DOVER PLANNING BOARD – AGENDA

CITY OF DOVER

Meeting Type:	Regular Meeting
Meeting Location:	Council Chambers, City Hall, 288 Central Ave, Dover NH 03820
Meeting Date:	**Tuesday, March 28, 2017**
Meeting Time:	**7:00 pm**

1. CITIZENS' FORUM

2. APPROVAL OF THE PRIOR MINUTES

- February 28, 2017 Regular Meeting Minutes

3. OLD BUSINESS

A. Consideration and possible vote of a Site Plan Review for Okad of Dover, LLC, Assessor's Map 37, Lots 35, 36, 37 & 38 zoned B-3, located at 824, 826, 828 Central Avenue and 8 Glenwood Avenue (Proposal is to construct 28,202 s.f of commercial use including 7,000 s.f. of restaurants, a 2,072 s.f. bank and the remaining retail with a total of 134 parking spaces within the 88,262 s.f. paved area). *(P16-39)

B. Consideration and possible vote of a Conditional Use Permit for Okad of Dover, LLC, Assessor's Map 37, Lots 35, 36, 37 & 38 zoned B-3, located at 824, 826, 828 Central Avenue and 8 Glenwood Avenue (Proposal is for the 2,850 s.f. impact of wetland and associated buffer). *(P17-08)

C. Consideration and possible vote of a Conditional Use Permit for Okad of Dover, LLC, Assessor's Map 37, Lots 35, 36, 37 & 38 zoned B-3, located at 824, 826, 828 Central Avenue and 8 Glenwood Avenue (Proposal is for the 50.6% total impervious surface coverage in the Secondary Groundwater Protection Zone). *(P17-09)

D. Consideration and possible vote of an amendment to the conditions for a previously approved Site Plan (2/10/2015) for Bradley Commons (Owner: Housing Partnership) Map 27, Lots 2, 3, 4, & 15, zoned CBD, located at 577 Central Avenue (Amended development agreement). (P14-34A)

4. NEW BUSINESS

A. Consideration and acceptance of a Conditional Use Permit for the City of Dover, zoned R-40 and R-12, located on Spruce Lane (between Mast Rd & Back River Rd) (Proposal is to widen road, improve drainage, and repair/replace culverts). *(P17-14)

B. Consideration and acceptance of a Conditional Use Permit for the City of Dover (Owner: Seames Trefethen), Assessor's Map H, Lot 14A, zoned R-12, located at 58 Cataract Avenue (Proposal is to install a bioretention stormwater system adjacent to Bellamy Road to restore the stream). *(P17-15)

C. Consideration and acceptance of a Site Plan Review for 6 Grove Street Residences, LLC, (Owner: Alan Hatch & Sherrilyn McKie Family Trust), Assessor's Map 31, Lot 14, zoned CBD (Transit Oriented Overlay), located at 6 Grove Street (Proposal is to develop a 9,060.51 s.f. mixed use building with commercial space on the 1st floor and a total of 36 residential units on the 2nd – 5th floors with 30 parking spaces within the 13,806.70 s.f. paved area). *(P16-31)

D. Consideration and acceptance of a Conditional Use Permit for 6 Grove Street Residences, LLC, (Owner: Alan Hatch & Sherrilyn McKie Family Trust), Assessor's Map 31, Lot 14, zoned CBD (Transit Oriented Overlay), located at 6 Grove Street (Proposal is to have a building lot coverage of 47% whereas 75% is required and frontage build out of 73% on Grove Street and 75% on Third Street whereas 80% is required). *(P17-16)

E. Consideration and acceptance of a Conditional Use Permit for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road (Proposal is to build a new subdivision road and drainage facilities that impact 2,197 s.f. of steep slope greater than 20 percent). *(P17-10)

F. Conditional Use Permit for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road (Proposal is to build a new road that crosses a wetland and construct a walking path in the tidal buffer. Impacts include 350 s.f. of wetland impact, 24,283 s.f. of wetland buffer impact, and 2,284 s.f. of tidal buffer impact adjacent to the Cochecho River). *(P17-12)

G. Consideration and acceptance of an Open Space Subdivision of land for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road (17 lots). *(P16-25)

H. Consideration and acceptance of a Site Review for Cocheco Valley Humane Society (Owner: Strafford County c/o City of Dover), Assessor's Map B, Lot 20, zoned R-40, located at 259 County Farm Road (Proposal is to develop an 11,000 s.f. Animal Shelter/Services with 32 parking spaces within the 22,671 s.f. paved area). *(P17-13)

I. Consideration and acceptance of a Conditional Use Permit for Paula J. Reid, Trustee & Sheila Woolley, (Owner: Paula J. Reid 2003 Revocable Trust), Assessor's Map 10, Lot 107, zoned HR, located on Lexington Street (The Conditional Use Permit is for side yard setback to be 7' whereas 15' is required). *(P17-17)

J. Consideration and acceptance of a Conditional Use Permit for Jacqueline Pierce (Owner: Sojourn Property Management LLC), Assessor's Map 31, Lot 7, zoned CBD (Transit Oriented Overlay), located at 66 Third Street (The Conditional Use Permit is needed to allow Dog Training & Daycare in the Transit Oriented Overlay district). *(P17-22)

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 and find us on Facebook at https://www.facebook.com/DoverNHPlanning.

DOVER PLANNING BOARD – MINUTES

CITY OF DOVER

Meeting Type:	Regular Meeting
Meeting Location:	Council Chambers - City Hall, 288 Central Avenue
Meeting Date:	**Tuesday, February 28, 2017**
Meeting Time:	**7:00 pm**

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

Members Not Present: Dave White, Tristan Donovan (Alternate), Hayley Harmon (Alternate)

Staff Present: Donna Benton (Assistant City Planner), Elena Piekut (Assistant City Planner), Tracy Smith (Recording Secretary)

The Chair recognized J.Burdin to sit in for D.White, and called the meeting to order at 7:06 p.m.

The meeting was called to order late to try to remedy video recording issues. It was determined to use the audio recorder at 7:06 p.m. pending Media Staff arrival for video recording.

1. CITIZENS' FORUM

Citizens Forum Open.

Bob Riga, 46 Stocklan Circle, distributed copies to the Board and addressed item 4.E on the agenda regarding the public uses in the I-2 District. He stated his concern regarding the timing of the District changes as it pertains to the rezoning with the Kay property and the updates to the ordinance regarding the uses to diffuse the arguments of the opponents to the rezoning project. He questioned whether the Board was doing this to cover any future legal actions. He suggested changes to remove commercial recreation, eating and drinking establishments, and hotels, increasing the setback from the proposed 30 ft. to 150 ft., and the involvement of existing buffers.

Citizens Forum Closed.

2. APPROVAL OF THE PRIOR MINUTES

- February 14, 2017 Regular Meeting Minutes

Motion: D.Ciotti made a motion to approve the February 14, 2017 Regular Meeting Minutes. Seconded by L.Skinner. Vote U/A

3. OLD BUSINESS

A. Consideration and possible vote of an amendment to the conditions for a previously approved Site Plan (2/10/2015) for Bradley Commons (Owner: Housing Partnership) Map 27, Lots 2, 3, 4, & 15, zoned CBD, located at 577 Central Avenue (Amended development agreement). (P14-34A)

The Chair stated item 3.A has been postponed to March 14, 2017.

D.Benton explained the item would not be heard due to materials not being ready for the packet in time and therefore not available for public viewing.

Motion: F.Torr made a motion to table item 3.A to the March 14, 2017 Planning Board meeting. Seconded by J.Burdin. Vote U/A

G.Cruikshank stated items 4.A, 4.B, and 4.C would be heard together.

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4. NEW BUSINESS

A. Consideration and acceptance of a Conditional Use Permit for Summit Land Development, (Owner: Varney Brook Lands, LLC), Assessor's Map K, Lot 19-6, zoned ETP (RCM Overlay District), located at Pointe Place. (Proposal is for grading, drainage outfall, a portion of the driveway, and a small (15'x20') exterior storage shed in the wetland buffer). (*P17-04)

B. Consideration and acceptance of a Site Plan Review for Summit Land Development (Owner: Varney Brook Lands, LLC), Assessor's Map K, Lot 19-6, zoned ETP (RCM Overlay District), located at Pointe Place. (Proposal is for a 38,800 sq. ft. new memory care residential development with a total of 55 parking spaces within the 40,140 sq. ft. paved area.) (*P17-05)

C. Consideration and acceptance of a Subdivision Review for Summit Land Development (Owner: Varney Brook Lands, LLC), Assessor's Map K, Lots 19-4, 19-6, zoned ETP (RCM Overlay District), located at Pointe Place. (Proposal is to subdivide 1 new lot). (*P17-06)

D.Benton provided an overview regarding an update of the applications.

Chad Kageleiry of Summit Land Development and Varney Brook Lands, LLC, displayed a plan for viewing, and presented the proposed plan. Eric Weinreib of Altus Engineering, Inc., was also present.

Discussion ensued regarding clarification of the easement on the lot regarding the driveway, the reason for the lot shape for a berm and the use of the land for stormwater management, the location of two apartment buildings on the south side of the Pointe Place road, the calculation used regarding acreage and conservation land pertaining to the density of the number of units and the adjacent property, location of the wetland buffer line on the plan which was granted via a previous Conditional Use Permit, confirmation that C.Kageleiry would be selling the land to the company that will be running the facility and that the new company would have to adhere to the concept plan, the location of the easement on Map K lot 19-4 which the townhouses will have access, setbacks, consideration of the Conservation Commission notes regarding the wetland buffer impact, snow maintenance/clearance concerns pertaining to the development and the adjacent property, a wetland buffer encroachment concern regarding the driveway, the reasoning behind the location of the maintenance shed in the wetland buffer , clarification of condition #11, and the building on the displayed plan.

Motion: D.Ciotti made a motion to accept the applications for items 4.A, 4.B, and 4.C. Seconded by F.Torr. Vote U/A

Public hearing opened.

Paul Goldberg, 3 Madelyn Drive, stated the project would be a good addition to the area. He stated concerns about fire access and the trash collection hours. He requested that garbage pick-up times be considered as a condition.

Public Hearing Closed.

D.Benton stated that one of the proposed conditions would address the fire access, and that the City does not have a noise ordinance so it would be up to the Board's discretion regarding the dumpster hours.

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STAFF RECOMMENDATION: (P17-04)
The Planning Department recommends that the Planning Board vote to approve the Conditional Use Permit with the following condition:

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

1. The subdivision plan (P17-06) shall be approved.

STAFF RECOMMENDATION: (P17-05)
The Planning Department recommends that the Planning Board vote to approve the site plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The Subdivision Plan (P17-06) must be approved and recorded.
2. The Conditional Use Permit (P17-04) must be approved.
3. The owner's signatures must be added to the final plan.
4. Applicant must provide a digital version of plan set.
5. The Professional Engineer, Licensed Land Surveyor, and Licensed Landscape Architect will need to sign and stamp final plans.
6. Submit landscape operation and maintenance plan to the satisfaction of the Assistant City Manager.
7. The applicant must revise plan set to:
    a. Revise the lighting plan to meet Section 149-14.E including adding details of the fixtures.
    b. Indicate colors and materials on the architectural renderings which need to meet architectural design standards 149-14.2.(B) 9) & 10).
    c. Meet Building/Fire Department outstanding comments to the satisfaction of the Building Official.

Conditions to Be Met Prior to Any Construction Activity:

8. The site plan shall be recorded at the Registry of Deeds, with documentation sufficient to provide notice to all persons that may acquire any property subject to the requirements and responsibilities described in the approved Stormwater Management Plan. The notice shall comply with the applicable requirements for recording contained in RSA 477 and 478.
9. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 8 AM-5 PM, with no Sunday hours. 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:

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. Any new building shall be assessed the current impact fees in place at the time of building permit application.
12. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

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STAFF RECOMMENDATION: (P17-06)
The Planning Department recommends that the Planning Board vote to approve the minor subdivision plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The owner's signatures shall be added to the final plat submitted for signature to be recorded at the Strafford County Registry of Deeds.
2. The Licensed Land Surveyor shall stamp and sign final plans.
3. The applicant shall provide the Planning Department with a digital version of the final plat.
4. The applicant shall revise the plat to add the planning file number (P17-06) to all sheets.

Discussion ensued regarding the wetland buffer and that the Conservation Commission endorsed the project pertaining to the driveway access, additional encroachments to the wetland buffer as the project has progressed, and clarification regarding encroachment within the 30 ft. sewer easement and that the buffer area is due to a man-made pond.

Discussion ensued regarding several Board member concerns with the consideration of establishing dumpster hours as a condition.

D.Ciotti explained to P.Goldberg that he has the right to contact the police and file a complaint if the trash is collected at an inappropriate hour.

Motion: F.Torr made a motion to approve the Conditional Use Permit (item 4.A) subject to the staff recommended conditions. Seconded by T.Clark. Vote 8/1 C.Plante opposed.

Motion: F.Torr made a motion to approve the site plan (item 4.B) subject to the staff recommended conditions. Seconded by T.Clark. Vote U/A

D.Benton clarified condition #6 regarding landscaping for F.Torr.

Motion: F.Torr made a motion to approve the minor subdivision plan (item 4.C) subject to the staff recommended conditions. Seconded by T.Clark. Vote 8/1 C.Plante opposed

D. Consideration and possible vote on revised Planning Board Bylaws.

D.Benton addressed the document distributed to the Board members in their packets.

Discussion ensued regarding the suggested changes to the Bylaws, with particular attention to the specific language of item 8.G., and the need to table the item for further evaluation.

Motion: T.Clark made a motion to table the item pending additional revisions. Seconded by L.Skinner. Vote U/A

E. Discussion and possible posting of amendments to Rural Restricted Industrial (I-2) district.

D.Benton provided an introduction to the item.

E.Piekut addressed the recent approval to the rezoning item motioned to forward to the City Council for ratification and presented the information pertaining to the I-2 district. She addressed the comments made by

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B.Riga for T.Clark regarding the setbacks according to the minimum lot sizes and frontage and the possible legalities involved.

Discussion ensued regarding clarification on page 4 footnote #3 to add Columbus Avenue, the 30 ft. setback similar to R-40, the rear and side setback clarification from the property line one for the principle structure and one for the accessory dwelling structure, the setback requirements between buildings and the minimum distance from an abutting residence, rear setback clarification, comparison of rear and side setback to the I-4 district and the R-20 district, confirmation that changes require a City Council vote, and consideration for a workshop to go over issues for further discussion.

D.Benton explained the process.

Discussion ensued regarding the timing and reason to address the changes to the I-1 and I-2 Districts due to the changes in business and industry, the need for a Workshop to further evaluate both districts and additional Board suggestions, such as, non-conformity issues, a request to define more words used in the Zoning Ordinance, and clarification of the goals regarding the districts.

STAFF RECOMMENDATION:
Staff recommends removing "Industry" from permitted uses as it is undefined, while "LIGHT INDUSTRY" is permitted and defined in a way that permits industry while protecting abutters from noxious uses. Staff also recommends removing several uses which are rarely encountered and may be considered obsolete or unnecessary.

Staff recommends that "Fuel, Oil, or Gas Storage" be a Special Exception use rather than a use permitted by right and has amended the special exception criteria that also apply to AUTO SERVICE STATIONS and VEHICLE REFUELING AND RECHARGING STATIONS.

The amendments also include an increase in side and rear setbacks from 10 feet to 30 feet, and a 75-foot front setback particular to parcels fronting on Columbus Avenue.

The Planning Board should post the proposed amendments for a public hearing March 28th, 2017.

F. Discussion and possible posting of amendments to the Restricted Industrial (I-1) district.

E.Piekut addressed the issues regarding the I-1 districts and recommended the Board post the amendments.

STAFF RECOMMENDATION:
Staff recommends eliminating the I-1 Zoning District in question by rezoning it to Urban Density Residential (RM-U). Surrounding lots are zoned RM-U or R-12. In the coming months, staff will present amendments to the other two I-1 districts with the goal of eliminating them while providing for continued commercial/industrial uses more consistent with adjacent districts.

Rezoning these five lots to RM-U will render industrial buildings (which predate zoning) nonconforming, but allow for residential or minor commercial redevelopments that are more compatible with the surrounding neighborhood.

The Planning Board should post the proposed amendments for a public hearing March 28th, 2017.

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Motion: F.Torr made a motion to table the items 4.E and 4.F to a Workshop meeting on March 21, 2017. Seconded by L.Skinner.

C.Plante addressed the workshop date and adding a third Tuesday to the schedule, and requested using April 2, 2017 which is a normal Planning Board meeting date.

Discussion ensued regarding clarification of the intention to meet the second and fourth Tuesdays, the volume of applications and the attempt to schedule these during the regular meetings, adding if there's a heavy load could start earlier.

Revised Motion: F.Torr made a motion to table the items 4.E and 4.F to a Workshop on a future regular meeting agenda to be determined subject to staff's discussion. Seconded by L.Skinner. Vote U/A

5. STAFF COMMENTS

D.Benton updated the Board about a number of upcoming applications received by the Planning Department and how the volume is already about half of last year's total applications.

D.Benton distributed a document to the Board members regarding the annual Office of Energy and Planning conference for April 29, 2017, and requested those interested in attending to contact Staff.

6. MEMBER COMMENTS

L.Skinner requested a site walk for the Central and Glenwood Avenue property.

Discussion ensued regarding consideration of a site walk with areas marked out, that the application is scheduled for the March 14, 2017 Planning Board meeting, the need to check with the applicant before confirming the site walk date and the time regarding staking out the property, the concern with scheduling the site walk between meetings, and the consideration to revisit the schedule at the next meeting.

The site walk was tentatively scheduled for Saturday, March 11, 2017 at 9:00 a.m. should that work for the applicant's schedule.

K.Schuman stated the final report he received from the New Hampshire Coastal Risk and Hazards Commission will be on file in the Planning Office.

7. ADJOURNMENT

Motion: F.Torr made a motion to adjourn at 9:22 p.m. Seconded by L.Skinner. Vote U/A

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CITY OF DOVER	PLANNING BOARD - STAFF MEMO FILE #P16-39
	Application Type: Site Plan Applicant(s): Okad of Dover, LLC Owner(s): Okad of Dover, Charles and Mary Banaian, Judith Spang Rev. Trust, 826 Central Ave LLC Location: 824, 826, 828 Central Ave and 8 Glenwood Ave (Tax Map 37, Lots 35, 36, 37 & 38) Meeting Date: March 28, 2017

INTENT: Site plan to construct 28,202 s.f of commercial use including 7,000 s.f. of restaurants, a 2,072 s.f. bank and the remaining retail with a total of 134 parking spaces within the 88,262 s.f. paved area

UNITS PROPOSED: To be further determined but a 11,250 s.f. building attached to a 6,800 s.f. building (including 3,500 of restaurant), a separate 8,125 s.f. (including 3,500 s.f. of restaurant) building and a separate 2,072 s.f. bank

AGENDA ITEM #: 3A

ACREAGE: 5.44 Acres

ZONING DISTRICT: Thoroughfare Business District (B-3)

EXISTING LAND USE: Office, residential, and vacant

PROPOSED LAND USE: Commercial

SURROUNDING LAND USE: Residential, office, and vacant

ZBA ACTION:
Lot 35: H82-17, H84-36, Z01-2
Lot 36: Z00-16
Lot 37: Z94-22, H87-47, H70-7, Z94-15
The above were all superseded by rezoning the area to B-3.

ATTACHMENT:
Please bring previous materials

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by certified mail for this meeting due to the cancelled 3/14 meeting

PERMITS REQUIRED:
-Conditional Use Permits for Groundwater Protection Overlay District and for Wetland Protection Overlay District
-NHDES Wetlands Permit
-NHDES Alteration of Terrain Permit

WAIVERS REQUESTED:
-149-14.H(1) for additional right-in driveway on Central Avenue

Summary of Request and Background
The applicant is back before the Board still proposing to build a commercial multi-tenant project including restaurant, retail, and bank. The applicant appeared before the Technical Review Committee on January 5, 2017(minutes previously provided).

The Planning Board accepted the item for review on February 14, 2017 and tabled the item until March 14, 2017.

The Planning Board then scheduled and held a site walk on March 11, 2017.

Conservation Issues
The Conservation Commission endorsed this project at their February 22nd meeting. The endorsement had the conditions that the requirements of the UNH Stormwater Center review letter be adequately addressed by the applicant and that if there are any increases to impacts to wetlands, wetlands buffers or impervious surface, the applicant will have to return to the Conservation Commission.

Peer Reviews
During the technical review of the plans, staff discussed the need for peer reviews of the traffic analysis and the drainage infrastructure. Sebago Technics, the Consultant the City uses to review traffic signal infrastructure, and the UNH Stormwater Center completed these reviews.

Staff has met with the applicant and reviewed the conclusions. Staff agrees with items 1, 2, 3, 4 (with some cost share relative to the truncated domes), 5 and part of 6 (Install the cameras at the southerly light, but not at Glenwood). Item 7 conflicts with a City policy, and staff does not support it. Items 8 and 9 should be reviewed on the site walk. Planning staff believes the left turn in from Glenwood should be reconsidered.

Staff and the Applicant's engineer met with the UNH Stormwater Center on March 6th. At that meeting the applicant agreed to revise the site plan to accommodate the suggested changes. Please review the memo supplied regarding these changes, many of which are detail sheet updates. Overall, the Stormwater Center found the suggested infrastructure to be appropriate and the correct systems to install to comply with best management practices and the City's regulations.

Consistency with Land Use Regulations
Chapter 149-4 of the Site Review Regulations of the City Code provides for site review by the Planning Board of new construction of various types.

The site was recently rezoned to Thoroughfare Business District (B-3) which is designed to provide an environment that encourages efficient and attractive automobile oriented commercial development along major highways outside of the downtown. This District provides economic development opportunities for a mix of land uses

including retail sales, and restaurants.

STAFF RECOMMENDATION:

Waiver Request:
The applicant is requesting a waiver from Chapter 149-14.H for an additional right-in driveway on Central Ave with justification in a letter dated February 8, 2017.

After reviewing the peer review report of the traffic study, the Planning Department supports the driveway waiver.

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.

Site Plan:
The Planning Department recommends that the Board re-open the public hearing, and vote to approve the site plan with the following conditions:

Conditions to be Met Prior to Signing of the Plans:

1. The owner's signatures must be added to the final plan.
2. The Conditional Use Permits (P17-08 and P17-09) shall be approved.
3. Applicant must provide a digital version of plan set.
4. The Professional Engineer, Licensed Land Surveyor, Wetland Scientist, and Licensed Landscape Architect will need to sign and date final plans.
5. Stormwater Operations and Maintenance Plan to the UNH Stormwater Center and City Engineer's satisfaction.
6. Landscape Operation and Maintenance Plan to the Assistant City Manager's satisfaction
7. The applicant shall provide a lot merger form and record it at the Strafford County Registry of Deeds.
8. The applicant shall have a license agreement approved by the City Council and signed by the City of Dover for landscaping in the right-of-way.
9. The applicant shall pay the peer-review invoices.
10. The final map lot shall be current 8 Glenwood (Assessor's Map 37, Lot 38)
11. Submit document with timeline of construction including off site to the satisfaction of the Assistant City Manager.
12. The applicant must revise plan set to:
    a. Combine the site plan and supplemental plans into one plan set
    b. add outside drops on sewer man hole 3 and 5
    c. Provide model for 1" storm to each tributary system
    d. Add details/cross-sections for each stormwater Best Management Practice in detail sheets
    e. Revise plan to note Sebago's following Peer Review Comments on the memo dated March 2, 2017:
        i. Show all proposed off-site mitigation at the Glenwood and Hannaford intersections (#1)
        ii. Show protected left only turn (#2)
        iii. Convert lane on Glenwood to shared thru/left turn (#3) and remove left turn in on Glenwood
        iv. Upgrade pedestrian sign equipment such as APS buttons and countdown heads but not ramps which the City will upgrade (#4)
        v. Install cameras at southerly light (#6)

Conditions to Be Met Prior to Any Construction Activity:

13. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 9 AM-4 P M, with no Sunday hours. 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.
14. Coordinate with UNH Stormwater Center to provide construction oversight when Berry Brook elements are being disturbed and provide written correspondence to Assistant City Manager.
15. The final signal plans shall be submitted for review and approval by the Assistant City Manager and City Engineer.

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

16. The new building shall be assessed the current water/sewer investment fees in place at the time of application for water/sewer service.
17. Fence and additional landscaping along Crescent Avenue shall be installed.

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

18. Any new building shall be assessed the current impact fees in place at the time of building permit application and paid by time of Certificate of Occupancy.
19. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.
20. Upgrades to pedestrian sign equipment such as APS buttons and countdown heads and installation of cameras at southerly light on Central Ave has occurred.

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Unit 101, PO Box 249
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TheEngineeringCorp.com

March 7, 2017

Kirt Schuman, Chairperson
City of Dover Planning Board
288 Central Avenue
Dover, NH 03820

TEC Ref: N0602

Attn: Christopher G. Parker, AICP
Assistant City Manager: Director of Planning and Strategic Initiatives

RE: Central Avenue Redevelopment, File number P16-39
824-828 Central and 8 Glenwood Avenue, Dover, NH
Planning Board Submission

Dear Mr. Schuman,

TEC is pleased to update the Planning board on our progress with the Stormwater and Traffic peer reviews for the Central Avenue Redevelopment project. Since our previous Planning board hearing, we have received comment letters from the University of New Hampshire Stormwater Center (UNHSC) and Sebago Technics and have met with City Staff to review all comments. This letter outlines our action items to address all peer review comments to the satisfaction of the City and its review agents.

Stormwater Review

The City of Dover and TEC agreed to engage Dr. James Houle of the of UNHSC to perform a Stormwater Management peer review of the proposed project. On March 7th, TEC met with Dr. Houle and Tim Puls of UNHSC, as well as City of Dover Staff (Chris Parker, Dave White, Donna Benton) to thoroughly discuss each action item and agree upon a course of action for the stormwater design. TEC is actively working to address all comments made by Dr. Houle, and the agreed upon revisions will be incorporated into the design plans and drainage report prior to endorsement.

Traffic Review

The City of Dover and TEC agreed to engage Derek Caldwell, PE, of Sebago Technics, Inc. to perform a Traffic peer review of the proposed development. On March 7th, TEC met with the City of Dover staff to discuss the peer review comments regarding off-site mitigation. A site walk is scheduled on March 11th with TEC, City of Dover staff, and the Planning Board to review suggested traffic improvements. The Applicant agrees to prepare a detailed off-site traffic mitigation Plan reflective of the Site Walk and Sebago Technics review comments to be approved of the City of Dover Engineering Department.

We are excited to present the updates to the Board at the March 14th hearing.

Sincerely,
TEC, Inc.
"*TheEngineeringCorp.com*"

Richard J. Friberg Jr., PE, LEED AP
Regional Office Manager

SEBAGO TECHNICS

CIVIL ENGINEERING ▪ SURVEYING ▪ LANDSCAPE ARCHITECTURE

Memorandum

17044

To: **Christopher G. Parker, AICP**

Assistant City Manager, Director of Planning and Strategic Initiatives

City of Dover, NH

From: **Derek Caldwell, P.E.**

Date: **March 2, 2017**

Subject: **Traffic Impact and Access Study Peer Review**

Central Avenue Redevelopment - Dover, New Hampshire

Sebago Technics has completed a Peer Review of the Traffic Impact and Access Study and Site Plan submission dated January 23, 2017 submitted by TEC, Inc. for the Central Avenue Redevelopment Project. We offer the following comments and recommendations:

1. Full signal plans should be submitted showing all proposed off-site mitigation at the Glenwood and Hannaford intersections. Currently, the submitted plans we have only include the improvements to be made on site. No modifications are shown on Central Avenue as described in the Report and it appears that these improvements include not only signal equipment modifications, but also lane improvements. It is the latter improvements that we question whether are in fact possible within the existing ROW of Central Avenue.

2. Under mitigated conditions, Central Avenue Northbound at the Hannaford/Site Drive is proposed to contain an exclusive left turn lane, however in the Synchro analysis it is shown to operate as permissive only. It is recommended that this movement be a protected only left turn, as it will be crossing two lanes of opposing thru traffic.

3. Convert the lane usage on the Glenwood Avenue approach to Central Avenue to have a shared thru/left turn in place of a thru only lane to help mitigate the queuing of this approach. This will require modifying the existing signal heads to accommodate the additional left turning movement.

4. As upgrades are proposed by the applicant to the existing pedestrian signal equipment, it is recommended that all pedestrian signal equipment and ramps to be upgraded to be ADA compliant at both the Glenwood and Hannaford intersections. This would include APS buttons and countdown heads.

5. Restrict the proposed unsignalized site drive on Central Avenue to be right-turn in only. This exit is proposed a short distance from the signalized intersection with Central Avenue and the Hannaford Drive. There is a concern for vehicles exiting the site into two lanes of uncontrolled traffic. With this comes the risk of drivers attempting to exit and then immediately move to the left-turn lane into the Hannaford Drive, which could be unsafe given the short available weaving distance.

6. The City is upgrading all its intersections to video detection using Gridsmart cameras. Since both the Glenwood and Hannaford intersections are being modified, we recommend that the proposed signal improvements include new vehicle Gridsmart detection with counting capabilities. Having the capability to extract vehicle counts from these intersections will allow us to keep this coordinated signal system optimized for benefit of both the corridor and this development.

7. The existing pedestrian phasing at both intersections is exclusive. We recommend that with the proposed signal improvements at both intersections, the pedestrian phasing be changed to concurrent for improved corridor operations.

8. The submitted analysis shows queues for the Glenwood Avenue approach left-turn lane that will on average extend beyond the proposed site entrance. This would limit the ability of vehicles travelling south on Glenwood to turn left into the site. The applicant should address this concern in further analysis.

9. The extension of the median island on Glenwood Ave calls for vertical granite curbing, it appears that the existing is sloped granite curbing.

We hope that these comments are helpful to your overall review, and we look forward to having the opportunity to review the off-site improvement plans once they are submitted.

75 John Roberts Road – Suite 1A, South Portland, ME 04106-6963 • 207.200.2100 • Fax: 207.856.2206

Comments on Central Avenue Redevelopment Project

James Houle

February 20, 2017

Christopher G. Parker, AICP
Assistant City Manager: Director of Planning and Strategic Initiatives
City of Dover, NH
288 Central Avenue
Dover, NH 03820-4169

Re: Central Avenue Redevelopment, Dover, NH. Assessors Map 37/35-38, Dover, NH.

Dear Mr. Parker:

Thank you for the opportunity to provide design review of the Central Avenue Redevelopment Project. We have completed our initial review of the above referenced project and offer the following summary.

Project Understanding:

Development of a proposed mixed-use development including 19,175 SF retail, 7,000 SF Restaurant, and 2,072 SF bank on a 5.44-acre parcel of land off Central Avenue and at 8 Glenwood Avenue in Dover, NH.

Documents used for review

Central Avenue Redevelopment Project, Dover NH Site Plans by TEC, Inc. and dated 1/23/2017.

Drainage Report Prepared by TEC, Inc. and dated 1/23/2017.

General Comments:

In general, the design as proposed forwards numerous approaches that adequately address stormwater management on the site. The design demonstrates a thoughtful and informed approach to managing on site water resources in a manner consistent with up-to-date and defensible best practices. The treatment controls proposed, with few exceptions, are well suited to adequately manage both water quality and water quantity issues. That said, there are some legitimate concerns that should be directly addressed. First, there is significant incursion into the wetland buffers. Both discharge points with respect to the new development plans are into existing wetlands. This short-circuits naturally protective buffers and does not represent standard practice in environmental protection. In addition, there are buildings and transportation infrastructure proposed within the protective buffer that further jeopardizes water quality control.

Wetland buffers should be preserved as a protective measure. Obviously, the planning process allows for variances and exemptions for special circumstances and conditional uses; however, this is a burden of proof that falls on the developer as to the extent of these incursions.

The existing constructed wetland has a perimeter that must be conserved. The proposed plan seems to indicate incursions into this structure. It is important to note that because this is an engineered system any work in the vicinity of the system has the potential to significantly affect the operation and function of this system, therefore disturbance should be limited within the full perimeter of the system including system side slopes. It also should be noted that the existing constructed wetland is already undersized to handle the contributing draining area from the Hannaford's building and parking lot. The plan, if implemented with the suggested guidance, should achieve the related stormwater management objectives.

While the calculations for WQV are presented, there is no design information for the proposed stormwater control measures proposed.

Existing Conditions

1. Existing conditions sub-watersheds appear well delineated and detailed. The two points of analysis are reasonable and adequately reflect existing conditions. The pre-development Time of Concentration (t_c) ranges between 6.0-6.9 minutes and appears to have been calculated incorrectly. The t_c is defined as the time (t) for water to move from the most hydraulically remote point in a watershed to a point of interest (aka point of analysis), it should be noted that the t_c is not necessarily the farthest point, which appears to have been the interpretation taken. There is a significant forested area over Windsor Loamy Fine Sand (HSG A) that when modeled correctly will increase the t_c. The most sensitive components of the t_c is the Manning's Roughness Coefficient the ground surface slope and the sheet flow length, which should be no greater than 125 to 150 ft. (100 ft. is typical). In this case the predevelopment flows were modeled with a travel length of only 50 ft. over grass with an n = 0.15. This is the most accurate predevelopment condition modeling effort. That said, a more accurate modeling of the predevelopment condition would not likely have a significant effect on the resultant stormwater design.

Proposed Conditions

2. Breakdown of impervious cover (IC) percentages should be provided in a table (i.e. acreages of roads, rooftops, driveways etc.) Impervious cover (IC) is the most critical element in assessing post-construction hydrology. Excluding the wetlands, the percent impervious cover increases from 28% in the pre-development condition to 64% in the post-development condition. An updated map of the parcel vs the delineated subwatershed showing flow paths should also be provided.

3. The total amount of land disturbance will likely exceed 2.3 acres and therefore the owner and contractor will be required to prepare a Stormwater Pollution Prevention Plan (SWPPP), file a Notice of Intent (NOI) with the EPA and prepare an Alteration of Terrain (AOT) permit with NHDES.

4. In general, no sub drainage delineations were provided (i.e. the drainage areas to each individual system or treatment train). There also were no individual system design details aside from generic system cross-sections. This may be due to the early stage of the permitting process however, without these details, appropriate sizing of each individual system cannot be determined at this point.

The following comments are related to each of the stormwater management treatment trains proposed:

PR-1 Treatment Train

- Pavement sweeping;
- Gravel Diaphragm;
- Sediment Forebay;
- Gravel Wetlands.

Street sweeping is an excellent pre-treatment (pollution prevention) strategy. The frequency and details regarding these activities should be provided.

The existing Subsurface Gravel Wetland System is already undersized, while it is appropriate to discharge to the facility it should not be counted on for stormwater management. Every attempt should be made on site to not unnecessarily burden this existing system. Therefore, it is recommended that the sediment forebay and gravel diaphragm be changed to a bioretention facility. This should be relatively easy provided there is sufficient separation from SHGW in this location, which there appears to be. In addition, the city prefers pretreatment in the form of hooded deep sump catchbasins, while not required on a private development site these recommended approaches should be accommodated if possible.

PR-2 Treatment Train

- Deep Sump & Hooded Catch Basin;
- Sediment Forebay;
- Subsurface Gravel Filter;
- Subsurface Infiltration Basin;
- Infiltration Basin.

As the Subsurface infiltration Basin and the Infiltration Basin are components of other systems they will be addressed only once as part of PR-4 Treatment Train.

Overall, this is a great approach. Again, it is recommended that the sedimentation basin be transitioned into a shallow bioretention system to take advantage of the good soils in this area of the project. The bioretention systems do not necessarily need a special planting plan; the City of Dover has had great success with bioretention systems that are simply grassed. Thus, these systems appear much like sedimentation forebays but allow for infiltration from a shallow subsurface stone reservoir (≥12") and an engineered bioretention soil mix (BSM).

The generic Subsurface Gravel Filter cross-section has perforated underdrains wrapped in geotextile. This geotextile should be eliminated as it serves no identifiable function and since the fabric is inaccessible to maintenance possess an undue clogging risk.

The outlet controls structures (OCS 12 and OCS 13) that govern hydraulic routing appears to be well designed however the sizing and routing in this system cannot be adequately inferenced without system details such as subwatershed drainage area and a cross-section plan beyond something generic. Additionally, the origin and rational of the 9 inch orifice control is a mystery. The weir appears to add system storage and infiltration capacity to the subsurface gravel filter yet the orifice size is 0.75 times the actual outlet pipe diameter. A smaller orifice control (such as 1 inch/0.08 times the outlet pipe diameter) would better meet these water quality and infiltration related goals without jeopardizing high flow conveyances.

PR-3 Treatment Train

- Deep Sump & Hooded Catch Basin;
- Subsurface Gravel Filter;
- Subsurface Infiltration Basin;
- Infiltration Basin.

As the Subsurface infiltration Basin and the Infiltration Basin are components of other systems they will be addressed only once as part of PR-4 Treatment Train.

Overall, this is a great approach. The generic Subsurface Gravel Filter cross-section has perforated underdrains wrapped in geotextile. This geotextile should be eliminated as it serves no identifiable function and since the fabric is inaccessible to maintenance possess an undue clogging risk. The outlet controls structure (OCS 18) that govern hydraulic routing appears to be well designed however the sizing and routing in this system cannot be adequately inferenced without system details such as subwatershed drainage area and a cross-section plan beyond something generic. Additionally, the origin and rational of the 9 inch orifice control is a mystery. The weir appears to add system storage and infiltration capacity to the subsurface gravel filter yet the orifice size is 0.75 times the actual outlet pipe diameter. A smaller orifice

control (such as 1 inch/0.08 times the outlet pipe diameter) would better meet these water quality and infiltration related goals without jeopardizing high flow conveyances.

PR-4 Treatment Train

- Deep Sump & Hooded Catch Basin;
- Water Quality Unit;
- Subsurface Infiltration Basin;
- Infiltration Basin.

This is a high quality approach to managing onsite stormwater quality and quantity. That said, there are no sub drainage areas or data provided such that system sizing can be verified. There are also no individual system design details aside from generic system cross-sections. It is assumed from the information provided that the subsurface infiltration basin is actually a Stormtech chamber system. More configuration and sizing details should be provided particularly with respect to the number and placement of the isolator row, which provides water quality treatment in the system. The configuration of the isolator row is important, as it is where all the operation and maintenance activities take place. Reconfiguration of the system may be necessary, as an inspection manhole should be located at the manifold that directs flow into the isolator row such that hydro jetting equipment can be inserted and operated at select maintenance intervals.

It is recommended that the infiltration basin be transitioned into a shallow bioretention system. The bioretention systems do not necessarily need a special planting plan; the City of Dover has had great success with bioretention systems that are simply grassed. Thus, these systems appear much like a typical infiltration basin but allow for infiltration from a shallow subsurface stone reservoir (≥12") and greater filtration capacity with an engineered bioretention soil mix (BSM).

Construction Planning

5. The erosion and sediment control plan appears adequate however, a detailed stormwater pollution prevention plan (SWPPP) will be required in compliance with EPA permitting. It is recommended that town officials or an independent contractor be hired to conduct routine inspections to verify SWPPP compliance.

6. The tracking pad may need to be more robust to limit the amount of soil tracking from construction vehicles exiting the site. This is of particular concern within the central avenue construction entrance where there is typically high volume routing daily traffic counts. It may also be necessary or advisable to require routine street sweeping/vacuuming during the construction phase.

7. An updated Operation and Maintenance Plan should be submitted for the Stormwater treatment systems including inspection and maintenance frequencies, guidance and checklists. These should be provided in the submittal package, as well the entity responsible for the long-term maintenance.

Other comments:

8. There is currently no snow storage shown for the site. Snow storage locations should be shown and/or a note added to the plans that states that excess snow should be removed from the site.

If you have any questions or need additional information please feel free to contact us at 603 862 1445 or james.houle@unh.edu.

Sincerely,

James Houle, Ph.D., CPSWQ, CPESC
Program Director
University of New Hampshire Stormwater Center
Department of Civil and Environmental Engineering
35 Colovos Road
Durham, NH 03824

ZONING TABLE

ZONING DISTRICT	THOROUGHFARE BUSINESS (B–3); GROUNDWATER PROTECTION OVERLAY DISTRICT (SECONDARY)*; WETLANDS PROTECTION OVERLAY DISTRICT*	
PROPOSED USE	MIXED USE – 28,247 SF± 19,175 SF RETAIL, 7,000 SF RESTAURANT, 2,072 SF BANK	
PROPOSED USE ALLOWABLE BY	RIGHT	
DIMENSIONAL REQUIREMENTS	REQUIRED	PROVIDED
LOT SIZE	20,000 SF	±5.44 ACRE (APPROX. 237,013 SF)
FRONTAGE	125 FT	±664.09 FT
FRONT YARD SETBACK	50 FT	30.6 FT**
SIDE YARD SETBACK	12 FT	35.4 FT
REAR YARD SETBACK	15 FT	N/A***
BUILDING HEIGHT/STORIES	40 FT	±20 FT/1 STORY
MAX BUILDING COVERAGE	50%	11.9%
MAXIMUM IMPERVIOUS	20%	50.7%*

* THE PROPOSED DEVELOPMENT IS REQUESTING CONDITIONAL USE PERMITS FOR WORK WITHIN THE GROUNDWATER PROTECTION OVERLAY DISTRICT (SECONDARY) PER DOVER ZONING CHAPTER 170–28.3.E & WETLANDS PROTECTION OVERLAY DISTRICT PER DOVER ZONING CHAPTER 170–27.1.E.

** ON NOVEMBER 17, 2016, THE PROPOSED DEVELOPMENT WAS GRANTED A VARIANCE (Z16–17) BY THE CITY OF DOVER ZONING BOARD OF ADJUSTMENT FOR A REDUCED FRONT YARD SETBACK WITHIN THE THOROUGHFARE BUSINESS (B–3) DISTRICT.

*** ABUTTING YARDS ADJACENT TO THE SITE'S FRONT YARD ARE DEFINED AS SIDE YARDS, THEREFORE, REAR YARD SETBACKS ARE NOT APPLICABLE.

**** THE PROPOSED DEVELOPMENT IS REQUESTING WAIVERS FOR DRIVEWAY LOCATION AND SPACING STANDARDS FOR NON–RESIDENTIAL USES IN THE B–3 DISTRICT PER DOVER SITE REVIEW REGULATIONS CHAPTER 149–14.H(1) AND INTERIOR LANDSCAPING ISLANDS PER DOVER SITE REVIEW REGULATIONS CHAPTER 149–14.G(1)(B)

PARKING TABLE

REQUIRED PARKING	RETAIL/SERVICE (21,247 SF) 1 SPACE/275 SF x 21,247 SF = 78 SPACES GATHERING/RESTAURANT (7,000 SF) 1 SPACE/2 SEATS x 125 SEATS = 63 SPACES 1 SPACE/EMPLOYEE (MAX SHIFT) x 16 EMPLOYEES = 16 SPACES TOTAL REQUIRED: 157 SPACES	
PROPOSED PARKING	134 SPACES	
REQUIRED ACCESSIBLE PARKING	6 SPACES	
PROPOSED ACCESSIBLE PARKING	10 SPACES	
REQUIRED BICYCLE PARKING	8 SPACES	
PROPOSED BICYCLE PARKING	8 SPACES	
DIMENSIONAL REQUIREMENTS	REQUIRED	PROVIDED
PARKING SPACE DIMENSIONS	9 FT x 18 FT	9 FT x 18 FT
AISLE WIDTH (TWO WAY)	20 FT (MIN), 24 FT (MAX)	22 FT (MIN)
AISLE WIDTH (ONE WAY)	12 FT (MIN)	12 FT (MIN)

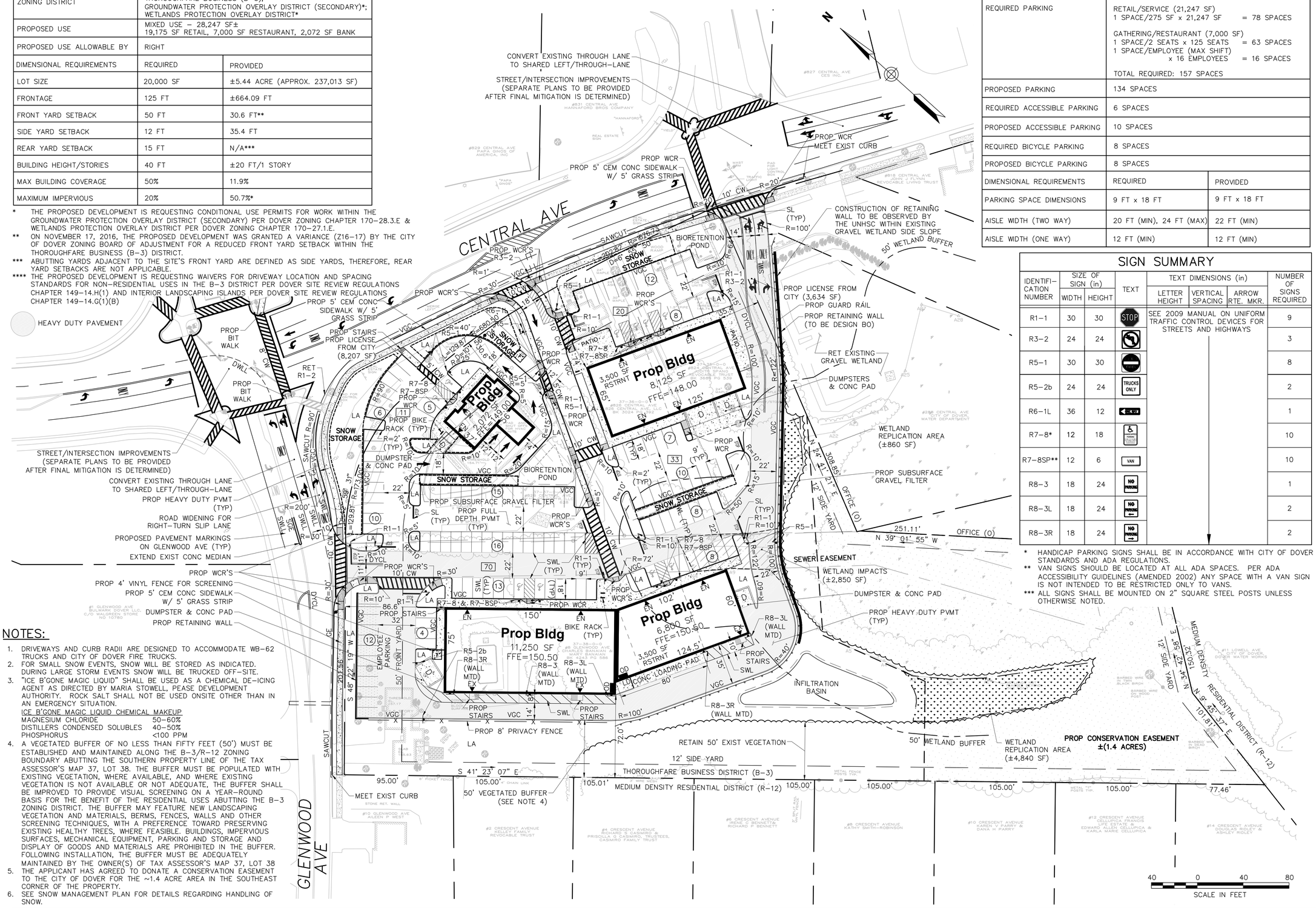
SIGN SUMMARY

IDENTIFICATION NUMBER	SIZE OF SIGN (in) WIDTH	SIZE OF SIGN (in) HEIGHT	TEXT	TEXT DIMENSIONS (in) LETTER HEIGHT	VERTICAL SPACING	ARROW RTE. MKR.	NUMBER OF SIGNS REQUIRED
R1–1	30	30	STOP	SEE 2009 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS			9
R3–2	24	24					3
R5–1	30	30	DO NOT ENTER				8
R5–2b	24	24	TRUCKS ONLY				2
R6–1L	36	12	ONE WAY				1
R7–8*	12	18	VAN ACCESSIBLE PENALTY $250 MIN. FINE				10
R7–8SP**	12	6	VAN				10
R8–3	18	24	NO PARKING				1
R8–3L	18	24	NO PARKING				2
R8–3R	18	24	NO PARKING				2

* HANDICAP PARKING SIGNS SHALL BE IN ACCORDANCE WITH CITY OF DOVER STANDARDS AND ADA REGULATIONS.

** VAN SIGNS SHOULD BE LOCATED AT ALL ADA SPACES. PER ADA ACCESSIBILITY GUIDELINES (AMENDED 2002) ANY SPACE WITH A VAN SIGN IS NOT INTENDED TO BE RESTRICTED ONLY TO VANS.

*** ALL SIGNS SHALL BE MOUNTED ON 2" SQUARE STEEL POSTS UNLESS OTHERWISE NOTED.



NOTES:

1. DRIVEWAYS AND CURB RADII ARE DESIGNED TO ACCOMMODATE WB–62 TRUCKS AND CITY OF DOVER FIRE TRUCKS.
2. FOR SMALL SNOW EVENTS, SNOW WILL BE STORED AS INDICATED. DURING LARGE STORM EVENTS SNOW WILL BE TRUCKED OFF–SITE.
3. "ICE B'GONE MAGIC LIQUID" SHALL BE USED AS A CHEMICAL DE–ICING AGENT AS DIRECTED BY MARIA STOWELL, PEASE DEVELOPMENT AUTHORITY. ROCK SALT SHALL NOT BE USED ONSITE OTHER THAN IN AN EMERGENCY SITUATION.

   ICE B'GONE MAGIC LIQUID CHEMICAL MAKEUP

MAGNESIUM CHLORIDE	50–60%
DISTILLERS CONDENSED SOLUBLES	40–50%
PHOSPHORUS	<100 PPM

4. A VEGETATED BUFFER OF NO LESS THAN FIFTY FEET (50') MUST BE ESTABLISHED AND MAINTAINED ALONG THE B–3/R–12 ZONING BOUNDARY ABUTTING THE SOUTHERN PROPERTY LINE OF THE TAX ASSESSOR'S MAP 37, LOT 38. THE BUFFER MUST BE POPULATED WITH EXISTING VEGETATION, WHERE AVAILABLE, AND WHERE EXISTING VEGETATION IS NOT AVAILABLE OR NOT ADEQUATE, THE BUFFER SHALL BE IMPROVED TO PROVIDE VISUAL SCREENING ON A YEAR–ROUND BASIS FOR THE BENEFIT OF THE RESIDENTIAL USES ABUTTING THE B–3 ZONING DISTRICT. THE BUFFER MAY FEATURE NEW LANDSCAPING VEGETATION AND MATERIALS, BERMS, FENCES, WALLS AND OTHER SCREENING TECHNIQUES, WITH A PREFERENCE TOWARD PRESERVING EXISTING HEALTHY TREES, WHERE FEASIBLE. BUILDINGS, IMPERVIOUS SURFACES, MECHANICAL EQUIPMENT, PARKING AND STORAGE AND DISPLAY OF GOODS AND MATERIALS ARE PROHIBITED IN THE BUFFER. FOLLOWING INSTALLATION, THE BUFFER MUST BE ADEQUATELY MAINTAINED BY THE OWNER(S) OF TAX ASSESSOR'S MAP 37, LOT 38
5. THE APPLICANT HAS AGREED TO DONATE A CONSERVATION EASEMENT TO THE CITY OF DOVER FOR THE ~1.4 ACRE AREA IN THE SOUTHEAST CORNER OF THE PROPERTY.
6. SEE SNOW MANAGEMENT PLAN FOR DETAILS REGARDING HANDLING OF SNOW.

TEC, Inc.

65 Glenn Street
Lawrence, MA 01843
(978) 794-1792

169 Ocean Boulevard
Unit 101, PO Box 249
Hampton, NH 03842
(603) 601-8154

www.TheEngineeringCorp.com

DESIGNED BY	HEG/PFE
DRAWN BY	HEG/PFE
CHECKED BY	RJF
DATE	1/23/2017
SCALE	1" = 40'

PREPARED FOR

Okad of Dover, LLC
321D Lafayette Rd
Hampton, NH 03842

REVISIONS

1. City of Dover Staff Comments 2/3/2017
2. UNH Peer Review Comments 3/7/2017

ISSUED FOR

Permitting (P16-39)

PROJECT TITLE

Central Avenue Redevelopment

PROJECT LOCATION

824, 826, 828 Central Avenue & 8 Glenwood Avenue Dover, New Hampshire

DRAWING TITLE

Layout & Materials Plan

STATE OF NEW HAMPSHIRE RICHARD J FRIBERG JR. No. 14391 LICENSED PROFESSIONAL ENGINEER 3/7/17

PROJECT NO. N0602

TEC CAD FILE N0602_LM.dwg

DRAWING NO. C-4

SHEET 4 OF 15

PERMITTING SET - NOT FOR CONSTRUCTION

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P17-08

Application Type:	Conditional Use Permit
Applicant(s):	Okad of Dover, LLC
Owner(s):	Okad of Dover, Charles and Mary Banaian, Judith Spang Rev. Trust, 826 Central Ave LLC
Location:	824, 826, 828 Central Ave and 8 Glenwood Ave (Tax Map 37, Lots 35, 36, 37 & 38)
Meeting Date:	March 28, 2017

INTENT: The Conditional Use Permit is for 2,850 s.f. impact of wetland and associated buffer.

LOTS/UNITS PROPOSED: To be further determined but a 11,250 s.f. building attached to a 6,800 s.f. building (including 3,500 of restaurant), a separate 8,125 s.f. (including 3,500 s.f. of restaurant) building and a separate 2,072 s.f. bank

AGENDA ITEM: # 3B

ACREAGE: 5.44 acres

ZONING DISTRICT: Thoroughfare Business District (B-3)

EXISTING LAND USE: Office, residential, and vacant

PROPOSED LAND USE: Commercial

SURROUNDING LAND USE: Residential, office, and vacant

ZBA ACTION:
Lot 35: H82-17, H84-36, Z01-2
Lot 36: Z00-16
Lot 37: Z94-22, H87-47, H70-7, Z94-15
The above were all superseded by rezoning the area to B-3.

ATTACHMENTS:
Please bring previous materials

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED:
-Conditional Use Permits for Groundwater Protection Overlay District and for Wetland Protection Overlay District
-NHDES Wetlands Permit
-NHDES Alteration of Terrain Permit

WAIVERS REQUESTED: None for this CUP

Summary of Request and Background
The applicant is requesting a Conditional Use Permit for the 2,850 s.f impact of wetland and associated buffer.

The Conservation Commission endorsed this project at their February 22nd meeting. The endorsement had the conditions that the requirements of the UNH Stormwater Center review letter be adequately addressed by the applicant and that if there are any increases to impacts to wetlands, wetlands buffers or impervious surface, the applicant will have to return to the Conservation Commission.

Consistency with Land Use Regulations
The Wetlands Protection District ordinance provides for Conditional Use Permits to allow impacts to wetlands and wetland buffers if standards related to demonstration of need, avoidance, minimization, and mitigation are met. This proposal is consistent with those standards.

Stormwater Peer Review
Staff and the Applicant's engineer met with the UNH Stormwater Center on March 6th. At that meeting the applicant agreed to revise the site plan to accommodate the suggested changes. Please review the memo supplied regarding these changes, many of which are detail sheet updates. Overall, the Stormwater Center found the suggested infrastructure to be appropriate and the correct systems to install to comply with best management practices and the City's regulations.

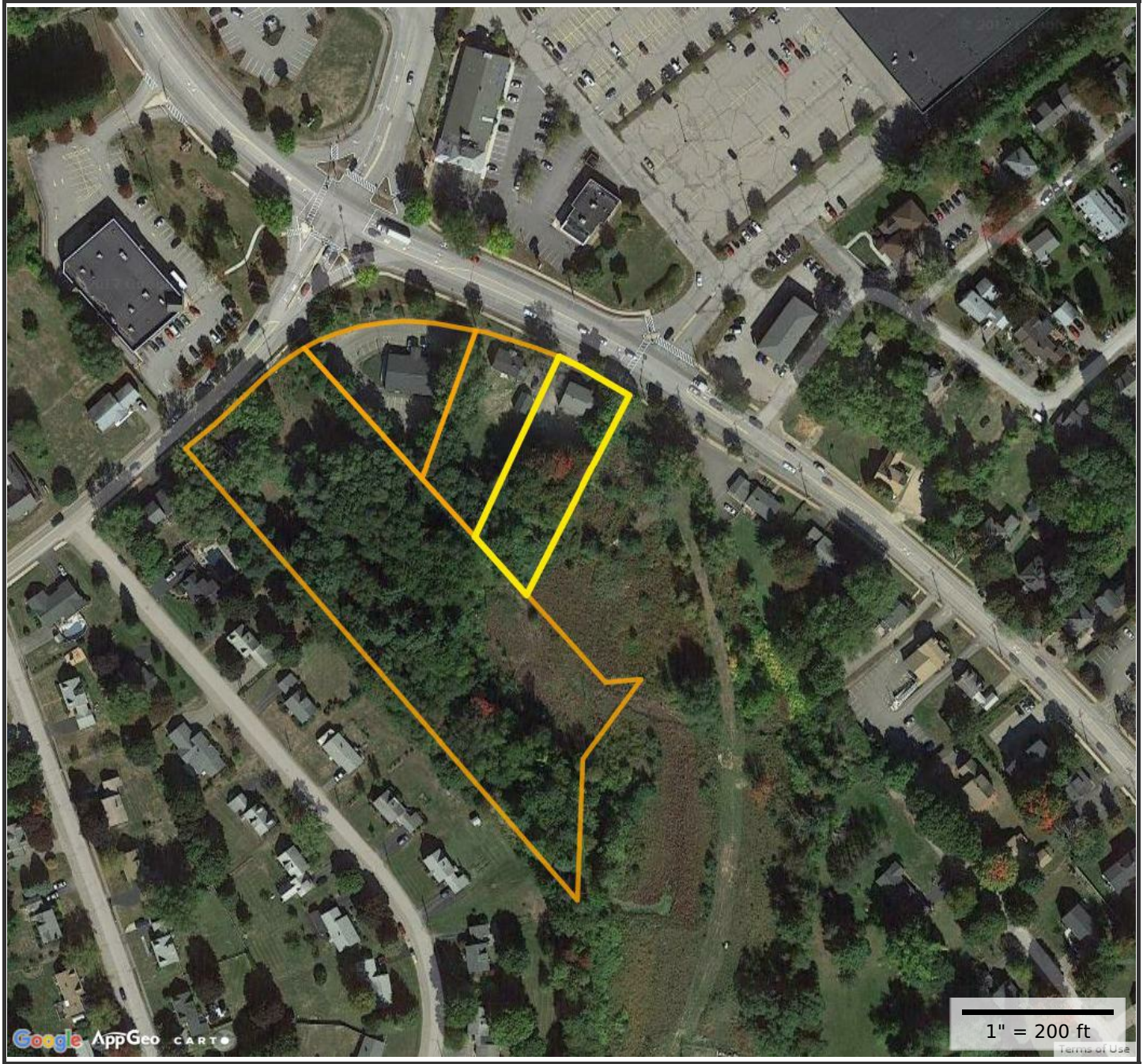
STAFF RECOMMENDATION:

The Planning Department recommends the Planning Board re-open the public hearing, and vote to approve the Conditional Use Permit with the following condition:

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

1. UNH Stormwater Center review letter shall be adequately addressed by the applicant and that if there are any increases to impacts to wetlands, wetlands buffers or impervious surface, the applicant will have to return to the Conservation Commission.

Glenwood and Central



Property Information

Property ID	37035-000000
Location	824 CENTRAL AV
Owner	SPANG JUDITH T TRUSTEE

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 01/11/2017
Properties updated 02/07/2017

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P17-09

Application Type:	Conditional Use Permit
Applicant(s):	Okad of Dover, LLC
Owner(s):	Okad of Dover, Charles and Mary Banaian, Judith Spang Rev. Trust, 826 Central Ave LLC
Location:	824, 826, 828 Central Ave and 8 Glenwood Ave (Tax Map 37, Lots 35, 36, 37 & 38)
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WAIVERS REQUESTED: None for this CUP

Summary of Request and Background
The applicant is requesting a Conditional Use Permit for the 50.6% total impervious surface coverage in the Secondary Groundwater Protection Zone, where 20% is allowed.

The Conservation Commission endorsed this project at their February 22nd meeting. The endorsement had the conditions that the requirements of the UNH Stormwater Center review letter be adequately addressed by the applicant and that if there are any increases to impacts to wetlands, wetlands buffers or impervious surface, the applicant will have to return to the Conservation Commission.

Consistency with Land Use Regulations
The Groundwater Protection District ordinance provides for Conditional Use Permits to allow development or land use activities proposed within the Groundwater Protection District. This project would be in the Secondary Groundwater Protection Zone which allows for land use permitted in the applicable underlying zone. This proposal is consistent with those standards.

Stormwater Peer Review
Staff and the Applicant's engineer met with the UNH Stormwater Center on March 6th. At that meeting the applicant agreed to revise the site plan to accommodate the suggested changes. Please review the memo supplied regarding these changes, many of which are detail sheet updates. Overall, the Stormwater Center found the suggested infrastructure to be appropriate and the correct systems to install to comply with best management practices and the City's regulations.

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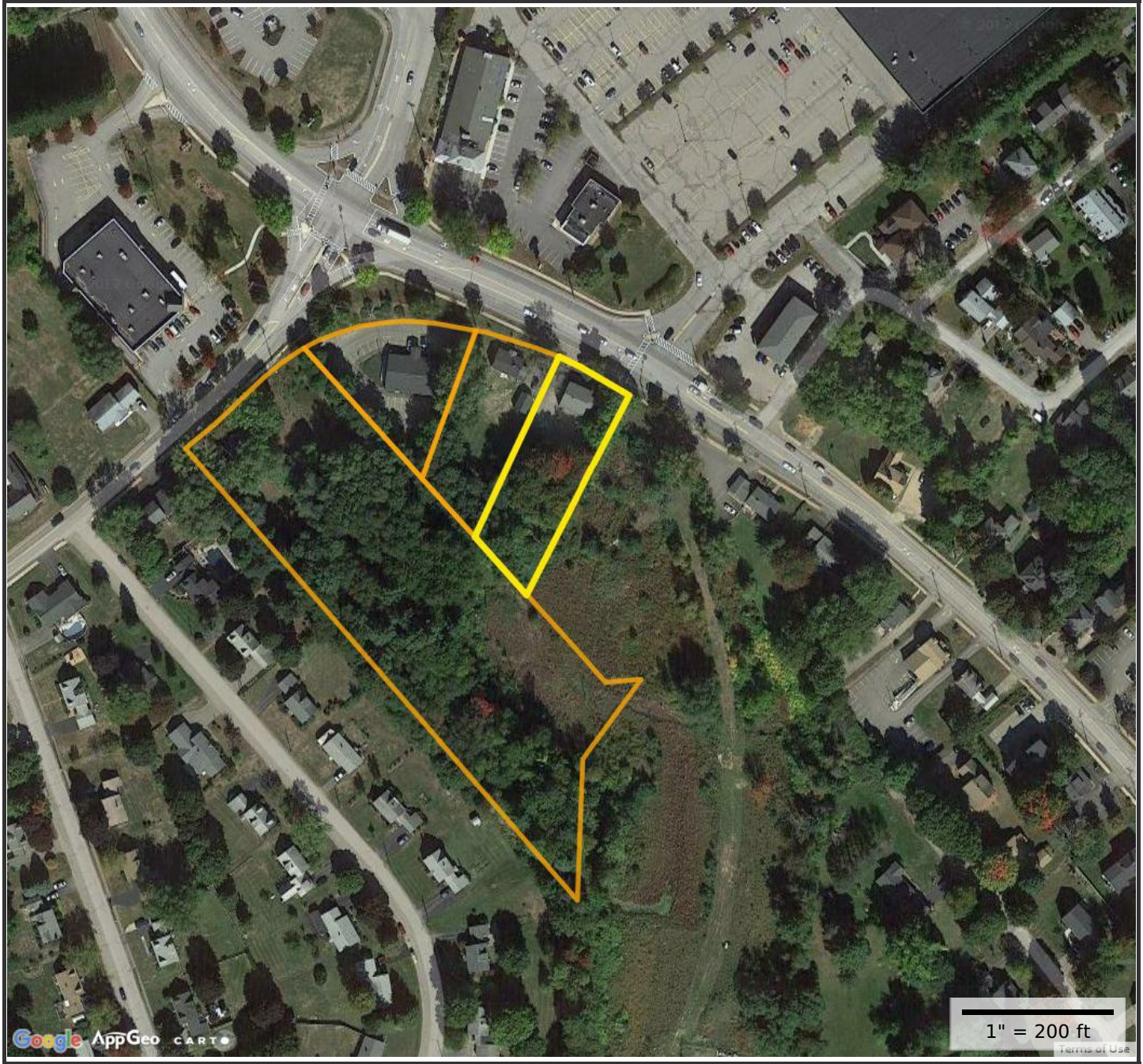
Glenwood and Central



Property Information

Property ID	37035-000000
Location	824 CENTRAL AV
Owner	SPANG JUDITH T TRUSTEE

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Parcels updated 01/11/2017
Properties updated 02/07/2017

Bird explained that this item is being withdrawn because the applicant has already received the DES Wetlands Permit so it was unnecessary for the Conservation Commission to review.

