



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES #SUBD-2023-0001

Application Type: Subdivision, Open Space Subdivision
Applicant(s): Chinburg Development, LLC
Owner(s): Chinburg Development, LLC
Location: Oak Street & Gulf Road (Tax Map N, Lot 13-1)
Date: March 16, 2023

INTENT: Proposal is to create an open space subdivision with 11 lots.

UNITS PROPOSED: 11 lots

AGENDA ITEM #: 1

ACREAGE: 34.53± acres

ZONING DISTRICT: R-40

EXISTING LAND USE: Vacant

PROPOSED LAND USE: Residential

SURROUNDING LAND USE: Residential, Gateway

ZBA ACTION: None

RELIEF/PERMITS REQUIRED:

- (3) CUPs for Wetland Buffer Impacts
- (6) CUPs for >20% Steep Slopes

RELIEF/WAIVERS REQUESTED:

- Previously obtained - #P22-21, Yield plan with a cul-de-sac less than 500'
- NHDES Subdivision Permit
- Pedestrian connection on Oak St.

ATTENDANCE:

Members:

Donna Benton, Planning
Natasha Kypfer, Zoning
Reid Amy, Business Development
Marn Speidel, Police
Ken Mavrogeorge, Engineering
Tom Clark, Planning Board

Other:

Jace Gregoire, Civilworks NE
Joe Griffin, Civilworks NE
Shawna Sammis, Chinburg

Approval of minutes from February 16, 2023:

M. Speidel moved to approve the February 16, 2023 minutes. Seconded by K. Mavrogeorge. Vote: U/A.

PLAN REVIEW

Planning:

- Impact fees
- Water investment fees; Proposed individual septic (+ Sewer fees if change to public sewer option) – City prefers tying into sewer
- Provide letters to serve
- Provide narrative on upgrading road; access easements
- Passive and active recreation in OS?
- Parking near rec area? Or trail access?
- HOA draft docs, including solid waste management agreement, reserve calculation, open space, buffers, maintenance, etc.
- Regional Impact - Subject property directly abuts Rollinsford
- Old Oak Street:
 - Parking area?
 - Improvements?
 - ROW access?
 - Conditional acceptance by City Council
 - Removal of stonewall will require written consent from Rollinsford and owner of lot 25/80
 - Access from Rollinsford needs Rollinsford consent.
- Confirm each lot and open space meet regulations. Not just “usable” but “contiguous uplands” should be the calculation.
- Plan for stonewall? Provide narrative and consent from 3 entities above
- Upgrading easement to 20' roadway/drive?
- Concerned about sight distance
- Fire Department to comment on Fire truck backing out.
- Revise plans:
 - Add Planning File No. #SUBD-2023-0001 to all sheets
 - Consecutive page numbering with total page numbers
 - Confirm all subdivision commons notes
 - Add owner's names to lots 13A & 13G on sheet 5
 - Add private placards on street signs
 - Show potential driveway, septic areas, and home placements on same sheet
 - 100' buffer met?
 - Wetland buffer placards
 - Screen utilities
 - Note from Postmaster about mailboxes
 - All utilities to be underground
 - Provide landscaping & lighting plan

Engineering:

- General Comment: As the project abuts the Town of Rollinsford, a courtesy meeting with the Town is recommend and possibly required



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for approval. Recommend having a letter from the Town acknowledging the plan.

