

**New Hampshire Community Planning Grant Program
Grant Round 1 Application Form**

Application Deadline: June 15, 2012 (postmark)

Instructions and scoring criteria are available at www.nhcitizenplanner.org.

Direct inquiries to: Benjamin D. Frost, Esq., AICP New Hampshire Housing P.O. Box 5087 Manchester, NH 03108	bfrost@nhhfa.org (603) 310-9361
--	--

Applicant (for multi-jurisdictional projects, indicate lead applicant and list all municipalities)

City of Dover, NH

Contact Person

Christopher G. Parker, AICP

Address

Department of Planning and Community Development
288 Central Avenue
Dover, NH 03820

Telephone

(603) 516-6008

Email address

c.parker@dover.nh.gov

Amount of CPG Funding Requested

\$ 50,000

Committed Local Match

\$ 27,000

Total Project Budget

\$ 77,000

Provide a brief description of your project (no more than 3 sentences) that could be used for publicity purposes if your project is selected for funding. Indicate if this is an application either for a *Neighborhood Heritage District* or for *Inclusionary Zoning*.

Dover intends to build on the success it had in 2010 in developing the first Form Based Code in New Hampshire, by expanding this innovative zoning infrastructure. This expansion will be along major corridors feeding into Dover's historic downtown area. This zoning project is aimed at revamping and reenergizing 20+ year old zoning along these corridors.

Please include the following with your application:

1. Project narrative (5 pages maximum; see details in the Grant Application Instructions)
2. Project budget (see details in the Grant Application Instructions)
3. Letter(s) of commitment for match
4. For single municipality applications:

Signed copy of the governing body's official act or resolution authorizing the filing of this application

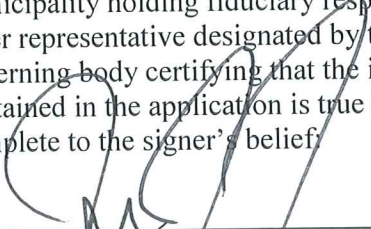
For multi-jurisdictional applications:

Signed copy of the governing body's official act or resolution authorizing the filing of this application from each participating municipality; and

Signed copies of the intergovernmental agreement(s) prepared pursuant to RSA 53-A, or other comparable agreement

5. Other supporting documentation as appropriate, including letters of support from local boards, residents, or other entities in the community such as businesses or non-profit organizations, and any other material supporting or verifying information in the application. Do not include full paper copies of lengthy reports or planning publications; submission of abstracts of such matter and full documents on electronic media (flash drive or compact disc) or provision of Web addresses that link *directly* to such documents are preferred.

Note: All project information and final products and materials relating to the project shall be made available to New Hampshire Housing. These materials may be used for public education and outreach, as examples for future applicants, or for training purposes by New Hampshire Housing, along with other federal, state, regional, and local organizations.

Signature of Chief Executive Officer of municipality holding fiduciary responsibility or other representative designated by the governing body certifying that the information contained in the application is true and complete to the signer's belief:	Mail one paper copy and one digital copy of the completed application, narrative, budget, and supplemental materials to:
	CPG Application Attn: Benjamin D. Frost New Hampshire Housing P.O. Box 5087 Manchester, NH 03108
Signature J. Michael Joyal	Applications must be postmarked no later than June 15, 2012 to be considered.
Printed name	
Date 6/12/12	

Introduction

The City of Dover is almost 400 years old. For the last 60 years of that history, Dover has utilized zoning to assist in the regulation of land uses within its borders. The zoning districts established in 1948 have periodically been revised to account for changing demand and to take advantage of new zoning and land use regulation tools. In 2010, as recommended in the 2007 Land Use Chapter of Dover's Master Plan, the City undertook an effort to revise the zoning in its downtown which had been in place for over 25 years. The project proposed here will expand that process to review the zoning districts which feed into the downtown core, and that contribute to the health and vitality of Dover's urban core.

Project Goals

The City of Dover has a proven track record of developing and maintaining innovative zoning ordinances that further the cause of good planning in New Hampshire. This is evident from the recognition Dover has received in 2010 and 2011 from the NH Planners Association and the Northern New England Chapter of the American Planning Association.¹ The project the City would like to undertake with Community Planning Grant (CPG) funding is to continue that record by further reviewing and revising zoning along the corridors feeding into downtown Dover. These corridors currently are a mixture of industrial zoning, transitional zoning and residential zoning. In 2010 the City adopted the first Form Based Code in New Hampshire and in Northern New England. This project will take that foundation and expand the core tenets of the Code (affordable housing, flexibility in use and adherence to form over function) and expand them along various roadways thus creating a seamless transition from Dover's more suburban residential areas to the urban core. The desired outcomes of the project include:

- Defining the gateways to Dover's downtown,
- Reinforcing the community's work on sustainability,
- Reinforcing transit oriented development along Central and Portland Avenues and Broadway, and
- Creating a positive environment for the development of affordable housing within walking distance of transit, employment and retail centers, etc.

