



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2024-0005

Application Type: Site Review
Applicant(s): Fergus & Jennifer Cullen
Owner(s): Fergus & Jennifer Cullen
Location: 566 Sixth St. (Assessor's Map B, Lot 4-F)
Date: June 20, 2024

INTENT: Proposal is to construct two (2), single-family dwellings and two (2), two-family dwellings totaling six (6) new units on the subject parcel with associated access and parking. One (1) existing unit will remain on the property to total seven (7) total units. (Five (5) of the proposed units would be purchased through TDR).

UNITS PROPOSED: 7 units (1 existing unit, 6 new units)

AGENDA ITEM #: 1

ACREAGE: 1.37± ac.

ZONING DISTRICT: R-40

EXISTING LAND USE: Residential

PROPOSED LAND USE: Residential

SURROUNDING LAND USE: Residential

ZBA ACTION: None.

PERMITS REQUIRED: None.

WAIVERS REQUESTED:

- Landscape Plan
- Outdoor Lighting Plan

ATTENDANCE:

Donna Benton, Planning
Paul Crouser, Zoning
Jim Maxfield, Inspection Services
Marn Speidel, Police Department
Ken Mavrogeorge, Engineering
Craig Chabot, Fire Department
James Burdin, Business Development
Tom Clark, Planning Board

Others:

Erin Bassegio, Assistant City Planner
Steve Haight, Civilworks NE

Approval of minutes from May 30, 2024:

J. Burdin moved to approve the May 30, 2024 minutes. Seconded by K. Mavrogeorge. Vote: U/A.

PLAN REVIEW:

Planning:

- Water and Sewer Investment Fees
- Impact fees
- Include project narrative
- Two-family dwellings subject to architectural review
- Trip Generation missing from Traffic Analysis Memo
- Reason for not paving whole driveway?
- HOA or COA docs as a condition of approval
- Revise plans to include:
 - Neighborhood plan with aerial
 - Contour plan
 - Structure elevations
 - Colored streetscape rendering or waiver request
 - Note and/or detail on proposed tree line (any new plantings?)
 - Note re: driveway width and curbing
 - Provide turning template
 - Add no-cut buffer placards
 - Ensure latest common notes are included
 - Add utility information
 - Requested waivers reference the incorrect regulation (landscape and lighting). Correct regulations below:
 - §153-13A(12) - Landscape Plan
 - §153-14E - Outdoor Lighting

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>
 - Detail information was not provided with the application but should be (water trench, sewer



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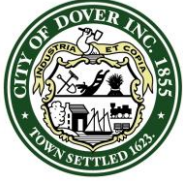
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trench, sewer manhole, drainage, driveway section, etc.).

- Coordinate with Community Services (Engineering Department) for latest City Standard Details.
- 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.
- Streetscape rendering would be helpful to see how the proposed structures relate to one another.
- How will snow removal be managed? 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.
- Where are the proposed water service lines?
- **Engineering requests a letter certifying the tie in locations or discharge points for all sump pumps and roof leaders for existing structures on the property.**
- Will this development have an HOA? If so, it is strongly recommended that the Applicant submit a detailed breakdown of proposed HOA costs for annual maintenance and replacement of private infrastructure including backup as to how the fees are estimated.
- The aisle widths of the paved driveways appears too narrow for head in parking. 22 feet minimum should be provided for head in parking where 10' is proposed in some areas.
- Dover Standard Notes have not been provided.

- **Drainage and Landscape Plan:**

- Limits of rain gardens and parking are on the edge of the proposed treeline but proposed grading and finished floors have not been provided. Please provide additional detail to clarify how top of the berms on each rain garden and edge of parking spaces would not require cutting into the not cut buffer.
- Emergency spillway needed for rain gardens.
- Please indicate how water will stay on the property and not pond at proposed structures given that no proposed grading has been shown.
- Recommend showing the location of signs along the no cut buffer to ensure it remains throughout and post-construction.
- Gravel driveways are proposed. Please note that gravel is considered impervious per the Dover Code.
- Would like to see sewer manholes on the end of the sewer main and at the connection with the street given the number of units on the lot. A sewer connection permit with the state is likely necessary.
- Sewer manhole covers shall be Liftmate R-1743-LM or approved equal with 90 deg hinge
- Is the 20 foot wide utility easement intended for the city or another party? City staff does not support the City taking this easement and prefers the main stay private. City easements need to be 30 feet wide.
- The proposed sewer cuts through the no cut buffer. Please show how the buffer will be restored.
- Cleanouts outside of the building are not permitted.
- Show how the existing sewer service will be abandoned and terminated at the main.
- Water Service Connection: curb box shall be Erie-style
- Water Service Connection: tapping sleeve shall be stainless steel.
- Water shall have a minimum of 5 feet of cover over the top of pipe.
- Consolidate the utility trenches within City ROW and provide overlay of entire area of disturbance from curb to curb.
- Are easements for drainage or other utilities required on adjacent properties, provide if so.



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- Please provide a test pits in the proposed rain garden locations to determine if they will drain without an outlet shown.
- Sanitary Sewer shall be PVC pipe SDR35.
- Show erosion control measures on the plan.
- Show a Stabilized Construction Entrance to match NHDES standard detail.
- Recommend individual water shut offs be located outside of paved surfaces and in grass. All shut offs in City ROWs must be in grass at the edge of the ROW. If shut offs on the private road remain in the paved surface, a road box should be provided.
- Provide pipe dimensions, material, and slopes.
- Label existing SMH in accordance with City of Dover numbering. Can get information from CS.

Police:

- No comments.

Inspection Services:

- It appears 566 Sixth Street will need to be readdressed based on current street numbering.
- Provide some proposed street names for the private road
- Indicate snow storage area for the site.
- Provide a utility plan such as electricity, water, drainage, gas, etc. Clarify if electricity will be underground utility supply.
- Indicate the proposed location of the relocated utility pole along Sixth Street.
- Discuss retaining wall height. Provide a note for BP for wall over 4'.
- Clarify the driveway area for the existing SFD with garage under.

- Indicate how the access road will be maintained for year around access with partial gravel.
- Provide plans for the proposed structures with elevation drawings.
- Identify turnaround as "No Parking Fire Lane."

Fire Department:

- Provide a turning template for T-1.
- Based on a 20' access road provide "No Parking Fire Lane " signage along private road and turnaround area.

Business Development:

- Please provide a narrative that addresses the criteria for assessing density and intensity of TDR development and includes an analysis of compatibility with existing development patterns.
- 2-family dwellings appear to only be permitted in the R-40 district through conversion of an existing single-family dwelling or as an open-space development that contains a commercial use. Suggest clarifying with Planning/Zoning whether TDR can be used to authorize 2-family dwellings under other circumstances.
- Traffic Assessment conclusions regarding sight distance aren't supported by the analysis. Conclusion asserts ISD is suitable for 45 mph but only provides AASHTO standards for 35 and 40 mph and does not provide a measurable site distance, only "on the order of" >400 feet.
- Please clarify whether trip generation section is intended to represent the entire project or merely the principal driveway.

Planning Board:

- Difficulty with the density allowed through the TDR ordinance.

Next Steps: Revise plans per comments above and submit for a second TRC.

Adjournment: J. Maxfield moved to adjourn the meeting at 11:07 a.m. Seconded by K. Mavrogeorge. Vote: U/A