

CITY OF DOVER

PLANNING TECHNICAL REVIEW COMMITTEE –AGENDA

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room – City Hall, Dover NH
Meeting Date: **Thursday, July 13, 2017**
Meeting Time: **10:30 AM**

1. 10:30 AM - 11:15 AM: Change of Use for Washington Street Mill, LLC, Assessor's Map 23, Lot 14, zoned CBD, located at 1 Washington Street (Proposal is to convert 44,000 sq. ft. of commercial/office space to 54 apartment units). (P17-46)
2. 11:15 PM – 11:45 PM: TRC only for Saint Mary Academy, Assessor's Map 9, Lot 98, zoned CBD-G, located at 222 Central Avenue. (Re-paving 2,266 sq. ft. parking lot). (P17-47)



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES - P17-37

Application Type: Site Plan Review
Applicant(s): Charles Panasis
Owner(s): 21 Fourth Street, LLC
Location: 11-15 Fourth Street (Tax Map 5, Lot 3)
Date: June 1, 2017

INTENT: Proposal is to repave existing parking lot and driveway connections to Fourth and Fifth Street.

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM #: 1

ACREAGE: 0.7 acres

ZONING DISTRICT: Central Business (CBD)

EXISTING LAND USE: Retail/Office

SURROUNDING LAND USE: Residential, Retail/Office/Eating and Drinking

ZBA ACTION: N/A

PERMITS REQUIRED:

Driveway

WAIVERS REQUESTED: N/A

ATTENDANCE:

Members:

Steve Bird, Planning
Dave White, Community Services
Jim Maxfield, Fire
Sgt. Speidel, Police
Lee Skinner, Planning Board
Christopher Parker Planning
Dan Barufaldi, Economic Development

Others:

Brian O'Brian

Approval of May 18, 2017 Minutes

DW moved to approve. LS seconded. Voted: U/A

Planning Comments:

- Add a note to plan regarding phasing of paving to coordinate with 12 – 16 Chestnut
- Add a note that the speed bumps are being removed
- Revise application, to correct parcel size
- Consider adding a “left turn only” and “No Right Turn: signs, at Fourth Street exit

Police Department Comments:

- Supports additional signage
- Contact Parking Manager if you'd like temporary parking at adjacent City lot during paving

Engineering Comments:

- Adding some infiltration for stormwater, landscaped area in northern corner of building
- Please revise the plans to
 - Screen dumpsters and add pads
 - Add hoods to catch basins
 - Show detail of proposed pavement and description of work.
 - Show stripping details
 - Work with Solid Waste Coordinator regarding the cooking oil disposal

Fire/Inspections Comments:

- Review and provide 2 Accessible spaces with restriping, 1 van space and 1 regular.

Economic Development Comments:

- No Comment

Planning Board Comments:

- No Comment

Conclusion:

Applicant plans to submit driveway permit to Engineering. MS moved the plan does not need Planning Board approval. JM seconded.

Vote: U/A

Adjourn:

DW moved to adjourn. SB seconded.

Vote: U/A

CIVILWORKS NEW ENGLAND

181 WATSON ROAD
P.O. BOX 1166
DOVER, NH 03821-1166
PHONE: 603.749.0443 FAX : 603.749.7348

June 19, 2017

City of Dover
Planning and Economic Development
288 Central Avenue
Dover, NH 03820

Attn: Christopher G. Parker, Director

Subject: Change of Use Application
Washington Street Mill, LLC
Tax Map 23, Lot 14
Our Reference No. 1718

Dear Mr. Parker:

Please find attached eight (8) copies of the following materials for Technical Review Committee consideration:

1) Change of Use Proposal including:

Cover Sheet
Neighborhood Plan
Site Plan
Landscape Plan
Lighting Plan

2) Fiscal Impact Analysis

3) Trip Generation Memorandum

4) Site Review Application with Checklist and Fee Schedule

5) Copy of deed for subject property

The purpose of this application is to support permitting for the conversion of 44,000 sq. ft. of commercial/office space to 54 apartment units. We look forward to entertaining comments and discussion to facilitate an appearance before the Planning Board at its earliest convenience.

Best Regards,
CIVILWORKS NEW ENGLAND

A handwritten signature in black ink, reading "Dana C. Lynch". The signature is fluid and cursive, with the first name "Dana" being the most prominent.

Dana C. Lynch, P.E.

