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

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

11. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

Discussion ensued regarding clarification of the parking calculation, and sidewalk locations and future projects associated with the sidewalks.

C.Parker confirmed for D.Landry that pedestrian traffic was reviewed and considered in the traffic analysis, but was not included in the traffic peer review. He further confirmed the traffic analysis was part of the High School project.

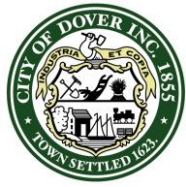
Discussion ensued regarding clarification of the condition regarding landscaping, consideration of changes to be made regarding creating a pedestrian impact study for projects located near schools, and pedestrian traffic and safety.

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

- B. Public hearing, discussion, and possible vote on the City’s proposed Capital Improvements (CIP) FY 2018-2023. The CIP can be found on the City Web Site at www.dover.nh.gov, and in the Library, City Clerk’s office, and Planning Department.

C.Parker gave an overview of the process.

Public hearing opened. Nobody spoke. Public hearing closed.



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Meeting Time: **7:00 pm**

Discussion ensued regarding the possible replacement of the indoor pool heating system, and addressing the needs in comparison to the wants as listed on page 83 of the CIP.

C.Parker explained the voting options to the Board.

Motion: T.Clark made a motion to recommend the City Council approve the Capital Improvements Program as presented. Seconded by G.Cruikshank. Vote U/A

C.Parker stated how the information would be forwarded to the City Council. D.Ciotti stated he would confirm the information at the City Council meeting.

4. NEW BUSINESS

A. Presentation from the Office Energy and Planning on recently released FEMA Flood Risk Products.

Jennifer Gilbert, Office Energy and Planning (OEP), displayed information for viewing, and distributed FEMA Flood Risk Products reports to the Board members (original in file). She stated a website was created with the information about the products.

Chris Phaneuf, UNH/Granit, displayed information for viewing, and presented the Flood Risk products to help communities better understand the flood risk. The products presented were Flood Risk database, Flood Risk Report, and Flood Risk map. He provided the information changes since last FIRM, flood depth grids and chance events, estimated potential losses for flood event scenarios table, and areas of mitigation interest.

Discussion ensued regarding confirmation that FEMA makes the information available for communities, addressing areas along the Community Trail and the Piscataqua River as examples of flood hazard area, consideration to address the issue with the Stewardship of Resources Master Plan, and changes and updates since the last FIRM made based on available FEMA funding.

Kyle Pimental, Principal Regional Planner, Strafford Regional Planning Commission (SRPC), displayed information for viewing, and explained how to incorporate the data into planning, emergency operations planning, master planning, capital improvements planning, and communicating flood risk to businesses and residents in order to be eligible for FEMA funding.

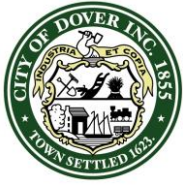
C.Parker stated he would have D.Carpenter and E.Piekut address and utilize this information with the Stewardship of Resources Master Plan.

5. STAFF COMMENTS

C.Parker reminded the Board that there will only be one meeting in November. The next Planning Board meeting will be on November 15, 2016.

C.Parker provided information to the Board regarding the Meet & Greet in January, as well as the goals for that meeting.

C.Parker addressed the DOT meeting regarding the Spaulding Turnpike construction changes, and stated Staff will check dates in the future, so it does not clash with other meetings like the one held by DOT.



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C.Parker stated the City Council will be holding a public hearing for 447 Sixth Street and the Sign ordinance on October 26, 2016. He provided updates regarding the City Council consideration of the Sign ordinance, and stated the Board should expect to revisit residential temporary signs and consider the views of other planners in the area, as well as removing restrictions for off-site advertising.

6. MEMBER COMMENTS

C.Parker explained for D.Ciotti the insurance cost as a rider to the insurance on property associated with the sign ordinance and the hold harmless agreement for temporary sign permits.

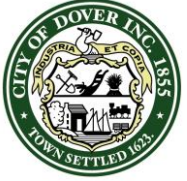
F.Torr complimented the Staff on the memo (original in file) that was distributed to the Board which provided information about other Boards and their work accomplished in September 2016.

C.Parker gave the update about the Robbins block project for F.Torr.

C.Parker addressed the memo included in the packet and stated all Boards listed will get the memo to inform other Boards of what each are doing.

7. ADJOURNMENT

Motion: K.Schuman made a motion to adjourn at 8:52 p.m. Seconded by C.Plante. Vote U/A



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P16-32

Application Type: Conditional Use Permit for CBD Dimensional Regulations
Applicant: 10 Summer Street Real Estate, LLC
Owner: 10 Summer Street Real Estate, LLC
Location: 10 Summer Street (Assessor's Map 12, Lot 22)
Meeting Date: November 15, 2016

INTENT: To obtain a Conditional Use Permit to seek relief, per Chapter 170-20-B(2), to the Heritage Residential District to allow additional beds in the Elderly Assisted Care Home which is permitted by a Conditional Use Permit.

