



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2023-0011

**Initial Minutes of Recording Not Available due to Technical Mistake*

Application Type: Site Review
 Applicant(s): Stonefield Engineering & Design / R.W. Realty Inc c/o Karen Arkwell
 Owner(s): Dover Retail Management, LLC
 Location: 1-3 Webb Place (Tax Map 38, Lot 15-A & 15-B)
 Date: August 31, 2023

INTENT: Proposal is for demolition of current building and constructing a 3,300-sf bank with a drive through ATM, (28) twenty-eight parking spaces. One (1) related CUP application would also appear before the PB (COND-2023-0054).

UNITS PROPOSED: One (1) Bank

AGENDA ITEM #: 1

ACREAGE: Total = 0.98± ac. / 42,879± sq. ft.
 Parcel A = 26,376± sq. ft.
 Parcel B = 16,503± sq. ft.

ZONING DISTRICT: C

EXISTING LAND USE: Multi-tenant Comm. Bldg

PROPOSED LAND USE: Commercial (Bank)

SURROUNDING LAND USE: Commercial, Residential, City of Dover land

ZBA ACTION:

- Z94-17, Variance granted for signage
- Z99-05A, Appeal of Admin. Det. for signage

PERMITS REQUIRED:

- CUP for §153-14.(D)(5), Off-Street Parking & Loading

WAIVERS REQUESTED:

- §153-14.(D)(6)(b), One-way accessways
- §153-14.(E)(2)(b), Parking area lighting
- §153-14.(G)(2)(C), Interior landscaping
- §153-14.(H)(I) Driveway spacing from intersection (public st.)
- §170-12.(B), Parking area setback on C table

ATTENDANCE:

Members:

Natasha Kypfer, Planning & Zoning
 Tom Clark, Planning Board
 James Burdin, Business Development
 Marn Speidel, Police
 Ken Mavrogeorge, Engineering
 Jim Maxfield, Fire & Inspection Services

Others:

Josh Kline, Stonefield Engineering & Design

Approval of minutes from August 17, 2023:

T. Clark moved to approve the August 17, 2023 minutes. Seconded by J. Burdin.

Vote: U/A.

PLAN REVIEW:

Planning:

- Reminder: Impact fees, Water & Sewer investment fees
- Provide letters to serve
- Lot Merger for Parcels A and B?
- Drive-up ATM hours?
- A lot of relief is being sought. Try to limit requests more
- Confirm EVSE and CUP for parking criteria has been met. Provide narrative and a more detailed request
- This is in the Secondary Groundwater Protection District. Review regulations and ensure compliance.
- PE stamp and signature needed on TIA
- Two entrances need CS Director approval. Why the need for two?
- How will dumpster truck work? Pick up?
- Provide more justification as to why that amount of parking is needed.
- Revise plans:
 - Owner's signatures on the final plans
 - Professional stamps on the final plans
 - Confirm inclusion of all common notes
 - Add consecutive page numbers to entire plan set
 - Reduce lighting and meet lighting standards
 - Note Secondary Groundwater Protection District
 - Remove business signage from application package
 - Combine architectural renderings into plan set
 - Indicate materials on elevations
 - Landscape plan to be signed/stamped by NH Licensed Landscape Architect
 - Reduce parking
 - Add site-specific streetscape
 - Confirm bike rack 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>
 - Survey plans show additional right of way lines and NHDOT easements from a formal lot configuration prior to NHDOT work in the area (circa 1997-99). Applicant to coordinate with



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NHDOT and City to confirm ROW transfer is finalized and that NHDOT does not have ownership of portions of the subject property or have jurisdiction over the number of access points to Webb Place.

- Coordinate with Community Services (Engineering Department) for latest version of the City's Standard Details. It is not the intent for the applicant to copy the details onto the set but to use them as a minimum standard to meet.
- Add note that Design Engineer shall provide signed letter to City Engineer certifying that the stormwater management system has been installed in accordance with approved plans.
- 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.
- Provide detail for Construction Sign that conforms to the City of Dover standard details and as noted in the Dover standard notes.
- Applicant shall review the section 153-14 of the Dover Code and clarify how the design meets the City's requirements. In particular the applicant should address stormwater standards.
- Work within the City right of way and roadways will require excavation permit. Note that Central Ave was paved in 2021 and the City has pavement damage escalation costs for roads paved within 5 years.
- Applicant should upgrade existing sidewalks along the northern and eastern property lines especially if they are disturbed to removed curbing (northern sidewalk) and construct utilities (eastern). If northern sidewalk is reconstructed it should be located within the City ROW to avoid encroachment.
- Change "Township" references to "City" throughout documents.
- Please provide a test pit in the proposed infiltration basin location and include the depth of ESHWT.
- **Engineering requests a letter certifying the tie in locations or discharge points for all sump pumps and roof leaders for**

existing and proposed structures on the property.

