



**CITY OF DOVER**

## TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2023-0011

Application Type: Site Review  
Applicant(s): Stonefield Engineering & Design  
Owner(s): Dover Retail Management, LLC & R W Realty Inc.  
Location: 1-3 Webb Place (Map 38, Lots 15-A and 15-B)  
Date: March 28, 2024

**INTENT:** Proposal is for demolition of current building and constructing a 3,300-sf bank with a drive through ATM, (20) twenty parking spaces. One (1) related CUP application would also appear before the PB (COND-2023-0054). *[This item was previously heard by the Planning Technical Review Committee on August 31, 2023, November 2, 2023, and March 7, 2024]*

**UNITS PROPOSED:** N/A- One Bank proposed

### AGENDA ITEM #: 3

**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 (proposed parking exceeds maximum)

### WAIVERS REQUESTED:

- §153-14.(E)(2)(b), Parking area lighting, Uniformity Ratio
- §153-14.(E)(2)(b), Parking area lighting, Minimum Illumination Level

### ATTENDANCE:

Donna Benton, Planning  
Paul Crouser, Zoning  
Marn Speidel, Police  
Jim Maxfield, Fire/Inspection Services

Ken Mavrogeorge, Engineering  
James Burdin, Business Development

### Others:

Josh Kline, Stonefield Engineering & Design  
Giovanni Cesar, Stonefield Engineering & Design  
Erin Bassegio, Planning  
Abigail Gilbert, Business Development

### PLAN REVIEW:

#### Planning:

- *Reminder: Impact fees, Water & Sewer investment fees*
- *Lot Merger for Parcels A and B*
- *To permit multiple site access points, include a note for the 400-foot, all-season sight distance. Reference §157-50C(1)*
  - Please note from the referenced section: The provisions of this section apply to the construction, reconstruction, alteration, surfacing or resurfacing of any driveway which intersects with the right-of-way of any City-owned, City-maintained way and/or other private way.
- *Revise plans:*
  - *Reduce lighting and meet lighting standards. Current plan is too bright and extends beyond property boundary. Thank you for explanation of ATM security lighting. Please submit written permission from abutting property for lighting that extends beyond property boundary.*
  - For the parking CUP, indicate the additional chargers as well as pervious area to ensure the criteria have been met
  - *Remove signage as that's an administrative decision (directional signs OK to stay on plan).* Including on zoning note and box on elevations.
  - Revise "Brook Rd" on elevations

#### Engineering:

- Sheet C-4:
  - Please identify location of ADA sign for EV charging station. Recommend it indicate to drivers to use that space last.
- Sheet C-6:
  - The water service for the existing building is only a 1-inch line. Is that sufficient to serve the building?

#### Police:

- Previous comments addressed. No new comments.



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### Fire/Inspection Services:

- *Sheet E-3 T-1 template turning to right is not part of a compliant access road with a 12' wide lane. Revise as required*
- *Clarify Electrical Service location- also see floor plan*
- Update floor plan to reflect changes
- *Discuss EV charging detail be placed within plan set*
- *Provide Use Last EV charging sign on plan set and provide sign detail on detail sheet*

### Business Development:

- Prior comments have been addressed. No new comments.

### Planning Board:

- None.

**Next Steps:** Revise plans per comments above. Submit to Planning Board.

### Adjournment:

P. Crouser moved to adjourn at 11:58 a.m. Seconded by: J. Maxfield.  
Vote: U/A.