LOTS/UNITS PROPOSED: 8 additional beds

AGENDA ITEM #: 4-A

ACREAGE: 0.21 Acres

ZONING DISTRICT: Heritage Residential (HR)

EXISTING LAND USE: Elderly Assisted Housing

PROPOSED LAND USE: Elderly Assisted Housing

SURROUNDING LAND USE: Multi-family residential and Woodman Institute

ZBA ACTION:

- Z97-24 A and B: Variance and Special Exception granted for 9 beds on 10/16/97.
- Z98-18-A&B: Variance and Special Exception granted to establish the Elderly Assisted Care Home with 12 beds.
- Z03-05: Variance granted to construct an addition and a Special Exception to increase the number of residents and bedrooms was granted on 3/20/03
- Z09-14: Variance granted on 5/20/10 to exceed 40% with addition
- Z11-19: Variance granted on 9/15/11 for lot size, lot coverage, and setbacks for addition (Expired)
- Z11-22: Revised Special Exception for 8 additional beds in new addition on 9/15/11
- Z12-15: Variance granted to allow office on first floor and rooming house for up to 13 people on 8/16/12

ATTACHMENTS: Conditional Use Permit application, map, and narrative

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED:

- City of Dover Conditional Use Permit

WAIVERS REQUESTED: None

Summary of Request and Background

The applicant has applied for a Conditional Use Permit for relief to allow additional beds in the Elderly Assisted Care Home—essentially adding density to the existing Elderly Assisted Care Home.

The applicants briefly explained how they meet the criteria of 170-20-B(2), Staff believes the request does comply with the three standards listed.

Not all of the variances were acted upon so today there are 16 existing beds and they are requesting 8 more.

Consistency with Land Use Regulations

Chapter 170-20-B provides for conditional use approval for relief from the HR standards if three standards are complied with. In the Heritage Residential (HR), Elderly Assisted Care Homes are permitted by CUPs.

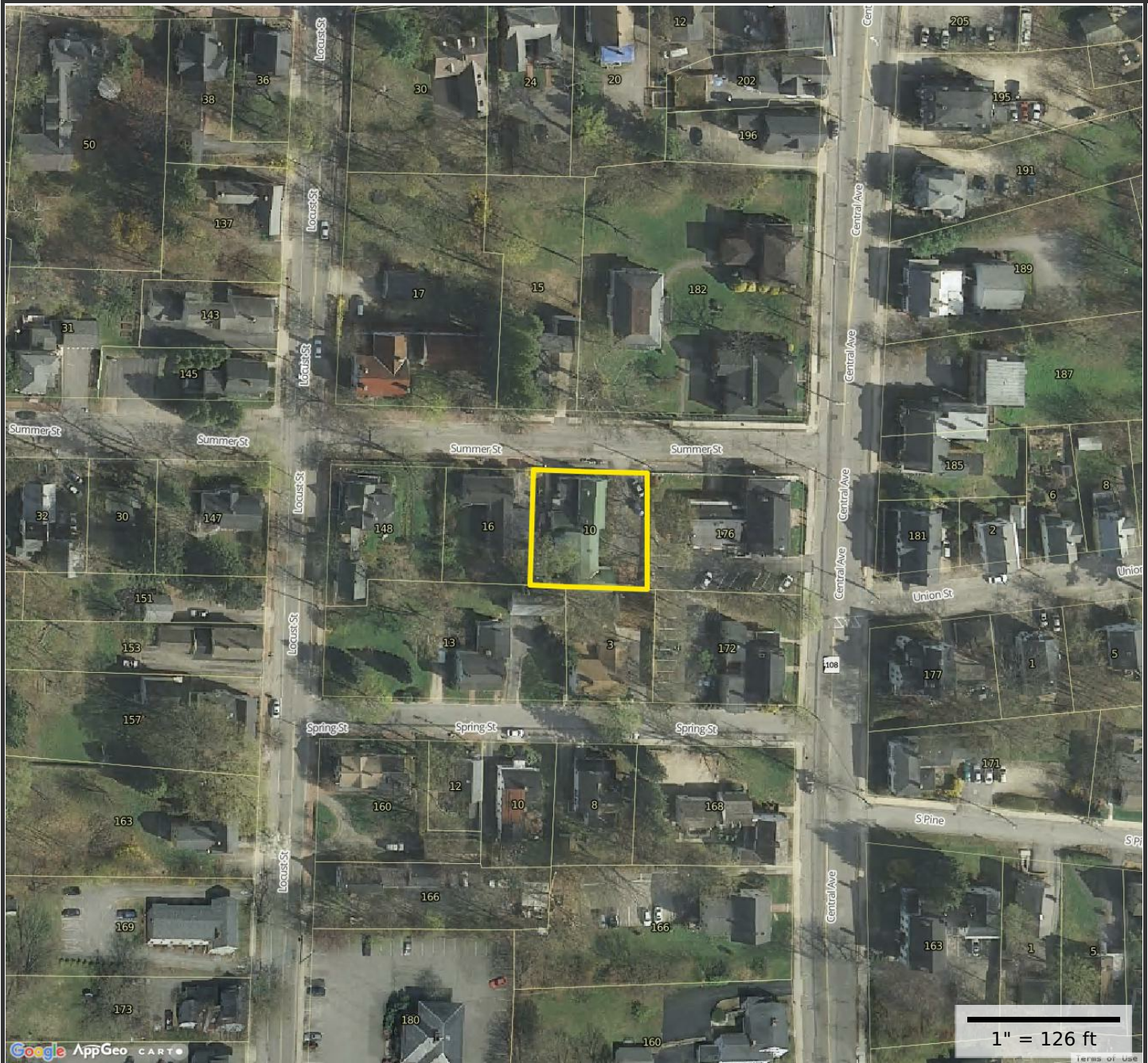
STAFF RECOMMENDATION:

The Planning Department recommends the Planning Board accept the application and approve the Conditional Use Permit with the following condition:

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

1. A formal agreement between the Planning Board and the applicant shall be prepared and recorded at the Strafford County Registry of Deeds.

