



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2025-0001

Application Type: Site Review
Applicant(s): Summit Land Development, LLC
Owner(s): 16 Industrial Park, LLC
Location: Industrial Park Road (Assessor's Map G, Lot 4-1)
Date: February 20, 2025

INTENT: Proposal is for the construction of a $\pm 27,040$ s.f. seasonal automobile storage and maintenance facility.

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM #: 1

ACREAGE: ± 2.03 acres

ZONING DISTRICT: Commercial Manufacturing (CM), Wetland Protection District

EXISTING USE: Vacant

PROPOSED USE: Commercial

SURROUNDING USE: Commercial, Light Manufacturing

ZBA ACTION: Special Exception for use required, being heard by ZBA on 2/20/25

CONSERVATION COMMISSION ACTION:
CUP endorsed on 2/10/25

PERMITS REQUESTED: City of Dover CUP for wetland buffer impacts, EPA General Construction Permit

WAIVERS REQUESTED:

- §153-13.A (12) Landscape plan stamped by LLA
- §153-14G(3)(a) Permitter landscaping
- §153-14A(3)(b)[4] Post-development surface water runoff volume

ATTENDANCE:

Erin Bassegio, Planning
Makayla Edgecomb, Zoning
Jim Maxfield, Inspection Services
Ken Mavrogeorge, Engineering
Marn Speidel, Police Department
James Burdin, Business Development

Others:

Jase Gregoire, Civilworks NE
Chad Kageleiry, Property Owner
Elijah Allen, Civilworks NE

Approval of minutes from January 9, 2025:

J. Burdin moved to approve the January 9, 2025 minutes. Seconded by K. Mavrogeorge. Vote: U/A

PLAN REVIEW:

Planning:

- Confirm addressing with Building Official.
- Confirm sight distance cited in TAM for both proposed accessways.
- Provide communication from Community Services Director that second driveway access has been approved per [§157-50C\(1\)](#).
- Solar/green roof standard applies: all buildings must be solar-ready, commercial and mixed-use buildings that are 25,000 square feet or more must also incorporate solar panels and/or a green roof on at least 30% of the roof area.
- Perimeter landscape screening on side? [§153-14G\(3\)\(a\)](#)
- Provide Unfil letter to serve when available.
- Reminders:
 - Special Exception will need to be granted by the ZBA.
 - Any changes in wetland buffer impacts will need to be reviewed again by the Conservation Commission.
 - Water and sewer investment fees.
 - Owner signatures needed on final plans.
 - Include permit numbers on final plans.

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>
 - Show and confirm snow storage areas do not conflict with landscaping. Recommend storing snow in areas where landscaping won't get in the way.
 - Coordinate with Community Services (Engineering Department) for latest City Standard Details.

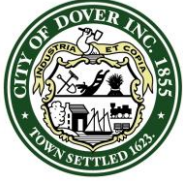


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- Dwg 4 Note Sheet:
 - Dover Notes 36. CE's office does not have record of this request and does not provide elevation data. Confirm source and meet city requirements for horizontal and vertical datums.
 - Demolition Notes 8. Are stone walls present onsite?
 - Site Notes 13. Not applicable to this project.
 - Dwg 5 Demolition Plan:
 - Regarding 48" hardwood tree located along south westerly property line, is this tree on the subject property?
 - Regarding (8) 8" dia. hardwood trees along rear boundary, how will the trees be relocated?
 - Dwg 6 Site Plan:
 - Review City details for trench patch. Note staggered joint requirements for pavement repair.
 - Recommend heavy duty pavement across front area for fire truck.
 - Confirm sight distance sufficient for second curb cut per Dover Code Section 157-50(C).
 - Add no parking signs and markings in striped median adjacent to side of building.
 - Dwg 7 Grading, Drainage & Erosion Control Plan
 - Coordinate with Trittech and their client across the street. Trittech has calculated the proper size of the pipe that needs to be provided (24" dia.). Not sure if there is sufficient cover to get a 24-inch pipe installed. Maybe double barrel pipes?
 - Is the monitoring well shown decommissioned or to remain?
 - Will there be a sign along the road?
 - Add dimensions of each rip rap apron.
 - Dwg 8 Utility Plan
 - Show gate valve anchored to the main.
 - Dwg 12 Detail Sheet
 - Check these standard details against our updated set.
 - Dwg 14 Detail Sheet
 - Coordinate with CS for new details.
 - Dwg 15 Detail Sheet
 - Check against updated CS details.
 - Dwg 20 Dover Ladder Truck Movement Plan
 - Defer to IS if location of FDC should be on front side of building.
 - Is access at the rear needed? The FDC is on the side of the building.
 - Dwg L-1 Landscape Plan
 - Do relocated trees meet the criteria of the Planning Board?
 - Drainage Analysis
 - Page 5/98, Post Development Volume (af), waiver appears to be required for increase in volume per 153-14.
 - Page 60/98, WQV=3,851 CF vs 4,314 CF
 - Page 68/98, make sure outlet protection dimensions match the plan and are called out on it.
- Police:**
- Sheet 4, Dover Note 25: confirm that "light manufacturing" is accurate description for this proposed use
 - Consider consolidating to a single curb cut?
 - RE: overhead door on SW corner of building, access appears tight from 18' side driveway. Would it be more functional to relocate this overhead door to the rear?
 - Add No Parking Fire Lane signs to the 18' driveway along SW side of building
- Inspection Services:**
- Indicate the use(s) of the proposed structure and if multiple occupancy
 - Provide individual exterior domestic and suppression water shut off gate for each service
 - Consider locating FDC to front of structure to protect from vehicular traffic/snow removal operations
 - Indicate the generator fuel type and size
 - Adequate separation shall be maintained between utilities (i.e. gas/electric)
 - Provide protection from physical damage to gas and electrical services.
 - Relocate proposed EV charger location to ensure accessibility.



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Fire Department:

- N/A

Business Development:

- Parking in spaces 8-16 would require walking past 5-6 overhead doors and loading dock access to get to/from the office/lobby. Possible to reconfigure parking and/or vehicle access points to reduce conflict points?

Planning Board:

- N/A

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

Adjournment: J. Maxfield moved to adjourn the meeting at 11:13 a.m. Seconded by K. Mavrogeorge. Vote: U/A