The project area will be further defined as part of the first stage of this project, however, staff believes it will follow five corridors entering downtown Dover (see attached map):

- Central Avenue
 - North from the intersection with Birchwood Place towards Silver Street
 - North from Ham Street towards Abbey Sawyer Memorial Highway
- Broadway
 - East from Ham Street to the Rollinsford town line
- Portland Avenue
 - East from Chapel Street to the Rollinsford town line
- Sixth Street
 - West from Grove Street towards Hillside Drive
- Silver Street
 - East from Exit 8 off the Spaulding Turnpike to Central Avenue

¹ Project of the Year for the Form Based Code, and Professional Planner of the Year for innovative planning.

Scope of Work and Budget

There are a variety of tasks that will be associated with this project. The majority of them will be completed by a consultant, retained through a competitive bid process. The tasks below correspond to the accompanying budget breakdown. For staff time, a rate of \$50.00 is used to cover salary, benefits and other costs incurred by the City for the cost of an employee. Also, the City is prepared to contribute in kind costs (GIS map preparation and other visual components) as well as administer online tools to promote the project.

Project Management

This task will be performed by both Christopher Parker, AICP Director of Planning and Community Development, and Richard Jones Community Development Block Grant Coordinator. The task will focus on oversight of the budget and project schedule, as well as developing and reviewing the bid to select a consultant. This task also includes scheduling Planning Board meetings and ensuring the project is presented to the City Council in a timely manner. The timeline for this project is from inception to completion, July 1, 2012 – June 30, 2014. This task is expected to take 120 hours and cost \$6,000.

Refine Goals and Expectations/Review Areas of Interest

Once a consultant is on board, the Assistant City Planner, Timothy Corwin will be the lead City staff person completing this project. In these tasks, the consultant and staff will walk the corridors and analyze them for final inclusion in the zoning review and development. This task sets reasonable and realistic expectations and goals as the first step in developing a successful project. The timeline for this task is from September 1, 2012 – September 15, 2012. This task is expected to take 14 hours of City staff time and cost \$3,700.

On the Ground Inventory and Analysis

This component of the project involves staff and the consultant reviewing lots within the areas of interest and measuring all dimensions of each parcel and any buildings contained within. This is accomplished by walking the corridors and taking on the ground measurements of frontage, lot depth, height of buildings and documenting the information on calibration sheets. These sheets are used to determine the dimensional regulations that will be proposed for the new districts. The timeline for this project is from September 16, 2012 – November 15, 2012. This task is expected to take 210 hours of City staff time and cost \$20,500.

Charrette and Stakeholder Interviews

This task involves the consultant, with support from staff, holding two charrettes where the public is invited to collaborate in the review of the zoning and assist with feedback on their long term goals and visions for these corridors. The two charrettes will include a visual preference survey to allow for the review of architectural details, as well as setbacks and lot sizes. The charrettes will also require the consultant to have a graphic designer/architect on their team to develop concept sketches to reflect comments from the public. In addition to this opportunity staff will identify major property owners and reach out to a representative set of renters within the areas of interest and the consultant will meet with this group in one on one interviews. This input will be used to further define the proposed zoning regulations. The timeline for this project is from November 1, 2012 – December 1, 2012. This task is expected to take 12 staff hours and cost \$8,600.

Outreach to Marginalized Population/Outreach to Public

The City of Dover aggressively seeks public participation by utilizing both online and traditional methods to reach out to residents, property owners and business owners. Typically this includes letters to each property owner, as well as press releases and use of social networking. The project area contains a majority of residents who are renters, a group normally not noticed about zoning changes and who might not receive any direct outreach. For this project we are enhancing our outreach efforts, in recognition of the positive impact that these changes will have on all of our residents. We will make a substantial and coordinated effort to include all renters in the area through direct mailings to residents, as opposed to just property owners. Additionally, the charrettes will be held in a location that is easily accessible to their neighborhood, as opposed to a municipal building. The timeline for this project is in two parts, from October 15, 2012 – December 1, 2012, and April 1, 2013 - May 1, 2013. This task is expected to take 16 staff hours and cost \$3,800. Of that amount, \$3,200 will focus on the outreach to marginalized populations.

Draft Regulations/Initial Review

In this task, the consultant will take the public input and the inventory and draft regulations that reflect both existing conditions and the public's desires. This task involves the drafting of not just one unified district, but breaking out any sub districts and reviewing and developing different districts to the extent a particular corridor contains unique elements. It is expected that more than one district will be developed. The timeline for this task is from January 1, 2013 – December 1, 2013. This task is expected to take 60 staff hours (multiple staff reviewing the elements) and cost \$26,000. \$23,000 will focus on the consultant costs to draft the regulations.