10 Summer Street

**Property Information**

Property ID 12022-000000
Location 10 SUMMER ST
Owner 10 SUMMER STREET REAL ESTATE LLC

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

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

Parcels updated 1/1/2016
Properties updated 10/27/2016

November 7, 2016

Members of the Dover Planning Board
Conditional Use Permit Application for Wadleigh House
10 Summer St., Dover, New Hampshire

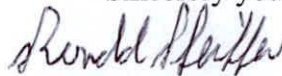
RECEIVED
Planning Office
NOV 09 2016
Dover, New Hampshire

Members of the board, Wadleigh House Assisted Care Home for the Elderly has been a licensed facility serving Dover and neighboring communities elderly and their loved ones since 1996. It should be noted that our renovation plan will provide our residents with a vastly improved and safer environment as we will have a state of the art kitchen, wider halls and stairways for fire department access, and much more dining and interior space.

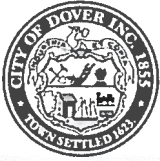
Following is a brief overview demonstrating how our new plan is a considerable improvement from town code perspective over the plan for which we were granted a variance and special exception on September 20th, 2011 and is being drawn up in the spirit of the aforementioned.

1. We request relief for lot use %. Our new plan calls for 48.3%. We were previously granted 50.5% lot use
2. We will not exceed density previously granted as we will limit our addition to a maximum of 8 new residents with the state allowing up to 16 in the existing home.
3. We will not encroach upon front setbacks as demonstrated by the architectural drawings. We request relief from rear setbacks for two small bump-outs of existing rooms that will not come closer than 7 inches from the property line. Please note these will be substantially smaller than the previously granted extensive addition to the front of the carriage house.
4. The new design blends more homogenously with the neighborhood than the old and has no impact on side setbacks as the previous plan did.
5. We will gain two parking spaces, not lose two as our original plan called for, and be far less dependent upon off street parking.

Sincerely yours,



Elizabeth Pettiford and Ronald Pfeiffer
Co-owners of Wadleigh House



City of Dover, New Hampshire CONDITIONAL USE PERMIT APPLICATION

[Revision Date: August 16, 2016]

RECEIVED
Planning Office

Office Use Only

Project #:

P16-32

Date Received:

OCT 18 2016

Amount Paid:

\$600.00

Time Received:

Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

Name of Applicant: 10 Summer Street Real Estate LLC

Telephone # 603-743-4103 (work)
603-743-6559 (home)

Address of Applicant: Same

E-Mail Address: ronp177@yahoo.com

Name of Property Owner (if different from applicant):

Telephone #

Address of Property Owner: Same

PROPERTY INFORMATION

Assessor's Map # 12

Lot(s) # 22

Address of Property: 10 Summer Street, Dover, N.H.

Zoning District(s) HR

Overlay District(s)

Existing Use of Property: Elderly Assisted Care Home

CONDITIONAL USE PERMIT INFORMATION

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

☐ Conservation District

☐ RCM Use Overlay District

☐ I-1 District Uses

☐ Groundwater Protection

☐ Off-Street Parking and Loading

☐ Alternative Treatment Center

☐ Wetland Protection District

☐ Central Business District

☒ Heritage Residential District

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

See Attached Narrative - Density Section

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

State licensure, fire, life safety permits are pending.

Name of Professional That Prepared Plans: Alba Architects, Stuart Anderson + Philip Bennett
Address P.O. Box 186, 137 Main St., N. Woodstock, N.H. 03262 Telephone #: 603-745-4770
Professional License #: 3177-Philip Bennett E-mail address: Stuart^{Stuart}Anderson@albaarchitects.com

SIGNATURES

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

Signature of Property Owner: Ronald Phillips + Elizabeth Lefford Date: 10/18/2016

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

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

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

Signature of Property Owner: Ronald Phillips + Elizabeth Lefford Date: 10/18/2016

October 18, 2016

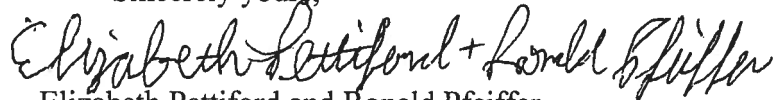
Members of the Dover Planning Board
Conditional Use Permit Application for Wadleigh House
10 Summer St., Dover, New Hampshire

Members of the board, Wadleigh House Assisted Care Home for the Elderly has been a licensed facility serving Dover and neighboring communities elderly and their loved ones since 1996. It should be noted that our renovation plan will provide our residents with a vastly improved and safer environment as we will have a state of the art kitchen, wider halls and stairways for fire department access, and much more dining and interior space.

