



**CITY OF DOVER**

## TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2024-0012

Application Type: Site Review  
Applicant(s): 5 Sherman Street, LLC  
Owner(s): 5 Sherman Street, LLC  
Location: 103 Court St. (Assessor's Map 19, Lot 8)  
Date: September 26, 2024

**INTENT:** Convert an existing home into a two-family dwelling, construct a second two-family dwelling, and construct an additional five (5) new single-family homes for a total of nine (9) dwelling units. *[This item was previously heard on Thursday, September 5, 2024]*

**UNITS PROPOSED:** Nine (9) units including one (1) existing unit and six (6) TDR units

**AGENDA ITEM #:** 1

**ACREAGE:** 1.20± ac.

**ZONING DISTRICT:** R-12

**EXISTING LAND USE:** Residential

**PROPOSED LAND USE:** Residential

**SURROUNDING LAND USE:** Residential, Cemetery

**ZBA ACTION:** None.

**PERMITS REQUIRED:** None.

**WAIVERS REQUESTED:** None.

### **ATTENDANCE:**

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

### **Others:**

Erin Bassegio, Assistant City Planner  
Rob Baldwin, Applicant/Owner  
Bob Stowell, Trittech Engineering

### **Approval of minutes from September 5, 2024:**

J. Burdin moved to approve the September 5, 2024 minutes.  
Seconded by K. Mavrogeorge. Vote: U/A.

### **PLAN REVIEW:**

#### **Planning:**

- *Reminder: Water and sewer investment fees*
- *Provide City of Dover letter to serve when received.*
- *Shrink common area or unit count to gain more than the 10' visual buffer. Narrative would be needed for TDR relief being sought from setback and buffer. However, seeing the density being sought is double what the base calculates out to be would indicate the buffers and setbacks should be met or unit request reduced.*
  - This comment has not been adequately addressed. Still seems to have too many units and not enough buffer area.
- *Internal parking aiseways w/ one entrance/exit must be 24' wide*
  - TRC response indicates a waiver has been submitted. Could not locate in materials.
- *Any additional screening planned behind cottage units?*
  - Visual buffer is needed behind cottage units in addition to existing fencing.
  - Provide more robust landscaping plan
- How do you ensure critters don't get into or attracted to the toters stored outside?
- Sight distance photo looking northwest should be taken from a ~1ft back. The photo seems to be taken from a spot where the front of the car would already be in the street.
- How do you ensure snow storage does not get pushed up against abutter's fence?
- The streetscape rendering doesn't seem to accurately show how tall the barn building is compared to the front dwelling.
- Show 25' cemetery line setback per RSA 289:3 III. No excavation can occur with that 25' buffer so stormwater and utilities will need to be adjusted.

#### **Engineering:**

- **General Comment:**
  - Condo Docs are provided. Please revise to include maintenance of private sewer and water systems.
  - HOA fee breakdown:
    - Show cost of routine pavement maintenance (crack sealing, striping, etc.).



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- Is \$1800 per year in maintenance for catch basin cleanings and basin O&M too low?
- \$15000 for fence repair in year 30 seems low.

- SP-7:
  - Drainage trench does not meet City standards. Stone bedding and backfill are required.
- SP-11:
  - Sewer manhole detail is not consistent with the City standard. City of Dover uses plastic steps in SMHs.
- SP-12:
  - Sewer trench details need to show stone bedding and backfill above pipe to match the City standard.
- TR-1:
  - Fire truck movement into the site crosses over the curbing. Please revise.

### Police:

- Sheet SP-2, notes C-19 and C-20: do these 2 pads serve the entire lot? Access to C-19 appears mostly obstructed by adjacent parking space.
- Label the “designated collection area” per the Trash Management Protocol - particularly if out at Court Street - or indicate if toters would simply be collected straight from the storage pads.
- RE: Sheet LI-1, Lighting Note 2: regarding the reference to timers and 10pm shutoff, is there any site lighting that this pertains to? Wall packs seem likely to be controlled by individual unit owners; would this impact any lighting of community space and/or parking areas?

### Inspection Services:

- Farm Gate Drive is an acceptable private drive name.

### Fire Department:

- Yard hydrant is no longer an issue as it has been changed to a fire service hydrant on a 6” main.
- Truck 1 turning template is not within the confines of the curbed area in two locations and appears to get into a walkway in another. See attached.

### Business Development:

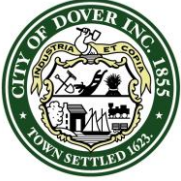
- The narrative says that the design is context-sensitive with the neighborhood and consistent with the master plan, but doesn't provide much analysis to support the claim. The following information would make it easier to evaluate compatible density vs. overdevelopment:
  - Define the "surrounding area" for the purposes of evaluating density and visual character
  - Provide density comparisons between the proposed development and surrounding area (units/acre, building massing, lot coverage, presence of duplexes, prevailing setbacks and/or separation of buildings, etc.)
  - The narrative cites goals to increase housing supply, but has limited discussion of the Master Plan's vision for the future of this area in Dover.
- Many structures/areas of disturbance are within the TDR 30' no-cut-no-disturb area/still do not appear to have a visual buffer in place. If requesting a waiver, data suggestions above would also be important for evaluating waiver.
- Is there an opportunity to adapt the rear wing of the existing house or build the new duplex within the same footprint? If that is a viable solution it may improve both the architectural consistency and free up space to lessen buffer impacts.
- Review RSA 289:3 III for compliance – “no new construction, excavation, or building” within 25' of the boundary of an established cemetery.
- Plan orientation is not consistent across all sheets (e.g. both Court Street and the Cemetery appear on plan left on different sheets) – it is confusing the way it flips.

### Planning Board:

- *No comments.*

**Next Steps:** Revise plans per comments above and resubmit for subsequent TRC.

**Adjournment:** P. Crouser moved to adjourn the meeting at 11:25 a.m. Seconded by M. Speidel. Vote: U/A



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