

CITY OF DOVER

DOVER PLANNING BOARD – AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall, 288 Central Ave, Dover NH 03820
Meeting Date: **Tuesday, January 23, 2018**
Meeting Time: **7:00 pm**

1. CITIZENS' FORUM

2. APPROVAL OF THE PRIOR MINUTES

- January 9, 2018 Workshop Meeting Minutes
- January 9, 2018 Regular Meeting Minutes

3. OLD BUSINESS

- A. Discussion and possible adoption of Revised Impact Fees and Associated Regulations.

4. NEW BUSINESS

- A. Consideration and acceptance of a Conditional Use Permit for Margaret M. Gabriel Revocable Trust, Assessor's Map L, Lots 98 & 99, zoned R-20, located at 262 Dover Point Road. (Proposal is to allow construction of an access drive from Dover Point Road over lot L-98 to lot L-99 with 2,274 sq.ft. of wetland buffer impact).
*(P17-81)
- B. Consideration and acceptance of a Conditional Use Permit for City of Dover (Owner: Nancy Berube & Paul Toland Jr.), Assessor's Map L, Lots 95-L, zoned R- 20, located at 10A Roberts Road. (Proposal is to replace the existing storm drain line from Roberts Road towards Piscataqua River impacting 150 sq. ft. of wetlands.).
*(P18-03)
- C. Consideration and acceptance of the renumbering of street addresses for Evans Drive, per Chapter 152-Section 6 and NH RSA 231:133-a. *(P18-05)
- D. Public Hearing on a Substantial Amendment to the FFY18 CDBG Action Plan. All persons wishing to speak on the proposed Action Plan and use of funds are urged to attend.

5. STAFF COMMENT

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>.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

REVISED

Meeting Type: Workshop
Meeting Location: McConnell Center Cafeteria, 61 Locust Street
Meeting Date: **Tuesday, January 09, 2018**
Meeting Time: **5:30 pm**

Members Present: Dennis Ciotti, Frank Torr, Kirt Schuman (Chair), Dave White, Lee Skinner, Gina Cruikshank (Vice Chair), Tom Clark, James Burdin, David Landry, Haley Harmon (Alternate), Tristan Donovan (Alternate)

Members Not Present: N/A

Other Boards Present: Community Trail, Conservation Commission, DBIDA, Energy Commission, Open Lands Committee, Recreation Advisory Commission, Zoning Board of Adjustment, Utilities Commission and Heritage Commission

Staff Present: Christopher Parker, Assistant City Manager, Steve Bird, City Planner, Dave Carpenter, Community Development Planner, Donna Benton, Assistant City Planner, Elena Piekut, Assistant City Planner, Dan Barufaldi, Economic Development Director, Gary Bannon, Recreation Director, John Storer, Community Services Director

The Chair called the meeting to order at 5:30 pm.

1. WELCOME/LIGHT DINNER

C.Parker welcomed the group and explained the goals for the evening.

Food was served from 5:30 to 5:45, no discussion. This meeting was not recorded due to location and background noise.

2. CLIMATE ADAPTATION CHAPTER OF THE MASTER PLAN

C.Parker and D.Carpenter covered the current status of the Master Plan and introduced Kyle Pimental of Strafford Regional Planning Commission who reviewed the Climate Adaptation Chapter.

3. LAND USE BOARD ACTIVITY UPDATES

- C.Prior updated the group on the Zoning Board of Adjustment
 - Board members were introduced.
- C.Parker updated on the activities of the Transportation Advisory Commission
 - Board members were introduced
- P.Purcell updated the group on activities of the Recreation Advisory Commission
 - Board members were introduced
- T.Dargin updated the group on the activities DBIDA is undertaking
 - Board members were introduced
- B.Hardwick updated the group on activities of the Community Trail
 - Board members were introduced
- O.Perry updated the group on the Utilities Commission
- O.Perry updated the group on the Heritage Commission
 - Board members were introduced
- A. Boudreau updated the group on the activities of the Open Lands Committee
 - Board members were introduced
- B.Hunt updated the group on activities of the Conservation Commission
 - Board members were introduced
- D.Lynch updated the group on the activities CWDAC



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

REVISED

Meeting Type: Workshop
Meeting Location: McConnell Center Cafeteria, 61 Locust Street
Meeting Date: **Tuesday, January 09, 2018**
Meeting Time: **5:30 pm**

- o Board members were introduced
- W.King updated the group on the activities of the Energy Commission
 - o Board members were introduced
 - o Reviewed the 2018 Energy Report
- K.Schuman updated the group on the role of the Planning Board
 - o Board members were introduced
- C. Parker updated the group on staff activities.
 - o Thanked the volunteers for the time and efforts that Board members put into making Dover a great place, and thanked staff for their efforts in supporting Board members.
 - o Reminded Planning Board there is a regular meeting at 7, in City Hall.

4. ADJOURNMENT

Motion: I.Skinner motioned to adjourn at 6:42 p.m. Seconded by J.Burdin Vote U/A



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

REVISED

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, January 09, 2017**
Meeting Time: **7:00 pm**

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

Members Not Present:

Staff Present: Christopher Parker, Assistant City Manager, Steve Bird, City Planner, Dave Carpenter, Community Development Planner, Donna Benton, Assistant City Planner, Elena Piekut, Assistant City Planner

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

1. ELECTION OF OFFICERS

T.Clark made a motion to nominate K.Schuman as Planning Board Chair. Seconded by F.Torr. Vote U/A

T.Clark made a motion to nominate G.Cruikshank as Planning Board Vice Chair. Seconded by F.Torr. Vote U/A

The Board voted by secret ballot. The votes were tallied and the results were announced by C.Parker. K.Schuman was elected as Chair and G.Cruikshank was elected as Vice Chair.

K.Schuman thanked the Board for the election.

2. CITIZENS' FORUM

Citizens Forum Open. Nobody Spoke. Citizens Forum Closed.

3. APPROVAL OF THE PRIOR MINUTES

- December 12, 2017 Regular Meeting Minutes

C.Parker noted a correction L.Skinner had sent ahead.

Motion: F.Torr made a motion to approve the December 12, 2017 Regular Meeting Minutes as amended. Seconded by D.White. Vote U/A

4. OLD BUSINESS

There were no items for Old Business.

5. NEW BUSINESS

- A. Consideration and acceptance of a Conditional Use Permit for Public Service Company of NH and Lilac Garden, LLC, Assessor's Map H, Lots 36-C & 35-D, zoned I-2 & RM-SU, located off Knox Marsh Road. (Proposal is to upgrade the Knox Marsh Road Switching Yard by expanding a gravel pad and installing new poles, with permanent wetland impacts of 3,278 sq.ft., temporary wetland impacts of 1,068 sq. ft., and wetland buffer impacts of 1,429 sq. ft). *(P17-80)



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

REVISED

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, January 09, 2017**
Meeting Time: **7:00 pm**

C.Parker explained that the applicant is requesting a Conditional Use Permit to upgrade the Knox Marsh Road Switching Yard for automation. The existing footprint of the yard requires expansion to meet current safety clearance standards to work on the 34.5 kV line when it is energized. The proposed work will include expansion of the existing gravel pad into wetland areas, the installation of new poles within and along the edge of the gravel pad, placement of temporary construction matting, and the removal of existing utility pole structures. The proposal would have 3,278 sq. ft. of permanent wetland impacts, 1,068 sq. ft. of temporary wetland impacts, and 1,429 sq. ft. of wetland buffer impacts.

The Conservation Commission reviewed and endorsed this project on 12/11/17.

Sherry Trafferty from VHB, represented the applicant, displayed a plan for viewing, and presented the proposed plan.

Motion: F.Torr made a motion to accept the application. Seconded by T.Clark. Vote U/A

Public hearing opened. Nobody Spoke. Public Hearing Closed.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board approve the Conditional Use Permit with the following conditions:

Conditions to Be Met Prior to Issuing the Permit:

1. The applicant shall pay the outstanding application fees per the invoice.
2. The applicant shall provide the Planning Department with a copy of the NHDES Wetlands Permit.

Motion: D.White made a motion to approve the Conditional Use Permit subject to the staff recommended conditions. Seconded by D.Landry. Vote U/A

- B. Consideration and acceptance of a Minor Lot Line Adjustment for Copley Properties, LLC., Assessor's Map C, Lots 2-3 & 2-5, zoned R-40, located at 11-15 Pear Drive.*(P17-83)

C.Parker explained that the applicant proposes to adjust the lot lines between 2 lots created in 2016 with no change in frontage. Because 95 sq. ft. will be swapped between the two parcels both lots will remain the same size, and continue to be conforming to the open space subdivision zoning dimensional requirements for reduced lot sizes.

K.Schuman mentioned that one of the lot owners works for his wife, asked if the Board wishes him to step down. No one did.

Andrew Goddard, representing the applicant, reviewed the plan.

Motion: F.Torr made a motion to accept the application. Seconded by T.Clark. Vote U/A

Public hearing opened. Nobody Spoke. Public Hearing Closed.

STAFF RECOMMENDATION:



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

REVISED

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – City Hall, 288 Central Avenue
Meeting Date: **Tuesday, January 09, 2017**
Meeting Time: **7:00 pm**

The Planning Department believes the proposal meets the criteria outlined in Chapter 155, and recommends that the Planning Board approve the Minor Lot Line Adjustment with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide the Planning Department with a digital version of the final plat.
2. The applicant shall revise the plat to:
 - a. Include the Licensed Land Surveyor signature and stamp
 - b. Add the owner's signatures to the final plat submitted for signature to be recorded at the Strafford County Registry of Deeds
 - c. Add Planning file number to be P17-83

Motion: D.Landry made a motion to approve the Lot Line Adjustment subject to the staff recommended conditions. Seconded by D.White. Vote U/A

C. Discussion of Land Use Amendments/Goal Setting

C.Parker reference the spreadsheet of a summary of proposed amendments (original in file) the Board received and provided a summary of the Staff suggestions as listed on the document.