DCL/lrd

Enclosures

cc: Matt Assia, Chinburg Properties



City of Dover, New Hampshire SITE REVIEW APPLICATION

[Revision Date: April 23, 2013]

Office Use Only

Project #:

Date Received:

Amount Paid:

Time Received:

APPLICANT AND OWNER INFORMATION

Name of Applicant: Washington Street Mill, LLC Telephone # 868-5995 (x25)

Address of Applicant: 3 Penstock Way, Newmarket, NH 03857

E-Mail Address: Massia@Chinburg.com

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

Address of Property Owner:

PROPERTY INFORMATION

Address of Property: 1 Washington Street

Assessor's Map # 23 Lot(s) # 14

Zoning District(s) CBD Overlay District(s) ----

Size of Parcel: 145,925 sq. ft. 3.35 ac. Property Deed: Book 2349 Page: 238

Existing Use of Property:

SITE PLAN INFORMATION

Describe Proposed Use: Change of Use (Vacant Comm/Ind to Residential)

Area of Parcel to be Developed: N/A sq. ft.

If Multi-family Residential, Specify Number of Units & Buildings Proposed: 54 units 45- studio
6- 1 BR
3- 2 BR

Number of Parking Spaces: Existing 127 Proposed 127

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

Number of Employees Total: N/A In Maximum Shift: N/A

Disposition of Parcel:

Building Setbacks:

Bldg 1 = 50,300 +/-
Building Footprint Bldg 2 = 13,385 +/- sq. ft.

Front Yard 0 ft.

Total Building Area 251,000 +/- sq. ft.

Rear Yard 0 ft.

Paved Area 72,300 +/- sq. ft. Side Yard: Right 0 ft.
Left 42 ft.

City Water? ☒ Yes ☐ No How far is city water from the property? _____

City Sewer? ☒ Yes ☐ No How far is city sewer from the property? _____

BUILDING INFORMATION

Type of Building to be Built: N/A

Bldg 1 = 5 stories

Height of Building: Bldg 2 = 3 stories Finished Floor Elevation: Varies (7.8 - 22.4)

Number of Seats (where applicable) N/A

WAIVER REQUESTS

Site Review Regulations section(s) to be waived: _____

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

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) McKeaney Survey Associates, Inc.

Address 24 Chestnut Street, P.O. Box 681, Dover NH 03821 Telephone #: 742-0911

Professional License #: _____ E-mail address: msa@surveynh.com

ENGINEER INFORMATION

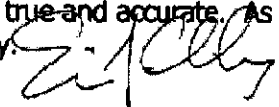
Name of Engineer and Company (Licensed in N.H.) Civilworks New England

Address 181 Watson Road, P.O. Box 1166, Dover, NH 03821 Telephone #: 749-0443

Professional License #: 5745 E-mail address: dlynch@civilworksne.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:  Manager Date: 6/21/17

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

Signature of Agent: *John C. Lynch, P.E.*Date: 6/20/17**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: *E. J. Kelly*

Manager

Date: 6/21/17**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: *E. J. Kelly*

Manager

Date: 6/21/17

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: *E. J. Kelly*

Manager

Date: 6/21/17

Signature of Applicant (if different from owner): _____

Date: _____

FISCAL IMPACT ANALYSIS

for the

ONE WASHINGTON STREET MILL RESIDENTIAL DEVELOPMENT PROPOSAL

1 Washington Street
Dover, NH
(Lot 14 - Tax Map 23)

as prepared for:

Washington Street Mill, LLC
3 Penstock Way
Newmarket, NH 03857

prepared by:

Civilworks New England
P.O. Box 1166
181 Watson Road
Dover, NH 03820

May, 2017

The Washington Street Mill, LLC proposes to change the existing use of approximately 44,000 s.f. of floor space from commercial (office, light industrial) to 54 apartments on the 3rd, 4th, and 5th floors of the Washington Street Mill on Washington Street. There will be minor alterations to the 3.35 acre site including landscaping and lighting. The site is presently served by both municipal water supply and sanitary sewage collection systems.

At this time, it is planned that approximately 3 apartments will contain two (2) bedrooms, 6 apartments will contain one (1) bedroom, and 45 will be studio apartments. The residential parking requirement in the CBD-G district is 1.65 spaces per unit. This equates to 90 spaces. Existing parking is comprised of approximately 127 on-site spaces. Per the Parking Regulation Table, "Where commercial and residential use are co-located, only the residential parking shall be provided. The subject proposal has been discussed with City staff and it was determined that the proposal complies with City regulations. Apartment rents will be at market rates.

