



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: August 10, 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: N/A

AGENDA ITEM #: 2

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:

- 10% interior landscaping
- Perimeter landscaping
- Possibly lighting needed too

PREVIOUS TRC: July 20, 2023

ATTENDANCE:

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

PLAN REVIEW:

Planning:

- *Reminder: Impact fees, Water & Sewer investment fees*
- *Provide acknowledgement from Eversource (EVSE, etc.)*
- *Provide justification for waivers*
- *Revise plans:*
 - *Owner's signatures on the final plans*
 - *Professional stamps on the final plans*
 - *EVSE readiness for at least 2% of the new parking spaces in addition to the CUP requirements see Section 153-14.D*
 - *Label symbols on C-103.1 (EVSE?)*
 - *Any change to lighting on site? - Waiver?*
 - *Add note to plan that the emergency access easement will be paved with asphalt when the owner of the portion of the abutting lot burdened by the easement is to pave its portion of the Emergency Access Easement.*
 - *Traffic analysis waiver?*
 - *How many existing parking spaces?*
 - *Not enough snow storage?*

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>
 - Applicant noted the condition of the stone box culvert. The box culvert predates the City's sewer and thus if there are deficiencies in the condition of the culvert, or if it fails in the future, it would be the responsibility of the property owner to make the recommended repairs and not the City.
- 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.

Police:

- No new comments



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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:

- Prior comments were intended to be informational and have been addressed or did not require a response. No new comments.

Planning Board: N/A

Next Steps: Revise plans with detailed narrative and submit for Planning Board.

Adjournment:

T. Clark moved to adjourn the meeting at 11:44 am. Seconded by J. Maxfield. Vote: U/A