- Provide drainage analysis that complies with requirements of Dover Code 153-14.
- ALTA Survey (Sheet 1 of 2):
 - Plan shows internal property lines that cross into the City's right of way. Please clarify why these are crossing over and if they are proposed to be abandoned or modified.
 - Existing NHDOT easements are shown. Applicant to clarify if these will be modified or discontinued. If so, applicant to provide updated deed showing easements are removed/modified.
 - There is a note about asphalt encroachment from the sidewalk on the northeast side of the property. It appears that this sidewalk is located in a City right of way but the linetypes make it hard to decipher.
- Sheet C-4:
 - Provide ADA access to electric vehicle charging.
 - Provide vehicle turning exhibits showing fire and trash vehicles maneuvering around the site.
 - Move stop bars near intersections closer to travel way.
 - Dumpster pad seems like it could be difficult to access by a vehicle if the dumpsters and totes are not wheeled out into the aisle.
 - Remove depressed concrete curb from the right of way. If you wish to use the depressed curb elsewhere, provide detail.
 - Off-street Parking Table mentions a maximum of 12 spaces which contradicts the narrative.
 - Clarify how traffic will flow at the southern entrance. There are no stop signs for any of the three legs and conflicts could be an issue.
 - Will location of southern entrance cause vehicles to stack into the public right of way?
 - Recommend making the southern entrance perpendicular to Webb Place.
 - Where will delivery vehicles load and unload?
 - Provide sidewalk on southern edge of Webb Place to connect to the signalized intersection.
 - Adding crosswalk on northeast corner connecting adjacent property to the proposed bank and new sidewalk along Webb Place.
- Sheet C-5:
 - Provide pretreatment for stormwater basin. Recommend offline catch basins with deep sumps and oil separator hoods.
 - Provide a minimum 3 feet of cover on all storm drainage pipe.
 - Grades of driveways exceed 13% in some areas. Recommend keeping grades below 3% within 75 feet of intersections.
 - Drop off from parking area is over 5 feet. Clarify if guardrail is required.
 - Provide calculations and details for rip rap apron in stormwater basin.



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- Show existing structure labels that align with City GIS labels (coordinate with GI department).
- Sheet C-6:
 - Water is shown at 1.5" type K copper. See standard City details about types of services and sizes.
 - Water meter is to be installed inside the building not externally as called out.
 - Is the building to be sprinkled? If so, a fire line should be run directly into the building with a domestic line stubbed off of the fire service. Separate shut offs should be provided for domestic and fire.
 - Gate valves should be located at the anchor tees.
 - Electric services appears to be coming off an existing pole. If required to install a standalone transformer, where would one be located?
 - External cleanouts are not permitted. Applicant should speak as to why the sanitary service cannot run directly into the northern side of the building.
 - Applicant should inspect existing sewer lateral and provide report and video on existing condition. Applicant is reminded that they own from the building to the sewer main.
 - Existing sewer runs across adjacent property. Applicant should engage with abutter to discuss a sewer easement if one does not exist.
 - Sewer in adjacent parking lot has two conflicting sizes noted (6" unk and 12" steel). Applicant should clarify how this data was determined and which is correct.
 - 4-inch sewer should have a minimum 2% slope for sewer not 1.08% as noted on the plan.
- Sheet C-7:
 - Lighting is spilling across the property lines. Please provide light shields.
- Sheet C-8:
 - Two stabilized construction entrances are called out but only one is shown. Please clarify.
- Sheet C-12:
 - Detail 14 should be revised to show a minimum 1.5" milled asphalt key per City standard details.
 - Provide a minimum of 12-inch slab for dumpster pad.
 - Curb ramps in City right of way should comply with City standard details (no flush curb between pavement and ramp and minimum 4 inches of concrete around the ADA detectable warning panel).
 - Clear distance below signage should be 7 feet.
 - Remove references to Massachusetts on Accessible Parking Signage. Is this additional penalty to be enforced by the bank?
 - Curbing in City right of way shall be granite.
- Sheet C-13:
 - Provide minimum frost depth on detail no. 8.
 - Provide details on foundation for clearance bar. Notes appear to be scanned and are not legible.
- Sheet C-14:
 - All valves and hydrants shall open left (counterclockwise)
 - Locate water services to eliminate the need for insulation and bends in water line.
 - Minimum of 5' of cover is required for water lines.
 - Sewer and drainage manhole covers shall be Liftmate R-1743-LM or approved equal with 90 deg hinge
 - Storm Drain Utility Trench Section – crushed stone shall extend 12" above top of pipe. See City standard for minimums.
 - Utility Trench Section
 - Crushed stone shall extend 12" above top of sewer pipe.
 - Sand shall extend 12" above top of water pipe.
 - See City standard for minimums and required materials.
 - Sewer minimum cover shall be 4 feet below non paved areas and 6 feet under pavement unless insulation is provided.
 - Water Service Connection: curb box shall be Erie-style
 - Water Service Connection: tapping sleeve shall be stainless steel if required.
 - Type B Catch basin inlet grate is the City standard.
 - Drain Manhole should have 30 inch clear opening. Catch basins may have 24 inch diameter opening.
 - Storm basin detail should show ESHWT to ensure it complies with NHDES recommendations.
 - Infiltration rates for designing groundwater recharge practices shall be determined in accordance with Section Env-Wq 1504.14 and summarized in a drainage report.
 - Where is detail 9 (Curb break and rip rap detail) to be used?
 - Detail 10: How will crushed stone be placed in gap below concrete outlet structure.
- Police:
 - Would the site still be viable with the second proposed driveway as an in-only instead of full service?



