



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – TRAN-2024-0014

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: October 17, 2024

INTENT: Proposal is to subdivide one lot into three lots and purchase three units through TDR, resulting in a total of five units across the three lots.

UNITS PROPOSED: 5 units (1 existing unit, 4 new units)

AGENDA ITEM #: 1

ACREAGE: 1.37± acres before subdivision, proposed acreage following subdivision:

Assessor's Map B, Lot 4-F = 19,942± s.f. (0.45± ac.)

Assessor's Map B, Lot 4-F-1 = 19,480± s.f. (0.45± ac.)

Assessor's Map B, Lot 4-F-2 = 19,580± s.f. (0.45± 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: None.

ATTENDANCE:

Donna Benton, Planning

Paul Crouser, Zoning

Jim Maxfield, Inspection Services

Bill Boulanger, Engineering

James Burdin, Business Development

Tom Clark, Planning Board

Others:

Erin Bassegio, Assistant City Planner

Makayla Edgecomb, Assistant City Planner

Steve Haight, Civilworks NE

Fergus Cullen, Applicant

Approval of minutes from October 3, 2024:

J. Burdin moved to approve the October 3, 2024 minutes. Seconded by T. Clark. Vote: U/A.

PLAN REVIEW:

Planning:

- Due to the changes of the previous plan, this current proposal does not need to meet most of the previous TRC comments as it is now a minor subdivision utilizing TDR to purchase 3 units
- Water and Sewer Investment Fees
- Recommend inclusion of previously completed Traffic Analysis Memo
- HOA or COA docs as a condition of approval for shared roof and driveway
- Revise plans to include:
 - Note and/or detail on proposed tree line (any new plantings?)
 - Add no-cut buffer placards

Engineering:

- General Comment:
 - 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.
 - **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.
 - Driveways appear too narrow (10 and 13 feet) leading to potential conflicts with multiple vehicles entering and exiting at the same time.



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – TRAN-2024-0014

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: October 17, 2024

- Recommend showing the location of signs along the no cut buffer to ensure it remains throughout and post-construction.
- Show the proposed treeline.
- Sheet 7:
 - Notes refer to fire department connections and sprinklers. Please identify locations on the plans.
- Sheet 8:
 - Rain Gardens lack information required for construction (contours and spot grades).
 - Show proposed grading for driveways and parking areas.
 - Please provide a test pits in the proposed rain garden locations to determine if they will drain without an outlet shown.
- Sheet 9:
 - Size of sewer laterals should be 6 inches minimum.
 - Show the slope of the sewer laterals.
 - Recommend providing sewer off of the Sixth Street line rather than tying into the line along the southern property line.
 - Recommend providing a separate water service to each unit if they are to be individual units that are sold off.
 - Show inverts of sewer in Sixth St.
 - Label existing SMH in accordance with City of Dover numbering. Can get information from CS.
 - Cleanouts outside of the building are not permitted.
 - Show how the existing sewer service will be abandoned and terminated at the main.
 - Consolidate the utility trenches within City ROW and provide overlay of entire area of disturbance from curb to curb.
- Is the 30 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.
- 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 if the sewer is not run out to Sixth.

Police:

- No comments.

Inspection Services:

- Address of 566 Sixth Street will have to change to accommodate the additional units. The new numbering would be 562, 564, and 566 Sixth Street as proposed.

Fire Department:

- No comments.

Business Development:

- Revised proposal is more consistent with scale and layout of surrounding development and is well-supported by TDR narrative.

Planning Board:

- No Comments.

Next Steps: Present to Planning Board and revise plans per any conditions of approval.

Adjournment: P. Crouser moved to adjourn the meeting at 11:10 a.m. Seconded by T. Clark. Vote: U/A.