Planning Board Review/Re-draft/Adoption

The final set of tasks will complete the project by presenting a draft to the Planning Board for review and input. A series of public hearings would be held prior to the Planning Board voting to adopt the zoning. The consultant would review feedback and revise, as needed. When the Planning Board adopts the ordinance, it would be forwarded to the City Council. The consultant would present to the Council and be available to address concerns. The timeline for this task is from January 1, 2014 – May 31, 2014. This task is expected to take 60 staff hours and to cost \$8,400.

Master Plan Consistency

The 2007 Land Use Analysis section of Dover's Master Plan is entitled "Its All About Context." An overall goal of this chapter was to encourage planners and policy makers to promote context sensitive land use. The chapter includes ten specific goals. Of the ten (10), seven (7) are supported by this application:

- To encourage neighborhoods to build a sense of community.
- To preserve and respect the rural elements of the city.
- To promote a vibrant downtown with diverse uses.
- To be a City that offers diversity of housing types and price ranges.
- To create and maintain a safe, clean and aesthetically pleasing natural and manmade environment.
- To develop and redevelop land respecting the surrounding context and the environment.
- To encourage sustainable growth that is sensitive to environmental issues and energy efficient.

This project would address many of the recommendations of the Chapter, including (paraphrased for space):

- Use traditional development zoning, to promote higher density residential growth.
- Continue healthy mix of single family, multi-family and mixed use development
- Encourage Mixed Use done in context to surrounding vicinity
- Encourage Mixed Use along major corridors to encourage transit use and pedestrian activities.
- Promote residential uses in non-residential zones on the second floor or above
- Update dimensional regulations to promote environmentally sensitive design ratios
- Transition to a Form Based Code style of regulations.

Consistency With the NH Livability Principles

The proposed project is not only consistent with the New Hampshire Livability Principles, but would in fact be a case study in promoting those principles. Below is a principle by principle explanation of why that is so.

Promotion of Traditional Settlement Patterns & Development Design

This project looks to encourage an efficient use of land, by promoting mixed use, multi modal development that is compact and context sensitive. Best of all, the anticipated zoning intends to promote reuse of existing structures, and require that new development be sustainable by ensuring that the structure can have many uses and lives. In reviewing each corridor independently, the regulations will be developed in a unique fashion based upon the characteristics of each corridor itself and not based upon a blanket zoning district.

Housing Choices

By promoting mixed use buildings, the City believes that housing generated under the new zoning regulations will be affordable. In the existing Form Based Code in Dover, density requirements were removed, thus encouraging development of vital and vibrant housing options. An example of this the mixed use Centrix Bank Building on Central Avenue, where 14 residential units were created with minimal infrastructure costs, as they share parking with the commercial use, and required no new utilities to be installed.

Transportation Choices

By promoting growth along these established corridors - which are the focus of the project - it is reasonable to expect continued reliance on mass transit and walkable development, as most of the corridors are within a mile of the Dover Transportation Center, providing bus and train service from Portland to Boston. Additionally, the corridors have sidewalks and bus stops located along it, so they are multi-modal and safe for travelers to make their way to and from their homes, recreation, and to work.

Natural Resource Functions & Quality

Dover takes the view that by promoting infill development within the urban core and the feeder corridors where infrastructure exists, we can conserve and protect vital areas and habitats outside of that core area. This trend allows the City's Open Lands Committee and Conservation Commission to promote land conservation in the rural areas of Dover and promote wetlands habitat, watersheds, and well source protection.

Community and Economic Vitality

Dover's promotion of infill development is not just a conservation goal, but also recognizes that it is less costly to develop where existing infrastructure exists. This allows for more economic development opportunities, which leads to higher employment and arts and cultural opportunities for residents. Moreover,

the promotion of infill development helps meet a market demand not just for affordable housing, but also a demand for denser, more urban housing within walking distance of dining, entertainment, and cultural opportunities. The provision of denser of housing promotes a better sense of community by providing housing opportunities that enable a more direct connection with the historic and cultural downtown core than does the traditional single family housing low density suburban model.

Climate Change and Energy Efficiency

It has long been recognized that mixed use and infill development has positive benefits on energy conservation and sustainability. Dover views the promotion of infill development and adaptive reuse of the built environment as a simple step the community can take towards playing a larger role in promoting a sustainable Dover for residents to enjoy in the years to come.