C. NHDES Wetlands Permit for Samuel and Jane Pollard (Agent: Steven Riker, Ambit Engineering), Assessor's Map 7, Lot 13C, zoned R-20, located at 33B Boston Harbor Road.

Steven Riker and Ken Anderson were present to explain the proposal to install a dock, consisting of a 4' x 30' fixed wood pier, a 3' x 20' aluminum ramp and a 6' x 20' float adjacent to the tidal Little Bay, with a permanent impact of 300 s.f.. Project also includes the replacement of an existing wood timber retaining wall, with 28 s.f. of permanent impact and 63 s.f. of temporary impact. The ramp and float are seasonal. Float stop is included to prevent float from resting on the mud at low tide. Work will be done by barge.

Hunt confirmed that the retaining wall will be constructed from the barge.

Anderson: We will use the crane but the workers will be on land. The retaining wall be pressure treated lumber.

The number of piers was discussed.

Donovan made a motion to endorse the NHDES Wetlands Permit application, Erickson seconded. Vote: Unanimous

D. NHDES Wetlands Permit and City of Dover Conditional Use Permit for Okad of Dover, LLC (Agent: Richard Friberg of TEC), Assessor's Map 37, Lots 35, 36, 37 & 38, zoned B-3, located at 824-828 Central Ave. & 8 Glenwood Ave..

E. City of Dover Conditional Use Permit for Okad of Dover, LLC (Agent: Richard Friberg of TEC, Inc.), Assessor's Map 37, Lots 35, 36, 37 & 38, zoned B-3, located at 824-828 Central Ave. & 8 Glenwood Ave.. The proposal is for a retail development with an impervious cover of 50.6%, where 20% is allowed in the Secondary Groundwater Protection Zone.

Hunt: we will hear both these application together.

Richard Friberg, Jim Mitchell and Mike Seekamp were present to explain the proposal for retail development that impacts 2,850 s.f. of wetlands & 23,650 s.f. of wetlands buffer. A wetlands replication area of 5,700 s.f. is proposed.

Friberg: UNH and the city have done a project to restore Berry Brook and we are fully aware of the sensitive nature of the property. The UNH Stormwater Center is doing a peer review of the storm water. We are proposing a 2:1 wetland replication area to mitigate the wetland impact. 1.4 acres is being proposed to be placed in a conservation easement. We plan to clean up some fragmities on the site. The setbacks requirements limit building locations. The storm water treatment proposed is much better than exists today.

Seekamp: I delineated the wetlands last spring. The wetlands has an odd shape, likely impacted by the sewer line that runs through the property. These are not high functioning wetlands.

Hunt: Explain the large green area on the plan.

Friberg: That is a 1.4 acre area proposed as a conservation easement. We are expanding an existing wetland.

DRAFT

Donovan: It looks like most the easement area is either already wetlands, has a sewer easement or is mostly undevelopable. It is not a very desirable area for natural resources.

Mitchell: It is a redundant protection.

Donovan: I like what you are doing with the storm water design and addressing our CUP criteria, but I don't see why the Conservation Commission would want the burden of the conservation easement.

Bird: I would recommend that instead of the conservation easement, which would place a long term monitoring burden on the City, you look at placing a deed restriction on that area.

Hunt: Describe the construction sequence proposed.

Friberg: The first thing would be the erosion and sedimentation control measures would be installed. We will need to file for an AOT permit from DES and prepare a SWMPP plan.

Seekamp: The wetlands created will be a brushy area that will provide good habitat.

Bird distributed a peer review letter from the UNH Stormwater Center that analyzed the drainage design, which contains a few recommendations.

Hunt: Have you seen and read the report from Dr. Houle?

Friberg: Yes we did receive the report this week and we are still analyzing the report and his recommendations. We will try to meet with him to discuss the report. At this point we don't see any major issues that we can't address.

Bird: Do you see any significant changes that would be required to the layout of parking, buildings, or any increase in wetlands impacts?

Friberg: It is still early to be sure but I can say that any changes we make will lessen the impacts. We realize that we have to address his concerns in order for us to get Planning Board approval.

Bird asked the applicants to explain how they are addressing the Groundwater Protection Ordinance requirements.

Friberg: By meeting the storm water regulations, which are very through, we are required to infiltrate the water into the ground, which helps with recharging the wells and meeting the intent of the ordinance and protecting groundwater.

Hunt: Where is the snow storage?

Friberg: We are using non-toxic ice treatment products to minimize impacts. There are snow storage areas on the plan.

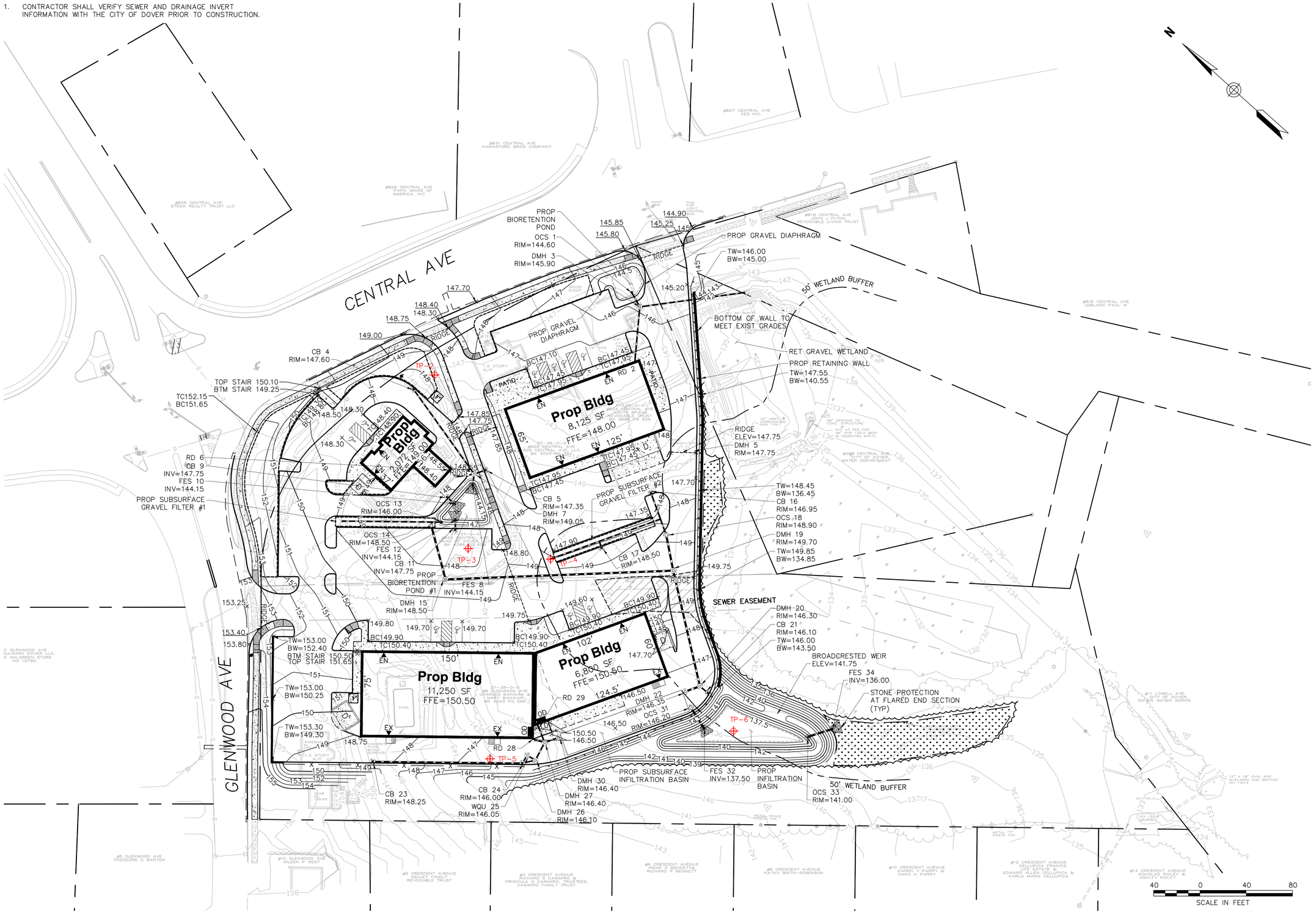
Bird: The Planning Board held the first public hearing on this project last week and they decided they did not need to hold a site walk. So you can make a decision tonight if you have enough information.

Donovan made a motion to endorse the NHDES Wetlands Permit application, the City of Dover CUP related to wetlands, and the City of Dover CUP related to groundwater protection with the condition that the requirements of the UNH Stormwater Center review letter be adequately addressed by the applicant and that if there are any increases to impacts to wetlands, wetlands buffers or impervious surface, the applicant will have to return to the Conservation Commission, Erickson seconded. Vote: Unanimous

DRAFT

NOTE:

1. CONTRACTOR SHALL VERIFY SEWER AND DRAINAGE INVERT INFORMATION WITH THE CITY OF DOVER PRIOR TO CONSTRUCTION.



PERMITTING SET - NOT FOR CONSTRUCTION

TEC, Inc.

65 Glenn Street
Lawrence, MA 01843
(978) 794-1792

169 Ocean Boulevard
Unit 101, PO Box 249
Hampton, NH 03842
(603) 601-8154

www.TheEngineeringCorp.com

DESIGNED BY	HEG/PFE
DRAWN BY	HEG/PFE
CHECKED BY	RJF
DATE	1/23/2017
SCALE	1" = 40'

PREPARED FOR

Okad of Dover, LLC
321D Lafayette Rd
Hampton, NH 03842

REVISIONS

1.	City of Dover Staff Comments	2/3/2017
2.	UNH Peer Review Comments	3/7/2017

ISSUED FOR

Permitting (P16-39)

PROJECT TITLE

Central Avenue Redevelopment

PROJECT LOCATION

824, 826, 828 Central Avenue & 8 Glenwood Avenue Dover, New Hampshire

DRAWING TITLE

Grading & Drainage Plan

STATE OF NEW HAMPSHIRE
RICHARD J FRIBERG JR.
No. 14391
LICENSED
PROFESSIONAL ENGINEER
3/7/17

PROJECT NO. N0602

TEC CAD FILE N0602_GD.dwg

DRAWING NO. C-5

SHEET 5 OF 15

CITY OF DOVER	PLANNING BOARD - STAFF MEMO FILE #P14-34A
	Application Type: Amendment to Site Plan Review Applicant: Bradley Commons Owner: The Housing Partnership Location: 577 Central Avenue (Assessor's Map 27, Lots 2, 3, 4 & 15) Meeting Date: March 28, 2017

Staff Recommendation:

Due to application materials not being submitted on time, staff does not feel this item is ready for review and recommends not taking any action on this item. When the materials and fees are submitted, the applicant can work with Staff to get on a future Planning Board agenda.

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P17-14

Application Type: Conditional Use Permit
Applicant(s): City of Dover
Owner(s): City of Dover
Location: Spruce Lane
Meeting Date: March 28, 2017

INTENT: To obtain a Conditional Use Permit for widening a road, improving drainage, and repairing/replacing culverts.

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM: # 4-A

ACREAGE: N/A

ZONING DISTRICT: R-40 and R-12

EXISTING LAND USE: N/A

PROPOSED LAND USE: N/A

SURROUNDING LAND USE: Residential

ZBA ACTION: N/A

ATTACHMENTS:
- Conditional Use Permit Application and plans

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED:
- City of Dover Conditional Use Permit
- NHDES Wetlands Permit
- NHDES AoT Permit

WAIVERS REQUESTED: None

Summary of Request and Background
The applicant is requesting a Conditional Use Permit for road widening, drainage improvements, and repairing/replacing four culverts on Spruce Lane.

The Conservation Commission is reviewing this application at their March 13 meeting so staff will have those results for the Planning Board meeting.

RSA 674:54 provides for the Planning Board review of governmental land uses and nonbinding written comments relative to conformity or nonconformity of the proposal with normally applicable land use regulations. This is a City project on a parcel owned by the City of Dover.

Consistency with Land Use Regulations
The Wetlands Protection District ordinance provides for Conditional Use Permits to allow impacts to wetlands and wetland buffers if standards related to demonstration of need, avoidance, minimization, and mitigation are met. This proposal is consistent with those standards.

The Conservation District ordinance provides for Conditional Use Permits to allow structures, dredging, filling, draining, or otherwise altering the surface configuration of land in the Conservation District if standards related to demonstration of need, avoidance, minimization, and mitigation are met. This proposal is consistent with those standards.

STAFF RECOMMENDATION:

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

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

1. The applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services Minimal Impact Expedited Permit.

City of Dover, New Hampshire
CONDITIONAL USE PERMIT APPLICATION

[Revision Date: May 16, 2013]

RECEIVED
Planning Office
FEB 15 2017
Dover, New Hampshire

Office Use Only	Project #: P17-14	Date Received:
	Amount Paid: N/A	Time Received:

APPLICANT AND OWNER INFORMATION

Name of Applicant: City of Dover Telephone # 603-516-6450

Address of Applicant: 288 Central Ave, Dover, NH 03820

E-Mail Address: G.Young@dover.nh.gov

Name of Property Owner (*if different from applicant*): City of Dover Telephone #

Address of Property Owner:

PROPERTY INFORMATION

Assessor's Map # NA Lot(s) #

Zoning District(s) R-12 & R-40 Overlay District(s) Conservation & Wetland Protection

Existing Use of Property: City Road Spruce Lane

CONDITIONAL USE PERMIT INFORMATION

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

- ☒ Conservation District
- ☐ Groundwater Protection
- ☒ Wetland Protection District
- ☐ RCM Use Overlay District
- ☐ Off-Street Parking and Loading
- ☐ Wetland Protection
- ☐ I-1 District Uses

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

Road Widening, Drainage Improvements, and Culvert Repair/Replacement

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: NHDES Wetland Permit, minimum impact expedited review - Pending

NHDES Alteration of Terrain Permit -Pending

Name of Professional That Prepared Plans: N/A

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

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: N/A - City Road Date: _____

Signature of Applicant (*if different from owner*): _____ Date: 2/6/17

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: N/A - City Road Date: _____

DOVER CONSERVATION COMMISSION – MINUTES

CITY OF DOVER

Meeting Type:	Regular Meeting
Meeting Location:	2nd Floor Conference Room, City Hall, 288 Central Avenue
Meeting Date:	Monday, March 13, 2017
Meeting Time:	5:30 pm

MEMBERS PRESENT: Bill Hunt (Chair), Tristan Donovan (Vice-Chair), Michael Joyce, Richard Erickson, Brian Sullivan, Steve Fellows,
STAFF PRESENT: Steve Bird (City Planner), Gretchen Young (Assistant City Engineer), Jamie Stevens (Community Services)

OTHERS PRESENT: Joel Ballestero, Michael Seivert, Chris Berry, Kevin McEneaney, Dan Ayer, others

The meeting was convened by Hunt at 5:31 PM and a roll call was done.

1. APPROVAL OF THE PRIOR MEETING MINUTES

Donovan moved to approve the February 22, 2017 minutes, Joyce seconded. Vote: Unanimous

2. OLD BUSINESS: NONE

3. NEW BUSINESS:

A. NHDES Expedited Wetlands Permit and City of Dover Conditional Use Permit for the City of Dover, located along Spruce Lane from Back River Road to Mast Road.

Gretchen Young and Jamie Stevens were present to explain the proposal which is to improve the closed drainage system, 3 culvert crossings and road bed conditions with 261 square feet of permanent wetland impact and 305 square feet of temporary wetland impact. Originally City was going to build a sidewalk but costs have prevented the project from moving forward. New catch basins are proposed. We will need an Alteration of Terrain Permit.

Joyce confirmed that the project didn't qualify for a routine maintenance permit and asked about invasive species impacts and erosion and sediment control.

Young: Erosion and sediment control will be part of bid package. We will be preparing a SWMPP.

Joyce: Why is there no headwall at impact #5?

Young: We would put on in if and when a sidewalk is installed.

Bird: This is a governmental use of land under RSA 674:54, so any comments will be non-binding for you and the Planning Board.

Joyce: Are the culverts changing in size?

Stevens: Yes two culverts are being upsized and the materials are being upgraded.

Joyce made a motion to endorse the NHDES Expedited Wetlands Permit and the City of Dover CUP, Erickson seconded. Vote: Unanimous

Hunt signed four copies of the applications.

DRAFT

DOUGLAS W. STEELE II
Deputy City Manager
Community Services
d.steele@dover.nh.gov

288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6450
Fax: (603) 516-6463
www.dover.nh.gov

City of Dover, New Hampshire

COMMUNITY SERVICES DEPARTMENT

RECEIVED
Planning Office
FEB 15 2017
Dover, New Hampshire

February 14, 2017

To: Steve Bird, City Planner

RE: Spruce Lane Roadway Reconstruction and Drainage Project

Dear Steve:

As part of the City's ongoing roadway maintenance program, the Community Services Department intends to reclaim and repave Spruce Lane during the upcoming construction season. The proposed work also includes the enhancement of the drainage network in the roadway. The purpose of the drainage work is to replace existing failing culverts, and strategically place new drainage structures to allow for the potential of a future sidewalk improvement project along the northern side of Spruce Lane. Note that there are no current plans to move forward with sidewalk construction in this area.

Wetlands flank both sides of Spruce Lane and the proposed project will result in some minor impacts to the wetlands that come particularly close to the roadway. The city is applying for a NHDES Wetlands Permit Application minimum expedited review, and is looking for the endorsement of the Conservation Commission. We will also be seeking a Conditional Use Permit from the Planning Board for the work within the Conservation District and the Wetland District.

Enclosed please find nine (9) copies of the following information:

- Wetland Permit Application
- City Tax Map showing project area
- USGS Map
- Project plans (11 x 17)
- Photographs
- Natural Heritage Bureau (NHB) letter

Sincerely,

Gretchen Young, PE
Assistant City Engineer

DOUGLAS W. STEELE II
Deputy City Manager
Community Services
d.steele@dover.nh.gov

288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6450
Fax: (603) 516-6463
www.dover.nh.gov

City of Dover, New Hampshire

COMMUNITY SERVICES DEPARTMENT

February 14, 2017

RECEIVED
Planning Office
FEB 15 2017
Dover, New Hampshire

To: Donna Benton, Asst. City Planner

RE: Spruce Lane Roadway Reconstruction and Drainage Project

Dear Donna:

As part of the City's ongoing roadway maintenance program, the Community Services Department intends to reclaim and repave Spruce Lane during the upcoming construction season. The proposed work also includes the enhancement of the drainage network in the roadway. The purpose of the drainage work is to replace existing failing culverts, and strategically place new drainage structures to allow for the potential of a future sidewalk improvement project along the northern side of Spruce Lane. Note that there are no current plans to move forward with sidewalk construction in this area.

Wetlands flank both sides of Spruce Lane and the proposed project will result in some minor impacts to the wetlands that come particularly close to the roadway. This Conditional Use Application is for the s work that will occur within the City's Conservation District and Wetland Protection District. The City is also applying for a NHDES Wetlands Permit Application minimum expedited review, and is looking for the endorsement of the Conservation Commission. Enclosed please find a Conditional Use Application, four (4) copies of 22"x34" plans, and eleven (11) copies of 11x17 plans.

Sincerely,

Gretchen Young, PE
Assistant City Engineer

The State of New Hampshire
Department of Environmental Services

Clark B. Freise, Assistant Commissioner

March 9, 2017

Ms. Gretchen Young, PE
Assistant City Engineer
City of Dover
271 Mast Road
Dover, NH 03820

RE: General Permit by Rule
Spruce Lane Roadway reconstruction and Drainage Project
Dover, New Hampshire

Dear Ms. Young:

The Department of Environmental Services (DES) is in receipt of your letter dated March 1, 2017 requesting waivers of the requirements of Env-Wq 1503.03(b)(1), (b)(2) and (b)(3). Specifically, the waiver request seeks to allow replacement of existing failing culverts, placement of new deep sump catch basins and addition (net increase of 6,900 SF) of pavement to proceed under the provisions of a General Permit by Rule. DES grants waivers to these rules; the project may proceed under the General Permit by Rule requirements. All activity must continue to meet Env-Wq 1503.03, including taking appropriate measures for preventing and controlling erosion.

If you have any questions, do not hesitate to contact me at (603) 271-1087 or Bethann.mccarthy@des.nh.gov.

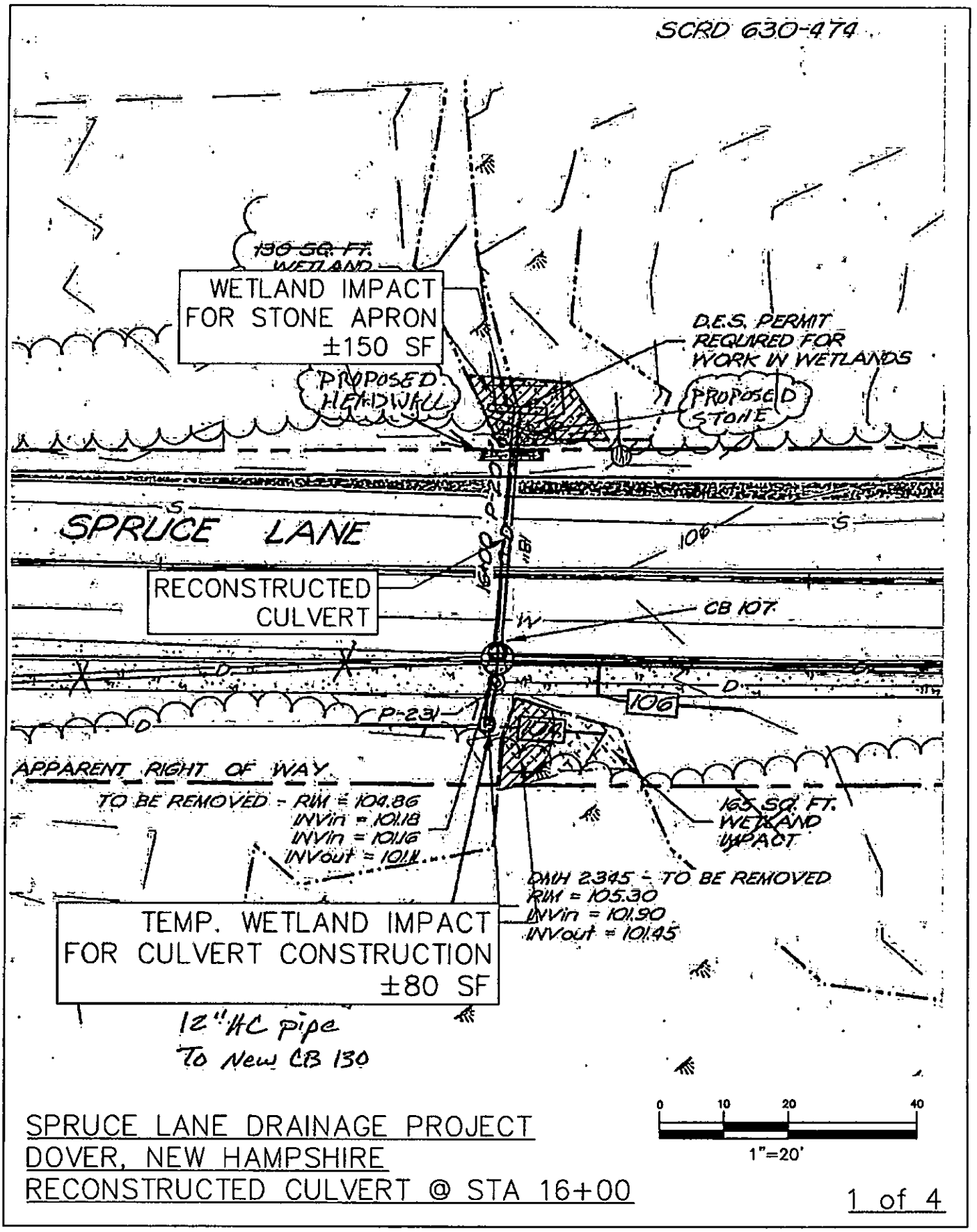
Sincerely,

Bethann McCarthy, P.E.
Alteration of Terrain Bureau

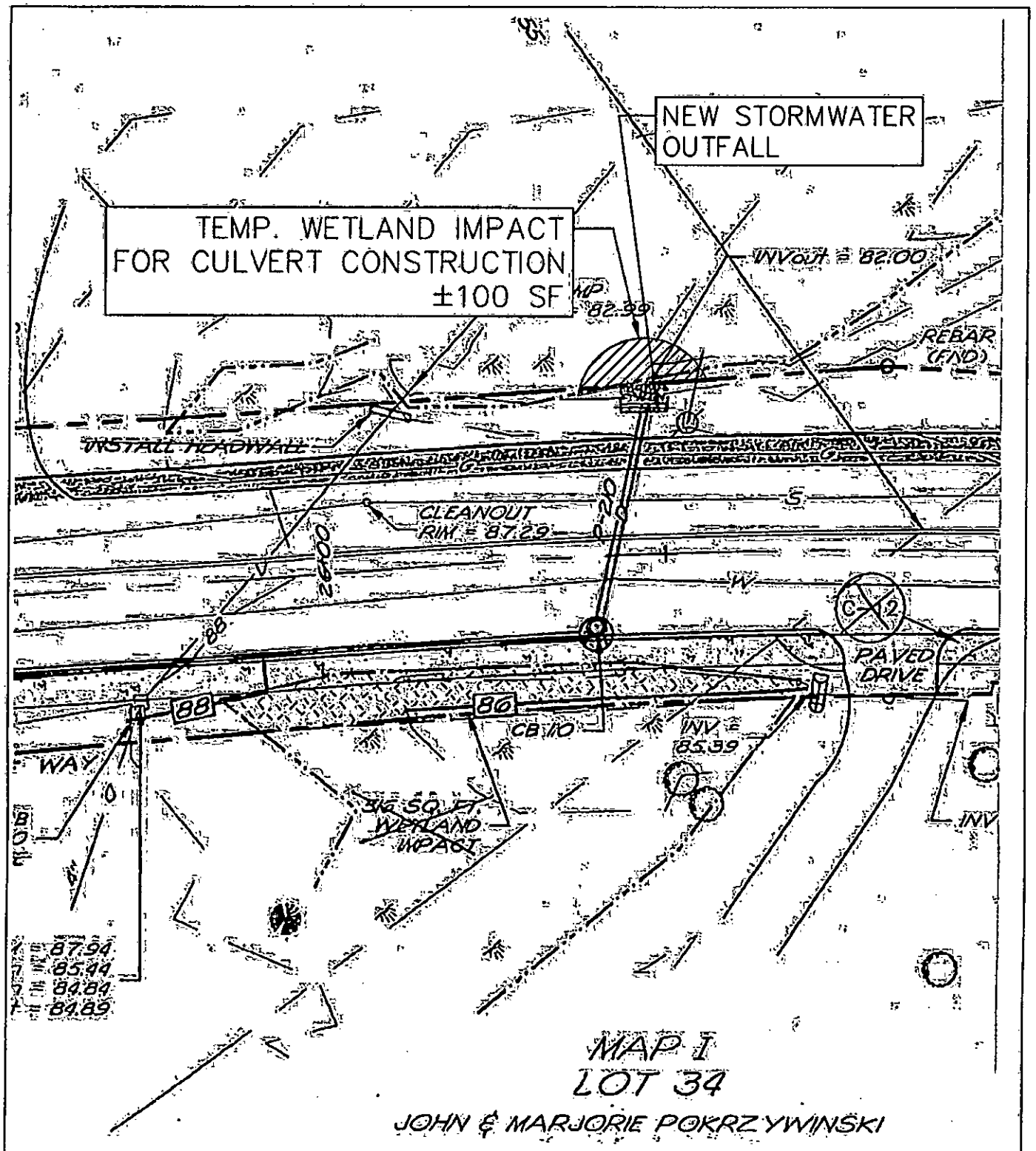
cc: Dover Planning Board

R7-14 Spruce Lane

Owner 1	Owner 2	Owner Address 1	City	State	Zip
COLPRIT STEPHEN W & PHEBE C TRI	COLPRIT STEPHEN W AND PHEBE C RE\	33 MESERVE RD	DOVER	NH	03820
STEPHENS JOYCE	STEPHENS JAY E	33 SPRUCE LANE	DOVER	NH	03820
THOMAS MARK A		1 SPRUCE DR	DOVER	NH	03820
SHORTILL RITA B,		5 SPRUCE DRIVE	DOVER	NH	03820
WESTGATE MICHAEL E		2 SPRUCE DRIVE	DOVER	NH	03820
NOWAK SPENCER D		3 SPRUCE DR	DOVER	NH	03820
LANDRY DAVID P &	LANDRY LAURIE R	SPRUCE LN	DOVER	NH	03820
GAGNE JOSEPH E &	GAGNE JODIE A	29 SPRUCE LN	DOVER	NH	03820
LAAKSO ERIK W		27 SPRUCE LANE	DOVER	NH	03820
BARRY BRIAN E		21 SPRUCE LANE	DOVER	NH	03820
LACASSE CHRSTOPHER M		12 TREEHOUSE WAY	BARRING	NH	03825-747
WOODWARD EVELYN		7 SPRUCE LANE	DOVER	NH	03820
CUSSINS FAMILY REVOCABLE TRUST	CUSSINS ROGER L AND MARIANNE J TRI	269 LONG PONS RD	NORTHW	NH	03261
NASON PETER A &	NASON LORI A	2 SPRUCE LANE	DOVER	NH	03820
MARSHALL JENNIE A &	LOUCKS FREDERICK S	140 SILVER STREET	DOVER	NH	03820-395
DECOLFMACKER DEBORAH A	DECOLFMACKER GARY J	10 SPRUCE LANE	DOVER	NH	03820
CARUSO JOHN A JR &	CARUSO MERCEDES R	2 TANGLEWOOD DR	DOVER	NH	03820-454
POKRZYWINSKI MARJORIE A &	POKRZYWINSKI JOHN M	28 SPRUCE LANE	DOVER	NH	03820
JOHNS ELLEN R		30 SPRUCE LN	DOVER	NH	03820
SCHMIDT VAL EUGENE &	SNEARY ALICE R	49 DANIELLE LANE	DOVER	NH	03820
BRENNAN MATTHEW B &	MILES KATHRYN A	36 SPRUCE LN	DOVER	NH	03820
SHERMAN ZDZISLAWA	SHERMAN ERNEST J	6 PARTRIDGE LANE	DOVER	NH	03820
PINKHAM RYAN B &	PINKHAM ABIGAIL L	4 PARTRIDGE LN	DOVER	NH	03820
SEMERTGAKIS RICHARD E &	SEMERTGAKIS KELLY A	2 PARTRIDGE LN	DOVER	NH	03820



SPRUCE LANE DRAINAGE PROJECT
DOVER, NEW HAMPSHIRE
RECONSTRUCTED CULVERT @ STA 16+00



SPRUCE LANE DRAINAGE PROJECT
DOVER, NEW HAMPSHIRE
NEW OUTFALL @ STA 26+48

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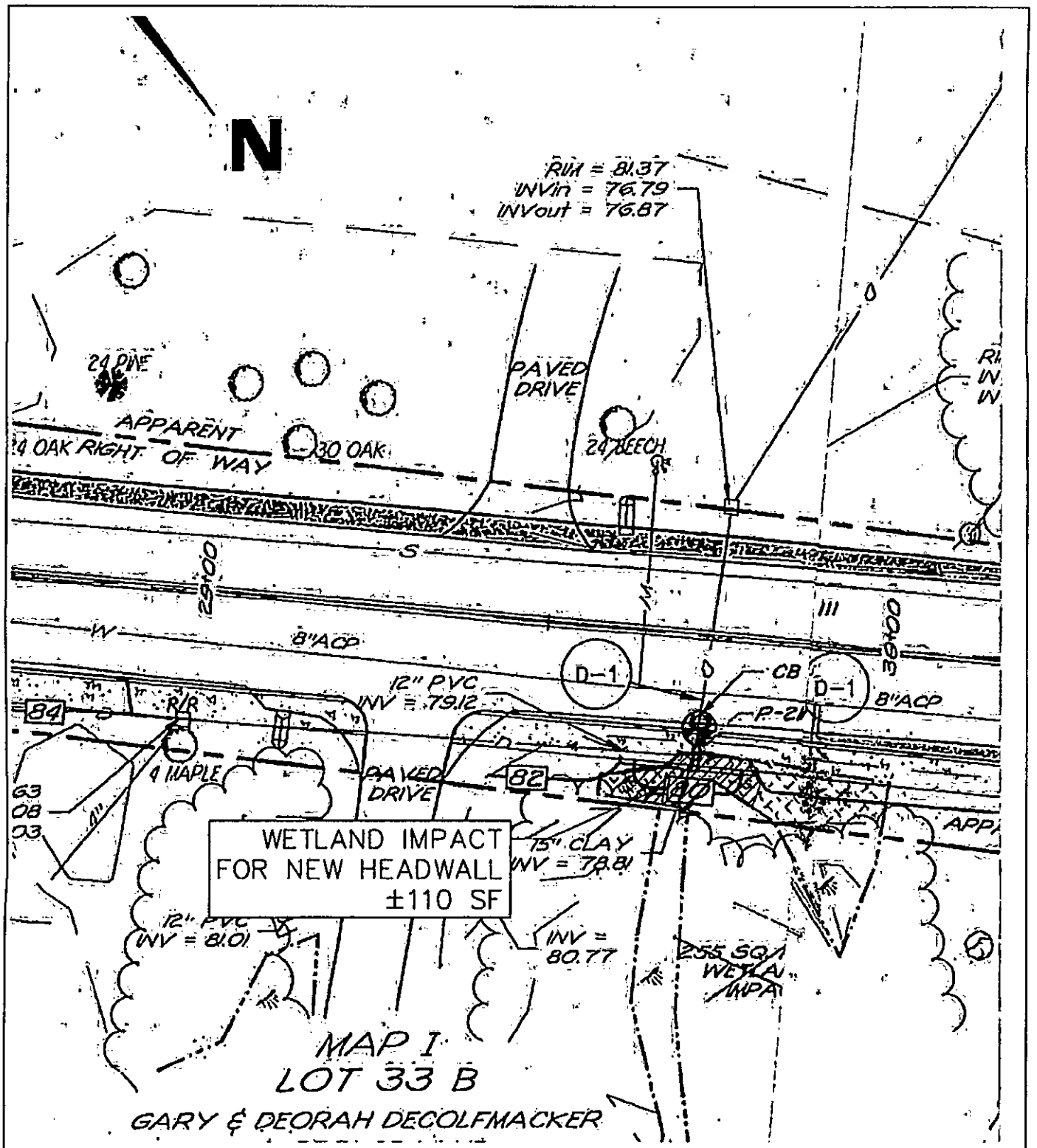
1"=20'



SPRUCE LANE DRAINAGE PROJECT
DOVER, NEW HAMPSHIRE
NEW OUTFALL @ STA 29+75

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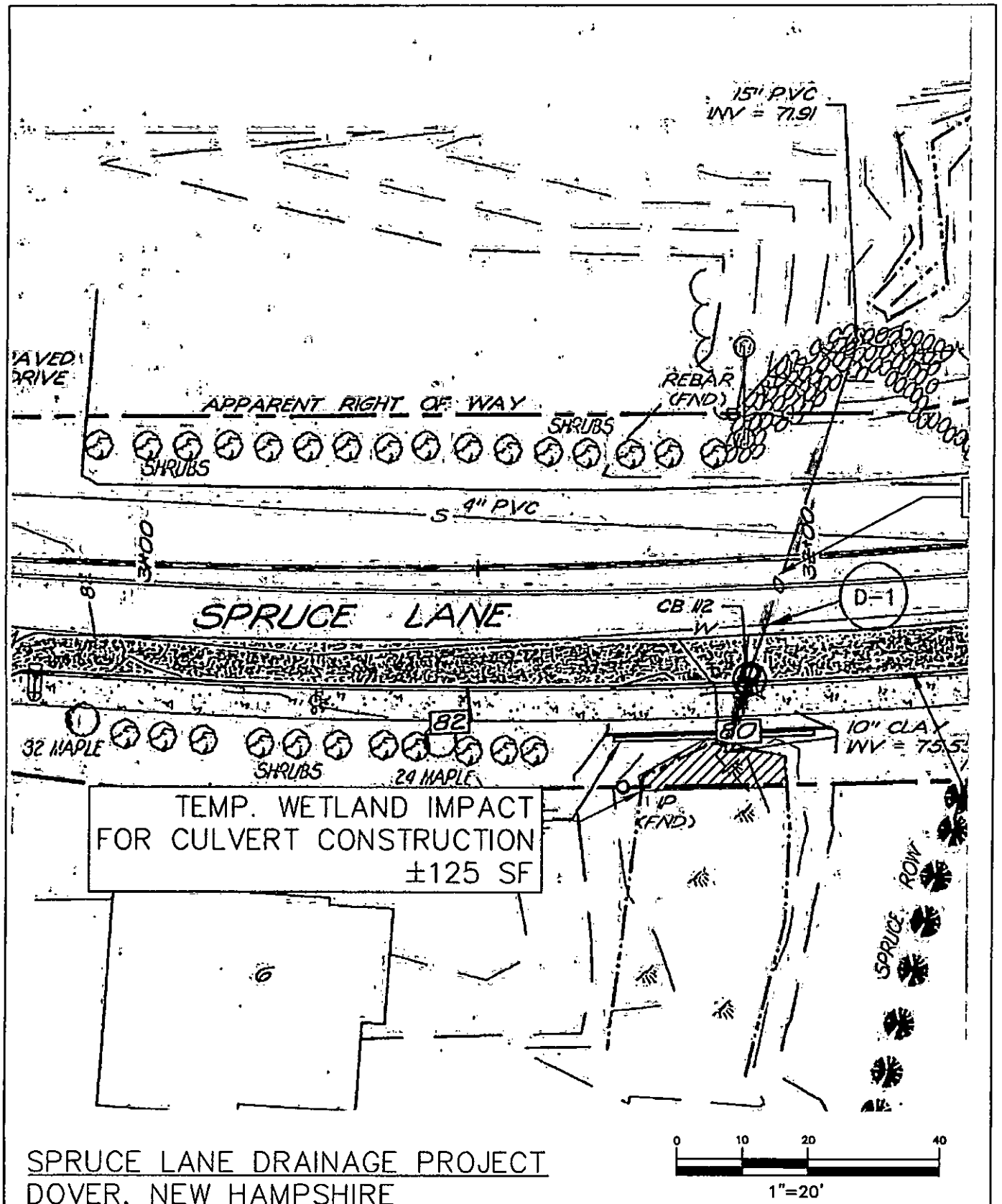
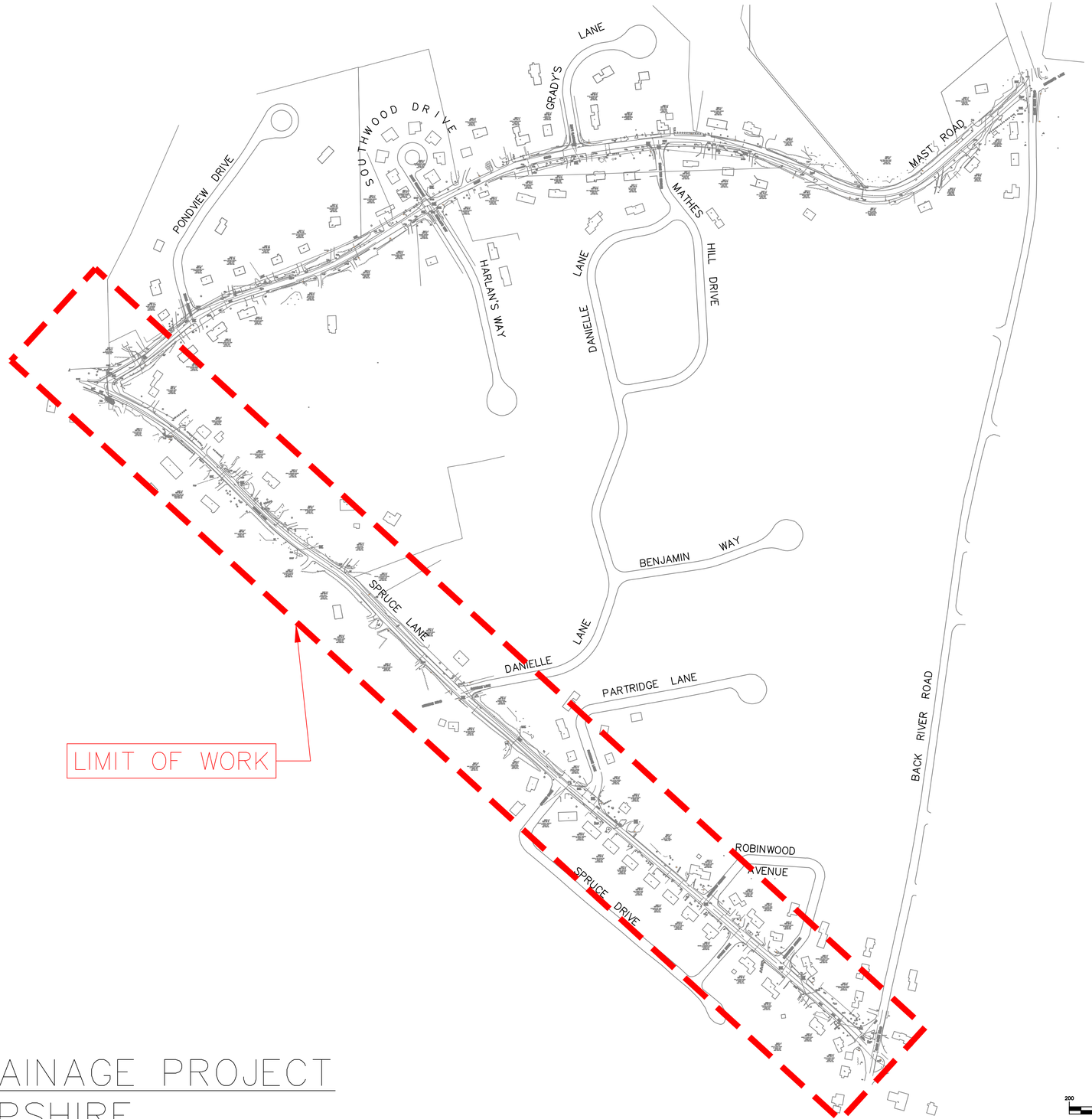
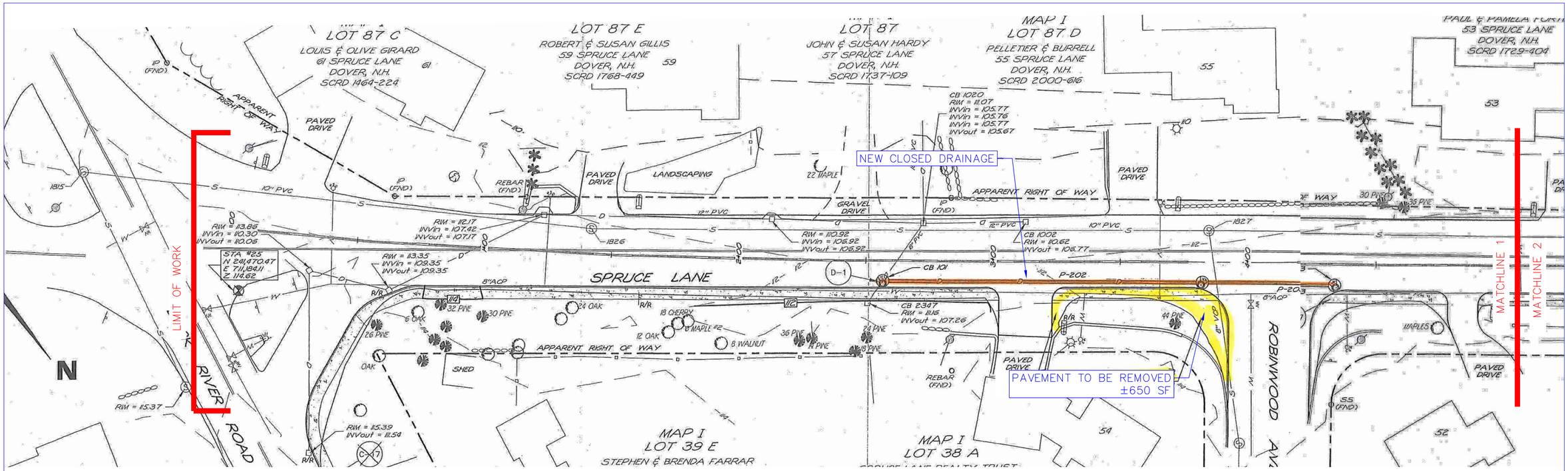
1"=20'

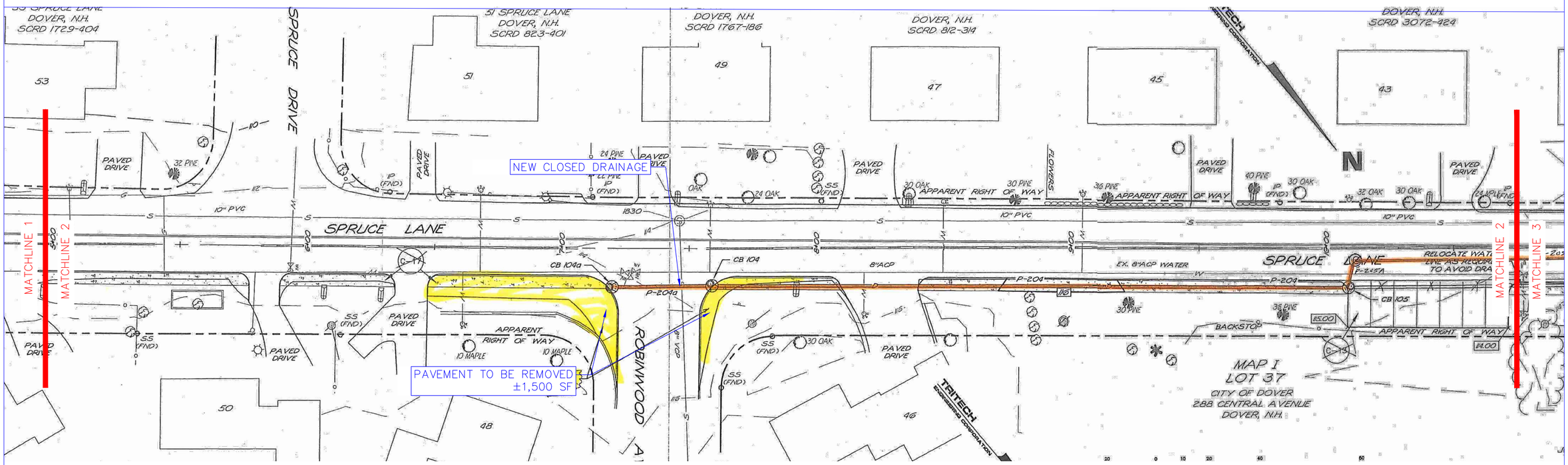


SPRUCE LANE DRAINAGE PROJECT
DOVER, NEW HAMPSHIRE
NEW OUTFALL @ STA 29+75



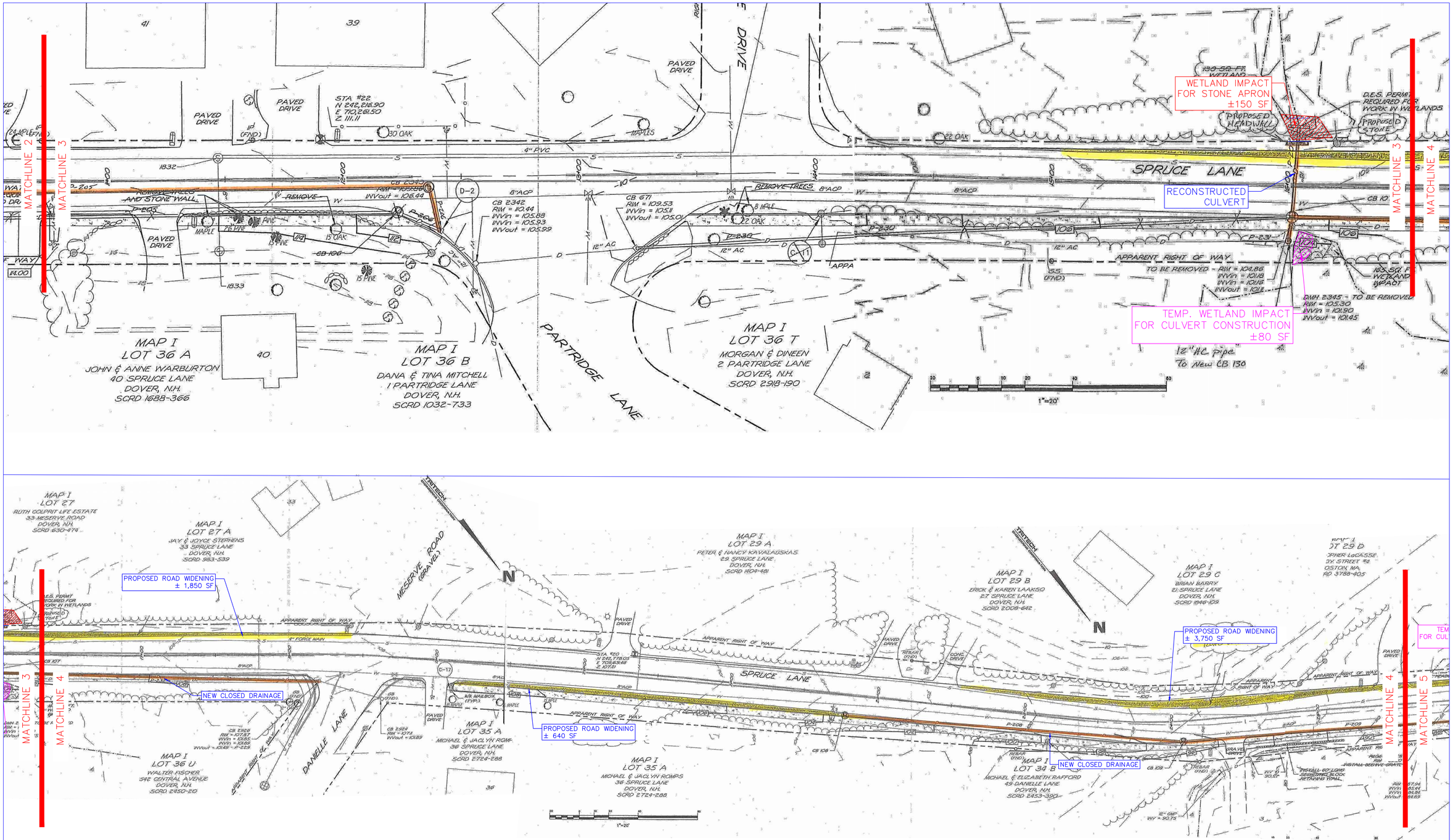
SPRUCE LANE DRAINAGE PROJECT
DOVER, NEW HAMPSHIRE





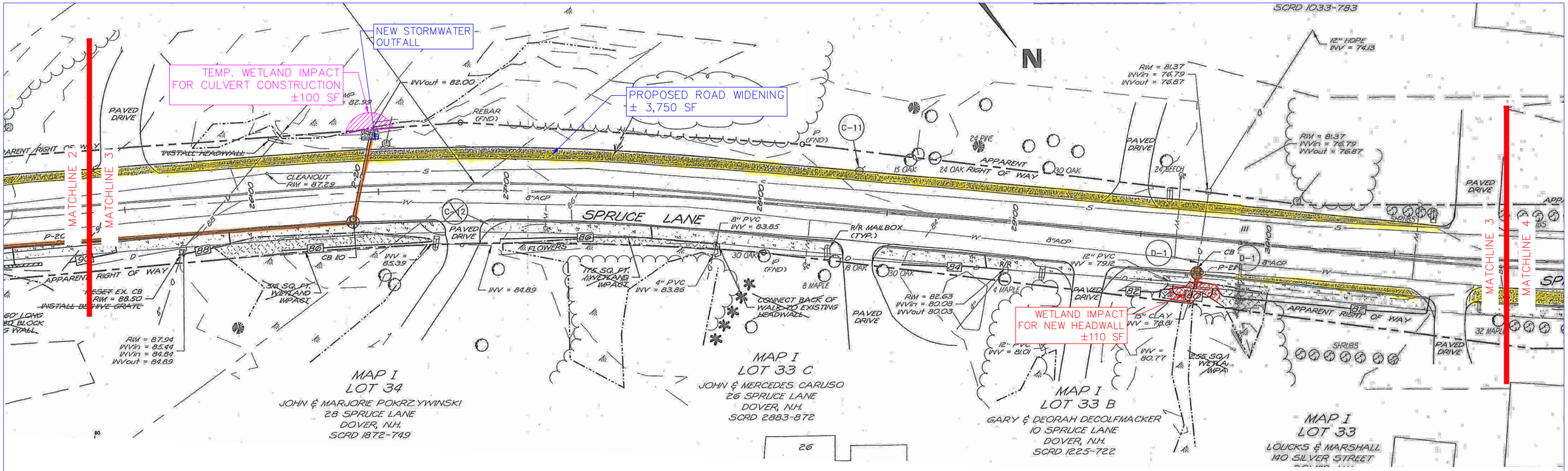
SPRUCE LANE DRAINAGE PROJECT
DOVER, NEW HAMPSHIRE

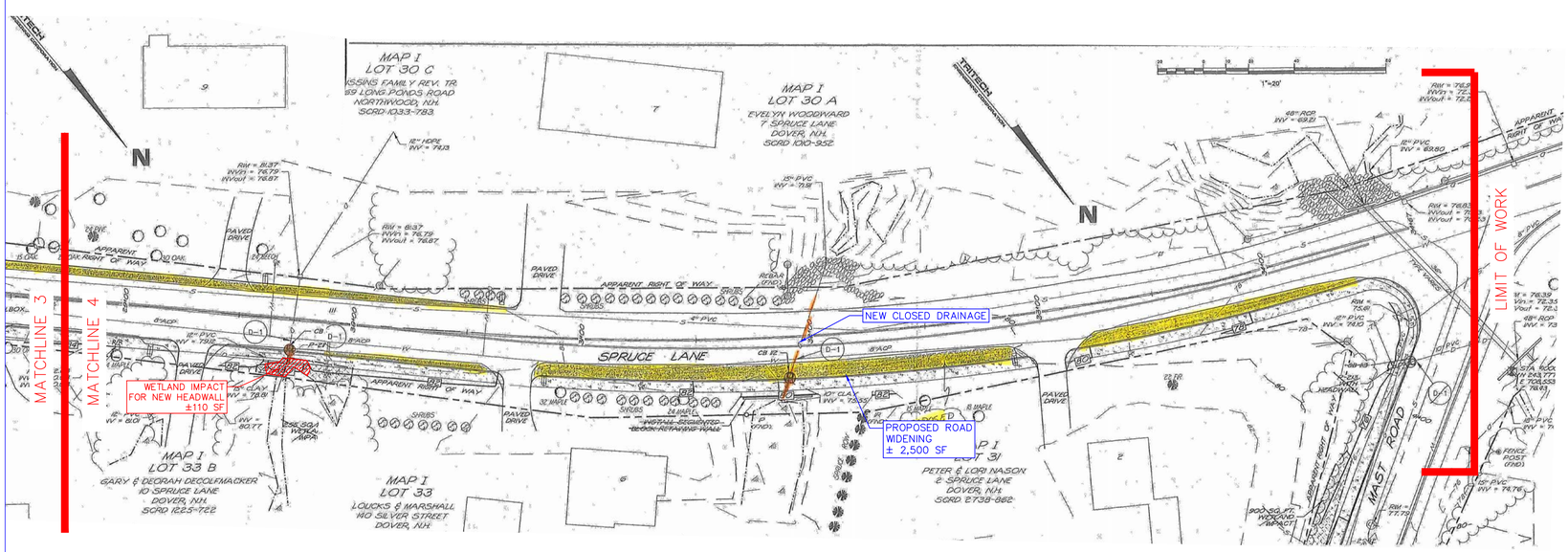
PERMIT DRAWINGS
1 OF 3



SPRUCE LANE DRAINAGE PROJECT
DOVER, NEW HAMPSHIRE

PERMIT DRAWINGS
2 OF 3





SPRUCE LANE DRAINAGE PROJECT
DOVER, NEW HAMPSHIRE

0 10 20 40
1"=20'

PERMIT DRAWINGS
3 OF 3

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P17-15

Application Type: Conditional Use Permit
Applicant(s): City of Dover
Owner(s): Seames Trefethen
Location: 58 Cataract Avenue (Assessor's Map H, Lot 14A)
Meeting Date: March 28, 2017

INTENT: To obtain a Conditional Use Permit for installing a bioretention stormwater system adjacent to Bellamy Road and restore the stream

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM: # 4-B

ACREAGE: N/A

ZONING DISTRICT: R-12

EXISTING LAND USE: N/A

PROPOSED LAND USE: N/A

SURROUNDING LAND USE: Residential and Recreational

ZBA ACTION: N/A

ATTACHMENTS:

- Conditional Use Permit Application and plans

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED:

- City of Dover Conditional Use Permit
- NHDES Wetlands Permit
- NHDES Shoreland Protection Permit

WAIVERS REQUESTED: None

Summary of Request and Background
The applicant is requesting a Conditional Use Permit to install a biorention stormwater system adjacent to Bellamy Road and to restore the unnamed ephemeral stream.

The Conservation Commission reviewed this application at their March 13 meeting. the Conservation Commission placed a condition on their recommendation that the Bellamy Culvert Project Sequence and Timing be submitted. This has since been submitted so a condition of approval is recommended below that the applicant follow the project sequence and timing.

RSA 674:54 provides for the Planning Board review of governmental land uses and nonbinding written comments relative to conformity or nonconformity of the proposal with normally applicable land use regulations. This is a City project partially on a parcel owned by Seames Trefethen.

Consistency with Land Use Regulations
The Wetlands Protection District ordinance provides for Conditional Use Permits to allow impacts to wetlands and wetland buffers if standards related to demonstration of need, avoidance, minimization, and mitigation are met. This proposal is consistent with those standards.

The Conservation District ordinance provides for Conditional Use Permits to allow structures, dredging, filling, draining, or otherwise altering the surface configuration of land in the Conservation District if standards related to demonstration of need, avoidance, minimization, and mitigation are met. This proposal is consistent with those standards.

STAFF RECOMMENDATION:

The Planning Department recommends the Planning Board accept the application, open the public hearing, and vote to approve the Conditional Use Permit with the following nonbinding recommendations:

1. The applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services Minimal Impact Expedited Permit.
2. The applicant shall follow the Bellamy Project Sequence and Timing supplied to the Planning Department.
3. The applicant shall provide the Planning Department a copy of the NH DES Shoreland Permit.

Property Information

Property ID	H0014-A00000
Location	58 CATARACT AV
Owner	TREFETHEN SEAMES

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 01/11/2017
Properties updated 03/08/2017

City of Dover, New Hampshire
CONDITIONAL USE PERMIT APPLICATION

[Revision Date: May 16, 2013]

Office Use Only	Project #:	X17-15	Date Received:	RECEIVED Planning Office
	Amount Paid:	N/A	Time Received:	FEB 15 2017

Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

Name of Applicant: City of Dover Telephone # 603-516-6450

Address of Applicant: 288 Central Ave, Dover, NH 03820

E-Mail Address: G.Young@dover.nh.gov

Name of Property Owner (*if different from applicant*): Seames Trefethen Telephone #

Address of Property Owner: 58 Cataract Ave, Dover, NH, 03820

PROPERTY INFORMATION

Assessor's Map # H Lot(s) # 14A

Zoning District(s) R-12 Overlay District(s) Conservation & Wetland Protection

Existing Use of Property: Single Family Home

CONDITIONAL USE PERMIT INFORMATION

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

- ☑ Conservation District
- ☐ Groundwater Protection
- ☑ Wetland Protection District
- ☐ RCM Use Overlay District
- ☐ Off-Street Parking and Loading
- ☐ Wetland Protection
- ☐ I-1 District Uses

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

*See Attached

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: NHDES Wetland Permit, minimum impact expedited review - Pending

NHDES Shoreland Permit -Pending

Name of Professional That Prepared Plans: Streamworks, PLLC

Address 4 Evans Road, Madbury NH 03823 Telephone #: 767-4975

Professional License #: 05783 E-mail address: streamworksplic@gmail.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: _____ Date: 2/7/017

Signature of Applicant (*if different from owner*): _____ Date: 2/3/17

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: _____ Date: 2/7/017

B. NHDES Expedited Wetlands Permit and City of Dover Conditional Use Permit for the City of Dover (Owner: Seamed Trefethen), Assessor's Map H, Lot 14A, zoned R-12, located at 58 Cataract Avenue.

Gretchen Young and Joel Ballestero were present to explain the proposal which is to install a bioretention stormwater system adjacent to Bellamy Road and restore the channel of an unnamed stream that empties into the Bellamy River with 370 square feet of permanent wetland impact and 50 square feet of temporary wetland impact.

Ballestero: There is minor flooding at the driveway into Bellamy Park and a culvert issue. City has drainage easement on the private lot where we are restoring a stream channel in place of a culvert.

Donovan: Will you be cutting the culvert?

Ballestero: Only a 20 foot section adjacent to the road. The old culvert will be plugged on both ends.

A discussion was held on the landscape retaining wall.

Hunt confirmed that the stream flows only after a rain event.

Joyce: Where is the sequence of construction?

Young: We have contracted with his firm to oversee construction.

Ballestero: We can get you the construction sequence.

Hunt: What is the length of time for the project?

Ballestero: About a month for the whole thing.

Young: This is a good project to teach best management practices for city workers.

Donovan made a motion to endorse the NHDES Expedited Wetlands Permit and the City of Dover CUP with the condition that the construction sequence narrative is provided to the Conservation Commission, Fellows seconded. Vote: Unanimous

Hunt signed four copies of the applications.

C. NHDES Wetlands Permit and City of Dover Conditional Use Permit for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road.

D. City of Dover Conditional Use Permit for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road.

Hunt: we will hear both these application together.

Michael Seivert and Kevin McEneaney were present to explain the proposal which is to build a new subdivision road that crosses a wetland and construct a walking path in the tidal buffer. Impacts include 350 square feet of wetland impact and 24,283 square feet of wetland buffer impact. The new subdivision road and drainage facilities will impact 2,197 square feet of steep slope greater than 20%

Seivert: The 2,284 square feet of tidal buffer impact for the path to the dock has been eliminated. 8,000 square feet of buffer impact is associated with the wetland crossing for the road. Rest is from drainage facilities, swales and ponds.