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4. The new design blends more homogenously with the neighborhood than the old and has no impact on side setbacks as the previous plan did.
5. We will gain two parking spaces, not lose two as our original plan called for, and be far less dependent upon off street parking.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Elizabeth Pettiford + Ronald Pfeiffer". The signature is fluid and cursive, with the names joined together.

Elizabeth Pettiford and Ronald Pfeiffer
Co-owners of Wadleigh House

[illegible]

Owner 1	Owner 2	Owner Address 1	City	State	Zip
CAVIRIS CHARLES N &	FRUDAKIS HOPE M	185 CENTRAL AVE	DOVER	NH	03820-4003
CRONIN DAVID J &	CRONIN HEATHER L	8 SPRING ST	DOVER	NH	03820
FAURE CATHERINE LOUISE		12 SPRING STREET	DOVER	NH	03820
HOLGATE LIMITED PARTNERSHIP	HOPKINS WILLIAM F JR TRUSTEE	130 CENTRAL AVE	DOVER	NH	03820
KUZIOMKO VIRGINIA &	FROST CORY	10 SPRING ST	DOVER	NH	03820
LEBLANC PETER &	LEBLANC MELISSA	53 FIELDSTONE DR	DOVER	NH	03820
MCLEAN BRIAN T		3-5 SPRING ST	DOVER	NH	03820
MCLEAN KEVIN P &	LAZZARO ANGELA M	17 19 SUMMER ST	DOVER	NH	03820
SKIPPER MARY LOU TRUSTEE	SKIPPER MARY LOU 2014 REVOCABLE TRUST	183 CENTRAL AVENUE	DOVER	NH	03820
TERRELL RAYMOND C		23 UNITY ST #2	BOSTON	MA	02113
TREACY HILL SARA G REVOCABLE TRUST	TREACY HILL SARA G TRUSTEE	148 LOCUST STREET	DOVER	NH	03820
WHITING ROBERT L & FRANCES F TRUSTEES	WHITING FAMILY 2013 REVOCABLE TRUST	160 LOCUST STREET	DOVER	NH	03820
WOODMAN INSTITUTE	MCMANUS ANTHONY AND LANDRY DAVID TRUSTEE	PO BOX 1916	DOVER	NH	03821-1916
10 SUMMER STREET REAL ESTATE, LLC		10 SUMMER STREET	DOVER	NH	03820

Abutter List: 10 Summer Street Real Estate, LLC
P16-32 & P16-33

YOUR RECEIPT THANK YOU

P16-32

Planning and Com Dev
M-T 8:30A - 5:30P
603.516.6008

PLANNING BOARD APPLICATION CHECKLIST & FEE SCHEDULE

10/18/2016 3:50PM 07
000000#1926 CLERK07

COPY

#1632

#1633

#1272

2 @ \$150.00

Conditional Use \$300.00

2 @ \$80.00

Legal Notice \$160.00

Planning \$20.00

15 @ \$8.00

Certified Mail \$120.00

ITEMS 200

CHECK \$600.00

When submitting an application for Site Review or a Major Subdivision the applicant shall meet with the Technical Review Committee (TRC). Eight (8) copies of application and eight (8) **folded** copies of the preliminary plan must be submitted.

At the submission deadline for Planning Board, fifteen (15) copies of the application together with fifteen (15) sets of **folded** plans must be submitted. 22" x 34" and fourteen (14) 11" x 17" (signed by owner).

FEE paid by cash or check made payable to "City of Dover"

Application fee for the following:

REBID DIVISION \$150.00 x # _____ new lots created = \$ _____

LOT LINE ADJUSTMENT \$200.00 (if more than two lots involved, add \$200.00 per lot) = \$ _____

• SITE REVIEW - RESIDENTIAL \$100.00 x # _____ per dwelling unit = \$ _____

• SITE REVIEW - NON-RESIDENTIAL (not to exceed \$10,000)

New construction \$.15 sq. ft. x # _____ sq. ft. = \$ _____

Additions (new floor space) \$.10 per sq. ft. x # _____ sq. ft. = \$ _____

• IMPERVIOUS PAVED AREA (for new development) OR IMPERVIOUS PARKING

LOT ADDITIONS (not to exceed \$10,000) \$.07 sq. ft. x # _____ = \$ _____

• MOTEL/HOTEL \$35.00 x # _____ per lodging unit = \$ _____

• CHANGE OF USE (not to exceed \$5,000)

Existing floor space \$.10 per sq. ft. x # _____ sq. ft. = \$ _____

• CONDITIONAL USE PERMIT \$150.00 x # 1 per application = \$ 150.00

• GRAVEL PIT/ EXCAVATIONS - Application fee \$50.00 & Permit fee \$75.00 = \$ _____

• EXTENSIONS OF/AMENDMENTS TO/WAIVERS FOR AN APPROVED PLAN

(\$150.00 minimum) \$50.00 x # _____ per hour of review = \$ _____

• REQUEST FOR REZONING \$150.00 = \$ _____

• DRIVEWAY WAIVER - \$100.00 application fee = \$ _____

Letter of rejection from Engineering Department, diagram & letter from owner \$ _____

D. Mailing Labels (Avery 5160) in triplicate for each abutter, including owner, engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan with names and addresses for notices.