Regional Approaches

Dover continues to embrace a large share of the region's residents and workforce. This project will assist the City in continuing to maintain a leadership role in regional housing and zoning initiatives. The City also believes that this project is consistent with the goals articulated by the Strafford Regional Planning Commissions regional plans and policy goals.

Readiness to Proceed

This project, pending grant award, was considered as part of the FY 2013 work plan developed by the Department of Planning and Community Development as part of the budget preparation. The Planning Board has also identified this project as a priority and will provide support where necessary. Additionally, with a Council form of government, it is possible for review and adoption of zoning amendments developed as part of this project to occur well within the required timelines.

Outreach Plan

To meet the requirement that CPG grant funds be dedicated to outreach and engagement of marginalized and underrepresented populations in the municipality, we have proposed, as described above, the identification of and contact with the rental population in Dover. A cursory review of the neighborhoods along the corridors that are the focus of this project indicates that whether residential or non-residential, there is a predominance of non-property owners occupying buildings. We believe that this group is typically not included in the local planning processes. It is a project goal to reach out and educate this group not just on the project, but on the benefits of local planning and how their participation is beneficial to the community and themselves.

This typically marginalized population will be engaged through the use of traditional media, including newspaper articles, appearances on the local radio call in show, and non-traditional media including Dover's government access channel, online media, and social networking. In addition to that outreach, staff will draft letters to property owners and residents, targeting renters, encouraging participation before, during, and after the project is completed. This public outreach is based on the principle that the best plan we can develop is one that not only the community buys into, but plays an active role in developing. It is also based on the principle that our community includes not just property owners and business owners, but all of our residents regardless of their status.

**Community Planning Grant Program
Project Budget Worksheet**

Provide an itemized budget below. Itemized tasks should be reflected in the application narrative Scope of Work section, as described in the Application Instructions. Refer to the Application Instructions for information on Match requirements and examples.

NOTE: As described in the Application Instructions, a minimum of 5% of CPG grant funds must be used for outreach activities to engage traditionally marginalized or underserved populations in the community.

	Task Name	CPG Funds	Cash Match	In-Kind Match	Task Total
Task 1	Project Management			6,000	6,000
Task 2	Define Goals and Desired Outcomes	250		100	350
Task 3	Survey Area of Interest	2,000	500	500	3000
Task 4	Review Goals and Ensure the Aol meets goals	250		100	350
Task 5	On the ground Inventory	10,000		10,500	20,500
Task 6	Outreach to marginalized populatio	1,250	100	250	1,600
Task 7	Hold Public Charette to gather input	7,000		500	7,500
Task 8	Interview Stakeholders	1,000		100	1,100
Task 9	Prepare draft of ordinance	20,000	3,000	1,000	24,000
Task 10	Review Ordinance			2,000	2,000
Task 11	Prepare second draft	4,000	1,000	400	5,400
Task 12	Presentation to Planning Board	1,000			1,000
Task 13	Prepare final draft	1,000			1,000
Task 14	Outreach to public		300	300	600
Task 15	Outreach to marginalized population	1,250	100	250	1,600
Task 16	Presentation fo City Council	1,000			1,000
Task 17					
Task 18					
Task 19					
Task 20					
	If more than 20 tasks are planned, list them on a separate sheet.				
	Totals	50,000	5000	22,000	77,000

	Total expenditures on outreach to marginalized or disadvantaged populations	2500	200	500	3200
--	---	------	-----	-----	------

This should be at least 5% of the total CPG grant funds requested.



CHRISTOPHER G. PARKER, AICP
Director
c.parker@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6008
Fax: (603) 516-6007
www.dover.nh.gov

City of Dover, New Hampshire

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

June 14, 2012

Benjamin D. Frost, AICP
New Hampshire Housing
PO Box 5087
Manchester, NH 03108

RE: HUD Community Planning Grant For: City of Dover, New Hampshire

Dear Mr. Frost:

Please accept this letter of commitment from the City of Dover Department of Planning and Community Development for participation in the above referenced grant.

As I have developed my proposed budget, I included the local match required for the Community Planning Grant. This local match is comprised of \$5000.00 in cash contribution, identified in our consulting line item, and \$22,000 in kind donations. As you are aware for the two year grant request, we are required to provide \$12,500 in local match, a quarter of which must be a financial contribution. The financial match is identified in the FY 2013 budget, (adopted by the Dover City Council on June 6, 2012); the in kind match will stretch into FY 2014.

Our department is ready to assist in the project by providing technical information to the consultant, selected through a bid process, coordinate data gathering from various City departments promote public meetings and identify important stakeholders that should be involved in the project. The City has an extensive array of techniques that can be used to communicate to the general public and to engage the participation of crucial community members, who might normally be underrepresented. Our department is very experienced in the field of public participation for projects such as this.