DRAFT

Project Description:

At the site, a 150 foot culvert drains an unnamed ephemeral stream from town property at the upstream end, under Bellamy Road (where it changes from a concrete to a metal pipe), then underground through homeowner property before emptying into the Bellamy River. The culvert at the downstream end is hanging approximately 4 feet above the bank at the Bellamy River, and is eroding through the bottom causing the sediment below it to wash out, and the culvert to become unstable. Recently, the end section of the pipe broke off, and was carried downstream 60 feet. If allowed to continue, additional erosion would occur, and loss to old vegetation and homeowner property would eventually occur. At the upstream end of the culvert, to river left, stormwater flows from a small, highly impervious watershed, and ponds beside Bellamy Road at a gravel access road into Bellamy Park. The ponded water causes standing water in the road, is a concentrated source of sediment, and is not treated before flowing into the Bellamy River. This project proposes to remedy the existing culvert problems as well as treat the stormwater and manage it more properly. A bioretention stormwater system will be installed adjacent to Bellamy Road (to the north of the road and to the east of the intermittent stream) to handle, treat, and direct flows more properly from the existing ponding area back into the intermittent stream at the upstream end of the road. At the downstream end, where the culvert is failing, the project proposes to daylight the system, remove and plug the existing culvert, and construct a new section of stream using natural channel design methods that will be designed to accommodate aquatic organism passage as well as peak flows in a healthy, natural manner.

DOUGLAS W. STEELE II
Deputy City Manager
Community Services
d.steele@dover.nh.gov

288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6450
Fax: (603) 516-6463
www.dover.nh.gov

City of Dover, New Hampshire

COMMUNITY SERVICES DEPARTMENT

RECEIVED
Planning Office
FEB 15 2017
Dover, New Hampshire

February 4, 2017

To: Steve Bird, City Planner

RE: Bellamy Rd Stream Restoration & Stormwater Treatment Project

Dear Steve:

The City of Dover currently owns and maintains a 150 foot culvert which conveys an unnamed ephemeral stream from town property at the upstream end, under Bellamy Road (where it changes from a concrete to a metal pipe), then underground through homeowner property before emptying into the Bellamy River. The culvert at the downstream end is hanging approximately 4 feet above the bank at the Bellamy River, and is eroding through the bottom causing the sediment below it to wash out, and the culvert to become unstable. Recently, the end section of the pipe broke off, and was carried downstream 60 feet. If allowed to continue, additional erosion would occur, and loss to old vegetation and homeowner property would eventually occur. At the upstream end of the culvert, to river left, stormwater flows from a small, highly impervious watershed, and ponds beside Bellamy Road at a gravel access road into Bellamy Park. The ponded water causes standing water in the road, is a concentrated source of sediment, and is not treated before flowing into the Bellamy River. This project proposes to remedy the existing culvert problems as well as treat the stormwater and manage it more properly. A bioretention stormwater system will be installed adjacent to Bellamy Road (to the north of the road and to the east of the intermittent stream) to handle, treat, and direct flows more properly from the existing ponding area back into the intermittent stream at the upstream end of the road. At the downstream end, where the culvert is failing, the project proposes to daylight the system, remove and plug the existing culvert, and construct a new section of stream using natural channel design methods that will be designed to accommodate aquatic organism passage as well as peak flows in a healthy, natural manner.

The City is applying for a NHDES Wetlands Permit Application minimum expedited review, and is looking for the endorsement of the Conservation Commission. We will also be seeking a Conditional Use Permit from the Planning Board for the work within the Conservation District and the Wetland District. Enclosed please find nine (9) copies of the Wetland Permit Application.

Sincerely,

Gretchen Young, PE
Assistant City Engineer

DOUGLAS W. STEELE II
Deputy City Manager
Community Services
d.steele@dover.nh.gov

288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6450
Fax: (603) 516-6463
www.dover.nh.gov

City of Dover, New Hampshire

COMMUNITY SERVICES DEPARTMENT

RECEIVED
Planning Office
FEB 15 2017
Dover, New Hampshire

February 4, 2017

To: Donna Benton, Asst. City Planner

RE: Bellamy Rd Stream Restoration & Stormwater Treatment Project

Dear Donna:

The City of Dover currently owns and maintains a 150 foot culvert which conveys an unnamed ephemeral stream from town property at the upstream end, under Bellamy Road (where it changes from a concrete to a metal pipe), then underground through homeowner property before emptying into the Bellamy River. The culvert at the downstream end is hanging approximately 4 feet above the bank at the Bellamy River, and is eroding through the bottom causing the sediment below it to wash out, and the culvert to become unstable. Recently, the end section of the pipe broke off, and was carried downstream 60 feet. If allowed to continue, additional erosion would occur, and loss to old vegetation and homeowner property would eventually occur. At the upstream end of the culvert, to river left, stormwater flows from a small, highly impervious watershed, and ponds beside Bellamy Road at a gravel access road into Bellamy Park. The ponded water causes standing water in the road, is a concentrated source of sediment, and is not treated before flowing into the Bellamy River. This project proposes to remedy the existing culvert problems as well as treat the stormwater and manage it more properly. A bioretention stormwater system will be installed adjacent to Bellamy Road (to the north of the road and to the east of the intermittent stream) to handle, treat, and direct flows more properly from the existing ponding area back into the intermittent stream at the upstream end of the road. At the downstream end, where the culvert is failing, the project proposes to daylight the system, remove and plug the existing culvert, and construct a new section of stream using natural channel design methods that will be designed to accommodate aquatic organism passage as well as peak flows in a healthy, natural manner.

This Conditional Use Application is for the stream reconstruction work, which will occur within the City's Conservation District and Wetland Protection District. The City is also applying for a NHDES Wetlands Permit Application minimum expedited review, and is looking for the endorsement of the Conservation Commission. Enclosed please find a Conditional Use Application, four (4) copies of 22"x34" plans, and eleven (11) copies of 11x17 plans.

Sincerely,

Gretchen Young, PE
Assistant City Engineer

RECEIVED
Planning Office
MAR 2 2 2017
Dover, New Hampshire

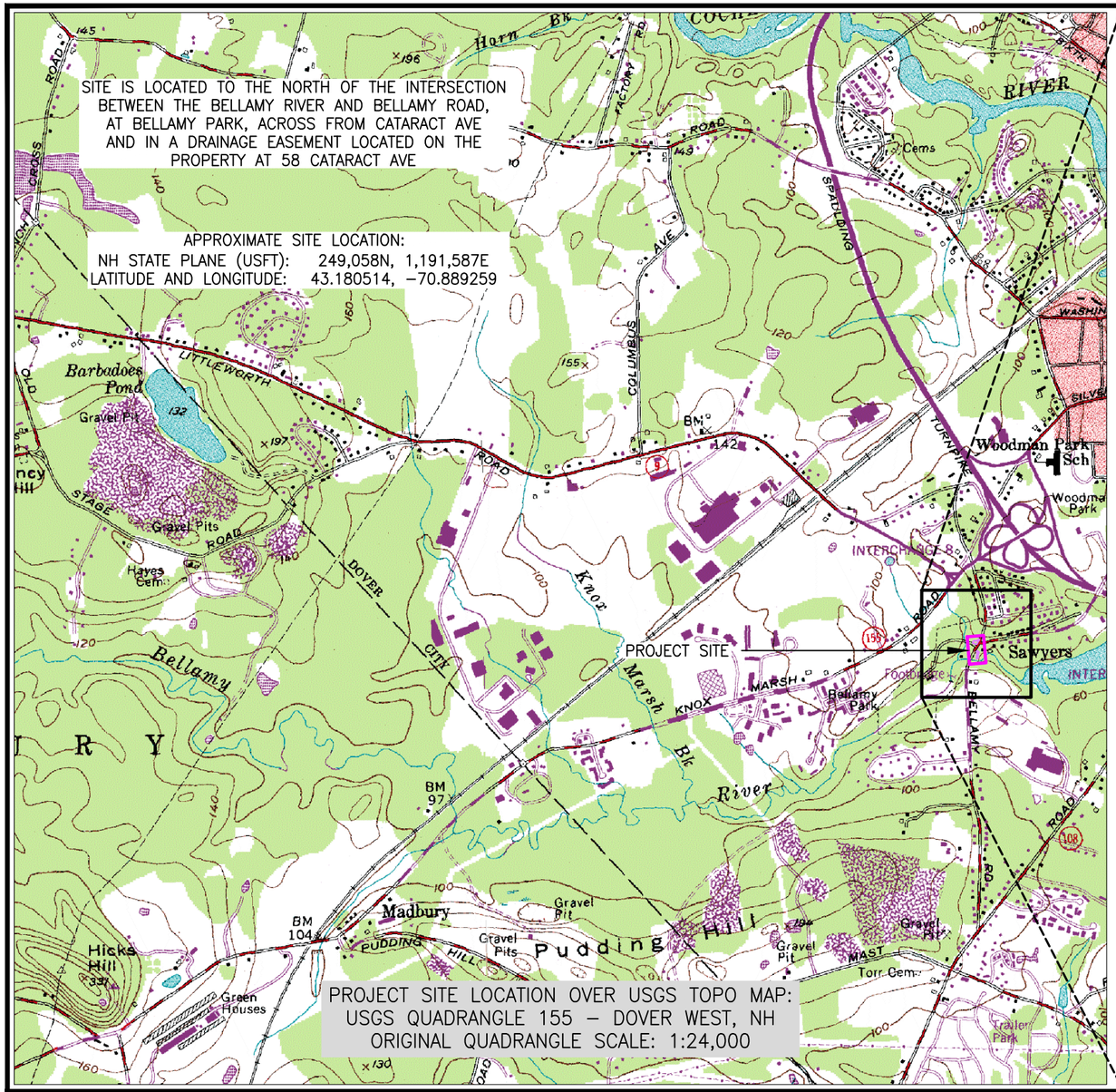
Bellamy Culvert Project Sequence and Timing

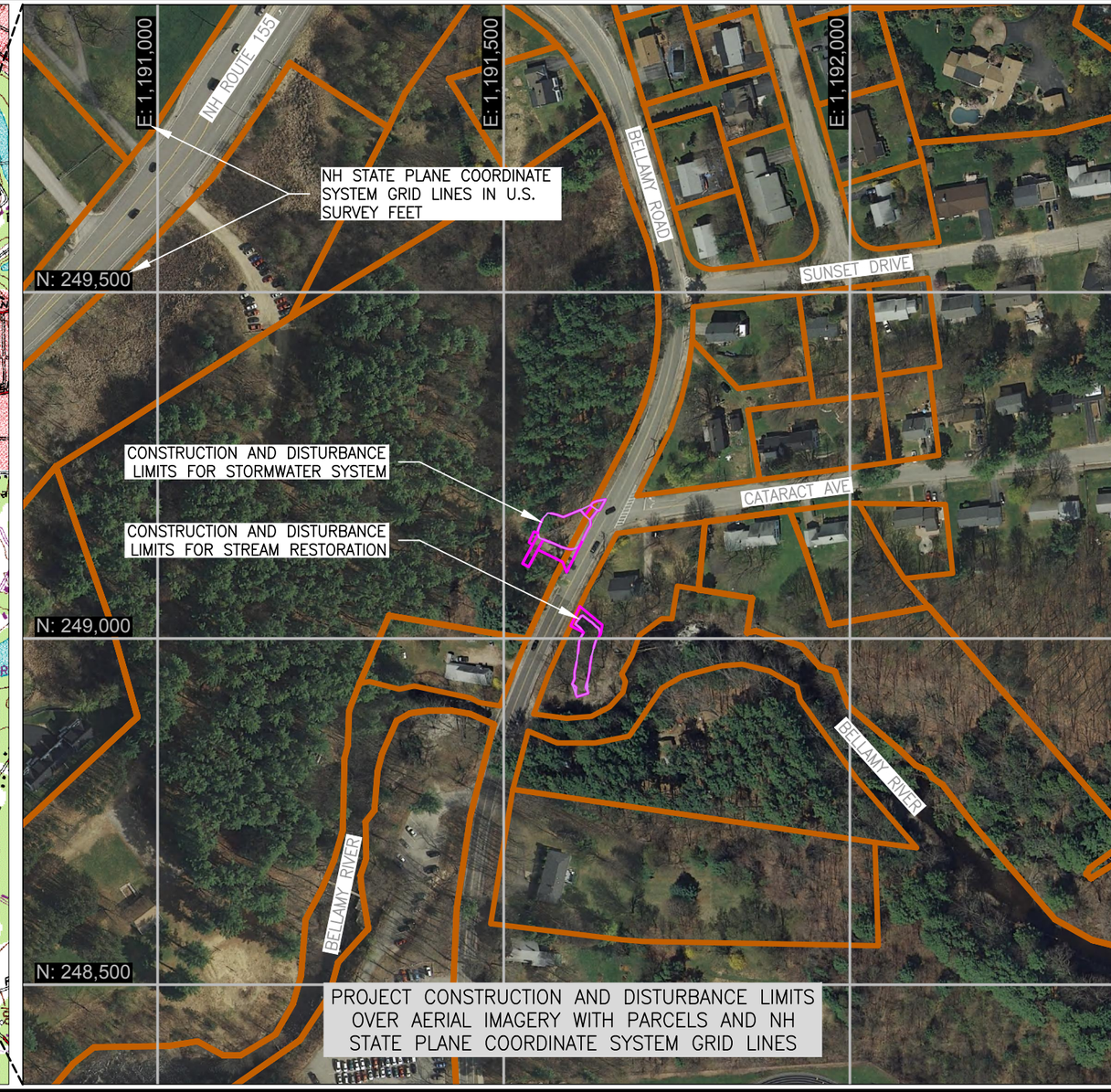
Stage 1	Early May 2017	Clear and grub the stormwater site location to be used as the staging area for the stream restoration part of the project. Excavate and grade the staging area as necessary for the stormwater part of the project to maximize the available area. Stockpile all materials to be reused, including rocks from rock wall and tree trunks to be used as step vanes in the restored stream. Install erosion and sediment control measures around the staging area as detailed in the design plans.
Stage 2	Early May 2017	Survey and clearly mark the proposed (to be acquired by the time of the project) drainage easement on the 58 Cataract Ave property. Install all erosion and sediment control measures as planned. Clear and grub the stream restoration alignment, avoiding as many trees as possible, and stockpile all materials to be reused, in the same manner as in Stage 1.
Stage 3	Mid May 2017	Beginning at the end of the restored stream, construct the restored stream including retaining walls and step vanes, and over-dig pools between vanes. Complete the stream in manageable lengths, seeding and planting when finished, before moving upstream to another section.
Stage 4	End May 2017	When construction of the proposed stream reaches the existing culvert, daylight and cut the culvert into sections to be removed. Plug and fill the downstream end of the culvert, which is to remain in place to limit disturbances. Resume constructing the stream, making sure that the stream and retaining walls are fully constructed in sections before the end of each day to allow flows to pass through the site if necessary in-between work. This section of the project should be done only when dry weather is expected, as to not cause flooding or erosion of the new system. Small precipitation events may be tolerated with the existing culvert plugged, and any small flows pumped around to the downstream end of the current work location.
Stage 5	Early June 2017	Complete the stream restoration and culvert removal portion of the project, seeding and planting all disturbed sites, and rebuilding homeowner lawn where necessary.
Stage 6	Early June 2017	After completion of the stream restoration, clear the stormwater basin footprint, and excavate to the full extents necessary. Haul away material that will not be re-used. Construct the erosion and sediment controls as detailed in the plan set.

Stage 7	Early June 2017	Beginning at the proposed catch basin inlet, construct and set the catch basin and outlet pipe to their appropriate locations. Construct the berm around the catch basin inlet, used to trap flows from the road. Plant and seed at the end of each day.
Stage 8	Mid June 2017	Construct the basin outlet pipe, the pipe connecting the overflow risers, the risers, and the bioretention section of the stormwater basin. Plant and seed at the end of each day.
Stage 9	End June 2017	Finalize the stormwater basin by completing plantings an d open up to flows. Reconstruct the rock wall adjacent to the rim of the basin, to the rounded corner of the basin to the south to delineate the new edge of the gravel access road into Bellamy Park. Remove all erosion and sediment control measures.
Stage 10	Continuous	Removal of sediments from the inlet catch basin to the stormwater system will be maintained by the City of Dover four times per year, after extreme events, or as decided by the City. Inspection of the stream system shall be made twice a year, with limited clearing and trimming of the adjacent vegetation to maintain a small access to the stream should repairs or maintenance need to occur.

P17-15 Cataract Ave

Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
53 55 CATARACT AV	MORGAN ALLEN & EILEEN TRUSTEES	MORGAN ALLEN AND EILEEN IRREVOCABLE TRUS	53 CATARACT AV	DOVER	NH	03820-4335
24 BELLAMY RD	DAVIS DONALD		24 BELLAMY ROAD	DOVER	NH	03820
BELLAMY RD	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820
52 CATARACT AV	GAGNON DOROTHY E HEIRS OF		52 CATARACT AV	DOVER	NH	03820
54 CATARACT AV	MCCRUM J & THURBER D & PROULX ET AL TC &	PROULX MADELINE LIFE ESTATE	54 CATARACT AVENUE	DOVER	NH	03820
1 SUNSET DR	VIRGUE CHRISTINE M		905 2ND CROWN POINT RD	STRAFFORD	NH	03884-6260
26 BELLAMY RD	CARTIER MARC B JR		26 BELLAMY RD	DOVER	NH	03820
25 BELLAMY RD	HOLGATE LIMITED PARTNERSHIP LLC		130 CENTRAL AVE	DOVER	NH	03820
26 1/2 BELLAMY RD	BELLAMY TRUST	HEATLIE WILLARD LINDA TRUSTEE	26 1/2 BELLAMY ROAD	DOVER	NH	03820
58 CATARACT AVENUE	SEAMES TREFETHEN		58 CATARACT AVENUE	DOVER	NH	3820





DESIGNED BY: JCB, TPB	STREAMWORKS, PLLC	N	SHEET TITLE: USGS TOPO AND AERIAL SITE LOCATION MAPS
DRAWN BY: JCB			SHEET SET: WETLAND PERMIT APPLICATION DRAWINGS
CHECKED BY: TPB			PROJECT NAME: BELLAMY RD STREAM RESTORATION & STORMWATER TREATMENT
DATE: 03 FEB 2017			PROJECT LOCATION: BELLAMY ROAD AND BELLAMY RIVER, DOVER, NEW HAMPSHIRE

SCALE LEFT: 1" = 2000'

0 1000 2000 4000 6000

SCALE RIGHT: 1" = 200'

0 100 200 400 600

SHEET ID: LOCN

SHEET NUMBER: 01 OF 09

PROJECT PARTICIPANTS

PROJECT CLIENT IS THE CITY OF DOVER, AND IS OVERSEEN BY BILL BOULANGER, THE HEAD OF THE PUBLIC WORKS DEPARTMENT (MAILING ADDRESS OF 271 MAST RD, DOVER, NH 03820)

ENGINEER OF RECORD IS TOM BALLESTERO OF STREAMWORKS, PLLC (MAILING ADDRESS OF 45 EVANS ROAD, MADBURY, NH 03823)

WETLANDS DELINEATION PERFORMED BY DAMON BURT OF FRAGGLE ROCK ENVIRONMENTAL SERVICES (MAILING ADDRESS OF 38 GARLAND RD, STRAFFORD, NH 03884)

EASEMENT SURVEY AND CONTROL BENCHMARKS PERFORMED BY DOUCET SURVEYING (MAILING ADDRESS OF 102 KENT PL, NEWMARKET, NH 03857)

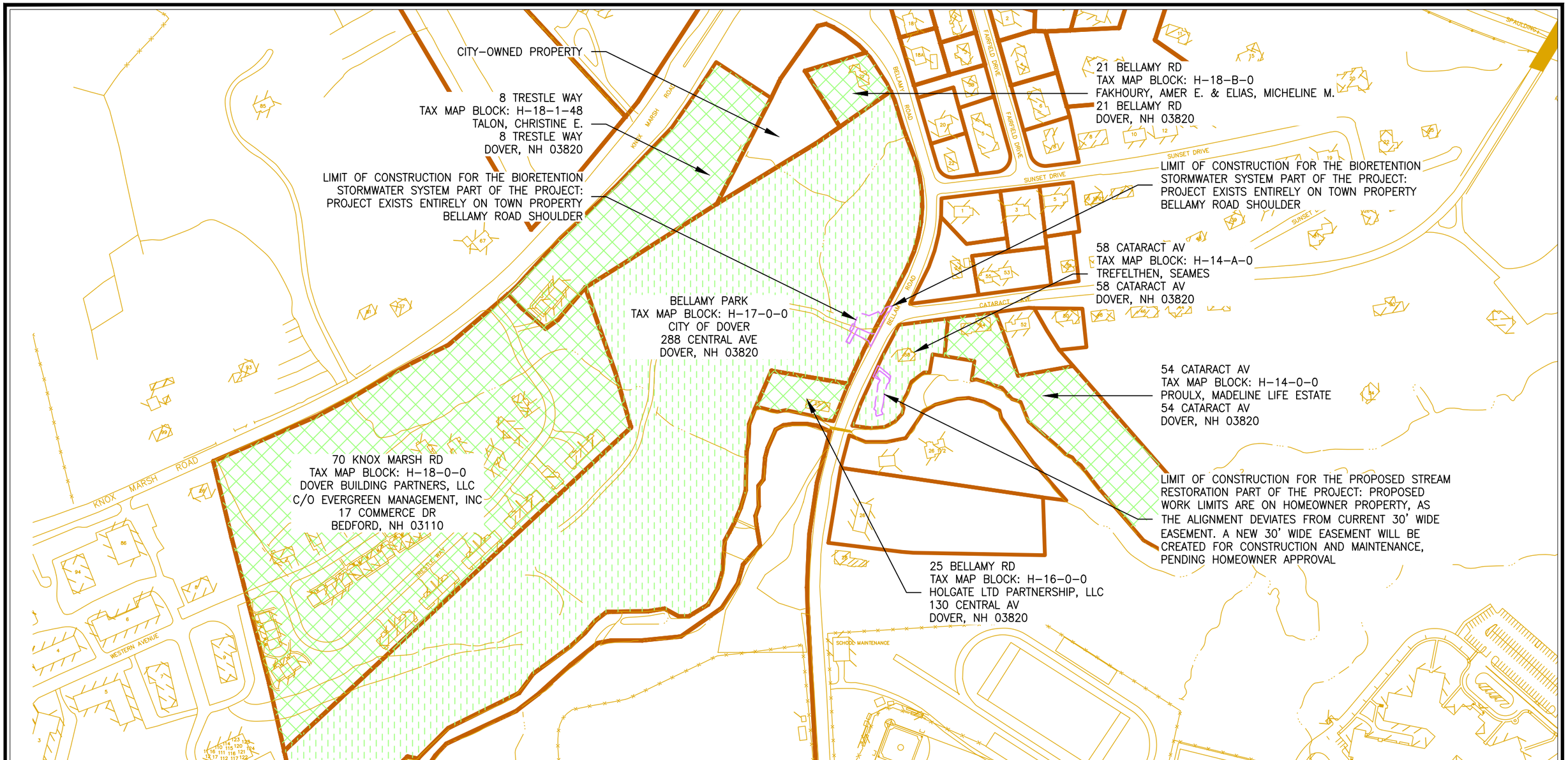
EXISTING SITE SURVEY PERFORMED BY JOEL BALLESTERO OF STREAMWORKS, PLLC (MAILING ADDRESS OF 45 EVANS ROAD MADBURY, NH 03823) WITH THE ASSISTANCE OF STUDENTS IN THE CIVIL ENGINEERING DEPARTMENT AT THE UNIVERSITY OF NEW HAMPSHIRE

PROJECT TASKS COMPLETED AND DRAWN BY JOEL BALLESTERO, REVIEWED BY TOM BALLESTERO

SHEET SET LEGEND

- EXISTING MINOR CONTOUR
- EXISTING MAJOR CONTOUR
- PROPERTY PARCEL BOUNDARY
- PROPERTY PARCEL HATCH
- ABUTTING PROPERTY HATCH
- EXISTING SHORELINE (TOP OF BANK)
- EXISTING RIVER/STREAM TOE OF BANK
- EXISTING RIVER/STREAM CENTERLINE
- 36" ST — EXISTING CULVERT
- 18" SS — EXISTING SANITARY SEWER
- OH — EXISTING OVERHEAD WIRE
- EXISTING UTILITY POLE / EXISTING SIGNS OR POSTS
- TREE ≥ 7"Ø WITHIN SURVEY LIMITS; PLAN SIZE REFLECTS ACTUAL SIZE
- EXISTING LIMIT OF VEGETATION
- EXISTING BUILDING
- EXISTING GRAVEL ROAD
- EXISTING GUARDRAIL
- EXISTING ROCK WALL
- EXISTING DRAINAGE EASEMENT
- EXISTING WETLANDS DELINEATION
- EXISTING 50' WATERFRONT BUFFER LINE
- EXISTING 150' WOODLAND BUFFER LINE
- EXISTING 250' SHORELAND BUFFER LINE
- 100FP — EXISTING 100-YR FLOODPLAIN LINE FROM COUNTY FIS
- EXISTING LINEWORK FROM CITY OF DOVER
- PROPOSED MINOR CONTOUR
- PROPOSED MAJOR CONTOUR
- PROPOSED LIMIT OF CONSTRUCTION
- PROPOSED LIMIT OF DISTURBANCE
- 18" ST — PROPOSED DRAIN PIPE/CULVERT
- PROPOSED STORMWATER CATCH BASIN AND SYSTEM LINEWORK
- PROPOSED STREAM RESTORATION LINEWORK
- PROPOSED STREAM CENTERLINE
- PROPOSED RETAINING WALL
- PROPOSED STREAM STEP VANE
- PROPOSED 30' EASEMENT LINES
- 01 — PHOTOPOINT LOCATION AND REFERENCE NUMBER
- PROPOSED COMPOST LOG
- PROPOSED CATCH BASIN SOCK

DESIGNED BY: JCB, TPB	STREAMWORKS, PLLC	N/A	SHEET TITLE: PROJECT NOTES AND SHEET SET LEGEND	N/A	SHEET ID: LGND
DRAWN BY: JCB			SHEET SET: WETLAND PERMIT APPLICATION DRAWINGS		
CHECKED BY: TPB			PROJECT NAME: BELLAMY RD STREAM RESTORATION & STORMWATER TREATMENT		SHEET NUMBER: 02 OF 09
DATE: 03 FEB 2017			PROJECT LOCATION: BELLAMY ROAD AND BELLAMY RIVER, DOVER, NEW HAMPSHIRE		



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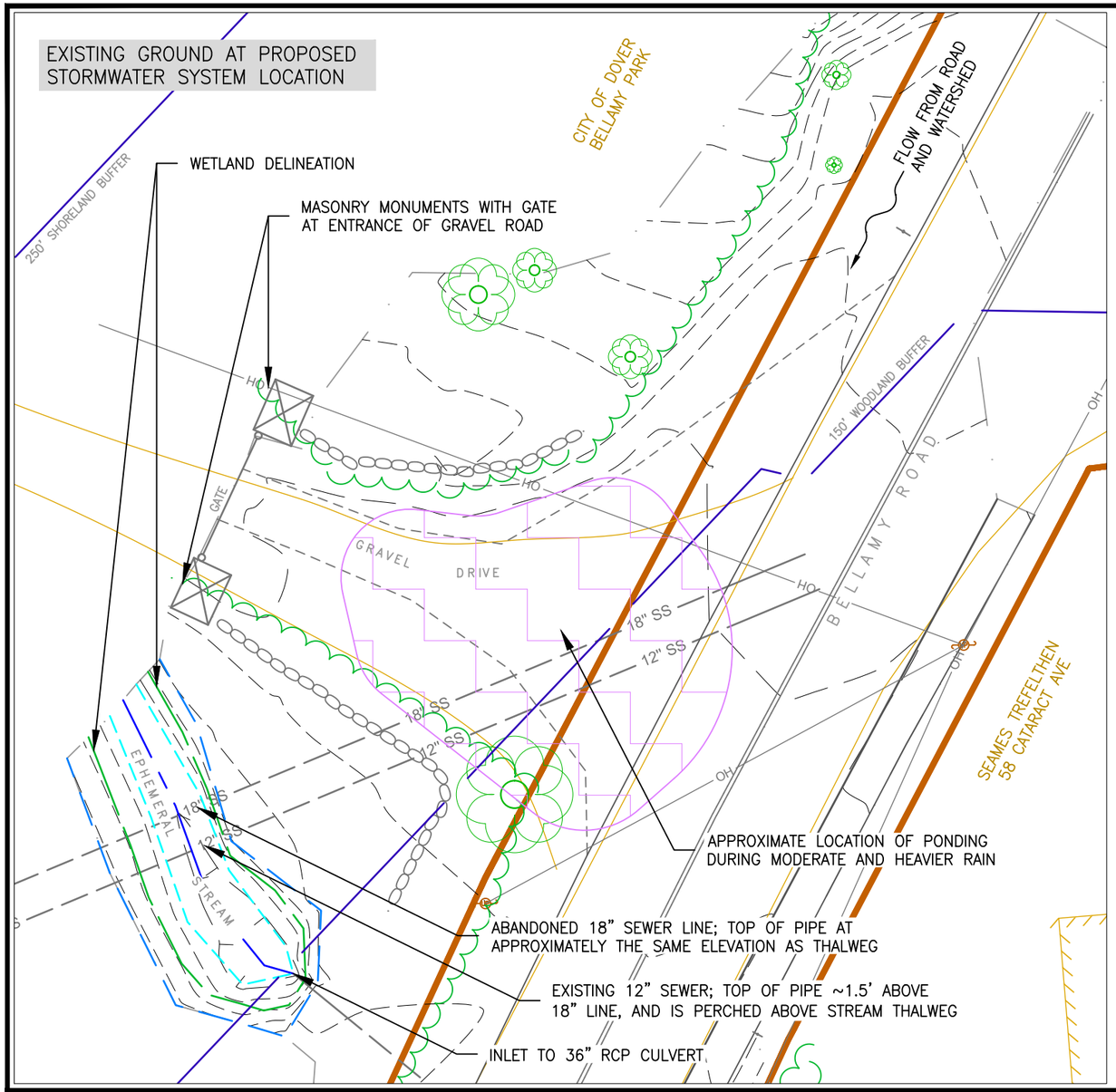
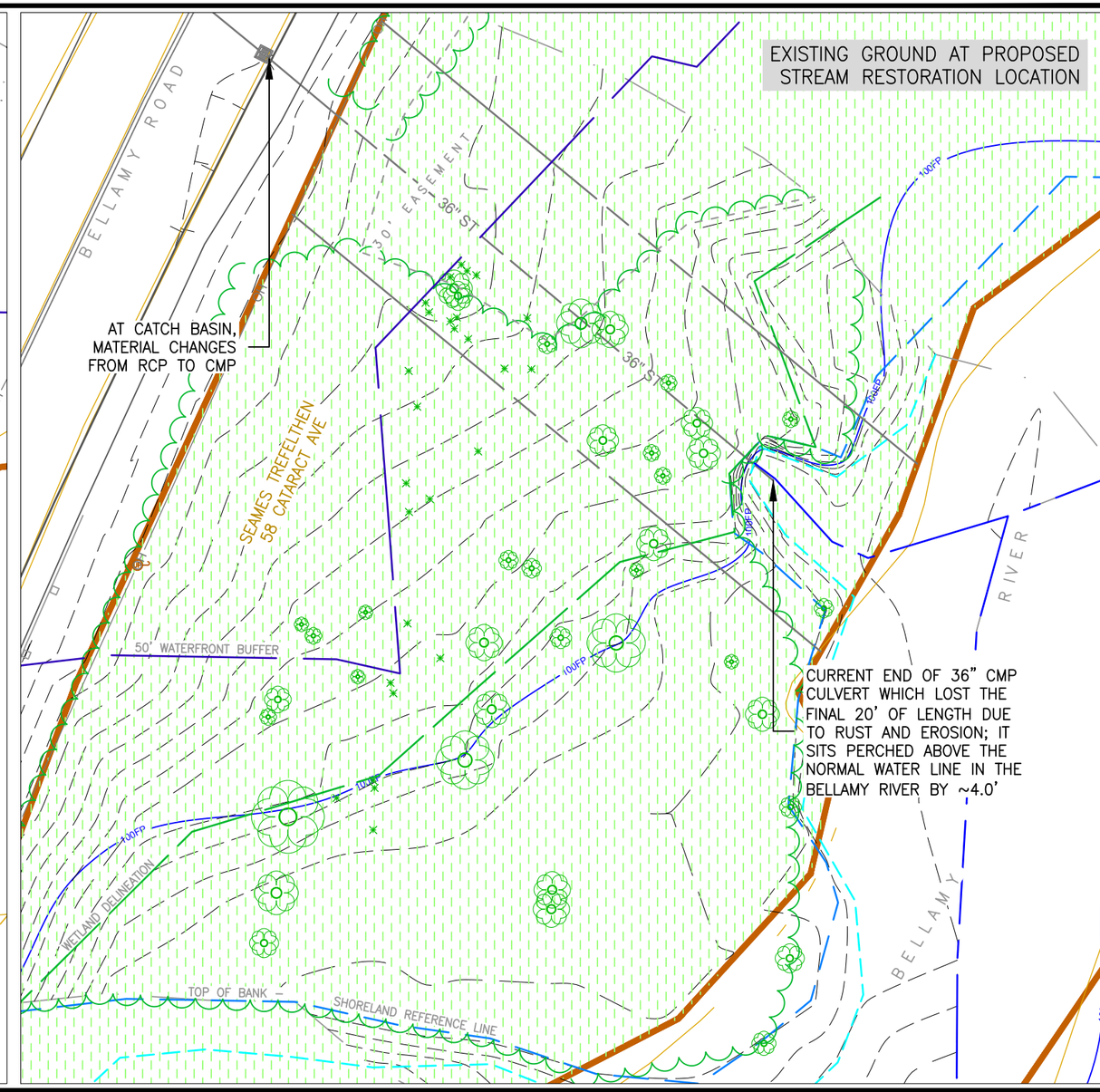
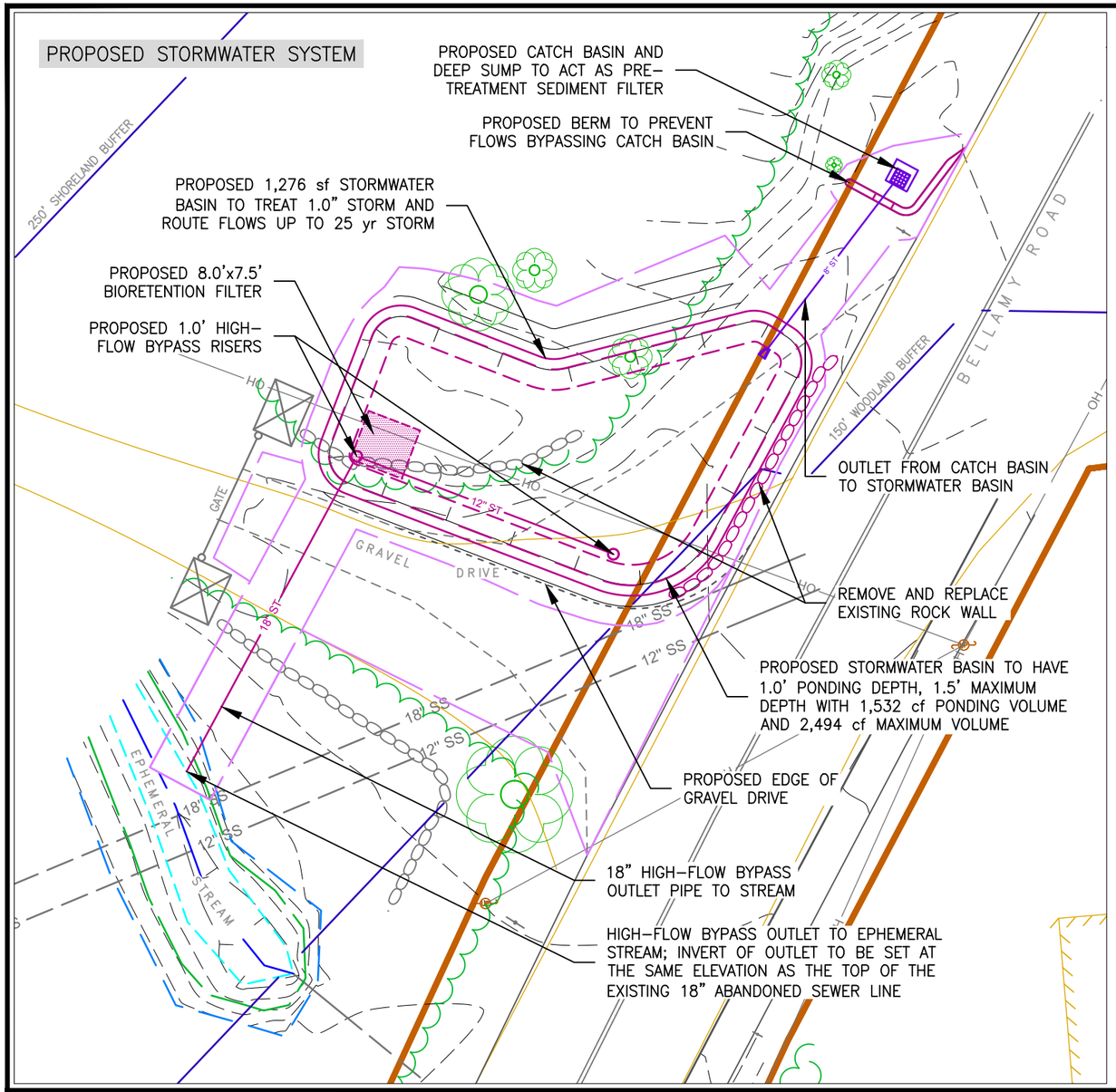
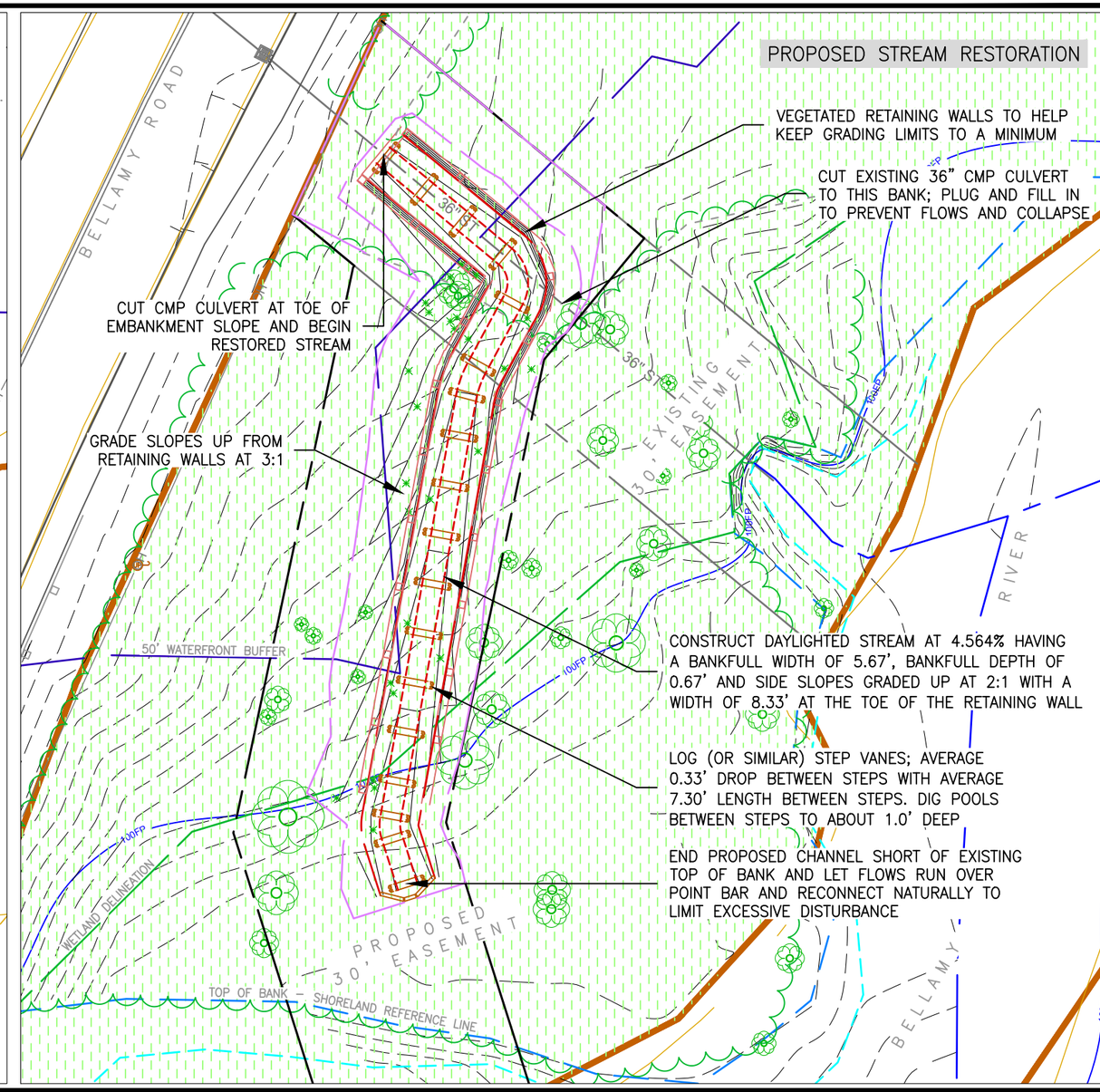
CHECKED BY: TPB			PROJECT NAME: BELLAMY RD STREAM RESTORATION & STORMWATER TREATMENT		SHEET NUMBER: 03 OF 09
DATE: 03 FEB 2017			PROJECT LOCATION: BELLAMY ROAD AND BELLAMY RIVER, DOVER, NEW HAMPSHIRE		





DESIGNED BY: JCB, TPB	STREAMWORKS, PLLC	N	SHEET TITLE: EXISTING CONDITIONS AT BOTH SITES	SCALE: 1" = 20' (0, 10, 20, 40, 60)	SHEET ID: EX
DRAWN BY: JCB			SHEET SET: WETLAND PERMIT APPLICATION DRAWINGS		SHEET NUMBER: 04 OF 09
CHECKED BY: TPB			PROJECT NAME: BELLAMY RD STREAM RESTORATION & STORMWATER TREATMENT		
DATE: 03 FEB 2017			PROJECT LOCATION: BELLAMY ROAD AND BELLAMY RIVER, DOVER, NEW HAMPSHIRE		





DESIGNED BY: JCB, TPB	STREAMWORKS, PLLC	N	SHEET TITLE: PROPOSED SITE DESIGNS
DRAWN BY: JCB			SHEET SET: WETLAND PERMIT APPLICATION DRAWINGS
CHECKED BY: TPB			PROJECT NAME: BELLAMY RD STREAM RESTORATION & STORMWATER TREATMENT
DATE: 03 FEB 2017			PROJECT LOCATION: BELLAMY ROAD AND BELLAMY RIVER, DOVER, NEW HAMPSHIRE

SCALE: 1" = 20'

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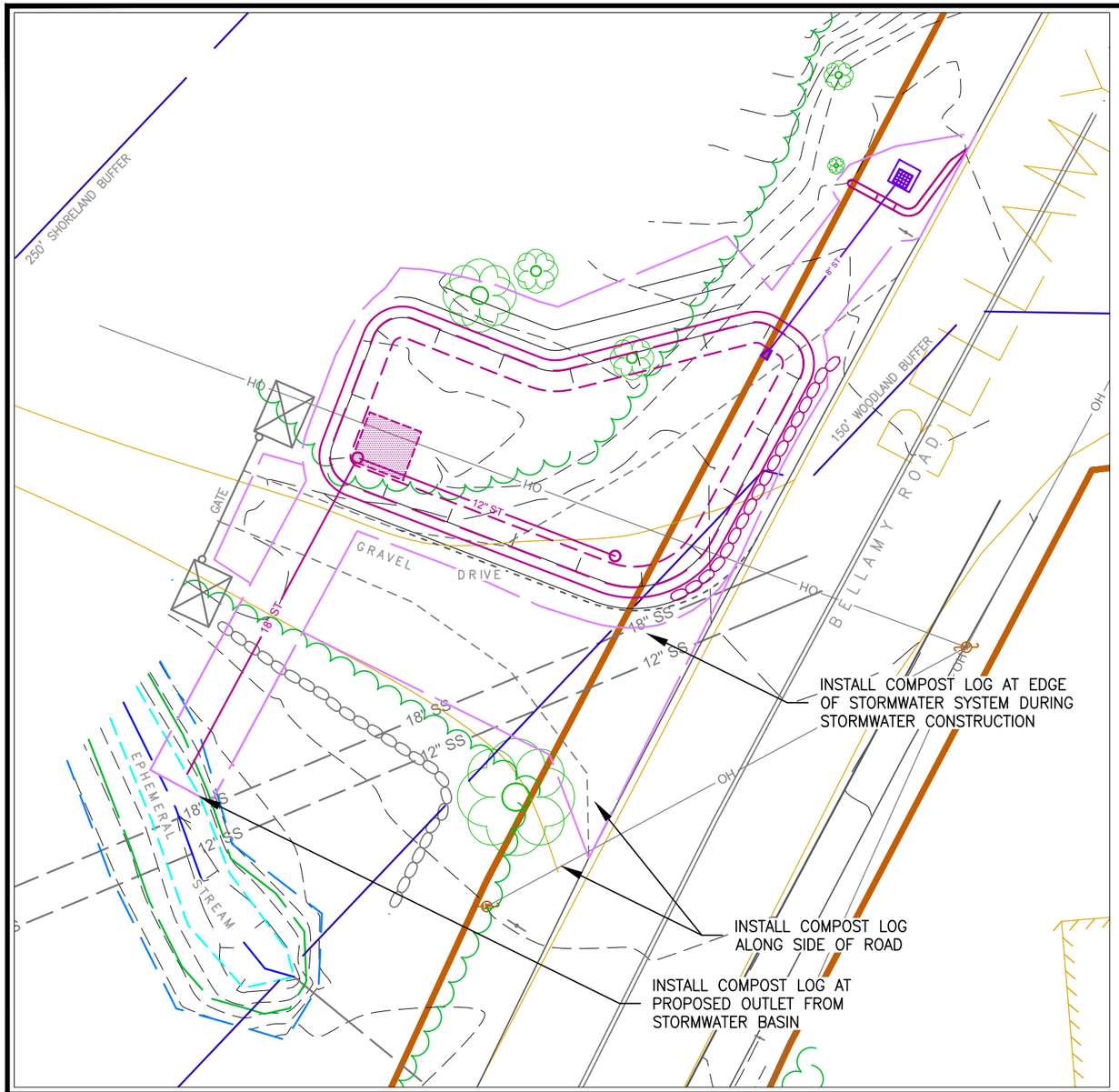
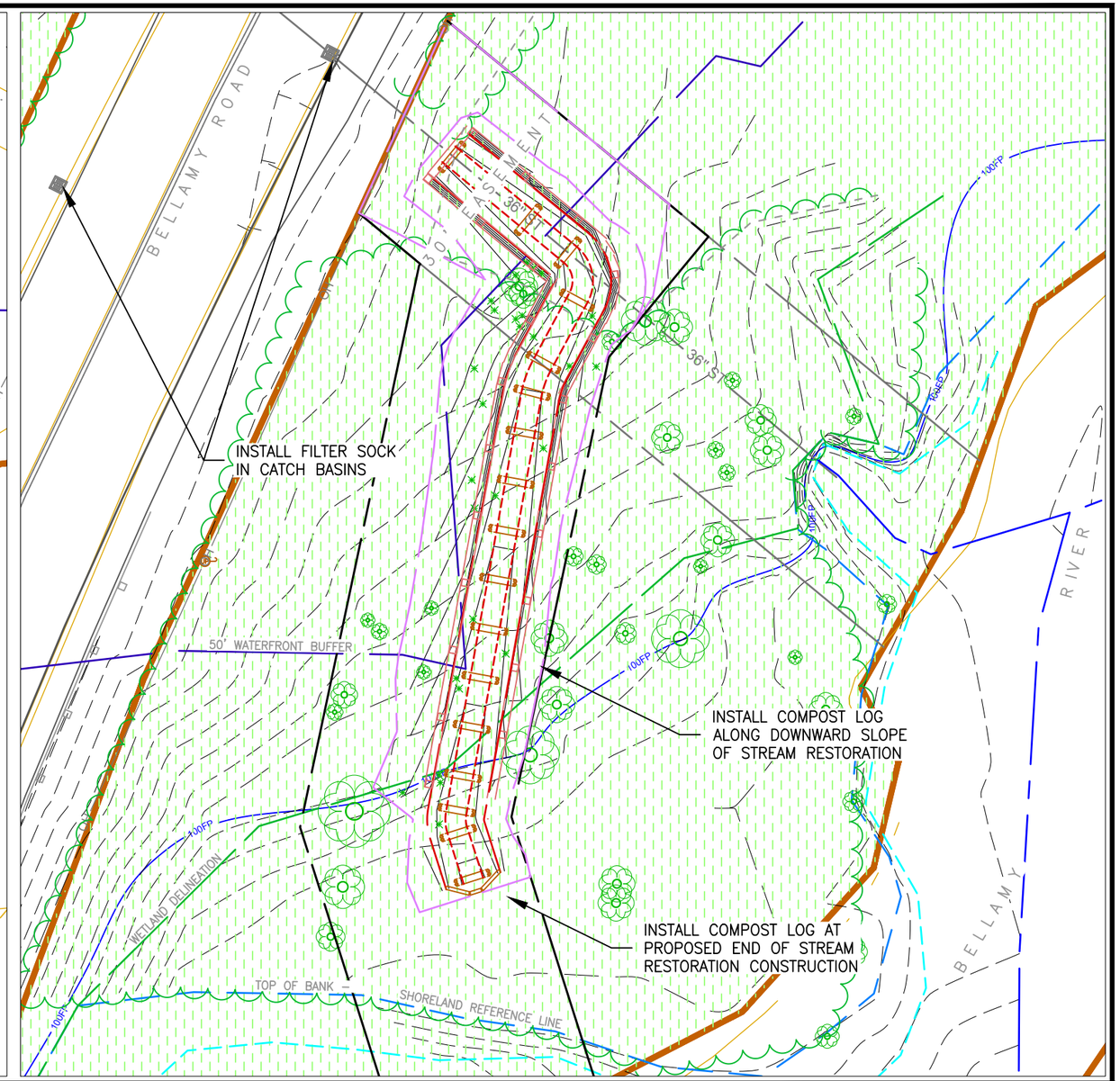
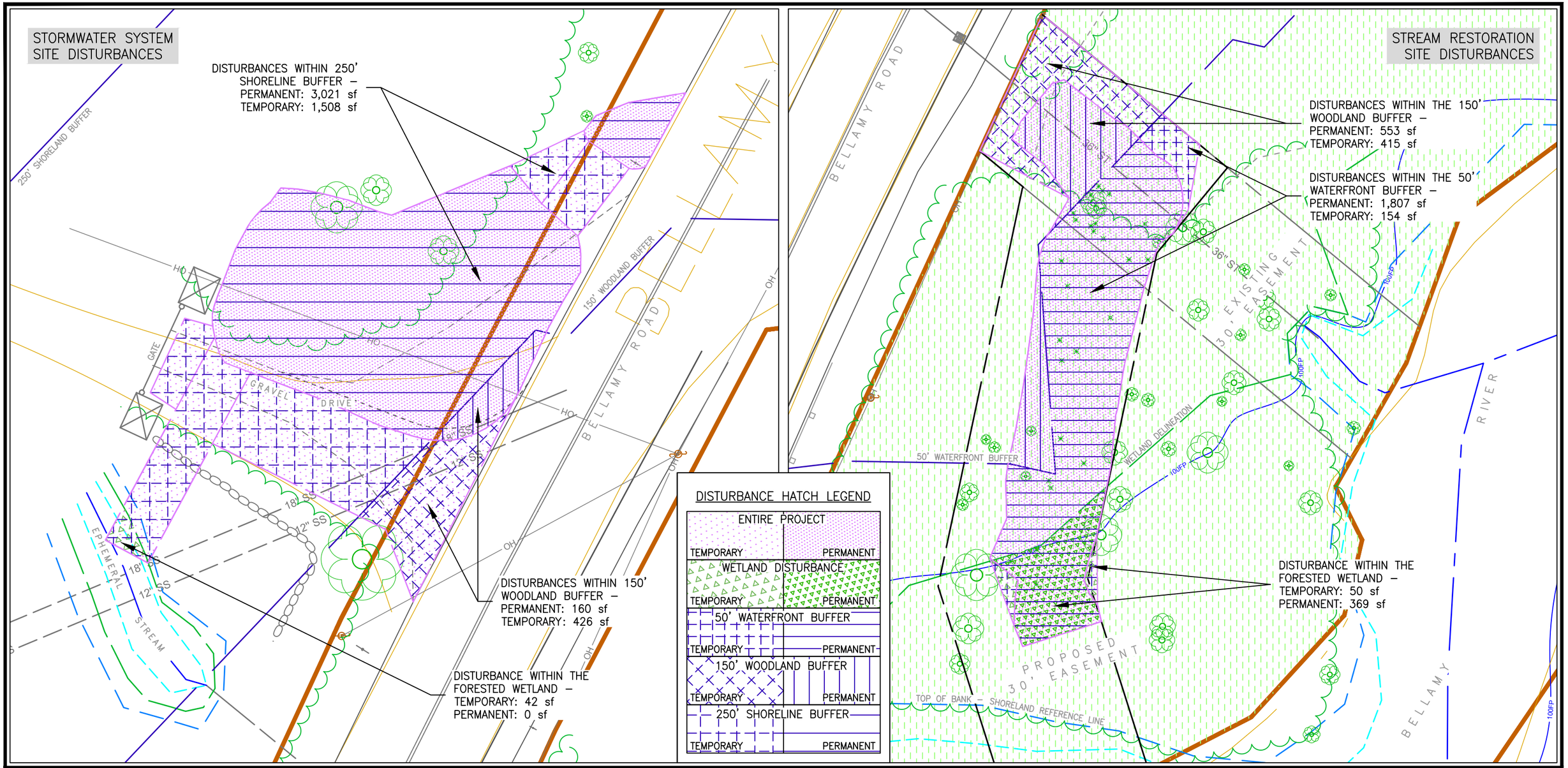
SHEET ID: PRO

SHEET NUMBER: 05 OF 09





DESIGNED BY: JCB, TPB	STREAMWORKS, PLLC	N	SHEET TITLE: EROSION AND SEDIMENT CONTROL	SCALE: 1" = 20' (0, 10, 20, 40, 60)	SHEET ID: ENS
DRAWN BY: JCB			SHEET SET: WETLAND PERMIT APPLICATION DRAWINGS		SHEET NUMBER: 06 OF 09
CHECKED BY: TPB			PROJECT NAME: BELLAMY RD STREAM RESTORATION & STORMWATER TREATMENT		
DATE: 03 FEB 2017			PROJECT LOCATION: BELLAMY ROAD AND BELLAMY RIVER, DOVER, NEW HAMPSHIRE		



DESIGNED BY: JCB, TPB	STREAMWORKS, PLLC	N	SHEET TITLE: SITE DISTURBANCES	SCALE: 1" = 20' (0, 10, 20, 40, 60)	SHEET ID: DSTRB
DRAWN BY: JCB			SHEET SET: WETLAND PERMIT APPLICATION DRAWINGS		
CHECKED BY: TPB			PROJECT NAME: BELLAMY RD STREAM RESTORATION & STORMWATER TREATMENT		SHEET NUMBER: 07 OF 09
DATE: 03 FEB 2017			PROJECT LOCATION: BELLAMY ROAD AND BELLAMY RIVER, DOVER, NEW HAMPSHIRE		

250' SHORELAND BUFFER
150' WOODLAND BUFFER
50' WATERFRONT BUFFER
BELLAMY
CATARACT AVE
54
52
58
55
PROJECT LIMITS
100-YR FLOODPLAIN
100FP
R I V E R
B E L L A M Y
30' ST
WETLAND DELINEATION
TOP OF BANK

DESIGNED BY: JCB, TPB	STREAMWORKS, PLLC	N	SHEET TITLE: REGULATORY BOUNDARIES	SCALE: 1" = 50' (0, 25, 50, 100, 150)	SHEET ID: REG
DRAWN BY: JCB			SHEET SET: WETLAND PERMIT APPLICATION DRAWINGS		
CHECKED BY: TPB			PROJECT NAME: BELLAMY RD STREAM RESTORATION & STORMWATER TREATMENT		SHEET NUMBER: 08 OF 09
DATE: 03 FEB 2017			PROJECT LOCATION: BELLAMY ROAD AND BELLAMY RIVER, DOVER, NEW HAMPSHIRE		

DESIGNED BY: JCB, TPB	STREAMWORKS, PLLC		SHEET TITLE: PHOTO POINTS	SCALE: 1" = 40' (0, 20, 40, 80, 120)	SHEET ID: PHOTO
DRAWN BY: JCB			SHEET SET: WETLAND PERMIT APPLICATION DRAWINGS		SHEET NUMBER: 09 OF 09
CHECKED BY: TPB			PROJECT NAME: BELLAMY RD STREAM RESTORATION & STORMWATER TREATMENT		
DATE: 03 FEB 2017			PROJECT LOCATION: BELLAMY ROAD AND BELLAMY RIVER, DOVER, NEW HAMPSHIRE		

PLANNING BOARD - STAFF MEMO FILE #P16-31

CITY OF DOVER

Application Type:	Site Plan for Review
Applicant(s):	6 Grove Street Residences, LLC
Owner(s):	Alan & Sherrilyn McKie Hatch Family Trust
Location:	6 Grove (Tax Map 31, Lot 14)
Meeting Date:	March 28, 2017

INTENT: Site plan to construct a 9,060.51 s.f. mixed use building with commercial space on the 1st floor and 36 residential units on the 2nd-5th floors with 44 parking spaces within the 13,806.70 s.f. paved area.

UNITS PROPOSED: 36 residential units plus 1st floor commercial

AGENDA ITEM #: 4-C

ACREAGE: 0.73 acres

ZONING DISTRICT: Central Business District (CBD—Transit Oriented Overlay)

EXISTING LAND USE:
Commercial, Office

PROPOSED LAND USE: Mixed Use Commercial and Residential

SURROUNDING LAND USE:
Commercial and Residential

ZBA ACTION: None

ATTACHMENT:
Site plan, application, and TRC minutes from 12/15/16 and 2/2/17

APPLICATION IS COMPLETE:
Yes

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

PERMITS REQUIRED:
-Dover CUP
-NHDES Shoreland Impact Permit

WAIVERS REQUESTED:

- Section 149-15.C- 5' pavement setback
- Section 149-14.E(1)(e)- lighting plan indicates spillover onto streets

Summary of Request and Background
The applicant proposes to construct a 9,060.51 s.f. mixed use building with commercial space on the 1st floor and 36 units on between the 2nd -5th floors.

The applicant appeared before the Technical Review Committee on December 15, 2016 and February 2, 2017 (minutes are attached).

Planning Staff has reviewed the parking and find the number provided is acceptable.

Consistency with Land Use Regulations
Chapter 149-4 of the Site Review Regulations of the City Code provides for site review by the Planning Board of new construction of various types.

STAFF RECOMMENDATION:
The Planning Department recommends that the Board accept the application, open the public hearing, and vote to approve the site plan with the following conditions:

Waiver Request:
The Planning Department recommends that the Board approve the waivers from Section 149-15.C for the 5' pavement setback for the turnaround and from 149-14.E(1)(e) for the lighting spill over 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 waivers for the reasons stated by the applicant, and the Board finds that the criteria of Chapter 149-19.A have been met.
2. The Building Official approves the fire truck radius that that would require a less than 5' pavement setback.

Site Plan:
The Planning Department recommends that the Board accept the application, open the public hearing, and vote to approve the site plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. Conditional Use Permits (P17-16) shall be approved.
2. The applicant shall provide:
    a. revised architectural renderings showing the white parts to be brick, stone, or masonry and indicate south elevation
    b. a digital version of plan set
    c. revised floor plans that show the entire floor area of the L shaped building
3. 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.
4. The applicant must revise plan set to:

a. Add the owners signatures to the final plan
b. The Professional Engineer, Licensed Land Surveyor and Licensed Landscape Architect will need to sign and date final plans.
c. Address any outstanding Fire and Engineering TRC comments
d. Add common site plan note #s 15, 16, and 26
e. Lantern or similar type lighting fixtures for both pole and mounted light fixtures

5. Written proof that all encroachments shall be removed is to be provided.
6. The applicant and City shall enter into a development agreement which covers construction timing, including internal, exterior construction and sidewalk/street trees. Included in this shall be a breakdown of sureties and when they are returned.

Conditions to Be Met Prior to Any Construction Activity:

7. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday 9 AM-4 P M, with no Sunday hours. 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.
8. All encroaching buildings shall be removed.

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

9. The new uses/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:

10. Any new construction or renovation shall be assessed the current impact fees in place at the time of building permit application and pay by time of 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.

6 Grove Street

Property Information

Property ID	31014-000000
Location	6 GROVE ST
Owner	HATCH ALAN L & MCKIE SHERRILYN CO-TRUSTE

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 03/20/2017
Properties updated 03/22/2017

TECHNICAL REVIEW COMMITTEE MINUTES - P16-31

CITY OF DOVER

Application Type:	Site Plan Review
Applicant(s):	6 Grove Street Residences, LLC
Owner(s):	Alan and Sherrilyn McKie Trust
Location:	6 Grove Street (Tax Map 31, Lot 14)
Date:	February 2, 2017

INTENT: Site plan to construct a 9,060.51 s.f. mixed use building with commercial space on the 1st floor and 36 residential units on the 2nd-5th floors with 44 parking spaces within the 13,806.70 s.f. paved area.

LOTS/UNITS PROPOSED: Commercial and 36 residential units

AGENDA ITEM #: 3

ACREAGE: 0.73 acres

ZONING DISTRICT: Central Business District (CBD—Transit Oriented Overlay)

EXISTING LAND USE: Commercial, Office

SURROUNDING LAND USE: Commercial and Residential

ZBA ACTION: None

PERMITS REQUIRED: Shoreland Permit Application

WAIVERS/CUPs REQUESTED:
170-20.B(1)—75% minimum coverage
170-20.B(1)—80% build out

ATTENDANCE:
Members:
Steve Bird, Planning
Chris Parker, Planning
Dave White, Engineering
Jim Maxfield, Building/Fire
Dan Barufaldi, Economic Development
Frank Torr, Planning Board

Others:
Christopher Berry
Ben Clark

Planning Comments:

- Conditional Use Permit(s) needed
- Impact fees and water and sewer investment fees will be assessed
- Revise traffic study to include public transit information and use 9th Edition—we need full TAM
- The Professional Engineer, Licensed Land Surveyor, and Landscape Architect will need to sign and date final plans
- Storm Water Management Plan depicting the existing and proposed storm drainage system and engineered drainage analysis needed to the satisfaction of the City Engineer
- Storm Water Management System Operation and Maintenance Plan to the satisfaction of the City Engineer
- Are there any LEED practices in place?
- Pay the CUP fee and additional abutters
- License agreement needed for Third Street stairs
- Provide:
  - Revised architectural renderings
  - Streetscapes for both streets, including abutting buildings and proposed landscaping
  - Fiscal Impact Analysis
  - Written permission from neighbor to remove buildings
- Please revise the plan set to:
  - Add the Planning Board file number (P16-31) to cover sheet title block
  - Add addresses of the abutters on neighborhood plan
  - Indicate the water capacity
  - Still finding PSNH that should be Eversource
  - Confirm the lighting plan meets Chapter 149-14.E:
    - adjusting the spillover on to Third Street and Grove street
    - indicate height of fixtures
    - darkest spot in parking lot should be between .02 and 0.4 fc
  - On sheet 4:
    - Revise notes 6, 14, 15, 26, and 27
    - Revise parking calculation
  - Clearly indicate water and sewer ties ins on sheet 9
  - Screen the transformer
  - Add common site plan note #s 15, 16, and 26
  - Exterior walls shall be brick, stone, or masonry (new floor does not appear to be)
  - Revise plan to meet 170-20F (CBD Regulations)
  - Indicate additional width's on the sidewalk
  - Street wall must be masonry and a detail to be added
  - Indicate use of space over one story portion on Third Street.