The Board reviewed proposed zoning amendments. It agreed not to pursue changes to the helicopter regulations, to expand the affordable housing opportunities and suggested renaming the open space section (170-15).

The Board reviewed proposed site review amendments. It added replacing “Blue Print” with “plans” throughout and to pursue wholesale larger changes to the landscape regulations, keeping in mind the impact on enforcement.

The Board reviewed proposed subdivision of land amendments. Discussion ensued regarding clarification about eliminating Open Space Subdivisions, and the need to clarify what works and what doesn't. General inclination is not in favor of eliminating Open Space subdivisions, rather understanding potential improvements is the goal.

K.McEnenay spoke in favor of reviewing Build To Line, and reducing the size of plans for PB submittal. Spoke against elimination of Open Space Subdivisions.

6. STAFF COMMENTS

Staff will be meeting twice a year with professional agents to discuss the practical application of land use regs.

C.Parker asked the Chir to send a letter to the Mayor and School Board chair regarding the rezoning committee.

7. MEMBER COMMENTS

K.Schuman stated F.Torr will be representing him at the Planning Technical Review Committee meetings.

8. ADJOURNMENT

Motion: L.Skinner made a motion to adjourn at 8:15 p.m. Seconded by T.Clark Vote U/A

DOVER IMPACT FEE SCHEDULE 2017 UPDATE

DOVER NEW HAMPSHIRE IMPACT FEES - 2017 FEE SCHEDULE							Analysis of Proposed Impact Fee Change		
Use Category	Police	Fire	Total Public Safety	Recreation	Public Schools	Total City and School	Existing Impact Fee	Change in \$	Change in %
Residential Uses - Fee Per Dwelling Unit by Structure Type									
Single Detached	\$325	\$615	\$940	\$1,326	\$6,629	\$8,895	\$5,644	\$3,251	58%
Townhouse	\$309	\$548	\$857	\$1,138	\$2,125	\$4,120	\$3,151	\$969	31%
Two to Three Family	\$357	\$583	\$940	\$1,154	\$4,346	\$6,440	\$5,624	\$816	15%
Apartments 4+ Units	\$279	\$447	\$726	\$872	\$3,003	\$4,601	\$2,708	\$1,893	70%
Manufactured Housing	\$402	\$635	\$1,037	\$1,227	\$4,338	\$6,602	\$5,011	\$1,591	32%
Accessory Dwelling Unit	\$179	\$286	\$465	\$558	\$1,989	\$3,012	\$1,734	\$1,278	74%
Apartment over 1st Floor Non-Residential (1)	\$279	\$447	\$726	\$872	\$649	\$2,247	*		
Age Restricted Unit 55+	\$152	\$1,163	\$1,315	\$349	see note (2)	\$1,664	*		
Age Restricted Unit 62+ or Congregate	\$181	\$1,609	\$1,790	\$183	see note (3)	\$1,973	*		
Commercial, Industrial & Institutional Uses Per Square Foot Finished Area									
Retail, Including Restaurants, Clubs	\$0.71	\$0.87	\$1.58	--	--	\$1.58	\$0.74	\$0.84	114%
Offices and Commercial Services	\$0.33	\$0.59	\$0.92	--	--	\$0.92	\$0.26	\$0.66	254%
Industrial, Transp, Whse, Communications	\$0.04	\$0.04	\$0.08	--	--	\$0.08	\$0.13	(\$0.05)	-38%
Nursing Homes & Assisted Living	\$0.13	\$2.37	\$2.50	--	--	\$2.50	\$0.61	\$1.89	310%
Other Institutional Uses	\$0.23	\$0.25	\$0.48	--	--	\$0.48	\$0.64	(\$0.16)	-25%
Average Fee (All Other)	\$0.24	\$0.39	\$0.63	--	--	\$0.63	N/A		
(1) This option would provide for reduced school impact fee in apartments located on the upper floors of buildings with non-residential uses on the first floor within the Central Business District. The basis for a reduced school fee reflects the data on enrollment per unit in older downtown buildings of this type.									
(2) In the case of an age-restricted development for age 55 or older, where the age restriction pertains to less than 100% of the units, the school fee may be assessed at the standard rate for the portion of units that are not subject to an age restriction.									
(3) Housing units in age-restricted (62+) developments governed by deed restrictions that limit occupancy to seniors, and congregate housing units, are found to have negligible enrollment impacts and are not subject to the school impact fee.									
* These are new categories of residential uses that were previously included in other categories.									



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P17-81

Application Type: Conditional Use Permit
Applicant(s): Margaret M. Gabriel Revocable Trust
Owner(s): Margaret M. Gabriel Revocable Trust
Location: 262 Dover Point Road (Tax Map L, Lots 98 & 99)
Meeting Date: January 23, 2018

INTENT: To obtain a Conditional Use Permit to allow construction of an access drive from Dover Point Road over lot L/98 to L/99. While no wetlands will be impacted, the proposed access drive will impact 1,232 sq. ft. of wetland buffer on lot 98 and 1,042 sq. ft. of wetland buffer on lot L/99 for a total of 2,274 sq. ft. of wetland buffer impacts.

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM: # 4-A

ACREAGE: 11.72 acres between the two lots

ZONING DISTRICT: Low-Density Residential District (R-20)

EXISTING LAND USE: Lot 98 is residential and Lot 99 is vacant

PROPOSED LAND USE: Residential

SURROUNDING LAND USE: Residential and tidal Piscataqua River

ZBA ACTION:

Z17-24: Variance granted on 12/21/17 to permit a front setback of approximately 95 feet where a build-to-line of 20 feet is the minimum

ATTACHMENTS:

CUP application and materials, December 11 Conservation Commission minutes, and plan

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by certified and/or first class mail to all abutters for this meeting

PERMITS REQUIRED:

-Conditional Use Permit
-NHDES Shoreland Permit

WAIVERS REQUESTED: None

Summary of Request and Background

The applicant is requesting a Conditional Use Permit to allow an access drive over lot L/98 to lot L/99 (reverse of what is indicated on application). There will be no wetland impacts, but 1,232 s.f. of wetland buffer impact over L/98 and 1,042 s.f. of wetland buffer impact over L/99.

The Conservation Commission reviewed and endorsed this project. (12/11/17 Conservation Commission minutes attached).

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 then approve the application with the following Conditions:

Conditions 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 NHDES Shoreland Permit.
2. Revise the plat to include file number P17-81.

262 Dover Point Road

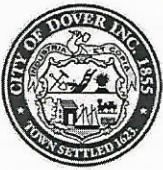
**Property Information**

Property ID L0098-000000
Location 262 DOVER POINT RD
Owner GABRIEL MARGARET M 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 6/13/2017
Properties updated 01/17/2018



City of Dover, New Hampshire CONDITIONAL USE PERMIT APPLICATION

[Revision Date: May 18, 2017]

Office Use Only	Project #:	_____	Date Received:	_____
	Amount Paid:	_____	Time Received:	_____

APPLICANT AND OWNER INFORMATION

Name of Applicant: MARGARET M. GABRIEL Telephone # _____
REVOCABLE TRUST

Address of Applicant: 270 GULF ROAD DOVER NH 03820

E-Mail Address: dgabriel90@aol.com

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

Address of Property Owner: _____

PROPERTY INFORMATION

Assessor's Map # L Lot(s) # 98 + 99

Address of Property: OFF DOVER POINT ROAD

Zoning District(s) R-20 Overlay District(s) CONSERVATION DISTRICT

Existing Use of Property: VACANT- SINGLE FAMILY RESIDENTIAL

CONDITIONAL USE PERMIT INFORMATION

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

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

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

To allow construction of an access drive from
DOVER POINT ROAD over lot L/99 to lot L/98.
NO WETLANDS WILL BE IMPACTED. The proposed access
drive will impact wetland buffer only - 1232 S.F
over lot L/98 and 1042 S.F. over lot L/99.

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: MCENEANEY SURVEY ASSOCIATES, INC.

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

Professional License #: KEVIN MCENEANEY E-mail address: Kevin@surveynh.com
NH LLS 661

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: Margaret M. Gelineau, Trustee Date: 12.4.17

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: Margaret M. Gelineau, Trustee Date: 12.4.17

**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. Staff will provide the abutter information, while the applicant must provide accurate contact information for the owner, applicant and professional agents representing the project.

Owner:

TAX MAP	LOT #	PROPERTY OWNER	MAILING ADDRESS
L	98+99	M. Gabriel Revocable Trust	270 Gulf Rd Dover NH 03820

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS
—	—	—

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS
Kevin McEneaney	McEneaney Survey Assoc.	24 Chestnut St. Dover NH 03820
Michael Mariano	Highland Soil Services	75 Prospect St. Somersworth NH 03878

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS
—	—	—	—

see attached abutters list + labels.

PLANNING BOARD ESTIMATED FEE SCHEDULE

This is only provided to give you an estimate of the application fees. After you submit an application, staff will invoice you a total. All fees must be paid two weeks before the Planning Board meeting. **If the Fee has not been paid, the item will not be placed upon the agenda.**

A. 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 # _____ sq. ft. = \$ _____
Additions (new floor space) \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- IMPERVIOUS PAVED AREA (for new development) OR IMPERVIOUS PARKING LOT ADDITIONS (not to exceed \$10,000) \$.07 sq. ft. x # _____ = \$ _____
- MOTEL/HOTEL \$35.00 x # _____ per lodging unit = \$ _____
- CHANGE OF USE (not to exceed \$5,000)
Existing floor space \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
- CONDITIONAL USE PERMIT \$150.00 x # 1 per application = \$ 150.00
- GRAVEL PIT/ EXCAVATIONS - Application fee \$50.00 & Permit fee \$75.00 = \$ _____
- EXTENSIONS OF/AMENDMENTS TO/WAIVERS FOR AN APPROVED PLAN (\$150.00 minimum) \$50.00 x # _____ per hour of review \$ _____
- REQUEST FOR REZONING \$150.00 = \$ _____
- DRIVEWAY WAIVER - \$100.00 application fee = \$ _____
Letter of rejection from Engineering Department, diagram & letter from owner \$ _____

B. Abutter Notification/Mailing Labels - 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. You will be notified with the amount due, once this has been completed.

