



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: August 21, 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. *(This item was previously heard by the Planning Technical Review Committee on June 12, 2025.)*

UNITS/LOTS PROPOSED: 245 residential units and 37,025 s.f. of commercial space

AGENDA ITEM #: 1

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
Jill Semprini, Engineering
James Burdin, Business Development
Tom Clark, Planning Board

Others:

FX Bruton, Bruton & Berube
Tom Zajac, IMEG
Chris Lewis, Brady Sullivan Properties

Approval of minutes from August 14, 2025:

P. Crouser moved to approve the August 14, 2025 minutes.
Seconded by J. Burdin. Vote: U/A.

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.
- If applicable, water and sewer investment fees will need to be assessed and paid
- Provide letters to serve.
 - Acknowledged that applicant is currently in the process of obtaining them.
- 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?
 - On final plan submission, please include note that established landscape operation and maintenance plan will continue to be used, any changes must be reviewed by the Planning Department.
- 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.
 - Acknowledged that recreation space is provided, please provide total calculation of active and passive recreation spaces.
- Note per City Assessor, an updated current use map may be required with future phases.

Engineering:

- Please provide a detailed narrative explaining compliance with each section in Dover Code 153-14.
- Applicant to comply with pre-treatment industrial program. Coordinate with Dover Wastewater facility.
- Forward grease trap and sewer line inspection records once obtained from Owner.



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: August 21, 2025

Police:

- Correct sheet numbering on final plans (sheet 8).
- How will first responder access be given- key, code, etc.?
- Appreciate proposed community trail access with additional parking for trail users provided.

Inspection Services:

- Mail room appeared to be labeled as tenant space, clarify. Clarify package room proximity to mail room.
- 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.
- Page 3 White Appraisal indicates 244 apartment 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, with accessible route, and indicate what recreational storage capabilities are on site. (bicycle storage, waders, fishing poles, pool)

Fire Department:

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

Business Development:

- Revised plans significantly improve level of detail re: commercial development.
- Long-term phasing still back-loads much of the commercial development – would prefer to see the infill commercial uses moved forward if possible.
- Please clarify whether the 1st floor lobby uses in 150 are independent businesses or for resident use only (not numbered as tenant spaces like other areas). If the latter, suggest recoding as residential similar to management office or reclassing as “amenities.”

- Please describe the target business types for 1st floor spaces. Current renderings depict landscaping and architecture that better suited for office – may not have visibility into space suitable for personal service/café/retail (e.g. spaces 4-6)
- Recommend covered bike storage for tenants and commercial patrons.
- *Were the life safety issues resolved for 100 Liberty Way (smoke evacuation system)?*

Planning Board:

- Confirmed that the request to establish the RCM overlay would apply to overall subject property.

Final comments from TRC members:

- *K. Mavrogeorge and J. Maxfield: existing gravel maintenance road would need to be addressed.*
 - Per TRC conversation, the existing gravel maintenance road will be made accessible. Follow up with Planning Department to confirm timeline.

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

Adjournment: J. Burdin moved to adjourn the meeting at 11:31 a.m. Seconded by P. Crouser. Vote: U/A.