Application Type:	Site Plan Review
Applicant(s):	6 Grove Street Residences, LLC
Owner(s):	Alan and Sherrilyn McKie Trust
Location:	6 Grove Street (Tax Map 31, Lot 14)
Date:	February 2, 2017

Police Department Comments:

- Extend Grove Street landscaped area southward to encompass PS 604/2 pole
- NET pole 3/12 is also PS pole 604/3 (markings no longer visible). Work with Eversource to replace/relocate this pole 10' or more southward to accommodate rounding off this curb/corner.
- Sheet 9: is it feasible for Unitil to bury gas line below concrete sidewalk

Engineering Comments:

- You call for U channel sign posts on page 1. In the city ROW please specify square.
- The water service on Third street is 2 inch
- The fireline into that building broke 2 years ago so may need to be replaced.
- Straighten the curb line at the end of grove and patch in the roadway.
- The bench and trash barrel should be on a concrete apron.
- Who will take care of the trash bins?
- Make the curb straight on Third Street and place the pole in the curbline.
- Let's discuss design of sand filter.
- What type of nonwoven geotextile?
- Should the stone be washed?
- Drainage still to be reviewed.
- It appears the swale that the stormwater exits off of Grove Street is now blocked with the parking lot. What is the plan for this drainage?
- No check dams in street.
- Is there water and sewer to the smaller building?
- Where is the sewer service to the large building?
- Should there be stop signs?
- On detail C9. Use polymeric sand for the joints, 1 inch sand bed and no asphalt adhesive.
- On detail U3 remove screened gravel bedding. Only stone.
- On detail U 1 remove PS46 service pipe
- On U 10 remove SDR 35 wording.

Fire/Inspections Comments:

- FDC shall be clearly identified by a permanent sign.
- FDC access shall be free of obstacles with a permanently clear route. No parking spaces shall be provided directly in front of FDC access.
- Identify all proposed fire lanes with appropriate signage and striping.
- Clarify location and quantity of gas meters (interior or exterior)
- The structure will be required to be supplied by one electrical service in an approved location.
- Clearly locate the number of entrances and exits to the proposed structure. Discuss main entrance location for commercial unit(s) and identify accessible route.
- The site shall be accessible in all weather conditions at all times during construction.
- Provide a larger sheet for the turning template for truck 1.
- Fire lane markings shall be indicated along the back access roadway
- Plans shall indicate design compliance with applicable accessible (disabled) regulations for the completed site and be stamped by the qualified design professional. In addition compliance with RSA-155-A:5 shall be shown.
- Benches shall meet applicable accessibility regulations
- Plans appear to require a minimum of two accessible parking spaces.
- Design shall provide a clear accessible route to building entrances.
- Clarify how accessible clearances are maintained around bike rack area.
- Identify the number of building entrances for the apartments and the first floor occupancies.

Economic Development Comments:

- Consider a metal roof.

Planning Board Comments:

N/A

Project will not be scheduled for Planning Board until TAM and Fiscal analysis are submitted and approved.

Motion to adjourn by S.Bird and seconded by J.Maxfield. Vote: U/A

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February 21, 2017

City of Dover Planning Board
288 Central Ave
Dover, NH 03820

RE: Proposed mixed-use development
6 Grove Street Residences, LLC
35 Third Street
Waiver Requests

Pursuant to Site Review Regulations 149-19 (Waivers,) Berry Surveying & Engineering (BS&E,) on behalf of 6 Grove Street Residences, LLC, respectfully requests the City of Dover Planning Board waive the following project specific items:

- 149-14 E.(1)(e) All outdoor light fixtures shall be designed, oriented, or shielded to prevent light or glare onto adjacent property or streets.
- 149-15 C. All paving and/or storage shall not be permitted within five (5) feet of any side or rear property line.

Mr. Chairman and Members of the Dover Planning Board,

1. Identification of Waiver Request & Explanation.

149-14 E.(1)(e) requires lighting to be designed and installed in such a way that no light spills onto adjacent properties or streets. Although the submitted lighting design meets the first part of the requirement by limiting any spillover onto adjacent properties, the proposed lighting on the building will create some minor light on both Third and Grove Streets.

149-15 C. requires all pavement to be five (5) feet from any side or rear property lines. In the proposed site plan, there are a few areas where the proposed pavement will be less than 5 feet from the property line in order to accommodate Dover's fire truck turning template.

We are requesting waivers to these items based on the following:

2. Waiver Justification:

- **Specific circumstances relative to the subdivision, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.**

  Regarding 149-14 E.(1)(e), based on the location of the existing building, and the requirements of the CBD Transit Oriented Development Sub-District regulations, some light spillover onto the adjacent streets is inevitable with the lighting proposed on the building. However, given that there are existing street lights on Third Street and Grove Street, the proposed lighting on the building will not cause a nuisance, and for that reason it is our opinion that this waiver can be comfortably granted.

  Regarding 149-15 C., the location of the pavement is within 5 feet of the property lines so the proposed site can accommodate Dover's fire truck turning template. If it were to be determined that Dover's ladder truck did not need to be able to traverse the site, the aisle widths could be narrower, and pavement would not be within 5' of the property line. As it stands, however, we would require a waiver to this rule.

Thank you for your time and attention to this matter and we hope you look favorably upon the request.

Respectfully Submitted,

BERRY SURVEYING & ENGINEERING

Christopher R. Berry
Principal, President

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City of Dover Technical Review Committee
288 Central Ave
Dover, NH 03820

February 13, 2017

RECEIVED
Planning Office
FEB 21 2017
Dover, New Hampshire

RE: Comments from 02/02/17 TRC Meeting
6 Grove Street Residences
35 Third Street
Dover, NH

Based on comments from our February 2, 2017 TRC meeting, we respectfully submit the following comments and revisions. Our comments are in **bold**.

Planning Comments:

- Conditional Use Permit(s) needed
- Impact fees and water and sewer investment fees will be assessed
- Revise traffic study to include public transit information and use 9th Edition
  - **A revised traffic study has been completed and submitted with this package.**
- The Professional Engineer, Licensed Land Surveyor, and the Landscape Architect will need to sign and date final plans.
- Stormwater Management Plan depicting the existing and proposed storm drainage system and engineered drainage analysis needed to the satisfaction of the City Engineer
  - **A Stormwater Management Plan has been submitted.**
- Stormwater Management System Operation and Maintenance Plan to the satisfaction of the City Engineer
  - **An Operation and Maintenance Plan has been submitted.**
- Are there any LEED practices in place?
  - **LEED practices will be discussed by the Architect.**
- Pay the CUP fee and additional abutters
  - **All fees will be paid when the plan is submitted for Planning Board approval.**
- License agreement needed for Third Street stairs.
  - **Our previous submittal and this one both call out the stairs on Third Street to be altered to not be in the City's right of way.**
- Provide:
  - Revised architectural renderings
    - **Revised architectural renderings have been provided.**
  - Streetscapes for both streets, including abutting buildings and proposed landscaping
    - **Streetscapes have been provided in the architectural package.**
  - Fiscal Impact Analysis
    - **A fiscal impact analysis has been submitted with this package.**

- Written permission from neighbor to remove buildings
  - **An agreement is pending.**

- Please revise the plan set to:
  - Add the Planning Board file number (P16-31) on all sheets
    - **The file number remains on all sheets.**
  - Get rid of head in parking in right of way and make parallel
    - **Street parking has been redesigned to be parallel parking**
  - Add addresses of the abutters
    - **As with our previous submittal, addresses of abutters within 200' of the project site remain on the Neighborhood Plan. Additionally, addresses of abutters remain on the Existing Conditions Plan.**
  - Indicate the water capacity
    - **The water capacity is unknown, and notes to that effect have been added to the Utility Plan and Demo Plan. In both cases, we indicate to the contractor that it will be necessary to coordinate with Dover Community Services in order to accurately assess the need for new water services.**
  - Still finding PSNH that should be Eversource.
    - **PSNH references have been changed to Eversource.**
  - Confirm the lighting plan meets Chapter 149-14.E:
    - Adjusting the spillover on to Third Street and Grove Street
      - **A waiver will be required for the light spillover on the streets, although existing street lights will wash out any spillover from proposed lights.**
    - Indicate height of fixtures
      - **Heights of the fixtures are now present on the Site Plan and the Lighting Plan.**
    - Darkest spot in parking lot should be between 0.2 and 0.4 fc
      - **The darkest spot in the parking lot is 0.4 foot-candles, as indicated on the Lighting Plan.**
  - On Sheet 4:
    - Revise notes 6, 14, 15, 26, and 27
      - **The notes are now consistent with the City of Dover's Common Site Plan Notes**
    - Revise parking calculation
      - **The parking calculation reflects the amount of parking on site.**
  - Clearly indicate water and sewer tie ins on sheet 9
    - **Utility services are shown on sheet 9 to the best of our ability. Where services are unknown, they will need to be located by the contractor, as called out on the plans.**
  - Screen the transformer
    - **A note has been added to the Utility Plan indicating that the transformer is to be screened.**

- Add common site plan note numbers 15, 16, and 26
  - **The notes have been added and/or revised on the Site Plan.**
- Exterior walls shall be brick, stone, or masonry (new floor does not appear to be)
  - **The architectural plans have been revised.**
- Revise plan to meet 170-20F (CBD Regulations)
  - **The plan meets 170-20F, with the exception of the 2 Conditional Use Permits required.**
- Indicate additional widths on the sidewalk
  - **Additional width callouts have been added at various points in the sidewalk.**
- Street wall must be masonry and a detail to be added.
  - **The street wall is now called out to be masonry, and a detail has been added.**

Police Department Comments

- Explain note for Lamp A (Sheet 4) relative to "Car Port Roof"
  - **The light is to be mounted above the car port roof, 20' from the ground. The note has been revised to clear up any confusion.**
- Extend Grove Street landscaped area southward to encompass PS 604/2 pole
  - **The landscaped area has been expanded to encompass PS 604/2**
- NET pole 3/12 is also PS pole 604/3 (markings no longer visible.) Work with Eversource to replace/relocate this pole 10' or more southward to accommodate rounding off this curb/corner.
  - **The alignment of the curb line has changed, and will no longer require the pole to move. A note has been added to the plan that the pole is to be integrated into the cub line.**
- Sheet 9: is it feasible for Unitil to bury gas line below concrete sidewalk.
  - **We will coordinate with Unitil on the exact location of the gas line, and a note to that effect has been added to the Utility Plan.**

Engineering Comments

- You call for U-Channel sign posts on page 1. In the city ROW please specify square.
  - **The sign table has been updated to call for square posts.**
- The water service on Third Street is 2 inch.
- The fire line into that building broke 2 years ago so may need to be replaced.
- Straighten the curb line at the end of Grove and patch in the roadway.
  - **The curb line along Third ending at Grove has been realigned.**
- The bench and trash barrel should be on a concrete apron.
  - **The benches that are not proposed to be on the sidewalk are now called out to be placed on a concrete pad.**
- Who will take care of the trash bins?

- Make the curb straight on Third Street and place the pole in the curb line.
  - **The proposed curb line has been realigned.**
- Let's discuss design of sand filter.
  - **The sand filter was designed based on conversations with the Assistant City Engineer and the Utilities Superintendent.**
- What type of nonwoven geotextile?
  - **The detail has been updated to specify Mirafi 140N fabric.**
- Should the stone be washed?
  - **The stone is called out as NHDOT 702 #67, which according to NHDOT specs, is to be washed.**
- Drainage still to be reviewed.
- It appears the swale that the stormwater exits off of Grove Street is now blocked with the parking lot. What is the plan for this drainage?
  - **According to existing topography, drainage currently flows off the street and around the existing rail cars on the subject property. To ensure this swale remains unblocked, the curb line has been revised to terminate prior to interruption of the swale.**
- No check dams in street.
  - **Check dams are no longer proposed in the street.**
- Is there water and sewer to the smaller building?
  - **It is not clear if there are utilities to the smaller building, but a note has been added to the Demo Plan to decommission water and sewer services if they exist. The contractor is instructed to coordinate with Dover on that determination.**
- Where is the sewer service to the large building?
  - **The location of the sewer service to the large building is unknown, and a note to that effect has been added to the Utility Plan as Note 16.**
- Should there be stop signs?
  - **We have proposed a stop sign at the site's exit, and we show proposed stop signs on Grove Street to bring the Third and Grove intersection to a four-way stop.**
- On detail C9, use polymeric sand for the joints, 1 inch sand bed and no asphalt adhesive.
  - **The detail has been updated to reflect these changes.**
- On detail U3 removed screened gravel bedding. Only stone.
  - **The detail has been updated to reflect this change.**
- On detail U1 remove PS46 service pipe.
  - **The detail has been updated to reflect this change.**
- On U10 remove SDR 35 wording.
  - **The detail has been updated to reflect this change.**
- Have backs on benches
  - **The bench detail has been revised to show a back.**

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Fire/Inspection Comments

- FDC shall be clearly identified by a permanent sign.
  - **The FDC connection is now called out on the Site Plan to have a sign per NFPA 13.**
- FDC access shall be free of obstacles with a permanently clear route. No parking spaces shall be provided directly in front of FDC access.
  - **No parking is permitted on the street in front of the FDC access.**
- Identify all proposed fire lanes with appropriate signage and striping.
  - **No fire lanes are proposed on site, as there is not enough space to accommodate a proper fire lane.**
- Clarify location of gas main and gas meters. Gas and transformer should be removed from DGC.
  - **Gas main and meter locations are now shown on the Utility Plan.**
- The structure will be required to be supplied by one electrical service in an approved location.
  - **The contractor will be required to work with Eversource on all electrical service locations.**
- Clearly locate the number of entrances and exists to the proposed structure. Discuss main entrance location for commercial unit(s) and identify accessible route.
  - **Entrance locations have been added to the Site Plan.**
- The site shall be accessible in all weather conditions at all times during construction.
  - **Safe access to the site will be available throughout construction as required.**
- Provide a larger sheet for the turning template for truck 1.
  - **A full size sheet has been added to the end of the plan set for the truck turning template.**
- Fire lane markings shall be indicated along the back access roadway.
  - **No fire lanes are proposed on site, as there is not enough space to accommodate a proper fire lane.**
- Plans shall indicate design compliance with applicable accessible (disabled) regulations for the completed site and be stamped by the qualified design professional. In addition compliance with RSA-155-A:5 shall be shown.
  - **Several mentions of ADA compliance are mentioned throughout the plan set, where appropriate. Building ADA compliance is handled by the Architect.**
- Benches shall meet applicable accessibility regulations
  - **Benches are designed to meet ADA and are now called out as such.**
- Plans appear to require a minimum of two accessible parking spaces.
  - **An additional accessible parking space has been added.**
- Design shall provide a clear accessible route to building entrances.
  - **The route from the accessible parking spaces to the rear entrance of the building is in full compliance with ADA.**
- Clarify how accessible clearances are maintained around bike rack area.

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- Clarify how accessible clearances are maintained around bike rack area.
    - **The bike rack has been moved to allow proper clearance on the sidewalk.**
- Identify the number of building entrances for the apartments and the first floor occupancies.
    - **Entrances are called out on the Site Plan.**

Thank you for your time and attention on this project, and we look forward to continuing to work with you on this project.

Respectfully,

BERRY SURVEYING & ENGINEERING

Christopher Berry
Principal and President

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City of Dover Planning Department
Attention: Director Christopher Parker
288 Central Ave
Dover, NH 03820

February 13, 2017

RECEIVED
Planning Office
FEB 21 2017
Dover, New Hampshire

RE: Traffic Impact Analysis & Distribution
6 Grove Street Residences
35 Third Street
Dover, NH

Mr. Parker,

On behalf of 6 Grove Street Residences, LLC, Berry Surveying & Engineering (BS&E) has prepared a Standard Traffic Impact Analysis for the development of 36 Condominium Units and 8,967 square feet of commercial office space at 6 Grove Street.

Proposal & Introduction:

The proposal is to convert an existing building into 36 residential rental units and commercial space by removing a portion of it and redeveloping the surrounding site. Commercial space will be on the first floor, and the condo units will be on the second, third, and fourth floors.

The purpose of this analysis is to determine the maximum number of trips coming to and leaving from the proposed site during certain peak periods of the day and week. This information is then used in determining the impact on safety as it relates to the existing roadway infrastructure. The following will be discussed as part of the analysis and is typical for a project of this size pursuant to the Institute of Traffic Engineers (ITE) manual.

- Existing Site Description
- Grove Street and Third Street Descriptions
- Surrounding Roadway Infrastructure
- Existing Trip Generation Potential
- Existing Vehicle Speeds
- Trip Generation
- Trip Distribution
- Sight Distances & Safety Analysis

Existing Site Description:

The existing site has frontage on Grove Street and Third Streets, and contains 31,775 square feet of land with a 15,927 square foot, four-story building, as well as a 2,376 square foot garage. There are existing paved driveways off of Grove Street and Third Street, with paved parking areas on the south and west sides of the main building.

Grove Street and Third Street Descriptions:

Grove and Third Streets are both classified as local roads. Grove Street runs north and south between Chesley Street and a dead end past Third Street. It has a paved width of approximately 37 feet with no curbing or sidewalks in the area of the proposed project. Curbing and sidewalks do exist on both sides on the portion of Grove Street that is north of Third Street.

Third Street runs east and west between Central Ave and Frances Drive, where for all intents and purposes, Third Street becomes a dead end, as travel on to Frances Drive from Third Street is restricted. In the area of the project site, its paved width is approximately 35 feet, and it has curbing and sidewalks on both sides of the street.

Existing Trip Generation Potential:

Using the 9th Edition ITE Trip Generation Manual, we determined the following trip generation potential for the existing site. Land Use Codes (826) Specialty Retail Center, (150) Warehousing, and (110) General Light Industrial were used in deriving the trip generation potential for the existing site. The General Light Industrial Code applies exclusively to the existing 2,376 square foot garage on site.

Specialty Retail Center (5,927 Sq.Ft.) Existing Trip Generation:

Specialty Retail Center Peak Hour of Adjacent Street Traffic Peak Hour of Generator AM Weekday

Total Trips	% Entering	% Exiting
-	-	-

Specialty Retail Center Peak Hour of Adjacent Street Traffic Peak Hour of Generator PM Weekday

Total Trips	44% Entering	56% Exiting
16.06T	7.07T	8.99T

Specialty Retail Center Peak Hour of Adjacent Street Traffic Peak Hour Saturday

Total Trips	50% Entering	50% Exiting
29.75T	14.88T	14.88T

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(603) 332-2863 / (603) 335-4623 FAX
www.BerrySurveying.Com

Warehousing (33,012 Sq.Ft. between 4 Floors) Existing Trip Generation Potential:

Warehousing Peak Hour of Adjacent Street Traffic Peak Hour of Generator AM Weekday

Total Trips	79% Entering	21% Exiting
9.9T	7.82T	2.08T

Warehousing Peak Hour of Adjacent Street Traffic Peak Hour of Generator PM Weekday

Total Trips	25% Entering	75% Exiting
10.56T	2.64T	7.92T

Warehousing Peak Hour of Adjacent Street Traffic Peak Hour Saturday

Total Trips	64% Entering	36% Exiting
4.29T	2.75T	1.54T

General Light Industrial (3 Employees) Existing Trip Generation:

General Light Industrial Peak Hour of Adjacent Street Traffic Peak Hour of Generator AM Weekday

Total Trips	83% Entering	17% Exiting
1.32T	1.10T	0.22T

General Light Industrial Peak Hour of Adjacent Street Traffic Peak Hour of Generator PM Weekday

Total Trips	21% Entering	79% Exiting
1.26T	0.26T	1.00T

General Light Industrial Peak Hour of Adjacent Street Traffic Peak Hour Saturday

Total Trips	47% Entering	53% Exiting
0.15T	0.07T	0.08T

Combined Existing Trip Generation Potential:

(Combined Volumes) Peak Hour of Adjacent Street Traffic Peak Hour of Generator AM Weekday

Total Trips	79.5% Entering	20.5% Exiting
11.22T	8.92T	2.3T

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(Combined Volumes) Peak Hour of Adjacent Street Traffic Peak Hour of Generator PM Weekday

Total Trips	35.8% Entering	64.2% Exiting
27.88T	9.97T	17.91T

(Combined Volumes) Peak Hour of Adjacent Street Traffic Peak Hour Saturday

Total Trips	51.8% Entering	48.2% Exiting
34.19T	17.7T	16.5T

It is assumed that there is a fairly even split between trips going north on Grove Street, and east on Third Street. Grove and Third Streets have dead ends to the south and west respectively, and therefore see little to no traffic coming from the existing site.

Existing Vehicular Speeds:

Grove Street and Third Street are both governed by the city-wide speed limit of 30 MPH. It has been observed by Berry Surveying & Engineering that speeds in the area of the project site are not excessive, and for the purposes of this study it is assumed that the majority of operators obey speed limits.

Trip Generation:

The 9th Edition ITE Trip Generation Manual was used to determine the volume of trips, as well as the percentage of entrance-to-exit traffic experienced at the AM & PM Peak hour between 7 and 9 AM and 4 and 6 PM. In addition, Saturday peak hours of the generator are estimated with ADV provided in the foot notes for all. Land Use Codes (223) Mid-Rise Apartment, and (814) Specialty Retail Center were used in deriving the trip generation for the project development. Trip generation for residential uses were then modified based on the Transportation Research Board's Transit Cooperative Research Program Report 128 entitled *Effects of TOD on Housing, Parking, and Travel,* which states that for a community with access to a small transit system, 72% of commuters are commuters by automobile. Therefore, 72% of the calculated ITE trip generation was used in each case for residential units.

Residential Trip Generation (36 Units):

Residential Peak Hour of Adjacent Street Traffic Peak Hour of Generator AM Weekday

Total Trips	31% Entering	69% Exiting
7.78T	2.41T	5.37T

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Residential Peak Hour of Adjacent Street Traffic Peak Hour of Generator PM Weekday

Total Trips	58% Entering	42% Exiting
10.11T	5.86T	4.25T

Residential Peak Hour of Adjacent Street Traffic Peak Hour Saturday

Total Trips	54% Entering	46% Exiting
14T	7.56T	6.44T

Specialty Retail Center (8,967.05 Sq. Ft.) Trip Generation:

Specialty Retail Center Peak Hour of Adjacent Street Traffic Peak Hour of Generator AM Weekday

Total Trips	% Entering	% Exiting
-	-	-

Specialty Retail Center Peak Hour of Adjacent Street Traffic Peak Hour of Generator PM Weekday

Total Trips	44% Entering	56% Exiting
24.30T	10.69T	13.61T

Specialty Retail Center Peak Hour of Adjacent Street Traffic Peak Hour Saturday

Total Trips	50% Entering	50% Exiting
35T	17.5T	17.5T

Combined Trip Generation:

(Combined Volumes) Peak Hour of Adjacent Street Traffic Peak Hour of Generator AM Weekday

Total Trips	31% Entering	69% Exiting
7.78T	2.41T	5.37T

(Combined Volumes) Peak Hour of Adjacent Street Traffic Peak Hour of Generator PM Weekday

Total Trips	48% Entering	52% Exiting
34.41T	16.55T	17.86T

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(Combined Volumes) Peak Hour of Adjacent Street Traffic Peak Hour Saturday

Total Trips	51% Entering	49% Exiting
49T	25.06T	23.94T

Compared to the potential trip generation for the existing site, the proposed project will generate roughly the same amount of traffic during weekday peak hours. Weekend peak hours will experience a higher volume than the existing potential by about 15 trips per hour, which is to be expected, based on the construction of residential units.

Trip Distribution Analysis:

For this analysis it is assumed that the project is a one hundred percent generator. There are no other businesses within the area or other traffic draws of any kind that would create any linking of trips. Additionally this proposed project has minimal pass by draw. All trips coming to and leaving the site are dedicated for this project development. For this reason distribution of the generated traffic at the project entrance is isolated from the volume of pass by trips, and are all turning into or out of the project site. The entering / exiting distribution is provided by the ITE land use code tables formerly mentioned.

Sight Distance & Safety Analysis:

The proposed driveways will be constructed in the same location as the existing driveways. Sight distance and driveway alignment are the two determining factors in placement. From the Grove Street driveway, sight distance to the north is unobstructed for well over 400 feet, and from the Third Street Driveway, sight distance to the east is unobstructed for well over 400 feet. The standard sight distance required by NHDOT is 400 feet in cases where the Geometric Design Manual would not require more. In this instance both sight distances meet the design required warrant as well as the standard practice of NHDOT of 400 feet. There are no improvements required to maintain this site distance.

Sight distances to the south on Grove Street and the west on Third Street were not analyzed, as both driveways are less than 400 feet from dead ends.

Respectfully Submitted,

BERRY SURVEYING & ENGINEERING

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY No. 14243 LICENSED
PROFESSIONAL ENGINEER

Christopher R. Berry SIT
Principal, President

Kenneth A. Berry, PE, LLS, CEPSC, JP
Principal, VP-Technical Operations

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Fiscal Impact Analysis

For

6 Grove Street
Tax Map 31, Lot 14

RECEIVED
Planning Office
FEB 21 2017
Dover, New Hampshire

6 Grove Street Residences, LLC
35 Third Street
Dover, NH

Prepared By

Berry Surveying & Engineering
335 Second Crown Point Road
Barrington, NH 03825
603-332-2863

File Number
DB2016-090

Introduction

6 Grove Street Residences, LLC has submitted a mixed-use site plan for 36 residential units in one multifamily building on Tax Map 31, Lot 14. The design proposes the use of an existing building, with associated parking and site improvements.

With respect to Chapter 149, we submit the following:

Attendance at Public Schools: In a study published in 2012 by New Hampshire Housing Finance Authority (NHHFA) the average rate derived for students per unit with 2 bedrooms or less in multi-family buildings is 0.05. 6 Grove Street Residences, LLC is proposing 36 residential units which fall into the multi-family category, all of which will have 2 or fewer bedrooms. As noted in a study submitted by the Housing Authority in March 2012, student enrollment is on the rise in Dover compared to the average around the state.

There are no outside forces due to marketing, demographic or the surrounding neighborhood to influence a higher or lower rate than provided in the NHHFA study.

Given the anticipated end user as mentioned above, offset by the known increase in enrollment specific to Dover, a rate of .08 was used in this analysis.

$$0.08 \times 36 = 2.88 \sim (3)$$

It should be noted that this number would be dispersed over entire school age system.

Increase in Vehicular Traffic: Based on the Transportation Research Board's Transit Cooperative Research Program Report 128 entitled *Effects of TOD on Housing, Parking, and Travel,* residential developments in a TOD are made up of 72% automobile commuters. In calculating trip generation for the residential portion of this development, ITE Code 223 (Mid-rise Apartment) was used, and 72% of the trips calculated were used for the purposes of this project's trip generation. For trip generation for the commercial portion of this development, ITE Code 826 (Specialty Retail Center) was used.

<u>Total AM Peak Rate</u> ~ 0.30 x 36 units x 0.72 = **7.78T.** 31% entering and 69% exiting.
Residential PM Peak Rate ~ 0.39 x 36 units x 0.72 = **10.11T.** 58% entering, 42% exiting.
Commercial PM Peak Rate ~ 2.71 per 1,000 SF x 8,967.05 SF = **24.30T.** 44% entering, 56% exiting.
<u>Total PM Peak Rate</u> ~ **34.41T.** 48.1% entering, 51.9% exiting.

Change in Number of Legal Residents: It is assumed that all occupants would be residents with two people per unit. 72 resident increases. (75 if children are included)

Increases in Municipal Costs: This project is proposed to be a served by a private driveway. The Department of Public Works will not have the responsibility of winter or summer maintenance, or general maintenance typically required as long term expense. Expenses related to the Fire department and Police department are proposed to be the same as any typical development

project. The project site will be on public sewer and water system. It should be noted that there are impact and investment fees associated with each residential structure built within the project.

Load on Public Utilities or future demand for them: As noted above, the public utilities are limited to city sewer and water. The proposed units are to be built using the current building and energy code. The load generated by these new units is anticipated to be less demand on the system than comparable units within the neighborhood's existing housing stock.

Public Safety: The project will not have an adverse effect on public safety. Normal residential uses, similar to those of the surrounding neighborhood, are anticipated. Auto traffic safety is enhanced through the installation of additional stop signs at the intersection of Third and Grove, making it a four-way stop. Restoration of existing and creation of additional sidewalks along Third and Grove Streets will improve pedestrian safety.

Changes in Tax Revenue: The existing tax rate is 26.29 dollars per thousand of value. The estimated cost of improvements is approximately $2,000,000, generating tax revenue of at least $52,000. Currently the assessment of the property is limited two buildings in need of rehabilitation.

Changes in Surface Drainage: Please find drainage analysis submitted and presently under review by the Dover Engineering Dept. Flows and discharge points are not proposed to change under the post development build out.

Increased Consumption of Ground Water: There is no proposed increase in ground water consumption given the public water supply system.

Increased Refuse Disposal: Refuse disposal is to be handled at through private trash pickup.

Pollution of Water or Air: Given the current lack of a stormwater treatment system, the proposed underground sand filter treatment system will make an improvement by removing pollutants from the water. There are no known air quality issues related with normal multi-family uses. Uses will be similar to those currently found in the area.

Land Erosion and Loss of Tree Cover: This project proposes to increase impervious area by only 3,000 square feet. Reducing the size of the building footprint offsets most of the increase in paved impervious areas. Additionally, landscaping is proposed throughout the project site and on the City's ROW in the form of street trees. An erosion control plan and an operation and maintenance plan have been developed and are being reviewed by the Engineering Department. Much of the general character of the existing site will remain the same, preventing any major changes in the landscape, thus minimizing the risk of land erosion.

Disturbance to other aspects of the natural ecology: This project is being developed in a way that minimizes its impact to local natural ecology. By using the existing building and offsetting the increased paved area by removing a large portion of the existing building, we are ensuring the natural ecology of the area remains unscathed.

Blocking Views: The project is to use the existing building on site, and although one story is proposed to be added, the height difference will not change the view of any abutting buildings.

Harmony with Surrounding Developments: The surrounding properties are a mix of commercial, single family, multi-family, and duplex units. The proposed project would keep with the development style of the surrounding area.

Location of Utilities: All utilities required for this project are either at Third and/or Maple Streets, or are proposed to be private. No utilities are required to be brought to the site. All utilities will be underground to the proposed structures.

Respectfully submitted,

Berry Surveying & Engineering

City of Dover, New Hampshire
SITE REVIEW APPLICATION

RECEIVED
Planning Office
MAR 17 2017
Dover, New Hampshire

[Revision Date: April 23, 2013]

Office Use Only	Project #: P16-31	Date Received:
	Amount Paid: 4402.64	Time Received:

APPLICANT AND OWNER INFORMATION

Name of Applicant: 6 Grove Street Residences, LLC Telephone # 603-742-5300

Address of Applicant: 35 Third Street, Dover, NH 03820

E-Mail Address: _____

Name of Property Owner (*if different from applicant*): Alan L. & Sherrilyn McKie Hatch Family Trust of 2013 Telephone # _____

Address of Property Owner: 66 Briar Drive, Rochester, NH 03867

PROPERTY INFORMATION

Address of Property: 6 Grove Street

Assessor's Map # 31 Lot(s) # 14

Zoning District(s) Central Business District Transit Oriented Development Sub-District Overlay District(s) _____

Size of Parcel: 31,775 sq. ft. 0.72 ac. Property Deed: Book 4199 Page: 508

Existing Use of Property: Four story building with active commercial space on the first floor. Secondary building used as a machine shop.

SITE PLAN INFORMATION

Describe Proposed Use: Develop a mixed-use building with commercial space on the first floor, and 36 residential units on the second, third, fourth, and fifth floors, with associated parking and utilities.

Area of Parcel to be Developed: 29,975 sq. ft.

If Multi-family Residential, Specify Number of Units & Buildings Proposed: 36 units on 2nd, 3rd, 4th, and 5th floors.

Number of Parking Spaces: Existing 0 Proposed 30

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

Number of Employees Total: _____ In Maximum Shift: _____

Disposition of Parcel:

Building Footprint 15,768 Roof Line sq. ft.

Total Building Area 40,800 sq. ft.

Building Setbacks:

Front Yard 4.17' (Third Street) 9.95' (Grove Street) ft.

Rear Yard 47.73' (Grove Street) ft.

Paved Area ~~XXXXXXXX~~ 10,130 sq. ft.

Side Yard: (From Grove St) Right N/A ft. Left 71.13' ft.

City Water? X Yes ___ No How far is city water from the property? Currently connected

City Sewer? X Yes ___ No How far is city sewer from the property? Currently connected

BUILDING INFORMATION

Type of Building to be Built: Existing building to remain, with portions of it being removed. 5th floor added

Height of Building: Five stories 79.5' Finished Floor Elevation: 76.25

Number of Seats (where applicable) ___

WAIVER REQUESTS

Site Review Regulations section(s) to be waived: 149-14 E. (1)(e) 149-15 C

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

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) Kenneth A. Berry, LLS - Berry Surveying & Engineering

Address 335 Crown Point Road, Barrington, NH 03825 Telephone #: 603-332-2863

Professional License #: 805 E-mail address: k.berry@berrysurveying.com

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) Kenneth A. Berry, PE - Berry Surveying & Engineering

Address 335 Crown Point Road, Barrington, NH 03825 Telephone #: 603-332-2863

Professional License #: 14243 E-mail address: k.berry@berrysurveying.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: ___ Date: ___

Signature of Applicant (*if different from owner*): ___ Date: ___

Signature of Agent: _____ Date: 11-17-16

AUTHORIZATION TO ENTER SUBJECT PROPERTY

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

Signature of Property Owner: _____ Date: _____

AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY

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

Signature of Property Owner: x _____ Date: _____

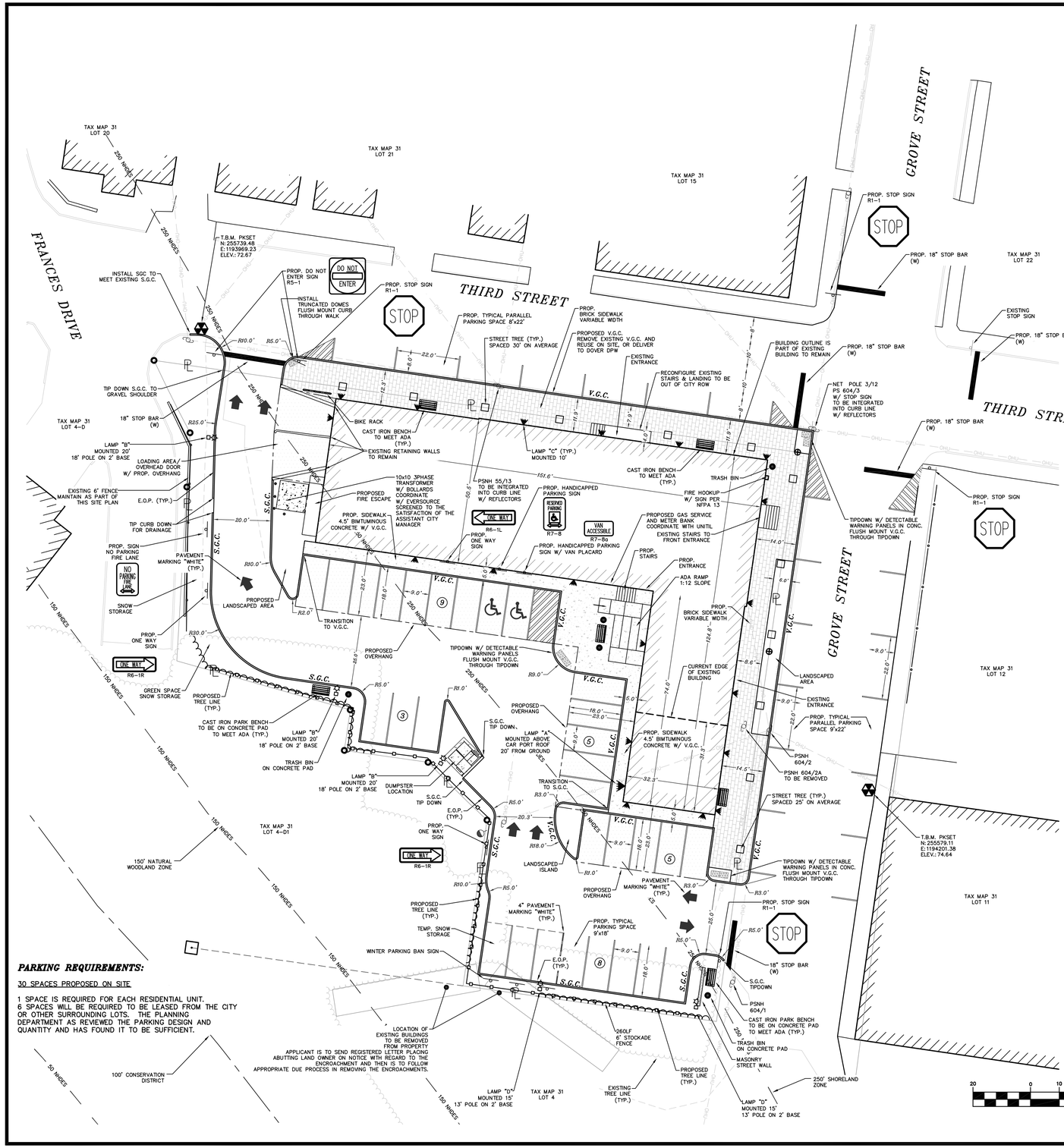
Signature of Applicant (*if different from owner*): _____ Date: _____

CERTIFICATION OF FEES

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

Signature of Property Owner: x _____ Date: _____

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



PARKING REQUIREMENTS:

30 SPACES PROPOSED ON SITE

1 SPACE IS REQUIRED FOR EACH RESIDENTIAL UNIT.
6 SPACES WILL BE REQUIRED TO BE LEASED FROM THE CITY OR OTHER SURROUNDING LOTS. THE PLANNING DEPARTMENT AS REVIEWED THE PARKING DESIGN AND QUANTITY AND HAS FOUND IT TO BE SUFFICIENT.

NOTES:

1.) THE INTENT OF THIS PLAN SET IS TO DEMONSTRATE THE SITE PLAN DESIGN OF A MIXED USE BUILDING AT 6 GROVE STREET WITH COMMERCIAL SPACE ON THE FIRST FLOOR, AND 36 RESIDENTIAL UNITS ON THE SECOND, THIRD, FOURTH, AND FIFTH FLOORS.

2.) CURRENT OWNER: ALAN L. HATCH & SHERRILYN MCKIE (TRUSTEE)
ALAN HATCH AND SHERRILYN MCKIE FAMILY TRUST OF 2013
66 BRIAR DRIVE
ROCHESTER, NH 03867

3.) APPLICANT: 6 GROVE STREET RESIDENCES, LLC
35 THIRD STREET
DOVER, NH 03820

4.) TAX MAP 31, LOT 14 OF THE CITY OF DOVER TAX ASSESSOR'S MAPS.

5.) LOT AREA: 31,775 Sq. Ft., 0.72 Ac.

6.) PROJECT PLAN REFERENCES: S.C.R.D. BOOK 4199, PAGE 508

7.) EXISTING IMPERVIOUS AREA ON LOT = 25,853 Sq.Ft. (81.4% OF LOT)
PROPOSED IMPERVIOUS AREA ON LOT = 28,816 Sq.Ft. (90.7% OF LOT)

8.) EXISTING IMPERVIOUS AREA ON LOT WITHIN 250' OF SHORELAND ZONE = 7,286 Sq.Ft. (55.9% OF LOT WITHIN SHORELAND ZONE)
PROPOSED IMPERVIOUS AREA ON LOT WITHIN 250' OF SHORELAND ZONE = 9,304 Sq.Ft. (71.4% OF LOT WITHIN SHORELAND ZONE)

9.) EXISTING PRINCIPAL BUILDING LOT COVERAGE = 15,927 Sq.Ft. (50.1% OF LOT)
PROPOSED PRINCIPAL BUILDING LOT COVERAGE = 15,166 Sq.Ft. (47.7% OF LOT)

10.) EXISTING PRINCIPAL BUILDING FRONTAGE BUILD-OUT (GROVE STREET) = 93.49' (46.7%)
PROPOSED PRINCIPAL BUILDING FRONTAGE BUILD-OUT (GROVE STREET) = 147.75' (73.7%)
EXISTING PRINCIPAL BUILDING FRONTAGE BUILD-OUT (THIRD STREET) = 151.60' (67.1%)
PROPOSED PRINCIPAL BUILDING FRONTAGE BUILD-OUT (THIRD STREET) = 171.39' (75.8%)

11.) ZONING NOTES: CBD CENTRAL BUSINESS DISTRICT ZONE, TRANSIT ORIENTED DEVELOPMENT SUB-DISTRICT

MINIMUM LOT SIZE:	N/A
MINIMUM FRONTAGE:	N/A
BUILDING SETBACK REQUIREMENTS:	
FRONT (EXISTING) :	0 FEET
SIDE :	10 FT MIN, 25 FT MAX
REAR :	0 FT MIN, 25 FT MAX
LOT COVERAGE:	75 PERCENT MIN
FRONTAGE BUILD-OUT:	80 PERCENT MIN
MAXIMUM BUILDING HEIGHT:	3 STORY MIN, 5 STORY MAX

12.) I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE & BELIEF, THIS PARCEL DOES NOT FALL WITHIN THE FLOOD PLAIN FLOOD HAZARD REF.: FEMA COMMUNITY #330145, MAP #33017C03103, DATED SEPTEMBER 30, 2015.

13.) VERTICAL DATUM IS BASED ON NAVD88 (USGS) ELEVATIONS. HORIZONTAL COORDINATES ARE BASED ON NAD83. COORDINATES WERE GATHERED USING TOPCON HIPER SR SURVEY GRADE GPS RECEIVERS.

14.) PROPERTY LINE INFORMATION HAS BEEN OBTAINED FROM A SURVEY PERFORMED BY BERRY SURVEYING & ENGINEERING IN APRIL OF 2016, WITH AN ERROR NOT GREATER THAN 1 IN 125,521.

15.) TOPOGRAPHIC SURVEY PERFORMED BY BERRY SURVEYING & ENGINEERING IN APRIL OF 2016.

16.) AS-BUILT PLANS OF THE SITE SHALL BE SUBMITTED ON A REPRODUCIBLE MYLAR MEDIUM AND IN A DIGITAL DXF FORMAT ON DISK TO THE CITY OF DOVER ENGINEER'S OFFICE UPON COMPLETION OF PROJECT. AS-BUILT PLANS SHALL BE PREPARED AND CERTIFIED CORRECT BY A L.L.S. OR P.E.

17.) EXTERIOR LIGHTING SHALL BE CUT-OFF TYPE FIXTURES PER CHAPTER 149-14-E AND SHALL PROVIDE LIGHTING DIRECTED ON-SITE ONLY.

18.) THE PROPOSED STRUCTURES SHALL BE SERVED BY SPRINKLER SYSTEMS AS REQUIRED UNDER CHAPTER 109-30 OF THE CODE OF THE CITY OF DOVER AND THE 2009 STATE BUILDING CODES.

19.) SPRINKLER CONNECTIONS MUST BE FLUSHED IN ACCORDANCE WITH NFPA 24 AND A CONTRACTOR'S MATERIALS AND TEST CERTIFICATE FOR UNDERGROUND PIPING FORM MUST BE COMPLETED.

20.) FIRE DEPARTMENT CONNECTIONS SHALL BE LOCATED ON THE STREET SIDE OF THE BUILDING PER NFPA 13.

21.) A SECURITY SYSTEM SHALL BE INSTALLED AS REQUIRED BY CHAPTER 58, ARTICLE I, SECTION 58-2 OF THE CODE OF THE CITY OF DOVER.

22.) ALL NEW ON-SITE UTILITIES SHALL BE INSTALLED UNDERGROUND, UNLESS OVERHEAD UTILITIES ALREADY EXIST

23.) THE SUBJECT PARCEL IS SERVED BY MUNICIPAL WATER AND SEWER.

24.) ALL MATERIALS AND CONSTRUCTION SHALL CONFORM TO APPLICABLE CITY AND STATE CODES.

25.) BACKFLOW PREVENTORS SHALL BE PROVIDED FOR BOTH FIRE AND DOMESTIC WATER LINES.

26.) ALL EROSION CONTROL NOTES SHALL INCLUDE PROVISIONS FOR CONSTRUCTION SEQUENCING, TEMPORARY EROSION CONTROL MEASURES, AND PERMANENT STANDARDS SUCH AS LOAM SPREAD RATE FOR DISTURBED AREAS, RATES OF LIME, TYPE AND RATES FOR FERTILIZER, AND SEED AND MULCH MIXTURE WITH RATES OF APPLICATION.

27.) THE LIMITS OF CONSTRUCTION DISTURBANCE THAT ARE LOCATED IN OR WITHIN 50' OF CONSERVATION AND WETLAND DISTRICTS SHALL BE STAKED, FLAGGED, AND CLEARLY IDENTIFIED PRIOR TO THE COMMENCEMENT OF SITE WORK.

28.) A LETTER OF CREDIT FOR THE COST OF REVEGETATING ALL DISTURBED AREAS ON THE SITE SHALL BE SUBMITTED PRIOR TO ANY EARTH DISTURBING ACTIVITY OCCURS. COORDINATE WITH CITY OF DOVER, COMMUNITY SERVICES AND ENGINEERING DEPARTMENT.

29.) A PRE-CONSTRUCTION CONFERENCE WITH THE DEVELOPER, THE DESIGN ENGINEER, THE EARTHWORK CONTRACTOR AND THE CITY ENGINEER SHALL OCCUR PRIOR TO ANY EARTH DISTURBING ACTIVITY.

30.) BUILDING ADDRESSES SHALL BE ASSIGNED BY THE BUILDING OFFICIAL AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.

31.) THE PROPOSED USE FOR THE SITE IS MIXED USE COMMERCIAL/RESIDENTIAL.

32.) THIS PLAN PROPOSES APPROXIMATELY 31,000 SQ. FT. OF DISTURBANCE.

33.) CALL DIG SAFE PRIOR TO BEGINNING WORK (1-888-344-7233)

34.) ALL CONSTRUCTION SHALL CONFORM TO THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION. CONSTRUCTION SHALL ALSO CONFORM TO THE CITY OF DOVER POLICIES AND PRACTICES.

35.) WRITTEN DIMENSION ON THIS PLAN TAKE PRECEDENCE OVER SCALED DIMENSIONS. THE CONTRACTOR SHALL USE CAUTION WHEN SCALING REPRODUCED PLANS. IN THE EVENT OF A CONFLICT BETWEEN THIS PLAN SET AND ANY OTHER DRAWINGS AND/OR SPECIFICATIONS, THE ENGINEER SHALL BE NOTIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR IS TO CONFIRM ALL ELEVATIONS. CONFLICTS WILL BE REPORTED TO THE DESIGN ENGINEER PRIOR TO CONSTRUCTION.

36.) SNOW STORAGE AREAS ARE AS SHOWN ON THIS SITE PLAN. EXCESS SNOW WILL BE REMOVED FROM THIS SITE AND DISPOSED OF IN A QUALIFIED LOCATION.

37.) CONDITIONAL USE PERMITS HAVE BEEN REQUESTED FOR THE FOLLOWING:
PRINCIPAL BUILDING COVERAGE LESS THAN 75%
PRINCIPAL BUILDING FRONTAGE BUILD-OUT LESS THAN 80%

DOVER PLANNING # 16-031

REVISION	DATE	DESCRIPTION
#3	3-17-17	REVISED PER PLANNING COMMENT
#2	2-21-17	REVISED PER FEBRUARY 2 TRC MEETING
#1	1-21-17	REVISED PER TRC MEETING

PROPOSED SITE PLAN
FOR
6 GROVE STREET RESIDENCES, LLC
FOR PROPERTY LOCATED AT
6 GROVE STREET, DOVER NH
TAX MAP 31 LOT 14

BERRY & SURVEYING ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : 1 IN. EQUALS 20 FT.
DATE : OCTOBER 1, 2016
FILE NO. : DB 2016 - 090

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 14243
LICENSED PROFESSIONAL ENGINEER

SHEET 4 OF 19

CITY OF DOVER	PLANNING BOARD - STAFF MEMO FILE #P17-16
	Application Type: Conditional Use Permit Applicant(s): 6 Grove Street Residences, LLC Owner(s): Alan & Sherrilyn McKie Hatch Family Trust Location: 6 Grove (Tax Map 31, Lot 14) Meeting Date: March 28, 2017

INTENT: To obtain a Conditional Use Permit to allow a building lot coverage of 47% whereas 75% is required and frontage build out of 73% on Grove Street and 75% on Third Street whereas 80% is required.

LOTS/UNITS PROPOSED: 36 residential units plus 1st floor commercial

AGENDA ITEM #: 4-D

ACREAGE: 0.73 acres

ZONING DISTRICT: Central Business District (CBD—Transit Oriented Overlay)

EXISTING LAND USE: Commercial, Office

PROPOSED LAND USE: Mixed Use Commercial and Residential

SURROUNDING LAND USE: Commercial and Residential

ZBA ACTION: None

ATTACHMENT: Conditional Use Permit Applicant

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED: CUP and NHDES Shoreland Permit

WAIVERS REQUESTED: None for this CUP

Summary of Request and Background

The applicant is required to obtain a Conditional Use Permit to seek relief from the dimensional standards per Chapter 170-20-B(1). The applicant proposes to convert an existing commercial building to a mixed use commercial and residential building. The building lot coverage would be 47% whereas 75% is required and frontage build out of 73% on Grove Street and 75% on Third Street whereas 80% is required.

Consistency with Land Use Regulations

The CBD-Transit Oriented Overlay table requires a minimum lot coverage of 75% and a minimum frontage build out of 80%. Since the applicant is not proposing a building which meets those requirements, a Conditional Use Permit is required. If this property were in any other zone, a variance would be required, however the CBD reliefs are provided by the Planning Board, rather than the Zoning Board.

Chapter 170-20-B(1) of the City Code states that conditional use approval for relief from the standards may be granted by the Planning Board provided that the proposed project complies with the following standards:

(a) That both public and private BUILDINGs and landscaping shall contribute to the physical definition of RIGHTs OF WAY as CIVIC SPACEs.
(b) That development shall adequately accommodate automobiles, while respecting the pedestrian and the spatial form of public areas.
(c) That the design of STREETs and BUILDINGs shall reinforce safe environments, but not at the expense of accessibility.
(d) That architecture and landscape design shall grow from local climate, topography, history, and BUILDING practice.
(e) That BUILDINGs shall provide their inhabitants with a clear sense of geography and climate through energy efficient methods.
(f) That CIVIC BUILDINGs and public gathering places shall be provided as locations that reinforce community identity and activity.
(g) That CIVIC BUILDINGs shall be distinctive and appropriate to a role more important than the other BUILDINGs that constitute the fabric of the city.
(h) That the preservation and renewal of historic BUILDINGs shall be facilitated.
(i) That the harmonious and orderly evolution of urban areas shall be advanced by the proposed BUILDING and/or use.

Considering the justification provided in the applicant's letter dated February 13, 2017, the Conditional Use Permit request meets these requirements.

The applicant appeared before the Technical Review Committee on December 15, 2016 and February 2, 2017 (minutes are attached).

Planning Staff has reviewed the parking and find the number provided is acceptable.

STAFF RECOMMENDATION:

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

Conditions to Be Met Prior to Conditional User Permit:

1. A revised application with corrected building height be submitted.
2. Site plan (P16-31) shall be approved.
3. The applicant shall be subject to a formal agreement between the Planning Board and the applicant. Said agreement shall be recorded at the Strafford County Registry of Deeds per Chapter 170-20-B(3).

6 Grove Street

Property Information

Property ID	31014-000000
Location	6 GROVE ST
Owner	HATCH ALAN L & MCKIE SHERRILYN CO-TRUSTE

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 03/20/2017
Properties updated 03/22/2017

City of Dover, New Hampshire
CONDITIONAL USE PERMIT APPLICATION

[Revision Date: August 16, 2016]

RECEIVED
Planning Office

Office Use Only	Project #:	R17-16	Date Received:	FEB 21 2017
	Amount Paid:	$434.00	Time Received:	Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

Name of Applicant: 6 Grove Street Residences, LLC Telephone # 603-742-5300

Address of Applicant: 35 Third St, Dover, NH 03820

E-Mail Address:

Name of Property Owner (*if different from applicant*): Alan L & Sherrilyn McKie Hatch Family Trust 2013 Telephone #

Address of Property Owner: 66 Briar Dr., Rochester, NH 03867

PROPERTY INFORMATION

Assessor's Map # 31 Lot(s) # 14

Address of Property: 6 Grove Street

Zoning District(s) CBD Overlay District(s)

Existing Use of Property: 4-Story building with active commercial space on first floor. Secondary buidling used as a machine shop.

CONDITIONAL USE PERMIT INFORMATION

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

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

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

See Attached

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: Shoreland Permit Application to be filed with NHDES

Name of Professional That Prepared Plans: Kenneth A Berry, PE, LLS

Address 335 Second Crown Point Rd, Barrington, NH 03825 Telephone #: 332-2863

Professional License #: 14243 E-mail address: K.Berry@BerrySurveying.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: _____ Date: 2-17-17

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

Signature of Agent: _____ Date: 2-17-17

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: _____ Date: 2-17-17

BERRY SURVEYING & ENGINEERING
335 Second Crown Point Road
Barrington, NH 03825
Phone: (603) 332-2863
Fax: (603) 335-4623
www.BerrySurveying.Com

February 13, 2017

RECEIVED
Planning Office
FEB 21 2017
Dover, New Hampshire

City of Dover Planning Board
288 Central Ave
Dover, NH 03820

RE: Proposed mixed-use development
6 Grove Street Residences, LLC
35 Third Street
Conditional Use Permits

Mr. Chairman and Members of the Dover Planning Board,

Pursuant to Zoning Regulations (Chapter 170-20 B,) Berry Surveying & Engineering (BS&E,) on behalf of 6 Grove Street Residences, LLC, respectfully requests the City of Dover Planning Board to approve the following Conditional Use Permits:

- Minimum Lot Coverage less than 75%
- Minimum Frontage Build-out less than 80%

1. Identification of Conditional Use Permits

Dimensional regulations in the Transportation Oriented Design (TOD) sub-district of the Central Business District (CBD) state that lot coverage must be 75-100% and frontage build-out must be a minimum of 80%. We ask that Conditional Use Permits be granted to allow building lot coverage of 47%, and frontage build-outs of 73% on Grove Street and 75% on Third Street.

Below we show the project's compliance with the standards required to grant a Conditional Use Permit, and we provide justification for its approval.

2. Compliance with the following standards

a) That both public and private buildings and landscaping shall contribute to the physical definition of rights of way as civic spaces.
   - **The existing building is constructed within approximately 10' of Grove Street and approximately 5' of Third Street, and the addition on the Grove Street side of the building will also be constructed within about 10' of the right of way. Along with the proposed streetscape, the building**

will contribute nicely to the physical definition of the right of way as a welcoming civic space.

b) That development shall adequately accommodate automobiles, while respecting the pedestrian and the spatial form of public areas.
   - **The shape of the proposed building allows safe and ample pedestrian access, while also accommodating vehicles with parking in the back of the building.**

c) That the design of streets and buildings shall reinforce safe environments.
   - **The design proposes vertical granite curb along both Third and Grove Streets, and will also provide sidewalks that vary in width from 11.9' to 14.5', providing safe access for pedestrians.**

d) That architecture and landscape design shall grow from local climate, topography, history, and building practice.
   - **Using a large portion of the existing building ensures the design will grow from the local climate in an authentic way.**

e) That buildings shall provide their inhabitants with a clear sense of geography and climate through energy efficient methods.
   - **Although the existing building will be used in this project, it is proposed to be completely rehabilitated and reconstructed on the interior, with updated energy and lighting practices.**

f) That civic buildings and public gathering places shall be provided as locations that reinforce community identity and activity.
   - **Being the rehabilitation of an existing building, its community identity is upheld.**

g) That civic buildings shall be distinctive and appropriate to a role more important than the other buildings that constitute the fabric of the city.
   - **An updated and rehabilitated version of the existing building will clearly be distinctive, and cement its place as a prominent civic building.**

h) That the preservation and renewal of historic buildings shall be facilitated.
   - **Although the existing building is not a historic building, its rehabilitation is in line with the City's vision of preservation and renewal.**

i) That the harmonious and orderly evolution of urban areas shall be secured through the adoption of these regulations.
   - **The harmonious and orderly evolution of the urban area is secured in a profound way through the rehabilitation of 6 Grove Street, by giving it the look and feel of a premium downtown civic space.**

3. Justification for approval of Conditional Use Permits

Given the existing state of the buildings on site at 6 Grove Street and the City's preference for the rehabilitation of existing buildings, along with meeting all site plan criteria, we feel that the proposed design is the best use of space in this area.

The existing principal building covers 50% of the lot, which is more than our proposed 47%, but it does so in a very inefficient manner which makes parking and fire safety impossible to adequately exist. Increasing building coverage above 50% is not practical, especially when considering the odd shape of the lot, and the need for on-site parking for the residential units on the upper floors.

The existing principal building build-out is 46.7% and 67.1% for Grove Street and Third Street, respectively. The design proposes those build-outs to increase to 73% on Grove Street and 75% on Third Street. The increase on Grove Street happens through the construction of an addition, matching the style and character of the rehabilitated building. On Third Street, the increase can be attributed to the construction of a covered area over the existing loading bay on the end of the building.

Although frontage build-out does not meet the CBD TOD Sub-District requirement of 80%, it does come appreciably closer to compliance, while still allowing for adequate parking, pedestrian, and fire safety measures to be implemented.

Thank you for your time and attention to this matter, and we hope you look favorably upon the request.

Respectfully Submitted,

BERRY SURVEYING & ENGINEERING

Christopher R. Berry
Principal, President

BERRY SURVEYING & ENGINEERING
335 Second Crown Pt. Rd., Barrington, NH 03825
(603) 332-2863 / (603) 335-4623 FAX
www.BerrySurveying.Com

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P17-10

Application Type:	Conditional Use Permit
Applicant:	Daniel W. Ayer
Owner:	Daniel W. Ayer
Location	Back Road and McKone Lane (Tax Map N, Lot 18, 18-4, 18-5, and 19)
Meeting Date:	March 28, 2017

INTENT: To obtain a Conditional Use Permit for a new road and drainage facilities that impact 2,197 s.f. of steep slope greater than 20 percent.

LOTS/UNITS PROPOSED: 17 lots

AGENDA ITEM #: 4-E

ACRES: Total acres: 44.9
Phase 2 acres: 29.38

ZONING DISTRICT: Rural Residential (R-40) District

EXISTING LAND USE:
Residential/Vacant

SURROUNDING LAND USE:
Residential

PROPOSED LAND USE: Residential

ZBA ACTION: None

ATTACHMENTS: Conditional Use Permit and 3/13/17 Conservation Commission Minutes

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED:
-Dover CUP
-NH DES Wetlands Permit
-NH DES Shoreland Permit
-Alteration of Terrain Permit

WAIVERS REQUESTED: None

Summary of Request and Background
The applicant is requesting a Conditional Use Permit to build a new road and drainage facilities that impact 2,197 s.f. of steep slope greater than 20 percent.

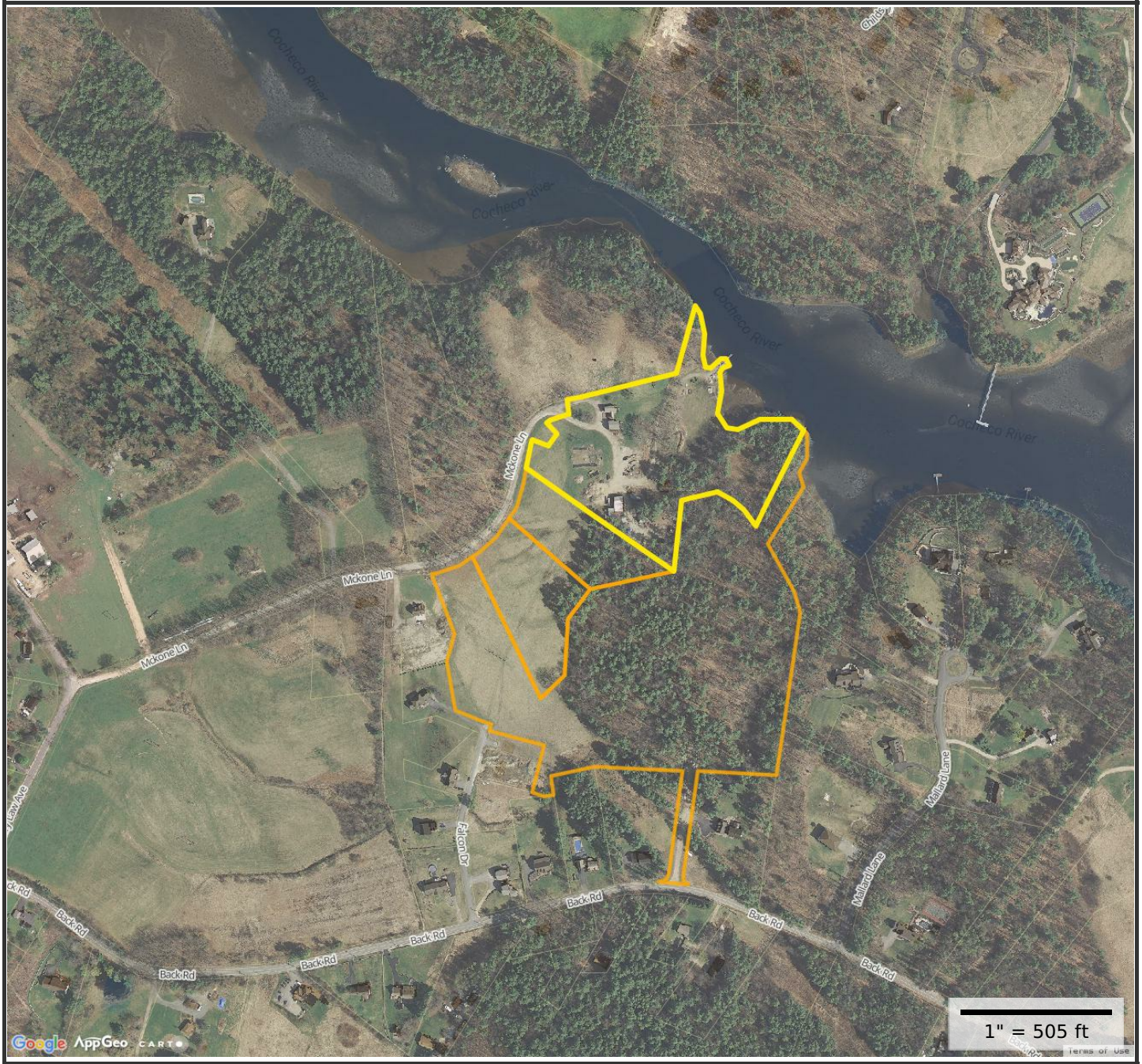
The applicant appeared before the Technical Review Committee on August 25, 2016 and March 2, 2017 (minutes are attached).

The Conservation Commission endorsed the application at their March 13, 2017 meeting.

Consistency with Land Use Regulations
The Conservation District ordinance provides for Conditional Use Permits to allow impacts to areas of 20 percent slope if standards related to demonstration of need, avoidance, minimization, and mitigation are met.

STAFF RECOMMENDATION:
The Planning Department recommends the Planning Board accept the application, open the public hearing, and table the item until the subdivision is ready for a vote to be taken.

McKone Lane



Property Information

Property ID	N0018-000000
Location	100 MCKONE LN
Owner	AYER DANIEL & JACQUELINE REV TRUSTS

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 03/20/2017
Properties updated 03/23/2017

B. NHDES Expedited Wetlands Permit and City of Dover Conditional Use Permit for the City of Dover (Owner: Seamed Trefethen), Assessor's Map H, Lot 14A, zoned R-12, located at 58 Cataract Avenue.

