



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2024-0007

Application Type: Site Review
Applicant(s): Berry Surveying & Engineering
Owner(s): Pillar Imaging, LLC
Location: 1 Grove St. (Assessor's Map 31, Lot 11)
Date: July 18, 2024

INTENT: Proposal is for the construction of a 25-space parking lot.

UNITS PROPOSED: None.

AGENDA ITEM #: 2

ACREAGE: 0.49± ac.

ZONING DISTRICT: CBD-TOD

EXISTING LAND USE: Light manufacturing, Office, Gravel lot, Vacant

PROPOSED LAND USE: Parking lot

SURROUNDING LAND USE: Residential, Commercial

ZBA ACTION: None.

PERMITS REQUIRED: (Requested but not required)

- Existing building frontage buildout of 73%, where 80% is required
- Existing lot coverage of 33.9% where 75-100% is required.
- Existing principal building of 1 story when 3-5 are required.
- Existing rear build-to line provided of 114.4'-115.2' where 0-25' is required.
- Modifications of the streetscape standards to leave the existing frontage as is.

WAIVERS REQUESTED:

- §153-14A(3)(f)[2], submission of a Site-Specific Soils Map
- §153-14D(6)(b), minimum two-way parking lot aisle access width of 24 ft.
- §153-14G(2)(a), interior landscaping of 5% for a parking lot of 21-50 spaces
- §153-14G(3)(a), perimeter landscaping with trees 35 ft. on center, shrubs with 5 ft. on center
- §157-40B(5), three-foot minimum pipe cover

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
Chris Berry, Berry Surveying & Engineering

PLAN REVIEW:

Planning:

- Reminder: potential water and sewer investment fees
- Existing structure to remain the same? If so, requested CUPs are not required.
- Provide copy of access and drainage easement.
- Provide copy of parking agreement and indicate on plan the number of spaces reserved for the abutting lot.
- Indicate snow storage
- Clarify parking note
- Add lighting details.
- Revise plans to add file number (SITE-2024-0007).

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>
 - 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.



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- Recommend full circulation be available around parking area instead of dead end parking.
- A twenty-foot-wide aisle is less than the 22-ft minimum required for 90 degree parking.
- **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.**
- The report states that the stormwater design complies with Dover standards. Applicant shall review the section 153-14 of the Dover Code and clarify how the design meets the City's requirements.
- Narrative mentions a blanket access easement being provided but nothing about a utility or drainage easement. With the sand filter below the property line it would likely be recommended.

Inspection Services:

- Discussed accessible route with Chris Berry on 7/9/24. Will revise accessible route and sign location to avoid obstruction and continue pavement to and around charging station.

Fire Department:

- No comments.

Business Development:

- The overall plan appears to be an improvement on the existing conditions. The parking area is effectively screened from the street by the building, and access via the easement is more efficient than a new curb cut. The site plan notes that 4 parking spaces previously proposed for The Station apartments will be lost. Will these be replaced elsewhere? Are those spaces being replaced as part of this proposal? Will residents of The Station be permitted to park in the proposed lot outside of business hours?

Planning Board:

- N/A

Next Steps: Revise plans per comments above and submit for unofficial TRC review and Planning Board.

Pause TRC at: 11:33 a.m.

Police:

- Lighting for the walkway on the north side of the building is not reflected on the lighting plan. There is a note about an existing lamp, but it's not clear whether it's sufficient for the increased foot traffic.
- What is the arrangement that provides for access from the adjacent property (Tax Map 31, Lot 4-1)?
- How does the loss of 4 parking spaces from the adjacent property affect its approved plans? Based on the proposed increase to 25 employees, your parking lot cannot make up for the loss of these 4 spaces.