1. Certified letters fee: # of abutters _____ X \$8.00 = \$ _____

2. Applicant & Owner, engineer, architect, land surveyor or soil scientist

Certified letters fee # _____ of x \$8.00 = \$ _____

3. First Class Mail fee (for individual owner of units within a condominium

or other collective form of ownership): # of abutters _____ X \$1.00 = \$ _____

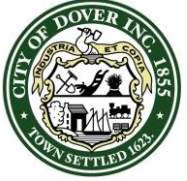
4. Creating/Printing Abutter Labels fee per sheet _____ x \$10.00 = \$ _____

E. Foster's newspaper public notice fee \$ 80.00

F. Digital Version of the Plan or Archive Fee \$1.00 x # _____ per sheet of plan set = \$ _____

TOTAL FEE

\$ 230.00



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P16-33

Application Type: Conditional Use Permit for CBD Dimensional Regulations
Applicant: 10 Summer Street Real Estate, LLC
Owner: 10 Summer Street Real Estate, LLC
Location: 10 Summer Street (Assessor's Map 12, Lot 22)
Meeting Date: November 15, 2016

INTENT: To obtain a Conditional Use Permit to seek relief, per Chapter 170-20-B(1), to the Heritage Residential District to permit an Elderly Assisted Care to have a 0' rear setback whereas 30' is required and to have a lot coverage of approximately 48.3% whereas 40% is the maximum.

LOTS/UNITS PROPOSED: 8 additional beds

AGENDA ITEM #: 4-A

ACREAGE: 0.21 Acres

ZONING DISTRICT: Heritage Residential (HR)

EXISTING LAND USE: Elderly Assisted Housing

PROPOSED LAND USE: Elderly Assisted Housing

SURROUNDING LAND USE: Multi-family residential and Woodman Institute

ZBA ACTION:

- Z97-24 A and B: Variance and Special Exception granted for 9 beds on 10/16/97.
- Z98-18-A&B: Variance and Special Exception granted to establish the Elderly Assisted Care Home with 12 beds.
- Z03-05: Variance granted to construct an addition and a Special Exception to increase the number of residents and bedrooms was granted on 3/20/03
- Z09-14: Variance granted on 5/20/10 to exceed 40% with addition
- Z11-19: Variance granted on 9/15/11 for lot size, lot coverage, and setbacks for addition (Expired)
- Z11-22: Revised Special Exception for 8 additional beds in new addition on 9/15/11
- Z12-15: Variance granted to allow office on first floor and rooming house for up to 13 people on 8/16/12

ATTACHMENTS: Conditional Use Permit application, map, and narrative

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED: City of Dover Conditional Use Permit

WAIVERS REQUESTED: None

Summary of Request and Background

The applicant has applied for a Conditional Use Permit for relief to allow a 0' rear setback whereas 30' is required and to have a lot coverage of approximately 48.3% whereas 40% is the maximum.

The applicants briefly explained how they meet the criteria of 170-20-B(2), Staff believes the request does comply with the three standards listed.

Not all of the variances were acted upon so today there are 16 existing beds and they are requesting 8 more.

Consistency with Land Use Regulations

Chapter 170-20-B provides for conditional use approval for relief from the HR standards if nine standards are complied with. Most of these nine standards are not applicable to this case.