Dover has a Council/Manager form of government, and can adopt ordinance changes on an as needed basis, following prescribed public hearing processes. I am confident that we can present the zoning regulations that are developed to the Planning Board and City Council in a timely and efficient manner, and my hope is that we will see many fruits from this project as a result.

I look forward to working with the NHHFA, and yourself as we move through this process. If you have any questions or need further information, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'C. Parker', is written over a light blue horizontal line.

Christopher G. Parker, AICP
Director of Planning and Community Development



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R – 2011.04.13 - 049**
Resolution Re: Fiscal Year 2012 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on April 13, 2011; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2012, (July 1, 2011 through June 30, 2012);

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

1. The annual budget for the City of Dover for Fiscal Year 2012, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund	87,646,826	87,646,826	General Fund
2100	Community Development Fund	418,921	418,921	Special Revenue
2210	Drug Investigation Fund	281,379	281,379	Special Revenue
2220	Dover Housing Auth Policing	138,585	138,585	Special Revenue
2245	DHHS Assistance Programs	125,000	125,000	Special Revenue
2250	Youth Tobacco & Alcohol Awareness	75,000	75,000	Special Revenue
2800	School Cafeteria Fund	1,398,164	1,398,164	Special Revenue
2820	School Dept. of Education Grants	2,907,041	2,907,041	Special Revenue
3207	Public Safety Special Details	322,555	322,555	Special Revenue
3213	Parking Activity Fund	575,725	575,725	Special Revenue
3320	Residential Solid Waste Fund	950,663	950,663	Special Revenue
3381	McConnell Center Fund	771,160	771,160	Special Revenue
3410	Recreation Programs	539,276	539,276	Special Revenue
3455	Library Fines Fund	76,632	76,632	Special Revenue
3500	OPEB Liability Fund	1,369,884	1,369,884	Special Revenue
3810	School Tuition Program Fund	348,761	348,761	Special Revenue
3825	School Alternative Education Fund	878,000	878,000	Special Revenue
3830	School Facilities Fund	137,075	137,075	Special Revenue
5300	Water Fund	4,336,199	4,336,199	Enterprise
5320	Sewer Fund	6,139,408	6,139,408	Enterprise
6100	DoverNet Fund	717,410	717,410	Internal Service
6110	Central Stores Fund	105,154	105,154	Internal Service
6310	Fleet Maintenance Fund	654,877	654,877	Internal Service
6800	Workers Compensation Fund	387,065	387,065	Internal Service
	Totals	111,300,760	111,300,760	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R – 2011.04.13 - 049**
Resolution Re: Fiscal Year 2012 Budget Appropriations, Fees and Capital Improvements Program

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2011 as provided by law for the departments, transfers to and from reserves and between other funds, and public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$28,403,530 for City operations, \$42,288,039 for School Department operations, \$9,904,177 for Debt Service and \$7,051,080 for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2011 (Fiscal Year 2012).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2012 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2011, the Water and Sewer User Fees will be \$3.98 and \$5.45, respectively.
7. Effective July 1, 2011, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2011, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2011, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2011, the Finance Director is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2011, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2011, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose.
13. Effective July 1, 2011, revenues from the sale of city property are appropriated for their established and intended use.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R – 2011.04.13 - 049**
Resolution Re: Fiscal Year 2012 Budget Appropriations, Fees and Capital Improvements Program

14. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
15. In accordance with RSAs 674:8 and 674:21-V(b), the FY12-17 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
16. The amount of \$112,500 (One Hundred- Twelve Thousand Five-Hundred) is appropriated for Capital Outlay – Police Vehicles as part of the FY12 Capital Improvements Program for the purposes so designated and to be non-debt financed by the General Fund Capital Reserve. The Finance Director is authorized to transfer funds from the respective Reserve Fund in the amount listed.

Note: This resolution requires a favorable majority vote of all members for passage, after duly advertised public hearings for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than June 15th prior to the beginning of the next fiscal year.

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday April 27, 2011

City Budget hearing Wednesday May 25, 2011

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Scott Myers
By request

Approved as to Legal Form: Allan B. Krans, Sr.
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R – 2011.04.13 - 049**
Resolution Re: Fiscal Year 2012 Budget Appropriations, Fees and Capital Improvements Program

DOCUMENT HISTORY:

First Reading Date: 2011.04.13	Public Hearing Date: 2011.04.27;2011.05.25
Approved Date: 2011.06.01	Effective Date: 2011.06.01

DOCUMENT ACTIONS:

Deputy Mayor Trefethen moved for its adoption; seconded by Councilor Weston.

Deputy Mayor Trefethen moved to suspend the rules to allow Councilors speak three times; seconded by Councilor Weston.

