

Dover, Vermont

home of mount snow 🗄️ ☀️ 🍁 ❄️

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Dover Trails and Recreation - Process for Proposed Projects



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Section 1: Overview:

In August 2020, Weston & Sampson completed the 'Dover Trails and Recreation Master Plan'. This report was the impetus for developing new processes to manage and integrate future implementation of recreational opportunities to ensure that all such projects align with our visions, goals, and standards for trails and outdoor recreation. The report provides us with a roadmap for optimal growth to benefit our residents and visitors, as well as create benefits for our local economy.

As part of the Town of Dover Economic Development initiatives, the Economic Development Department is tasked with developing and maintaining trails and recreation venues, and exploring the expansion and creation of additional recreational opportunities within the Town of Dover. Community members and other interested parties are invited to submit proposals for review and comment by the Trails and Recreation Committee, who will then make project recommendations to the Select Board.

The Economic Development Department, the Dover Trails and Recreation Committee, and the Dover Select Board have determined that all proposed projects will undergo the review, recommendation, and approval process described below, **PRIOR** to any construction or project implementation.

It should be noted here that this process applies **ONLY** to projects in which the Town of Dover is involved. "Involved" is defined as

- a) projects that will occur on town-owned property;
- b) projects that abut town-owned property or properties, where the project will provide access to and/or from said town-owned property or properties;
- c) projects that are requesting funding from the Town of Dover

Only projects that meet one or more of the above criteria are required to participate in the application process. Projects being developed on private property, without connection or access to town-owned properties or projects, and which are not seeking funding from the Town, are exempt from the application process.

This document, along with the Proposed Project Questionnaire, outlines the process to be used when pursuing approval for new/proposed trails and recreation projects in the Town of Dover.

While we understand this process may require more planning and foresight than was previously required, we believe it is imperative to ensure the growth and success of our recreational opportunities moving forward, as well as ensuring that such projects are properly integrated into the existing recreational offerings in Dover.

Section 2: Proposed Project Rules

- All proposed projects shall submit to the review, recommendation and approval process **PRIOR** to any construction or project implementation.
- No group, organization, or individual shall represent themselves, overtly or by implication, as a representative of the Town of Dover, unless they are a paid Town employee.
- Private landowners shall not be contacted regarding potential use of properties for recreational use, nor site visits to such properties undertaken, without specific written instruction by the Economic Development

Department.

- Non-compliance with these requirements could result in the group, organization, or individual being barred from future participation in the project review and application process.

Section 3: Project Classification

It must be determined if the proposed project(s) qualifies as a new project or if it is the implementation of a previously approved or ongoing project.

‘Proposed Project’ is defined as:

- Any project or venue not previously approved
- Expansion of previously approved projects or venues
- Major alterations to previously approved projects or venues

‘Approved is defined as:

- All projects, and phases within projects, previously approved by the Selectboard for construction/Implementation
- Maintenance to existing trails or venues

If your project conforms to the ‘Proposed Project’ standard, please review this document and complete the appropriate questionnaire. https://docs.google.com/forms/d/e/1FAIpQLScYFpHrWQ50jeDhnty8oK-EEqgk2PbBXo3MiZAI2zHwAyXvFA/viewform?usp=sf_link

If your project meets the ‘Approved Projects’ standard, please refer to the document ‘Dover Trails and Recreation - Process for Approved Projects’. (*insert link here*)

For any questions or assistance on the classification of your project, please contact Eric Durocher in the Economic Development Department at econdev@doververmont.com or via phone at (802) 464-5100 x 4 prior to the completion of the accompanying questionnaire.

Section 4: Required Project Questionnaire

The ‘Proposed Project Questionnaire’ must be completed prior to review by the Economic Development Department.

The completion of this Questionnaire will provide the Economic Development Department with the information necessary to assist you in the initial review and planning for your full project proposal. It will then be presented to the Trails and Recreation Committee and, subject to the Committee’s recommendation, to the Select Board. It will provide a general overview of your plan.