- Drainage Study (Pg 7): Table 2.4.1 C shows an increase in runoff in the 25-year storm. Please clarify if runoff is increasing.
- Sheet 6: Please identify the western side of the proposed right-of-way with metes and bounds. ROW
- Sheet 12: What is the plan if snow exceeds snow storage areas? Will it be trucked and disposed of offsite?
- General Comment: Excavation permit with the appropriate fees is required for excavating within the right of way in accordance with Section 125-8 of the Dover Code.
- General Comment: Waiver required for not providing sidewalks in accordance with 153-14. Engineering would recommend granting this waiver.
- Sheet 12: Clarify if the proposed utilities in Old Oak Street are intended to be private utilities with easements or public utilities.
- Sheet 12: Utility Note 7 mentions electrical drawings and outdoor lighting conduit but they were not provided. Is outdoor lighting proposed?
- Sheet 13: Make the maintenance access drive accessible to vehicles for maintenance of the basin and at least 6 feet clear at all times.
- Sheet 13: Please move the mail kiosk to the private drive and not in the City right of way.
- Sheet 13: Indicate the start and stop of the various curb types on the plan.
- Sheet 13: Show Stop Bar at 18-inches wide and extending to the center of the road.
- Sheet 13: Signs should be added restricting parking on one side of the road per 157-32.
- Sheet 15: Add flared end sections on the pipe leaving the center of the cul-de-sac.
- Sheet 15: The plan has a substantial amount of buffer impacts. Conditional Use permit will be required per 170-27(1).
- Sheet 18: Water main is shown with curves. Please show with typical bends and thrust blocks. Be sure to call out tees and other fittings for lines leading to hydrants.
- Sheet 19: Please move water services a minimum of 8 feet away from utility poles.
- Sheet 19: The existing water main in Oak Street is on the eastern side of the road. Please revise.
- Sheet 23: Plan shows a 400' site distance to the north but there appears to be vegetation across Oak St that would need to be cleared to achieve this site distance, please clarify as it looks like less than 300 feet is provided.
- Sheet 24: Add note to Silt Barrier Section as follows: "Silt Barriers shall be installed around the perimeter of each building lot prior to commencing excavation and maintained until the site is stabilized." In addition, add this note to the Grading plans.
- Sheet 25: Add details from NHDES Stormwater Manual Volume 3: Erosion and Sediment Control Manual regarding the installation of silt barriers on one and two slopes as well as perimeter controls.
- Sheet 25: Please revise stabilized construction exit to meet NHDES standard.
- Sheet 26: Remove Stop Legend from the plans and details. The stop bar shall be kept.
- Sheet 26: Remove or revise Trench Patch Detail to match the City Standard Typical Trench Detail that is provided on Sheet 28.
- Sheet 30: Are the trash racks on the outlet structure coated or otherwise protected from corrosion over time? The number of clips to attach the grates seems excessive. Recommend a single plate.
- Sheet 30: Provide a minimum of 4-inches of stone below and above the underdrain per the NHDES Stormwater Manual Volume 2.
- Sheet 30: Add note to bioretention basin that all basin material shall be submitted to, and approved by, the design engineer prior to construction.
- Sheet 30: The proposed underdrain in bio-retention basin 2 is shown extending and daylighting to the detention basin at elevation 96. This does not match the plan which shows the pipe terminating at elev 98. Please clarify.
- Sheet 30: The elevation of the water in the detention basin during the 50-year storm appears to be within the stone of the emergency spillway. Given the voids in the stone it appears that the water would be allowed to flow through. Please clarify the intent of the design and revise detail as necessary.
- Sheet 32: The retaining wall detail shows a fence on top. Clarify if a fence is proposed and if so, please provide a detail of the type of fence provided.
- General Comment: What is the plan for trash pickup?



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- General Comment: An easement shall be provided for City stormwater entering PCB1.
- General Comment: The Applicant submit a detailed breakdown of proposed HOA costs for annual maintenance and replacement of private infrastructure to help determine fees & reserve amount

Fire & Inspections Services:

- Clarify the ownership access rights to the class VI road and the maintenance in all whether condition for vehicular access.
- Indicate if there will be public parking at the cul-de-sac for access to the unimproved class VI road a/k/a Fresh Creek. If so identify parking area.
- Plan set to include proposed street names
- Provide accessibility details associated with the mail kiosk location.
- Sheet 22 Clarify fire apparatus can traverse the abrupt slope transitions
- Indicate how compliance with chapter 18 of NFPA 1, 2018 edition is achieved with lots 1-6. It may be helpful to provide building locations on the individual lots to determine NFPA 1 compliance.
- Provide a T-1 turning template for both roads
- Plan set shall include all required notes: could not locate the compliance with accessibility regulations and NH RSA 155-A:5, commercial

Police Department:

- Confirm through Office of City Attorney or your own legal counsel whether a petition to City Council or a warrant article may be necessary to lay out a Class V highway over a Class VI highway. See NH RSA 231:22-a and 231:28.
- Repurpose or replace the Class VI identifying signage (Unmaintained Class VI Road) at the point where the gravel path continues from the cul-de-sac
- Distinguish (with signage) the maintenance access driveway from the Class VI public path at the cul-de-sac, to reduce potential for confusion among public trail users

- Do not curb the mouth of the Class VI highway at cul-de-sac. In general, the future owner of unit 7 should expect that hikers and bicyclists will continue to utilize the Class VI trail – Add note to plan
- Are you proposing Emerson as the new private street name?
- Add a street lamp at the mouth of Old Oak Street
- Three new utility poles along Oak Street - to serve units 8, 9 and 10 - appear to require substantial tree clearing to accommodate and may be contrary to the spirit of 157-44. Consider bringing the electric and phone utilities for these units underground via the transformer between units 2 and 3.
- Are units 8-11 obligated to utilize the Association's private refuse removal, and if so, what are the logistics of this?
- Are units 8-11 obligated to utilize the Association's mail kiosk?
- Community Services Department may not be amenable to mail kiosk located on the public roadway, unless it is merely a simple row of mailboxes.

Business Development:

- Be aware the opposite site of Oak Street/Old Oak Street from lots 1-2 and 6-10 is zoned in the Gateway district and permits a mixture of commercial and residential uses and principal buildings of up to 4 stories. I feel that the uses permitted by both districts can coexist as proposed, but hope that future residents will be aware of both the existing businesses and future commercial potential of these properties – Add note
- The residential use of this site is appropriate for the zoning district and given the environmental constraints. There no major objections to the design, but encourage the retention or introduction of buffer vegetation or other design elements facing the Gateway district where possible/desirable for residential buyers so the entire burden of mitigating reasonably-foreseeable impacts such as customer traffic, lighting, and screening taller buildings in a mixed-use district does not fall on existing or future businesses.

Planning Board:

- Provide CUP narrative

Next steps: Revise based on comments and submit for second TRC.

Adjournment:

T. Clark moved to adjourn at 11:10 am. Seconded by K. Mavrogeorge. Vote: U/A.