Roll Call Vote: 6/3; Passed. Mayor Myers, Councilors Hooper and Nedelka were opposed.

Deputy Mayor Trefethen moved to substitute the Resolution as a whole; seconded by Councilor Weston.

Vote: 9/0.

Councilor Cruikshank moved to amend the Resolution to show a \$61,000 reduction in stormwater, a \$2,270 reduction in Arena personnel, and a reduction of \$15,000 in the snowplowing budget; seconded by Councilor Nedelka.

Vote: 9/0.

Councilor Nedelka moved to add \$34,000 into the budget for the Youth to Youth Program; seconded by Councilor Cruikshank.

Vote: 3/6; Failed. Councilors Carrier, Cruikshank and Nedelka voted in favor.

Councilor Garrison made a motion to reduce the School Department's budget \$449,433 to net \$1.2 million. There was no second.

Councilor Cheney made a motion to reduce the current Resolution for the School Department's budget by \$903,945, changing the School Department's budget increase to \$745,488; seconded by Councilor Garrison.

Vote: 3/6; Failed. Deputy Mayor Trefethen, Councilors Cheney and Garrison voted in favor.

Councilor Nedelka made a motion to reduce the current Resolution for the School Department's by \$795,000, changing the School Department's budget increase to \$854,433; seconded by Councilor Garrison.

Vote: 4/5; Failed. Deputy Mayor Trefethen, Councilors Cheney, Garrison and Nedelka voted in favor.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R – 2011.04.13 - 049**
Resolution Re: Fiscal Year 2012 Budget Appropriations, Fees and Capital Improvements Program

Councilor Weston made a motion to reduce the current Resolution for the School Department's by \$649,433, changing the School Department's budget increase to \$1 million; seconded by Councilor Cruikshank.

Vote: 8/1; Passed. Councilor Carrier was opposed.

Deputy Mayor Trefethen made a motion to remove \$48,700 for funding the Dover Teen Center; seconded by Councilor Garrison.

Vote: 3/6; Failed. Mayor Myers, Deputy Mayor Trefethen, and Councilor Hooper voted in favor.

Deputy Mayor Trefethen moved that the snow removal budget be reduced by an additional \$20,000 and transfer the expense to the parking fund; seconded by Councilor Weston..

Deputy Mayor Trefethen removed is motion.

Councilor Weston removed her second.

Deputy Mayor Trefethen moved to reduce \$270,000 from Street Maintenance; seconded by Councilor Weston.

3/6; Failed. Deputy Mayor Trefethen, Councilors Cheney and Weston voted in favor.

Deputy Mayor Trefethen moved the question; seconded by Councilor Nadelka.

Vote: 9/0.

Mayor Myers asked for a roll call vote on the amended Resolution.

Roll Call Vote: 8/1; Passed. Councilor Cheney was opposed.

VOTING RECORD		
Date of Vote:	YEAH	NAY
Mayor Scott Myers	x	
Deputy Mayor Dean Trefethen, At Large	x	
Councilor Robert Carrier, Ward 1	x	
Councilor William Garrison, Ward 2	x	
Councilor Jan Nadelka, Ward 3	x	
Councilor Dorothea Hooper, Ward 4	x	
Councilor Catherine Cheney, Ward 5		x
Councilor Gina Cruikshank, Ward 6	x	
Councilor Karen Weston, At Large	x	
Total Votes:	8	1
Resolution does pass.		



CITY OF DOVER

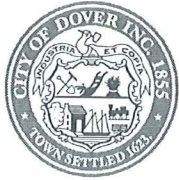
CITY OF DOVER - RESOLUTION

Agenda Item#:

Resolution Number: **R – 2011.04.13 - 049**
Resolution Re: Fiscal Year 2012 Budget Appropriations, Fees and Capital
Improvements Program

RESOLUTION BACKGROUND MATERIAL:

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six year Capital Improvements Program, as required by State Statute to support assessment of impact fees.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

Resolution Number: **R – 2012.04.18 – 50**
Resolution Re: Fiscal Year 2013 Budget Appropriations, Fees and Capital Improvements Program (REVISED JUNE 6, 2012)

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on April 11, 2012; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2013, (July 1, 2012 through June 30, 2013);