Gretchen Young and Joel Ballestero were present to explain the proposal which is to install a bioretention stormwater system adjacent to Bellamy Road and restore the channel of an unnamed stream that empties into the Bellamy River with 370 square feet of permanent wetland impact and 50 square feet of temporary wetland impact.

Ballestero: There is minor flooding at the driveway into Bellamy Park and a culvert issue. City has drainage easement on the private lot where we are restoring a stream channel in place of a culvert.

Donovan: Will you be cutting the culvert?

Ballestero: Only a 20 foot section adjacent to the road. The old culvert will be plugged on both ends.

A discussion was held on the landscape retaining wall.

Hunt confirmed that the stream flows only after a rain event.

Joyce: Where is the sequence of construction?

Young: We have contracted with his firm to oversee construction.

Ballestero: We can get you the construction sequence.

Hunt: What is the length of time for the project?

Ballestero: About a month for the whole thing.

Young: This is a good project to teach best management practices for city workers.

Donovan made a motion to endorse the NHDES Expedited Wetlands Permit and the City of Dover CUP with the condition that the construction sequence narrative is provided to the Conservation Commission, Fellows seconded. Vote: Unanimous

Hunt signed four copies of the applications.

C. NHDES Wetlands Permit and City of Dover Conditional Use Permit for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road.

D. City of Dover Conditional Use Permit for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road.

Hunt: we will hear both these application together.

Michael Seivert and Kevin McEneaney were present to explain the proposal which is to build a new subdivision road that crosses a wetland and construct a walking path in the tidal buffer. Impacts include 350 square feet of wetland impact and 24,283 square feet of wetland buffer impact. The new subdivision road and drainage facilities will impact 2,197 square feet of steep slope greater than 20%

Seivert: The 2,284 square feet of tidal buffer impact for the path to the dock has been eliminated. 8,000 square feet of buffer impact is associated with the wetland crossing for the road. Rest is from drainage facilities, swales and ponds.

DRAFT

Bird: Are there any buffer impacts due to house placement? They would not look favorably upon future lot owners coming in for CUPs due to house size or location.

Seivert: No the houses have been shown conceptually.

Bird: The Conservation Commission could require wetland buffer signs on marginal lots. It puts lot owners on notice and is an educational thing.

McEneaney: All the lots were located to minimize any buffers on the actual lots whenever possible.

Donovan: Has there been any coordination with Natural Heritage Bureau? I noticed quite a few hits.

Seivert: Yes we have a few areas for some species. We have been working with Kim Tuttle on a planting plan for the area between the existing house and the brackish marsh. We are going to Planning Board on March 28th. We will be filing an AOT permit and DES Shoreland Permit.

Bird: Could you have avoided the 20% slope impact?

Seivert: Not really because that area is already disturbed by barns and out buildings.

Bird: How have you met the minimization and avoidance criteria?

Seivert: The first way is by doing an open space subdivision, with reduced lot sizes. We have improved the lot layout since the earlier design to lessen impacts and reduced the number of waterfront lots.

Bird: I would suggest that wetland buffers signs be installed on some of the lots. Maybe add a condition that you would not support future CUP's for house placement.

Joyce: I am concerned about the construction sequence and phasing of the project.

Seivert: There is no formal phasing plan. The road will be built first and then the drainage facilities.

Ayer: I will be selling the 11 lots nearer Back Road as a group. The five lots nearer McKone Lane will be kept in the family for now.

Donovan: I don't like the wetlands buffers being used for drainage purposes, but I don't know if there is a way around it without losing lots.

Seivert: We tried to keep the actual ponds out of the buffer and it is just the side slopes mostly.

Joyce: I don't see information on construction sequencing and the planting plan.

Seivert: The construction sequencing is in the Planning Board plan set and AOT plans. A SWMPP will be prepared.

Joyce: Is there a limit on the use of the open space?

Ayer: That is covered in the Homeowners Association documents.

Donovan made a motion to endorse the NHDES Wetlands Permit application and the City of Dover CUP related to wetlands, with the condition that wetland buffer signs be placed on any lot with a buffer on the lot and in the open space area between Eagan Drive and Whitely Drive, Joyce seconded. Vote: Unanimous

Donovan made a motion to endorse the City of Dover CUP related to steep slopes, Erickson seconded. Vote: Unanimous

DRAFT

City of Dover, New Hampshire
CONDITIONAL USE PERMIT APPLICATION

[Revision Date: August 16, 2016]

RECEIVED
Planning Office

Office Use Only	Project #: P17-10	Date Received: FEB 03 2017
	Amount Paid: $230.00 Ck# 18442	Time Received: Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

Name of Applicant: DANIEL & JACQUELINE AYER REVOCABLE TRUST Telephone # 603-742-3191

Address of Applicant: 100 MCKONE LANE #A DOVER, NH 03820

E-Mail Address:

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

Address of Property Owner:

PROPERTY INFORMATION

Assessor's Map # N Lot(s) # 18

Address of Property: MCKONE LANE

Zoning District(s) R-40 Overlay District(s) NONE

Existing Use of Property: RESIDENTIAL

CONDITIONAL USE PERMIT INFORMATION

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

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

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

SEE ATTACHED NARRATIVE

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: NH DES WETLAND PERMIT; ALTERATION OF TERRAIN PERMIT

Name of Professional That Prepared Plans: McENEANEY SURVEY ASSOCIATES, INC.

Address 24 CHESTNUT STREET DOVER NH 03820 Telephone #: 603-742-0911

Professional License #: KEVIN McENEANEY NH LLS 661 E-mail address: kevin@surveynh.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: Daniel W. Ayer Date: 2/2/17

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

Signature of Agent: _____ Date: 2/2/17

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: _____ Date: 2/2/17

AS AGENT FOR OWNER

MJS ENGINEERING, P.C.
CIVIL • STRUCTURAL • ENVIRONMENTAL

5 Railroad Street • P.O. Box 359
Newmarket, NH 03857
Phone: (603) 659-4979
Email: mjs@mjs-engineering.com

February 3, 2017

Conditional use application information.

Describe Proposed Use or Activity that Requires conditional use permit and describe any impacts:

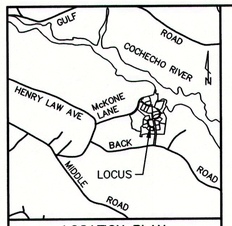
The proposal is to construct a residential subdivision. The activities within the districts include road and utility construction, drainage and stormwater treatment structures, grading and trail construction. The impacts include a wetland impact of 350 SF, a tidal buffer impact of 2,284 SF, a wetland buffer impact of 24,283 SF, and impacts to steep slopes of 2,197 SF.

List any associated state and federal permits that have been or will be applied for and indicate their status:

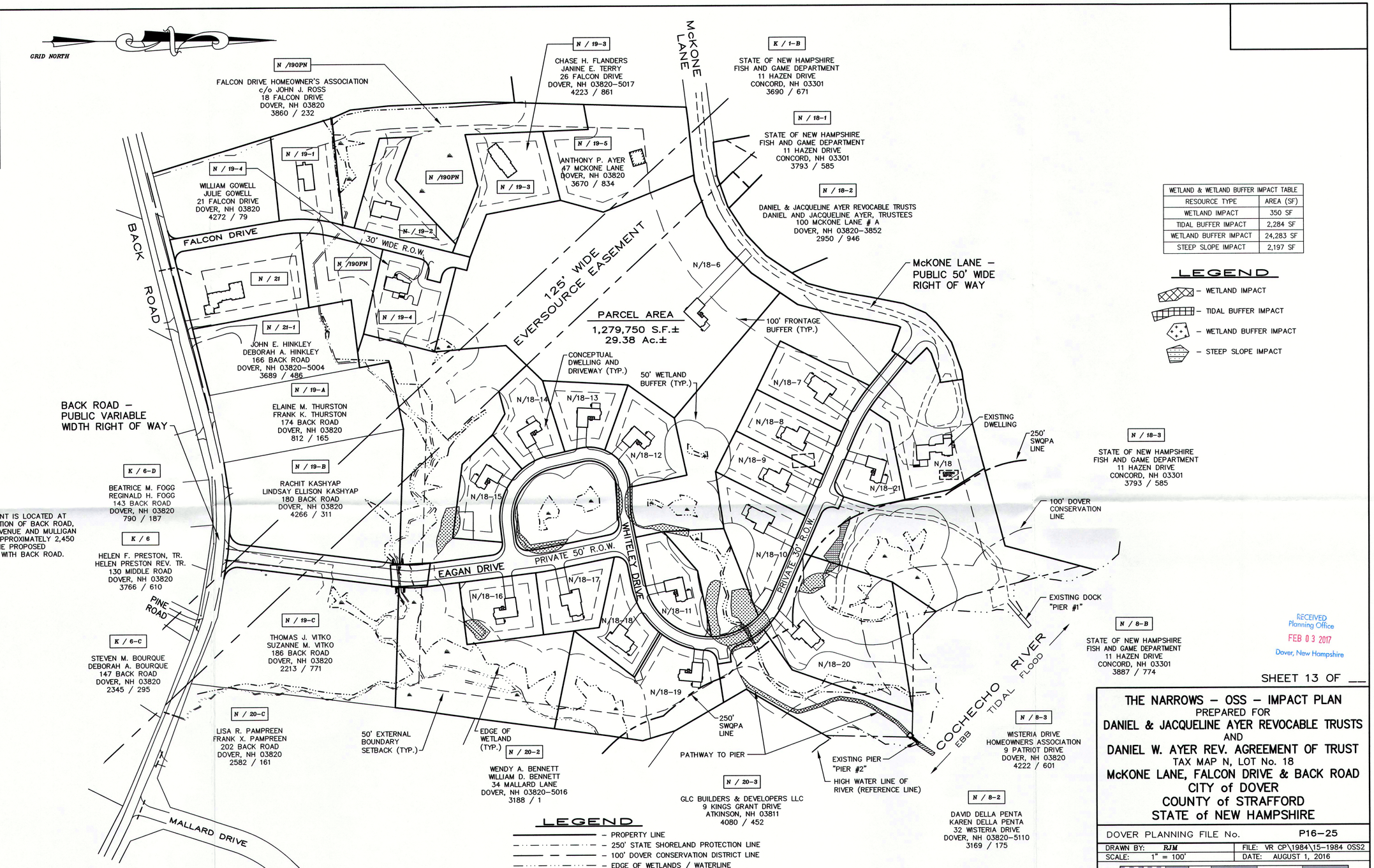
The project will require both a Wetland Permit and Alteration of Terrain permit. The wetland permit is required for the road construction to cross a small wetland area, including installation of a culvert and headwalls. It also includes the construction of a trail leading to the dock within the 100' tidal buffer. The alteration of terrain permit is required because the total disturbance for construction activities is greater than 50,000 SF. The permit applications are being prepared and will be submitted to the NHDES shortly after receiving approval at the final TRC meeting tentatively scheduled for February 16, 2017.

ABUTTERS LIST: P16-25 P17-10 P17-12 MCKONE LANE/BACK ROAD

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
N0019-005000	47 MCKONE LN	AYER ANTHONY P		47 MCKONE LN	DOVER	NH	03820
N0018-002000	MCKONE LN	AYER DANIEL & JACQUELINE REV TRUSTS	AYER DANIEL AND JACQUELINE TRUSTEES	100 MCKONE LN # A	DOVER	NH	03820-3852
N0020-002000	34 MALLARD LN	BENNETT WENDY A &	BENNETT WILLIAM D	34 MALLARD LN	DOVER	NH	03820-5016
K0006-C00000	147 BACK RD	BOURQUE STEVEN M	BOURQUE DEBORAH A	147 BACK RD	DOVER	NH	03820
N0019-002000	18 FALCON DR	COOK WILLIAM F &	HERSEY SHACINA J	18 FALCON DR	DOVER	NH	03820
N0019-000OPN	FALCON DR	FALCON DRIVE HOMEOWNER'S ASSOCIATION	C/O ROSS JOHN J	18 FALCON DR	DOVER	NH	03820
N0019-003000	26 FALCON DR	FLANDERS CHASE H &	TERRY JANINE E	26 FALCON DR	DOVER	NH	03820-5017
K0006-D00000	143 BACK RD	FOGG BEATRICE M	FOGG REGINALD H	143 BACK ROAD	DOVER	NH	03820
N0019-004000	21 FALCON DR	GOWELL WILLIAM &	GOWELL JULIE	21 FALCON DR	DOVER	NH	03820
N0021-001000	166 BACK RD	HINKLEY JOHN E &	HINKLEY DEBORAH A	166 BACK RD	DOVER	NH	03820-5004
N0019-B00000	180 BACK RD	KASHYAP RACHIT &	KASHYAP LINDSAY ELLISON	180 BACK RD	DOVER	NH	03820
N0020-003000	38 MALLARD LN	MAROLD LUANN &	MAROLD PAUL	38 MALLARD LN	DOVER	NH	03820
N0020-001000	26 MALLARD LN	MURPHY MICHAEL J		26 MALLARD LN	DOVER	NH	03820
N0020-C00000	202 BACK RD	PAMPREEN LISA R &	PAMPREEN FRANK X	202 BACK RD	DOVER	NH	03820
N0018-003000	MCKONE LN	STATE OF NEW HAMPSHIRE	FISH AND GAME DEPT	11 HAZEN DR	CONCORD	NH	03301
K0001-001000	43 MCKONE LN	SURINA MATTHEW P & JENNIFER L TRUSTEES	SURINA FAMILY REVOCABLE TRUST	43 MCKONE LN	DOVER	NH	03820
N0019-A00000	174 BACK RD	THURSTON ELAINE M	THURSTON FRANK K	174 BACK ROAD	DOVER	NH	03820
K0006-E00000	153 BACK RD	VACCARELLO MICHAEL D &	NELSON MARIA A	153 BACK RD	DOVER	NH	03820
N0019-C00000	186 BACK RD	VITKO THOMAS J	VITKO SUZANNE M	186 BACK RD	DOVER	NH	03820
K0006-000000	105 MIDDLE RD	WILLIAMS R CRAIG ET AL &	PRESTON GARY V LIFE ESTATE	154 MIDDLE RD	DOVER	NH	03820
		MCENEANEY SURVEY ASSOCIATES, INC		24 CHESTNUT ST	DOVER	NH	03820
		BRIAN SCHUTT		160A BACK RD	DOVER	NH	03820
		ROUND POND SOIL SURVEY		374 POND HILL RD	BARRINGTON	NH	03825



LOCATION PLAN
(NO SCALE)



WETLAND & WETLAND BUFFER IMPACT TABLE	
RESOURCE TYPE	AREA (SF)
WETLAND IMPACT	350 SF
TIDAL BUFFER IMPACT	2,284 SF
WETLAND BUFFER IMPACT	24,283 SF
STEEP SLOPE IMPACT	2,197 SF

LEGEND

- WETLAND IMPACT
- TIDAL BUFFER IMPACT
- WETLAND BUFFER IMPACT
- STEEP SLOPE IMPACT

LEGEND

- PROPERTY LINE
- 250' STATE SHORELAND PROTECTION LINE
- 100' DOVER CONSERVATION DISTRICT LINE
- EDGE OF WETLANDS / WATERLINE
- EASEMENT LINE
- SURVEY TIE LINE
- SETBACK / BUFFER LINE
- EDGE OF PAVEMENT / TRAVELED WAY
- WETLANDS
- UP – UTILITY POLE
- (TYP.) – TYPICAL
- S.F. – SQUARE FEET
- Ac. – ACRE
- S.C.R.D. – STRAFFORD COUNTY REGISTRY OF DEEDS
- SWQPA – SHORELAND WATER QUALITY PROTECTION ACT
- O.A. – OVERALL
- T1 – PROPOSED EVERSOURCE TRANSFORMER
- T2J3 – PROPOSED EVERSOURCE JUNCTION BOX

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

RECEIVED
Planning Office
FEB 03 2017
Dover, New Hampshire

SHEET 13 OF __

NO.	DATE	DESCRIPTION	BY	CHK
1	2/3/17	REVISE PER TRC COMMENTS	RJM	KMM

REVISIONS

PROJECT NO	TYPE	FIELDBOOK & PAGES	
12-1984	OSS PHZ2	15-05	–

THE NARROWS – OSS – IMPACT PLAN

PREPARED FOR

DANIEL & JACQUELINE AYER REVOCABLE TRUSTS

AND

DANIEL W. AYER REV. AGREEMENT OF TRUST

TAX MAP N, LOT No. 18

McKONE LANE, FALCON DRIVE & BACK ROAD

CITY of DOVER

COUNTY of STRAFFORD

STATE of NEW HAMPSHIRE

DOVER PLANNING FILE No. P16-25

DRAWN BY: RJM | FILE: VR CP\1984\15-1984 OSS2

SCALE: 1" = 100' | DATE: AUGUST 1, 2016

100 50 0 50 100 200 300 400

STATE OF NEW HAMPSHIRE No. 661 KEVIN M. McENEANEY LICENSED LAND SURVEYOR SIGNATURE

McEneaney Survey Associates, inc.

P.O. Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742-0911

SURVEYING – PLANNING – CONSULTING

PLANNING BOARD - STAFF MEMO FILE #P17-12

CITY OF DOVER

Application Type:	Conditional Use Permit
Applicant:	Daniel W. Ayer
Owner:	Daniel W. Ayer
Location	Back Road and McKone Lane (Tax Map N, Lot 18, 18-4, 18-5, and 19)
Meeting Date:	March 28, 2017

INTENT: To obtain a Conditional Use Permit to build a road that crosses a wetland. Impacts include 350 s.f. of wetland impact and 24,283 s.f. of wetland buffer impact.

LOTS/UNITS PROPOSED: 17 lots

AGENDA ITEM #: 4-F

ACRES: Total acres: 44.9
Phase 2 acres: 29.38

ZONING DISTRICT: Rural Residential (R-40) District

EXISTING LAND USE:
Residential/Vacant

SURROUNDING LAND USE:
Residential

PROPOSED LAND USE: Residential

ZBA ACTION: None

ATTACHMENTS: Conditional Use Permit and 3/13/17 Conservation Commission Minutes

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED:
-Dover CUP
-NH DES Wetlands Permit
-NH DES Shoreland Permit
-Alteration of Terrain Permit

WAIVERS REQUESTED: None

Summary of Request and Background
The applicant is requesting a Conditional Use Permit to build a road that crosses a wetland. Impacts include 350 s.f. of wetland impact and 24,283 s.f. of wetland buffer impact.

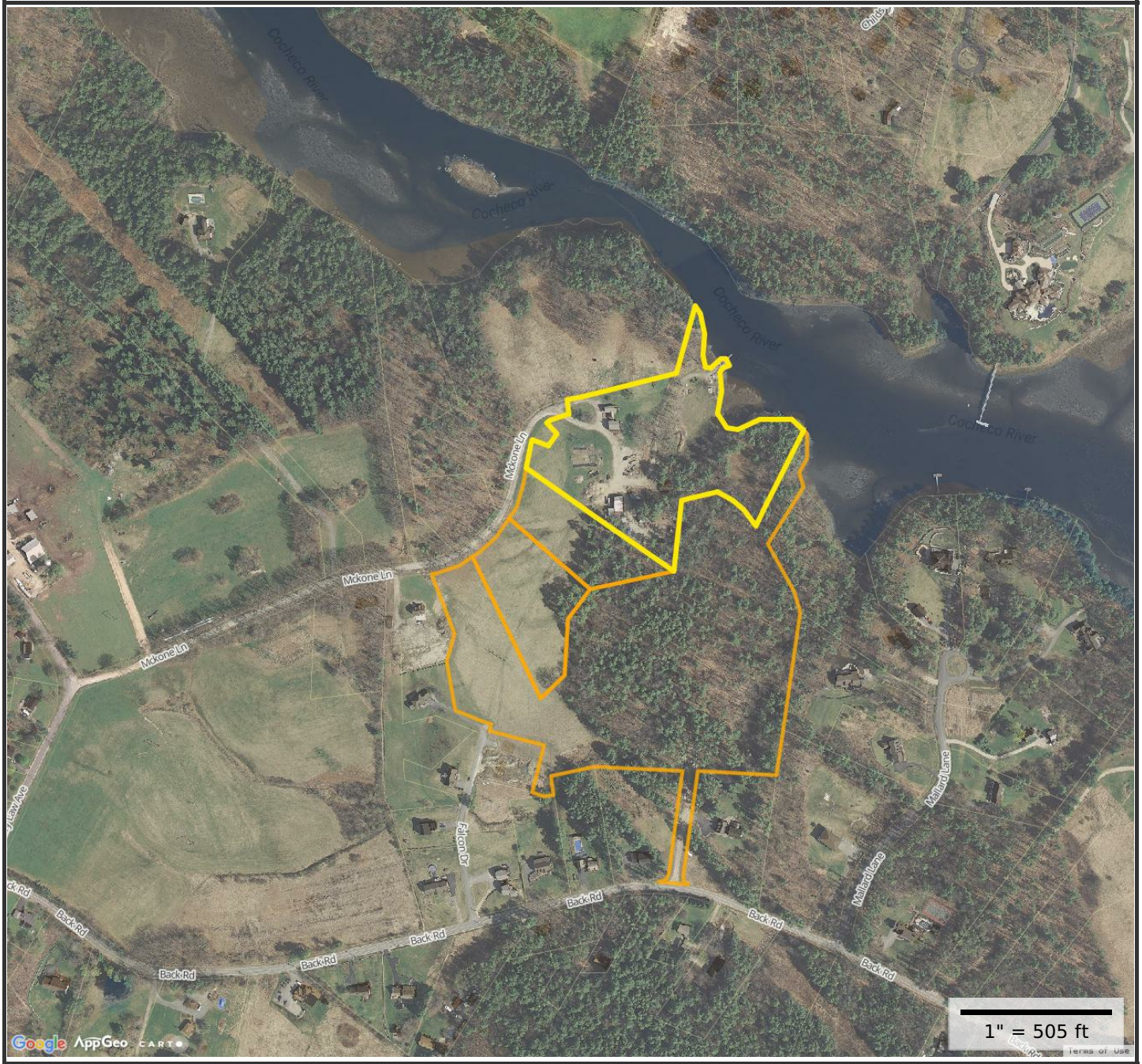
The applicant appeared before the Technical Review Committee on August 25, 2016 and March 2, 2017 (minutes are attached).

The Conservation Commission endorsed the application at their March 13, 2017 meeting with the condition that wetland buffer signs be placed on any lot with a buffer on the lot and in the open space area between Eagan Drive and Whitely Drive.

Consistency with Land Use Regulations
The Wetlands Protection District ordinance provides for Conditional Use Permits to allow impacts to wetlands and wetland buffers if standards related to demonstration of need, avoidance, minimization, and mitigation are met. This proposal is consistent with those standards.

STAFF RECOMMENDATION:
The Planning Department recommends the Planning Board accept the application, open the public hearing, and table the item until the subdivision is ready for a vote to be taken.

McKone Lane



Property Information

Property ID	N0018-000000
Location	100 MCKONE LN
Owner	AYER DANIEL & JACQUELINE REV TRUSTS

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 03/20/2017
Properties updated 03/23/2017

B. NHDES Expedited Wetlands Permit and City of Dover Conditional Use Permit for the City of Dover (Owner: Seamed Trefethen), Assessor's Map H, Lot 14A, zoned R-12, located at 58 Cataract Avenue.

Gretchen Young and Joel Ballestero were present to explain the proposal which is to install a bioretention stormwater system adjacent to Bellamy Road and restore the channel of an unnamed stream that empties into the Bellamy River with 370 square feet of permanent wetland impact and 50 square feet of temporary wetland impact.

Ballestero: There is minor flooding at the driveway into Bellamy Park and a culvert issue. City has drainage easement on the private lot where we are restoring a stream channel in place of a culvert.

Donovan: Will you be cutting the culvert?

Ballestero: Only a 20 foot section adjacent to the road. The old culvert will be plugged on both ends.

A discussion was held on the landscape retaining wall.

Hunt confirmed that the stream flows only after a rain event.

Joyce: Where is the sequence of construction?

Young: We have contracted with his firm to oversee construction.

Ballestero: We can get you the construction sequence.

Hunt: What is the length of time for the project?

Ballestero: About a month for the whole thing.

Young: This is a good project to teach best management practices for city workers.

Donovan made a motion to endorse the NHDES Expedited Wetlands Permit and the City of Dover CUP with the condition that the construction sequence narrative is provided to the Conservation Commission, Fellows seconded. Vote: Unanimous

Hunt signed four copies of the applications.

C. NHDES Wetlands Permit and City of Dover Conditional Use Permit for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road.

D. City of Dover Conditional Use Permit for Daniel Ayer, Assessor's Map N, Lot 18, zoned R-40, located off McKone Lane and Back Road.

Hunt: we will hear both these application together.

Michael Seivert and Kevin McEneaney were present to explain the proposal which is to build a new subdivision road that crosses a wetland and construct a walking path in the tidal buffer. Impacts include 350 square feet of wetland impact and 24,283 square feet of wetland buffer impact. The new subdivision road and drainage facilities will impact 2,197 square feet of steep slope greater than 20%

Seivert: The 2,284 square feet of tidal buffer impact for the path to the dock has been eliminated. 8,000 square feet of buffer impact is associated with the wetland crossing for the road. Rest is from drainage facilities, swales and ponds.

DRAFT

Bird: Are there any buffer impacts due to house placement? They would not look favorably upon future lot owners coming in for CUPs due to house size or location.

Seivert: No the houses have been shown conceptually.

Bird: The Conservation Commission could require wetland buffer signs on marginal lots. It puts lot owners on notice and is an educational thing.

McEneaney: All the lots were located to minimize any buffers on the actual lots whenever possible.

Donovan: Has there been any coordination with Natural Heritage Bureau? I noticed quite a few hits.

Seivert: Yes we have a few areas for some species. We have been working with Kim Tuttle on a planting plan for the area between the existing house and the brackish marsh. We are going to Planning Board on March 28th. We will be filing an AOT permit and DES Shoreland Permit.

Bird: Could you have avoided the 20% slope impact?

Seivert: Not really because that area is already disturbed by barns and out buildings.

Bird: How have you met the minimization and avoidance criteria?

Seivert: The first way is by doing an open space subdivision, with reduced lot sizes. We have improved the lot layout since the earlier design to lessen impacts and reduced the number of waterfront lots.

Bird: I would suggest that wetland buffers signs be installed on some of the lots. Maybe add a condition that you would not support future CUP's for house placement.

Joyce: I am concerned about the construction sequence and phasing of the project.

Seivert: There is no formal phasing plan. The road will be built first and then the drainage facilities.

Ayer: I will be selling the 11 lots nearer Back Road as a group. The five lots nearer McKone Lane will be kept in the family for now.

Donovan: I don't like the wetlands buffers being used for drainage purposes, but I don't know if there is a way around it without losing lots.

Seivert: We tried to keep the actual ponds out of the buffer and it is just the side slopes mostly.

Joyce: I don't see information on construction sequencing and the planting plan.

Seivert: The construction sequencing is in the Planning Board plan set and AOT plans. A SWMPP will be prepared.

Joyce: Is there a limit on the use of the open space?

Ayer: That is covered in the Homeowners Association documents.

Donovan made a motion to endorse the NHDES Wetlands Permit application and the City of Dover CUP related to wetlands, with the condition that wetland buffer signs be placed on any lot with a buffer on the lot and in the open space area between Eagan Drive and Whitely Drive, Joyce seconded. Vote: Unanimous

Donovan made a motion to endorse the City of Dover CUP related to steep slopes, Erickson seconded. Vote: Unanimous

DRAFT

City of Dover, New Hampshire
CONDITIONAL USE PERMIT APPLICATION

[Revision Date: August 16, 2016]

RECEIVED
Planning Office

Office Use Only	Project #:	P17-12	Date Received:	FEB 03 2017
	Amount Paid:	$230.00	Time Received:	~~Dover, New Hampshire~~

Ck# 18441

APPLICANT AND OWNER INFORMATION

Name of Applicant: DANIEL & JACQUELINE AYER REVOCABLE TRUST Telephone # 603-742-3191

Address of Applicant: 100 MCKONE LANE #A DOVER, NH 03820

E-Mail Address: _____

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

Address of Property Owner: _____

PROPERTY INFORMATION

Assessor's Map # N Lot(s) # 18

Address of Property: MCKONE LANE

Zoning District(s) R-40 Overlay District(s) NONE

Existing Use of Property: RESIDENTIAL

CONDITIONAL USE PERMIT INFORMATION

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

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

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

SEE ATTACHED NARRATIVE

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: NH DES WETLAND PERMIT; ALTERATION OF TERRAIN PERMIT

Name of Professional That Prepared Plans: McENEANEY SURVEY ASSOCIATES, INC.

Address 24 CHESTNUT STREET DOVER NH 03820 Telephone #: 603-742-0911

Professional License #: KEVIN McENEANEY NH LS 661 E-mail address: kevin@surveynh.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: Daniel W. Ayer Date: 2/2/17

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

Signature of Agent: _____ Date: 2/2/17

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: _____ Date: 2/2/17

AS AGENT FOR OWNER

MJS ENGINEERING, P.C.
CIVIL • STRUCTURAL • ENVIRONMENTAL

5 Railroad Street • P.O. Box 359
Newmarket, NH 03857
Phone: (603) 659-4979
Email: mjs@mjs-engineering.com

February 3, 2017

Conditional use application information.

Describe Proposed Use or Activity that Requires conditional use permit and describe any impacts:

The proposal is to construct a residential subdivision. The activities within the districts include road and utility construction, drainage and stormwater treatment structures, grading and trail construction. The impacts include a wetland impact of 350 SF, a tidal buffer impact of 2,284 SF, a wetland buffer impact of 24,283 SF, and impacts to steep slopes of 2,197 SF.

List any associated state and federal permits that have been or will be applied for and indicate their status:

The project will require both a Wetland Permit and Alteration of Terrain permit. The wetland permit is required for the road construction to cross a small wetland area, including installation of a culvert and headwalls. It also includes the construction of a trail leading to the dock within the 100' tidal buffer. The alteration of terrain permit is required because the total disturbance for construction activities is greater than 50,000 SF. The permit applications are being prepared and will be submitted to the NHDES shortly after receiving approval at the final TRC meeting tentatively scheduled for February 16, 2017.

ABUTTERS LIST: P16-25 P17-10 P17-12 MCKONE LANE/BACK ROAD

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
N0019-005000	47 MCKONE LN	AYER ANTHONY P		47 MCKONE LN	DOVER	NH	03820
N0018-002000	MCKONE LN	AYER DANIEL & JACQUELINE REV TRUSTS	AYER DANIEL AND JACQUELINE TRUSTEES	100 MCKONE LN # A	DOVER	NH	03820-3852
N0020-002000	34 MALLARD LN	BENNETT WENDY A &	BENNETT WILLIAM D	34 MALLARD LN	DOVER	NH	03820-5016
K0006-C00000	147 BACK RD	BOURQUE STEVEN M	BOURQUE DEBORAH A	147 BACK RD	DOVER	NH	03820
N0019-002000	18 FALCON DR	COOK WILLIAM F &	HERSEY SHACINA J	18 FALCON DR	DOVER	NH	03820
N0019-000OPN	FALCON DR	FALCON DRIVE HOMEOWNER'S ASSOCIATION	C/O ROSS JOHN J	18 FALCON DR	DOVER	NH	03820
N0019-003000	26 FALCON DR	FLANDERS CHASE H &	TERRY JANINE E	26 FALCON DR	DOVER	NH	03820-5017
K0006-D00000	143 BACK RD	FOGG BEATRICE M	FOGG REGINALD H	143 BACK ROAD	DOVER	NH	03820
N0019-004000	21 FALCON DR	GOWELL WILLIAM &	GOWELL JULIE	21 FALCON DR	DOVER	NH	03820
N0021-001000	166 BACK RD	HINKLEY JOHN E &	HINKLEY DEBORAH A	166 BACK RD	DOVER	NH	03820-5004
N0019-B00000	180 BACK RD	KASHYAP RACHIT &	KASHYAP LINDSAY ELLISON	180 BACK RD	DOVER	NH	03820
N0020-003000	38 MALLARD LN	MAROLD LUANN &	MAROLD PAUL	38 MALLARD LN	DOVER	NH	03820
N0020-001000	26 MALLARD LN	MURPHY MICHAEL J		26 MALLARD LN	DOVER	NH	03820
N0020-C00000	202 BACK RD	PAMPREEN LISA R &	PAMPREEN FRANK X	202 BACK RD	DOVER	NH	03820
N0018-003000	MCKONE LN	STATE OF NEW HAMPSHIRE	FISH AND GAME DEPT	11 HAZEN DR	CONCORD	NH	03301
K0001-001000	43 MCKONE LN	SURINA MATTHEW P & JENNIFER L TRUSTEES	SURINA FAMILY REVOCABLE TRUST	43 MCKONE LN	DOVER	NH	03820
N0019-A00000	174 BACK RD	THURSTON ELAINE M	THURSTON FRANK K	174 BACK ROAD	DOVER	NH	03820
K0006-E00000	153 BACK RD	VACCARELLO MICHAEL D &	NELSON MARIA A	153 BACK RD	DOVER	NH	03820
N0019-C00000	186 BACK RD	VITKO THOMAS J	VITKO SUZANNE M	186 BACK RD	DOVER	NH	03820
K0006-000000	105 MIDDLE RD	WILLIAMS R CRAIG ET AL &	PRESTON GARY V LIFE ESTATE	154 MIDDLE RD	DOVER	NH	03820
		MCENEANEY SURVEY ASSOCIATES, INC		24 CHESTNUT ST	DOVER	NH	03820
		BRIAN SCHUTT		160A BACK RD	DOVER	NH	03820
		ROUND POND SOIL SURVEY		374 POND HILL RD	BARRINGTON	NH	03825

CITY OF DOVER	**PLANNING BOARD - STAFF MEMO FILE #P16-25**
	Application Type: Open Space Subdivision Applicant: Daniel W. Ayer Owner: Daniel W. Ayer Location Back Road and McKone Lane (Tax Map N, Lot 18, 18-4, 18-5, and 19) Meeting Date: March 28, 2017

INTENT: Subdivision Plan Review to create an open space subdivision containing 17 total single family residential lots plus open space lots.

LOTS/UNITS PROPOSED: Sixteen (16) new single family dwelling units.

AGENDA ITEM #: 4-G

ACRES: Total acres: 44.9
Phase 2 acres: 29.38

ZONING DISTRICT: Rural Residential (R-40) District

EXISTING LAND USE:
Residential/Vacant

SURROUNDING LAND USE:
Residential

PROPOSED LAND USE: Residential

ZBA ACTION: None

ATTACHMENTS: Subdivision plan, application, and August 25, 2016 and March 2, 2017 TRC minutes and March 13, 2017 Conservations Commission minutes

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED: Dover CUP

WAIVERS REQUESTED: None

Summary of Request and Background
The applicant is looking to create a two phase open space subdivision with 17 total single family residential lots.

The applicant appeared before the Technical Review Committee on August 25, 2016 and March 2, 2017 (minutes are attached).

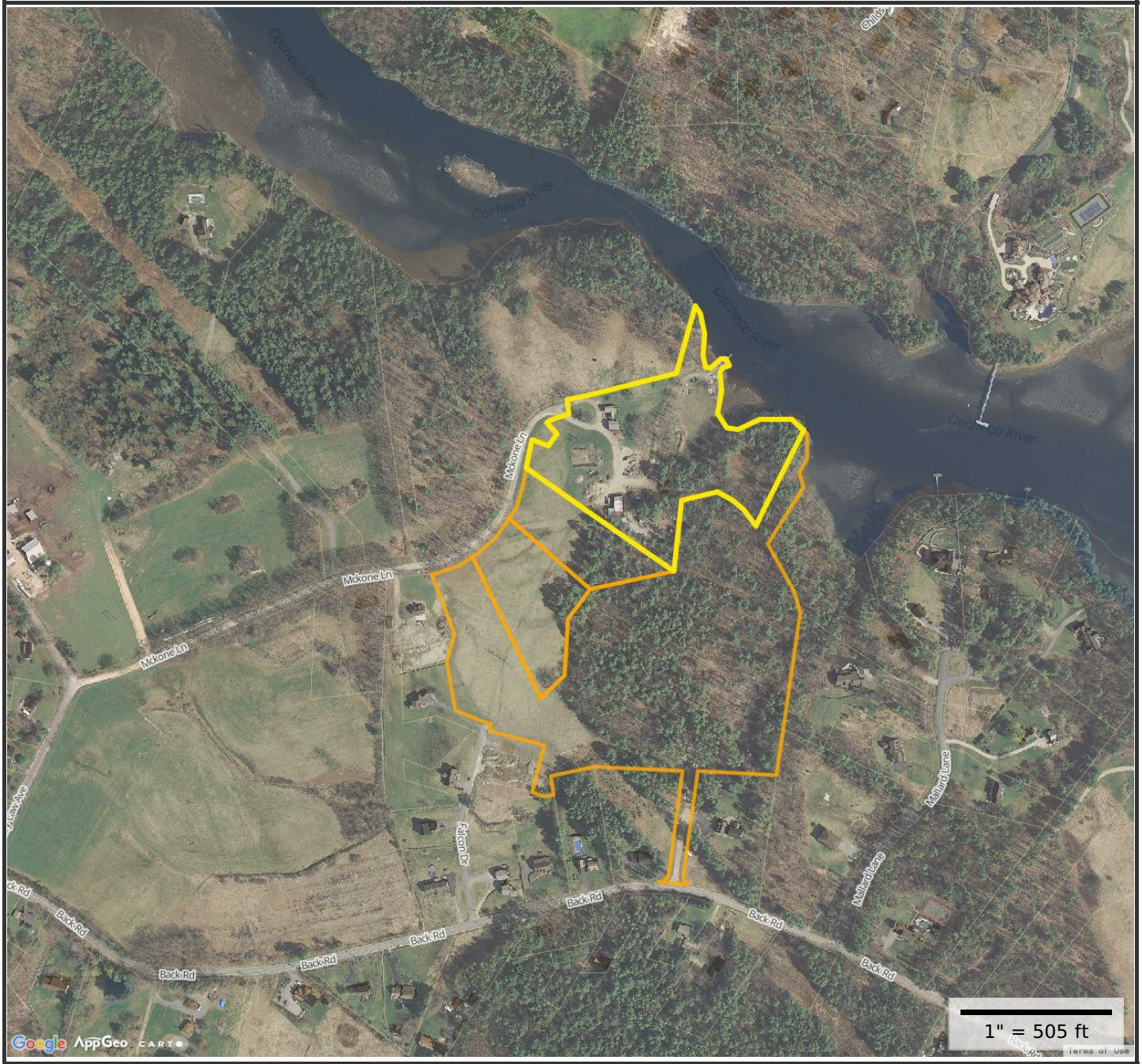
The Conservation Commission endorsed the application at their March 14, 2017 meeting with the condition that wetland buffer signs be placed on any lot with a buffer on the lot and in the open space area between Eagan Drive and Whitely Drive.

The applicant still needs to provide additional materials such as a lot merger, traffic study, and fiscal impact analysis but wanted to get feedback from the Planning Board before continuing.

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

STAFF RECOMMENDATION:
The Planning Department recommends that the Planning Board accept the application, open the public hearing, and table for additional information to be provided. If the Board would like a sitewalk, they should schedule one at this point.

McKone Lane



Property Information

Property ID	N0018-000000
Location	100 MCKONE LN
Owner	AYER DANIEL & JACQUELINE REV TRUSTS

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 03/20/2017
Properties updated 03/23/2017

TECHNICAL REVIEW COMMITTEE MINUTES - P16-25

CITY OF DOVER

Application Type:	Open Space Subdivision Plan Review
Applicant(s):	Daniel W. Ayer
Owner(s):	Daniel W. Ayer
Location:	Back Road and McKone Lane (Tax Map N, Lot 18, 18-4, 18-5, and 19)
Date:	March 2, 2017

INTENT: Subdivision Plan Review to create an open space subdivision containing 17 total single family residential lots plus open space lots.

UNITS PROPOSED: Sixteen (16) new single family dwelling units.

AGENDA ITEM #: 1

ACRES: Total acres: 44.9
Phase 2 acres: 29.38

ZONING DISTRICT: Rural Residential (R-40) District

EXISTING LAND USE: Residential/Vacant

SURROUNDING LAND USE: Residential

ZBA ACTION: None

PERMITS REQUIRED:
- Conditional Use Permit
- AOT
- DES Wetlands

WAIVERS REQUESTED: None requested but one for cul-de-sac length would be required

ATTENDANCE:
Donna Benton, Planning
Elena Piekut, Zoning
Frank Torr, Planning Board
Dan Barufaldi, Economic Development
Sgt. Speidel, Police
Jim Maxfield, Building/Fire
Dave White, Community Services
Others:
Dan Ayer, Owner
Mike Sievert, Engineer
Mike Schlosser, Engineer

APPROVAL OF MINUTES:
Motion to approve the 2/23/17 minutes by Sgt. Speidel. Seconded by F.Torr. Vote: U/A

<u>Plan Review</u>
Planning Comments:
- Impact fees will be assessed and Sewer investment fees will be assessed
- Please provide:
  - a revised current use plan to Assessing
  - a lot merger plan and necessary paperwork
  - a fiscal impact assessment
  - a revised traffic study that meets 155-22.C(1) b)
  - Home Owner's Association documents to be reviewed by the City's Legal Counsel after PB approval
  - another letter explaining where these changes after 3/2 have been made on the plan sheet
- Please revise plat to:
  - add note about perimeter tree/wooded area to remain
  - Indicate phase lines for construction or add a note about phasing
  - revise wetland placard note to indicate every 50'
  - indicate perimeter buffer signs every 50'
  - have the PE, LLS, and Wetland Scientist or Soil Scientist sign and stamp final plans
  - add note: "The owner of record shall record at the Registry of Deeds documentation sufficient to provide notice to all persons that may acquire any property subject to the requirements and responsibilities described in the approved STORMWATER Management Plan. The notice shall comply with the applicable requirements for recording contained in RSA 477 and 478. The notice need not set forth the requirements at length, so long as it is sufficient to provide notice to prospective purchasers to the requirements for maintenance and reporting."
  - on the cover sheet:
    - revise note 19 to add that lot numbers be assigned by the assessing department
    - add the CUP, AOT, Wetlands permit #'s and date
  - on sheet 4, add a note about future trail access, width, etc.
  - Whitely overlapping text on P1

Application Type:	Open Space Subdivision Plan Review
Applicant(s):	Daniel W. Ayer
Owner(s):	Daniel W. Ayer
Location:	Back Road and McKone Lane (Tax Map N, Lot 18, 18-4, 18-5, and 19)
Date:	March 2, 2017

Planning Board Comments:

- Questioned the plan not having street lights

Economic Development Comments:

- Concern about impact on schools
- What type of housing do you expect to go in?

Engineering Comments:

- Provide detail for sewer man holes
- Please extend the guardrail at 3+50 lf
- Please include an OM for the drainage.
- Add a note about no give joints on force main

Police Department Comments:

- Existing conditions (Sheet 3) does not show structures to be removed
- Does Pier #2 presently have boat access? If you are providing access, clarify plan to include any improvements to pathway.
- Clarify phasing plan. Sheet 1 says "Phase 2 is 17 lot open space subdivision". Trip generation report says "11 lots in phase 1".
- Provide detail for McKone Lane improvements, including at intersection of Henry Law
- Is McKone Lane proposed to be public?
- What is the lighting plan?
- When was Pier #2 constructed?

Fire/Inspections Comments:

- No outstanding comments after TRC meeting

Meeting adjourned at 11:18 am on a motion by D. White and seconded by F. Torr. Vote: U/A.

S:\Department\Planning\Planning_Share\Planning Board\TRC\2017TRC\MINUTES\2017.03.02_Planning TechnicalReviewCommittee.Ayers.BackRd.Minutes.docx

City of Dover, New Hampshire
SUBDIVISION APPLICATION

RECEIVED
Planning Office
Dover, New Hampshire

[Revision Date: April 23, 2013]

Office Use Only	Project #: P16-25	Date Received: MAR 16 2017
	Amount Paid: $2290.00	Time Received:

APPLICANT AND OWNER INFORMATION

Name of Applicant: DANIEL W. AYER Telephone # 742-3191

Address of Applicant: 100 McKONE LANE #A DOVER NH 03820

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

Address of Property Owner:

E-Mail Address:

PROPERTY INFORMATION

Address of Property: BACK ROAD - McKONE LANE

Assessor's Map # N Lot(s) # 18, 18-4, 18-5, 19

Zoning District(s) R-40 Overlay District(s)

Size of Parcel: 29.38 AC. Property Deed: Book 2645, 2665, 2665 Page: 472, 736, 744

Existing Use of Property: VACANT

SUBDIVISION INFORMATION

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

Existing Number of Lots: 4 Proposed Number of Lots: 17

City Water? ___Yes ✓ No How far is city water from the property?

City Sewer? ✓ Yes ___ No How far is city sewer from the property? AT BACK ROAD

Highway Access (check where applicable): ✓ City Street ____ State Highway

Estimated Length of Proposed Roads: 2500 feet Public or Private Road? PRIVATE

WAIVER REQUESTS

Subdivision Regulations section(s) to be waived: NONE

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

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) McENEANEY SURVEY ASSOCIATES, INC.

Address 24 CHESTNUT ST. DOVER NH 03820 Telephone #: 742-0911

Professional License #: KEVIN McENEANEY NH LLS # 6661 E-mail address: kevin@surveynh.com

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) BRIAN SCHUTT

Address 160 A BACK ROAD DOVER NH 03820 Telephone #: 603-631-5879

Professional License #: NH CE # 10947 E-mail address: briantschutt@hotmail.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: David W. Ager Date: 8/10/16

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

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

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

Signature of Property Owner: David W. Ager Date: 8/10/16

AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY

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

Signature of Property Owner: David W. Ager Date: 8/10/16

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

CERTIFICATION OF FEES

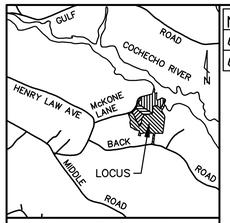
I, and my successors, hereby certify that I understand that the City of Dover collects impact fees, utility investment fees and inspection fees for projects developed in Dover. Said fees must be paid before a Certificate of Occupancy can be obtained for a structure, unless a different payment schedule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

Signature of Property Owner: Daniel W. Ayer Date: 8/10/16

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

ABUTTERS LIST: P16-25 P17-10 P17-12 MCKONE LANE/BACK ROAD

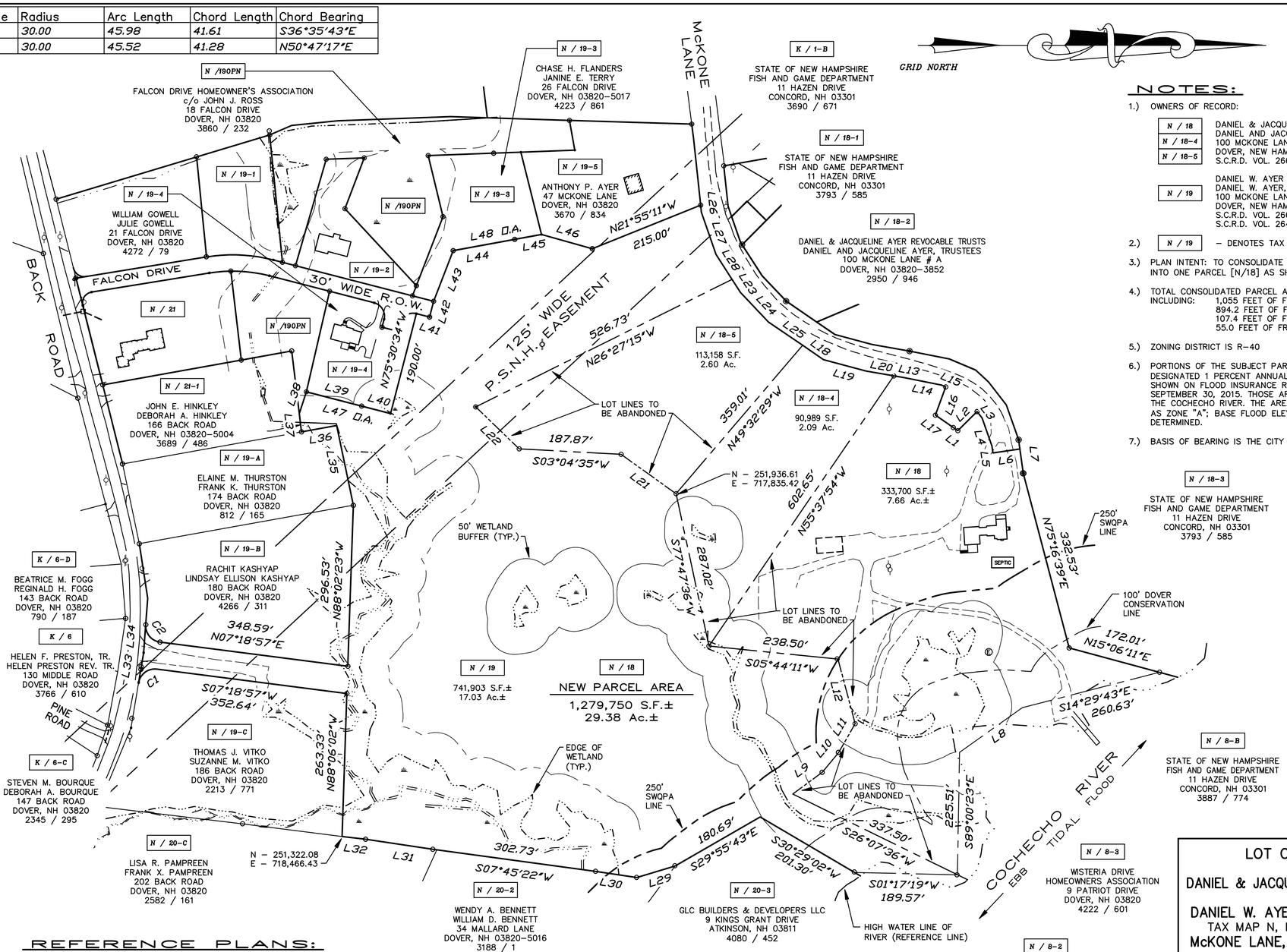
Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
N0019-005000	47 MCKONE LN	AYER ANTHONY P		47 MCKONE LN	DOVER	NH	03820
N0018-002000	MCKONE LN	AYER DANIEL & JACQUELINE REV TRUSTS	AYER DANIEL AND JACQUELINE TRUSTEES	100 MCKONE LN # A	DOVER	NH	03820-3852
N0020-002000	34 MALLARD LN	BENNETT WENDY A &	BENNETT WILLIAM D	34 MALLARD LN	DOVER	NH	03820-5016
K0006-C00000	147 BACK RD	BOURQUE STEVEN M	BOURQUE DEBORAH A	147 BACK RD	DOVER	NH	03820
N0019-002000	18 FALCON DR	COOK WILLIAM F &	HERSEY SHACINA J	18 FALCON DR	DOVER	NH	03820
N0019-000OPN	FALCON DR	FALCON DRIVE HOMEOWNER'S ASSOCIATION	C/O ROSS JOHN J	18 FALCON DR	DOVER	NH	03820
N0019-003000	26 FALCON DR	FLANDERS CHASE H &	TERRY JANINE E	26 FALCON DR	DOVER	NH	03820-5017
K0006-D00000	143 BACK RD	FOGG BEATRICE M	FOGG REGINALD H	143 BACK ROAD	DOVER	NH	03820
N0019-004000	21 FALCON DR	GOWELL WILLIAM &	GOWELL JULIE	21 FALCON DR	DOVER	NH	03820
N0021-001000	166 BACK RD	HINKLEY JOHN E &	HINKLEY DEBORAH A	166 BACK RD	DOVER	NH	03820-5004
N0019-B00000	180 BACK RD	KASHYAP RACHIT &	KASHYAP LINDSAY ELLISON	180 BACK RD	DOVER	NH	03820
N0020-003000	38 MALLARD LN	MAROLD LUANN &	MAROLD PAUL	38 MALLARD LN	DOVER	NH	03820
N0020-001000	26 MALLARD LN	MURPHY MICHAEL J		26 MALLARD LN	DOVER	NH	03820
N0020-C00000	202 BACK RD	PAMPREEN LISA R &	PAMPREEN FRANK X	202 BACK RD	DOVER	NH	03820
N0018-003000	MCKONE LN	STATE OF NEW HAMPSHIRE	FISH AND GAME DEPT	11 HAZEN DR	CONCORD	NH	03301
K0001-001000	43 MCKONE LN	SURINA MATTHEW P & JENNIFER L TRUSTEES	SURINA FAMILY REVOCABLE TRUST	43 MCKONE LN	DOVER	NH	03820
N0019-A00000	174 BACK RD	THURSTON ELAINE M	THURSTON FRANK K	174 BACK ROAD	DOVER	NH	03820
K0006-E00000	153 BACK RD	VACCARELLO MICHAEL D &	NELSON MARIA A	153 BACK RD	DOVER	NH	03820
N0019-C00000	186 BACK RD	VITKO THOMAS J	VITKO SUZANNE M	186 BACK RD	DOVER	NH	03820
K0006-000000	105 MIDDLE RD	WILLIAMS R CRAIG ET AL &	PRESTON GARY V LIFE ESTATE	154 MIDDLE RD	DOVER	NH	03820
		MCENEANEY SURVEY ASSOCIATES, INC		24 CHESTNUT ST	DOVER	NH	03820
		BRIAN SCHUTT		160A BACK RD	DOVER	NH	03820
		ROUND POND SOIL SURVEY		374 POND HILL RD	BARRINGTON	NH	03825



LOCATION PLAN
(NO SCALE)

No.	Central Angle	Radius	Arc Length	Chord Length	Chord Bearing
C1	87°49'20"	30.00	45.98	41.61	S36°35'43"E
C2	86°56'40"	30.00	45.52	41.28	N50°47'17"E

No.	Bearing	Distance
L1	N34°49'55"E	9.96'
L2	N44°41'17"W	50.00'
L3	N52°22'39"E	15.16'
L4	N70°30'49"E	54.48'
L5	N81°53'59"E	12.93'
L6	N08°06'01"W	50.00'
L7	N81°53'59"E	45.00'
L8	S35°22'46"E	141.71'
L9	N36°23'24"W	68.10'
L10	N50°34'39"W	46.90'
L11	N60°13'24"W	60.86'
L12	S75°06'26"W	123.22'
L13	N09°57'28"E	20.14'
L14	N11°10'35"E	68.93'
L15	N22°53'18"E	8.63'
L16	S70°00'45"E	55.33'
L17	N34°49'55"E	40.04'
L18	N34°23'34"E	46.62'
L19	N14°57'33"E	81.17'
L20	N09°57'28"E	51.82'
L21	S35°38'05"W	124.37'
L22	S44°05'50"W	111.12'
L23	N57°18'07"E	28.55'
L24	N46°27'25"E	74.99'
L25	N34°23'34"E	76.08'
L26	N83°55'55"E	12.99'
L27	N70°55'24"E	82.41'
L28	N57°18'07"E	54.61'
L29	S16°48'23"E	73.60'
L30	S08°26'37"W	76.15'
L31	S08°25'27"W	124.90'
L32	S06°52'26"W	43.81'
L33	N80°30'23"W	55.90'
L34	N85°44'23"W	51.48'
L35	S78°14'37"W	150.00'
L36	S10°19'49"E	65.93'
L37	S83°09'18"W	33.91'
L38	N71°48'32"W	42.16'
L39	N14°29'26"E	105.00'
L40	N14°29'26"E	55.00'
L41	N14°29'26"E	25.00'
L42	N75°30'34"W	30.00'
L43	N68°51'13"W	100.00'
L44	N10°25'46"W	115.00'
L45	N10°25'46"W	50.00'
L46	N15°42'59"E	97.19'
L47	N14°29'26"E	160.00'
L48	N10°25'46"W	165.00'



NOTES:

1.) OWNERS OF RECORD:

N / 18 N / 18-4 N / 18-5	DANIEL & JACQUELINE AYER REVOCABLE TRUSTS DANIEL AND JACQUELINE AYER, TRUSTEES 100 MCKONE LANE # A DOVER, NEW HAMPSHIRE 03820-3852 S.C.R.D. VOL. 2665, PAGE 0744 & 747
N / 19	DANIEL W. AYER REVOCABLE AGREEMENT OF TRUST, DANIEL W. AYER, TRUSTEE 100 MCKONE LANE # A DOVER, NEW HAMPSHIRE 03820-3852 S.C.R.D. VOL. 2665, PAGE 0736 S.C.R.D. VOL. 2645, PAGE 0472

2.) N / 19 – DENOTES TAX MAP AND PARCEL NUMBER.

3.) PLAN INTENT: TO CONSOLIDATE PARCELS N/18, N/18-4, N/18-5 AND N/19 INTO ONE PARCEL [N/18] AS SHOWN. TOTAL AREA = 29.38 Ac.±

4.) TOTAL CONSOLIDATED PARCEL AREAS: 1,279,750 S.F.± / 29.38 Ac.±,
INCLUDING: 1,055 FEET OF FRONTAGE ALONG THE COCHECHO RIVER,
894.2 FEET OF FRONTAGE ALONG McKONE LANE,
107.4 FEET OF FRONTAGE ALONG BACK ROAD,
55.0 FEET OF FRONTAGE ALONG FALCON DRIVE.

5.) ZONING DISTRICT IS R-40

6.) PORTIONS OF THE SUBJECT PARCEL ARE LOCATED WITHIN A FEDERALLY DESIGNATED 1 PERCENT ANNUAL CHANCE FLOOD (100-YEAR FLOOD), AS SHOWN ON FLOOD INSURANCE RATE MAPS 33017C0330E & 33017C0340E, SEPTEMBER 30, 2015. THOSE AREAS LOCATED ALONG THE SHORELINE OF THE COCHECHO RIVER. THE AREAS OF 100-YEAR FLOOD ARE DESIGNATED AS ZONE "A"; BASE FLOOD ELEVATIONS AND FLOOD HAZARD FACTORS NOT DETERMINED.

7.) BASIS OF BEARING IS THE CITY OF DOVER G.I.S. SYSTEM.

REFERENCE PLANS:

1.) OPEN SPACE SUBDIVISION FOR DANIEL & JACQUELINE AYER, TAX MAP N, LOTS 18, 19 AND 21, BACK ROAD & McKONE LANE, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE. SCALE: 1" = 40'; DATED: DECEMBER 5, 2004, REV. THROUGH 2/26/2005; BY KEM LAND SURVEY, INC. RECORDED S.C.R.D. COVER SHEET: PLAN 80-38, OVERALL BOUNDARY PLAN: 80-39, OPEN SPACE LOT PLAN – PHASE 1: 80-40.

2.) LOT LINE ADJUSTMENT PLAN FOR 26 DOVER POINT, L.L.C. AND DANIEL W. AYER REV TRUST, TAX MAP N, LOTS 18 AND 19-3; BACK ROAD & FALCON DRIVE, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE. SCALE: 1" = 100'; DATED: SEPTEMBER 21, 2007, REV. TO 10/26/07; BY KEM LAND SURVEY, INC. RECORDED S.C.R.D. PLANS 95-51 & 95-52

3.) LOT LINE ADJUSTMENT PLAN FOR JACQUELINE AYER REV TRUST AND DANIEL W. AYER REV TRUST, TAX MAP N, LOTS 18 AND 18-3, McKONE LANE, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE. SCALE: 1" = 100'; DATED: DECEMBER 19, 2007; BY KEM LAND SURVEY, INC. RECORDED S.C.R.D. PLAN 93-92

4.) MINOR SUBDIVISION OF LAND FOR JACQUELINE AYER REV TRUST AND, TAX MAP N, LOT 18, McKONE LANE, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE. SCALE: 1" = 60'; DATED: OCTOBER 7, 2008, REVISED THROUGH 12/19/08; BY KEM LAND SURVEY, INC. RECORDED S.C.R.D. PLAN 96-52.

5.) LOT LINE ADJUSTMENT PLAN FOR JACQUELINE AYER REV TRUST AND DANIEL W. AYER REV TRUST, TAX MAP N, LOT 18, McKONE LANE, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE. SCALE: 1" = 60'; DATED: NOVEMBER 30, 2009, REVISED THROUGH 2/20/10; BY KEM LAND SURVEY, INC. RECORDED S.C.R.D. PLAN 99-01.

6.) DETAIL LOT LINE ADJUSTMENT PLAN FOR MICHAEL PATENAUDE AND DANIEL W. AYER REV TRUST, TAX MAP N, LOTS 19 AND 19-4, BACK ROAD & FALCON DRIVE, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE. SCALE" 1" = 40'; DATED: MARCH 1, 2011; BY KEM LAND SURVEY, INC. RECORDED S.C.R.D. PLAN 101-73 & 101-74.

7.) LOT LINE ADJUSTMENT PLAN PREPARED FOR DANIEL W. AYER REV. AGREEMENT OF TRUST AND ANTHONY P. AYER, TAX MAP N, LOT Nos. 19 & 19-5 McKONE LANE, FALCON DRIVE & BACK ROAD, CITY of DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 100'; DATED: MAY 5, 2015, REVISED THROUGH 6/17/15; BY THIS OFFICE. RECORDED S.C.R.D. PLAN 109-92.

