



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2023-0006

Application Type: Site Review
Applicant(s): Tighe and Bond
Owner(s): Reynolds Avenue North, LLC
Location: 100 Education Way (Tax Map E, Lot 27-B)
Date: July 20, 2023

INTENT: To propose exterior and interior renovations to the existing building and the associated site improvements such as sealing and restriping of the existing parking lot, parking lot expansion, stormwater improvements, lighting, and landscaping.

UNITS PROPOSED: #

AGENDA ITEM #: 1

ACREAGE: 12.57± ac.

ZONING DISTRICT: IT

EXISTING LAND USE: Office Building

PROPOSED LAND USE: Office Space (No change)

SURROUNDING LAND USE: Residential, Wetlands Overlay

ZBA ACTION: None

PERMITS REQUIRED:

- CUP for parking, §157-14.D.5.a.

WAIVERS REQUESTED:

None requested

ATTENDANCE:

Members:

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

Others:

Patrick Crimmins, Tighe and Bond
Colter Krzcuik, Tighe and Bond
Eben Tormey, Reynolds Avenue North, LLC
Joe Geoghegan, Reynolds Avenue North, LLC
Jay Gemmiti, Reynolds Avenue North, LLC

Approval of minutes from July 13, 2023:

K. Mavrogeorge moved to approve the July 13, 2023 minutes. Seconded by J. Burdin. Vote: U/A.

PLAN REVIEW:

Planning:

- Reminder: Impact fees, Water & Sewer investment fees
- Provide letters to serve
- Revise plans:
 - Add Planning file number SITE-2023-0006
 - Owner's signatures on the final plans
 - Professional stamps on the final plans
 - Remove signage from renderings as that is reviewed by staff
 - EVSE readiness for at least 2% of the new parking spaces in addition to the CUP requirements see Section 153-14.D
 - Confirm all common notes
 - Label symbols on C-103.1
 - Increase interior landscaping on parking lot (minimum 10%)
 - Increase perimeter landscaping to one tree every 35'
 - Eastern Redbud minimal caliper of 3"
 - LLA to sign/stamp landscape plan
 - Any change to lighting on site? - Waiver?
 - Indicate snow storage
 - Add note at access way to be paved

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>
- General Comment: Coordinate with Community Services (Engineering Department) for latest City Standard Details. Applicant shall review minimum requirements of details and confirm that the proposed details meet these requirements.
- General Comment: Add note that Design Engineer of record or shall provide signed letter to City Engineer certifying that the stormwater management system has been installed in accordance with approved plans.
- Existing Conditions Plan: Water mains and services are not shown. Please indicate location.
- Existing Conditions Plan: Sewer services are not shown. Please indicate location.



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- Subdivision Plan (2 of 2): Reciprocal Access and water loop easement does not seem to match the existing conditions sheet. Please revise.
 - Subdivision Plan (2 of 2): Applicant should assess the condition of the existing stone box culvert below the City sewer easement/community trail and provide assessment results to City Engineering office.
 - C101: City of Dover Site Plan Notes indicate that the property is within a designated flood zone area but the survey says it is within Zone X or an area of minimal flood risk. Please clarify that a portion of the subject lot is within Zone A and a portion is within Zone X if that is correct.
 - C101: Utility Note 1 indicates that the site has public sewer and water. While the lots is tied into the system, the infrastructure itself is privately maintained. Please comment on future plans for Education way and whether there is hope to make the road and utilities public.
 - C101: Applicant to check Legend as many of the symbols and linetypes for existing features are incorrectly shown. The utility linetypes, for instance, have the wrong symbols and are difficult to read.
 - C103.1: The existing islands to remain in the northern parking lot appear skewed and may result in spaces less than the minimum width. Please confirm the minimum 9 foot width is provided for each space.
 - C103.1: Please confirm the quantity of ADA compliant EV spaces required with Inspection Services.
 - C104: PCB1 is right in front of the entrance in a pedestrian path. Please clarify is this was intentional or if could be moved to be within a landscaped area or the parking lot.
 - C502: Dover is moving away from the typical crosswalk hatching on this sheet. Dover is moving towards using the markings in the NHDOT Pedestrian Crossing Details (Sheet PM -15) located here on the web:
<https://www.nh.gov/dot/org/projectdevelopment/highwaydesign/standardplans/documents/0222021-pm-15-std.pdf>. Applicant can choose the crossing of their choosing as this is a private development.
 - C503: Drainage trench should have stone backfill to 1 foot above top of pipe per City standard.
 - General Comment: Provide Standard Construction Sign Detail per Dover standards.
 - Recommend providing 1 sf of snow storage per 10 sf of pavement to be cleared. Verify snow storage meets or exceeds this recommendation or provide note to remove excess snow when storage areas are filled.
 - Engineering requests a letter certifying that the tie in locations or discharge points for all sump pumps and roof leaders for existing structures on the property do not connect to the municipal sewer system.
 - General Comment: Application shows over 5 acres of disturbance is proposed. Is an AoT application being prepared?
 - Stormwater Memo: Section 2.2 states that the proposed project complies with Dover stormwater regulations. Applicant shall review the section 153-14 of the Dover Code and clarify how the design meets the City's requirements including how the project is classified as new development or redevelopment.
- Police:**
- Sheet C-101 check site plan note #6 with respect to reference plans
 - What is the justification for increasing parking above the maximum allowable? Copy of Conditional Use Permit application was not in my plan set.
 - Note #24: confirm that site construction hours are intended to include Sundays?
- Fire/Inspection Services:**
- Accessible parking spaces of lower parking lot shall contain a minimum of 4 spaces and include 1 van accessible space
 - Clarify the ability to maintain accessible route throughout site (i.e. parking spaces)
 - Clarify accessible route to EV parking spaces
 - Discuss fire lane between Education Way and Liberty Way
- Business Development:**
- The renderings and elevations provide an attractive and modern facelift for the existing building and are in keeping with the character of other recent development along Education Way.
 - The following items are shared for the Applicants' information:



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- We anticipate the Liberty Mutual property to be listed for sale in late summer. It is possible that a prospective purchaser would seek to formalize the current emergency connection (referenced in Note 17.A) between Education Way and Liberty Way. The owners may wish to consider whether they would be open to any such connection before finalizing the parking layout.
- Existing businesses on Education Way have mentioned that nearby residents occasionally walk or exercise pets on their property. Landscaping or other design elements that make the path to the community trail clearly visible and more attractive for pedestrians when seen from Education Way may help to draw any such foot traffic back onto the public trail and away from private business areas.

Planning Board: N/A

Next Steps: Revise and resubmit for a second TRC, then Planning Board.

Pause TRC at: 11:00 am.