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- Provide a fair share contribution toward extending the sidewalk along Webb Place, instead of - or in addition to - your site's own direct connection to the Central Avenue sidewalk
- Can you reconfigure or relocate the ATM to achieve a queue of greater than 3 vehicles? Concerned about bypass lane choke point at the northeast corner.
- Traffic and Parking Assessment Report:
 - Page 2: NHDOT data cited for Webb Place AADT of 524. This is surprisingly low and likely inaccurate. What year was the NHDOT data?
 - Page 2: second paragraph, Weeks Lane approach lane description is inaccurate. This is likely from an outdated Google Earth image. It probably doesn't affect your conclusions, but just FYI.
 - Page 4: Where proposed development provides more than twice the City's maximum per regulations, can you provide more narrative to justify the 28 spaces? Only justification provided is "based on observations at similarly sized existing Chase bank locations with drive-up ATM". For example, how many employees per shift? Any retail teller activity? Does this site handle real estate closings? Note: 2 parking spaces are within the 25 foot setback requiring a waiver. Could this site be viable if you reduced to 26 spaces to eliminate that waiver request?

Fire/Inspection Services:

- Provide a T-1 turning template for the site access. Drive thru lane appears to be approximately 15' wide.
- Discuss dumpster location and adequate maneuverability
- Clarify EV charging is public or private
- Discuss accessibility of EV chargers
- Provide plan note indicating design compliance with accessibility regulations (I.E. ANSI 117.1) and NH RSA 155-A:5
- Provide a site specific street color rendering of the proposed structure
- Confirm design compliance with Architectural requirements.
- Sidewalk extension suggested
- Does architecture meet required standards?

Business Development:

- Please elaborate on the need for a waiver to the parking maximum – while some relief to this standard may be reasonable, more information may be needed to justify the full extent of the relief requested:
 - This site is immediately across Webb Place from another bank branch location of comparable square footage that was approved in 2017 with 20 parking spaces, and aerial imagery appears to indicate only 13 spaces are currently installed.
 - The 28 parking spaces proposed exceed the 85th percentile demand per ITE by 40%, suggesting this number is targeting an even less likely scenario (90-95th percentile?) and that many spaces are likely to be underutilized under normal circumstances. Have you explored other options such as an agreement with the abutting property owner to use the row of parking along the northern property line in overflow situations?
 - The narrative identifies an average maximum parking demand of 8.09 vehicles for Chase branches of similar size. Does this figure also control for other factors such traffic volumes on adjoining roads, population density of the market area, etc.?
 - The requested parking spaces also exceed the figure generated by this calculation (28 vs. 27), again suggesting that the parking layout is designed to accommodate 90th percentile or higher demand scenarios. This appears to contradict the purpose of the adopted parking maximum. Do you have more information about this site, the Dover market, or how Chase branches operate compared to other banks that would indicate that this location is likely to generate this level of demand?
- Is the existing driveway inadequate for the anticipated trip generation and/or circulation pattern? More information about why a second driveway is necessary would support the request for a waiver from the intersection separation requirement.
- Do you have an anticipated timeline for redevelopment and has it been shared with the existing tenants? Business Development can be a resource if they need assistance finding new locations.
- Clarify existing structure's floor levels as there is an inconsistency between Existing Conditions Plan page and Sheet C-3

Planning Board:

- Revise street name on Sheet C-1 to Indian Brook Drive
- Elaborate within narratives for CUP and waiver requests

Next Steps: Revise and add to materials, resubmit with narrative outlining how each comment was addressed for another TRC.

Pause TRC at: 11:22 am