



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2025-0007

Application Type: Site Plan
Applicant(s): Summit Land Development, LLC
Owner(s): Westfield, LLC
Location: Littleworth Road (Tax Map G, Lot 2)
Date: June 12, 2025

INTENT: Proposal is for the construction of a 26,880 s.f. Light Industrial/Office building.

UNITS/LOTS PROPOSED: One (1) Commercial Unit

AGENDA ITEM #: 1

ACREAGE: 5.11± ac

ZONING DISTRICT: CM

EXISTING LAND USE: Vacant

PROPOSED LAND USE: Light Industrial/Office

SURROUNDING LAND USE: Commercial

ZBA ACTION: None.

PERMITS REQUIRED: Environmental CUP needed for wetland buffer impact to the northwest of the property, NHDES AoT, NHDOT Driveway Permit

WAIVERS REQUESTED:
§153-13(12) – Landscape plan

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:

Chad Kageleiry, Owner
Joe Griffin, Civilworks NE
Issac LaPointe, Civilworks NE

Approval of minutes from June 5, 2025:

P.Crouser moved to approve the June 5, 2025 minutes. Seconded by M.Speidel. Vote: U/A.

PLAN REVIEW:

Planning:

- Reminder: water and sewer investments fees
- Please provide floor plan to verify layout of office to industrial for parking calculation
- Please add one more sconce light on the east side of the building.
- Waivers needed for:
 - Parking lot in the back - Uniformity ratio is too low and minimum in darkest spot is too bright. (.3-.5)
 - Parking lot landscaping
 - Parking in the front in excess of 50%
- Reminder of Solar/Green Roof standard for 25,000 s.f. + buildings.
- Provide copy of NHDOT driveway permit
- Revise plan set to:
 - Fix typo on title
 - Revise site construction note to indicate no site work on Saturdays or Federal Holidays
 - Use masonry to dress up building. This building is on busy Route 9. Consider using the blue on top with masonry on bottom portion.

Engineering:

- Water main should be looped to Littleworth Rd.
- Add a hydrant close to the intersection with Littleworth Rd.
- Proposed grading appears close to wetland but no flags are provided on the plans. Applicant to provide updated wetland flagging on the relevant plans.
- Defer to IS regarding EV charging station configuration for accessible parking.
- Confirm if new culvert is proposed at driveway and if the existing culvert parallel to Littleworth will be removed.
- Label stormwater best management practice on grading and erosion control plan



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- Confirm with IS if FDC is required to be on building front
- Traffic memo references public transit in close proximity to site. It does not appear to be walkable from site to Route 34 pickup.
- Pre and post areas do not match in drainage study

Police:

- Note sheet 4, Dover note 26, site construction hours are contradictory regarding Sundays, clarify.
- Traffic Assessment Memorandum: Public Transit section mentions the COAST stop but does not provide a distance.

Inspection Services:

- FDC should be on front of structure
- Indicate the nearest fire hydrant- discuss access to water

Fire Department:

- Front parking lot area appears to be greater than 150' in length, turn around requirement?

Business Development:

- The building dimensions on the site plan (240' x 112') and architectural drawings (200' x 125') don't match. Please update as necessary.
- The architecturals allocate more space between the stairs for loading docks than the site plan – is the current plan adequate for loading docks?

Planning Board:

- Please submit a proper Waiver request with narrative for justification.
- Correct drainage report credentials.

Next Steps: Revise plans per comments above and resubmit for Conservation Commission review and informal TRC.

Meeting paused at: 10:44 a.m.