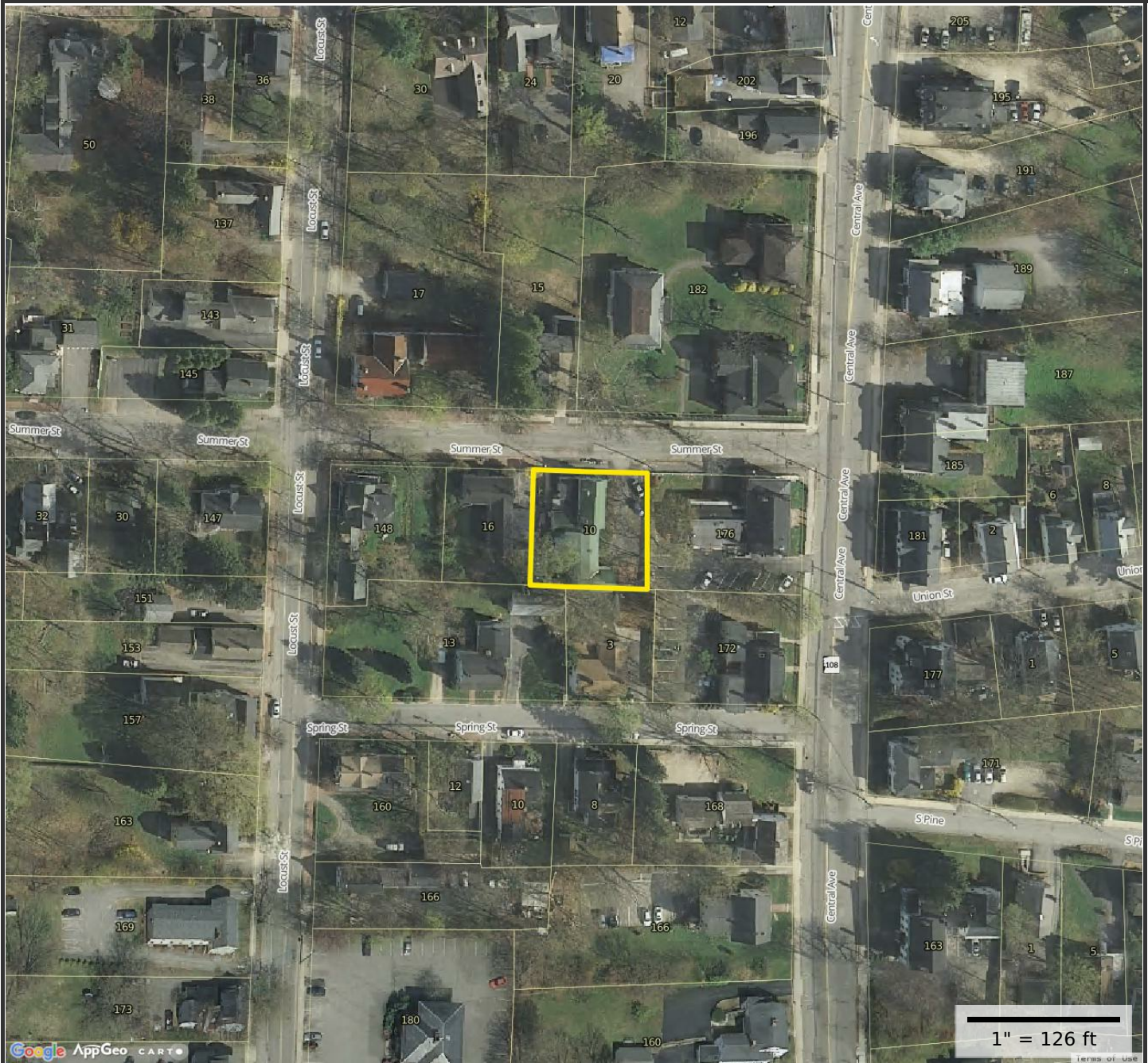
STAFF RECOMMENDATION:

The Planning Department recommends the Planning Board accept the application and approve the Conditional Use Permit with the following condition:

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

1. A formal agreement between the Planning Board and the applicant shall be prepared and recorded at the Strafford County Registry of Deeds.

10 Summer Street

**Property Information**

Property ID 12022-000000
Location 10 SUMMER ST
Owner 10 SUMMER STREET REAL ESTATE LLC

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

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

Parcels updated 1/1/2016
Properties updated 10/27/2016

November 7, 2016

Members of the Dover Planning Board
Conditional Use Permit Application for Wadleigh House
10 Summer St., Dover, New Hampshire

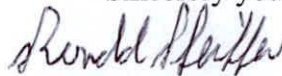
RECEIVED
Planning Office
NOV 09 2016
Dover, New Hampshire

Members of the board, Wadleigh House Assisted Care Home for the Elderly has been a licensed facility serving Dover and neighboring communities elderly and their loved ones since 1996. It should be noted that our renovation plan will provide our residents with a vastly improved and safer environment as we will have a state of the art kitchen, wider halls and stairways for fire department access, and much more dining and interior space.

Following is a brief overview demonstrating how our new plan is a considerable improvement from town code perspective over the plan for which we were granted a variance and special exception on September 20th, 2011 and is being drawn up in the spirit of the aforementioned.

1. We request relief for lot use %. Our new plan calls for 48.3%. We were previously granted 50.5% lot use
2. We will not exceed density previously granted as we will limit our addition to a maximum of 8 new residents with the state allowing up to 16 in the existing home.
3. We will not encroach upon front setbacks as demonstrated by the architectural drawings. We request relief from rear setbacks for two small bump-outs of existing rooms that will not come closer than 7 inches from the property line. Please note these will be substantially smaller than the previously granted extensive addition to the front of the carriage house.
4. The new design blends more homogenously with the neighborhood than the old and has no impact on side setbacks as the previous plan did.
5. We will gain two parking spaces, not lose two as our original plan called for, and be far less dependent upon off street parking.

Sincerely yours,



Elizabeth Pettiford and Ronald Pfeiffer
Co-owners of Wadleigh House



City of Dover, New Hampshire

CONDITIONAL USE PERMIT APPLICATION

[Revision Date: August 16, 2016]

RECEIVED
Planning Office

Office Use Only	Project #:	<u>P16-33</u>	Date Received:	<u>OCT 18 2016</u>
	Amount Paid:	<u>\$600.00</u>	Time Received:	

Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

Name of Applicant: 10 Summer Street Real Estate LLC Telephone # 603-743-4103 (work)
603-743-6559 (cell)

Address of Applicant: Same

E-Mail Address: ronpf77@yahoo.com

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

Address of Property Owner: Same

PROPERTY INFORMATION

Assessor's Map # 12 Lot(s) # 22

Address of Property: 10 Summer Street, Dover, N.H.