1. Applicant & Owner, engineer, architect, land surveyor or soil scientist
Certified letters fee # 3 of x \$8.00 =
2. Certified letters fee: # of abutters 19 X \$8.00 = \$ 24.00
3. First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X \$1.00 = \$ 152.00
4. Creating/Printing Abutter Labels in triplicate per sheet _____ x \$10.00 = \$ —

C. Foster's newspaper public notice fee

\$ 80.00

D. Digital Version of the Plan in PDF/A format or Archive Fee \$1.00 x # 1
per sheet of plan set =

\$ 1.00

(Revised May 15, 2017)

TOTAL FEE \$ 407.00

*pd to City 12/4/17
w/applicant check # 7419*

Property ID	Owner 1	Owner 2	Owner Address	City	State	Zip
OWNER/APPLICANT						
L0098-000000	GABRIEL MARGARET M TRUSTEE	GABRIEL MARGARET M REVOCABLE TRUST	270 GULF ROAD	DOVER	NH	03820
L0099-000000						
L0101-000000						
ABUTTERS (200')						
L0045-001000	THREE FIFTY SIX TRUST	HENRY T. COWLES III, TRUSTEE	6 OLD ROCHESTER ROAD, SUITE 101	DOVER	NH	03820
L0045-001A00	JOHN PASHBY	KIMBERLY VAN HORN	3 BELANGER DRIVE	DOVER	NH	03820
L0045-A00000	TONY C. DOAN	JENNY G ISHII	265 DOVER POINT ROAD	DOVER	NH	03820
L0065-000000	EMILY C. FAHEY	JOHN M. KRAVIC III	5061 WATERS ROAD	ANN ARBOR	MI	48103
L0066-000000	TRI VAN TON		1 BELANGER DRIVE	DOVER	NH	03820
L0067-000000	CONGREGATIONAL CHURCH		218 CENTRAL AVENUE	DOVER	NH	03820
L0096-E00000	DEBORAH WEBER FARLEY		256 DOVER POINT ROAD	DOVER	NH	03820
L0096-K00000	JOHN D. LAMB	JOANDREA L. LAMB	256 A DOVER POINT ROAD	DOVER	NH	03820
L0097-000000	DONNA M. GAROFANO	MICHAEL GAROFANO	PO BOX 4	GREENLAND	NH	03840
L0097-A00000	NEAL I. NOWICK	JEANA R. NOWICK	5 FORSYTHIA DRIVE	DOVER	NH	03820
L0098-A00000	JOHN F. & TAMARA M. COLLINS REV. LIVING TRUST	JOHN F. & TAMARA M. COLLINS, TRUSTEES	260 DOVER POINT ROAD	DOVER	NH	03820
L0098-B00000	VERNIEL R. MORIN	RICHARD J. MORIN	264 DOVER POINT ROAD	DOVER	NH	03820
L0098-C00000	JEFFREY P. WILLS	KAREN L. WILLS	262 1/2 DOVER POINT ROAD	DOVER	NH	03820
L0100-000000	RICHARD D. CURLEY		262 A DOVER POINT ROAD	DOVER	NH	03820
L0102-000000	JAMES H. WATTS	GAIL ANN WATTS	272 DOVER POINT ROAD	DOVER	NH	03820
L0102-001000	JACK M. MCKENNA	BETH W. MCKENNA	272 1/2 DOVER POINT ROAD	DOVER	NH	03820
L0105-B00000	JEFFREY F. LONDRES	CAROLYN L. LONDRES	340 ORDIERNE POINT ROAD	PORTSMOUTH	NH	03801
L0105-F00000	PAULA J. PANASIS REVOCABLE TRUST	PAULA J. & CHARLES N. PANASIS, TRUSTEES	280A DOVER POINT ROAD	DOVER	NH	03820
L0106-000000	ROGER C. GROUX		278-1/2 DOVER POINT ROAD	DOVER	NH	03820

SURVEYOR/ENGINEER/PROFESSIONAL AGENT						
Surveyor	MCENEANEY SURVEY ASSOCIATES, INC.	KEVIN MCENEANEY	24 CHESTNUT STREET	DOVER	NH	03820
Wetland Scientist	HIGHLAND SOIL SERVICES	MICHAEL MARIANO	75 PROSPECT STREET	SOMERSWORTH	NH	03878

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
L0105-B00000	DOVER POINT RD	LONDRES F JEFFREY &	LONDRES CAROLYN L	340 ORDIORNE POINT RD	PORTSMOUTH	NH	03801
L0098-C00000	262 1/2 DOVER POINT RD	WILLS JEFFREY P &	WILLS KAREN L	262 1/2 DOVER POINT RD	DOVER	NH	03820
L0067-000000	DOVER POINT RD	CONGREGATIONAL CHURCH		218 CENTRAL AVENUE	DOVER	NH	03820
L0066-000000	1 BELANGER DR	TON TRI VAN		1 BELANGER DR	DOVER	NH	03820
L0045-001000	267 DOVER POINT RD	COWLES HENRY T III TRUSTEE	THREE FIFTY SIX TRUST	6 OLD ROCHESTER RD STE 101	DOVER	NH	03820-2028
L0098-A00000	260 DOVER POINT RD	COLLINS JOHN F TRUSTEE	COLLINS TAMARA M TRUSTEE	260 DOVER POINT ROAD	DOVER	NH	03820
L0101-000000	DOVER POINT RD	GABRIEL MARGARET M TRUSTEE	GABRIEL MARGARET M REVOCABLE TRUST	270 GULF RD	DOVER	NH	03820
L0097-A00000	5 FORSYTHIA DR	NOWICK NEAL I &	NOWICK JEANA R	5 FORSYTHIA DR	DOVER	NH	03820
L0102-000000	272 DOVER POINT RD	WATT'S JAMES H &	WATT'S GAIL ANN	272 DOVER POINT RD	DOVER	NH	03820
L0045-001A00	3 BELANGER DR	PASHBY JOHN &	VAN HORN KIMBERLY	3 BELANGER DR	DOVER	NH	03820
L0100-000000	262 A DOVER POINT RD	CURLY RICHARD D		262 A DOVER POINT RD	DOVER	NH	03820
L0102-001000	272 DOVER POINT RD	MCKENNA JACK M	MCKENNA BETH W	272 1/2 DOVER POINT RD	DOVER	NH	03820
L0106-000000	278 1/2 DOVER POINT RD	GROUX ROGER C		278-1/2 DOVER POINT RD	DOVER	NH	03820
L0098-B00000	264 DOVER POINT RD	MORIN VERNEL R		264 DOVER POINT ROAD	DOVER	NH	03820
L0097-000000	258 DOVER POINT RD	GAROFANO DONNA M	MORIN RICHARD J	PO BOX 4	GREENLAND	NH	03840
L0105-F00000	280 A DOVER POINT RD	PANASIS CHARLES & PAULA TRUSTEES	PANASIS PAULA J REVOCABLE TRUST	280 A DOVER POINT RD	DOVER	NH	03820
L0045-A00000	265 DOVER POINT RD	DOAN TONY C &	GAROFANO MICHAEL	265 DOVER POINT RD	DOVER	NH	03820-4606
L0065-000000	271 DOVER POINT RD	LAMBERT KAYLA R	ISHII JENNY G	271 DOVER POINT RD	DOVER	NH	03820
		MCENEANEY SURVEY ASSOCIATES, INC.	KEVIN MCENEANEY	24 CHESTNUT STREET	DOVER	NH	03820
		HIGHLAND SOIL SERVICES	MICHAEL MARIANO	75 PROSPECT STREET	SOMERSWORTH	NH	03878
		EMILY C. FAHEY	JOHN M. KRAVIC III	5061 WATERS ROAD	ANN ARBOR	MI	48103
		DEBORAH WEBER FARLEY		256 DOVER POINT ROAD	DOVER	NH	03820
		JOHN D. LAMB	JOANDREA L. LAMB	256 A DOVER POINT ROAD	DOVER	NH	03820



CITY OF DOVER

DOVER CONSERVATION COMMISSION – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room, City Hall, 288 Central Avenue
Meeting Date: Monday, December 11, 2017
Meeting Time: 5:30 pm

MEMBERS PRESENT: Tristen Donovan (Vice Chair), Richard Erickson, Steve Fellows, Robert Eckert, Amy Kramer Perry, Michael Joyce

STAFF PRESENT: Steve Bird (City Planner)

OTHERS PRESENT: Kevin McEneaney, Sherri Trefry, Ed Minerowitz, Jay Aube

1. The meeting was convened at 5:31 PM and a roll call was done.
2. APPROVAL OF THE PRIOR MEETING MINUTES

Kramer-Perry moved to approve the November 13, 2017 minutes, Fellows seconded. Vote: 6 in favor

3. OLD BUSINESS:

4. NEW BUSINESS:

- A. City of Dover Conditional Use Permit for Margaret Gabriel, Assessor's Map L, Lots 98 & 99, zoned R-20, located off Dover Point Road.

Kevin McEneaney was present to explain the proposal to build a 14 foot wide driveway to a proposed dwelling, with wetland buffer impacts of 1,042 square feet on lot 99 and 1,232 square feet on lot 98. Lot is landlocked with a shared driveway. Driveway will be 10-feet wide with shoulders. There is no wetlands impact. We looked at other areas for the driveway but those would have wetlands impacts.

Fellows: Describe the type of wetlands.

McEneaney: These are not high quality wetlands, mostly scrub brush vegetation.

Donovan: Do you anticipate the need for a culvert under the driveway?