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

1. The annual budget for the City of Dover for Fiscal Year 2013, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund	88,718,806	88,718,806	General Fund
2100	Community Development Fund	441,742	441,742	Special Revenue
2210	Drug Investigation Fund	190,105	190,105	Special Revenue
2220	Dover Housing Auth Policing	110,255	110,255	Special Revenue
2245	DHHS Assistance Programs	124,936	124,936	Special Revenue
2800	School Cafeteria Fund	1,398,164	1,398,164	Special Revenue
2820	School Dept. of Education Grants	2,715,962	2,715,962	Special Revenue
3207	Public Safety Special Details	287,361	287,361	Special Revenue
3213	Parking Activity Fund	614,320	614,320	Special Revenue
3320	Residential Solid Waste Fund	950,663	950,663	Special Revenue
3381	McConnell Center Fund	825,205	825,205	Special Revenue
3410	Recreation Programs	588,878	588,878	Special Revenue
3455	Library Fines Fund	66,840	66,840	Special Revenue
3500	OPEB Liability Fund	1,313,112	1,313,112	Special Revenue
3810	School Tuition Program Fund	141,500	141,500	Special Revenue
3825	School Alternative Education Fund	868,063	868,063	Special Revenue
3830	School Facilities Fund	137,075	137,075	Special Revenue
5300	Water Fund	4,709,762	4,709,762	Enterprise
5320	Sewer Fund	6,404,327	6,404,327	Enterprise
6100	DoverNet Fund	696,349	696,349	Internal Service
6110	Central Stores Fund	105,154	105,154	Internal Service
6310	Fleet Maintenance Fund	762,282	762,282	Internal Service
6800	Workers Compensation Fund	387,065	387,065	Internal Service
	Totals	112,557,926	112,557,926	



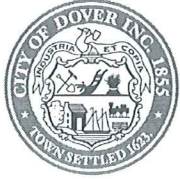
CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

Resolution Number: **R – 2012.04.18 – 50**
Resolution Re: Fiscal Year 2013 Budget Appropriations, Fees and Capital Improvements Program (REVISED JUNE 6, 2012)

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2012 as provided by law for the departments, transfers to and from reserves and between other funds, and public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$29,281,877 for City operations, \$42,264,590 for School Department operations, \$9,690,031 for Debt Service and \$7,482,308 for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2012 (Fiscal Year 2013).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2013 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2012, the Water and Sewer User Fees will be \$4.36 and \$5.78, respectively.
7. Effective July 1, 2012, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2012, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2012, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2012, the Finance Director is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2012, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2012, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose.
13. Effective July 1, 2012, revenues from the sale of city property are appropriated for their established and intended purpose.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

Resolution Number: **R – 2012.04.18 – 50**
Resolution Re: Fiscal Year 2013 Budget Appropriations, Fees and Capital Improvements Program (REVISED JUNE 6, 2012)

14. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
15. In accordance with RSAs 674:8 and 674:21-V(b), the FY13-18 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
16. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2013 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
17. The sum of \$766,583 collected for school impact fees by the Dover Planning Department currently held in custody by the City of Dover Board of Trustees of Trust Funds is hereby appropriated for use by the Dover School District for Fiscal Year 2013 Debt Service payments associated with Woodman Park School and Horne Street School expansion projects.
18. The sum of \$70,000 collected for fire & rescue impact fees by the Dover Planning Department currently held in custody by the City of Dover Board of Trustees of Trust Funds is hereby appropriated for use by the City of Dover for financing a portion of the Fiscal Year 2013 budgeted purchase of the Police Dispatch Radio System and Console.
19. The sum of \$45,000 collected for police impact fees by the Dover Planning Department currently held in custody by the City of Dover Board of Trustees of Trust Funds is hereby appropriated for use by the City of Dover for financing a portion of the Fiscal Year 2013 budgeted purchase of the Police Dispatch Radio System and Console.

Note: This resolution requires a favorable majority vote of all members for passage, after duly advertised public hearings for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than June 15th prior to the beginning of the next fiscal year.

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday April 25, 2012
School Department Budget hearing Wednesday May 16, 2012
City Budget hearing Wednesday May 23, 2012



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

Resolution Number: **R – 2012.04.18 – 50**
Resolution Re: Fiscal Year 2013 Budget Appropriations, Fees and Capital Improvements Program (REVISED JUNE 6, 2012)

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director
Sponsored by: Mayor Dean Trefethen
By request
Approved as to Legal Form: Allan B. Krans, Sr.
General Legal Counsel
Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date: 04/18/2012	Public Hearing Dates: 04/25/2012- School 05/16/2012- School 05/23/2012 - City
Approved Date: 06/06/2012	Effective Date: 06/06/2012

DOCUMENT ACTIONS:

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Weston.
Councilor Weston moved to substitute the resolution as a whole; seconded by Councilor Weeden.
Vote: 9/0.

Councilor Garrison referred to the proposed School Department budget, \$566,583 in impact fees. He moved to reduce that \$354,571 to get to 212,012 which he had recommended at previous meetings. He also suggested removing the additional \$200,000 in impact fees that was added in addition to the proposed budget. This total deduction is \$554,571. Then he proposed an override of \$554,571 plus \$70,000, totaling \$624,571. He explained how he came to this number by comparing with inflation rates.
Councilor Hooper seconded the motion.
Vote: 2/7; Failed: Councilors Garrison and Hooper voted in favor.

