

CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES

SITE-2024-0001

Application Type: Site Review
Applicant(s): City of Dover
Owner(s): City of Dover
Location: 271 Mast Rd. (Tax Map H, Lot 58)
Date: January 25, 2024

INTENT: Proposal is to build a 5,791 square foot building with parking and basement storage. The first phase would be 2,921 s.f. for Inspection Services and the second phase would be for an addition for Community Services staff.

UNITS PROPOSED: None.

AGENDA ITEM #: 6

ACREAGE: 57.28 acres

ZONING DISTRICT: IT

EXISTING LAND USE: Government/
Community Services

PROPOSED LAND USE: Government/
Community Services

SURROUNDING LAND USE:
Commercial/Industrial/Residential

ZBA ACTION: None

PERMITS REQUIRED:

WAIVERS REQUESTED:

- N/A for this case.

ATTENDANCE:

Donna Benton, Planning
Paul Crouser, Zoning
Marn Speidel, Police
Jim Maxfield, Fire/Inspection Services
James Burdin, Business Development
Tom Clark, Planning Board

Others:

Erin Bassegio, Dover Assistant City Planner
Ken Mavrogeorge, Engineering
Eric Sanderson, Project Manager
Scott Donovan, Warrenstreet Architects
Abigail Gilbert, Office of Business Development
Intern

PLAN REVIEW:

Planning:

- Fees as applicable
- Nice neighborhood plan.
- Does the parking calculation include fleet storage? Separate that out from general employee and visitor spaces on the calculation
- Will new street parking affect sight distance?
- Work with IT on data needs
- Provide basic traffic analysis
- Revise plans to:
 - Add owner's signatures
 - Professional signatures and stamps on all plans
 - Revise note 28 regarding Sunday hours
 - Add Planning File Number SITE-2024-0001 to all plan sheets in the title block
 - Existing utility poles changing?
 - Clarify route from accessible parallel space into building
 - Note walkway material
 - Check parking area lines on plan
 - Combine civil and architectural plans into one plan set
 - Mini fridge fit under counter in CS space?
 - Colors for architecture determined yet? Add to elevations before PB
 - Waiver needed for streetscape.
 - Material leader notes difficult to read in shingle area
 - Anything needed over doorways to avoid ice/snow fall?

Engineering: N/A

Police:

- Concerned about walkability/connectivity for the public between the Inspection Services and Community Services buildings.

Fire/Inspection Services:

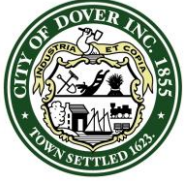
- Submitted plans shall be stamped by a licensed design professional
- Site plans should indicate the location of FDC as indicated on elevation plans.
- Note Phases I and II on plans.

Business Development:

- Include narrative for Phases I and II.
- Notify any affected businesses of construction.

Planning Board:

- Note setbacks are not being met.



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Next Steps: Submit for Planning Board review for the 2/13 meeting.

Adjournment:

T. Clark moved to adjourn at 11:41 am. Seconded by: J. Maxfield Vote: U/A.