



**CITY OF DOVER**

## TECHNICAL REVIEW COMMITTEE MINUTES – P21-77A

Application Type: Site Plan Review - Amendment  
Applicant(s): Q, LLC  
Owner(s): Quality Way, LLC  
Location: Quality Way and Venture Drive (Assessor's Map D, Lot 11-4)  
Date: December 1, 2022

**INTENT:** A minor site plan to add a Phase I consisting of adding a 345 s.f. detached accessory building for product testing by staff at the existing site instead of previously approved expansion of a 7,400 s.f. addition on a light manufacturing facility to total 38,200 s.f. plus an additional 10 parking spaces which would now be considered Phase II.

**UNITS PROPOSED:** N/A

**AGENDA ITEM #:** 1

**ACREAGE:** 5.0 ac.

**ZONING DISTRICT:** IT

**EXISTING LAND USE:** Light Manufacturing

**PROPOSED LAND USE:** Light Manufacturing

**SURROUNDING LAND USE:** Vacant,  
Industrial

**ZBA ACTION:** None

**PERMITS REQUIRED:** N/A

**RELIEF/WAIVERS REQUESTED:**  
None

**PREVIOUS TRC:** 11/4/2021

### **ATTENDANCE:**

**Members:** Donna Benton, Planning  
Natasha Kypfer, Zoning  
Reid Amy, Business Development  
Marn Speidel, Police

Jim Maxfield, Fire/Inspection Services (Virtual)  
Ken Mavrogeorge, Engineering  
Frank Torr, Planning Board

**Others:** Jase Gregoire, Civilworks New England  
Jess Matson, Q LLC

### **Approval of the 11/17/2022 Minutes:**

F. Torr made a motion to approve the November 17, 2022 minutes. Seconded by R. Amy. Vote: U/A

### **PLAN REVIEW:**

#### **Planning:**

- W/S Investment Fees if applicable
- Impact Fees
- What screening is part of phase 1? Add tree or shrubs between proposed detached building and Venture Dr. to help screen and show on plan
- Revise Plan Set to add:
  - Owner's signatures on final plan set
  - Surveyor/Engineering Stamp and Signature
  - Proposed Project name and File # P21-77A
  - Confirm via note on plan that existing lighting will be used for Phase I
  - Add note that all other conditions of approval or items shown on previous plan would still be in effect for Phase II.

#### **Fire/Inspection Services:**

- Confirm distance between adjacent structures is 5'.
- Arch plans appear to indicate 2 Lane 40' high cube however it appears the plan set (A2) appears to indicate 9'10".
- Indicate if the proposed structure is a modular structure.
- Provide site specific elevation plans
- Provide color renderings with applicable screening
- Is the modular permanent?
- Fire suppression – see extinguisher but no sprinkler system

#### **Engineering:** Add Phase II callout

#### **Police:**

- Soundproofing?
- Any public use?

#### **Business Development:** None

#### **Planning Board:** None

**Next Steps:** Submit revisions to Planning to address comments and resubmit for final approval.

**Motion:** F. Torr moved to allow the Planning Director to sign off on plan once comments/conditions above have been addressed. Seconded by: M. Speidel. Vote: U/A

**Adjournment:** F. Torr moved to adjourn at 10:47 am. Seconded by: R. Amy. Vote: U/A