LEGEND

- PROPERTY LINE
- 250' STATE SHORELAND PROTECTION LINE
- 100' DOVER CONSERVATION DISTRICT LINE
- EDGE OF WETLANDS / WATERLINE
- EASEMENT LINE
- SURVEY TIE LINE
- SETBACK / BUFFER LINE
- EDGE OF PAVEMENT / TRAVELED WAY
- WETLANDS
- UP – UTILITY POLE
- (TYP.) – TYPICAL
- S.F. – SQUARE FEET
- Ac. – ACRE
- S.C.R.D. – STRAFFORD COUNTY REGISTRY OF DEEDS
- SWQPA – SHORELAND WATER QUALITY PROTECTION ACT
- O.A. – OVERALL

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

SHEET 1 OF 1

LOT CONSOLIDATION PLAN
PREPARED FOR
DANIEL & JACQUELINE AYER REVOCABLE TRUSTS
AND
DANIEL W. AYER REV. AGREEMENT OF TRUST
TAX MAP N, LOT Nos. 18, 18-4, 18-5 & 19
McKONE LANE, FALCON DRIVE & BACK ROAD
CITY of DOVER
COUNTY of STRAFFORD
STATE of NEW HAMPSHIRE

DRAWN BY: RJM	FILE: VR CP\1984\15-1984 LOT CONSOL
SCALE: 1" = 100'	DATE: DECEMBER 9, 2015

100 50 0 50 100 200 300 400

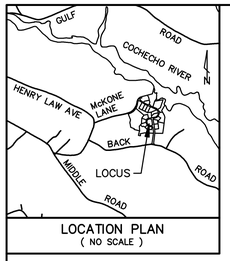
STATE OF NEW HAMPSHIRE No. 661 KEVIN M. McENEANEY LICENSED LAND SURVEYOR SIGNATURE

McEneaney Survey Associates, inc.
P.O. Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742-0911
SURVEYING – PLANNING – CONSULTING

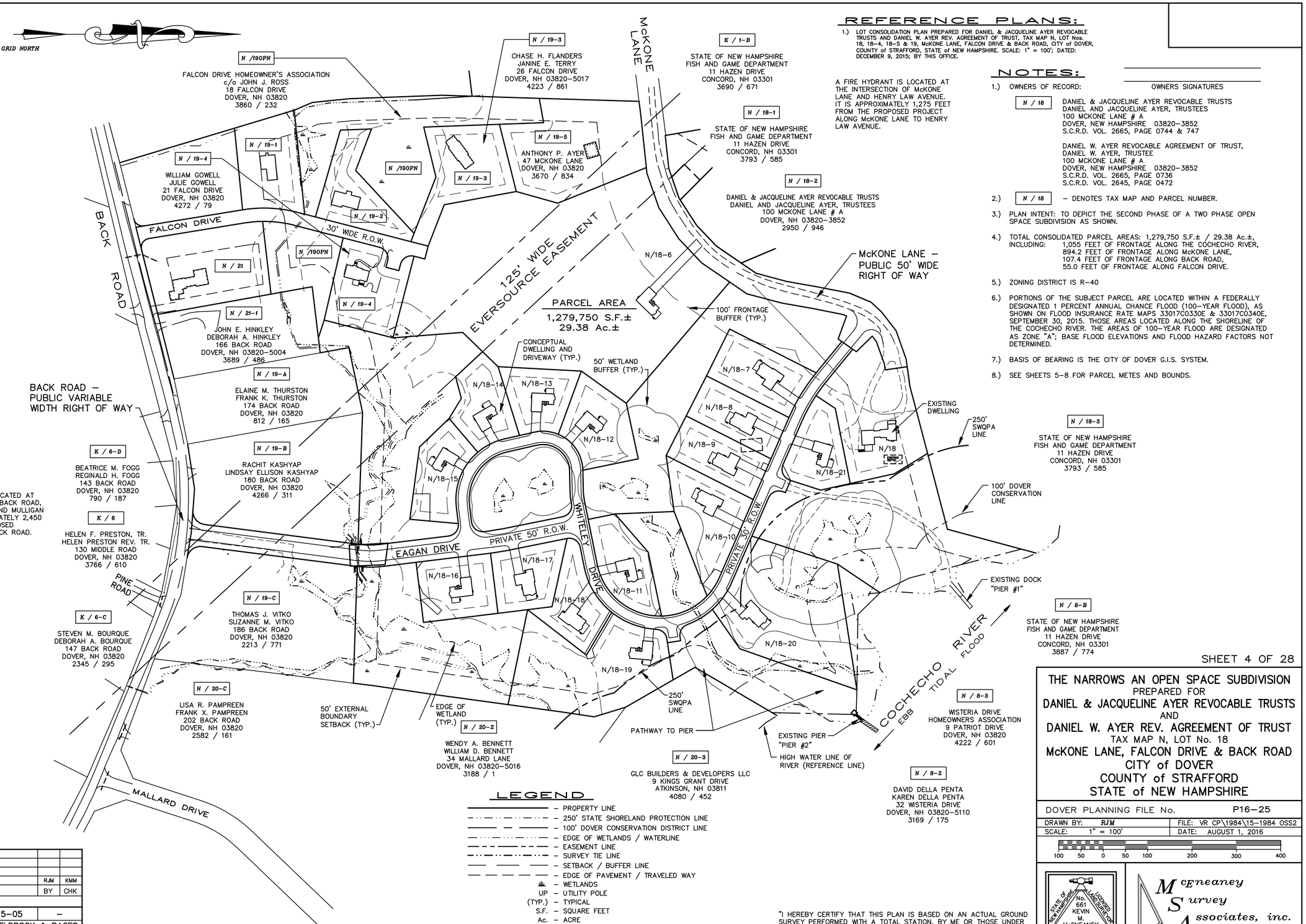
NO.	DATE	DESCRIPTION	BY	CHK

REVISIONS

12-1984	LOT CONSOL	KEM	–
PROJECT NO	TYPE	FIELDBOOK & PAGES	



LOCATION PLAN
(NO SCALE)



REFERENCE PLANS:

1.) LOT CONSOLIDATION PLAN PREPARED FOR DANIEL & JACQUELINE AYER REVOCABLE TRUSTS AND DANIEL W. AYER REV. AGREEMENT OF TRUST, TAX MAP N, LOT Nos. 18, 18-4, 18-5 & 19, McKONE LANE, FALCON DRIVE & BACK ROAD, CITY of DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 100'; DATED: DECEMBER 9, 2015; BY THIS OFFICE.

A FIRE HYDRANT IS LOCATED AT THE INTERSECTION OF McKONE LANE AND HENRY LAW AVENUE. IT IS APPROXIMATELY 1,275 FEET FROM THE PROPOSED PROJECT ALONG McKONE LANE TO HENRY LAW AVENUE.

NOTES:

1.) OWNERS OF RECORD: — OWNERS SIGNATURES

N / 18 — DANIEL & JACQUELINE AYER REVOCABLE TRUSTS
DANIEL AND JACQUELINE AYER, TRUSTEES
100 MCKONE LANE # A
DOVER, NEW HAMPSHIRE 03820-3852
S.C.R.D. VOL. 2665, PAGE 0744 & 747

DANIEL W. AYER REVOCABLE AGREEMENT OF TRUST,
DANIEL W. AYER, TRUSTEE
100 MCKONE LANE # A
DOVER, NEW HAMPSHIRE 03820-3852
S.C.R.D. VOL. 2665, PAGE 0736
S.C.R.D. VOL. 2645, PAGE 0472

2.) N / 18 – DENOTES TAX MAP AND PARCEL NUMBER.

3.) PLAN INTENT: TO DEPICT THE SECOND PHASE OF A TWO PHASE OPEN SPACE SUBDIVISION AS SHOWN.

4.) TOTAL CONSOLIDATED PARCEL AREAS: 1,279,750 S.F.± / 29.38 Ac.±,
INCLUDING: 1,055 FEET OF FRONTAGE ALONG THE COCHECHO RIVER,
894.2 FEET OF FRONTAGE ALONG McKONE LANE,
107.4 FEET OF FRONTAGE ALONG BACK ROAD,
55.0 FEET OF FRONTAGE ALONG FALCON DRIVE.

5.) ZONING DISTRICT IS R-40

6.) PORTIONS OF THE SUBJECT PARCEL ARE LOCATED WITHIN A FEDERALLY DESIGNATED 1 PERCENT ANNUAL CHANCE FLOOD (100-YEAR FLOOD), AS SHOWN ON FLOOD INSURANCE RATE MAPS 33017C0330E & 33017C0340E, SEPTEMBER 30, 2015. THOSE AREAS LOCATED ALONG THE SHORELINE OF THE COCHECHO RIVER. THE AREAS OF 100-YEAR FLOOD ARE DESIGNATED AS ZONE "A"; BASE FLOOD ELEVATIONS AND FLOOD HAZARD FACTORS NOT DETERMINED.

7.) BASIS OF BEARING IS THE CITY OF DOVER G.I.S. SYSTEM.

8.) SEE SHEETS 5-8 FOR PARCEL METES AND BOUNDS.

LEGEND

- PROPERTY LINE
- 250' STATE SHORELAND PROTECTION LINE
- 100' DOVER CONSERVATION DISTRICT LINE
- EDGE OF WETLANDS / WATERLINE
- EASEMENT LINE
- SURVEY TIE LINE
- SETBACK / BUFFER LINE
- EDGE OF PAVEMENT / TRAVELED WAY
- WETLANDS
- UP – UTILITY POLE
- (TYP.) – TYPICAL
- S.F. – SQUARE FEET
- Ac. – ACRE
- S.C.R.D. – STRAFFORD COUNTY REGISTRY OF DEEDS
- SWQPA – SHORELAND WATER QUALITY PROTECTION ACT
- O.A. – OVERALL
- T1 – PROPOSED EVERSOURCE TRANSFORMER
- T2J3 – PROPOSED EVERSOURCE JUNCTION BOX

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

SHEET 4 OF 28

THE NARROWS AN OPEN SPACE SUBDIVISION
PREPARED FOR
DANIEL & JACQUELINE AYER REVOCABLE TRUSTS
AND
DANIEL W. AYER REV. AGREEMENT OF TRUST
TAX MAP N, LOT No. 18
McKONE LANE, FALCON DRIVE & BACK ROAD
CITY of DOVER
COUNTY of STRAFFORD
STATE of NEW HAMPSHIRE

DOVER PLANNING FILE No.	P16-25
DRAWN BY: RJM	FILE: VR CP\1984\15-1984 OSS2
SCALE: 1" = 100'	DATE: AUGUST 1, 2016

100 50 0 50 100 200 300 400

STATE OF NEW HAMPSHIRE No. 661 KEVIN M. McENEANEY LICENSED LAND SURVEYOR SIGNATURE

McEneaney Survey Associates, inc.
P.O. Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742-0911

SURVEYING – PLANNING – CONSULTING

NO.	DATE	DESCRIPTION	BY	CHK
1	2/7/17	REVISE PER TRC COMMENTS	RJM	KMM

REVISIONS

PROJECT NO	TYPE	FIELDBOOK & PAGES	
12-1984	OSS PHZ2	15-05	–

PLANNING BOARD - STAFF MEMO FILE #P17-13

CITY OF DOVER

Application Type:	Site Plan for Review
Applicant(s):	Cocheco Valley Humane Society
Owner(s):	Strafford County c/o City of Dover
Location:	259 County Farm Road (Tax Map B, Lot 20)
Meeting Date:	March 28, 2017

INTENT: Proposal is for a 11,000 s.f. animal shelter including animal medical services, shelter, adoption, and surrender services with 32 parking spaces within the 22,671 s.f. paved area.

UNITS PROPOSED: N/A

AGENDA ITEM #: 4-H

ACREAGE: 35 acres

ZONING DISTRICT: Rural Restricted Residential (R-40)

EXISTING LAND USE: County administration building and football field

PROPOSED LAND USE: Animal shelter and adoption

SURROUNDING LAND USE: Residential, Hospice House, County Property and County Uses

ZBA ACTION: None

ATTACHMENT:
Site plan, application, and TRC minutes from 2/22/17

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED:
-Dover CUP

WAIVERS REQUESTED:
- 149-14.G (Perimeter Landscaping)
- 149-13.A (Property line information)

Summary of Request and Background
The applicant proposes to construct an 11,000 s.f. animal shelter including animal medical services, shelter, adoption, and surrender services with 32 parking spaces within the 22,671 s.f. paved area.

The applicant appeared before the Technical Review Committee on February 22, 2017 (minutes are attached).

Planning Staff has reviewed the parking and find the number provided is acceptable.

Consistency with Land Use Regulations
Chapter 149-4 of the Site Review Regulations of the City Code provides for site review by the Planning Board of new construction of various types.

STAFF RECOMMENDATION:
The Planning Department recommends that the Board accept the application, open the public hearing, and vote to approve the site plan with the following conditions:

Waiver Request:
The Planning Department recommends that the Board approve the waivers from Section 149-14.G for the perimeter landscaping and the 149-13.A for the property line information 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 waivers for the reasons stated by the applicant, and the Board finds that the criteria of Chapter 149-19.A have been met.

Site Plan:
The Planning Department recommends that the Board accept the application, open the public hearing, and vote to approve the site plan with the following conditions:

Conditions to Be Met Prior to Signing of Plans:
1. The applicant shall provide a digital version of plan set.
2. 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.
3. The applicant must provide:
    a. Traffic Impact Analysis which meets the Standard Traffic requirements
    b. Streetscape to include landscaping information
4. The applicant must revise plan set to:
    a. Add the owners signatures to the final plan

b. The Professional Engineer, Licensed Land Surveyor and Licensed Landscape Architect will need to sign and date final plans.
c. Address any outstanding Fire and Engineering TRC comments
d. Add note about no parking signs along driveway
e. Add a note that the business be alarmed after hours
f. Landscape plan needs to include 5% interior landscaping or waiver necessary

Conditions to Be Met Prior to Any Construction Activity:

5. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday and Sunday 9 AM-4 P M. 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.

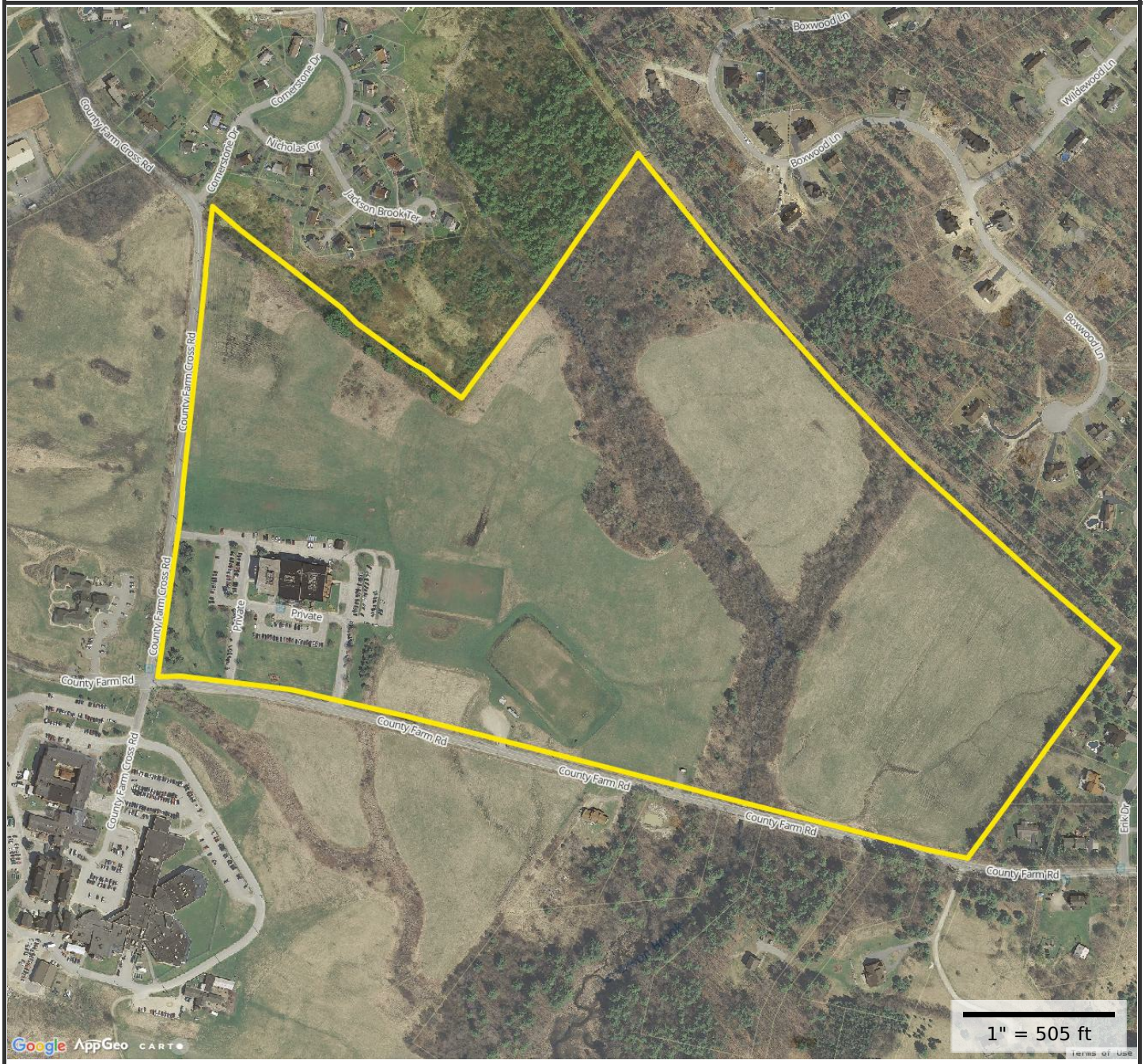
Conditions to Be Met Prior to Issuance of a Building Permit:

6. 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:

7. Any new building shall be assessed the current impact fees in place at the time of building permit application and pay by time of Certificate of Occupancy.
8. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

259 County Farm Road



Property Information

Property ID	B0020-000000
Location	259 COUNTY FARM RD
Owner	STRAFFORD COUNTY

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 03/20/2017
Properties updated 03/22/2017

TECHNICAL REVIEW COMMITTEE MINUTES - P17-13

CITY OF DOVER

Application Type:	Site Plan Review
Applicant(s):	Cocheco Valley Humane Society
Owner(s):	Strafford County c/o City of Dover
Location:	259 County Farm Road (Tax Map B, Lot 20)
Date:	February 22, 2017

INTENT: Proposal is for a 11,000 s.f. animal shelter including animal medical services, shelter, adoption, and surrender services with 32 parking spaces within the 22,671 s.f. paved area.

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM #: 1

ACREAGE: 35 acres

ZONING DISTRICT: Rural Restricted Residential (R-40)

EXISTING LAND USE: County administration building and football field

SURROUNDING LAND USE: Residential, Hospice House, County Property and County Uses

ZBA ACTION: Z05-33 Special Exception granted on 11.17.05 to permit a 14-bed hospice facility

PERMITS REQUIRED:
-NHDES Alteration of Terrain Permit?

WAIVERS REQUESTED:
- 149-14.G (Perimeter Landscaping)
- 149-14.D.6.4 (Parking lot Design standards driveway width)
- 149-13.A (Property line information)

ATTENDANCE:
Members:
Donna Benton, Planning
Elena Piekut, Zoning
Sgt. Speidel, Police
Dave White, Community Services
Asst. Chief Haas, Fire/Building

Others:
John Lorden, MSC Engineers
Sue Stauffis, CVHS

Approval of 2/16/17 Meeting Minutes
D.White moved to approve the minutes of February 16, 2017. Sgt. Speidel seconded. Vote U/A

Planning Comments:
- Impact fees and water and sewer investment fees will be assessed
- Storm Water Management System Operation and Maintenance Plan to the satisfaction of the City Engineer
- Is there a transformer or generator on site? If so, it will also need to be screened.
- Consider adding a walkway around the building between the two entrances
- Provide:
  - Streetscapes
  - Traffic Impact Analysis
  - Letters justifying the waiver requests
- Please revise the plan set to:
  - Revise Cochecho River spelling
  - Add signature and stamp of the LLS, PE, and Licensed Landscape Architect
  - Add Planning file number P17-13 to all sheets and to title on cover
  - Add any common site plan notes from the City's list that are not listed on plan set (as applicable) including waiver notes
  - Remove signature block
  - Revise Architectural Renderings to include materials and colors to meet 149.14.L
  - Identify lots on neighborhood plan or correspond with abutter information
  - Depict flood hazard zone boundaries
  - Confirm Gravel driveway with Fire - 149.14.C
  - Add detail of dumpster pad and screening
  - Lighting plan should meet the most restrictive lighting regulations. Parking areas are too bright and should meet 149-14.E(2)
  - Landscape plan needs to include 5% interior landscaping or waiver necessary
  - On sheet C-2:
  - Add FFE of building
  - Add owner information
  - Show width of egress at intersection of County Farm
  - Add a note that construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday and Sunday 9 AM-4 PM. Hours of construction shall be documented on a site construction sign

along with the contact information for the general contractor.

Police Department Comments:

- Coordinate with Eversource to relocate street lamp from PS pole 5/124 to 5/120 at entrance driveway. Add note to plan.
- Concerned about waiver request for reduced width driveway. Expectation for "low traffic volume" appears inconsistent with proposal for 32 new parking spaces.
- Add signs along driveway
- Alarmed after hours?

Engineering Comments:

- Should there be a fenced in area for the dogs?
- Do you need that much parking? Consider cutting off a piece and indicating as future parking
- Relocate the PE or the water for better utility separation.
- Do you need a 6inch water line or could you get by with a smaller one based on fire flow?
- For the water line connection-note 12X? stainless steel tapping sleeve and gate.
- Include some trees for the landscaping.
- Use only brick for the SMH inverts page C10
- Use only crushed stone for the bedding on sewer and drainage pipe. Check with Bill B about waste into sewer.
- Change the watermain trench detail to minimum 5 ft of cover over the water.
- Please check the plan, table and detail invert elevations for the ponds. There seem to be some discrepancies.
- Why have an impermeable liner for the ponds?
- Include a drip edge detail for the roof.
- Where will the floor drains and waste go for the building?
- I am missing pages 3-4 in the drainage report.
- Recommend 24' gravel and 20' paved driveway as an alternative
- 2 inch winter binder

Fire/Inspections Comments:

- Clarify the number and location of building entrances and exits.
- Each parking area shall be treated separately in accordance with the State adopted Building Code. Each area shall have accessible parking (including van spaces) in accordance with applicable requirements including both doors ADA.
- Provide access aisle dimensions on plan.
- Plans shall indicate design compliance with applicable accessible (disabled) regulations and be stamped by the qualified design professional. In addition compliance with RSA-155-A:5 shall be shown.
- Identify all proposed fire lanes with appropriate signage and striping.
- Place a note on the plan to indicate the site shall be accessible in all weather conditions at all times during construction and year round.
- Provide a truck turning template for Truck 1 to navigate the site.
- Indicate the location of the nearest fire hydrant on the plan.
- The building is to be sprinkled:
  - Indicate location of FDC on plans.
  - Provide plan note: FDC shall be located in accordance with NFPA 13 requirements.
  - Provide plan note: FDC shall be clearly identified by a permanent sign.
  - FDC access shall be free of obstacles with a permanently clear route. No parking spaces shall be provided directly in front of FDC access.

Economic Development Comments: None

Planning Board Comments:

- On sheet C-2, dumpster screening needed (plantings?)
- On Sheet C-4, drainage on County Farm Road from rain garden should be addressed
- On Sheet C-6, lighting at entrance needs to be reviewed
- On Sheet C-7:
  - Add street trees
  - Landscape parking and building
  - Indicate more snow storage
  - Gravel road—stone dust driveway?
  - Management of drifting snow
  - Color rendition of the building roof of building (material).

Adjournment:

Motion to adjourn at 11:07 am made by D. White and seconded by Chief Haas. Vote U/A.
(Applicant is planning on March 28th PB meeting).

TFM MSC A division of TFMoran, Inc.
Civil Engineers
Structural Engineers
Traffic Engineers
Land Surveyors
Landscape Architects
Scientists

2016 BUSINESSNH Business of the Year Awards
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March 7, 2017

RECEIVED
Planning Office
MAR 07 2017
Dover, New Hampshire

Donna Benton, Assistant City Planner
City of Dover, Planning Department
288 Central Avenue
Dover, New Hampshire 03820-4169

Re: **Cocheco Valley Humane Society, 259 County Farm Road – Revisions following TRC**
Dover Planning File #P17-13
MSC/TFM Job #45415.50

Dear Ms. Benton:

As a follow-up to the Technical Review Committee notes and comments, we are submitting revised plans in order to be placed on the agenda for the March 28th Planning Board meeting. Below are a list of changes that were made to the plans:

General Comments

1. Added the File #P17-13 to all sheets;
2. Increased the site accessway to 24' wide;
3. Added a 3-foot wide drip edge around the building;

C-0 - Cover Sheet

1. Added last revised date and revision to revision block;
2. Removed the Authorized Signature and Planning Board Signature blocks;
3. Revised the spelling of Cochecho River;
4. Added abutters and associated professionals;

E-1 - Existing Conditions Plans

1. Added the File #P17-13;
2. Revised the spelling of Cochecho River;
3. Added Flood Zone lines

C-2 - Site Plan

1. Added list of requested waivers;
2. Revised dimensions of site accessway;
3. Relocated one of the accessible parking spaces to the smaller parking area;
4. Added "Visitor, Staff/Drop-off" parking sign to plan and legend;
5. Revised text on Sign C;
6. Added owner of record to Site Data block;
7. Added Note #19 regarding hours of construction;
8. Added width of egress at intersection of County Farm Road;
9. Added Note #20 regarding accessible of the site in all weather;

10. Added Finished Floor Elevation;
11. Added Note #21 regarding design compliance with accessible regulations.
12. Designated 11 parking spaces as reserved spaces to be constructed, if deemed required, at a future date.

C-4 – Drainage Plan

1. Added a 3' wide crushed stone perimeter around the proposed building;

C-5 - Utility Plan

1. Relocated the proposed water line;
2. Revised the location of the proposed electric line;
3. Added approximate location of utility pole with light and note to coordinate / determine if light can be moved closer to site entrance;
4. Added approximate location of existing hydrant;
5. Added 4 air conditioning units;
6. Added Note #28 regarding allowance to discharge pet waste into the sanitary sewer per the City of Dover Pretreatment Coordinator (Arnie Powers).

C-6 - Lighting Plan

1. Revised lighting to meet city regulations;

C-7 - Landscape Plan

1. Added Note # 11 regarding the installation of snow fence;
2. Added snow storage areas;
3. Added additional trees around parking lot;
4. Reduced plantings in rain gardens;
5. Updated legend;

C-9 - Details

1. Updated name of "Concrete Pad" detail to "Concrete Dumpster Pad";
2. Updated name of "Chain Link Fence" detail adding "Dumpster Screening"
3. Reduced the depth of the crushed gravel to 8" on the "Gravel Driveway" detail;
4. Updated the "Pavement Section" detail to include only 2" winter binder;

C-10 - Details

1. Updated the minimum cover to 5' on the water main trench detail;
2. Removed screened gravel bedding from the sewer trench detail;
3. Revised the sewer manhole detail to use only brick for inverts;
4. Added "Trench for Drainline" detail;
5. Added "Building Perimeter Stone" detail;

C-11 - Details

1. Updated the Rain Garden Detail added "INV. ID" H, relabeled "ELEV A" TO "H" and relabeled the column headers for #2 and #3 rain gardens;
2. Added impermeable liner note;

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Job # 45415.50

C-12 – Truck Turn Details

1. Sheet Added;

A2.0 – Building Elevations

1. Revised to include colors and materials;
2. Added Street perspectives; and

Neighborhood Plan

1. Identified abutter lots.

We look forward to presenting this project to the Planning Board.

Respectfully Submitted
MSC a division of TFMoran, Inc.

John Lorden, PE
JPL/jrw

cc: Karen Zaramba, CFP, Charter Oak Capital Management (via email)
Jennifer Stauffis, Federal Savings Bank (via email)
Peter Stewart, AIA, Stewart Assoc. Architect, LLC (via email)
Chuck Moretti, NCM Management (via email)

TFM MSC A division of TFMoran, Inc.
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2016 BUSINESSNH Business of the Year Awards
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March 7, 2017

RECEIVED
Planning Office
MAR 07 2017
Dover, New Hampshire

Donna Benton, Assistant City Planner
City of Dover, Planning Department
288 Central Avenue
Dover, New Hampshire 03820-4169

Re: Cocheco Valley Humane Society, 259 County Farm Road, Waiver Request
Dover Planning File #P17-13
MSC/TFM Job #45415.50

Dear Ms. Benton and Members of the Planning Board:

On behalf of Cocheco Valley Humane Society, we are requesting relief in the form of waivers from the following sections as part of this submission based on our interpretation of the City of Dover Site Review Regulations:

Waiver Request #1

Requirement:
Chapter 149 Article IV Section 149-14 Subsection G(2). Perimeter Landscaping

Reason for Waiver:
The existing undeveloped portion of the 35 acre lot consists of an open field adjacent to an existing football field. The proposed development will be set back off of the County Farm Road, therefore parking area landscaping would not be effective in creating a perimeter screen. The parking area is setback 450 feet from County Farm Road, and sits approximately 2.5 feet above County Farm Road and 4 feet below the football field and will not be seen from the road. The applicant also wishes to continue with the existing open feel of the lot.

Waiver Request #2

Requirement:
Chapter 149 Article IV Section 149-13 Subsection A. Exact locations and dimensions of property lines.

Reason for Waiver:
Verifying and surveying the entire 35 acre lot is not required to depict the proposed development on a small portion of the property. We are only developing a portion of the lot, and all development is within the lease lines and outside of conservation easements. Due to the size of the property, the building is also outside of all front, side and rear setbacks.

We look forward to presenting this project to you in the near future.

Respectfully Submitted
MSC a division of TFMoran, Inc.

John Lorden, PE
JPL/jrw

cc: Karen Zaramba, CFP, Charter Oak Capital Management (via email)
Jennifer Stauffis, Federal Savings Bank (via email)
Peter Stewart, AIA, Stewart Assoc. Architect, LLC (via email)
Chuck Moretti, NCM Management (via email)

City of Dover, New Hampshire
SITE REVIEW APPLICATION

[Revision Date: April 23, 2013]

RECEIVED
Planning Office
MAR 07 2017
Dover, New Hampshire

Office Use Only	Project #: P17-13	Date Received:
	Amount Paid: $3657.00 + Ck# 14146 $32.00	Time Received:

APPLICANT AND OWNER INFORMATION

Name of Applicant: Cocheco Valley Humane Society
Rachel Copeland, Board Chair Telephone # 603-749-5322

Address of Applicant: 262 County Farm Road, Dover, NH 03820

E-Mail Address: cglasshntr@gmail.com

Name of Property Owner (*if different from applicant*): Strafford County c/o City of Dover Telephone #

Address of Property Owner: 288 Central Avenue, Dover, New Hampshire 03820

PROPERTY INFORMATION

Address of Property: 259 County Farm Road

Assessor's Map # B Lot(s) # 20

Zoning District(s) R-40 Overlay District(s) none

Size of Parcel: 1,524,600 sq. ft. 35 ac. Property Deed: Book 3962 Page: 522

Existing Use of Property: County administration building and football field

SITE PLAN INFORMATION

Describe Proposed Use: 11,000 sf animal shelter including animal medical services, shelter, adoption and surrender services

Area of Parcel to be Developed: +/- 150,000 sq. ft.

If Multi-family Residential, Specify Number of Units & Buildings Proposed: n/a

Number of Parking Spaces: Existing 0 Proposed 32

Highway Access (check where applicable): x City Street ____ State Highway

Number of Employees Total: _____ In Maximum Shift: _____

Disposition of Parcel:

Building Footprint 11,000 sq. ft.

Total Building Area 11,000 sq. ft.

Building Setbacks:

Front Yard 40 ft.

Rear Yard 30 ft.

Paved Area 22,671 sq. ft. Side Yard: Right 25 ft. Left 25 ft.

City Water? x Yes ___ No How far is city water from the property? on County Farm Road

City Sewer? x Yes ___ No How far is city sewer from the property? on County Farm Road

BUILDING INFORMATION

Type of Building to be Built: Pre-engineered metal building

Height of Building: 26' Finished Floor Elevation: 140.50

Number of Seats (where applicable) n/a

WAIVER REQUESTS

Site Review Regulations section(s) to be waived: see additional sheet

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

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) Norway Plains

Address 2 Continental Blvd. Rochester, NH Telephone #: 603-335-3948

Professional License #: ___ E-mail address: ___

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) MSC a division of TFMoran, Inc - John P. Lorden

Address 170 Commerce Way, Suite 102, Portsmouth, NH Telephone #: 603-431-2222

Professional License #: 12683 E-mail address: jlorden@mscengineers.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: [illegible] Board Chair Date: 2/8/17

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: Richard Polman Board Chair Date: 2/8/17

AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY

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

Signature of Property Owner: Richard Polman Board Chair Date: 2/8/17

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

CERTIFICATION OF FEES

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

Signature of Property Owner: Richard Polman Board Chair Date: 2/8/17

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

PLANNING BOARD
APPLICATION CHECKLIST & FEE SCHEDULE

A. If you are submitting an application for Site Review or a Major Subdivision the applicant shall meet with the Technical Review Committee (TRC). Eight (8) copies of the application and eight (8) **folded** copies of the preliminary plan must be submitted. Include an 11 x 17 of the plan and a pdf. ___x___

B. Prior to the submission deadline for Planning Board, fifteen (15) copies of the application together with fifteen (15) sets of **folded** plans must be submitted. One (1) 22" x 34" and fourteen (14) 11" x 17" (signed by owner) and a pdf. _____

C. **TOTAL FEE** paid by cash or check made payable to "City of Dover"

1. 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 # 11,000 sq. ft. = $ 1,650.00
     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 # 22,671 = $ 1,587.00
   - 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 # _____ per application = $ _____
   - 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)** this office will create and print the abutter list and provide labels in triplicate for each abutter. The applicant/owner will need to provide to this office the 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 31 X $8.00 = $ 248.00
2. Creating/Printing Abutter Labels in triplicate per sheet 4 x $10.00 = $ 40.00
3. Applicant & Owner, engineer, architect, land surveyor or soil scientist Certified letters fee # 5 of x $8.00 = $ 40.00
4. First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X $1.00 = $ _____

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

F. **Digital Version of the Plan** or Archive Fee $1.00 x # 12 per sheet of plan set = $ 12.00

TOTAL FEE **$ 3,657.00**

CITY OF DOVER PLANNING DEPARTMENT
SITE PLAN REVIEW CHECKLIST

This site plan review checklist, as required by Chapter 149-6-B(2), should be completed by the applicant. It is intended to assist the applicant in the planning process of preparing a site plan review application for Planning Board action. The type of project proposed will determine the types of information required to review a site plan, therefore, a ***preapplication conference*** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all Site Review requirements. Please refer to the Site Review Regulations for full details.

APPLICANT: Cocheco Valley Humane Society File Number: P17-13

PROJECT TITLE: Cocheco Valley Humane Society

PROPERTY LOCATION: 259 County Farm Road Tax Map: B Lot: 20

DATE OF TECHNICAL REVIEW COMMITTEE MEETING: February 23, 2017

	Provided?
1. Completed Application form	x
2. Payment of application & review fees, with completed application checklist	x
3. List of abutters and three sets of mailing labels- List only per planning dept.	x
3. Compact disk containing PDF of primary site plan sheet only - emailed plans	x
4. Fifteen copies of site plan w/scale of not less than 1"=50' (4 full size plans and 11 plans at 11" x 17"). Plans shall contain the following items as appropriate:	x
Location map w/3000' radius	x
Proposed project name or title and planning file number - file # to be added	x
Date, north arrow and scale	x
Existing surveyed property lines with dimensions and bearings	waiver
Names of all abutting property owners	x
Name and address of owners and/or applicants;	x
Signature and stamp of NH licensed land surveyor and engineer	x
Existing and proposed building and structure locations	x
Depict all zoning and special district boundaries (conservation, wetland, groundwater protection, flood hazard, etc.)	x
Specify proposed finished floor elevations of buildings	x
Existing and proposed grade contours at two foot intervals	x
Location and materials of all water mains and capacity needed	x
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load	x
Location and size of existing and proposed electric, telephone, gas, cable and other underground utilities	x
Lighting plan depicting all existing and proposed exterior light fixtures and a lighting level analysis for parking lots	x
Location of parking layout delineating spaces and arrangement; note addressing minimum required spaces	x
Location and width of existing and proposed access/egress ways	x
Location of proposed fire lanes	
Depict all existing and proposed easements	x
Depict pedestrian walkways and handicapped access	x
Location of solid waste disposal facilities (dumpster, pad and screening, etc.)	x

	Provided?
Depict all service, storage, loading bays and utility areas	x
Landscape plan depicting existing and proposed landscaping, prepared by a licensed Professional Landscape Architect	x
Depict Flood Hazard Zones	x
Existing natural features	x
Depict the surface areas of water bodies and wetlands	x
Depict the locations of wetlands and buffers	x
A colored architectural plan showing all sides of buildings	x
Neighborhood plan showing how project relates to abutting uses	x
A colored rendering of the streetscape that will be created along the existing public right-of-way	x
Storm Water Management Plan depicting the existing & proposed storm drainage system and engineered drainage analysis	x
Storm Water Management System Operation & Maintenance Plan	x
Erosion and Sedimentation Control Plan	x
ROW & pavement lines of existing abutting streets	x
5. Additional Information if appropriate	
Traffic Impact Assessment and Analysis (Standard or Advanced)	
Fiscal Impact Analysis (For more than 10 residential units)	
Waste water quantity & composition figures	
Depict test boring locations, groundwater elevations and soil profiles and/or soils types call-outs	
Depict 20 percent slope as required	
Ground and/or aerial photos of site and immediate area	
Location of proposed drive-in facilities	
Depict existing contours up to 100 ft. beyond project limits	
Dates and permit numbers of all required state and federal permits	
Proposed restrictive covenants or homeowners association documents	
Waiver requests to the Site Review Regulations, with written justification	
Conditional Use Permit applications	
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required	
Any exterior utilities are screened such as dumpsters, or other units	

REVIEWED BY: _____ DATE_____

REMARKS:

ABUTTERS LIST: P17-13 **COCHECO VALLEY HUMANE SOCIETY/CITY OF DOVER- STRAFFORD COUNTY**

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
B0018-005000	5 JACKSON BROOK TR	ALTY JOSEPH E JR	ALTY RUTHANN L	5 JACKSON BROOK TR	DOVER	NH	03820
B0018-001000	1 NICHOLAS CR	ANCTIL SEAN &	ANCTIL ANDREA	1 NICHOLAS CR	DOVER	NH	03820-6011
B0018-006000	7 JACKSON BROOK TR	BENNETT CLAYTON A &	MCCARTHY-BENNETT SHANNON	7 JACKSON BROOK TERRACE	DOVER	NH	03820
B0021-007000	83 BOXWOOD LN	BLATCHLEY PETER C &	BLATCHLEY LOIS E	83 BOXWOOD LN	DOVER	NH	03820
C0003-D00000	192 COUNTY FARM RD	BYRNE JAMES H III		192 COUNTY FARM RD	DOVER	NH	03820
B0004-015000	1 COTTONWOOD DR	CARIOSCIA JOSEPH D JR &	CARIOSCIA AMANDA	1 COTTONWOOD DR	DOVER	NH	03820
C0003-D00002	218 COUNTY FARM RD	CROUSE ARTHUR L &	CROUSE JUDITH C	218 COUNTY FARM RD	DOVER	NH	03820-6053
B0019-F00000	12 ERIK DR	ENO JAMES M &	VANDERWERF STEPHANIE B	12 ERIK DR	DOVER	NH	03820
B0021-033000	BOXWOOD LN	FARMHAVEN DEVELOPMENT ASSOCIATES LLC		242 CENTRAL AVE	DOVER	NH	03820
B0018-007000	9 JACKSON BROOK TR	GAGNON ROBERT P &	SHERMAN MICHELE A	9 JACKSON BROOK TR	DOVER	NH	03820-6009
C0003-G00000	160 COUNTY FARM RD	GIBBS STEPHEN		160 COUNTY FARM ROAD	DOVER	NH	03820
B0019-A00000	147 COUNTY FARM RD	GILSDORF JESSICA K		147 COUNTY FARM RD	DOVER	NH	03820-6029
C0003-D00001	210 COUNTY FARM RD	GOODWIN JUSTIN E &	GOODWIN LINDA L	210 COUNTY FARM RD	DOVER	NH	03820
C0003-E00000	186 COUNTY FARM RD	JENSEN STEPHEN R TRUSTEE	JENSEN STEPHEN R REVOCABLE TRUST OF 2000	PO BOX 1186	DOVER	NH	03821
B0021-016000	154 BOXWOOD LN	LEVIN CHRISTOPHER J 66% &	SHEA DONNA A 34%	154 BOXWOOD LN	DOVER	NH	03820
B0021-006000	81 BOXWOOD LN	LOMARTIRE ADAM K &	LOMARTIRE KRISTA M	81 BOXWOOD LN	DOVER	NH	03820
B0004-016000	2 COTTONWOOD DR	LOVETT JEREMY B &	GHIORZI LOVETT MARISA A	2 COTTONWOOD DR	DOVER	NH	03820
B0018-002000	3 NICHOLAS CR	MALONEY TIMOTHY C &	MALONEY KRISTIN M	3 NICHOLAS CR	DOVER	NH	03820
B0019-C00000	153 COUNTY FARM RD	MARION CAROL A TRUSTEE	MARION CAROL LIVING TRUST	153 COUNTY FARM RD	DOVER	NH	03820
B0013-A00000	100 COUNTY FARM CROSS RD	MERKLEY MARY B		98 COUNTY FARM CROSS ROAD	DOVER	NH	03820
B0021-015000	156 BOXWOOD LN	NGUYEN KHOAN K &	NGUYEN YUKA	156 BOXWOOD LN	DOVER	NH	03820
B0019-E00000	8 ERIK DR	NOBBS DOUGLAS C TRUSTEE	NOBBS FAMILY REVOCABLE TRUST	8 ERIK DRIVE	DOVER	NH	03820
B0018-008000	11 JACKSON BROOK TR	OLECH CHARLES		11 JACKSON BROOK TERRACE	DOVER	NH	03820
B0018-000000	COUNTY FARM CROSS RD	PAOLINI DAVID		242 CENTRAL AVE	DOVER	NH	03820
B0021-014000	158 BOXWOOD LN	PAYETTE GEORGE &	PAYETTE JANE	158 BOXWOOD LN	DOVER	NH	03820
B0019-D00000	6 ERIK DR	PEARL CAMMY E		6 ERIK DR	DOVER	NH	03820
B0018-051000	2 CORNERSTONE DR	SCHUMMRICK ROBERT & SORPHEA TRUSTEES	SCHUMMRICK REVOCABLE TRUST	2 CORNERSTONE DRIVE	DOVER	NH	03820
B0021-004000	61 BOXWOOD LN	SIOK KEVIN P		61 BOXWOOD LN	DOVER	NH	03820
C0004-A00000	COUNTY FARM CROSS RD	STRAFFORD COUNTY		259 COUNTY FARM RD UNIT 202	DOVER	NH	03820-6016
B0020-000LS1	285 COUNTY FARM CROSS RD	STRAFFORD COUNTY BOARD OF COMMISSIONERS		250 COUNTY FARM RD	DOVER	NH	03820
B0018-011000	4 CORNERSTONE DR	TURCOTTE STEVEN R &	TURCOTTE HEIDI JO K	4 CORNERSTONE DRIVE	DOVER	NH	03820
B0019-000000	4 ERIK DR	VEZIRIS KOSMAS & CHRISTINA TRUSTESS	VEZIRIS KOSMAS AND CHRISTINA REVOCABLE L	4 ERIK DRIVE	DOVER	NH	03820
C0003-000000	182 COUNTY FARM RD	WEETE SETH &	WEETE SUZANNE	182 COUNTY FARM RD	DOVER	NH	03820-6053
C0003-001000	178 COUNTY FARM RD	WINSLOW SUZANNE TRUSTEE	WINSLOW SUZANNE REVOCABLE TRUST	178 COUNTY FARM RD	DOVER	NH	03820-6003
B0021-005000	79 BOXWOOD LN	YOUNG ANNE M TRUSTEE	YOUNG ANNE REVOCABLE TRUST	79 BOXWOOD LN	DOVER	NH	03820
		MSC, A DIVISION OF TFMORAN, INC		170 COMMERCE WAY, SUITE 102	PORTSMOUTH	NH	03801
		NORWAY PLAINS ASSOC, INC		2 CONTINENTAL BLVD	ROCHESTER	NH	03867
		MICHAEL A. MARIANO	HIGHLAND SOIL SERVICES	75 PROSPECT STREET	SOMERSWORTH	NH	03878
		STEWART ASSOCIATES ARCHITECTS		PO BOX 655	LACONIA	NH	03247
		COCHECO VALLEY HUMANE SOCIETY	ATTN: RACHEL COPELAND	262 COUNTY FARM ROAD	DOVER	NH	03820

Civil Engineers
Structural Engineers
Traffic Engineers
Land Surveyors
Landscape Architects
Scientists

TRAFFIC IMPACT ASSESSMENT

Date: March 6, 2017

To: City of Dover Planning Department

From: Robert E. Duval, P.E.

Re: Proposed Cocheco Valley Humane Society
259 County Farm Road, Dover, NH
TFM Project No. 45415.50

RECEIVED
Planning Office
MAR 07 2017
Dover, New Hampshire

TFMoran has completed this memo to evaluate likely traffic impacts associated with a proposed new animal shelter facility for the Cocheco Valley Humane Society at 259 County Farm Road. The new facility will replace their existing shelter located within the Strafford County Complex on County Farm Road approximately one quarter-mile west of the new location.

County Farm Road is a two-lane rural roadway with 12' travel lanes and 4' paved shoulders on each side. The existing facility is located in a former farm building with modular trailer additions totaling about 8,000 sf. There is a paved driveway apron with a gravel parking lot of about 25 to 30 parking spaces. There are about 18 staff on site during the largest shift.

The new facility is 11,000 sf and contains 32 paved parking spaces. It is not expected to create an increased number of trips to and from the facility, as the number of trips associated with an animal shelter is dependent on the geographic area served, rather than the size of the facility. (There is no relevant ITE code use for an animal shelter.) The purpose of the new facility is to provide newer and better accommodations for the services already being provided. Therefore, the number of vehicle trips to/from the site would remain essentially constant.

Since the new facility is located a short distance down County Farm Road, traffic volumes on that road would be unaffected. The only change will be fewer turns at County Farm Cross Road (to the old facility); these turns will now occur at a new driveway at 259 County Farm Road. The new driveway will be gravel surfaced except for a paved driveway apron. All-weather sight distance in excess of 400' is provided in both directions at the proposed driveway location.

Based on the foregoing, we anticipate there will be no negative traffic impacts associated with this project.

Please let me know if you have any questions in regard to these items.

TFMORAN, INC.

Robert E. Duval, P.E.
Chief Engineer

TFMoran, Inc.
48 Constitution Drive, Bedford, NH 03110
T(603) 472-4488 F(603) 472-9747 www.tfmoran.com

MSC a division of TFMoran, Inc.
170 Commerce Way – Suite 102, Portsmouth, NH 03801
T(603) 431-2222 F(603) 431-0910 www.mscengineers.com

Stormwater Management System Operation & Maintenance Plan

Prepared For:

Cocheco Valley Humane Society

Tax Map B Lot 20
259 County Farm Road
Dover, New Hampshire

March 7, 2017

Prepared By:

TFM MSC A division of TFMoran, Inc.

Civil Engineers
Structural Engineers
Traffic Engineers
Land Surveyors
Landscape Architects
Scientists

RECEIVED
Planning Office
MAR 07 2017
Dover, New Hampshire

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Maintenance of Property

MSC a division of TFMoran, Inc., has prepared the following Stormwater Management System Operation & Maintenance Plan for Cocheco Valley Humane Society (CVHS) in Dover, New Hampshire. The intent of this plan is to provide the owner, and future property managers/owners of the site, with a list of procedures that document the inspection and maintenance/inspection requirements of the Stormwater Management System for this development. This includes all temporary and permanent stormwater and erosion control measure during and post construction.

Owner Responsibility

The current owners, and its successors of the property, are required to submit a copy of an Operations and Maintenance Report completed on a yearly basis to the City of Dover Community Services Department annually by December 15th. This report should be prepared by a qualified inspector with working knowledge of the site. Current owners and any future owners shall be open to working with the City to achieve all stormwater goals promulgated by the EPA as they become applicable. This manual is assignable to any future owners.

The following inspection and maintenance program is necessary in order to keep the Stormwater Management System functioning properly. These measures will greatly help to reduce potential environmental impacts. By following the enclosed procedures, CVHS and its successors will be able to maintain the functional design of the Stormwater Management System and maximize its ability to remove sediment and other contaminants from site-generated stormwater runoff.

General Inspection and Maintenance Requirements

Permanent stormwater, sediment and erosion control measures that required maintenance on the site include, but are not limited, to the following:

- Litter/trash removal
- Dumpster Area Maintenance
- Rip-Rap Outlet Protection
- Roof Leaders
- Pavement/Gravel
- Rain Gardens
- Vegetated Filter Strip

Inspection and Maintenance Requirements/Checklist

By implementing the following procedures, current and future owners will be able to maintain the functional design of the Stormwater Management System and maximize the systems ability to remove sediment and other contaminants from site-generated stormwater runoff.

	Frequency	***Inspect***	***Action***
Litter/Trash Removal	*Routinely*	Site, especially the parking area, and outdoor waste receptacle areas	Remove debris and clean areas as necessary
Dumpster Area Maintenance	*Weekly*	Dumpster Areas	Remove any accumulated debris and dispose of properly
Rip Rap Outlet Protection	*Spring and Fall* and after rainstorms exceeding 2.5 inches in 24 hrs	Inspect for damage or displaced stones, Inspect for torn or visible erosion fabric	Repair and replace both stone and erosion fabric as needed. Remove accumulated sediment, trash and blocking materials.
Roof Leaders	*Spring and Fall*	Inspect for debris	Clear any accumulated debris and dispose of properly
Pavement/Gravel	*Spring and Fall*	Inspect pavement for debris	Sweeping as required. Repair and replace gravel as needed.
Rain Gardens	*Spring and Fall* and after rainfall in excess of 2.5 inches within 24 hrs.	Inspect inflow area for sediment accumulation, inspect gardens following heavy rains and check pH once per year	Remove accumulated sediment and repair any washout as necessary. Apply lime if necessary.
Vegetated Filter Strip	*Annually*	Inspect for signs of erosion, accumulated debris, vegetation loss and sediment buildup	Repair and replant eroded area, mow to maintain vegetation, remove sediment and dispose of properly
Annual Report	*Annually* (submit prior to December 15th of each year)		Submit Annual Report, including all Inspection and Maintenance Logs. Report shall be submitted to the City of Dover Community Services Department

Inspection and Maintenance Checklist / Log

Attachment 1 to this document contains a blank Inspection and Maintenance Plan Log. This form is provided to assist the property manager with the inspection and maintenance of the Stormwater Management System.

Deicing

Attachment 2 to this document is a Deicing Log which shall be used to track the amount and type of deicing materials applied to the site. Snow and ice removal shall be performed by a contractor certified by the "Green SnoPro" program, or approved equivalent, following Best Management Practices for the application of deicing materials. The log shall be maintained after construction activities have been completed. The manager of the property is responsible for the preparation and maintenance of this log. The log shall be made available upon request to the City of Dover.

Owner's Certification

I have reviewed this document and understand the responsibilities contained. I agree to perform the required maintenance on the stormwater management system.

_____

Owner's Signature (future owner's and successors, if applicable)

_____

Print Name

_____

Title

_____

Date

Any inquiries in regards to the design, function, and/or maintenance of any one of the above mentioned facilities or tasks shall be directed to the project engineer:

MSC a division of TFMoran, Inc.
170 Commerce Way, Suite 102
Portsmouth, NH 03801
(603) 431-2222

Attachment 1

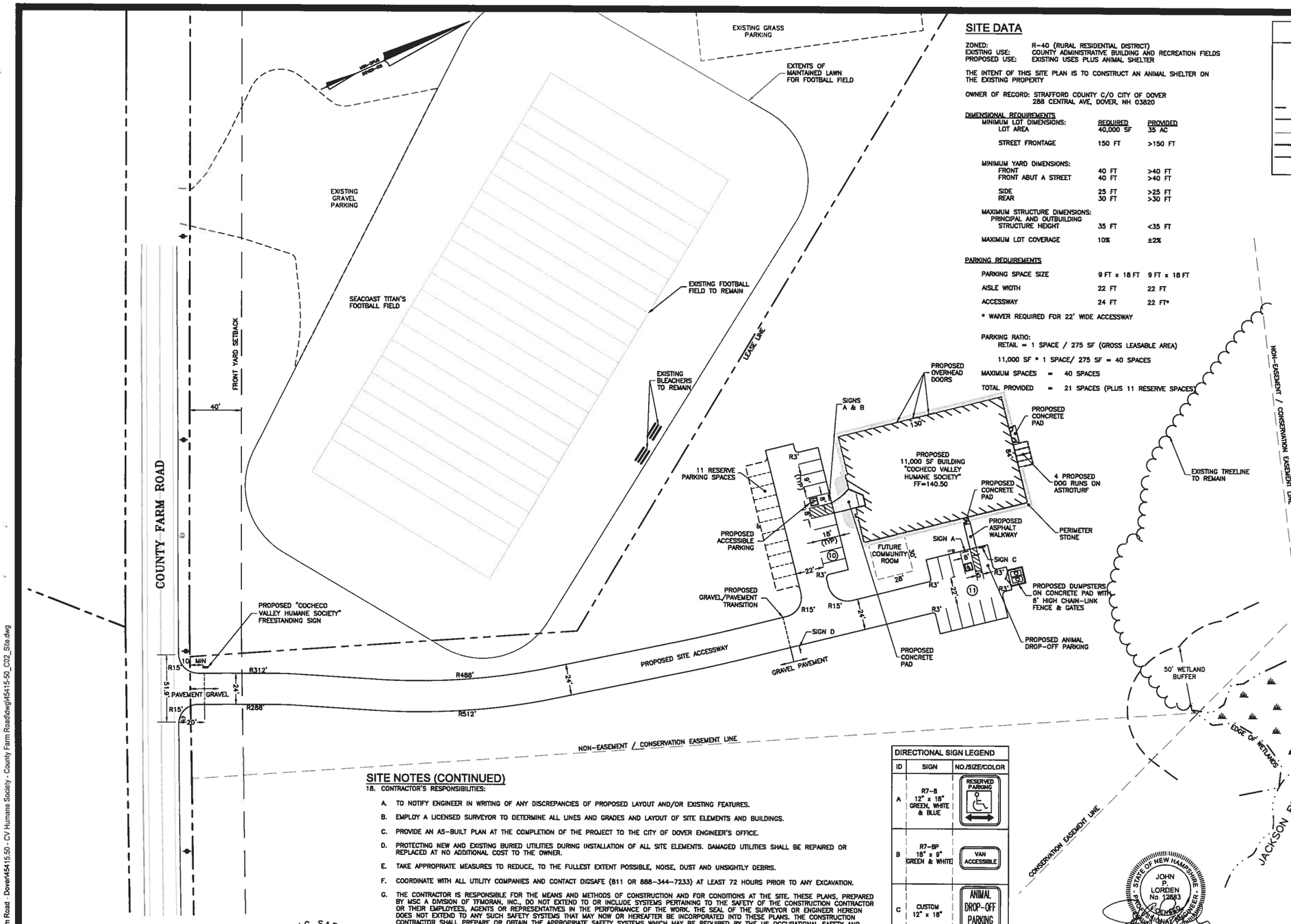
Stormwater Management System
Operation and Maintenance Plan Log Sheet

BMP/System Component	Date Inspected	Inspector	Cleaning/Repair Needed (list items/comments)	Date of Cleaning/Repair	Performed By

Attachment 2

Stormwater Management System
Deicing Log Sheet

Deicing Material Used	Amount of Deicing Material Applied	Date of Application	Logged By



SITE DATA

ZONED: R-40 (RURAL RESIDENTIAL DISTRICT)
EXISTING USE: COUNTY ADMINISTRATIVE BUILDING AND RECREATION FIELDS
PROPOSED USE: EXISTING USES PLUS ANIMAL SHELTER

THE INTENT OF THIS SITE PLAN IS TO CONSTRUCT AN ANIMAL SHELTER ON THE EXISTING PROPERTY

OWNER OF RECORD: STRAFFORD COUNTY C/O CITY OF DOVER
288 CENTRAL AVE, DOVER, NH 03820

DIMENSIONAL REQUIREMENTS

	REQUIRED	PROVIDED
MINIMUM LOT DIMENSIONS:		
LOT AREA	40,000 SF	35 AC
STREET FRONTAGE	150 FT	>150 FT
MINIMUM YARD DIMENSIONS:		
FRONT	40 FT	>40 FT
FRONT ABUT A STREET	40 FT	>40 FT
SIDE	25 FT	>25 FT
REAR	30 FT	>30 FT
MAXIMUM STRUCTURE DIMENSIONS: PRINCIPAL AND OUTBUILDING STRUCTURE HEIGHT	35 FT	<35 FT
MAXIMUM LOT COVERAGE	10%	±2%

PARKING REQUIREMENTS

PARKING SPACE SIZE	9 FT x 18 FT	9 FT x 18 FT
AISLE WIDTH	22 FT	22 FT
ACCESSWAY	24 FT	22 FT*

* WAIVER REQUIRED FOR 22' WIDE ACCESSWAY

PARKING RATIO:
RETAIL = 1 SPACE / 275 SF (GROSS LEASABLE AREA)

11,000 SF * 1 SPACE/ 275 SF = 40 SPACES

MAXIMUM SPACES = 40 SPACES

TOTAL PROVIDED = 21 SPACES (PLUS 11 RESERVE SPACES)

LEGEND

(21)	PROPOSED PARKING COUNT		EXISTING CONTOUR
SF	SQUARE FOOT		EXISTING EDGE OF GRAVEL
	PROPOSED SIGN		TREELINE
	ACCESSIBLE PARKING		EXISTING WETLAND
	NON-EASEMENT/CONSERVATION EASEMENT LINE		PROPOSED FUTURE BUILDING
	SETBACKS		PROPOSED PAVEMENT MARKING
	EXISTING EDGE OF PAVEMENT		PROPOSED BITUMINOUS
	LOT LINES		PROPOSED ASPHALT
	PROPOSED LEASE LINES		PROPOSED DRIP EDGE

SITE NOTES

1. THESE PLANS ARE PERMIT DRAWINGS ONLY AND NOT INTENDED FOR CONSTRUCTION OR BIDDING.
2. PRIOR TO COMMENCING ANY SITE WORK ALL LIMITS OF WORK SHALL BE CLEARLY MARKED IN THE FIELD.
3. AN ALTERATION OF TERRAIN PERMIT IS NOT REQUIRED AS THE DISTURBANCE IS LESS THAN 100,000 SF.
4. ALL WORK SHALL CONFORM TO THE APPLICABLE REGULATIONS AND STANDARDS OF THE CIYT OF DOVER, AND SHALL BE BUILT IN A WORKMANLIKE MANNER IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS.
5. ALL WORK TO CONFORM TO CITY OF DOVER, DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS. ALL WORK WITHIN THE RIGHT-OF-WAY OF THE TOWN AND/OR STATE SHALL COMPLY WITH APPLICABLE STANDARDS.
6. ALL DEMOLITION SHALL INSURE MINIMUM INTERFERENCE WITH ROADS, STREETS, WALKWAYS AND ANY OTHER ADJACENT OPERATING FACILITIES. PRIOR WRITTEN PERMISSION FROM THE OWNER/DEVELOPER AND LOCAL PERMITTING AUTHORITY IS REQUIRED IF CLOSURE/OBSTRUCTIONS TO ROADS, STREET, WALKWAYS AND OTHERS IS DEEMED NECESSARY. CONTRACTOR TO PROVIDE ALTERNATE ROUTES AROUND CLOSURES/OBSTRUCTIONS PER CITY/GOVERNMENTAL REGULATIONS.
7. REFER TO ARCHITECTURAL PLANS FOR LAYOUT OF BUILDING FOUNDATIONS AND CONCRETE ELEMENTS WHICH ABUT THE BUILDING SUCH AS STAIRS, SIDEWALKS, AND PADS. DO NOT USE SITE PLANS FOR LAYOUT OF FOUNDATIONS.
8. IN THE EVENT OF A CONFLICT BETWEEN PLANS, SPECIFICATIONS, AND DETAILS, THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY FOR CLARIFICATION.
9. IF CONDITIONS AT THE SITE ARE DIFFERENT THAN SHOWN ON THE PLANS, THE ENGINEER SHALL BE NOTIFIED PRIOR TO PROCEEDING WITH THE AFFECTED WORK.
10. THESE PLANS WERE PREPARED UNDER THE SUPERVISION OF A LICENSED PROFESSIONAL ENGINEER. MSC A DIVISION OF TFMORAN, INC. ASSUMES NO LIABILITY AS A RESULT OF ANY CHANGES OR NON-CONFORMANCE WITH THESE PLANS EXCEPT UPON THE WRITTEN APPROVAL OF THE ENGINEER OF RECORD.
11. MSC A DIVISION OF TFMORAN, INC. ASSUMES NO LIABILITY FOR WORK PERFORMED WITHOUT AN ACCEPTABLE PROGRAM OF TESTING AND INSPECTION AS APPROVED BY THE ENGINEER OF RECORD.
12. AT COMPLETION OF CONSTRUCTION, THE SITE CONTRACTOR SHALL PROVIDE A LETTER CERTIFYING THAT THE PROJECT WAS COMPLETED IN ACCORDANCE WITH THE APPROVED PLANS AND SPECIFICATIONS.
13. IF ANY DEVIATIONS FROM THE APPROVED PLANS AND SPECIFICATIONS HAVE BEEN MADE, THE SITE CONTRACTOR SHALL PROVIDE AS-BUILT DRAWING STAMPED BY A LICENSED SURVEYOR OR QUALIFIED ENGINEER ALONG WITH A LETTER STAMPED BY A QUALIFIED ENGINEER DESCRIBING ALL SUCH DEVIATIONS, AND BEAR ALL COSTS FOR PREPARING AND FILING ANY NEW PERMITS OR PERMIT AMENDMENTS THAT MAY BE REQUIRED.
14. NO WORK IS PROPOSED WITHIN THE 50 FT WETLAND BUFFER.
15. A LETTER OF CREDIT FOR THE COST OF REVEGETATING ALL DISTURBED AREAS ON THE SITE SHALL BE SUBMITTED PRIOR TO ANY EARTH DISTURBING ACTIVITY.
16. A PRE-CONSTRUCTION CONFERENCE WITH THE DEVELOPER, THE DESIGN ENGINEER, THE EARTHWORK CONTRACTOR AND THE CITY ENGINEER SHALL OCCUR PRIOR TO ANY EARTH DISTURBING ACTIVITY.
17. BUILDING ADDRESS SHALL BE ASSIGNED BY THE BUILDING INSPECTOR AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.

LAYOUT & MATERIAL NOTES

1. ALL MATERIALS AND CONSTRUCTION SHALL CONFORM TO APPLICABLE CITY, STATE, AND FEDERAL CODES.
2. ALL TRAFFIC PAINT SHALL MEET THE REQUIREMENTS OF AASHTO M248 TYPE "F".
3. ALL PAINTED ISLANDS SHALL BE 4" WIDE DIAGONAL LINES AT 3'-0" O.C. BORDERED BY 4" WIDE LINES.
4. ALL PAVEMENT MARKINGS AND SIGNS TO CONFORM TO THE LATEST EDITIONS OF "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES", "STANDARD ALPHABETS FOR HIGHWAY SIGNS AND PAVEMENT MARKINGS" AND THE AMERICANS WITH DISABILITIES ACT REQUIREMENTS.
5. REFER TO ARCHITECTURAL PLANS FOR LAYOUT OF BUILDING FOUNDATIONS AND CONCRETE ELEMENTS WHICH ABUT THE BUILDING SUCH AS STAIRS, SIDEWALKS, LOADING DOCK RAMPS AND PADS. DO NOT USE SITE PLANS FOR LAYOUT OF FOUNDATIONS.
6. WRITTEN DIMENSIONS HAVE PRECEDENCE OVER SCALED DIMENSIONS. THE CONTRACTOR SHALL USE CAUTION WHEN SCALING REPRODUCED PLANS. IN CASE OF CONFLICT BETWEEN THIS PLAN SET AND ANY OTHER DRAWING AND/OR SPECIFICATION, THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY FOR CLARIFICATIONS.

WAIVERS

THE FOLLOWING WAIVERS FROM THE CITY OF DOVER SITE PLAN REVIEW REGULATIONS ARE BEING REQUESTED:

1. CHAPTER 149 ARTICLE IV SECTION 149-14 SUBSECTION G. (2) PERIMETER LANDSCAPING – REQUIRING PERIMETER LANDSCAPING OF PARKING LOTS WITH TEN OR MORE SPACES; AND
2. CHAPTER 149 ARTICLE IV SECTION 149-13 SUBSECTION A. – REQUIRING EXACT LOCATIONS AND DIMENSIONS OF PROPERTY LINES.

SITE NOTES (CONTINUED)

18. CONTRACTOR'S RESPONSIBILITIES:

A. TO NOTIFY ENGINEER IN WRITING OF ANY DISCREPANCIES OF PROPOSED LAYOUT AND/OR EXISTING FEATURES.

B. EMPLOY A LICENSED SURVEYOR TO DETERMINE ALL LINES AND GRADES AND LAYOUT OF SITE ELEMENTS AND BUILDINGS.

C. PROVIDE AN AS-BUILT PLAN AT THE COMPLETION OF THE PROJECT TO THE CITY OF DOVER ENGINEER'S OFFICE.

D. PROTECTING NEW AND EXISTING BURIED UTILITIES DURING INSTALLATION OF ALL SITE ELEMENTS. DAMAGED UTILITIES SHALL BE REPAIRED OR REPLACED AT NO ADDITIONAL COST TO THE OWNER.

E. TAKE APPROPRIATE MEASURES TO REDUCE, TO THE FULLEST EXTENT POSSIBLE, NOISE, DUST AND UNSIGHTLY DEBRIS.

F. COORDINATE WITH ALL UTILITY COMPANIES AND CONTACT DIGSAFE (811 OR 888-344-7233) AT LEAST 72 HOURS PRIOR TO ANY EXCAVATION.

