



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2025-0008

Application Type: Site Plan
Applicant(s): Brady Sullivan Properties, LLC
Owner(s): Liberty Mutual Insurance Company
Location: 150 Liberty Way (Tax Map E, Lot 24)
Date: June 12, 2025

INTENT: Proposal is for the conversion of the existing office building at 150 Liberty Way into a mixed-used building with office, retail, commercial and residential units

UNITS/LOTS PROPOSED: 248 residential units and 37,025 s.f. of commercial space

AGENDA ITEM #: 2

ACREAGE: 218.04± ac

ZONING DISTRICT: IT (The applicant is proposing to establish an RCM Overlay District)

EXISTING LAND USE: Office Building

PROPOSED LAND USE: Mixed-Use Building with residential and commercial spaces

SURROUNDING LAND USE: Commercial, Community Trail, Cochecho River

ZBA ACTION: N/A

PERMITS REQUIRED: City of Dover Conditional Use Permit (CUP) to establish an RCM Overlay District

WAIVERS REQUESTED: TBD

ATTENDANCE:

Erin Bassegio, Planning
Paul Crouser, Zoning
Jim Maxfield, Inspection Services
Marn Speidel, Police Department
Ken Mavrogeorge, Engineering
Craig Chabot, Fire Department
Christopher Parker, Business Development
Tom Clark, Planning Board

Others:

FX Bruton, Bruton & Berube
Tom Zajac, IMEG
Chris Lewis, Brady Sullivan Properties
Charles Panasis, Brady Sullivan Properties
Denis Dancoes, Cushman & Wakefield's

PLAN REVIEW:

Planning:

- Please note: this review pertains solely to the proposed adaptive reuse of 150 Liberty Way from an office building to a mixed-use development. A CUP to establish a Residential-Commercial Mixed-Use Overlay is required for the project to proceed. While a TDR request has also been received, staff would advise the applicant to prioritize the current site plan and CUP applications at this time. Staff will review and provide comments on yield plan and analyses.
- Residential accessory uses should be removed from first floor breakdown for commercial vs. residential square footage.
- Provide letters to serve.
- If applicable, water and sewer investment fees will need to be assessed and paid
- Explain items marked not applicable as part of the application: stormwater management system operation and maintenance, landscape operation and maintenance, lighting plan, neighborhood plan. What changes to the existing site are proposed?
- Could not locate landscape plan.
- Confirm that no environmental CUPs would be requested for the conversion of 150 Liberty Way?
- Traffic Assessment needs each of the criteria of the standard traffic assessment
- The Fiscal Impact Analysis was received, staff will review.
- Reminder: a passive/active recreation per unit fee would be applied if not provided on site.
- Revise plans to include:
 - Dover common notes, staff can provide.
 - Remove Dover approval box
 - Add 2x2" space on cover and site plan for Dover approval stamp
 - Add parking note

Engineering:

- Defer to Planning Department regarding Standard Dover planning notes requirement
- Change "handicap" references to "accessible" where applicable throughout documents.
- Provide record of grease trap maintenance and inspection report on condition of sewer line
- Confirm sewer details match City of Dover Standard Details



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- Provide a letter stating fire suppression system has been tested and is properly sized for the change in use.
- Pavement appears to be in rough shape, is there a plan to improve its condition?
- Recommend more details on the phased development approach.

Police:

- Is Liberty Way intended to remain a private roadway? If so, traffic calming/mitigation should be considered.
- Would like to see improved community trail access, and some parking for trail users provided.

Inspection Services:

- Clarify the 7 unit numbering and proposed scope
- Should phasing lines be provided. Clarify 50 and 100 Liberty proposal.
- Identify ingress/egress points
- Clarify exit and exit discharge from sides and rear of structure
- Indicate where first responders would access the structure as it appears the side and rear access are proposed to be removed.
- Indicate the location of EV charging stations
- Indicate if there is any solar proposed for this project.
- Application indicates 500 dwelling units. Clarify the makeup of the units being requested such as 1, 2, 3 bedrooms etc.
- Page 3 White Appraisal indicates 244 appartement units will not have gathering areas so all apartment living activities will be taking place within the building. Indicate the recreational amenities to be provided for the campus. Is there a roof deck feature being considered.
- There appears to be a significant imbalance between the residential and non residential uses where only 43000 sq ft of

the 350000 sq ft building is non residential and over 300000 is residential.

Fire Department:

- No access changes noted...No comments at this time.

Business Development:

- The development plan floor area table appears to add incorrectly. Please clarify non-residential floor areas and total.
- Future development will require an amendment to the proposed CUP. Details about the scale and type of development likely to occur in units 3-7 and depiction of building envelopes and/or high-level conceptual massing would be helpful.
- The RCM limits residential floor area to 45% of a project. Please provide total residential floor area estimates alongside the unit counts. Please calculate the percentage of overall floor area devoted to residential/non-residential uses per phase.
- Sheet A0101 identifies areas including a gym, dog wash, library, and game room as commercial space. Should these be residential amenities or open to the public? Would that impact the floor area calculations?
- Recommend that the need for waivers is addressed.
- Were the life safety issues resolved for 100 Liberty Way (smoke evacuation system)?
- If there's a name change to Liberty Way, and the roadway remains private, the name must end in "Drive."

Planning Board:

- Confirm that TDR application is not being sought at this time.

Final comments from TRC members:

- K. Mavrogeorge and J. Maxfield: existing gravel maintenance road would need to be addressed.
- M. Speidel: Requested info regarding life safety access to the upper floors, assuming the existing windows do not open.

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

Adjournment: J. Maxfield moved to adjourn the meeting at 11:29 a.m. Seconded by K. Mavrogeorge. Vote: U/A.