As required by Section 149-13.A.) 18) of the Dover Site Plan Review Regulations, the aspects of concern identified therein are addressed below, with the probable effects of the project described herewith.

a) Attendance at public schools:

It is estimated that 1.6 children from the residential units will attend public schools. (Source: Dover School Department). Note, however, that the data of the applicant suggests that there will be zero school children due to the downtown nature of the units and the demographic of the typical tenant.

(0.03 children/apartment unit x 54 units = 1.6 children)

b) Increase in vehicular traffic:

Please refer to the attached Technical Memorandum dated May 15, 2017 for an assessment of the expected change in vehicular traffic resulting from the proposed change of use. The analysis indicates reduction in average weekday, AM peak hour, and PM peak hour trip generation due to change of use.

c) Changes in the number of legal residents:

It is anticipated that the increase in the number of legal residents will be about 81. (Source: Empirical data from applicants in several other local mill apartment properties).

(1.5 residents/apartment unit x 54 units = 81 new residents)

d) Increases in municipal costs:

The subject premises are served by municipal water and sewer. The Applicant will pay user fees to the municipality. Refuse will be collected and removed by private contractor. Real estate taxes shall be consistent with the rates and standards

established by the City of Dover (and the State of New Hampshire). Appropriate municipal impact fees will be levied upon the Applicant. Beyond impact fees, it is respectfully submitted that the Applicant will pay their reasonable fair share of their municipal obligations and that current costs to the City will not measurably change.

e) Load on Public Utilities or Future Demand for Them:

The municipal water system and municipal sewer system can adequately handle the net increase in water/sewer flows of 5,925 per day loads generated by the proposed project.

f) Public Safety:

The project will not have an adverse effect on public safety.

g) Changes in Tax Revenue:

Based on information provided by the City of Dover Tax Assessor's Office, the current mixed commercial use is assessed at roughly \$20.27/sq. ft. The proposed apartment use is similar to that at the Cocheco Mills which is assessed at approximately \$44,000 per unit. Accordingly, the existing 44,000 sq. ft. proposed to be converted to apartments currently yields approximately \$891,880 in assessment. Following conversion to 54 apartment units, at \$44,000 per unit, will yield approximately \$2,376,000 in tax assessment, or an increase of \$1,484,120 in assessment. At current tax rates this amounts in an increase of \$39,017.50 in revenues to the City.

h) Changes in Surface Drainage:

There will be no change in surface drainage.

i) Increased Consumption of Groundwater:

It is not anticipated that there will be any consumption of groundwater.

j) Increased Refuse Disposal:

It is recognized that each unit will generate refuse; however, the generator will pay for the refuse generated.

k) Pollution of Water or Air:

No pollution of water or air is contemplated from the project.

l) Land Erosion or Loss of Tree Cover:

The subject premises are predeveloped, urban lots and there will be no loss of tree cover.

m) Disturbance to other Aspects of the Natural Ecology:

There will be no disturbance to the natural ecology.

n) Blocking of Views:

