



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2023-0001

Application Type: Site Review
Applicant(s): Brady Sullivan Properties, 655 South Willow Dover LLC
Owner(s): Brady Sullivan Properties, 655 South Willow Dover LLC
Location: 25-26 Karolina Drive (Assessor's Map H, Lot 41-P)
Date: May 25, 2023

INTENT: To add a 4,615 sq. ft. amenity building with outdoor patio, walkways, and parking restriping to add accessible spaces.

UNITS PROPOSED: 1 building

AGENDA ITEM #: 1

ACREAGE: 4.65± ac, 202,661± sq. ft.

ZONING DISTRICT: RM-SU

EXISTING LAND USE: Residential Multi-family, White Cliffs of Dover

PROPOSED LAND USE: Add an amenity building

SURROUNDING LAND USE: Residential

PREVIOUS TRC: April 6, 2023

ZBA ACTION: #Z84-86, Variance for relief from sign height and size

PERMITS REQUIRED: None

RELIEF/WAIVERS REQUESTED:
None

ATTENDANCE:

Members:

Natasha Kypfer, Planning
Marn Speidel, Police
James Maxfield, Fire/Inspection Services
Ken Mavrogeorge, Engineering
James Burdin, Business Development

Others:

Brian Pratt
Chris Lewis

PLAN REVIEW:

Planning:

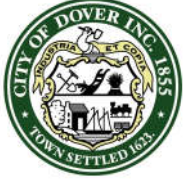
- *Reminder: Impact fees, Water/ Sewer Investment fees, if applicable*
- *Reminder: Some Letters to serve still needed*
- *Revise plans to include:*
 - *Owner's signatures on the final plans*
 - *Professional stamps and signatures on all submissions*
 - *Merge lots so that improvements don't go over property lines?*
 - *Add tree near parking lot*
 - *Drainage easement location?*

Engineering:

- General Comment: Applicant and Contractor shall review the Dover Construction Guidelines prior to scheduling a Preconstruction meeting with City staff. The guidelines can be found on the City of Dover Website on the Engineering page. <https://www.dover.nh.gov/Assets/government/city-operations/1form/community-services/engineering/engineering-documents/Construction%20Guidelines.pdf>
- Sheet N-1:
 - Add note to state that all valves and hydrants shall open left (counterclockwise)
- Sheet GI-102:
 - Check numbering of notes versus the response to comments (Utility notes).
 - Check references in notes for specific sheets (Erosion and Sediment Control Plan Note 2).
- CG-101:
 - Provide minimum pitch to drainage pipe leading to infiltration basin.
- CD-501:
 - Use City details for trench patch or delete duplicate detail.
- CD-502:
 - Provide 7 feet of clearance below the bottom sign for van accessible signage.
- General Comment: Engineering requests a letter certifying the tie in locations or discharge points for all sump pumps and roof leaders for existing structures on the property.

Approval of minutes from May 18, 2023:

M.Speidel moved to approve the May 18, 2023 minutes. Seconded by J.Burdin. Vote: U/A.



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Police:

- All previous comments satisfied
- Refer to Fire/IS regarding underground fire pit
- Patio-decorate security fence that is 3-4' with gates

Fire/Inspection Services:

- Add yellow private tab to street sign on Karolina
- Is there a current stop sign?
- New building will be #11

Business Development:

- Addition of the note regarding future murals/art is acknowledged and satisfies prior comments. No additional comments.
- Sheet 7 of 12: Elevation 3 panels

Planning Board: N/A

Next Steps: Revise plans and submit for Planning Board

Pause TRC at: 10:55 am