Councilor Garrison referred to the proposed City budget. To reduce the Teen Center by the full \$90,000. He said to take that and add it back into the budget by putting \$16,100 to the downtown police patrol, \$1,400 for holiday lighting supplies, \$22,500 into the fire department's overtime, and the balance of \$50,000 to go to streets and road maintenance. He said this amendment does not create a tax cap override.
Councilor Hooper seconded the motion.
Vote: 2/7; Failed. Councilors Garrison and Hooper voted in favor.



CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

Resolution Number: **R – 2012.04.18 – 50**
Resolution Re: Fiscal Year 2013 Budget Appropriations, Fees and Capital Improvements Program (REVISED JUNE 6, 2012)

Councilor Garrison changed his original City budget motion. To reduce the Teen Center by the full \$90,000. He said to take that and add \$16,100 to the downtown police patrol, and the balance to the fire department's overtime.

Councilor Hooper seconded the motion.

Vote: 4/5; Failed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper voted in favor.

Councilor Weeden moved the question; seconded by Councilor Cheney.

Mayor Trefethen asked for a vote on moving the question.

Councilor Weeden asked to speak.

Mayor Trefethen said he is not allowed to speak to the question.

Councilor Weeden withdrew his motion to move the question.

Councilor Cheney withdrew her second.

Deputy Mayor Carrier moved to lower the Teen Center from \$90,000 to \$70,000, and put \$10,000 in the downtown police patrol and \$10,000 in fire department's overtime; seconded by Councilor Garrison.

Vote: 4/5; Failed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper voted in favor.

Deputy Mayor Carrier moved to lower the \$200,000 in impact fees by \$100,000, and he would like to add \$200,000 for the School as a tax cap override; seconded by Councilor Hooper.

Vote: 4/5; Failed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper voted in favor.

Mayor Trefethen asked for a roll call vote on the budget.

Roll Call Vote: 5/4; Passed. Mayor Trefethen, Deputy Mayor Carrier, Councilors Garrison and Hooper were opposed.

VOTING RECORD		
Date of Vote: 06/06/2012	YES	NO
Mayor Dean Trefethen		X
Deputy Mayor Robert Carrier, At Large		X
Councilor Edward Spuler, Ward 1	X	
Councilor William Garrison, Ward 2		X
Councilor Michael Crago, Ward 3	X	
Councilor Dorothea Hooper, Ward 4		X
Councilor Catherine Cheney, Ward 5	X	
Councilor Michael Weeden, Ward 6	X	
Councilor Karen Weston, At Large	X	
Total Votes:	5	4
Resolution does pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 6.

Resolution Number: **R – 2012.04.18 – 50**
Resolution Re: Fiscal Year 2013 Budget Appropriations, Fees and Capital Improvements Program (REVISED JUNE 6, 2012)

RESOLUTION BACKGROUND MATERIAL:

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six year Capital Improvements Program, as required by State Statute to support assessment of impact fees.

CHRISTOPHER G. PARKER, AICP
Director
c.parker@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6008
Fax: (603) 516-6007
www.dover.nh.gov

City of Dover, New Hampshire

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

June 13, 2012

Benjamin D. Frost, AICP
New Hampshire Housing
PO Box 5087
Manchester, NH 03108

RE: HUD Community Planning Grant For: City of Dover, New Hampshire

Mr. Frost,

On behalf of the City of Dover's Planning Board, I write this letter in support of the City's application for HUD's Community Planning Grant. At our Planning Board meeting of June 12, 2012, the Planning Board endorsed the idea of City staff pursue this grant in hopes of funding the development of Form Based Code style zoning regulations for the corridors leading into downtown Dover.

As you may be aware, the City is quite proud of our efforts to be innovative and comprehensive land use strategies we have employed. Dover strives to include the public in developing these award winning regulations, and I see this grant as a way to further our work.

The grant will allow the City to move forward with engaging a planning consultant and create an effective civic partnership for analyzing and designing zoning regulations that are progressive, thoughtful and proactive to promoting infill development, mixed-uses, a higher quality of residential uses and an overall increase in the quality of life for this regionally significant community.

The Planning Board supports the City of Dover in this innovative effort to coordinate housing, economic development, transportation and sustainable living. We endorse the application and look forward to working with the community, consultant and staff on defining these regulations.

Sincerely,

A handwritten signature in cursive script that reads 'Marcia Gasses'. The signature is written in black ink and is positioned above the printed name.

Marcia Gasses
Chair, Dover Planning Board

Corridors to be reviewed in Green

See attached for closer view.



B



C

