



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2024-0006

Application Type: Site Review
Applicant(s): Allen Majors Associates, Inc.
Owner(s): 114 Silver Street Group, LLC
Location: 114 Silver St. (Assessor's Map 12, Lot 148)
Date: July 18, 2024

INTENT: Following subdivision of the subject parcel into two lots, the proposal is to convert the existing single-family home into a 4-unit multi-family dwelling on one lot and construct a 3-story, 4-unit multi-family dwelling on the other lot with eight associated parking stalls for each building.

UNITS PROPOSED: Two (2) lots, eight (8) units

AGENDA ITEM #: 1

ACREAGE: Existing Acreage: 22,340 sq. ft./0.52± ac.
Proposed Lot 1: 11,650± sq. ft.
Proposed Lot 2: 10,690± sq. ft.

ZONING DISTRICT: HR

EXISTING LAND USE: Residential

PROPOSED LAND USE: Residential

SURROUNDING LAND USE: Residential, School

ZBA ACTION: None.

PERMITS REQUIRED:

- COND-2024-0011, CUP to convert single-family dwelling to 4-unit dwelling
- COND-2024-0012, CUP to construct a new, 4-unit dwelling

WAIVERS REQUESTED: None.

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

Others:

Erin Bassegio, Assistant City Planner
Tom Toye, Applicant/Owner
Michael Malynowski, Allen & Major

Approval of minutes from June 20, 2024:

J. Burdin moved to approve the June 20, 2024 minutes. Seconded by K. Mavrogeorge. Vote: U/A.

PLAN REVIEW:

Planning:

- Full review could not occur due to lack of information. Second full TRC needed with complete application.
- Reminder: Impact fees, Water and sewer investment fees
- Provide Traffic impact memo that meets minimum standards.
- Architectural plans and streetscape are needed for review. The applicant will need to follow the HR architectural guidelines and create buildings that fit in with HR district and appear to be single family.
- Consider saving the barn? Creating a condominium rather than subdividing could be an option.
- Letters to serve needed.
- For rent or sale? HOA or COA documents would be needed.
- No open space calculation shown for new lots as part of the CUP.
- Revise plans to:
 - Include neighborhood plan with aerial underlay
 - Include current City of Dover common notes.
 - Show open space calculation
 - Indicate snow storage
 - Indicate trash/recycling plan
 - New utilities should be underground
 - Add lighting plan
 - Add more screening to shield headlights

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>

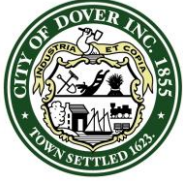


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- Coordinate with Community Services (Engineering Department) for latest City Standard Details.
- Dover Site Notes are from 2022 but have since been updated. Please coordinate with Planning to get the current notes.
- Change references from Town to City of Dover, NH.
- 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.
- **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.**
- How will trash pickup be handled?
- No comprehensive narrative has been provided. It is strongly recommended Applicant's presentation to the TRC should mimic the presentation to the Planning Board.
- Site lighting plan has not been provided. Please clarify how the parking area will be lit for security purposes.
- Are there plans for electric vehicle charging and accessible charging?
- Clarify why the lot is being subdivided.
- Drainage Analysis:
 - There appears to be a conflict between the increase in impervious noted on the Drainage Report and the Application (2028 sf versus 876 sf).
 - Storm events that were analyzed should be consistent with 153-14 of the Dover Code which requires 2-, 10-, 25-, and 50-year storm events to be analyzed.
- Clarify why an infiltration rate of 6 inches per hour is appropriate rather than a fraction of that value (1/2).
- Applicant shall review the section 153-14 of the Dover Code and clarify how the design meets the City's requirements.
- Please provide a test pit in the proposed infiltration basin location as the ESHWT varies across the proposed project site.
- Sheet 1:
 - Provide a benchmark for layout.
 - The sewer in Rutland does not connect to the sewer in Silver St.
 - The existing building's utilities need to be shown.
 - There are existing two gas vaults in Rutland St. where the proposed utilities are shown.
- Sheet C-101:
 - Will existing pavement that crosses property line be removed? If so, will there be an easement from the neighbor?
- Sheet C-102:
 - There appear to be steps leading to the aisle of the accessible parking making the building non accessible. Please confirm how this works?
 - Note that the curbing from the right of way should be salvaged to the City.
- Sheet C-103:
 - It is recommended that a precast concrete structure be used for a catch basins in paved surfaces rather than a nyloplast drain. Provide clarification if this structure is rated for vehicle loading.
 - Provide deep sump with oil separator hoods in drainage basins.
 - Given that drainage from one lot crosses onto another, a drainage easement would appear necessary.
 - 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.

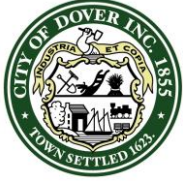


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- The driveway should be graded to keep stormwater originating from the site, on site and not directed to the City's ROW.
 - The inverts of the roof drain are off by 100.
 - The rain garden does not have an emergency overflow. It is recommended to provide one for future heavy events.
 - The lengths of pipes is not on the plan but rather a note that says TBD.
 - HDPE drainage pipe has less than 3 feet of cover which is the minimum per code.
 - Confirm 2% cross slope in all directions for ADA parking space.
 - The proposed drainage is shown tying into Rutland but no drainage network exists in this area.
 - Sheet C-104
 - Cleanouts outside of the building are not permitted.
 - Show location of existing utilities in Rutland including water and drainage.
 - All valves and hydrants shall open left (counterclockwise)
 - Sanitary Sewer shall be PVC pipe SDR35
 - Clarify if either building needs to have fire suppression. IS to confirm.
 - Coordinate with CS on the configuration of valves for domestic and fire lines.
 - Details:
 - Utility trench details do not meet city standards.
 - Consolidate the utility trenches within City ROW and provide overlay of entire area of disturbance from curb to curb.
 - Storm Drain Utility Trench Section – crushed stone shall extend 12" above top of pipe.
 - Sewer Utility Trench Section – crushed stone shall extend 12" above top of pipe.
 - Water Utility Trench Section – sand shall extend 12" above top of pipe.
 - Water Service Connection: curb box shall be Erie-style
 - Change "handicap" references to "accessible" where applicable throughout documents.
 - 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.
 - L101:
 - Clarify how the design will mitigate the light from vehicles from crossing the property lines.
- Police:**
- Traffic Impact Assessment: remove reference to childcare, review charts/tables.
 - Based on the scope of the overall project, doesn't Dover Code 153-14 B(3) require utilities for the renovated multi-family structure to be converted from overhead to underground?
 - Why can't the parking lot be configured to meet side setbacks? The Conditional Use Permit doesn't elaborate on this. If it has anything to do with preservation of trees on site, this may be worth elaborating on.
 - Provide contribution toward installation of an RRFB system at the nearby Silver/Belknap crosswalk. This project adds new residents to the area who will likely walk downtown via this route.
- Inspection Services:**
- Provide location of FDC for each structure
 - Address will have to be assigned for new structure.
 - Provide Architectural plan with elevations.
 - Provide streetscape plan
 - Indicate if garden or townhouse style
 - Plans shall indicate accessible route to existing structure



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- Provide a utility plan for each structure, (i.e. indicate if the electrical utility will be underground when electrical service is upgrade for existing structure)
- Utility plan to show separate water shut off/gates for suppression line to each structure.

Fire Department:

- No comments.

Business Development:

- From a plan perspective, this project appears to be an appropriate scale and density for the site and comparable to similar developments in the neighborhood. However, missing design documents make it difficult to evaluate overall consistency.

Planning Board:

- N/A

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

Pause TRC at: 11:07 a.m.