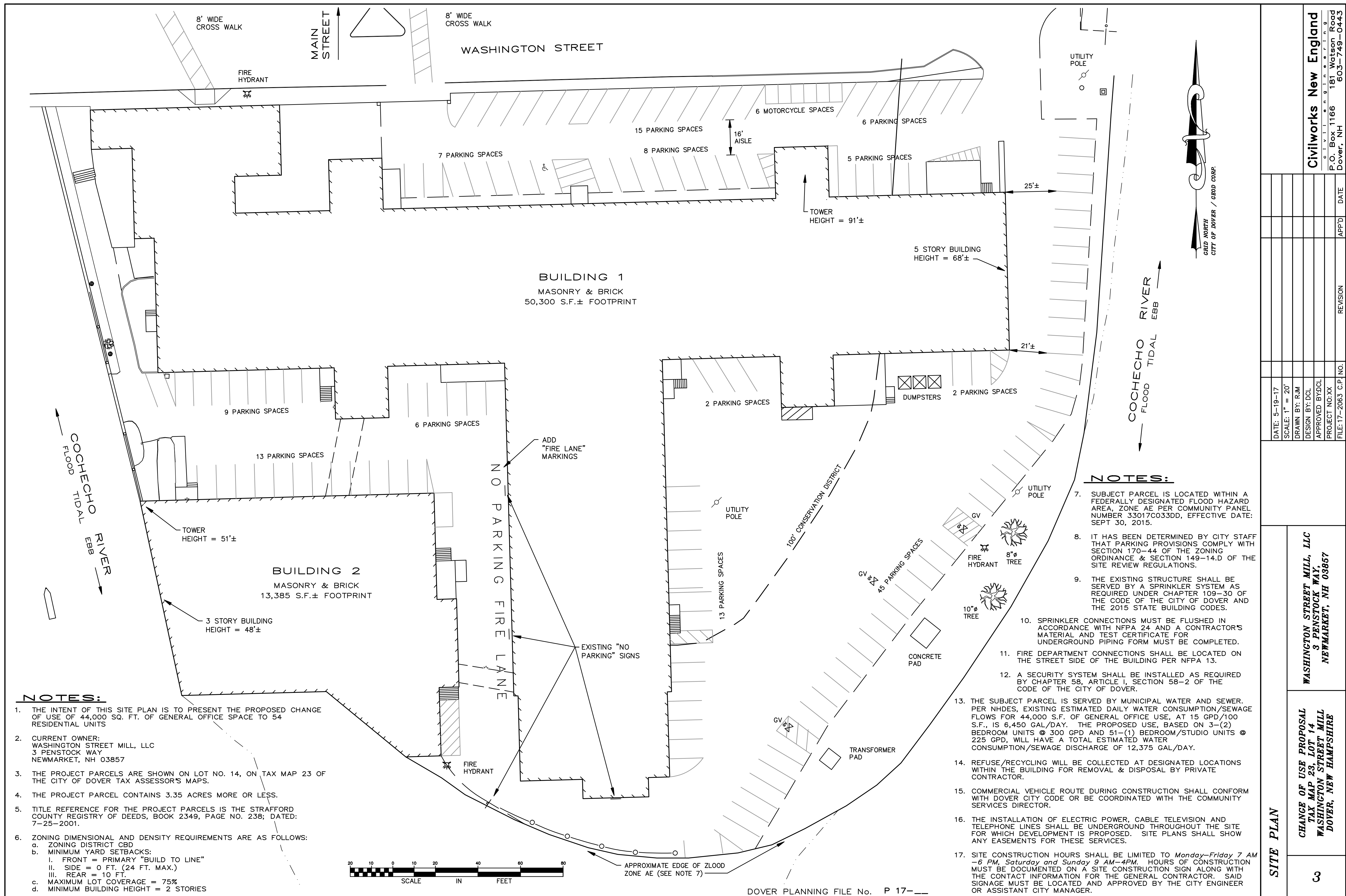
There will be no blocking of views.

o) Harmony with the Character of Surrounding Development:

Multi-family dwellings are a permitted use at the site. The proposed use is in harmony with surrounding properties.

p) Location of Utilities:

Public water and sewer exists at the site and therefore all necessary utilities are available to the Applicant.

[illegible]



City of Dover, New Hampshire SITE REVIEW APPLICATION

RECEIVED
[Revision Date: April 23, 2013]
Planning Office

Office Use Only	Project #: <u>P17-47</u>	Date Received: <u>JUN 28 2017</u>
	Amount Paid: <u>N/A</u>	Time Received: _____

Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

Name of Applicant: Saint Mary Academy Telephone # 603-742-3299
603-765-7923
Address of Applicant: 222 Central Ave.
E-Mail Address: bmcgurdy@stmaryacademy.org (Blake McGurdy)
Name of Property Owner (if different from applicant): _____ Telephone # _____
Address of Property Owner: _____

PROPERTY INFORMATION

Address of Property: 222 Central Ave.
Assessor's Map # 09 Lot(s) # 98
Zoning District(s) CBD Overlay District(s) _____
Size of Parcel: ~~3.16~~ sq. ft. 0.98 ac. Property Deed: Book _____ Page: _____
Existing Use of Property: School / Parking Lot

SITE PLAN INFORMATION

Describe Proposed Use: Parking Lot / Re grading only
Area of Parcel to be Developed: 2,266 sq. ft.
If Multi-family Residential, Specify Number of Units & Buildings Proposed: _____
Number of Parking Spaces: Existing ~~30~~ 30 Proposed ~~30~~ 30
Highway Access (check where applicable): _____ City Street _____ State Highway
Number of Employees Total: 30 In Maximum Shift: 30
Disposition of Parcel: _____ Building Setbacks: _____
Building Footprint 8,838 sq. ft. Front Yard _____ ft.
Total Building Area 24,873 sq. ft. Rear Yard _____ ft.



Key

 = Paving Boundry

 = New Roof Drain

Note: Roof drain is for small roof to the entrance. All water already flows into same catch basin

St. Mary Academy 222 Central Ave. Dover

June 6, 2017