Zoning District(s) HR Overlay District(s) _____

Existing Use of Property: Elderly Assisted Care Home

CONDITIONAL USE PERMIT INFORMATION

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

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

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

See Attached Narrative - 70 Lot Use and Setback Section

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

State licensure, fire, life safety permits are pending.

Name of Professional That Prepared Plans: Alba Architects, Stuart Anderson + Philip Bennett
Address P.O. Box 186, 137 Main Street, N. Woodstock, NH Telephone #: 603-745-4770
Professional License #: 3177-Philip Bennett E-mail address: Sanderson@albaarchitects.com

SIGNATURES

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

Signature of Property Owner: Ronald Pliffen + Elizabeth Pettiford Date: 10/18/2016

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

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

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

Signature of Property Owner: Ronald Pliffen + Elizabeth Pettiford Date: 10/18/2016

October 18, 2016

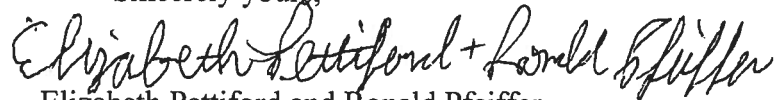
Members of the Dover Planning Board
Conditional Use Permit Application for Wadleigh House
10 Summer St., Dover, New Hampshire

Members of the board, Wadleigh House Assisted Care Home for the Elderly has been a licensed facility serving Dover and neighboring communities elderly and their loved ones since 1996. It should be noted that our renovation plan will provide our residents with a vastly improved and safer environment as we will have a state of the art kitchen, wider halls and stairways for fire department access, and much more dining and interior space.

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1. We request relief for lot use %. Our new plan calls for 47.7%. We were previously granted 50.5% lot use
2. We will not exceed density previously granted as we will limit our addition to a maximum of 8 new residents with the state allowing up to 16 in the existing home.
3. We will not encroach upon front setbacks as demonstrated by the architectural drawings. We request relief from rear setbacks for two small bump-outs of existing rooms that will not come closer than 7 inches from the property line. Please note these will be substantially smaller than the previously granted extensive addition to the front of the carriage house.
4. The new design blends more homogenously with the neighborhood than the old and has no impact on side setbacks as the previous plan did.
5. We will gain two parking spaces, not lose two as our original plan called for, and be far less dependent upon off street parking.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Elizabeth Pettiford + Ronald Pfeiffer". The script is cursive and fluid, with the names joined together.

Elizabeth Pettiford and Ronald Pfeiffer
Co-owners of Wadleigh House

[illegible]

Owner 1	Owner 2	Owner Address 1	City	State	Zip
CAVIRIS CHARLES N &	FRUDAKIS HOPE M	185 CENTRAL AVE	DOVER	NH	03820-4003
CRONIN DAVID J &	CRONIN HEATHER L	8 SPRING ST	DOVER	NH	03820
FAURE CATHERINE LOUISE		12 SPRING STREET	DOVER	NH	03820
HOLGATE LIMITED PARTNERSHIP	HOPKINS WILLIAM F JR TRUSTEE	130 CENTRAL AVE	DOVER	NH	03820
KUZIOMKO VIRGINIA &	FROST CORY	10 SPRING ST	DOVER	NH	03820
LEBLANC PETER &	LEBLANC MELISSA	53 FIELDSTONE DR	DOVER	NH	03820
MCLEAN BRIAN T		3-5 SPRING ST	DOVER	NH	03820
MCLEAN KEVIN P &	LAZZARO ANGELA M	17 19 SUMMER ST	DOVER	NH	03820
SKIPPER MARY LOU TRUSTEE	SKIPPER MARY LOU 2014 REVOCABLE TRUST	183 CENTRAL AVENUE	DOVER	NH	03820
TERRELL RAYMOND C		23 UNITY ST #2	BOSTON	MA	02113
TREACY HILL SARA G REVOCABLE TRUST	TREACY HILL SARA G TRUSTEE	148 LOCUST STREET	DOVER	NH	03820
WHITING ROBERT L & FRANCES F TRUSTEES	WHITING FAMILY 2013 REVOCABLE TRUST	160 LOCUST STREET	DOVER	NH	03820
WOODMAN INSTITUTE	MCMANUS ANTHONY AND LANDRY DAVID TRUSTEE	PO BOX 1916	DOVER	NH	03821-1916
10 SUMMER STREET REAL ESTATE, LLC		10 SUMMER STREET	DOVER	NH	03820

Abutter List: 10 Summer Street Real Estate, LLC
P16-32 & P16-33

YOUR RECEIPT THANK YOU

P16-33

Planning and Com Dev
M-T 8:30A - 5:30P
603.516.6008

PLANNING BOARD APPLICATION CHECKLIST & FEE SCHEDULE

10/18/2016 3:50PM 07
000000#1926 CLERK07

#1632
#1633
#1272

2 @ \$150.00
Conditional Use \$300.00
2 @ \$80.00
Legal Notice \$160.00
Planning \$20.00
15 @ \$8.00
Certified Mail \$120.00

ITEMS
CHECK 200
\$600.00

When submitting an application for Site Review or a Major Subdivision the applicant shall meet with the Technical Review Committee (TRC). Eight (8) copies of application and eight (8) **folded** copies of the preliminary plan must be submitted.