Once the Questionnaire has been completed, submit it to Eric Durocher, Director, Economic Development Department. It can be submitted via email at econdev@doververmont.com, in-person during office hours, or via mail: P.O. Box 428, West Dover, VT 05356. Contact Eric with any questions about or assistance with this process.

Section 5: Economic Development Review

The Economic Development Department will review your submission and contact you with any questions, comments, concerns, or changes that may be required.

The Economic Development Department will also help you determine whether any local or State permits or reviews might be required for your project. This may include zoning permits, highway access permits, and/or review by Conservation Commission.

If the project includes the use of any privately owned land or property, Economic Development employees will contact the landowners for notification and to seek permission for use of the properties.

*****Please note: Any and all contact with private landowners regarding recreational use of their property may only be conducted by employees of the Town of Dover, unless specific permission has been granted, in writing, by the Economic Development Department.*****

Upon completion of the Economic Development review, assistance will be provided, as necessary, to complete a 'Full Project Proposal'.

Section 5: Project Proposal

After Economic Development review, a 'Project Proposal' shall be created and submitted. It will include a specific work plan for your project/venue, a timeline, and a detailed budget.

Work plans will include the following information:

- the person or persons responsible for completing construction;
- equipment required;
- materials list.

Depending on the project, additional information may be required. Full instructions for the work plan can be found on the 'Work Plan Submission Form'.

A complete budget shall be provided, which details all costs associated with the project. It will list all funding sources for the project, including any money sought from the Town of Dover, grants, and donations. It will also outline any match to Town funding expected to be provided in the form of volunteer labor.

For questions on this phase of the process, please contact Eric Durocher in the Economic Development Department at econdev@doververmont.com or via phone at (802) 464-5100 x4

Once your full proposal has been completed, it shall be submitted to the Economic Development Department. You can submit via email at econdev@doververmont.com, in-person during office hours, or via mail: P.O. Box 428, West Dover, VT 05356

Section 6: Dover Trails and Recreation Committee Review and

Recommendation Once your proposal has been submitted, it will be reviewed by the Dover Trails and Recreation Committee. The proposal will be discussed at a regular public meeting so that questions and concerns, from the Committee and the public, can be addressed. This will provide a chance for the Committee to analyze whether the project aligns with the visions, goals, and standards of the Trails and Recreation Master Plan.

Upon completion of the review, the Committee shall vote on whether to recommend your project to the Select Board.

There are two potential outcomes of the vote:

- If the vote is in the affirmative, the Committee shall recommend that the Economic Development Department present it to the Select Board for approval and implementation
- If the proposal is not recommended for approval, the Committee shall
 - A. provide information to help you better align the project for resubmission
 - or
 - B. determine that the project does not align with the overall vision, goals, and standards for projects/venues in the Town of Dover.

Decisions on recommendation during this process are final; any and all questions or concerns regarding the outcome can be addressed with the Economic Development Department at a later date.

Section 7: Select Board Review and Approval

If your project is recommended for implementation by the Trails and Recreation Committee, the Economic Development Department will present your full project proposal to the Dover Select Board for review.

The Dover Select Board will have the final say on the approval and implementation of your project; it will be voted on at a regular public meeting.

- If your project and Town funding (where applicable) are approved by the Select Board, your project may move forward with implementation per the timeline provided in your full project proposal.
- If your project and/or funding are NOT approved by the Select Board, your project will not be implemented

*****Any and all decisions by the Dover Select Board regarding the implementation of your project are considered final.*****

Section 8: Next Steps

Once your project, and funding (if applicable), has been approved, you will need to reference the document outlining the processes for 'Dover Trails and Recreation Process for Approved or Ongoing Projects'. *(insert link here)*

The Economic Development Department will be available to assist with any questions you may have, or any logistics required to implement your project.

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