McEneaney: Maybe but it would be within the 14 foot impact area so there is no additional impact.

Donovan confirmed that the driveway would likely be paved.

Joyce: Are there any additional impacts for the house construction?

McEneaney: No impacts to wetlands or buffers and it is more than 100 feet from the river.

Bird: You will still need a DES Shoreland Permit.

Erickson made a motion to endorse the City of Dover CUP, Fellows seconded. Vote: 6 in favor

- B. NHDES Wetlands Permit and City of Dover Conditional Use Permit for Public Service Company of NH and Lilac Garden, LLC, Assessor's Map H, Lots 36-C & 35-D, zoned I-2 & B-4, located off Knox Marsh Road.

Sherrie Trefry and Ed Minerowitz were present to explain the proposal to upgrade the Knox Marsh Road Switching Yard by expanding a gravel pad and installing new poles, with permanent wetland impacts of 3,278 square feet, temporary wetland impacts of 1,068 square feet, and wetland buffer impacts of 1,429 square feet. They are automating the switching yard to meet current safety standards.



CITY OF DOVER

DOVER CONSERVATION COMMISSION – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room, City Hall, 288 Central Avenue
Meeting Date: Monday, December 11, 2017
Meeting Time: 5:30 pm

Six poles will be removed and six new poles will be installed. No fencing is proposed. Sediment and erosion control will be installed.

Donovan: Why wouldn't you remove the entire pole instead of leaving the underground portion?

Minerowitz: That is what DES wants for standard practice to reduce impacts, but we could remove them if you want.

Donovan: No if that is what DES usually requires that is fine.

Kramer-Perry: What is the goal of this work?

Minerowitz: The primary goal is to make the system more reliable.

Fellows made a motion to endorse the NH DES wetlands permit and City of Dover CUP, Erickson seconded. Vote: 6 in favor

5. REPORT FROM THE CHAIR

A. Review of Correspondence Received From NH Department of Environmental Services:

1. Letter to the NH Wetlands Council from Frank and Laurie Leichthammer related to the Patricia Rose appeal.

6. OTHER BUSINESS:

Bird informed members about the upcoming Land Use Board Meet and Greet scheduled for January 9th at 5:30 pm. An invitation will be sent soon.

Chair recognized an audience member.

Jay Aube: I am interested in joining the Conservation Commission. I have lived in Dover for a couple of years and work at DES.

Bird explained the application process and said there are two alternate positions open. Members encouraged him to sign up

7. ADJOURNMENT

The Acting Chair declared the meeting adjourned at 6:00 pm.



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P18-03

Application Type: Conditional Use Permit
Applicant(s): City of Dover
Owner(s): Nancy Berube and Paul Tolend
Location: 10A Roberts Road (Tax Map L, Lot 95-L)
Meeting Date: January 23, 2018

INTENT: To obtain a Conditional Use Permit to replace an existing storm drain line from Roberts Road towards the Piscataqua River impacting 150 sq.ft. of wetland.

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM: # 4-B

ACREAGE: N/A

ZONING DISTRICT: Low-Density Residential District (R-20)

EXISTING LAND USE: Residential

PROPOSED LAND USE: N/A

SURROUNDING LAND USE: Residential and tidal Piscataqua River

ZBA ACTION: None

ATTACHMENTS:

CUP application and materials, January 8
Conservation Commission minutes, and plan

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by certified and/or first class mail to all abutters for this meeting

PERMITS REQUIRED:

-Conditional Use Permit
-NHDES Wetlands Permit
-NHDES Shoreland Permit

WAIVERS REQUESTED: None

Summary of Request and Background

The applicant is requesting a Conditional Use Permit to replace an existing storm drain line from Roberts Road towards the Piscataqua River impacting 150 sq. ft. of wetland.

This is part of the City project to reconstruct Roberts Road. Part of the work occurs on private property.

The Conservation Commission reviewed and endorsed the NHDES Expedited Review Wetlands permit and City of Dover CUP at their meeting on January 8. (1/8/18 Conservation Commission minutes attached).

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 then approve the application with the following conditions:

Conditions 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 NHDES Wetlands Permit and NHDES Shoreland Permit.

10A Roberts Road

**Property Information**

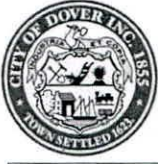
Property ID L0095-L00000
Location 10 A ROBERTS RD
Owner BERUBE NANCY A &



**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 6/13/2017
Properties updated 01/17/2018



City of Dover, New Hampshire CONDITIONAL USE PERMIT APPLICATION

[Revision Date: May 18, 2017]

RECEIVED
Planning Office

Office Use Only	Project #: <u>P18-03</u>	Date Received: <u>JAN 02 2018</u>
	Amount Paid: _____	Time Received: <u>Dover, New Hampshire</u>

APPLICANT AND OWNER INFORMATION

Name of Applicant: City of Dover Telephone # 603 516-6008

Address of Applicant: 288 Central Ave., Dover, N.H. 03820

E-Mail Address: G.young@doover,nh.gov

Nancy Berube

Name of Property Owner (if different from applicant): Paul Toland, Jr. Telephone # _____

Address of Property Owner: 10A Roberts Rd., Dover, N.H.

PROPERTY INFORMATION

Assessor's Map # L-95 Lot(s) # L-0

Address of Property: 10A Roberts Rd., Dover, N.H.

Zoning District(s) R-20 Overlay District(s) _____

Existing Use of Property: Single Family Residence

CONDITIONAL USE PERMIT INFORMATION

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

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

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

Replacement of existing storm drain line from Roberts Road towards Piscataqua River

impacting 150 SF of wetland.

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

NHDES Shoreland Permit

Name of Professional That Prepared Plans: Holden Engineering & Surveying, Inc.

Address PO Box 480 Concord, N.H. 03302-0480 Telephone #: 603 472-2078

Professional License #: LLS 596 E-mail address: HES@holdenengineering.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: Nancy A Berube Date: 1/2/18

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: Nancy A Berube Date: 1/2/18

**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. Staff will provide the abutter information, while the applicant must provide accurate contact information for the owner, applicant and professional agents representing the project.

Owner:

TAX MAP	LOT #	PROPERTY OWNER	MAILING ADDRESS
L-95	L-0	Nancy Berube, Paul Toland, Jr.	10A Roberts Rd.

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS
City of Dover		

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS
Peter Holden	Holden Engin. & Surveying, Inc.	PO Box 480, Concord, NH 03302-0480

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS
N/A			

P18-03

10A ROBERTS ROAD

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
L0095-V00000	7 ROBERTS RD	GOBBI PATRICK T &	GOBBI JUDITH H	7 ROBERTS RD	DOVER	NH	03820
L0095-Z00000	DOVER POINT RD	HOGINSKI FRANCES L TRUSTEE	HOGINSKI FRANCES L LIVING REV TRUST	230 DOVER POINT ROAD	DOVER	NH	03820
L0095-B00000	3 ROBERTS RD	LA BORIE KARL A		801 ISLINGTON ST	PORTSMOUTH	NH	03801
L0095-C00000	14 ROBERTS RD	MAIRS ROBERT		PO BOX 28	DOVER	NH	03821-0028
L0095-Z00001	3 OSPREY LN	WENDELL KAREN &	SKEELS F DOYLE	PO BOX 22425	PORTSMOUTH	NH	03802
L0095-E00000	10 ROBERTS RD	SCHULTZ ANN D TRUSTEE	SCHULTZ ANN REVOCABLE TRUST	10 ROBERTS RD	DOVER	NH	03820
L0095-Y00000	DOVER POINT RD	HOGINSKI STEPHEN E		230 DOVER POINT ROAD	DOVER	NH	03820
L0095-P00000	4 ROBERTS RD	TEMPLE KATHERINE & CHARLES TRUSTEES	TEMPLE KATHERINE REVOCABLE LIVING TRUST	4 ROBERTS ROAD	DOVER	NH	03820
L0095-R00000	21 ROBERTS RD	SCHMALZ STEPHEN R &	SCHMALZ LISA A	21 ROBERTS RD	DOVER	NH	03820
L0095-F00000	5 ROBERTS RD	GOSS JUSTIN W		5 ROBERTS RD	DOVER	NH	03820
L0095-M00000	8 ROBERTS RD	BURBY JACQUELYN R		8 ROBERTS RD	DOVER	NH	03820
L0095-D00000	12 ROBERTS RD	KELLEY ERIN D & ELBERT W JR TRUSTEES &	DUFFY JAMES AND DUFFY THOMAS B	34 HUNTERS RUN	RYE	NH	03870
		HOLDEN ENGINEERING & SURVEYING, INC.	BERUBE NANCY & TOLAND PAUL JR.	10A ROBERTS ROAD	DOVER	NH	03820
			PETER HOLDEN	P.O. BOX 480	CONCORD	NH	03302-0480



CITY OF DOVER

DOVER CONSERVATION COMMISSION – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room, City Hall, 288 Central Avenue
Meeting Date: Monday, January 8, 2018
Meeting Time: 5:30 pm

MEMBERS PRESENT: Bill Hunt (Chair), Tristan Donovan (Vice Chair), Steve Fellows, Robert Eckert, Amy Kramer Perry

STAFF PRESENT: Steve Bird (City Planner); Gretchen Young (Assistant City Engineer)

OTHERS PRESENT: Marcia Gasses (City Council Liaison), Doug Broder

1. The meeting was convened at 5:31 PM and a roll call was done.
2. **VISIT FROM CHRISTOPHER PARKER, ASSISTANT CITY MANAGER: DIRECTOR OF PLANNING AND STRATEGIC INITIATIVES**

Parker thanked members for serving on the Conservation Commission and for all their hard work. Donovan has done a good job communicating the concerns from the Conservation Commission to the Planning Board. Don't forget to come to the Land Use Board Meet and Greet tomorrow night.