G. THE CONTRACTOR IS RESPONSIBLE FOR THE MEANS AND METHODS OF CONSTRUCTION AND FOR CONDITIONS AT THE SITE. THESE PLANS, PREPARED BY MSC A DIVISION OF TFMORAN, INC., DO NOT EXTEND TO OR INCLUDE SYSTEMS PERTAINING TO THE SAFETY OF THE CONSTRUCTION CONTRACTOR OR THEIR EMPLOYEES, AGENTS OR REPRESENTATIVES IN THE PERFORMANCE OF THE WORK. THE SEAL OF THE SURVEYOR OR ENGINEER HEREON DOES NOT EXTEND TO ANY SUCH SAFETY SYSTEMS THAT MAY NOW OR HEREAFTER BE INCORPORATED INTO THESE PLANS. THE CONSTRUCTION CONTRACTOR SHALL PREPARE OR OBTAIN THE APPROPRIATE SAFETY SYSTEMS WHICH MAY BE REQUIRED BY THE US OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) AND/OR LOCAL REGULATIONS.

H. VERIFY LAYOUT OF PROPOSED BUILDING FOUNDATIONS WITH ARCHITECT AND THAT PROPOSED FOUNDATION MEETS PROPERTY LINE SETBACKS PRIOR TO COMMENCING ANY FOUNDATION CONSTRUCTION.

I. THE CONTRACTOR SHALL BID AND PERFORM THE WORK IN ACCORDANCE WITH ALL LOCAL, STATE AND NATIONAL CODES, SPECIFICATIONS, REGULATIONS AND STANDARDS.

J. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO BECOME FAMILIAR WITH THE SITE AND ALL SURROUNDING CONDITIONS. THE CONTRACTOR SHALL ADVISE THE APPROPRIATE AUTHORITY OF INTENTIONS AT LEAST 48 HOURS IN ADVANCE.

K. THE CONTRACTOR SHALL MAINTAIN EMERGENCY ACCESS TO ALL AREAS AFFECTED BY WORK AT ALL TIMES.

19. CONSTRUCTION HOURS SHALL BE LIMITED TO MONDAY-FRIDAY 7 AM –6PM, SATURDAY AND SUNDAY 9 AM-4PM. HOURS OF CONSTRUCTION SHALL BE DOCUMENTED ON A SITE CONSTRUCTION SIGN ALONG WITH THE CONTACT INFORMATION FOR THE GENERAL CONTRACTOR.
20. THE SITE SHALL BE ACCESSIBLE IN ALL WEATHER CONDITIONS AT ALL TIME DURING CONSTRUCTION AND YEAR ROUND.
21. THE SITE LAYOUT IS DESIGNED IN COMPLIANCE WITH APPLICABLE ACCESSIBLE REGULATIONS.

DIG SAFE — MA ME NH RI VT — UTILITIES UNDER GROUND PLANT DAMAGE PREVENTION SYSTEM — CALL 811 TOLL FREE
CONTACT DIG SAFE 72 BUSINESS HOURS PRIOR TO CONSTRUCTION

DIRECTIONAL SIGN LEGEND

ID	SIGN	NO./SIZE/COLOR
A	R7-8 12" x 18" GREEN, WHITE & BLUE	RESERVED PARKING
B	R7-8P 18" x 9" GREEN & WHITE	VAN ACCESSIBLE
C	CUSTOM 12" x 18"	ANIMAL DROP-OFF PARKING
D	CUSTOM 12" x 18"	VISITORS STAFF & DROP-OFF

40 20 0 40
Graphic Scale in Feet

REV.	DATE	DESCRIPTION	DR	CK
1	03/07/17	Revised per TRC review.	JRW	JPL

TAX MAP B LOT 20
SITE PLAN
COCHECO VALLEY HUMANE SOCIETY
259 COUNTY FARM ROAD
DOVER, NEW HAMPSHIRE
FILE # P17-13
OWNED BY
STRAFFORD COUNTY
C/O CITY OF DOVER
SCALE: 1"=40' (22X34)
1"=80' (11X17)
FEBRUARY 7, 2017

TFM — MSC — A division of TFMoran, Inc.
Civil Engineers
Structural Engineers
Traffic Engineers
Land Surveyors
Landscape Architects
Scientists
170 Commerce Way, Suite 102
Portsmouth, NH 03801
Phone (603) 431-2222
Fax (603) 431-0910
www.mscengineers.com

FILE	DR	JRW	FB		
45415.50	CK	JPL	CADFILE	Site.dwg	C-2

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48 Constitution Drive, Bedford, N.H. 03110

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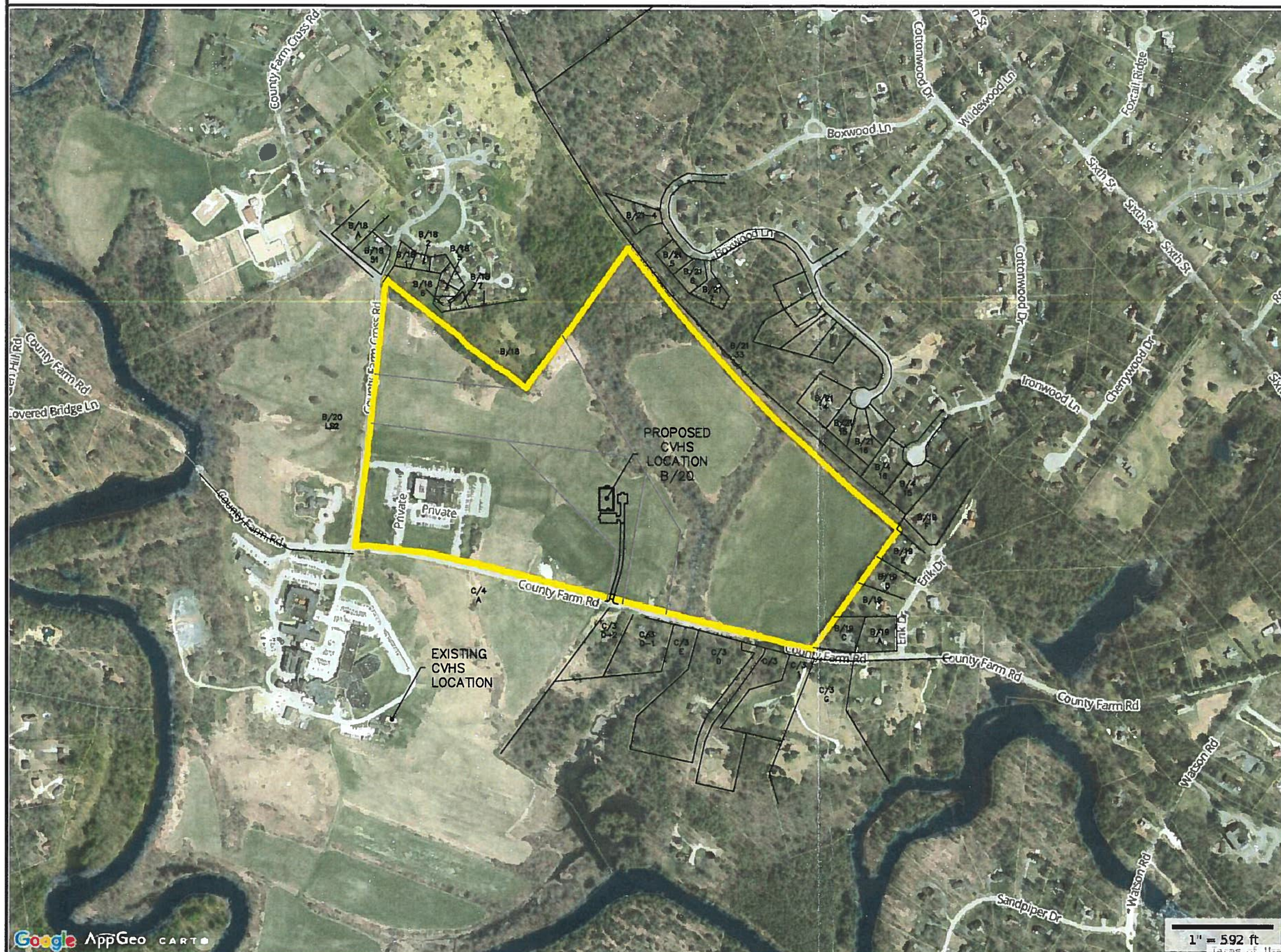
This plan is not effective unless signed by a duly authorized officer of Thomas F. Moran, Inc.

Mar 07, 2017 - 9:16am
F:\MSC Projects\45415 - County Farm Road - Dover\45415.50 - CV Humane Society - County Farm Road\dwg\45415-50_C02_Site.dwg

Neighborhood Plan

LAST REVISED: MARCH 7, 2017



Property Information

Property ID B0020-000000

Location 259 COUNTY FARM RD

Owner STRAFFORD COUNTY

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 01/11/2017
Properties updated 01/29/2017

RECEIVED
Planning Office
MAR 07 2017
Dover, New Hampshire

CITY OF DOVER	**PLANNING BOARD - STAFF MEMO FILE #P17-17**
	Application Type: Conditional Use Permit for HR Dimensional Regulations Applicant: Paula Reid and Sheila Woolley Owner: Paula J Reid 2003 Revoc. Trust Location: Lexington Street (Assessor's Map 10, Lot 107) Meeting Date: March 28, 2017

INTENT: To obtain a Conditional Use Permit to seek relief, per Chapter 170-20-B(1), to the Heritage Residential District to permit a side yard setback to be 7' whereas 15' is required.

LOTS/UNITS PROPOSED: One

AGENDA ITEM #: 4-I

ACREAGE: 0.31 Acres

ZONING DISTRICT: Heritage Residential (HR)

EXISTING LAND USE: Vacant

PROPOSED LAND USE: Residential

SURROUNDING LAND USE: Residential

ZBA ACTION: None

ATTACHMENTS: Conditional Use Permit application, map, narrative, floor plans, and renderings

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 7' side setback whereas 15' is required.

The applicants explained how they meet the criteria of 170-20-B(1), Staff believes the request does comply with the nine standards listed.

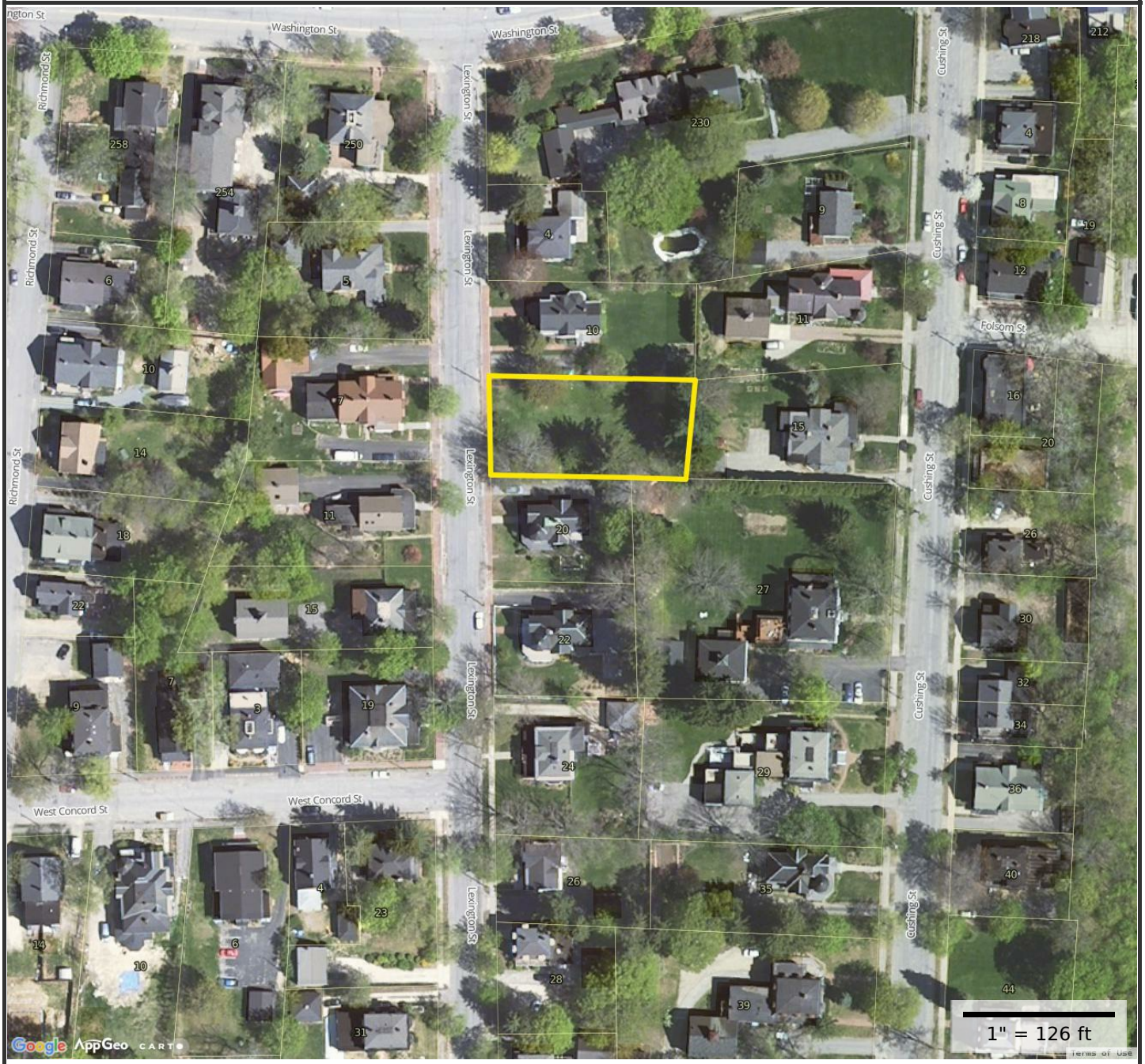
Consistency with Land Use Regulations
Chapter 170-20-B provides for conditional use approval for relief from the HR standards if nine standards are complied with. Staff feels the applicable standards are met as described in the applicant's narrative.

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.
2. The applicant shall revise the plan to indicate the dwelling to be single family residential.

Lexington Street



Property Information

Property ID	10107-000000
Location	LEXINGTON ST
Owner	REID PAULA J TRUSTEE

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 03/20/2017
Properties updated 03/22/2017

Wyskiel,
Boc,
Tillinghast
& Bolduc, P.A.
Attorneys at Law

*Christopher A. Wyskiel
William E. Boc
**D. Lance Tillinghast
*Michael J. Bolduc
Thomas G. Ferrini
*William R. Phipps
*Laurie Smith Young
Abigail Sykas Karoutas

* also admitted in Maine
**also admitted in MA, ME & VT

February 24, 2017

Dover Planning Board
Dover City Hall
288 Central Avenue
Dover, NH 03820

RECEIVED
Planning Office
FEB 24 2017
Dover, New Hampshire

RE: Application for Conditional Use Permit
Dover Code Section 170-12 (B) Table of Dimensional Regulations
Side Yard Setback Relief for
(no#) Lexington Street, Tax Map 10, Lot 107 (vacant lot)

Dear Board Members:

On behalf of Paula J. Reid (owner/applicant) and Sheila M. Woolley (prospective buyer/applicant), this office is submitting an Application for Conditional Use Permit for relief from side yard setback, for reasons explained in the Application.

With this letter is submitted an original and fourteen copies of:

1. Applicants' authorization for this firm representation;

2. Conditional Use Permit Application with Application Checklist and Fee Schedule;

3. Check in the amount of $263 payable to the City of Dover for $150 Conditional Use Permit Application fee, Certified Letters fee for Applicant, Owner, Engineer/Surveyor and Architect/Builder ($32), $80 newspaper publication fee, and $1 Plan Archive Fee. NOTE: the enclosed check does not include fees for Planning Office creating/printing Abutter Labels and determining Abutter Certified Mail & First-Class Mail fees; Planning Office will then advise applicants as to remaining fees to be paid.

4. 15 copies (11" x17") of Sketch Plan drawn by McEneaney Survey Associates, Inc. NOTE: Planning Dept. allowed submission of these plans (drawn to scale) without one 22" x 34" plan, given the nature of the Application.

5. This firm's letter supplementing Conditional Use Permit Application/explaining Conditional Use Permit criteria being met, together with eight (8) attached exhibits – identified in letter.

Also enclosed is an Abutter List compiled by our office following review of on-line tax maps and tax assessment cards and our updating title to the owners listed on the tax cards. By that effort, we note the following changes in ownership not shown on City records:

Tax Map/Lot No.	Current Owner(s)/Address	Strafford Registry Deed Reference
Map 10, Lot 140	Michael T. & Christine A. Allen 5 Lexington St. Dover, NH 03820	Book 4449, Page 876 – 1/13/2017
Map 10, Lot 109	Paula J. Reid, Trustee of the Paula J. Reid 2003 Revocable Trust 22 Lexington St., Dover, NH 03820	Book 4452, Page 789 – 1/27/2016

Please contact me, or my assistant, Nancy Lepage, if you have any questions with respect to the enclosed.

Sincerely,

Christopher A. Wyskiel

CAW/nl
Enclosures

cc: Paula J. Reid
Sheila M. Woolley
Christopher G. Parker, AICP, Asst. City Manager, Director of Planning & Strategic Initiatives

AUTHORIZATION

The undersigned,

Paula J. Reid, Trustee of The Paula J. Reid 2003 Revocable Trust, Owner/Applicant, and **Sheila M. Woolley**, Prospective Purchaser/Applicant, with respect to property located at

(no#) Lexington Street, Dover, New Hampshire (being Map 10, Lot 107), owned by Paula J. Reid, Trustee of The Paula J. Reid 2003 Revocable Trust, by virtue of deed from Samuel R. Reid, III, Trustee of The Samuel R. Reid 2003 Revocable Trust, dated October 9, 2015, recorded at Strafford County Registry of Deeds Book 4349, Page 887,

hereby authorize Wyskiel, Boc, Tillinghast & Bolduc, P. A., specifically including, but not limited to, Attorneys Christopher A. Wyskiel and Abigail Sykas Karoutas, to represent the undersigned before the Planning Board of the City of Dover with respect to the undersigned's Application for a Conditional Use Permit for relief from side yard setback for principal structure regarding the above referenced property.

Dated this 24 day of February, 2017.

Paula J. Reid
Trustee of The Paula J. Reid 2003 Revocable Trust
Owner/Applicant

Sheila M. Woolley
Prospective Purchaser/Applicant

nl\Document\Woolley\ZBA Authorization

RECEIVED
Planning Office
FEB 24 2017
Dover, New Hampshire

City of Dover, New Hampshire
CONDITIONAL USE PERMIT APPLICATION

[Revision Date: August 16, 2016]

RECEIVED
Planning Office
FEB 24 2017
Dover, New Hampshire

Office Use Only	Project #: P17-17	Date Received:
	Amount Paid: $263.00 Ck #2347	Time Received:

APPLICANT AND OWNER INFORMATION

Name of Applicant: Paula J. Reid, Trustee of the Paula J. Reid 2003 Revocable Trust (603-498-6222) Sheila M. Woolley 22 Lexington Street, Dover, NH 03820 Telephone # 603-978-2254

Address of Applicant: 77 River Road, Rollinsford, NH 03869

E-Mail Address: paula@reidnco.com / sheila.woolley@wdhospital.com

Name of Property Owner (*if different from applicant*): Paula J. Reid, Trustee Telephone # 603-498-6222

Address of Property Owner: 22 Lexington Street, Dover, NH 03820

PROPERTY INFORMATION

Assessor's Map # 10 Lot(s) # 107

Address of Property: (no#) Lexington Street, Dover, NH 03820

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

Existing Use of Property: vacant (residential) lot

CONDITIONAL USE PERMIT INFORMATION

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

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

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

SEE ATTACHED LETTER

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

NONE

Name of Professional That Prepared Plans: 1) Kevin McEneaney, McEneaney Survey Associates, Inc.
2) Matthew D. Beebe, MDB Design/Build LLC

Address 1) P. O. Box 681, Dover, NH 03820 Telephone #: 603-742-0911
2) 81 Lincoln Avenue, Portsmouth, NH 03801 603-234-7398
kevin@surveynh.com

Professional License #: 661 (K. McEneaney) E-mail address: matthewdbeebe@comcast.net

SIGNATURES

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

Signature of Property Owner: _____ Date: 2/24/2017

Signature of Applicant (*if different from owner*): _____ Date: 2/24/2017

Signature of Agent: _____ Date: 2/24/17

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: _____ Date: 2/24/2017

CITY OF DOVER CONDITIONAL USE
LIST OF ABUTTERS

Pursuant to RSA 676:4, the State Law of New Hampshire, the City of Dover is required to notify the applicant, abutters (including holders of conservation easements), and any professional whose seal is on the plan, of the public hearing by certified mail, return receipt requested. The applicant must obtain the abutter information from the records of the Tax Assessor's Office (not more than five days prior to filing) in order to process the site review application.

ABUTTER is defined as the owner of record of a parcel of land located in New Hampshire and that adjoins or is directly within two hundred (200) feet (including land across the street or waterway) of the proposed site under consideration by the Planning Board. For a condominium or other collective form of ownership, abutter means the officers of the collective or association. *(See additional requirement below)*

Owner:

TAX MAP	LOT #	PROPERTY OWNER	MAILING ADDRESS
10	107	Paula J. Reid, Trustee	22 Lexington St., Dover, NH 03820

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS
Sheila M. Woolley		77 River Road, Rollinsford, NH 03869

Surveyor and/or Engineer:

NAME	COMPANY	MAILING ADDRESS
Kevin McEneaney	McEneaney Survey Associates	P.O. Box 681, Dover, NH 03820
Matthew D. Beebe	MDB Design/Build LLC	81 Lincoln Avenue, Portsmouth, NH 03801

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS
		NONE	

Abutters: SEE ATTACHED LIST.

TAX MAP	LOT #	OWNER (S) OF RECORD	MAILING ADDRESS

ABUTTER LIST: P17-17 REID/WOOLLEY LEXINGTON STREET

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
10104-000000	230 WASHINGTON ST	DUNNINGTON THOMAS C		230 WASHINGTON STREET	DOVER	NH	03820
10105-000000	4 LEXINGTON ST	HAYDEN LINDA L TRUSTEE	HAYDEN LINDA REV LIVING TRUST	4 LEXINGTON ST	DOVER	NH	03820
10106-000000	10 LEXINGTON ST	RICHARDSON EVAN L &	RICHARDSON JESSICA C	10 LEXINGTON ST	DOVER	NH	03820
10108-000000	20 LEXINGTON ST	MOTT ADAM &	MOTT SHARILYN A	20 LEXINGTON ST	DOVER	NH	03820
10109-000000	22 LEXINGTON ST	REID PAULA J TRUSTEE	REID PAULA J 2003 REVOCABLE TRUST	22 LEXINGTON ST	DOVER	NH	03820
10110-000000	24 LEXINGTON ST	SCHOLES W GARRETT &	SCHOLES ELISABETH L	24 LEXINGTON ST	DOVER	NH	03820
10120-000001	31 A CUSHING ST	MURJANI ANIL S		31A CUSHING ST	DOVER	NH	03820
10120-000003	29 A CUSHING ST	MURJANI RAJEEV S		1870 DENVER WEST DRIVE #1935	GOLDEN	CO	80401
10121-000001	27 A CUSHING ST	HELFINSTINE WILLIAM E &	HELFINSTINE JENNIFER E	1 STOCKLAND CIRCLE	DOVER	NH	03820-4712
10121-000002	27 B CUSHING ST	KANE MARK E & MONIQUE E L TRUSTEES	KANE MARK E AND MONIQUE E L REV TRUSTS	27B CUSHING STREET	DOVER	NH	03820
10121-000003	27 C CUSHING ST	GREENWOOD NANCY TRUSTEE	GREENWOOD NANCY REVOCABLE TRUST	27 C CUSHING ST	DOVER	NH	03820-3616
10121-000004	27 D CUSHING ST	SMITH KEVIN MICHAEL &	SMITH RODDI CHAMBERS	27 CUSHING ST APT D	DOVER	NH	03820
10122-000000	15 17 CUSHING ST	ADAMS KYLE J	ADAMS MARK D	15 CUSHING STREET	DOVER	NH	03820
10123-000000	11 CUSHING ST	EDMUNDS MARJORIE B		11 CUSHING STREET	DOVER	NH	03820
10124-000000	9 CUSHING ST	OHLER REBECCA E		9 CUSHING ST	DOVER	NH	03820
10125-000000	250 WASHINGTON ST	CARTER ANNE MICHELE		250 WASHINGTON ST	DOVER	NH	03820
10126-000001	254 1 WASHINGTON ST	STEVENS MELISSA J		254 WASHINGTON ST #1	DOVER	NH	03820
10126-000002	256 WASHINGTON ST	GILL DAVID L &	SUSA ROSEMARY T	256 WASHINGTON ST	DOVER	NH	03820
10126-000003	254 3 WASHINGTON ST	MENDOZA TRICIA P		51 ISLINGTON ST UNIT 401	PORTSMOUTH	NH	03801
10126-000004	252 WASHINGTON ST	MUNRO JAMES F III &	FREEMAN MUNRO PAMELA R	252 WASHINGTON ST UNIT 4	DOVER	NH	03820
10129-000000	10 RICHMOND ST	CHARTAND NICOLE &	DOLBEC THOMAS	12 RICHMOND ST	DOVER	NH	03820
10136-000000	19 21 LEXINGTON ST	LARKEY ANN		PO BOX 1757	DOVER	NH	03821-1757
10137-000000	15 LEXINGTON ST	WYSKIEL CHRISTOPHER & CYNTHIA TRUSTEES	WYSKIEL CHRISTOPHER AND CYNTHIA REV LIV	15 LEXINGTON STREET	DOVER	NH	03820
10138-000000	11 LEXINGTON ST	GOODELL CHRISTOPHER &	GOODELL HOLLY	11 LEXINGTON ST	DOVER	NH	03820-3603
10139-000000	7 9 LEXINGTON ST	PURCELL ROBERT	PURCELL MARGARET	9 LEXINGTON STREET A	DOVER	NH	03820
10140-000000	5 LEXINGTON ST	ALLEN MICHAEL T &	ALLEN CHRISTINE A	5 LEXINGTON ST	DOVER	NH	03820
		MCENEANEY SURVEY ASSOCIATES, INC		24 CHESTNUT STREET	DOVER	NH	03820
		SHEILA M. WOOLLEY		77 RIVER ROAD	ROLLINSFORD	NH	03869
		MDB DESIGN/BUILD, LLC		81 LINCOLN AVE	PORTSMOUTH	NH	03801
		WYSKIEL, BOC, TILLINGHAST & BOLDUC, P.A.	CHRISTOPHER WYSKIEL	561 CENTRAL AVE	DOVER	NH	03820

Wyskiel,
Boc,
Tillinghast
& Bolduc, P.A.
Attorneys at Law

*Christopher A. Wyskiel
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**D. Lance Tillinghast
*Michael J. Bolduc
Thomas G. Ferrini
*William R. Phipps
*Laurie Smith Young
Abigail Sykas Karoutas

* also admitted in Maine
**also admitted in MA, ME & VT

February 24, 2017

Dover Planning Board
Dover City Hall
288 Central Avenue
Dover, NH 03820

RE: Application for Conditional Use Permit
Dover Code Section 170-12 (B) Table of Dimensional Regulations
Side Yard Setback Relief for
(no#) Lexington Street, Tax Map 10, Lot 107 (vacant lot)

Dear Board Members:

Paula J. Reid, of 22 Lexington Street, Dover, owns the referenced property as Trustee of her estate planning trust. Sheila M. Woolley, of 77 River Road, Rollinsford, NH, is the prospective buyer of the referenced vacant lot. Sheila is planning to build a single family home, architecturally designed in keeping with Heritage Residential District goals and compatible with the historic neighborhood. Both Paula and Sheila have been working with Matthew D. Beebe of MDB Design/Build LLC, Residential Design Services and Construction Consulting, 81 Lincoln Avenue, Portsmouth, NH 03801 on plans for the new home. This firm represents both Paula and Sheila for their request for a Conditional Use Permit for side yard setback relief for reasons summarized by this letter and further explained at public hearing.

Before addressing the specific criteria for Conditional Use Permit relief from dimensional regulation standards, it is useful to review the relevant facts of the application. The facts are best explained with reference to the following enclosed exhibits:

Exhibit 1: Lot Line Adjustment Plan for Estate of William Gillis by McEneaney Survey Associates, Inc., dated January 17, 2008, recorded as Strafford Registry of Deeds Plan 70-49

Exhibit 2: Sketch Plan dated February 21, 2017 by McEneaney Survey Associates, Inc. showing proposed home on subject lot (showing scope of requested side yard setback relief on north side)

Exhibit 3: Preliminary Front Elevation for Proposed Home by MDB Design/Build LLC

Exhibit 4: Preliminary Floor Plans for Proposed Home by MDB Design/Build LLC

Exhibit 5: Neighborhood View, Lexington Street Plan by McEneaney Survey Associates (scaling side yard setbacks of select primary structures on northerly end of Lexington Street)

Exhibit 6: Print of Dover Assessor's Maps for expanded Lexington Street neighborhood with primary structures, barns and garages close to property lines highlighted

Exhibit 7: 2-page Heritage Residential (HR) District Dimensional Regulations Table

Exhibit 8: Dover Code Section 170-20.B (1) (itemizing Planning Board Conditional Use Permit standards)

In its most summarized form, this application seeks side yard setback relief for the home being designed to be built on the subject vacant lot.

The Exhibit 7 Table of Dimensional Regulations defines a front "build to" line (explained by footnote 3) which will be met. The rear setbacks will be met. The 15 foot side yard setback on the southerly boundary will be met. Surveyor Kevin McEneaney recommends attempting to align the southerly foundation at approximately 15½ feet from the boundary line to allow for construction tolerances to assure an inadvertent setback encroachment is not created in the course of construction. The proposed home with an attached garage on the northerly side (as opposed to the rear . . . for reasons further explained below) will have a total width of 56 ft. 10 in. The lot's 80 foot frontage slightly narrows as the precise surveyed courses of the southerly and northerly boundaries are not parallel. Consequently, the proposed structure will encroach into the northerly 15 foot setback approximately eight feet.

The Exhibit 7 HR District Dimensional Regulations are a part of the Zoning Ordinance. The Table of Dimensional Regulations specifically provide that:

> **(*Deviations from these requirements are permitted by Conditional Use Permit, subject to the requirements of Section 170-20.B (1).)**

The HR District Dimensional Regulations specifically intended to accommodate designs that may not meet all stated dimensional regulations. The overriding purpose and intent of the HR District's rezoning was to encourage architectural designs, massing and spacing compatible with Historic District neighborhoods. See footnote qualifications to certain dimensional regulations. See also "Architectural Considerations" at the bottom of the first column of Exhibit 7, page 2.

Sheila and Paula's proposed construction meets the standards set out by Dover Code Section 170-20.B (1). The Planning Board should grant the Conditional Use Permit to allow the new home construction proposed for the lot as explained by this letter and exhibits.

Exhibit 1 is a reduced copy of the 2008 Planning Board approved lot line adjustment plan which allowed the subject lot to be conveyed as a zoning compliant lot. Additional frontage was acquired from the abutting (then) Gillis homestead (Map 10, Lot 108) to give the vacant lot the required minimum frontage of 80 feet.

HR District zoning was adopted in the summer of 2005 following extensive Planning Department research and the solicitation of public input through multiple neighborhood meetings and the sharing of survey information and proposed ordinance drafts. The essence of the rezoning encourages new development and renovations consistent with architecture prevalent in the District. Section 170-7 (B) (1) of the Zoning Ordinance recites the District's "purpose statement:"

> These primarily residential Neighborhoods surrounding the Silver Street area exhibit a rare collection of interesting architecture. While primarily Victorian and characterized by wide porches, bay windows, steep roofs, and intricate and involved woodwork, there are noteworthy Colonial Buildings as well. In both instances, their original occupants were likely community leaders, whether early tavern keepers, or later senior managers and foremen from the mill facilities that line the Cochecho River, as well as other community professionals.
>
> The common theme through all these designs is both the massing and the placement of these Structures in a manner that is compatible with what had gone before. It is the intent that in this District, new construction, replacement construction, and new additions should continue that tradition of compatibility with the existing Neighborhood.

This purpose statement is further underscored by the Exhibit 7 "Architectural Considerations" referenced above.

With these stated purposes in mind, the Planning Board recommended, and the City Council adopted, significant zoning change with respect to setback relief requirements. Applicants seeking to encroach upon a stated side yard setback in most zones must apply to the Zoning Board of Adjustment (ZBA) for a variance. By specifically providing for deviation from HR District Dimensional Requirements by Conditional Use Permit, the Planning Board recommended, and the City Council ordained, a less strict standard to be met than the RSA codified variance criteria as interpreted by N.H. Supreme Court case law. HR District Regulations intended for a more relaxed dealing with requested relief from setback requirements in order to encourage applicants to focus on architectural considerations and the District's Purpose Statement.

Exhibits 2, 3 and 4 briefly represent the proposed structure yet to be fully designed, after obtaining Conditional Use Permit relief. Exhibit 2 shows the same perimeter boundaries to the subject lot as Exhibit 1, but modifies the building envelope to comply with current HR Regulations. Kevin McEneaney has shown the front "build to" line having measured the placement of neighboring structures as required by footnote 3. The sideline setbacks are represented in relation to the proposed home's 56' 10" overall width on both Exhibits 2 and 4.

Exhibit 3 shows the proposed front elevation, evidencing the Applicants' efforts to design a structure in keeping with the neighborhood's Victorian architecture. Overhangs and other detail compatible with the other houses on the street are intended. More detailed elevations and plans will be drawn up following success with this application.

The topography of the subject lot slopes down to the east (back yard). Attaching a two-stall garage and connecting entryway to the north side of the house is preferred to a garage behind the house for many reasons. The Exhibit 4 Preliminary Floor Plans demonstrate a preference to design the house for a single person's (or couple's) single (first) floor occupancy. Additional guest rooms are on the second floor. Placement of the garage behind the house presents a less desirable plan. The current house's length or depth is approximately 70 feet (with porch). A design with a rear garage placement lengthens the overall primary structure to almost 96 feet. Adhering to the front "build-to line" would only leave a back yard of approximately 40 feet. A right-hand entry turning into the garage would be more difficult, given the lot's width and downward slope. The topography would not allow placement of the garage on the same first floor living area, requiring additional steps up, and less desirable overall massing of the total structure (given existing neighboring structures). Finally, a rear garage placement would significantly lessen the natural sunlight desired and obtainable for the rear (westerly) oriented living spaces.

The degree of requested setback relief is reasonable and wholly compatible with existing structures in the neighborhood. Kevin McEneaney created Exhibit 5 by scaling the distances of certain abutting primary structures from City assessing maps. Exhibit 6 was created by this office, enlarging the immediate neighborhood view, again using City assessing maps, and highlighting in yellow primary structures (most grand Victorian homes) and their barns or garages, which either obviously or appear to encroach upon the HR District's side yard 15 foot setback.

HR District zoning specifically intends for structure placement to be flexible, to allow greater focus on compatible architectural design and massing. To the extent structure placement for safety purposes is a relevant consideration, it is significant that the proposed design seeks relief from the northerly sideline setback rather than the south. The home to the south is improved with an accessory garage located almost immediately on the properties' common boundary line. See Exhibit 1. The primary structure to the north is located (at an architectural bump-out) over 31 feet from the properties' common boundary line. From a safety perspective, then, this will result in almost 40 foot spacing between the Tax Map 10, Lot 106 structure and the attached garage on the subject lot. This is greater even than the zoning intended minimum cumulative 30 foot spacing between primary structures per HR District Dimensional Requirements.

Specifically focusing on the Dover Code Section 170-20.B (1) standards, then:

(a) That both public and private BUILDINGs and landscaping shall contribute to the physical definition of RIGHTs OF WAY as CIVIC SPACEs.

Obviously, no public buildings. The building's scale, massing, placement and architectural detail all contribute positively to the civic space, being the Lexington Street Victorian neighborhood, as driven through or walked (on brick sidewalks).

(b) That development shall adequately accommodate automobiles, while respecting the pedestrian and the spatial form of public areas.

The factual summary above explains why placement of the attached garage to the north is preferred to a home design with an attached garage to the rear of the property. This design more adequately accommodates the automobiles which will service the new home. The sloping topography of the lot (toward the rear of the lot) makes the proposed design a better spatial form for the neighborhood in general, thus promoting the neighborhood generally as an historic public area.

(c) That the design of STREETs and BUILDINGs shall reinforce safe environments, but not at the expense of accessibility.

The relative setbacks of other buildings in the District, and particularly the immediate neighborhood, reinforce the design's compatibility with the neighborhood and HR District goals. The existing location of the home abutting the subject property to the north (over 31 feet from the properties' common boundary line) reinforces the "safe" spacing between existing structures and the home to be built.

(d) That architecture and landscape design shall grow from local climate, topography, history, and BUILDING practice.

The architecture and landscape design (specifically avoiding a longer driveway if the garage were located behind the house) is compatible with the immediate neighborhood District and its history.

(e) That BUILDINGs shall provide their inhabitants with a clear sense of geography and climate through energy efficient methods.

The building will be architecturally designed in keeping with the neighborhood and District goals. New construction techniques allow the applicants the opportunity to build a new home, Victorian in appearance, but taking advantage of energy efficient methods.

(f) That CIVIL BUILDINGs and public gathering places shall be provided as locations that reinforce community identity and activity.

The new home's architectural design and placement generally, and its front porch (similar to other front porches in the neighborhood) in particular, reinforce the neighborhood's community identity and recreational activity.

(g) That CIVIC BUILDINGs shall be distinctive and appropriate to a role more important than the other BUILDINGs that constitute the fabric of the city.

Not Applicable; no civic building proposed.

(h) That the preservation and renewal of historic BUILDINGs shall be facilitated.

Not Applicable; no existing building to be preserved. New home construction shall be consistent with architectural considerations encouraged by HR District zoning.

(i) That the harmonious and orderly evolution of urban areas shall be advanced by the proposed BUILDING and/or use.

Granting this application facilitates new home construction on one of the few vacant lots existing in the HR District, designed consistent with HR District encouraged architectural considerations, and spacing compatible with the neighborhood. This will result in a harmonious and orderly evolution of this historic urban neighborhood.

For all the above reasons, the applicants request that the Conditional Use Permit Application be approved, and relief granted to encroach upon the northerly side yard setback to the degree, and in the approximate location proposed by the attached exhibits, with the understanding that final actual construction placement may vary by a matter of inches.

Respectfully submitted,

Paula J. Reid,
Trustee of the Paula J. Reid 2003 Revocable Trust
and
Sheila M. Woolley

By their attorneys,
Wyskiel, Boc, Tillinghast & Bolduc, P. A.

By _____
Christopher A. Wyskiel, Esquire

CAW/nl
Enclosures

cc: Paula J. Reid
Sheila M. Woolley
Christopher G. Parker, AICP, Asst. City Manager, Director of Planning & Strategic Initiatives

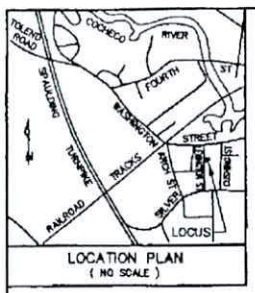
Doc # 0029659 Apr 10, 2008 1:00 PM
Register of Deeds, Strafford County

REFERENCE PLANS:

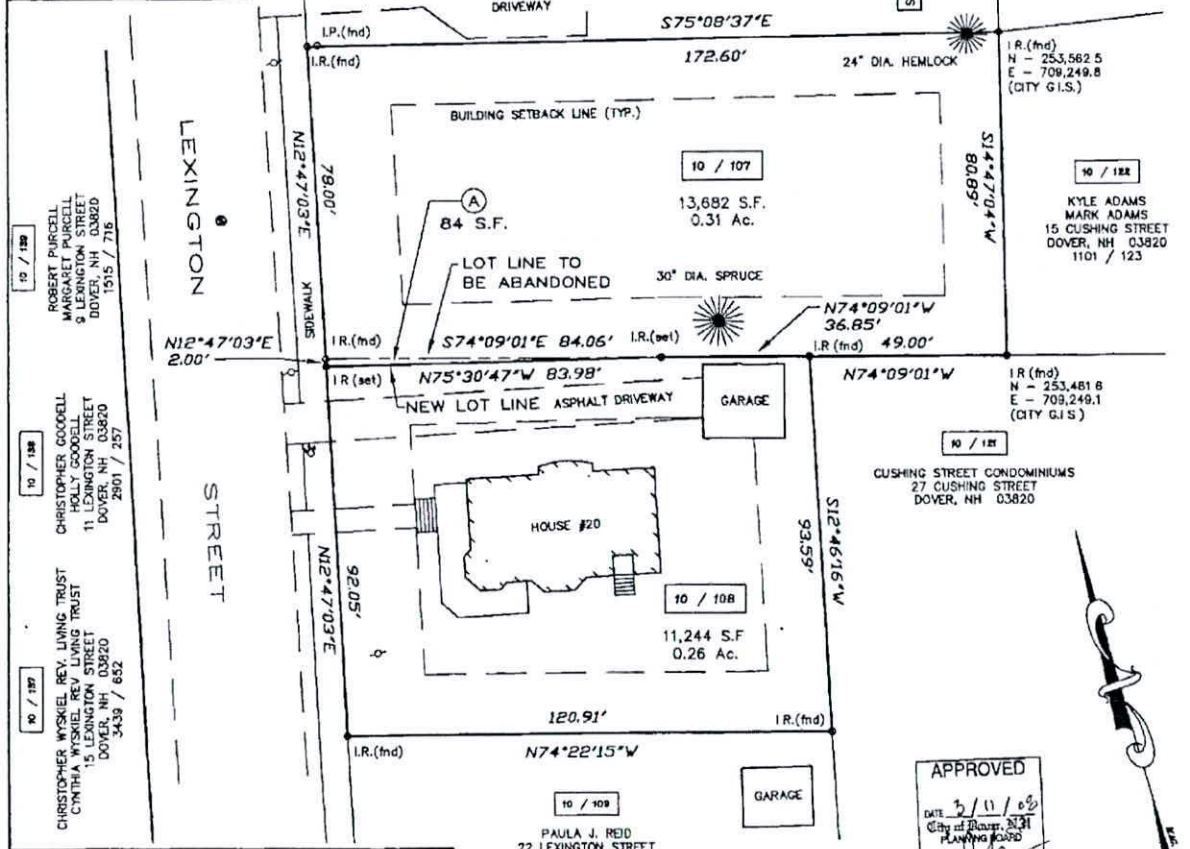
1.) PLAN OF LOTS – LEXINGTON STREET, WASHINGTON STREET AND CUSHING STREET, DOVER, NEW HAMPSHIRE. SCALE: 1" = 80'; RECORDED: APRIL 4, 1891, VOL. 294, PAGE 476; S.C.R.D. PLAN 14, POCKET 10, FOLDER 1.

2.) REVISED BOUNDARY LINE OF PARCELS A & B – CUSHING STREET CONDOMINIUMS OF PROPOSED SUBDIVISION IN DOVER, N.H.; SCALE: 1" = 10'; DATED: MARCH 10, 1986; BY: B.L. POHOPEK. RECORDED S.C.R.D. PLAN 29–50.

3.) PLAN OF LAND PREPARED FOR WILLIAM D. GILLIS, TAX MAP 10, LOT Nos. 107 & 108, LEXINGTON STREET, CITY of DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: MARCH 29, 2001; BY THIS OFFICE NOT RECORDED.



LOCATION PLAN
(NO SCALE)



NOTES:

1.) OWNER OF RECORD:
THE ESTATE OF WILLIAM D. GILLIS
c/o WILLIAM GILLIS
59 LINDEN STREET
READING, MASSACHUSETTS 01867
S.C.R.D. VOL. 987 / PG. 985
OWNER SIGNATURE

2.) 10/ 107 – DENOTES TAX MAP AND PARCEL NUMBER

3.) ZONING DISTRICT IS RM–10

MINIMUM LOT SIZE	= 10,000 S.F.
MINIMUM FRONTAGE	= 80 FEET
BUILDING SETBACK REQUIREMENTS:	
FRONT	= 20 FEET
REAR	= 15 FEET
SIDE (ABUT A LOT)	= 15 FEET
SIDE (ABUT A STREET)	= 20 FEET
MAXIMUM BUILDING HEIGHT	= 40 FEET
MINIMUM LOT COVERAGE	= 40 PERCENT

4.) THE SUBJECT PARCEL IS LOCATED WITHIN AREAS DETERMINED TO BE OUTSIDE THE 0.2 PERCENT ANNUAL CHANCE FLOODPLAIN AS SHOWN ON FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 330145, PANEL 0310, SUFFIX D, MAP NUMBER 33017C03100, EFFECTIVE DATE: MAY 17, 2005

5.) BASIS OF BEARING: MAGNETIC OBSERVATION MARCH 2000.

6.) THE INTENT OF THIS PLAN IS TO ADJUST THE LOT LINES AS SHOWN. TRACT A (84 S.F.) IS TO BE ADDED TO PARCEL 10/107

PARCEL AREAS:

PARCEL	ORIGINAL	PROPOSED
10/107	13,598 S.F. / 0.31 ACRE	13,682 S.F. / 0.31 ACRE
10/108	11,328 S.F. / 0.26 ACRE	11,244 S.F. / 0.26 ACRE

7.) A DIGITAL COPY OF THE APPROVED LOT LINE ADJUSTMENT WILL BE PROVIDED TO THE CITY OF DOVER PLANNING DEPARTMENT.

"I HEREBY CERTIFY THAT THIS PLAT IS THE RESULT OF A FIELD SURVEY BY THIS OFFICE WHICH HAS A MAXIMUM ERROR OF CLOSURE OF 1 PART IN 15,000."

LOT LINE ADJUSTMENT PLAN OF LAND
PREPARED FOR
THE ESTATE OF WILLIAM D. GILLIS
TAX MAP 10, LOT Nos. 107 & 108
LEXINGTON STREET
CITY of DOVER
COUNTY of STRAFFORD
STATE of NEW HAMPSHIRE

DRAWN BY RJM	FILE C:> P\1251\01-12512
SCALE 1" = 20'	DATE JANUARY 17, 2008

STATE OF NEW HAMPSHIRE LICENSED LAND SURVEYOR No 681 KEVIN W McGENEANEY

McGeneaney Survey Associates, inc.
P.O Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742–0911

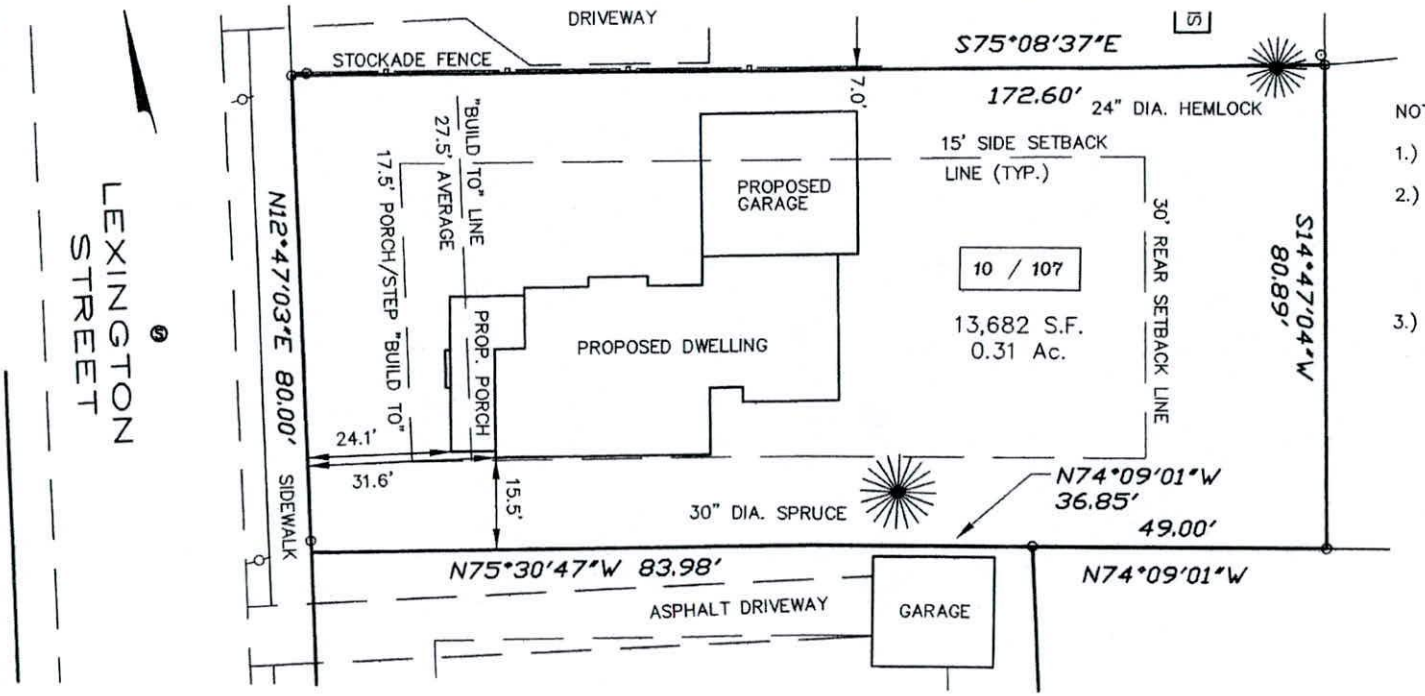
SURVEYING – PLANNING – CONSULTING

NO.	DATE	DESCRIPTION	BY	CHK
		REVISIONS		

01–1251	LL ADJ	00–19	B3–91
PROJECT NO	TYPE	FIELDBOOK & PAGES	

PLAN 70 - 49

Exhibit 1



NOTES:

1.) ZONING DISTRICT IS HR,

2.) MINIMUM YARD REQUIREMENTS:
FRONT = "BUILD TO LINE" (AVERAGE– ±5')
SIDE = 15 FEET
REAR = 30 FEET

3.) THIS IS NOT A BOUNDARY SURVEY, IT IS INTENDED TO SHOW THE PROPOSED FOUNDATION LOCATION ONLY.

SKETCH PLAN
FOR
LOT 107, TAX MAP 10
LEXINGTON STREET
DOVER, NEW HAMPSHIRE

1" = 20' FEBRUARY 21, 2017

0 10 20 30 40

REFERENCE PLAN:

1.) LOT LINE ADJUSTMENT PLAN OF LAND PREPARED FOR THE ESTATE OF WILLIAM D. GILLIS, TAX MAP 10, LOT Nos. 107 & 108, LEXINGTON STREET, CITY of DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 20'; DATED JANUARY 17, 2008; BY McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 70–49

"I CERTIFY THAT THE PROPOSED FOUNDATION LOCATION IS LOCATED WITHIN AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN."

STATE OF NEW HAMPSHIRE
No. 661
KEVIN M. McENEANEY
SIGNATURE
LICENSED LAND SURVEYOR

McEneaney Survey Associates, inc.
P.O. Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742–0911

PROJECT No – 13–1251 | FILE= VR CP:\1251\17–1251

NOT TO BE RECORDED

SURVEYING PLANNING CONSULTING

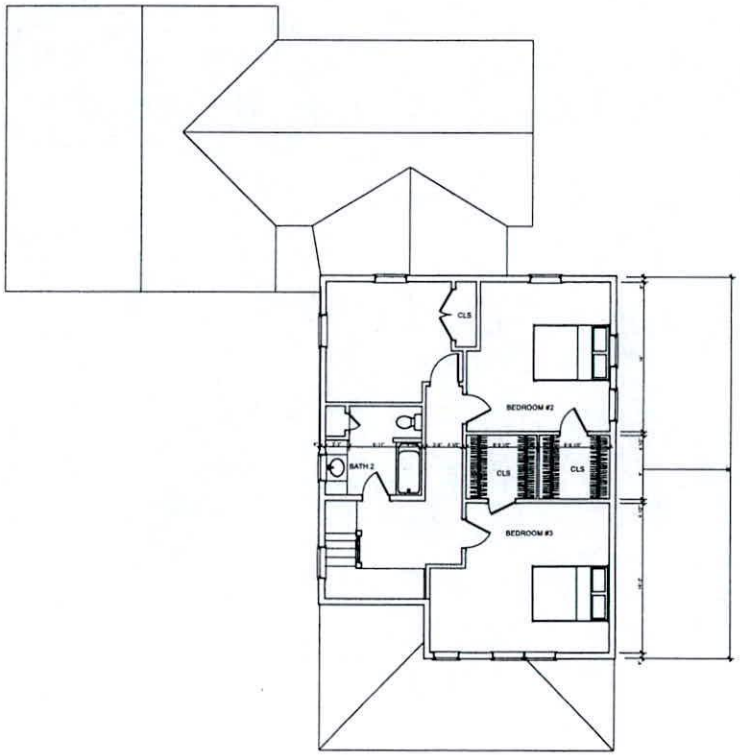
Exhibit 2

1 FRONT ELEVATION
SCALE: 1/8" = 1'-0"

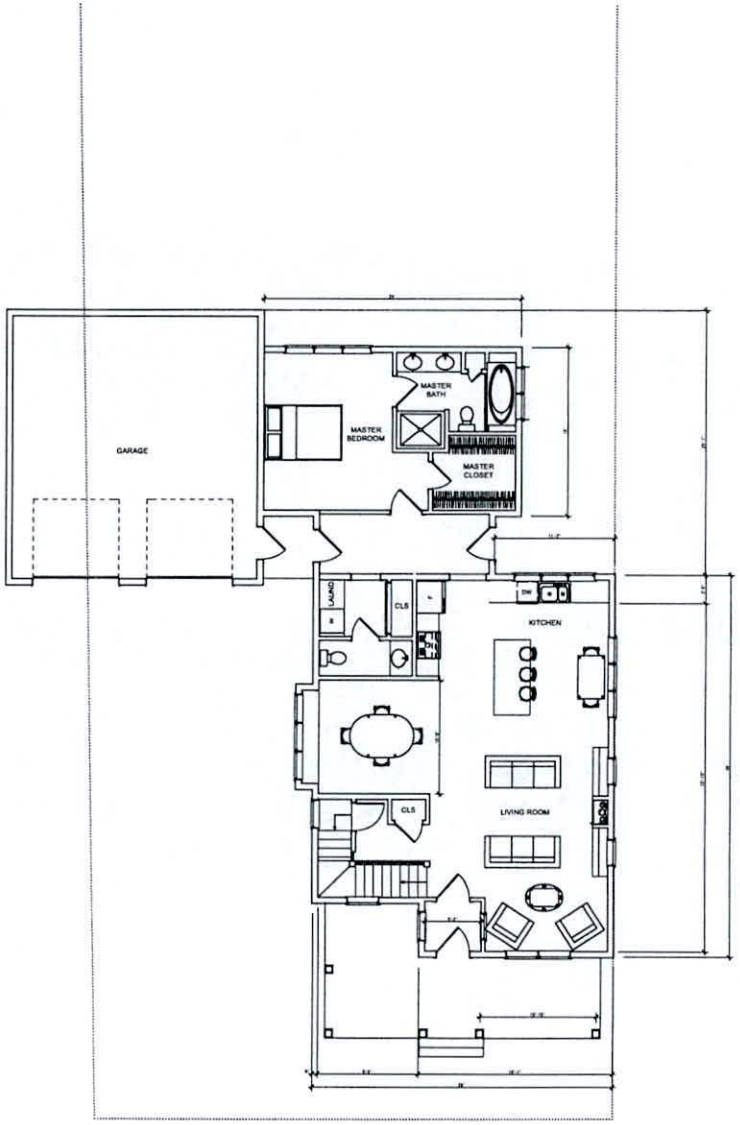
PROPOSED FRONT ELEVATION

MDB DESIGN/BUILD LLC
81 Lincoln Ave. Portsmouth,N.H. 03801
603-234-7398

Exhibit 3



2nd FLOOR PLAN
SCALE: 3/16" = 1'-0"



1st FLOOR PLAN
SCALE: 3/16" = 1'-0"

MDB DESIGN/BUILD LLC
Construction Consulting
Residential Design

81 Lincoln Ave. Portsmouth,N.H. 03801
603-234-7398
855-440-8664 FAX

CONSULTANTS

PROJECT:

New Home for

Sheila Woolley
Lexington Street
Dover, NH, USA 03820

MARK	DATE	DESCRIPTION
	1/09/17	PRELIMINARY FLOOR PLANS

PROJECT NO:
MODEL FILE:
DRAWN BY:
CHK'D BY:
COPYRIGHT 2017

SHEET TITLE

Floor Plans

A1

Exhibit 4

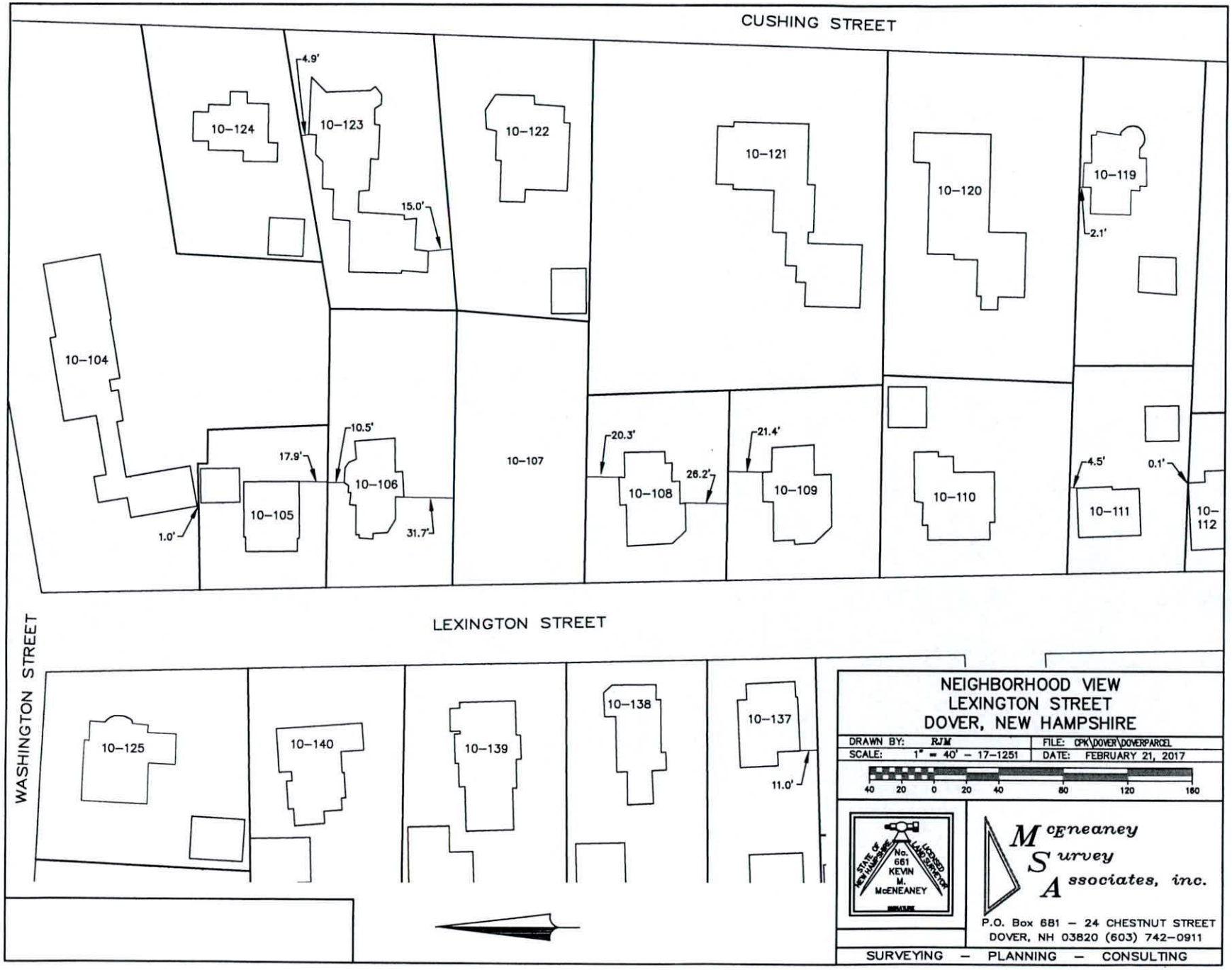
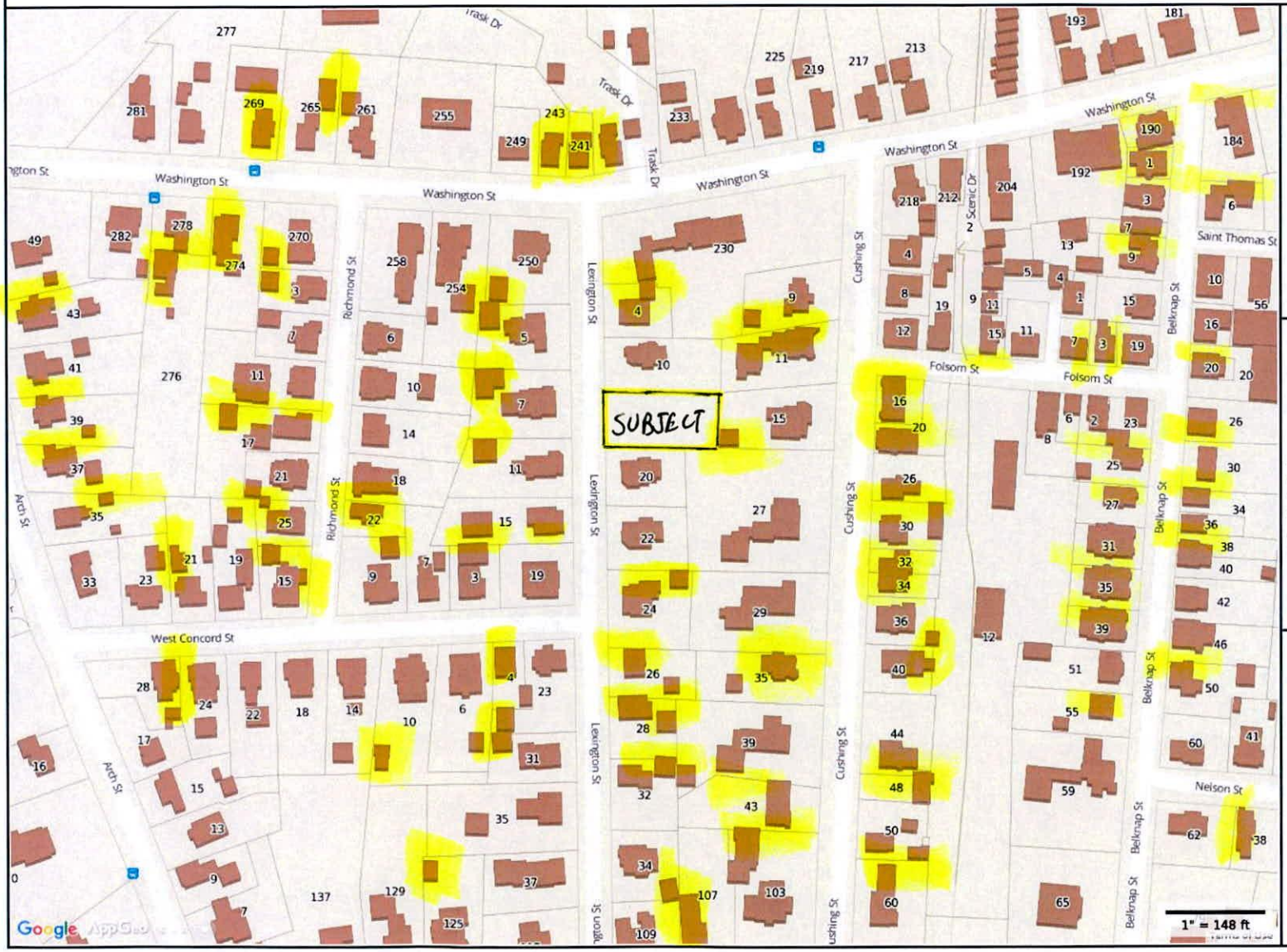

CUSHING STREET
LEXINGTON STREET
WASHINGTON STREET
10–124
10–123
10–122
10–121
10–120
10–119
10–104
10–105
10–106
10–107
10–108
10–109
10–110
10–111
10–112
10–125
10–140
10–139
10–138
10–137
4.9'
15.0'
2.1'
10.5'
17.9'
1.0'
31.7'
20.3'
26.2'
21.4'
4.5'
0.1'
11.0'
NEIGHBORHOOD VIEW
LEXINGTON STREET
DOVER, NEW HAMPSHIRE
DRAWN BY: RJM
FILE: CPK\DOVER\DOVERPARCEL
SCALE: 1" = 40' – 17–1251
DATE: FEBRUARY 21, 2017
40 20 0 20 40 80 120 160
STATE OF NEW HAMPSHIRE
No. 661
KEVIN M. McENEANEY
LICENSED LAND SURVEYOR
McEneaney Survey Associates, inc.
P.O. Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742–0911
SURVEYING – PLANNING – CONSULTING

Exhibit 5

Exhibit 6



Property Information

Property ID 10107-000000

Location LEXINGTON ST

Owner REID PAULA J TRUSTEE

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 01/11/2017
Properties updated 02/22/2017

Heritage Residential (HR) District

Adopted: 08-19-2015 by Ord. No. O-2015.07.22-017

Permitted Uses***

- ACCESSORY DWELLING UNIT
- ADULT DAY CARE
- CHILD CARE HOME
- Conversion of Existing Dwelling to Accommodate not more than 2 units [5]
- CUSTOMARY HOME OCCUPATION
- Dwelling, 2 Family [5]
- DWELLING, SINGLE FAMILY
- FARM ANIMALS FOR FAMILY USE, for non-commercial purposes, on lots containing a one or two family dwelling [6]
- PUBLIC RECREATION
- Public Utility [7]
- ROADSIDE FARM STAND [8]

Dimensional Regulations* [1] [2]

LOT	
Minimum LOT Size	10,000 sf
Maximum LOT Coverage	40%
Minimum FRONTAGE	80 ft
PRINCIPAL BUILDING* **	
Front BUILD TO LINE	[3]
Abut a Street BUILD TO LINE	[3]
Side SETBACK	15 ft
Rear SETBACK	30 ft
OUTBUILDING/ACCESSORY USE* **	
Front SETBACK	[4]
Abut a Street SETBACK	[4]
Side SETBACK	10 ft
Rear SETBACK	10 ft
HEIGHT OF BUILDING	
PRINCIPAL BUILDING	24 ft min**, 40 ft max
OUTBUILDING	40 ft max

*Deviations from these requirements are permitted by Conditional Use Permit, subject to the requirements of Section 170-20.B(1).

