



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2024-0018

Application Type: Site Review
Applicant(s): DBS Holdings LLC
Owner(s): DBS Holdings LLC
Location: 512 Sixth St. (Assessor's Map B, Lot 2)
Date: December 19, 2024

INTENT: Proposal is to build five (5) single-family dwellings that include three (3) units previously approved through TDR. (SITE-2024-0018)

(Related application regarding wetland buffer impacts, see: COND-2024-0034)

UNITS PROPOSED: 5 total units (3 units approved by TDR)

AGENDA ITEM #: 1

ACREAGE: ±1.87 acres

ZONING DISTRICT: R-40

EXISTING LAND USE: Residential

PROPOSED LAND USE: Residential

SURROUNDING LAND USE: Residential

ZBA ACTION: None.

PERMITS REQUIRED:

City of Dover CUP §170-28F, 50-foot wetland buffer impacts

WAIVERS REQUESTED:

§153-13.A (12) Landscape 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, City Planner
Krystian Kozlowski, Assistant City Engineer
Joe Griffins, Civilworks NE
Dave Sullivan, Owner

Approval of minutes from December 5, 2024:

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

PLAN REVIEW:

Planning:

- Reminder: Water and sewer investment fees
- Explain CUP requests and how they relate to the TDR request in terms of additional units granted.
- Waiver from §157-32J needed for private road length of less than 500'.
- Recommend reducing unit count to allow more usable backyards for residents and to get further away from the wetland buffers.
- Add buffer placards to plan.
- Waiver request noted for a landscape plan- could not find narrative.
- Lighting plan required- would need to be provided or a waiver request would need to be submitted.
- CUP request needed for proposed stormwater detention pond in wetland buffer.
- Snow storage is too close to stormwater detention pond and wetland buffer.
- What is the ownership structure? HOA/COA docs would need to be reviewed if applicable.
- Two trees being proposed for removal are in or partially in the City ROW.
- Will this be a private drive- have street names been considered?
- Transformer pad requires screening.
- Private drive/internal roadway is required to be 24' in width so waiver is required.
- Pave gravel turnaround as discussed at TRC
- City requires letters to serve, no need to submit the requests.

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/cit>



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[y-operations/1form/community-services/engineering/engineering-documents/Construction%20Guidelines.pdf](#)

- Provide landscape and lighting plans
- Show limits of repaving of Sixth St based on the proposed work within Sixth St. Repairs should extend across the full width of Sixth St. with the centerline being restored after paving.
- The City recommends that the applicant source out ductile iron piping, which is the City preferred material, in advance commencing construction.
- Existing Conditions Plan:
 - Show existing utilities to the site including all valves.
- Sheet 3:
 - Aerial image is blurry. Provide clearer image.
- Sheet 5:
 - Show limits of sawcut and pavement to be removed in Sixth Street.
 - Check spelling in plans. Multiple spelling errors noted including “conopy” rather than “canopy”
 - Please check references to proposed treelines as multiple notes appears to be pointing to lines that do not exist.
- Sheet 6:
 - Provide confirmation that USPS has approved the mailbox location.
 - Please align the proposed driveway and Olive Meadow Lane.
 - Provide street sign on the proposed stop sign. Please provide proposed names for private drive.
 - Comment on whether the 30 foot exterior buffer is applicable since the lot is not subdivided.

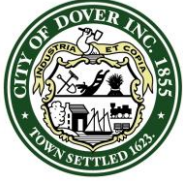
- Sheet 9:
 - External cleanouts outside of the building are not permitted.
 - Where is the street lighting?
 - Move the culvert onto the private property and note that the maintenance and ownership of the culvert will be the responsibility of the private HOA.
 - Bring a new water service back to the main with an 8 inch line rather than reusing the 6 inch.
 - Label pole that power comes from as proposed or existing.
 - Proposed water services should be 1” minimum.
- Sheet 15:
 - Provide foundation detail for mail kiosk.
- Sheet 16:
 - Is there a rebar layout for the headwall?
- Sheet 17:
 - Note that the infiltration test results be provided to the engineering office of community services.
- Sheet 18:
 - Add note that all water valves and hydrants shall open left (counterclockwise).

Police:

- The driveway access needs a private street name, provide some proposed names.
- Confirm through Community Services Department that curbside trash pickup on Sixth Street is appropriate for a private road.
- Sheet 9 (Utility Plan) shows proposed electrical coming from a utility pole. Label this pole as existing or proposed new.
- Sight distance analysis should be based on 85th percentile speed.

Inspection Services:

- Sheet 9 – utilities may not want to be crossed.
- Provide a proposed street name for review and approval to place on revised plans.
- Roadways of 20' would not permit parking on either side. Provide Fire Lane No Parking signage on both sides of street.
- Provide sign detail on detail sheet



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Fire Department:

- Would the driveway access have a new street name or will these units have Sixth St. addresses?

Business Development:

- TDR units were previously approved, and overall layout and design appears to be generally reasonable. No further comments/concerns.

Planning Board:

- Relief requested via CUP presented after TDR application

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

Adjournment: P. Crouser moved to adjourn the meeting at 10:57 a.m. Seconded by M. Speidel. Vote: U/A.