3. ANNUAL NOMINATIONS AND ELECTION OF OFFICERS FOR 2018

Hunt asked if any members wanted to be considered for one of the three officer positions. Fellows volunteered to be secretary. Donovan agreed to be vice chair. Hunt agreed to remain as chair unless someone else wanted the position.

Kramer-Perry moved to nominate the slate of Hunt as Chair, Donovan as Vice Chair and Fellows as Secretary, Eckert seconded. Vote: 5 in favor

4. APPROVAL OF THE PRIOR MEETING MINUTES – December 11, 2017

Donovan moved to approve the December 11, 2017 minutes, Fellows seconded. Vote: 5 in favor

5. OLD BUSINESS:

6. NEW BUSINESS:

- A. NHDES Expedited Review Wetlands Permit and City of Dover Conditional Use Permit for City of Dover (Owner: Paul Tolend, Jr. and Nancy Berube), Assessor's Map L, Lot 95-L, zoned R-20, located at 10A Roberts Road.

Gretchen Young was present to explain the proposal to repair and replace an existing drainage culvert extending from Roberts Road to an outlet near the Piscataqua River, with permanent wetland impacts of 150 square feet, temporary wetland impacts of 800 square feet, and wetland buffer impacts. This is part of the Roberts Road reconstruction project from the CIP.

Broder: We are putting the replacement culvert in the same general location, but we are adding an energy dissipater at the end to slow the water down before it enters the river. WE are working to finalize the drainage easement with the land owner.

Gasses: Is there plans to remove the sediment?



CITY OF DOVER

DOVER CONSERVATION COMMISSION – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room, City Hall, 288 Central Avenue
Meeting Date: Monday, January 8, 2018
Meeting Time: 5:30 pm

Broder: We will install a deep sump catch basin to catch sediment.

Donovan asked about the size of rip rap being proposed.

Broder: We have not calculated the correct size yet but it will likely be 2 foot size.

Hunt: Do you expect to run into ledge along the riverbank?

Broder: We did some test pits and found none in that area.

Donovan: Will the culvert be upsized?

Broder: Yes it will be a 3 foot culvert, the current is 12 or 15 inches.

Hunt confirmed that the pipe is only partially functioning.

Gasses asked how the road will be rebuilt.

Young: We are planning to install underdrains and use a fabric.

Donovan made a motion to endorse the NHDES Expedited Review Wetlands Permit and City of Dover CUP, Kramer-Perry seconded. Vote: 5 in favor

Hunt signed 5 copies of the application for the applicant.

7. REPORT FROM THE CHAIR

A. Review of Correspondence Received From NH Department of Environmental Services:

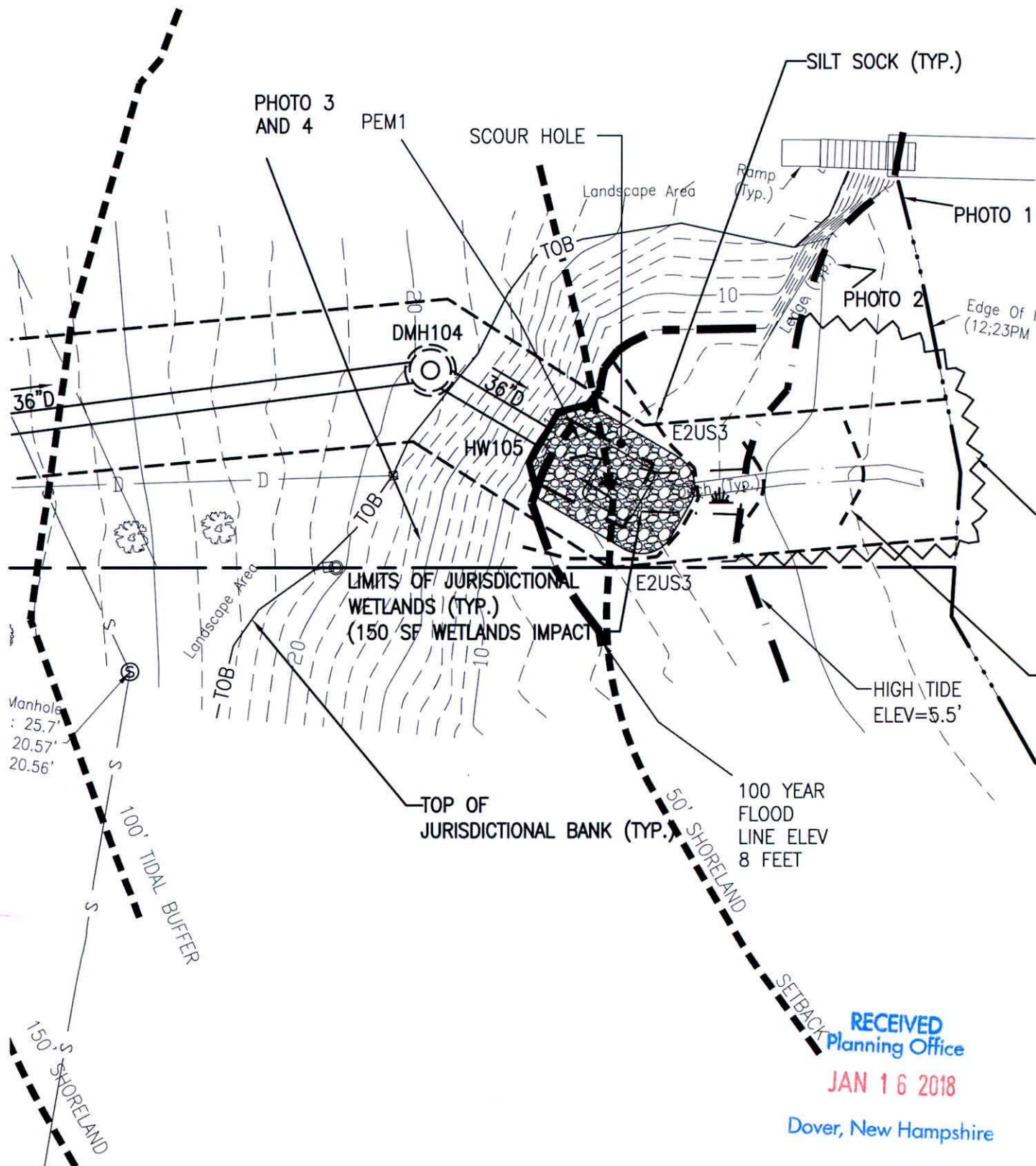
1. Letter from NH DES to the Federleins of 11 Landing Way approving their wetlands permit for a retaining wall, walkway and patio.
2. Letter from Jones & Beach Engineers on behalf of the Warschauers of 3 Wentworth Terrace to NH DES responding to a request for more information.

8. OTHER BUSINESS:

Bird reminded members about the upcoming Land Use Board Meet and Greet scheduled for tomorrow night at 5:30 pm. Donovan, Perry and Eckert have signed up and Hunt said today that he would attend.

9. ADJOURNMENT

The Chair declared the meeting adjourned at 6:00 pm.



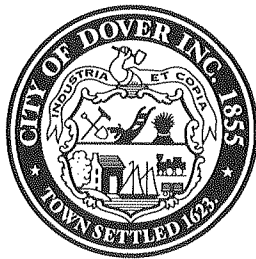
ENVIRONMENTAL PERMITTING PLAN
ROBERTS ROAD IMPROVEMENTS
DOVER, NEW HAMPSHIRE

HOLDEN TRANSPORTATION
ENGINEERING

SCALE 1"=20'
12/18/2017

JAMES MAXFIELD
Building Official
j.maxfield@dover.nh.gov

Physical Address:
Liberty North End Fire Station
262 Sixth Street
Dover, NH



Please send all mail and official
correspondence to:

City of Dover, NH Inspection Services
288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6038
Fax: (603) 516-6146
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE BUILDING OFFICIAL

Inspection Services is a division of Fire & Rescue

January 8, 2018

Ronald A. Cole &
Patricia M. Cole
1 Evans Drive
Dover, NH 03820

RE: Enhanced 911 Project
Properties located on Evans Drive
A/k/a Tax Map L, Lot 83-1-0

Dear Ronald A. Cole & Patricia M. Cole,

As you may be aware, the City of Dover has issued a building permit for a new single family dwelling at the corner of Evans Drive and Dover Point Rd. This lot will have a driveway on Evans Drive, requiring it to maintain an Evans Drive numerical address. Current E-911 regulations will require the even numbered houses on Evans Drive to be renumbered to meet the needs of the existing lot at the corner of Evans Drive and Dover Point Rd. This effort will also allow the correction of an existing E-911 address deficiency on Evans Drive, that of two separate residences having a "6A" and a "6B" designation. Historically, separate structures with similar numerical addressing have sometimes been challenging to identify properly in an emergency. We hope you can understand the need to request this addressing change.

The decision to readdress will ultimately be considered by the Dover City Planning Board at their regular meeting on January 23rd, starting at 7:00pm, after providing an opportunity for input from affected residents. The public notice will be published in the Fosters Daily Democrat, City Hall and on the City of Dover website Friday January 12, 2018. Unanimous support by all residents would negate the need for Planning Board discussion at that meeting. We are giving residents the opportunity to indicate their willingness to accept an address change by returning the enclosed form in the provided self-addressed, stamped envelope no later than January 20th, 2018.

Your new address would be **9 Evans Drive**. Be advised that the Post Office will continue to deliver mail to the former address for a period of up to one year.

If you have any questions, please contact either myself or Deputy Chief Paul Haas at 516-6038.

Sincerely,



James H. Maxfield
Building Official

Enclosure



CITY OF DOVER

DATE _____

APPLICATION FOR
VOLUNTARY
CHANGE OF ADDRESS

NAME OF OWNER: _____

MAILING ADDRESS _____

LOCATION OF PROPERTY: _____

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: _____

TO: _____ FOR EMERGENCY RESPONDERS TO EASILY LOCATE
THE PROPERTY.