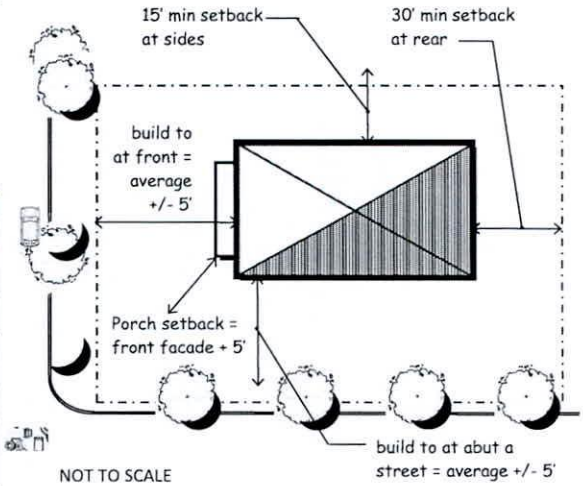
**The minimum principal building height shall not apply to additions constructed onto the rear of the PRINCIPAL BUILDING, provided that where the addition will be closer to either side lot line than the existing PRINCIPAL BUILDING, the addition shall be located no closer than 45 ft from the front lot line.

***See reverse side for architectural considerations.

Uses Permitted by Conditional Use Permit***

- BED AND BREAKFAST (permitted on Silver Street only)
- CHILD CARE FACILITY
- Conversion of Existing Dwelling to Accommodate not more than 4 units
- Dwelling, 3 to 4 Family
- ELDERLY ASSISTED CARE HOME
- GROUP HOME FOR MINORS
- OFFICE

Principal Building Placement



Sign Regulations

Size	HR District
Total signs permitted	1
Total area permitted	8 sf (CUSTOMARY HOME OCCUPATION SIGN 2 sf max)
Type	
FREESTANDING	permitted (10 ft setback required)
PROJECTING	permitted
WALL/ Awning	not permitted
Temporary	not permitted

Exhibit 7

Footnotes

[1] Refer to 170-13 and 170-14 for exceptions to lot size, frontage and setback requirements.

[2] All land containing wetlands shall not be counted in determining the gross land area of a lot for the purposes of minimum lot size or minimum density requirements for residential uses. The minimum non-wetland portion of any newly created lot shall be contiguous. For the purposes of this calculation, wetlands shall include areas that meet the definition of wetland in the NH Code of Administrative Rules – Wt. 101.87 and the 1987 Federal Manual For Identifying Jurisdictional Wetlands. Wetland buffers shall only be allowed to count for 40% of the min lot size required.

[3] The property owner shall calculate the average front setbacks of all lots within the same zone located on the same side of the street, 250 ft in each direction from the center of the front lot line. This front setback dimension shall be considered to be a build to line. Structures may be constructed within five (5) ft plus or minus of the average. Porches or steps may be located an additional five (5) ft beyond the front façade of the structure. Expansions to existing structures shall be subject to a minimum setback equal to the calculated average setback minus five (5) feet.

[4] Accessory structures must be setback at least 20 feet from the average front setback of all lots within the same zone located on the same side of the street, 250 feet in each direction from the center of the front lot line.

[5] 2 family dwellings shall be designed to look like SINGLE FAMILY DWELLINGS (i.e. the 2 family dwelling should not look like it was designed to occupy more than one family). At a minimum, this shall mean that only one entrance shall be visible from a public street. Notwithstanding any other provision of Chapter 170, a legal or legal non-conforming accessory structure existing as of the effective date of these regulations may be converted into a second unit, provided that it shall not be enlarged, nor shall any exterior improvements be made to alter its appearance as an accessory structure.

[6] Use is allowed on the portion of the lot that is behind the principal structure, provided the following standards are met: Chickens: No more than six (6) chickens and no roosters, with three (3) square feet of chicken coop and twenty (20) square feet of a fenced enclosure yard per chicken; all coops and enclosures shall be twenty (20) feet from any property line. Sheep or goats: one animal per 10,000 square feet of lot area, with a maximum of six (6) animals; ten (10) square feet of shelter and thirty (30) square feet of a fenced enclosure yard per animal; all shelters and enclosures shall be thirty (30) feet from any property line.

[7] The utility facility shall be appropriately fenced to protect the public. Landscaping materials shall be required to provide a visual screen from any structures and storage within.

[8] ROADSIDE FARM STANDS shall be set back a minimum of twenty (20) feet from all abutting vehicular rights-of-way. The area of any BUILDING associated with the ROADSIDE FARM STAND shall not be greater than two hundred (200) square feet in area, and shall be considered an accessory structure if a residence is also located on the property. The total of the display area, including the building, shall not exceed four hundred (400) square feet. Off-street parking shall be provided in the amount of one (1) off-street parking space per 250 square feet of display and building area, and all required parking spaces shall have safe access to and from a public street. A certificate of use issued by the Zoning Administrator and a driveway permit shall be required in all cases.

Architectural Considerations

The goal of the Heritage Residential District is to recognize, celebrate, and enhance the unique character of this area, in part by promoting architecture with a strong sense of place, fine detailing, quality materials, and designed with the site context and adjacent development in mind. To that end, applicants for new construction are encouraged to refer to the Dover Historic Preservation Guide (June, 1991) for examples of architecture and design that is fitting for the Heritage Residential District. This document is available for viewing on the Planning Department webpage and at the offices of the Planning Department and Inspection Services, and is intended to serve as a guide to help encourage and inspire thoughtful and attractive development.

Conditional Use Permit Criteria

The requirements of 170-20.B(2) and (3) shall apply to all uses permitted by Conditional Use Permit, in addition to the requirements set forth below.

CHILD CARE FACILITY: CHILD CARE FACILITIES shall be subject to the requirements set forth in the "CHILD CARE FACILITY" definition, Chapter 170-6.

Conversion to, or creation of Dwelling, 3-4 Family: Three- or four-family dwellings and conversions of existing dwellings to three (3) or four (4) units shall be subject to the following regulations:

A. The specific site must have an amount of open space, either landscaped or left natural, at least equal to the average amount of open space on all developed lots in the HR District that are wholly or partly within two hundred (200) feet of the subject parcel. Existing parking areas, either gravel, paved or unpaved, shall not be considered to be open space.
B. Off-street parking, in accordance with Chapter 149, Site Review, shall be provided as to avoid vehicles backing into the street. Two (2) parking spaces per unit shall be required.
C. Parking lots shall be at least five (5) feet from a side property line and ten (10) feet from a front property line.
D. Parking areas shall be screened from the street and from abutting lots.
E. Structures shall be at least twenty (20) feet from a front property line, thirty (30) feet from a rear property line and fifteen (15) from a side property line unless abutting a street, in which case, the distance from the side property line shall be twenty (20) feet.
F. For new construction, the building must be designed to look like a SINGLE FAMILY DWELLING. At a minimum, this shall mean that only one entrance shall be visible from a public street. For conversions, the building must retain its appearance as a SINGLE FAMILY DWELLING or a 2 family dwelling, whichever is the current use. Notwithstanding any other provision of Chapter 170, a legal or legal non-conforming accessory structure existing as of the effective date of these regulations may be converted into one or more residential units, provided that the building shall not be enlarged, nor shall any exterior improvements be made to alter its appearance as an accessory structure.

ELDERLY ASSISTED CARE HOME: ELDERLY ASSISTED CARE HOME is allowed in accordance with the densities and provisions stated below:

A. ELDERLY ASSISTED CARE HOMEs larger than 6 bedrooms are permitted at a density of one bedroom per 2,500 square feet
B. Parking and service areas are screened from abutting residential uses.
C. Notwithstanding the above requirements, the maximum number of bedrooms and residents allowed in a facility may be increased provided the increase is found not to be detrimental to the surrounding properties and conforms with parking standards in Chapter 170-44 (Off Street Parking). Furthermore, any increase to an existing structure must be contained within or contiguous to the original structure.

GROUP HOME FOR MINORS: GROUP HOME FOR MINORS shall be subject to the following conditions:

A. The group home site shall be compatible with abutting uses.
B. The group home shall be located in areas of transitional land use or mixed land uses.
C. Parking and service areas shall be screened from abutting residential uses, unless the abutter chooses to not want said screening.
D. Open space shall be maintained on the property in an amount comparable to the neighborhood.
E. The planned occupancy of the group home shall be compatible with the permitted density of the surrounding neighborhood.
F. Hours of operation shall be limited to 6 am to 9 pm Sunday – Thursday, and 6 am to 10 pm Friday and Saturday.

Exhibit 7

B. Conditional Use Permit

(1) Conditional use approval for relief from the standards herein may be granted by the PLANNING BOARD (RSA 674:21 II) after proper public notice and public hearing provided that the proposed project complies with the following standards:

Dover Code Sec. 170-20.B(1)

(a) That both public and private BUILDINGs and landscaping shall contribute to the physical definition of RIGHTs OF WAY as CIVIC SPACEs.

(b) That development shall adequately accommodate automobiles, while respecting the pedestrian and the spatial form of public areas.

(c) That the design of STREETs and BUILDINGs shall reinforce safe environments, but not at the expense of accessibility.

(d) That architecture and landscape design shall grow from local climate, topography, history, and BUILDING practice.

(e) That BUILDINGs shall provide their inhabitants with a clear sense of geography and climate through energy efficient methods.

(f) That CIVIC BUILDINGs and public gathering places shall be provided as locations that reinforce community identity and activity.

(g) That CIVIC BUILDINGs shall be distinctive and appropriate to a role more important than the other BUILDINGs that constitute the fabric of the city.

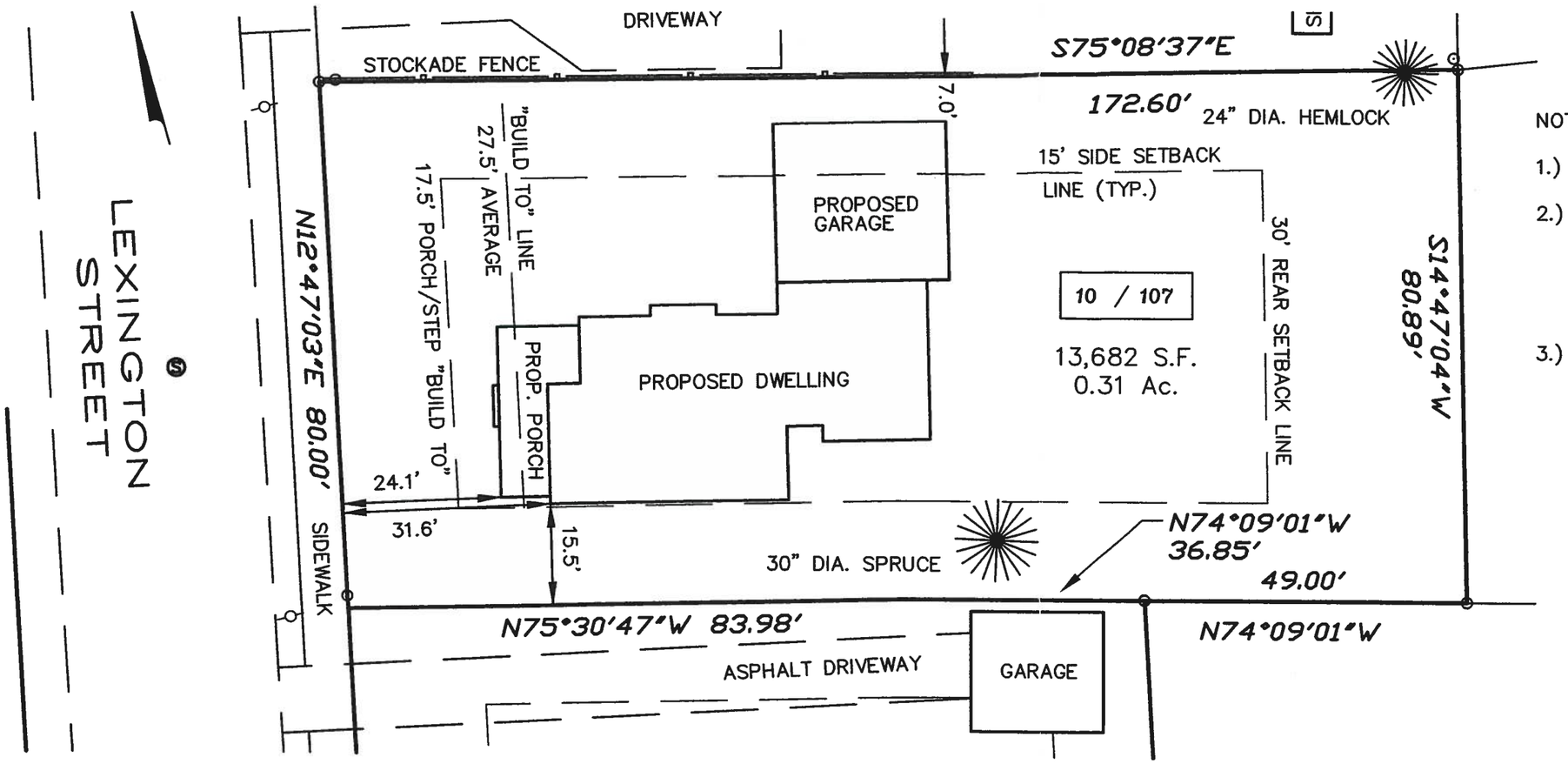
(h) That the preservation and renewal of historic BUILDINGs shall be facilitated.

(i) That the harmonious and orderly evolution of urban areas shall be advanced by the proposed BUILDING and/or use.

(2) Conditional use approval for relief from the use standards herein may be granted by the PLANNING BOARD (RSA 674:21 II) after proper public notice and public hearing provided that the proposed project complies with the following standards:

(a) The requested use shall be compatible with abutting uses and the surrounding NEIGHBORHOOD.

Exhibit 8



NOTES:

1.) ZONING DISTRICT IS HR,

2.) MINIMUM YARD REQUIREMENTS:
FRONT = "BUILD TO LINE" (AVERAGE– ±5')
SIDE = 15 FEET
REAR = 30 FEET

3.) THIS IS NOT A BOUNDARY SURVEY, IT IS INTENDED TO SHOW THE PROPOSED FOUNDATION LOCATION ONLY.

RECEIVED
Planning Office
FEB 24 2017
Dover, New Hampshire

SKETCH PLAN
FOR
LOT 107, TAX MAP 10
LEXINGTON STREET
DOVER, NEW HAMPSHIRE

1" = 20' FEBRUARY 21, 2017

0 10 20 30 40

Approved 2/24/17

REFERENCE PLAN:

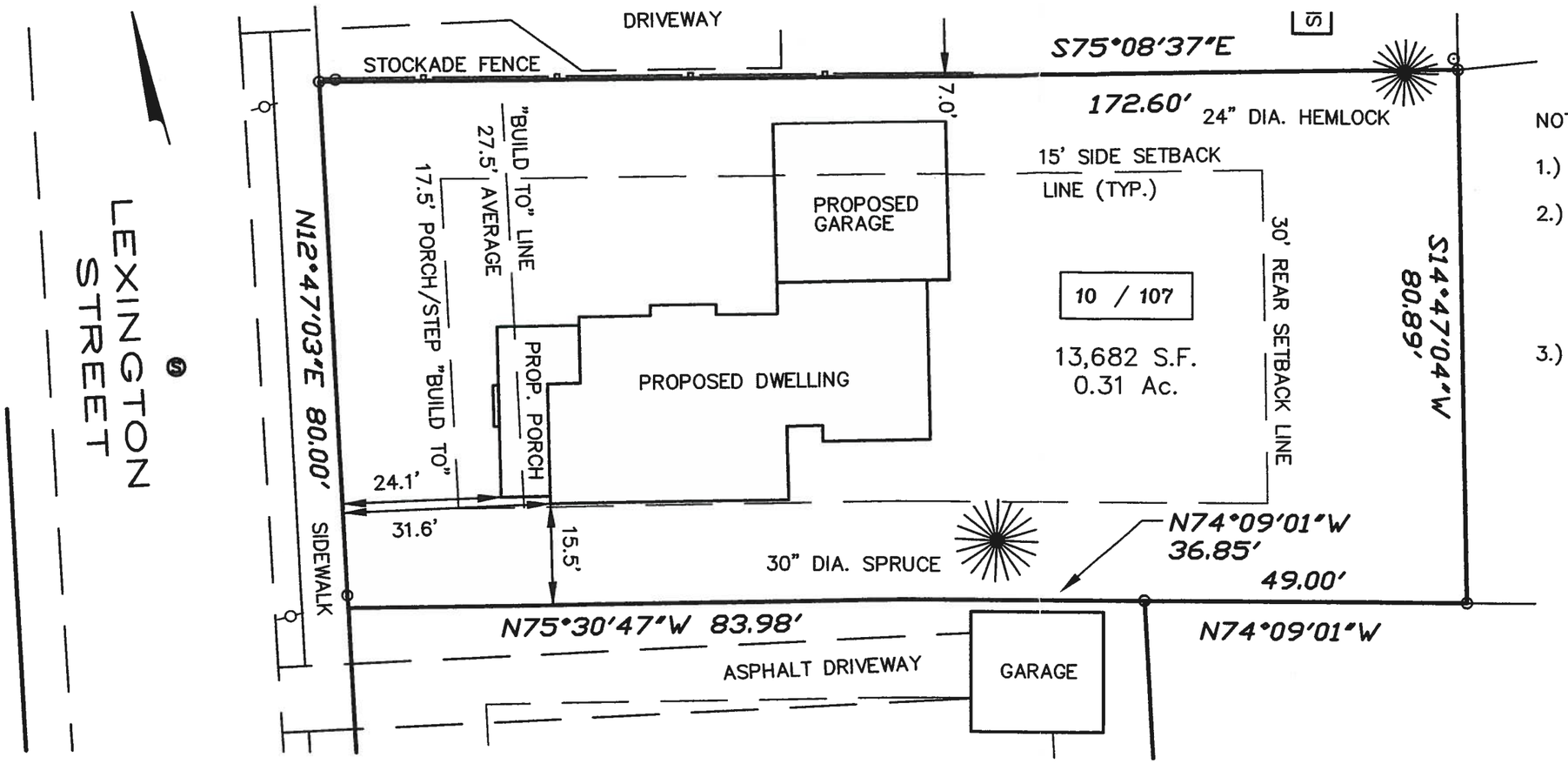
1.) LOT LINE ADJUSTMENT PLAN OF LAND PREPARED FOR THE ESTATE OF WILLIAM D. GILLIS, TAX MAP 10, LOT Nos. 107 & 108, LEXINGTON STREET, CITY of DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 20'; DATED JANUARY 17, 2008; BY McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 70–49

"I CERTIFY THAT THE PROPOSED FOUNDATION LOCATION IS LOCATED WITHIN AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN."

STATE OF NEW HAMPSHIRE
No. 661
KEVIN M. McENEANEY
LICENSED LAND SURVEYOR
SIGNATURE

McEneaney Survey Associates, inc.
P.O. Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742–0911

PROJECT No – 13–1251	FILE= VR CP:\1251\17–1251	NOT TO BE RECORDED	SURVEYING	PLANNING	CONSULTING



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No. 661
KEVIN M. McENEANEY
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SIGNATURE

McEneaney Survey Associates, inc.
P.O. Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742–0911

PROJECT No – 13–1251	FILE= VR CP:\1251\17–1251	NOT TO BE RECORDED	SURVEYING	PLANNING	CONSULTING

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P17-22

Application Type:	Conditional Use Permit for CBD TOD Use
Applicant:	Jacqueline Pierce
Owner:	Sojourn Property Management LLC
Location:	66 Third Street (Assessor's Map 31, Lot 7)
Meeting Date:	March 28, 2017

INTENT: To obtain a Conditional Use Permit to seek relief, per Chapter 170-20-B(2), to the Central Business District Transit Oriented Overlay to permit a dog training and daycare use which was determined as an "other" use therefore needing a CUP

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM #: 4-J

ACREAGE: 0.68 Acres

ZONING DISTRICT: CBD (Transit Oriented Overlay)

EXISTING LAND USE: Multi-Tenant Commercial

PROPOSED LAND USE: Multi-Tenant Commercial

SURROUNDING LAND USE: Vacant, Transportation Station, Church, Commercial and Residential

ZBA ACTION:
- H84-12: Variance granted 4/19/84 to subdivide an existing lot and building to create two separate buildings each having their own lot
- H84-18: Variance granted 4/19/84 to allow a dance hall in a portion of the building
- H90-13 Variance granted 8/16/90 to establish a non-conforming use (church)

ATTACHMENTS: Conditional Use Permit application, Business Plan, Floor Plan, Narrative, and map

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 dog daycare which staff defines as an "other" use in the CBD Transit Oriented Overlay therefore requiring a Conditional Use Permit per the zoning table.

The applicant submitted a narrative explaining how they meet the criteria of 170-20.B(2).

Consistency with Land Use Regulations
Chapter 170-20-B provides for conditional use approval for relief from the CBD standards if three standards are complied with. Staff feels the applicable standards are met as described in the applicant's narrative.

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.

66 Third Street

Property Information

Property ID	31007-000000
Location	66 THIRD ST
Owner	SOJOURN PROPERTY MANAGEMENT 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 03/20/2017
Properties updated 03/22/2017

RECEIVED
Planning Office
MAR 0 6 2017
Dover, New Hampshire

City of Dover, New Hampshire
CONDITIONAL USE PERMIT APPLICATION

[Revision Date: August 16, 2016]

RECEIVED
Planning Office

Office Use Only	Project #: P17-22	Date Received: MAR 0 6 2017
	Amount Paid: $296.00 Ck#1077	Time Received: Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

Name of Applicant: Jacqueline Pierce Telephone # 603-568-0288

Address of Applicant: 20 Cedar st. Newmarket NH

E-Mail Address: JBPDogtrainer@gmail.com

Name of Property Owner (*if different from applicant*): Steve Dumont Telephone # 603-553-2002

Address of Property Owner: 500 Market St Suite 9 Portsmouth NH

PROPERTY INFORMATION

Assessor's Map # 31 Lot(s) # 7

Address of Property: 66 Third st. Dover NH

Zoning District(s) Central Business Overlay District(s) N/A

Existing Use of Property: None/Vacant for 4+ Years (commercial use building)

CONDITIONAL USE PERMIT INFORMATION

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

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

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

See Attached Business Plan
* Dog training and Doggy Daycare

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

N/A

Name of Professional That Prepared Plans: N/A

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

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: _____ Date: 3-5-17

Signature of Applicant (*if different from owner*): _____ Date: 3/5/17

Signature of Agent: N/A 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: _____ Date: 3-5-17

RECEIVED
Planning Office
MAR 0 6 2017
Dover, New Hampshire

BUSINESS PLAN

K9 to 5 Dog Training & Behavior Modification LLC

Jacqueline Pierce, Owner

February 28, 2017

1. EXECUTIVE SUMMARY

1.1 Product

K9 to 5 Dog Training & Behavior Modification, LLC (K9 to 5) offers dog training ranging from basic puppy and adult obedience to advanced obedience, scent detection, service dog & therapy dog training and everything in between. K9 to 5 will also have a dog daycare open 6 days a week with optional pick-up and drop-off options (distance dependent).

1.2 Customers

Target customers will be anyone within the dog community. This includes not only people who own dogs but also anyone who works with them (rescues, pet sitters/walkers, etc.)

1.3 What Drives Us

The goal is to be successful in growing the business with training and day care clients from all walks of life to be able to improve the community. K9 to 5 will be helping out in the community to promote proper dog behavior. This will lessen bite incidences and instances of loose dogs that could potentially get hit by a car.

K9 to 5 will offer more classes as attendance increases. We will offer basic obedience classes every 3 weeks and specialty classes at regular intervals (dependent on interest and attendance). As our attendance grows, we will schedule classes as appropriate.

Once our business is stabilized with our core offerings (day care and basic training programs), we will host events for the betterment of the dog community: conformation classes/shows, agility competitions, rally competitions. These events will help facilitate fundraising for local charities and rescues.

As our business grows, we anticipate hiring local staff (increasing local jobs and keeping revenue within our local community).

2. COMPANY DESCRIPTION

2.1 Mission Statement

Our mission is to keep your dog in your home with a happy and healthy family. This is done through opening the lines of communication with your dog, whereas you can have a better understanding what your dog is trying to communicate to you and how to 'talk back' to them. We use specific tools and training that specifically fit your family both human and canine. Happy dogs, happy home.

2.2 Principal Members

Jacqui Pierce is the proprietor and head trainer. She organizes the training classes and over sees the doggy daycare (to ensure appropriate dog behavior). She also is in charge of purchasing the training equipment and retail.

Melanie Lincoln is the partner and office manager. She also over sees the doggy daycare and all of the office work (scheduling, finances, etc).

Both will work together on marketing, promotion, and events. As business grows, K9 to 5 will be hiring additional staff for the daycare, grooming, training and reception.

3. MARKET RESEARCH

3.1 Industry

Dog training is a constantly evolving industry. There are always new sports and tools being created, along with new training methods. It's an industry where continuing education is imperative. Clients are always looking for new ways to work their dogs or new things to teach them.

The industry has been steadily increasing in growth since 2002 and is projected to grow through 2020 according to Packaged Facts Marketing Firm and Bureau of Labor & Statistics. With 5.4% average annual growth since 2002 and a great outlook for at least the next 3 years, it is anticipated that it would be profitable to open a brick and mortar business. The United States spent over $60 billion dollars in the pet industry in 2015 with an estimated $63 billion having been spent last year (according to American Pet Products Association). Those numbers are expected to increase even more through 2020 to about $96 billion (Packaged Facts Marketing Firm). Job growth for the pet industry has also been above average at 11% projected growth from 2014-2024 according to the Bureau of Labor & Statistics.

K9 to 5 has a great opportunity to help Dover to become an even more productive and safe city. We'll bring more clients into the city to enjoy the current businesses and increase the city revenues. We will also provide an option for Dover citizens to train their dogs to become safer members of the society. Being on of CNN's top 100 places to live, Dover is a great place! K9 to 5 would like to continue that and make it even better!

3.2 Customers

I've found that the clients who are in a constant state of improvement with their current dogs and will continue to be that way with each new dog that comes along. Most clients that we come in contact with end up returning for other classes and/or more private lessons. The obedience side of the business allows people to build on their dog's commands with each class, therefore keeping people coming back for the next class up. Most of these clients also tend toward the more abstract classes too, such as scent work and trick training. The behavior modification side of the business tends to keep clients coming back for follow-ups and more advance training.

Clientele ranges from ages 18 to 70 typically and are pretty evenly female and male (slightly more women than men). This allows us to be able to use a large variety of marketing tools to promote the business. The vast majority of clients are in the 25-40 age range, however, so focus on that group primarily will be the plan of action. According to Facebook algorithms there are approximately 77,000 people within a 20 mile area of 66 Third St in Dover, NH that fit the clientele that we'll be marketing to.

K9 to 5 is looking to have from 30-100 daycare clients in a week. Our hours will be 6AM-9PM (dogs will be kenneled from 6pm on for late pick-ups), Monday through Saturday. Estimated no more than 10 dogs per daycare worker.

3.3 Competitors

The great thing about the location (Dover, NH) is that the competition is minimal to have a successful dog training and day care business. There is one other trainer in the local area and 2 other doggy daycare facilities. With the other 2 dog daycare facilities in the area we will remain very competitive with similar pricing but better hours and eventually pick-up and drop-off options. Compared to the other trainer in the area, our prices are already significantly lower. We'll also offer in-home lessons versus just in facility, which allows for better training and more of a holistic approach.

K9 Kaos is a doggy daycare facility with training on Sundays (via an individual trainer). The day care costs will be approximately the same as ours, but we are going to be open earlier and later than their hours. The trainer there costs significantly more than our prices allowing for some competition in the Dover area and allowing for a more economical choice for the residences. K9 Kaos has a doggy daycare that is at maximum capacity almost every day, so that flow over of clients we'll draw in and make them our own.

Deco Dogs also has similar hours and cost as K9 Kaos. The better hours we will provide along with the better central location will give us the advantage.

Tuckered Out has lower prices but is quite a drive for anyone east of Dover.

With the location being just on the outskirts of downtown Dover that leaves minimal competitors. And we will be able to pull clients from the commuter rail, with an anticipated pick up and drop off service.

3.4 Competitive Advantage

Lower prices, better hours and more experience! Jacqui Pierce, owner/operator has 17 years training experience, certified and has experience with a wide assortment of breeds and behavioral problems. Jacqui has been voted in the Top 10 of Dog Trainers in New Hampshire in 2017 by New Hampshire City Voter and a Top Pro by Thumbtack in 2016 and 2017. That in combination with Melanie Lincolns's years of experience with dog behavior and marketing and 30 years of business experience, we strongly feel we have a recipe for a successful business.

Our prices are competitive compared to the local market. We offer daycare at a similar rate but the training classes are less expensive. The classes also cover more information in them compared to the only other trainer in the area. Our future plans allow for grooming, merchandise (dog equipment/toys etc) and holistic approaches to improved dog care (acupuncture, reiki).

Since K9 to 5 will be opening at an earlier time and having late pick-ups, we open up the daycare availability to a significantly large amount of clients. Saturday hours will also pull in more clients to the daycare.

We also have the advantage of having daycare staff that has behavioral experience. The dog's will be more controlled and safer, making it so the daycare will run smoother and with less complications. The dogs will learn impulse control during daycare, which is one of the biggest behavioral problems dogs that removed from our daycare. Word of mouth tends to be the best marketing plan and our reputation will spread and we expect the daycare will fill up quickly.

3.5 Regulation

K9 to 5 Dog Training has to abide by all laws, local and federal. These laws include having all dogs on premises up to date on their rabies vaccinations and reporting of any bites done by any dog on premise. Outside of specialty training for hunting dogs there are no special licenses needed for training or dog daycare at this time.

4. PRODUCT/SERVICE LINE

4.1 Product or Service

K9 to 5 will provide training specific to the owner's needs and wants. This ranges from basic obedience to behavior modification for unwanted behaviors, service/therapy dog training, trick training, rally, etc. Classes run in the facility will be group classes (with up to 10 people per class) and private lessons. K9 to 5 will also host specialty classes for people in the pet industry to learn about canine body language and behavior, along with classes for canine CPR and basic health information (including Doggy Fat Camp).

Dog Daycare will be a service provided to care for clients dogs during the day. This will be done in structured, behaviorally cognizant way. That means the dogs will be constantly supervised to make sure they are socializing properly. Dogs will also be released from the kennels only when calm to decrease the likelihood of overstimulation. The dog will be interacted with by the human care-takers throughout their time out so as to keep the daycare calm and structured. Since canine feces will be something we will have to deal with, we plan on having a specialized disposal throughout an outside company to have less impact on the local environment.

There will also be grooming services available. Initially it will only be nail trims and baths until a groomer is able to be hired to handle more advanced grooming. The dogs will be able to play in daycare during the beginning of the day if owners want them too, with grooming in the afternoon.

Retail services will include the selling of dog toys, treats, training equipment, collars/leashes, etc. It will also include pet related items (i.e. paintings, candles, food bowls, beds, knick-knacks, etc.). The retail products will be primarily locally sourced, i.e. leather leases/collars/harnesses from Brad's Leather's in Plaistow, candles from Wicked Smelly Candles in North Hampton, local artists art work and products.

Additional services to encourage holistic approach to caring for your dog, nutrition programs, acupuncture and reiki – these service will not be offered initially, once the training and day care are stable, we will look to add additional services.

At no time will any dogs be allowed to stay overnight on the premises, in the future, we will offer elite boarding services; however, this will be offsite at our personal homes for a very limited number dogs and in accordance with our individual town regulations.

4.2 Pricing Structure

Group classes are as priced:

$135 per dog per class for basic obedience (including puppy),

$125 for intermediate obedience, Trick class, Scent work, therapy

Private lessons are as priced:

In facility: $250 for 6 one hour sessions, $200 for 4 one hour sessions

In home: $300 for 6 one hour sessions, $250 for 4 one hour sessions

Doggy Daycare

$25/day for one dog, $20 per additional dog

$120 for 5 daycare days for one dog, $215 for 5 daycare days for 2 dogs

$230 for 10 daycare days for one dog, $420 for 10 days for 2 dogs

Grooming

$15 for daycare baths, $5 daycare nails trims

$25 for regular baths, $10 regular nail trims

Other grooming prices will be determined by groomer once hired

Retails prices will vary from a 150%-200% mark-up for most items.

Attached is the spread sheet of prices and revenue estimates.

Future services pricing is to be determined based on market value at the time they are added.

4.3 Product/Service Life Cycle

K9 to 5 is still in the beginning stages of operation with only 4 years young. With so many different avenues of training available, there is huge opportunity to have significant growth. In those 4 years the company has been able to create a large clientele with a large amount of positive reviews. For example the facebook page has 24 reviews (4.9 star average) and the Thumbtack page has 11 reviews (5 star average). Jacqui was also awarded Top 10 Dog Trainer in New Hampshire according to New Hampshire City Voter in 2016 and has been awarded Top Pro according to Thumbtack for 2016 & 2017. Jacqui Pierce (trainer/owner) has also had the opportunity to make a lot of connections in the pet industry in those 4 years to contribute to referrals. A large portion of owners ask their vets office first about behavior and approximately 50% of our referrals come from veterinary hospitals.

4.4 Intellectual Property Rights

None with exception of information written specifically for K9 to 5 clients by Jacqui Pierce or Melanie Lincoln.

4.5 Research & Development

Continuing education classes are going to be required to work in the daycare and certification is going to be required to be a solo trainer.

Each trainer will be required to go to continuing education classes each year with an 8 credit minimum to maintain their position. This will keep the training fresh and bring in any new techniques to be used.

Continuing education will also be required of the groomer that comes in.

Appropriate licensing/accreditation will be required for any holistic services offered.

4.6 Parking

The building at 66 Third St has ample parking already to be able to accommodate for daycare pick up and drop-offs along with classes being held. When an event is being held at the facility a shuttle will be offered from the parking garage to the facility.

5. MARKETING & SALES

5.1 Growth Strategy

Initially the company will start with one trainer and one daycare staff. This will allow for 8 different group classes and up to 32 different private lessons each week. It will also allow for up to 20 daycare dogs per day (100-120 per week depending on Saturday daycare).

As the daycare requests increase, we will hire new staff to cover the extra dogs (no more than 10 dogs per person per daycare 'yard'). Eventually growing to 3 daycare staff possibly 4 depending on the spacing. Safety and proper spacing per 'yard' are imperative for the safety of the personnel along with the dogs. The goal will be to grow to 2 daycare staff within the first 6 months and 3 staff within the first 9 months.

As training classes reach capacity, we anticipate bringing on another trainer to cover more classes. The classes covered by this new trainer will depend on the level of aptitude of the trainer. The goal will be to hire on a second trainer in one year.

We'll start off without a groomer, but eventually add one onto the staff. Once that groomer gets too capacity, another groomer will be hired on also. A groomer will be hired on within the first 6 months, with a second groomer coming in around 12-18 months. Also once we get stabilized we will offer additional services such as acupuncture, reiki, small animal physical therapy, nutritional consultations, etc.

5.2 Communication

Communication with customers will primarily by via phone/text and social media; however e-mail will also be highly used. We will utilize an automatic e-mail service to send out information about up-coming classes and promotions.

5.3 Prospects

Marketing will include Facebook, Instagram, radio and events. We'll have a grand opening once the facility is up and running to bring in new clients and promote the business right at the start. This will include promotional rates on classes and daycare, along with raffles and giveaways. During the open house we will also be doing demonstrations of certain abilities of the dogs (fetching a beverage from the fridge, scent work, service work, etc.)

Video and photo will be used to promote the daycare and classes. These will be used in social media and the website, along with videos being run on a TV in the facility to promote to visiting clients.

Thumbtack is an app that will be used to bring in new clientele primarily for private lessons and grooming. Messages can be sent and received through this app also.

Events will be held at the facility on a regular basis to promote the business and to help the community. During these events there will be raffles to fundraise towards certain community needs (i.e. locals who are in need of financial help, local shelters/rescue groups, etc.).

Financial Estimate Earnings

Private Lessons

	Clients per Month	1	2	3	4	5	6	7	8
Avg/Month	6 Week								
	In Facility ($250)	179.17	358.33	537.50	716.67	895.83	1075.00	1254.17	1433.33
	In Home ($300)	215.00	430.00	645.00	860.00	1075.00	1290.00	1505.00	1720.00
	4 Week								
	In Facility ($200)	215.00	430.00	645.00	860.00	1075.00	1290.00	1505.00	1720.00
	In Home ($240)	258.00	516.00	774.00	1032.00	1290.00	1548.00	1806.00	2064.00
Monthly Totals		867.17	1734.33	2601.50	3468.67	4335.83	5203.00	6070.17	6937.33
Yearly Totals		10406.00	20812.00	31218.00	41624.00	52030.00	62436.00	72842.00	83248.00

Group Lessons

Clients per Class		3	4	5	6	7	8	9	10
Classes	Puppy Classes 1 every 3 wks $135/client	290.25	387.00	483.75	580.50	677.25	774.00	870.75	967.50
	Adult Basic 1 every 6 wks $135/client	290.25	387.00	483.75					
	Intermediate O 1 every 5 wks $125/client			537.50	645.00	752.50	860.00		
	Scent Detection 1 every 4 wks $100/client	322.50	430.00	537.50					
	Trick Training 1 every 4 wks $100/client	322.50	430.00	537.50					
	Therapy/Service 1 every 5 wks $125/client	322.50	430.00	537.50	645.00	752.50			
	Hunting Obed 1 every 6 wks $150/client	322.50	430.00	537.50	645.00	752.50			
	Totals	1870.50	2494.00	3655.00	2515.50	2934.75	1634.00	870.75	967.50
Monthly Class Totals:	Minimum Class Totals:		2408.00		Yearly Class Totals:	Minimum Class Totals:		28896.00	
	Median Class Totals:		2967.00			Median Class Totals:		35604.00	
	Maximum Class Totals:		4891.25			Maximum Class Totals:		58695.00	

Doggy Daycare Revenues

Dog's per Day	Revenue/dog/day	Weekly Revenue	Monthly Revenue	Yearly Revenue	
1	25	150	645	7740	
2	50	300	1290	15480	
3	75	450	1935	23220	
4	100	600	2580	30960	
5	125	750	3225	38700	
6	150	900	3870	46440	
7	175	1050	4515	54180	
8	200	1200	5160	61920	
9	225	1350	5805	69660	
10	250	1500	6450	77400	
11	275	1650	7095	85140	
12	300	1800	7740	92880	
13	325	1950	8385	100620	
14	350	2100	9030	108360	
15	375	2250	9675	116100	
16	400	2400	10320	123840	
17	425	2550	10965	131580	
18	450	2700	11610	139320	
19	475	2850	12255	147060	
20	500	3000	12900	154800	Minimum
21	525	3150	13545	162540	
22	550	3300	14190	170280	
23	575	3450	14835	178020	
24	600	3600	15480	185760	
25	625	3750	16125	193500	
26	650	3900	16770	201240	
27	675	4050	17415	208980	
28	700	4200	18060	216720	
29	725	4350	18705	224460	
30	750	4500	19350	232200	Median
31	775	4650	19995	239940	
32	800	4800	20640	247680	
33	825	4950	21285	255420	
34	850	5100	21930	263160	
35	875	5250	22575	270900	
36	900	5400	23220	278640	
37	925	5550	23865	286380	
38	950	5700	24510	294120	
39	975	5850	25155	301860	
40	1000	6000	25800	309600	Maximum

Revenue/Expenses Estimates

Monthly Revenues	Year 1	Year 2	Year 3
Private	3,468.67	5,203.00	6,937.33
Group	2,408.00	2,967.00	4,891.25
Day Care	12,900.00	19,350.00	25,800.00
Retail Revenue	400.00	800.00	1,200.00
Grooming/Add. Services	0.00	430.00	860.00
Totals per Month	19,176.67	28,750.00	39,688.58
Totals per Year	230,120.00	345,000.00	476,263.00

Monthly Expenses	Year 1	Year 2	Year 3
Rent	$2,800.00	$3,000.00	$3,000.00
Mel Salary	$2,100.00	$3,000.00	$4,000.00
My Salary	$1,300.00	$3,500.00	$5,000.00
Emloyees	$0.00	$1,720.00	$3,440.00
Utilities	$300.00	$400.00	$500.00
Retail	$200.00	$300.00	$400.00
Insurance	$200.00	$200.00	$200.00
Grooming/Training Supplies	$200.00	$300.00	$400.00
Cleaning Supplies	$50.00	$100.00	$150.00
Office Supplies	$200.00	$250.00	$300.00
Software	$85.00	$85.00	$90.00
QuickBooks	$59.00	$120.00	$120.00
Marketing	$250.00	$300.00	$400.00
Repairs/Maintenance	$100.00	$150.00	$200.00
Car & Travel	$250.00	$300.00	$350.00
Telephone/TV/Camera	$140.00	$160.00	$175.00
Bank Loan	$1,000.00	$1,000.00	$1,000.00
Business Enterprise Tax	$138.07	$207.00	$285.76
Total Expenses per Month	$9,372.07	$15,092.00	$20,010.76
Total Revenue per Month	$19,176.67	$28,750.00	$39,688.58
Profits per Month	$9,804.59	$13,658.00	$19,677.83
Business Profit Taxes	$803.98	$1,119.96	$1,613.58
Gross Profits Per Month	$9,000.62	$12,538.04	$18,064.24
Gross Profits Per Year	$108,007.41	$150,456.53	$216,770.93

Taxes:

Business Enterprize Tax	0.72%	Quarterly (15th day, 4,6,9,12)
Business Profits Tax	8.20%	Quarterly (15th day, 4,6,9,12)

ABUTTER LIST P17-22 PIERCE/DUMONT 66 THIRD STREET

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
06030-000000	35 SECOND ST	ROSE SANDRA C	SPIELMAN STEVEN B	10 FERN WAY	MADBURY	NH	03823
06044-000000	60 THIRD ST	VARNEY JAMES & LINDA TRUSTEES	VARNEY JAMES LIVING REVOCABLE TRUST	88 COUNTY FARM ROAD	DOVER	NH	03820
06054-000000	THIRD ST	BOSTON & MAINE RR	IRON HORSE PARK	HIGH STREET	NORTH BILLERICA	MA	01862
06054-A00000	THIRD ST	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820
31004-000LSE	35 37 CHESTNUT ST	SPRINT COMMUNICATIONS CO	C/O PROP TAX DEPT	PO BOX 12913	SHAWNEE MISSION	KS	66282-2913
31004-B00000	33 CHESTNUT ST	COCHECO MILLS HOLDINGS LLC		3 PENSTOCK WAY	NEWMARKET	NH	03857-4416
31004-C00000	CHESTNUT ST	AT&T		PO BOX 7207	BEDMINSTER	NJ	07921-7207
31008-000000	78 THIRD ST	SOJOURN PROPERTY MANAGEMENT LLC		750 EXETER RD	HAMPTON	NH	038421022
31008-A00000	80 THIRD ST	LYDSTON JOHN A		PO BOX 334	PORTSMOUTH	NH	03802
31009-000000	82 84 THIRD ST	GRASS ARTHUR		82 THIRD STREET	DOVER	NH	03820
31010-000002	88 THIRD ST	ERNEST 39 HOLDING LLC		26 TIDEWATER FARM RD	GREENLAND	NH	03840
31011-000000	1 GROVE ST	ONE GROVE STREET LLC		PO BOX 516	DO VER	NH	03821-0516
31012-000000	5 GROVE ST	THIRD STREET PROPERTY CORP		68 LEONARD STREET 2ND FLOOR	BELMONT	MA	02178
31022-000000	35 THIRD ST	ABK REALTY MANAGEMENT LLC		35 THIRD ST	DOVER	NH	03820-3316
31023-000000	33 THIRD ST	PEAK RENTAL HOLDINGS LLC		PO BOX 253	STRATHAM	NH	03885
31024-000000	31 THIRD ST	ROMAN CATHOLIC BISHOP		150 CENTRAL AVE	DOVER	NH	03820-4022
31027-000000	14 16 FOURTH ST	FISCHER BRIAN J		432 CENTRAL AV	DOVER	NH	03820-3411
31028-000000	24 FOURTH ST	ROWELL ANNE K		13 WILBROD AVE	DOVER	NH	03820-2304
31029-000000	26 FOURTH ST	RICHARDS PAUL C	RICHARDS BEVERLY	26 FOURTH STREET	DOVER	NH	03820
31030-000000	28 FOURTH ST	JOYCE MICHAEL W &	JOYCE ERIN A	28 FOURTH ST	DOVER	NH	03820
31031-000000	30 FOURTH ST	BONDI MICHAEL E &	BONDI DENISE A	30 FOURTH ST	DOVER	NH	03820
31032-000000	32 34 FOURTH ST	KIMBALL JAMES C &	KIMBALL LEANN V	32 FOURTH ST	DOVER	NH	03820-2932
31034-000000	36 FOURTH ST	MURPHY DAVID &	MURPHY JUDITH	60 WOODCREST RD	BOXFORD	MA	01921
		JACQUELINE PIERCE		20 CEDAR ST	NEWMARKET	NH	03857
		STEVE DUMONT		500 MARKET ST, SUITE 9	PORTSMOUTH	NH	03801

Jacqui Pierce
(603)568-0288
JBPDogtrainer@gmail.com

66 Third St Dover NH Narrative

To Whom it May Concern:

The business should be compatible with abutting uses and surrounding neighborhood because it's a commercial building with commercial lots surrounding it. There is already an existing fence outside the facility that will be used for the dog's eliminations. The dogs will not be outside for any extended period of time, nor will they be outside without supervision at any time. No additional exterior work is needed with exception to a sign (there is an existing sign from the previous tenant on the building) and the awning over the front door will have the K9 to 5 logo added to it.

The added traffic to the area should be minimal during rush hours. Since the daycare will open at 6am for drop-offs, there will be minimal impact on the morning rush hour commute. The evening pick-ups might have a minimal impact on evening rush hour especially once we start our pick-up/drop-off mobile services (via van, meeting outside the city). Since the classes will be small in size, there will be minimum traffic while people are coming or going from the facility.

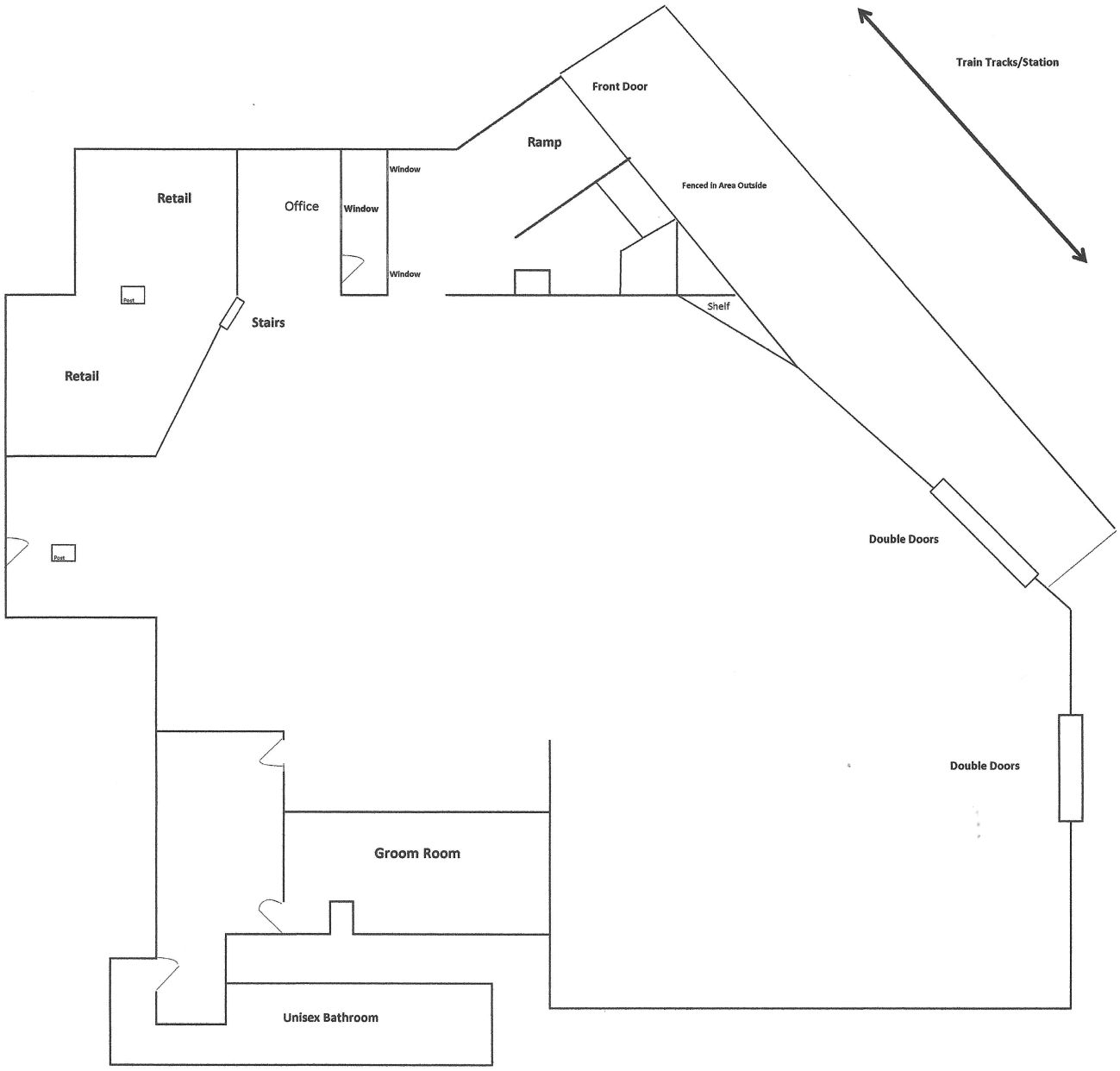
Pedestrian traffic will be minimal with the parking lot already on the property.

With the leased space being located in the basement and directly across from the train station the noise impact will be minimal. The dogs are only outside to eliminate, then will be inside to play the majority of the day. The previous use of the space in the Third Street Exchange building was a night club, so it has already been sound proofed for the other tenants in the building. We will be using a outside company to take care of the dog's eliminations, therefore minimizing the odors and environmental impact. The outside area will be regularly hosed and cleaned so as to minimize any urine odor from the dogs also.

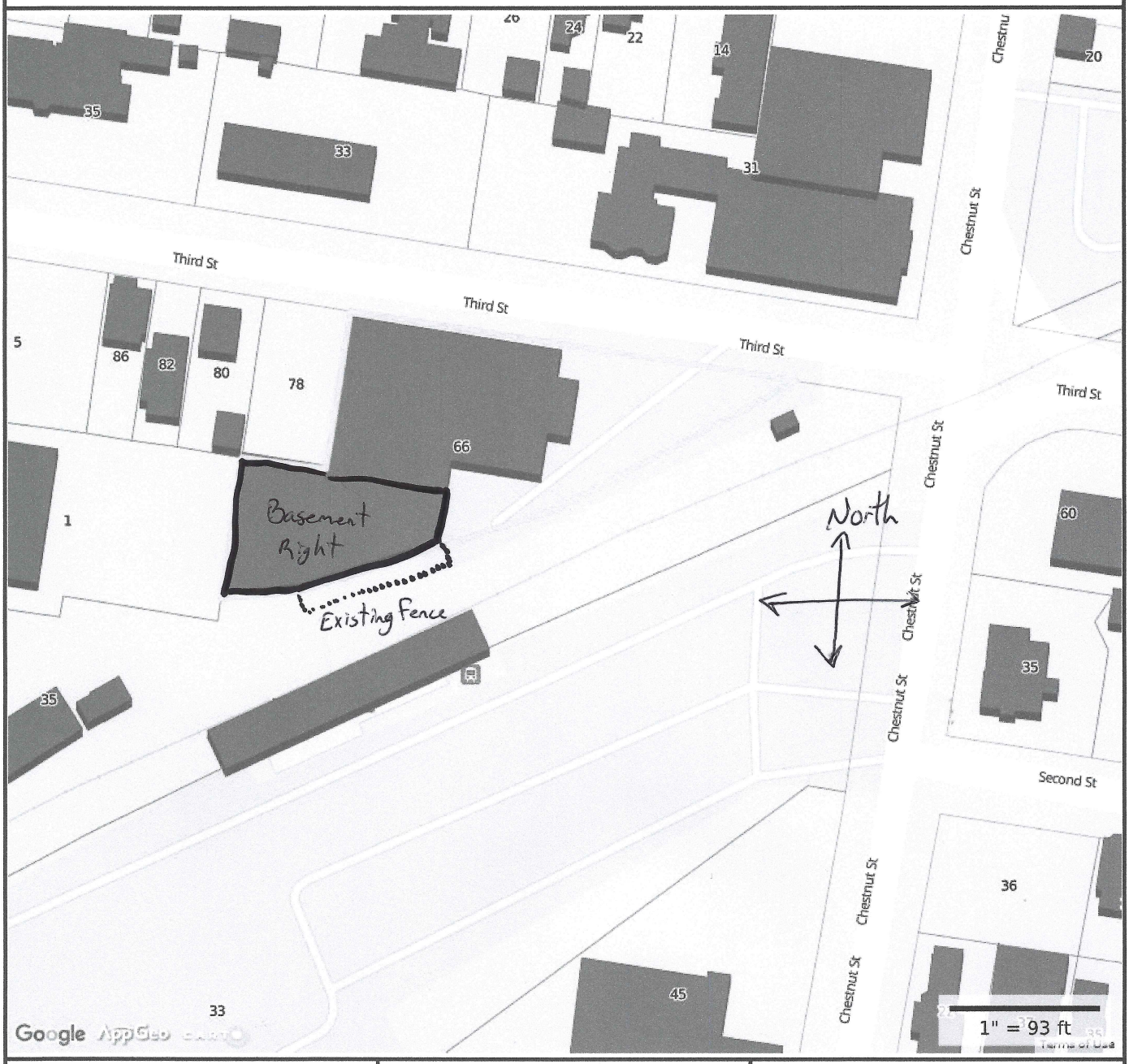
Any additional information about the business can be found in the business plan provided.

Thank you,

Jacqueline Flynn (aka Jacqui Pierce)
K9 to 5 Dog Training & Behavior Modification, LLC Owner and Operator


Train Tracks/Station
Front Door
Ramp
Fenced In Area Outside
Retail
Office
Window
Window
Window
Post
Stairs
Shelf
Retail
Double Doors
Post
Double Doors
Groom Room
Unisex Bathroom

66 Third St



Property Information

Property ID	31007-000000
Location	66 THIRD ST
Owner	SOJOURN PROPERTY MANAGEMENT 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 03/20/2017
Properties updated 03/20/2017

46 Stocklan Circle

Dover, NH

Planning Board

City of Dover, NH

Chairman Schuman and Members of the Planning Board:

At the regular meeting of the Board on February 28, 2017 ("the 2/28 Meeting") the Planning Board ("the Board") introduced the Proposed Zoning Ordinance Amendment to the I-2 Zoning Districts that included an number of significant proposed revisions to the I-2 Zone.

I want to thank the Board for the opportunity to provide my initial comments during the Citizen's Forum that included a difficult message that I felt was important for the Board to hear. This message concerned the fact that the indicated timing of the proposed amendments to the I-2 Zone was causing serious perception concerns for many of the citizens of Dover, especially in light of the recent decision by the Board to rezone the Kay properties from R-20 to I-2 and the upcoming City Council Workshop and vote on the Rezoning on March 1 and March 8, 2017 respectively. However, based upon the discussion and actions of the Board later that evening it became apparent to me that the citizen's concerns were not warranted.

Unless anything has changed since the 2/28 Meeting and to its credit, the Board, apparently understood the sensitivity of the timing and potential implications of the proposed amendments and decided to: 1) hold a workshop on the issue (instead of going directly to a public hearing) and 2) to delay the Workshop until after the City Council Meetings on the Rezoning of the Kay Properties. I applaud these decisions!

I also applaud the Board's inclusion in the Draft Amendments to the I-2 Zone recognition that the I-2 Zone and its acceptable uses could have negative impacts on the neighboring residential abutters. Section 2 B reads *"Adequate and properly maintained screening shall be provided between the use and existing residential abutters"* ("the Sentence"). Although I am supportive of the Sentence, I have attached a list of questions seeking important clarification of certain points.

I commend the Board for considering a formal condition in the Amended I-2 Zoning that recognizes the need to protect existing residential abutters and I look forward to having additional dialogue on this matter.

Respectfully Submitted

Robert Riga

ATTACHMENT

Request for clarification of the Proposed Zoning Ordinance Amendment to the I-2 Zoning Districts

1) The physical placement of the Sentence in section 2B of the document makes it unclear whether it is supposed to be applicable to all I-2 uses or just to VEHICLE REFUELING AND RECHARGING, Fuel Oil and Gas Storage, and AUTO SERVICE STATIONS. Is it the intent of the Board for the above Sentence to be applicable to all acceptable uses in the I-2 Zone? If not, why not?
2) During project review, will it be the burden of the Project Sponsor to propose the adequate screening details? Who will be responsible for determining what type and what extent of such screening will be acceptable? What criteria will be considered when determining whether any proposed screening would be adequate? What role will the existing residential abutters have in the process? Would the Board consider requiring that a Project Sponsor formally consult with the existing residential abutters concerning what type of screening would be adequate?
3) The proposed language in the Sentence does not address what negative side effect of the use that the screening is trying to mitigate. For instance, a sight buffer may not adequately dampen the impacts of significant noise or night lighting. Would the Board consider clarifying the Sentence to include language that specifies the screening need to mitigate the effects of light and noise?
4) Pursuant to Dover Code of Regulations (Chapter 170-53-C-3), an abutter is defined as a property located with 100 feet of the subject area. Other residences that may be located near the subject area (I-2 Use) that will be significantly negatively impacted by the side effects proposed to be mitigated by the screening considered herein. Would the Board consider that adequate screening between the use and other residents directly impacted by the use also be considered as well?

Parker, Christopher G.

From: Parker, Christopher G.
Sent: Thursday, March 09, 2017 3:41 PM
To: 'Riga, Robert G'; Planning Board - All
Cc: Donna Riga; rgriga55@gmail.com
Subject: RE: Request for Clarification of Proposed Amendment to I-2 Zoning

Mr. Riga

Thank you for the email and letter.

Below I have copies your questions and answered them:

1) The physical placement of the Sentence in section 2B of the document makes it unclear whether it is supposed to be applicable to all I-2 uses or just to VEHICLE REFUELING AND RECHARGING, Fuel Oil and Gas Storage, and AUTO SERVICE STATIONS. Is it the intent of the Board for the above Sentence to be applicable to all acceptable uses in the I-2 Zone? If not, why not? In its current form the sentence pertains just to those uses.
    a. In general, there are provision which protect residential abutters from non-residential neighbors. These apply to all uses:
        i. 170-33 C) fences in the I-2 are allowed to exceed 8' in height to protect residential abutters
        ii. 170-44 B) Parking for non-residential structures shall be screened from residential uses by a minimum 7' height
        iii. 170-46 B) no loading bay shall be located within 100' of a residential lot line
    b. Having reviewed your question and reviewed other zones, I have no hesitation in recommending the Board consider adding general language to the I-2 District similar to the B-5 District, which reads:
        i. "A continuous visual buffer of either vegetation or fencing shall separate buildings and parking areas from existing residential structures located to the read and side of any proposal."
2) During project review, will it be the burden of the Project Sponsor to propose the adequate screening details? Who will be responsible for determining what type and what extent of such screening will be acceptable? What criteria will be considered when determining whether any proposed screening would be adequate? What role will the existing residential abutters have in the process? Would the Board consider requiring that a Project Sponsor formally consult with the existing residential abutters concerning what type of screening would be adequate?
    a. The burden is on the applicant
    b. Staff will review and recommend whether the screening meets the requirement, but the Board has the ultimate say.
    c. The site regulations have landscaping and screening requirements 149-14 G) is the section of the code.
    d. Public hearings and input are part of all site plan reviews
    e. Staff recommends that this happen with all site plans where there is a chance that conflict may arise.
3) The proposed language in the Sentence does not address what negative side effect of the use that the screening is trying to mitigate. For instance, a sight buffer may not adequately dampen the impacts of significant noise or night lighting. Would the Board consider clarifying the Sentence to include language that specifies the screening need to mitigate the effects of light and noise?
    a. Each case is different and the language is intended to allow for flexibility, so the Board can direct for additional landscaping where it feels abutter concerns are greater and require additional screening.

4) Pursuant to Dover Code of Regulations (Chapter 170-53-C-3), an abutter is defined as a property located with 100 feet of the subject area. Other residences that may be located near the subject area (I-2 Use) that will be significantly negatively impacted by the side effects proposed to be mitigated by the screening considered herein. Would the Board consider that adequate screening between the use and other residents directly impacted by the use also be considered as well?
    a. All abutters within 200' will be notified of a site plan, and testimony and consideration for their impacts will be understood and reviewed.

It has been my experience, over the past 20 years, that the Dover Planning Board is quite interested in understanding the impact projects have upon abutters at the site plan review process. I think that will carry forward for any and all site plans coming in within this area and other parts of the City.

Please don't hesitate to reach out and contact me regarding these answers.

Chris

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From: Riga, Robert G [mailto:Robert.Riga@enbridge.com]
Sent: Monday, March 06, 2017 8:32 PM
To: Planning Board - All
Cc: Donna Riga; Parker, Christopher G.; rgriga55@gmail.com
Subject: Request for Clarification of Proposed Amendment to I-2 Zoning

City of Dover, NH - Planning Board.

Please see the attached letter requesting clarification of certain provisions of the Proposed Amendment to the I-2 Zoning that was discussed at the Planning Board meeting on 2/28/2017. I look forward to discussing this further at the Workshop on this topic proposed for 3/21/2017.

Respectfully Submitted

Robert Riga
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Dover, NH

Integrity. Safety. Respect.