

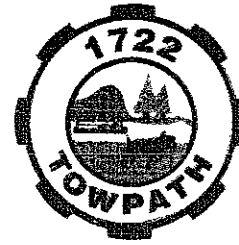
# TOWN OF DOVER

## OFFICE OF THE MAYOR

37 NORTH SUSSEX STREET

DOVER, NEW JERSEY 07801

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*James P. Dodd – Mayor*

October 28, 2009

Donna Rendeiro – Acting Executive Director

Office of Smart Growth

Department of Community Affairs

101 South Broad Street

PO Box 204

Trenton, NJ 08625-0204

Re: Town of Dover  
Plan Endorsement  
Request for Waiver of Visioning Requirements

Dear Ms. Rendeiro:

The Town of Dover desires to continue with the Plan Endorsement process without the need to conduct additional "Visioning" sessions.

We had provided an extensive and detailed explanation of this in our Municipal Assessment Report, but I will reiterate here for the purpose of making this official request a standalone document.

The Town of Dover Master Plan and TOD Plan process was a model for how to seek community input. The planning sessions, design charrettes, stakeholder meetings, and public hearings were conducted as detailed herein. Notice, agendas, meeting notes, and outcomes attached herewith to this waiver request. The following is a list of the numerous public sessions that were held during the process.

**Public Kick-off Meeting with Planning Board (Open public input meeting)-** Advertised on the Town's Kiosk, and Town's Official Website.

Date: January 26, 2005

Agenda: Project Overview, set schedule with the Board

Input Received: initial input and scheduling suggestions.

**Master Plan Steering Committee Meeting**

Date: February 15, 2005

Agenda: Project kick-off and input.

Invitees: Steering Committee; OSG, NJ Transit, Town Engineer , Mayor's Office

Input Received: Project direction and input/ visioning approach recommendations. Development of stakeholder questions.

**Public Kick-off Meeting (Open public input meeting)-** Advertised in the local newspaper, the Town's Kiosk, and Town's Official Website. Flyers sent home with school children. Postings at public places in English and Spanish.

Date: March 2, 2005

Agenda: Project Overview; Visual presentation; Strengths, Weaknesses, Opportunities and Constraints (SWOT) analysis with the public.

Invitees: Public

Input Received: Meeting notes attached. Notes were utilized to form the basis of the Plan and the vision generated.

**Stakeholder Meeting- NJ Transit-**

Date: March 10, 2005

Agenda: Discussion of NJT Vision for Dover and status of NJT-owned facilities.

Invitees: NJ Transit Planning

Input Received: Information of NJT needs, facility functioning and future projections.

**3-full days, Stakeholder Interviews** (Invitations to community activists)- See attached list and letter of invitation.

Date: March 22, 2005; March 24, 2005; March 29, 2005

Agenda: One on one interviews specific to the needs of each community representative. Preliminary questions attached. Stakeholders were also asked to respond to visual displays of development types

Invitees: See attached Dover Master Plan Major Stakeholders List. See also Letter of Invitation

Input Received: See attached memo; "General Issues Identified from Stakeholder Meetings" dated May 2, 2005

**Public Meeting** (Public Meeting; concept review)- Advertised in the local newspaper, the Town's Kiosk, Town's Official Website, flyers sent home with school children. Postings at public places in English and Spanish

Date: April 5, 2005

Agenda: Presentation of the Project and input summary. Review and conduct visual preference discussion of Town-wide assets. Preliminary design concepts presented for public input and reaction.

Invitees: Public

Input Received: See attached notes. Meeting notes were utilized to form the basis of the Plan and the vision generated. Draft Vision Statement for the Plan was developed.

**Stakeholder Meeting- Economic Development Commission-** Advertising through Commission's Agenda, the Town's Kiosk, and Town's Official Website.

Date: June 1, 2005

Agenda: See attached.

Invitees: The Dover Business Community

Input Received: Specific thoughts on Redevelopment of the Bassett Highway site, impacts on the business community.

**Board of Alderman Meeting** Open public Meeting/ Status update and input from Governing Body) Advertised as part of Agenda, the Town's Kiosk, and Town's Official Website.

Date: June 14, 2005

Agenda: Presentation of the Project and input.

Input Received: Discussion of community's vision, plan direction and additional issues worth exploring.

**Planning Board Meeting** (Open public meeting/ Status update and input meeting)- Advertised as part of Board's Agenda, the Town's Kiosk, and Town's Official Website.

Date: June 15<sup>th</sup>, 2005

Agenda: Review of Stakeholder input. Review and discussion of draft Goals and Objective and Community Profile. Visual preference analysis

Input Received: General comments regarding vision and in-fill development direction.

**Stakeholder Meeting- Dover Senior Citizens** Advertising through Senior citizen club, posted at Senior Center as well as the Senior Citizen Housing site.

Date: August 1, 2005

Agenda: Presentation of the Project and input.

Invitees: Dover Senior Citizens

Input Received: General comments and issues surrounding the needs of the senior community.

**Planning Board Meeting** (Open public meeting/ Status update and input meeting)- Advertised as part of Board's Agenda, and Town's Official Website.

Date: August 17<sup>th</sup>, 2005

Agenda: Presentation of the Housing Element

Input Received: General concerns over COAH regulations.

**Board of Alderman Meeting** (Open public Meeting/ Status update and input from Governing Body) Advertised as part of Agenda, and Town's Official Website.

Date: August 23, 2005

Agenda: Presentation of the Project and input with focus on Redevelopment.

Input Received: Recommendations for amendments to the Redevelopment Plan.