Signature of property owner(s): _____

Recommendation of the Safety Committee: Approval ☐ Rejected ☐

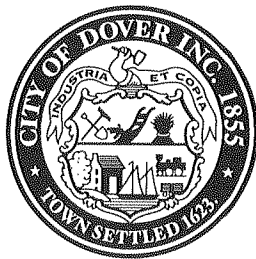
Explanation: _____

Building Official

Date signed

JAMES MAXFIELD
Building Official
j.maxfield@dover.nh.gov

Physical Address:
Liberty North End Fire Station
262 Sixth Street
Dover, NH



Please send all mail and official
correspondence to:

City of Dover, NH Inspection Services
288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6038
Fax: (603) 516-6146
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE BUILDING OFFICIAL

Inspection Services is a division of Fire & Rescue

January 8, 2018

Ms. Cami Britton
2 Evans Drive
Dover, NH 03820

RE: Enhanced 911 Project
Properties located on Evans Drive
A/k/a Tax Map L, Lot 83-D-0

Dear Ms. Britton,

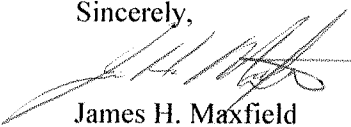
As you may be aware, the City of Dover has issued a building permit for a new single family dwelling at the corner of Evans Drive and Dover Point Rd. This lot will have a driveway on Evans Drive, requiring it to maintain an Evans Drive numerical address. Current E-911 regulations will require the even numbered houses on Evans Drive to be renumbered to meet the needs of the existing lot at the corner of Evans Drive and Dover Point Rd. This effort will also allow the correction of an existing E-911 address deficiency on Evans Drive, that of two separate residences having a "6A" and a "6B" designation. Historically, separate structures with similar numerical addressing have sometimes been challenging to identify properly in an emergency. We hope you can understand the need to request this addressing change.

The decision to readdress will ultimately be considered by the Dover City Planning Board at their regular meeting on January 23rd, starting at 7:00pm, after providing an opportunity for input from affected residents. The public notice will be published in the Fosters Daily Democrat, City Hall and on the City of Dover website Friday January 12, 2018. Unanimous support by all residents would negate the need for Planning Board discussion at that meeting. We are giving residents the opportunity to indicate their willingness to accept an address change by returning the enclosed form in the provided self-addressed, stamped envelope no later than January 20th, 2018.

Your new address would be **8 Evans Drive**. Be advised that the Post Office will continue to deliver mail to the former address for a period of up to one year.

If you have any questions, please contact either myself or Deputy Chief Paul Haas at 516-6038.

Sincerely,


James H. Maxfield
Building Official

Enclosure



CITY OF DOVER

DATE _____

APPLICATION FOR
VOLUNTARY
CHANGE OF ADDRESS

NAME OF OWNER: _____

MAILING ADDRESS _____

LOCATION OF PROPERTY: _____

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: _____

TO: _____ FOR EMERGENCY RESPONDERS TO EASILY LOCATE
THE PROPERTY.

Signature of property owner(s): _____

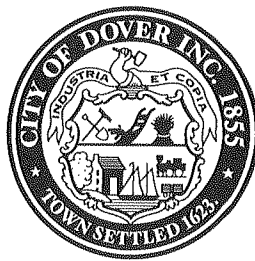
Recommendation of the Safety Committee: Approval ☐ Rejected ☐

Explanation: _____

Building Official

Date signed

JAMES MAXFIELD
Building Official
j.maxfield@dover.nh.gov



Please send all mail and official
correspondence to:

City of Dover, NH Inspection Services
288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6038
Fax: (603) 516-6146
www.dover.nh.gov

Physical Address:
Liberty North End Fire Station
262 Sixth Street
Dover, NH

City of Dover, New Hampshire

OFFICE OF THE BUILDING OFFICIAL

Inspection Services is a division of Fire & Rescue

January 8, 2018

John R Dell Isola Revocable Trust
3 Evans Drive
Dover, NH 03820

RE: Enhanced 911 Project
Properties located on Evans Drive
A/k/a Tax Map L, Lot **83-H-0**

Dear John R. Dell Isola Trustee,

As you may be aware, the City of Dover has issued a building permit for a new single family dwelling at the corner of Evans Drive and Dover Point Rd. This lot will have a driveway on Evans Drive, requiring it to maintain an Evans Drive numerical address. Current E-911 regulations will require the even numbered houses on Evans Drive to be renumbered to meet the needs of the existing lot at the corner of Evans Drive and Dover Point Rd. This effort will also allow the correction of an existing E-911 address deficiency on Evans Drive, that of two separate residences having a "6A" and a "6B" designation. Historically, separate structures with similar numerical addressing have sometimes been challenging to identify properly in an emergency. We hope you can understand the need to request this addressing change.

The decision to readdress will ultimately be considered by the Dover City Planning Board at their regular meeting on January 23rd, starting at 7:00pm, after providing an opportunity for input from affected residents. The public notice will be published in the Fosters Daily Democrat, City Hall and on the City of Dover website Friday January 12, 2018. Unanimous support by all residents would negate the need for Planning Board discussion at that meeting. We are giving residents the opportunity to indicate their willingness to accept an address change by returning the enclosed form in the provided self-addressed, stamped envelope no later than January 20th, 2018.

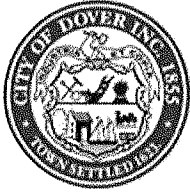
Your new address would be **19 Evans Drive**. Be advised that the Post Office will continue to deliver mail to the former address for a period of up to one year.

If you have any questions, please contact either myself or Deputy Chief Paul Haas at 516-6038.

Sincerely,


James H. Maxfield
Building Official

Enclosure



CITY OF DOVER

DATE _____

APPLICATION FOR
VOLUNTARY
CHANGE OF ADDRESS

NAME OF OWNER: _____

MAILING ADDRESS _____

LOCATION OF PROPERTY: _____

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: _____

TO: _____ FOR EMERGENCY RESPONDERS TO EASILY LOCATE
THE PROPERTY.

Signature of property owner(s): _____

Recommendation of the Safety Committee: Approval ☐ Rejected ☐

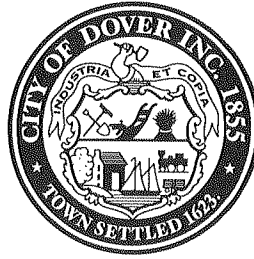
Explanation: _____

Building Official

Date signed

JAMES MAXFIELD
Building Official
j.maxfield@dover.nh.gov

Physical Address:
Liberty North End Fire Station
262 Sixth Street
Dover, NH



Please send all mail and official
correspondence to:

City of Dover, NH Inspection Services
288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6038
Fax: (603) 516-6146
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE BUILDING OFFICIAL

Inspection Services is a division of Fire & Rescue

January 8, 2018

Mr. Ryan Garland
4 Evans Drive
Dover, NH 03820

RE: Enhanced 911 Project
Properties located on Evans Drive
A/k/a Tax Map L, Lot 83-E-0

Dear Mr. Garland,

As you may be aware, the City of Dover has issued a building permit for a new single family dwelling at the corner of Evans Drive and Dover Point Rd. This lot will have a driveway on Evans Drive, requiring it to maintain an Evans Drive numerical address. Current E-911 regulations will require the even numbered houses on Evans Drive to be renumbered to meet the needs of the existing lot at the corner of Evans Drive and Dover Point Rd. This effort will also allow the correction of an existing E-911 address deficiency on Evans Drive, that of two separate residences having a "6A" and a "6B" designation. Historically, separate structures with similar numerical addressing have sometimes been challenging to identify properly in an emergency. We hope you can understand the need to request this addressing change.

The decision to readdress will ultimately be considered by the Dover City Planning Board at their regular meeting on January 23rd, starting at 7:00pm, after providing an opportunity for input from affected residents. The public notice will be published in the Fosters Daily Democrat, City Hall and on the City of Dover website Friday January 12, 2018. Unanimous support by all residents would negate the need for Planning Board discussion at that meeting. We are giving residents the opportunity to indicate their willingness to accept an address change by returning the enclosed form in the provided self-addressed, stamped envelope no later than January 20th, 2018.

Your new address would be **12 Evans Drive**. Be advised that the Post Office will continue to deliver mail to the former address for a period of up to one year.

If you have any questions, please contact either myself or Deputy Chief Paul Haas at 516-6038.

Sincerely,

James H. Maxfield
Building Official

Enclosure



CITY OF DOVER

DATE _____

APPLICATION FOR
VOLUNTARY
CHANGE OF ADDRESS

NAME OF OWNER: _____

MAILING ADDRESS _____

LOCATION OF PROPERTY: _____

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: _____

TO: _____ FOR EMERGENCY RESPONDERS TO EASILY LOCATE
THE PROPERTY.

Signature of property owner(s): _____

Recommendation of the Safety Committee: Approval ☐ Rejected ☐

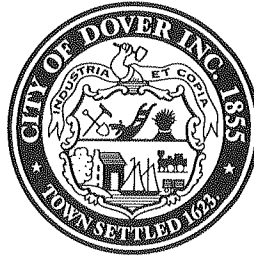
Explanation: _____

Building Official

Date signed

JAMES MAXFIELD
Building Official
j.maxfield@dover.nh.gov

Physical Address:
Liberty North End Fire Station
262 Sixth Street
Dover, NH



Please send all mail and official
correspondence to:

City of Dover, NH Inspection Services
288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6038
Fax: (603) 516-6146
www.dover.nh.gov

**City of Dover,
New Hampshire**
OFFICE OF THE BUILDING OFFICIAL

Inspection Services is a division of Fire & Rescue

January 8, 2018

Lorraine K. Johnson Revocable Trust
6A Evans Drive
Dover, NH 03820

RE: Enhanced 911 Project
Properties located on Evans Drive
A/k/a Tax Map L, Lot 14-G-0

Dear Lorraine K. Johnson Trustee,

As you may be aware, the City of Dover has issued a building permit for a new single family dwelling at the corner of Evans Drive and Dover Point Rd. This lot will have a driveway on Evans Drive, requiring it to maintain an Evans Drive numerical address. Current E-911 regulations will require the even numbered houses on Evans Drive to be renumbered to meet the needs of the existing lot at the corner of Evans Drive and Dover Point Rd. This effort will also allow the correction of an existing E-911 address deficiency on Evans Drive, that of two separate residences having a "6A" and a "6B" designation. Historically, separate structures with similar numerical addressing have sometimes been challenging to identify properly in an emergency. We hope you can understand the need to request this addressing change.