At the submission deadline for Planning Board, fifteen (15) copies of the application on together with fifteen (15) sets of **folded** plans must be submitted. 22" x 34" and fourteen (14) 11" x 17" (signed by owner).

FEE paid by cash or check made payable to "City of Dover" application fee for the following:

- SUBDIVISION \$150.00 x # _____ new lots created = \$ _____
- LOT LINE ADJUSTMENT \$200.00 (if more than two lots involved, add \$100.00 per lot) = \$ _____
- SITE REVIEW - RESIDENTIAL \$100.00 x # _____ per dwelling unit = \$ _____
- SITE REVIEW - NON-RESIDENTIAL (not to exceed \$10,000)
New construction \$.15 sq. ft. x # _____ sq. ft. = \$ _____
Additions (new floor space) \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- IMPERVIOUS PAVED AREA (for new development) OR IMPERVIOUS PARKING LOT ADDITIONS (not to exceed \$10,000) \$.07 sq. ft. x # _____ = \$ _____
- MOTEL/HOTEL \$35.00 x # _____ per lodging unit = \$ _____
- CHANGE OF USE (not to exceed \$5,000)
Existing floor space \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- CONDITIONAL USE PERMIT \$150.00 x # 1 per application = \$ 150.00
- GRAVEL PIT/ EXCAVATIONS - Application fee \$50.00 & Permit fee \$75.00 = \$ _____
- EXTENSIONS OF/AMENDMENTS TO/WAIVERS FOR AN APPROVED PLAN (\$150.00 minimum) \$50.00 x # _____ per hour of review = \$ _____
- REQUEST FOR REZONING \$150.00 = \$ _____
- DRIVEWAY WAIVER - \$100.00 application fee = \$ _____
- Letter of rejection from Engineering Department, diagram & letter from owner = \$ _____

D. Mailing Labels (Avery 5160) in triplicate for each abutter, including owner, engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan with names and addresses for notices.

1. Certified letters fee: # of abutters 13 X \$8.00 = \$ 104.00
2. Applicant & Owner, engineer, architect, land surveyor or soil scientist
Certified letters fee # 2 of x \$8.00 = \$ 16.00
3. First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X \$1.00 = \$ _____
4. Creating/Printing Abutter Labels fee per sheet 2 x \$10.00 = \$ 20.00

E. Foster's newspaper public notice fee \$ 80.00

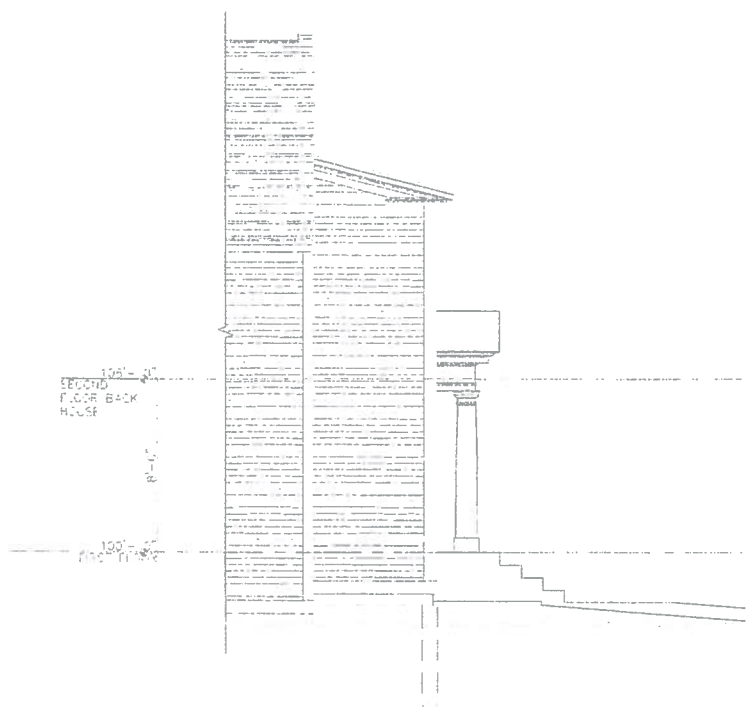
F. Digital Version of the Plan or Archive Fee \$1.00 x # _____ per sheet of plan set = \$ _____

TOTAL FEE

\$ 370.00



1 PROPOSED FRONT ELEVATION



2 PROPOSED SIDE ELEVATION



3 PROPOSED STREET ELEVATION

RECEIVED
Planning Office
OCT 18 2016
Dover, New Hampshire

COBB HILL CONSTRUCTION
206 NORTH STATE STREET
CONCORD, NEW HAMPSHIRE 03301
(603) 224-8373 / (603) 224-0375 FAX
INFO@COBBHILL.COM WWW.COBBHILL.COM

PROJECT TITLE
Proposed Addition & Alterations to
Wadleigh House ILS

SHEET INFORMATION
Proposed
Alterations

Drawn By: JAF Checked By: JAF
Revisions:
Date:
09 JUN 2016