



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2025-0014

Application Type: Site Plan
Applicant(s): Airey Row on Central LLC
Owner(s): Airey Row on Central LLC
Location: 376-378 Central Ave. (Tax Map 2, Lot 79 & 80)
Date: September 11, 2025

INTENT: Proposal is for the renovation and redevelopment of the existing 4-story building to include three commercial spaces and sixteen (16) residential units.

UNITS/LOTS PROPOSED: Sixteen residential units, three commercial units

AGENDA ITEM #: 1

ACREAGE: 0.08± ac. or 3,485± s.f. (total for both lots)

ZONING DISTRICT: CBD-G

EXISTING/PROPOSED LAND USE:
Commercial, Residential

SURROUNDING LAND USE: Commercial, Residential

ZBA ACTION: N/A

PERMITS REQUIRED: City of Dover Conditional Use Permit (CUP) would be required for residential use on first floor.

WAIVERS REQUESTED: TBD

ATTENDANCE:

Members:

Donna Benton, Planning
Paul Crouser, Zoning
Jim Maxfield, Inspection Services
Marn Speidel, Police Department
Jill Semprini, Engineering
James Burdin, Business Development
Tom Clark, Planning Board

Others:

Erin Bassegio, City Planner
Ken Mavrogeorge, Deputy Director of Community Services
Bill Simons, Parking Manager
Christiana Fontaine, Parking Enforcement Officer
Ben Airey, Owner/Applicant
Matt Airey, Owner/Applicant
Steve Haight, Civilworks NE

Approval of minutes from August 28, 2025:

T. Clark moved to approve the August 28, 2025 minutes. Seconded by J. Burdin. Vote: U/A.

PLAN REVIEW:

Planning:

- Reminder as applicable: Water and Sewer Investments Fees
- Provide letters to serve before PB submission.
- Conditional Use Permit application would be required to request residential use on first floor.
 - Mailroom and stairwells are a residential use.
 - Staff would like to see more commercial space than currently proposed
- Building is required to be solar ready.
- City and applicant to discuss 16 parking spaces.
- Site plan required showing utilities, lighting, landscaping, etc.
- Provide lighting proposed in the rear of the building and architectural renderings that show the rear of the building.
- Remove signage from architectural renderings.
- No vinyl architectural materials in the CBD.
- Review required architectural and streetscape standards in the CBD- potential street tree contribution, public art, etc.
- Discuss trash/dumpster protocols/arrangement. Ensure dumpster is screened and meets City's solid waste ordinance.
- Refer to [§157-10D](#) for traffic impact assessment requirements.
- The project as submitted will require a number of waivers from §153-13, site plan criteria. Examples include neighborhood plan, lighting plan, landscape plan, etc. Review development plan criteria for required elements. Provide required detailed information to limit relief being requested.
- Add applicable common notes to plan
- Provide existing conditions plan.
- More comments pending complete submission.

Engineering:

- Applicant and Contractor shall review the updated Dover Construction Guidelines and associated details from April 2025 prior to scheduling a Preconstruction meeting with City staff. The guidelines can be found on the City of



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Dover Website on the Engineering page.
<https://www.dover.nh.gov/Assets/governme nt/city-operations/1form/community-services/engineering/engineering-documents/Construction%20Guidelines.pdf>

- Recommend providing a site plan showing existing and proposed utilities.
- Confirm if existing dumpster location is to remain and if the size is adequate for the additional units.
- Confirm location of transformer is adequate and provide a letter to serve for the additional units.
- Recommend camera inspection of existing sewer to verify condition.
- Defer to IS and FD regarding fire sprinkler requirements. City records indicate existing water supply is 1" dia. Copper; therefore, fire flow will likely be required.
- Provide letter confirming roof gutters are not tied to sewer system. City recommends application to dye test existing roof gutters. If existing gutters flow to sewer, Applicant must route to drainage infrastructure.
- Provide plan for access and parking during construction work.

Police:

- Ensure adequate/updated roof infrastructure for falling ice protection over public sidewalk
- Coordinate dumpster location/screening with City Engineer, Parking Bureau and Building Official

Inspection Services:

- Residential units do not appear to be permitted on the first floor level.
- Project was previously presented as one business on the first floor at a later date, the proposed floor plan indicates two very small business use.
- Floor plan does not appear to comply with Chapter 93 Housing Standards

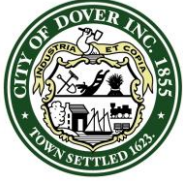
- Fourth floor window not permitted to be placed within 3' feet of property line and no projections permitted within 2' feet of property line. Clarify design.
- Parking - Clarify accessibility and accessible route to dwelling units. Indicate general parking arrangement for tenants. Indicate if there will be a loss of municipal parking spaces for laydown area during construction.
- Clarify location of mechanical systems, electrical, gas, sprinkler riser room.
- Indicate location of FDC
- Indicate the process residents will use for recycle and waste.
- Provide compliance method with ordinance 93-9.
- Show dumpster/gate with hardware in details on site plan. This may include an lease/license with Dover.
- Provide solar readiness in the design. This would include the sizing of the electrical gear. Area of refuge to be considered on the floor plan.
- Clarify accessible parking and accessible route.
- Clarify if there is any storage capabilities for bicycles etc.
- Indicate laydown area for construction

Fire Department:

- Limited access to the rear of the building
- Elevator – Medical emergencies
- Do not see a utility/ sprinkler room for fire suppression system(s)
- Fire Department Connection location(s)
- Will there be stand pipes?
- Additional plan details needed

Business Development:

- OBD is willing to consider some amount of first-floor residential at the rear of the site if concerns about the commercial tenancies are addressed, especially if the added units have accessibility/affordability commitments, but cannot support the current proposal.
- Retail, restaurant, and arts/entertainment businesses contribute significantly to the excitement and vibrancy of downtown. While other business types may ultimately lease these spaces, OBD would not support a design in which the Central Avenue commercial spaces were not viable for these business types.



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- At a minimum, two commercial spaces of 500 sf each could be viable for a retail business if part of the basement could be converted for secure dry storage. A single tenant space of 1000 sf could also be considered.
- Proposed design changes negatively impact the visibility and viability of the Comm-2 space.
 - The space does not have direct customer access from Central Avenue
 - The design eliminates 1 of the only 2 full-length windows to the space. The remaining high window is less conducive for visibility.
 - The proposed door looks more residential in character, and could further reduce customer attraction.
- The existing entrance to Comm-1 can be difficult to access with a stroller. Could there be an opportunity to redesign the vestibule to provide improved access to 2 commercial tenants?
- Is it possible to relocate residential egress either to the rear (mirroring the hallway to stair A) or to the outside wall
- such that new door cut replaces the high window instead of the existing full window?
- The narrative identifies a third commercial space – a mail room would not be considered commercial space – please explain or revise.

Planning Board:

- Missing plan and zoning narrative to review, only architectural drawings were provided.

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

Adjournment: T. Clark moved to adjourn the meeting at 11:31 a.m. Seconded by J. Maxfield. Vote: U/A.