The decision to readdress will ultimately be considered by the Dover City Planning Board at their regular meeting on January 23rd, starting at 7:00pm, after providing an opportunity for input from affected residents. The public notice will be published in the Fosters Daily Democrat, City Hall and on the City of Dover website Friday January 12, 2018. Unanimous support by all residents would negate the need for Planning Board discussion at that meeting. We are giving residents the opportunity to indicate their willingness to accept an address change by returning the enclosed form in the provided self-addressed, stamped envelope no later than January 20th, 2018.

Your new address would be **20 Evans Drive**. Be advised that the Post Office will continue to deliver mail to the former address for a period of up to one year.

If you have any questions, please contact either myself or Deputy Chief Paul Haas at 516-6038.

Sincerely,

James H. Maxfield
Building Official

Enclosure



CITY OF DOVER

DATE _____

APPLICATION FOR
VOLUNTARY
CHANGE OF ADDRESS

NAME OF OWNER: _____

MAILING ADDRESS _____

LOCATION OF PROPERTY: _____

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: _____

TO: _____ FOR EMERGENCY RESPONDERS TO EASILY LOCATE
THE PROPERTY.

Signature of property owner(s): _____

Recommendation of the Safety Committee: Approval ☐ Rejected ☐

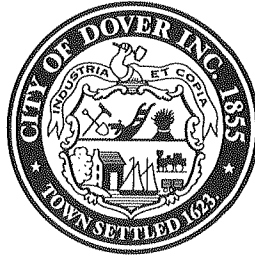
Explanation: _____

Building Official

Date signed

JAMES MAXFIELD
Building Official
j.maxfield@dover.nh.gov

Physical Address:
Liberty North End Fire Station
262 Sixth Street
Dover, NH



Please send all mail and official
correspondence to:

City of Dover, NH Inspection Services
288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6038
Fax: (603) 516-6146
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE BUILDING OFFICIAL

Inspection Services is a division of Fire & Rescue

January 8, 2018

Michael Maddocks &
Krysten Godfrey Maddocks
6B Evans Drive
Dover, NH 03820

RE: Enhanced 911 Project
Properties located on Evans Drive
A/k/a Tax Map L, Lot 83-F-0

Dear Michael Maddocks & Krysten Godfrey Maddocks,

As you may be aware, the City of Dover has issued a building permit for a new single family dwelling at the corner of Evans Drive and Dover Point Rd. This lot will have a driveway on Evans Drive, requiring it to maintain an Evans Drive numerical address. Current E-911 regulations will require the even numbered houses on Evans Drive to be renumbered to meet the needs of the existing lot at the corner of Evans Drive and Dover Point Rd. This effort will also allow the correction of an existing E-911 address deficiency on Evans Drive, that of two separate residences having a "6A" and a "6B" designation. Historically, separate structures with similar numerical addressing have sometimes been challenging to identify properly in an emergency. We hope you can understand the need to request this addressing change.

The decision to readdress will ultimately be considered by the Dover City Planning Board at their regular meeting on January 23rd, starting at 7:00pm, after providing an opportunity for input from affected residents. The public notice will be published in the Fosters Daily Democrat, City Hall and on the City of Dover website Friday January 12, 2018. Unanimous support by all residents would negate the need for Planning Board discussion at that meeting. We are giving residents the opportunity to indicate their willingness to accept an address change by returning the enclosed form in the provided self-addressed, stamped envelope no later than January 20th, 2018.

Your new address would be **16 Evans Drive**. Be advised that the Post Office will continue to deliver mail to the former address for a period of up to one year.

If you have any questions, please contact either myself or Deputy Chief Paul Haas at 516-6038.

Sincerely,

James H. Maxfield
Building Official

Enclosure



CITY OF DOVER

DATE _____

APPLICATION FOR
VOLUNTARY
CHANGE OF ADDRESS

NAME OF OWNER: _____

MAILING ADDRESS _____

LOCATION OF PROPERTY: _____

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: _____

TO: _____ FOR EMERGENCY RESPONDERS TO EASILY LOCATE
THE PROPERTY.

Signature of property owner(s): _____

Recommendation of the Safety Committee: Approval ☐ Rejected ☐

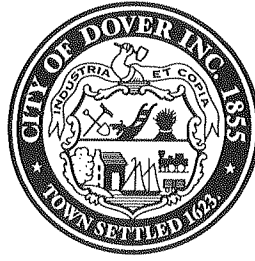
Explanation: _____

Building Official

Date signed

JAMES MAXFIELD
Building Official
j.maxfield@dover.nh.gov

Physical Address:
Liberty North End Fire Station
262 Sixth Street
Dover, NH



Please send all mail and official
correspondence to:

City of Dover, NH Inspection Services
288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6038
Fax: (603) 516-6146
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE BUILDING OFFICIAL

Inspection Services is a division of Fire & Rescue

January 8, 2018

Eleanor Milliken Revocable Trust
8 Evans Drive
Dover, NH 03820

RE: Enhanced 911 Project
Properties located on Evans Drive
A/k/a Tax Map L, Lot 83-G-0

Dear Eleanor Milliken Trustee,

As you may be aware, the City of Dover has issued a building permit for a new single family dwelling at the corner of Evans Drive and Dover Point Rd. This lot will have a driveway on Evans Drive, requiring it to maintain an Evans Drive numerical address. Current E-911 regulations will require the even numbered houses on Evans Drive to be renumbered to meet the needs of the existing lot at the corner of Evans Drive and Dover Point Rd. This effort will also allow the correction of an existing E-911 address deficiency on Evans Drive, that of two separate residences having a "6A" and a "6B" designation. Historically, separate structures with similar numerical addressing have sometimes been challenging to identify properly in an emergency. We hope you can understand the need to request this addressing change.

The decision to readdress will ultimately be considered by the Dover City Planning Board at their regular meeting on January 23rd, starting at 7:00pm, after providing an opportunity for input from affected residents. The public notice will be published in the Fosters Daily Democrat, City Hall and on the City of Dover website Friday January 12, 2018. Unanimous support by all residents would negate the need for Planning Board discussion at that meeting. We are giving residents the opportunity to indicate their willingness to accept an address change by returning the enclosed form in the provided self-addressed, stamped envelope no later than January 20th, 2018.

Your new address would be **21 Evans Drive**. Be advised that the Post Office will continue to deliver mail to the former address for a period of up to one year.

If you have any questions, please contact either myself or Deputy Chief Paul Haas at 516-6038.

Sincerely,

James H. Maxfield
Building Official

Enclosure



CITY OF DOVER

DATE _____

APPLICATION FOR
VOLUNTARY
CHANGE OF ADDRESS

NAME OF OWNER: _____

MAILING ADDRESS _____

LOCATION OF PROPERTY: _____

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: _____

TO: _____ FOR EMERGENCY RESPONDERS TO EASILY LOCATE
THE PROPERTY.

Signature of property owner(s): _____

Recommendation of the Safety Committee: Approval ☐ Rejected ☐

Explanation: _____

Building Official

Date signed



185

186

187

8

3

189

6A

1

191

6B

4

2

FOSTERS DR A727

DOVER POINT RD A114

EVANS DR A134

194

TITLE XX

TRANSPORTATION

CHAPTER 231

CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS

Street Names and Markers

Section 231:133

231:133 Names; Changes; Signs. –

I. In all towns, cities, and those village districts which maintain public highways, every highway and street under the control of the town, city, or village district shall have a name which shall be given it by the governing body. Said name shall be legibly marked on a suitable signboard or other marker and placed in at least 2 conspicuous places on said street. The governing body may change the name of any such street or highway at any time when in its judgment there is occasion for so doing. The governing body may change the name of a private street or highway when the name change is necessary to conform to the requirements of the enhanced 911 telecommunications system. In towns and village districts the governing body may at its discretion provide for public hearing and submit such names for approval at any meeting of the legislative body, and voters may submit a petitioned warrant article for such a name change under the procedure of RSA 39:3.

II. The naming of any new street or highway shall form a part of the return of the layout of the street or highway, or of the acceptance of any dedicated way. The municipality shall not be bound by any name previously assigned to the street or highway by any private owner, developer, or dedicicator. No name for a highway or street shall be selected which is already in use, or which is confusingly similar to any such existing name, or which otherwise might delay the locating of any address in an emergency.

III. Whenever a name is assigned to any new street or highway, or a change is made in the name of any street or highway, the governing body shall make a return of the same to the town, city, or village district clerk, who shall make a record of the new name or name change, and shall forward a copy of such record to the commissioner of transportation.

Source. 1911, 79:1. PL 93:5. RL 109:5. 1945, 188:1, part 21:1. RSA 251:1. 1981, 87:1. 1991, 53:1, eff. July 5, 1991. 2005, 113:1, eff. Aug. 14, 2005.

TRANSPORTATION

CHAPTER 231 CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS

Street Names and Markers

Section 231:133-a

231:133-a Address Numbers on Streets and Highways. – The governing body may adopt a system for assigning or altering address numbers of buildings and other property along any public or private way in the municipality. Prior to the actual assignation or alteration of numbers along any way or portion of any way the governing body or planning board shall hold a public hearing for which 10 days' notice has been given by posting in 2 public places in the municipality, by publication in a newspaper in circulation in the municipality, and by first class mail to all owners of property being numbered or renumbered, as indicated by town records. No public hearing shall be required where the property owner or owners voluntarily consent to their property being numbered or renumbered, as indicated by town records. Each municipality addressing numbers on streets and highways pursuant to this section is encouraged to notify the bureau of emergency communications of the changes in accordance with RSA 106-H:10.

