



**CITY OF DOVER**

## TECHNICAL REVIEW COMMITTEE MINUTES – P22-55

Application Type: Site Review  
Applicant(s): JSR, LLC  
Owner(s): JSR, LLC  
Location: Quality Way & Venture Drive (Assessor's Map D, Lots 11-5 & 11-5SND)  
Date: August 11, 2022

**INTENT:** Proposal is for the construction of a 10,080 s.f. contractor storage bay/office facility consisting of four (4) separate bays with office space. A wetland impact CUP and LLA are also proposed as part of the development.

**LOTS/UNITS PROPOSED:** Four (4) commercial units, contractor bays/office space

**AGENDA ITEM #:** 1

**ACREAGE:** 1.99 ± acres total;  
Lot 11-5: 43,314± sf / 0.99± ac  
Lot 11-5SND: 43,517± sf / 1.00± ac

**ZONING DISTRICTS:** IT District and Wetlands Protection District

**EXISTING LAND USE:** Vacant

**SURROUNDING LAND USE:** Vacant & Industrial

**ZBA ACTION:** None

**PERMITS REQUIRED:**

- Site Plan Approval
- Conditional Use Permit (Buffer)
- Lot Line Adjustment
- US EPA Notice of Intent

**WAIVERS/RELIEF REQUESTED:**

- §157-32-G.: NHDOT min 4%; 2-3.5% provided
- Relief to min lot coverage, front & side setbacks through Industrial TDR

**ATTENDANCE:**

**Members:**

Michael Asciola, Planning  
Natasha Kypfer, Zoning  
Christopher Parker, Business Development  
Jim Maxfield, Fire/Inspection Services  
Ken Mavrogeorge, Engineering  
Frank Torr, Planning Board

**Others:**

Chris Berry, Berry Surveying & Engineering

**Approval of Prior Meeting Minutes:**

C. Parker moved to approve the August 4, 2022 meeting minutes. Seconded by: J. Maxfield. Vote: U/A.

**PLAN REVIEW:**

**Planning:**

- Water and Sewer investment fees
- Impact fees
- Signatures needed on Site Plan Application forms
- Clarify, will the contractor units be leased or sold as condominium units?
- Condo docs or lease with restrictions required
- No outdoor storage of equipment or materials should be noted on plan and signage
- What type of materials will be allowed to be stored?
- Revise plan set to include:
  - Add Planning file #P22-55
  - LLS, CWS & LLA signatures and stamps on each submission
  - Owners signature
  - Add landscaping to streetscape rendering
  - Legible landscape maintenance section on Landscape Plan sheet 13
  - Add wetland buffer placard symbol to key
  - Add streetscape rendering for Venture Drive

**Police:**

- On-site parking seems inadequate to accommodate four separate contractors, work vehicles, employees, etc. The layout also creates the strong likelihood that customer and overflow employee parking will be on Quality Way. This is not discussed in the project narrative.

**Engineering:**

- General Note: Add note to reflect that an easement is provided to the City to maintain the potable drinking water quality through the hydrant flushing program, which includes providing access to the water curb boxes.
- Sheet 5: Confirm there is 24' from the end of each parking space perpendicular to the curb.
- Sheet 6: Grading is within 5' of property line; clarify if an easement will be required from adjacent property.



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- Sheet 6: Applicant shall verify if sufficient spaces is provided to construct the block wall or if an easement is required.
  - Sheet 6: It is recommended to make the two catch basins east of Station 2+00 off-line catch basins for pre-treatment of stormwater.
  - Sheet 7: It is recommended to raise the grade of both driveway entrances to prevent water on Quality Way and Venture Way from entering the property.
  - Sheet 11: It is strongly recommended to provide individual water and sewer services to each unit if they are to be sold separately.
  - Sheet 11: Sewer stub from Quality Way is likely a 6-inch in diameter. If test pits confirm that it is not, the lateral shall be upgraded to 6-inch.
  - Sheet 11: Ensure there is a minimum of 4' cover of the sewer service and 5' cover over the water service; specifically, within the proposed swale.
  - Sheet 11: Please add a note that the water service shall be tested in accordance with City of Dover Standards.
  - Sheet 12: It appears that the cross sections are not representative of the proposed plan features. Please review and identify.
  - Sheet 23: Detail of Unit Sewer Service. The main is 8" not 6" as shown.
  - Sheet 23: Typical Sewer Pipe Trench; compacted stone shall extend 12" above pipe.
  - Sheet 19: Detail D1 notes that the grate shall be a Rexus grate which conflicts with Detail D2. Please clarify. Catch basin and drop inlet frames and grates shall provide a 24-square-inch grate at the top and shall attach to the maintenance hole opening of 24-inch diameter below. They shall be a NHDOT Type B cast iron frame and grate.
  - Sheet 19: Detail D4 indicates a Pamrex cover which conflicts with detail D5. Please clarify. Drain maintenance hole frame and cover shall be Liftmate R-1743-LM or approved equal, and provide a 30-inch diameter clear opening. The cover shall have the word "DRAIN" in 3-inch letters cast into the top surface. Covers to be hinged and incorporate a 90-degree blocking system to prevent accidental closure.
  - Sheet 25: Add note identifying who the contractor should contact, should one of the species identified on the plan, be found.
  - Sheet 26: Provide profile view of the fire truck including dimensions.
  - General Comment: Provide plan or other legal description showing proposed modifications to the existing drainage easement. Plan should indicate that the maintenance of the proposed detention basin will be the responsibility of the Applicant/Property Owner as indicated in the Narrative.
  - Drainage Report: Please provide a BMP worksheet and storage tables for detention basin #102.
- Fire/Inspections Services:**
- Sheet 5 – ensure there is adequate separation between adjacent utilities at side of building
  - Clarify the type of uses and commodities of the proposed structure
  - Provide site specific street rendering
  - Provide colored elevation plans of all four sides.
  - Clarify if there are loading docks
  - Sprinkle building; or require that no use be permitted that requires fire suppression without an amendment to the plan
- Business Development:**
- How will the sending area remain protected? TDR relief?
  - Have attorney prepare legal docs for LLA
  - Provide architectural for DBIDA review
- Planning Board:**
- Does retaining wall require fencing?
  - Please provide dumpster screening – plantings
  - Will the disposition of the stone wall be preserved?
- Next Steps:** Revise and come back for second TRC.
- Adjournment:**  
C. Parker moved to adjourn at 11:09 am. Seconded by K. Mavrogeorge. Vote: U/A.