

CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2025-0006

Application Type: Site Plan
Applicant(s): Oak Point Associates
Owner(s): Roman Catholic Bishop c/o St. Thomas Aquinas High School
Location: 197 Dover Point Rd. (Tax Map L, Lot 15)
Date: June 5, 2025

INTENT: Proposal is for the construction of a 6,306 square foot chapel addition at St. Thomas Aquinas High School.

UNITS/LOTS PROPOSED: N/A (proposal includes the addition of a chapel)

AGENDA ITEM #: 1

ACREAGE: 14.15± ac

ZONING DISTRICT: R-20

EXISTING LAND USE: High School

PROPOSED LAND USE: High School, Chapel

SURROUNDING LAND USE: Residential, Assisted Living Facility

ZBA ACTION: None.

PERMITS REQUIRED: None.

WAIVERS REQUESTED: None.

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

Others:

Erin Bassegio, City Planner
Paul Miller, Oak Point Associates
Bryan LaRoche, Oak Point Associates

Approval of minutes from May 22, 2025:

J. Burdin moved to approve the May 22, 2025 minutes. Seconded by C. Chabot. Vote: U/A.

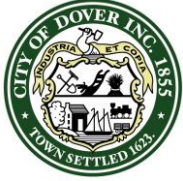
PLAN REVIEW:

Planning:

- If applicable, reminder: water and sewer investment fees
- Note to clarify: the application should be a Site Plan Amendment, not a new Site Plan application. Please work with staff to make this correction on the portal.
- Confirm- no change in existing parking count?
- Traffic impact assessment waiver?
- Streetscape waiver not needed, the rendering that was provided is appropriate.
- Revise plans to include:
 - Owner's signature and all professional stamps and signatures on final submission.
 - City of Dover common site plan notes- staff will review and provide if needed.

Engineering:

- STA Chapel Addition Drawings_v1
 - Provide updated Dover specific notes as provided by Planning
- Existing Conditions and Removals Site Plan
 - Is 6" dia. sanitary sewer near gym the only sewer for building? Recommend camera inspection to verify all sewers.
- Utility Site Plan
 - Is existing electric service adequate for building addition?
- Landscape Plan
 - Recommend deer resistant vegetation
- First floor lighting plan
 - Confirm addition doesn't require rerouting of existing sewer
- Stormwater Management Plan
 - Provide a detailed narrative on how the design conforms to each specific requirement of City of Dover Code Section 153-14.



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Police:

- Revise construction hours: no Sundays or Federal Holidays.
- Will this become the main entrance to the school? If so, any adjustment to add temporary parking in loop?
- If loop road around the school becomes inaccessible due to construction, ensure Royer Lane gate is opened.
- What is projected capacity of the chapel?
- Proximity of accessible parking for visitors to the new main entrance of the school will be a concern.

Inspection Services:

- Open discussion for utilities (i.e. transformer, service, generator)
- Are security cameras planned?

Fire Department:

- Provide turning template for T-1

Business Development:

- No comments.

Planning Board:

- No comments.

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

Adjournment: M. Speidel moved to adjourn the meeting at 11:00 a.m. Seconded by K. Mavrogeorge. Vote: U/A.