



**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: April 6, 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 #:** 2

**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

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

**PERMITS REQUIRED:**

**RELIEF/WAIVERS REQUESTED:**  
None

### **ATTENDANCE:**

#### **Members:**

Donna Benton, Planning  
Natasha Kypfer, Zoning  
Jim Maxfield, Fire & Inspection Services  
Reid Amy, Business Development  
Ken Mavrogeorge, Engineering  
Marn Speidel, Police  
Tom Clark, Planning Board

#### **Others:**

Brian Pratt, Fuss & O'Neill  
Chris Lewis, Brady Sullivan

### **PLAN REVIEW:**

#### **Planning:**

- Reminder: Impact fees, Water/Sewer Investment fees if applicable
- Provide: Letters to serve/expand
- Provide Traffic study
- What is proposed for trash removal?
- Have site reviewed for wetlands & note who/when
- Revise plans:
  - Add Planning file number SITE-2023-0001 to all sheets
  - Owner's signatures on the final plans
  - PE, LLS, LLA signature & stamp on the plans
  - Landscape plan needs signature & stamp on LP-101
  - Add consecutive page numbering throughout plan set
  - Revise references on CD-501 from "handicap" to Accessible
  - Remove CD-509 and proposed sign references, also noted on CS-102
  - Correct address on all materials
  - Add plan note re. previous ZBA application
  - Ensure 2x2" white space for Dover approval stamp on lower right corner
  - Provide architectural lighting on buildings
  - Parking lot lighting plan to meet regulations (darkest spot, etc.) How will building lighting affect parking calculations?
  - Add lighting details?
  - Confirm all common notes are added

#### **Engineering:**

- General: Please review and modify details to comply with City of Dover Standard Details. Engineering can provide revised Standard Details to include in the plan.
- General Comment: change "handicap" references to "accessible" where applicable throughout documents.
- Sheet GI-101: change "Town" references to "City" throughout documents.
- Sheet N-1: Add note to state that all valves and hydrants shall open left (counterclockwise)
- Sheet CG-101: The perforated underdrain is proposed on the outside of the infiltration basin which conflicts with the detail provided. Please clarify the reasoning.
- General Comment: Please provide a test pit in the proposed infiltration basin location as the ESHWT varies across the proposed project site.
- Sheet CG-101: Please label the size of the underdrain on the plan.
- Sheet CG-101: Perforated drainage pipe is shown leading to the infiltration basin. It is recommended that the pipes above other utilities conveying water to the infiltration basin be solid pipe.



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- Sheet CG-101: Call out dimensions of rip rap aprons on plan or reference the appropriate detail.
- Sheet CG-101: The pipe leading to FES 1 does not have a length label nor a slope identified.
- Sheet CU-101: Add fire service with domestic services off the fire service line. Add gate to isolate domestic service from fire line for proposed building.
- Sheet CU-101: Water shall have a minimum of 5 feet of cover over the top of pipe.
- Sheet CU-101: External cleanouts for sewer shall not be provided.
- Sheet CU-101: The two proposed water service lines are not viable options. Applicant shall connect into the water main into Martha's Way.
- Sheet CU-101: Add a gate valve at each tie in for the relocated water main. Provide a gate valve for each service off the relocated main.
- Sheet CD-501: Is the pavement section based on site conditions?
- Sheet CD-504: Revised Trench detail to match City of Dover standard for bedding and backfill material. City can provide CAD for ease of use.
- Sheet CD-504: Do not use the 18" Outlet Modification detail. Instead provide proper concrete outlet structure.
- Sheet CD-506: Revised Trench detail to match City of Dover standard for bedding and backfill material. City can provide CAD for ease of use.
- Sheet CD-505: External Cleanouts shall not be provided.
- 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.
- Drainage Report:
  - The report states that the stormwater design complies with Dover standards. Applicant shall review the section 153-14 of the Dover Code and clarify how the design meets the City's requirements.

### Police:

- Is this proposed to be accessible 24/7 to residents with key access, or only during specific hours?

- Is all lighting for rear patio area strictly wall-mounted, or is there potential for auxiliary lighting attached to pergola?
- How are cooking grills fueled? Electric, natural gas or propane?
- Re: utility note 10 (security system): describe what is proposed. Will building be alarmed? Security cameras proposed?
- Plan for bulky waste (couches, mattresses)?

### Fire/Inspection Services:

- Submitted plans for review shall be Stamped by a NH design professional.
- Application to accurately indicate Westgate Drive. Remove all references to Martha's Way and add street addresses on all applicable pages.
- Add Karolina Drive with applicable addresses.
- Indicate location of fire hydrants.
- Applicant to discuss accessible route
- Indicate the means provided to maintain accessible route
- Provide location of automatic door opener.
- Plans shall include design compliance with applicable accessibility regulations and NH RSA 155-A:5
- Sheet CD-501 access aisle detail appears to be disproportionate to adjacent parking spaces
- Sheet CD -502 Provide handrail extensions on plan detail as required.
- Sheet GI -102 note #17, Clarify work hours- No work on Sat/Sun or federal holidays.
- Plans to include pre-con requirement note
- Sheet A0-101 indicate type of fire pit (wood/gas, etc.) and distance from combustible structure
- Sheet AO-101 clarify grill type under pergola
- Provide an occupant load for the proposed structure
- Sheet AO- 101 verify water closet count for occupant load. Current configuration requires additional water closets.
- Indicate accessible route from exterior patio.
- Indicate if there are provisions for electric vehicle charging Readiness (conduit) only?

### Business Development:

- Sheet A304 – Add art mural on blank, windowless wall?

**Planning Board:** None

**Next Steps:** Resubmit with narrative addressing these comments above for another TRC. Planning Board likely required based 153-4.

### Adjournment:

J. Maxfield moved to adjourn the meeting at 12:15 pm. Seconded by K. Mavrogeorge. Vote: U/A