**TOD Steering Committee Meeting**

Date: September 16, 2005

Agenda: Project process report and input.

Invitees: Steering Committee Members

Input Received: Feedback on Plan direction.

**Planning Board Meeting** (Open public meeting/ Status update and input meeting)-  
Advertised as part of Board's Agenda and Town's Official Website..

Date: October 13<sup>th</sup>, 2005

Agenda: Presentation of the Project and input with focus on Recreation and Transit Oriented Development Plan Element.

Input Received: Focused on the details of the Plan and clarification on implementation impacts.

**Planning Board Meeting** (Open public meeting/ Status update and input meeting)-  
Advertised as part of Board's Agenda and Town's Official Website..

Date: November 21<sup>st</sup>, 2005

Agenda: Presentation of the Housing Element and Fair Share Plan

Input Received: Final input on the Plan.

**Planning Board Hearing** (Open public meeting)- Advertised in the local newspaper, the Town's Kiosk, and Town's Official Website.

Date: December 7, 2005

Agenda: Presentation of the Housing Element and Fair Share Housing Plan

Input Received: Adoption Hearing

**Board of Alderman Meeting** (Open public Meeting of the Governing Body) Advertised in the local newspaper, the Town's Kiosk, and Town's Official Website..

Date: December 13, 2005

Agenda: Presentation of the Housing Element and Fair Share Housing Plan.

Input Received: Resolution of endorsement of transmittal to COAH.

#### **Stakeholder Meeting**

Date: December 20, 2005

Agenda: Review of Capital investment projects against the Master Plan with Key stakeholders and Town Officials.

Invitees: Local stakeholders impacted by NJDOT projects

Input Received: See Circulation Plan Element

**Public Hearing** (Open public meeting)- Advertised in the local newspaper, the Town's Kiosk, and Town's Official Website.

Date: February 22, 2006

Agenda: Review and public input on the Historic Element.

Input Received: General thoughts and concerns regarding the strength of historic preservation regulations.

**Planning Board Hearing** (Open public meeting)- Advertised in the local newspaper, the Town's Kiosk, and Town's Official Website.

Date: March 22, 2006

Agenda: Presentation of the Historic Element

Input Received: Adoption of Historic Element

#### **Stakeholder Meeting- Board of Education**

Date: June 20, 2006

Agenda: Review of Recreation Recommendations and Input from Board of Education.

Invitees: Board of Education, Dover Board of Alderman, Dover Planning Board

Input Received: Comments and input surrounding sharing key recreational facilities.

**Planning Board Hearing** (Open public meeting)- Advertised in the local newspaper, the Town's Kiosk and Town's Official Website.

Date: July 20, 2006

Agenda: Presentation of the Circulation Element and Recreation Element.  
Bassett Highway Redevelopment Plan presentation.

Input Received: Referral of the Redevelopment Plan to Governing Body.  
Discussion and input on Master Plan.

**Planning Board Hearing** (Open public meeting)- Advertised in the local newspaper, the Town's Kiosk and Town's Official Website.

Date: October 17, 2006

Agenda: Presentation of the Land Use Element and TOD Plan for Adoption.

Input Received: Adoption Hearing

**Planning Board Hearing** (Open public meeting)- Advertised in the local newspaper, the Town's Kiosk and Town's Official Website.

Date: January 24, 2007

Agenda: Presentation of the Recreation/Open Space and Circulation Element.

Input Received: Adoption Hearing

The Town's planning efforts were legitimized through the extensive public involvement outlined herein. The vision possessed by the Town of Dover – has been validated by the interest of several redevelopers. That interest continues today. The unique approaches employed during the extensive public participation process ensured demographic representation at public input meetings and was integral to garner input from the entire community.

The Town's planning efforts developed a true bottom-up approach involving all stakeholders and ethnic groups. In fact, the true purpose of the stakeholder meetings was to invite key Hispanic stakeholders that have long been absent in the Dover planning process. At the Project Kickoff public meeting, (1) one Hispanic individual (employed by the Town) was present. After

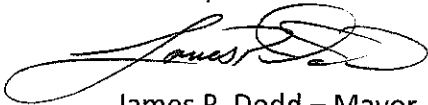
the invitations to the stakeholder meetings and the one on one sit down interviews, attendance jumped at the next open meeting (the Design charrettes/ concept review meetings), to more than 30 Hispanic individuals.

All in all, the process of developing the community's vision was inclusive, interesting, and fruitful. In-fact, the Town kept all the elements of the Master Plan separate, therefore requiring additional meetings to discuss each in detail. This was so that the public had the opportunity to meaningfully take part in all aspects of the plan, from concept to adoption. The Town is respectfully requesting a waiver from any further visioning activities as its extensive process that was legitimized by a new Master Plan and Transit-Oriented Development Plan. Each of these plans not only contains a Smart Growth vision for the future of the Town but also seeks a direction that takes advantage of significant public investments. The State of New Jersey should recognize that the Town of Dover has done everything to forward the State Development and Redevelopment Plan and is a shining example for community planning

All of Dover's Plans are made available for public review on the Official Town Website.

We hope you find this as sufficient evidence that the Town of Dover satisfactorily provided sufficient visioning during our Master Plan process and grant us a waiver from having to repeat our extensive efforts already undertaken.

Thank you.

A handwritten signature in black ink, appearing to read "James P. Dodd", with a stylized flourish at the end.

James P. Dodd – Mayor  
Town of Dover

w/attach.

Cc: Board of Aldermen  
William Close – Town Administrator  
Michael Hantson – Town Engineer/Planner