



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 7, 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 and November 2, 2023]*

UNITS PROPOSED: N/A- One Bank proposed

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 (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
Tom Clark, Planning Board

Others:

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

Approval of minutes from February 22, 2024:

J. Burdin moved to approve the February 22, 2024 minutes. Seconded by M. Speidel. Vote: U/A.

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)
- Provide waiver justification to Planning Board
- Additional parking requested must meet the CUP criteria including use of pervious materials. Reference §153-14D(5)(a)[4].
- Planning staff will review regulations pertaining to the Secondary Groundwater Protection District.
- *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.
 - *Reduce parking. Remove more parking or request a phased approach.* Are the land-banked spaces intended to be part of a phased approach for increased parking? An additional CUP will be required for use of those spots, can be submitted with this application or in the future if spots are needed. Ensure CUP criteria have been met.
 - Remove signage as that's an administrative decision (directional signs OK to stay on plan)

Engineering:

- General Comment:
 - *Previous Comment: 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*



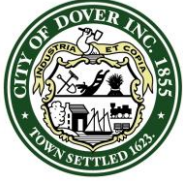
CITY OF DOVER

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 7, 2024

*coordinate with 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. **Recommend this be a condition of approval prior to issuing a CO.***

- *Previous Comment: Design Details still do not meet City of Dover Standards for utilities. 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. **New Comment: Reach out to Community Services (City Engineer) for CAD File for standard details.***
- *Previous Comment: Please provide a test pit in the proposed infiltration basin location and include the depth of ESHWT. **New Comment: Show the location of test pits***
- **Proposed Condition of approval prior to issuing CO: 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.**
- ALTA Survey (Sheet 1 of 2):
 - *Previous Comment: Existing NHDOT easements are shown. Applicant to clarify if these will be modified or discontinued. If so, applicant to provided updated deed showing easements are removed/ modified. **Proposed Condition of Approval prior to obtaining CO.***
- Sheet C-4:
 - If banked spaces are constructed, vehicles would be parked beyond the stop bar. Is there a better spot for two of the banked spaces?
 - Is the ADA EV space accessible?
- Sheet C-6:
 - **Proposed Condition of Approval prior to PB signing: Applicant to locate the sewer lateral and provide final connection detail to City Engineering office to approve.**
 - If the water service is relocated to come from a source other than Central Ave, then the existing water service should be terminated at the main in Central Ave and abandoned per CS requirements. If the existing sidewalk is disturbed it will need to be reconstructed.
 - The proposed connection should be made into a finished water/Potable line not the raw water line in Webb Place.
 - The new curb stop should be located on the edge of the right of way in the non-paved surface.
 - Water meter should be inside the building not external.
 - Is the proposed 2-inch service for fire and domestic water?
 - **Proposed Condition of Approval prior to obtaining CO: Applicant should engage with abutter to discuss and secure a sewer easement if one does not exist.**
- Sheet C-12:
 - Sign posts should meet Dover standards if they are within the right of way.
 - Crosswalks should meet the NHDOT standard PM-15_ (<https://www.dot.nh.gov/sites/g/files/ehbemt811/files/inline-documents/02222021-pm-15-std.pdf>)
- Sheet C-13:
 - Detail 1, 2, and 3 do not meet Dover Standards. See comments from prior TRC
- Sheet C-14:
 - *Previous Comment: Provide details on foundation for clearance bar. Notes appear to be scanned and are not legible. **New Comment: Provide detail with dimensions for bury depth, reinforcement, and diameter of clearance bar base.***
 - Detail 2:
 - Sewer structures must meet NHDES Env Wq 700 requirements (more specifically Env Wq 704.12). Brick shelves are required for new SMHs.
 - Manhole steps should be plastic. Detail is referenced but not provided
 - Detail 3:



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 7, 2024

- Manhole steps should be plastic. Detail referenced but not provided

○ Detail 5:

- Detail does not meet water and sewer standard Dover trench details.

○ Detail 6:

- 6 ft of cover over sewer is required below pavement and 4 feet of cover below unpaved areas. If minimum cover is not attainable, 2-inch rigid foam insulation is required.
- External cleanouts are not permitted.

○ Detail 7:

- Incorrect Grate is shown. Type B NHDOT grate is the preferred grate.
- Steps are not required for CB.
- Please show the sump more accurately.
- Oil Separator hood is required on CB outlet pipe. Please show.

• Sheet C-15:

○ Detail 2:

- Does not meet City standard trench detail for water.

○ Detail 3:

- Typical Trench Detail does not meet standard City detail for storm drain trench.

○ Previous 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.

- *Previous Comment: Storm basin detail should show ESHWT to ensure it complies with NHDES recommendations.*

Police:

- All previous comments addressed.

Fire/Inspection Services:

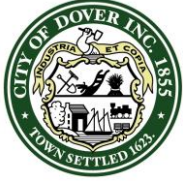
- Provide turning template for T-1
- Electrical Equipment appears to project greater than 4" into the accessible route to the structure.
- Provide accessible sign detail for EV charging station within plan set.
- Discuss EV charger locations and dimensional requirements.
- Discuss overall architectural renderings

Business Development:

- Demolition plan notes the existing sidewalk will remain – suggest adding that note to sheet C-4 as well or noting that proposed sidewalk will connect to existing
- The revised Parking Operations Memorandum is acknowledged and appreciated. The revisions provide much better support for the requested parking total.
- The reduction in proposed parking from 26 to 20 is noted and appreciated.
- Re: the 5 proposed "land-banked parking"
 - Monitoring demand before adding spaces seems reasonable and is preferred over installing 25 spaces immediately.
 - How will you evaluate whether more spaces are needed?
 - Please clarify whether the current CUP request would permit 20 spaces or 25 (i.e. would expansion require another CUP?).
 - Please confirm whether those spaces are accounted for in stormwater calculations, impervious surface totals, etc.
 - Updated floor plans required.

Planning Board:

- None.



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 7, 2024

Next Steps: Revise plans to add items mentioned in comments.
Resubmit for fourth TRC review.

Adjournment:

P. Crouser moved to adjourn at 11:15 a.m. Seconded by: K.
Mavrogeorge. Vote: U/A.