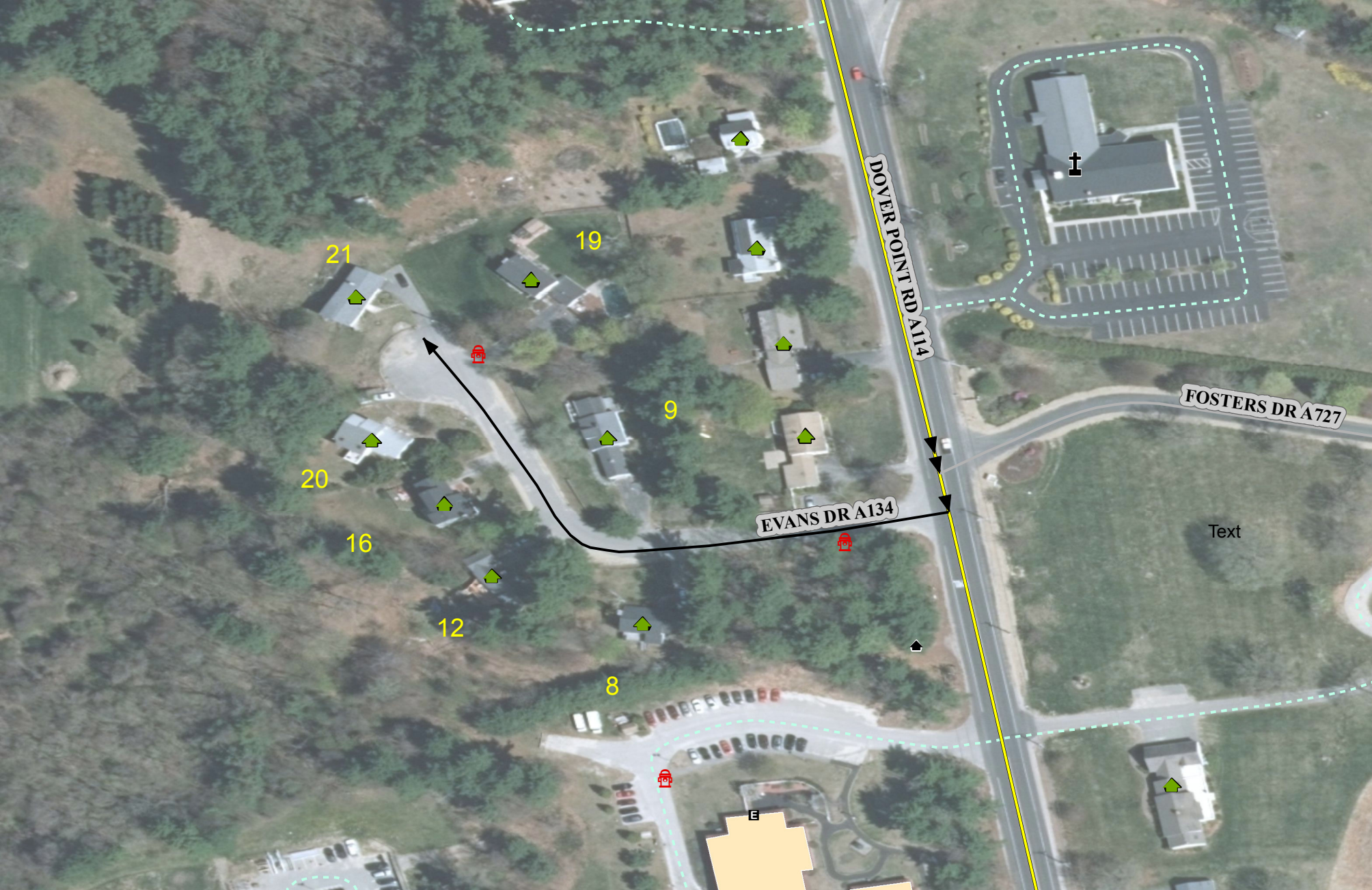
Source. 1991, 53:2, eff. July 5, 1991. 1997, 92:2, eff. Jan. 1, 1998.

Evans Dr – Address Recommendation

Based on the driveway access point and a 50' address increment we would like to make the following address recommendation:

{2}	$225 / 50' = 4.5 \times 2 = 9$	8 Evans Dr
{1}	$248 / 50' = 4.96 \times 2 = 9.92$	9 Evans Dr
{4}	$317 / 50' = 6.34 \times 2 = 12.68$	12 Evans Dr
{6B}	$412 / 50' = 8.24 \times 2 = 16.48$	16 Evans Dr
{6A}	$509 / 50' = 10.18 \times 2 = 20.36$	20 Evans Dr
{3}	$509 / 50' = 10.18 \times 2 = 20.36$	19 Evans Dr
{8}	$549 / 50' = 10.98 \times 2 = 21.96$	21 Evans Dr *

* *The driveway is on the odd side of the road.*



To: Planning Board
From: Dave Carpenter
Date: January 12, 2018
Re: FY18 Amended Action Plan

ISSUE:

Amendment to the FY18 Action Plan

INTENT:

This memo will explain the steps to approve an Amendment to an Action Plan and will identify proposed projects/allocations.

GOAL:

Adopt the proposed Amendment to the FY18 Action Plan.

ATTACHED:

none

BACKGROUND

CDBG PROGRAM DESCRIPTION

The City of Dover is designated as an Entitlement Community by Housing and Urban Development (HUD). As such, the City receives funds directly from HUD rather than having to apply to the State for Community Development Block Grant (CDBG) funds.

These funds may only be used to address one of HUD's three National Objectives:

1. Benefit low and moderate income persons.
2. Prevent or eliminate blight.
3. Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs.

The City of Dover has traditionally used CDBG funding to address the first National Objective.

AMENDED ACTION PLAN

Dover has an adopted, and HUD approved, Action Plan for FY2018. Funds previously allocated to other projects in prior years have become available, staff is recommending that these available funds be allocated to certain projects that were not included in the original FY 2018 Action Plan.

An Amendment to an approved Action Plan requires approval by the Planning Board. Specifically, a public hearing with local public notice provided before the public hearing. Also, a local 30-day public notice is required after the Planning Board's decision. After the 30-day comment period expires, the Plan Amendment and all comments received is forwarded to HUD for their review.

Approval of the Amended Action Plan does not alter projects or funding approved in the original FY 2018 Action Plan. Rather, this amendment is to add Public Facilities projects and funding to the FY 2018 Action Plan. Note, these funds can only be used for Public Facilities projects. They cannot be used for admin or Public Services.

If approved, the funds for the projects included in the Amended Action Plan will be available sooner than if addressed through the FY19 Action Plan process.

Three of the projects were submitted for the FY2019 Action Plan. Staff is proposing that they instead be considered as part of this process. Three additional projects have been proposed for inclusion in the Amended Action Plan. Staff has found that all six of the projects meet the minimum requirements for consideration.

PROPOSED PROJECTS

Following are the projects proposed for the Amended Plan:

1. Weatherization and Energy Efficiency Improvements - \$25,000.00

Funding for the Community Action Partnership of Strafford County's Weatherization and Energy Efficiency upgrades for low and moderate income Dover residents. This request was originally submitted by CAP for the FY2019 Action Plan. Staff recommends that the request be approved at this time rather than as part of the FY2019 Action Plan process.

2. Public Park Improvements - \$30,000.00

Funding for installation of a sun shade in Henry Law Park and for ADA related improvements in City Parks. This application was originally submitted by the Recreation Department for the FY2019 Action Plan. Staff recommends that the request be approved at this time rather than as part of the FY2019 Action Plan process.

3. McConnell Center Roof - \$45,000.00

Removal of existing skylights and replacement of roof materials over the Dover Children's Center portion of the McConnell Center to address leaking and energy efficiency concerns. This application was originally submitted by the Recreation Department for the FY2019 Action Plan. Staff recommends that the request be approved at this time rather than as part of the FY2019 Action Plan process.

4. My Friend's Place: Emergency Egress Improvements - \$20,000.00

Replacement of emergency egress stairway to address certain code and structural issues.

5. Pedestrian and Bus Access Related Improvements - \$60,000.00

Improvements to the pedestrian crossing on Portland Avenue in front of the Ice Arena. Installation of approximately 1,200 feet of sidewalk on the south-easterly portion of Portland Avenue between Atlantic Avenue and the proposed pedestrian crossing. Other pedestrian and bus access/facility related improvements in other areas of the community.

6. Teen Center Improvements - \$40,000.00

Modifications to the existing Teen Center located on the ground floor of the McConnell Center. Improvements involve installation of a kitchen facility and an office. The kitchen will serve the Teen Center clientele.

PROPOSED FUNDING ALLOCATIONS

Total proposed funding amount equals \$220,000.00. Individual funding amounts are based upon contractor submitted estimates, identified equipment costs and staff recommendations. Staff recommends the funding allocations as identified above unless the final funding amount is other than \$220,000.00. In the event that the total funding amount is less than \$220,000.00, the amount of the deficiency shall be withheld first from project #6 and then, if necessary, project #5. In the event that the total funding amount is greater than \$220,000.00, the difference shall be made available in the next available Action Plan funding pool.

STAFF RECOMMENDATION

Approval of the FY 2018 Amended Action Plan subject to the following conditions:

1. In the event that the final funding amount is less than \$220,000.00, the amount of the deficiency shall be withheld first from project #6 and then, if necessary, project #5 as identified in the staff memo dated January 12, 2018.
2. In the event that the total funding amount is greater than \$220,000.00, the difference shall be made available in the next available Action Plan funding pool