



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2025-0016

Application Type: Site Plan
Applicant(s): InSite Development Services, LLC c/o Civilworks New England
Owner(s): 914 Central Avenue, LLC
Location: 914 Central Ave. (Tax Map 38, Lot 20)
Date: October 9, 2025

INTENT: Proposal is to construct an approximately 10,075 square foot childcare facility.

UNITS/LOTS PROPOSED: One (1) commercial unit

AGENDA ITEM #: 1

ACREAGE: 1.28± ac.

ZONING DISTRICT: Commercial (C)

EXISTING LAND USE: Vacant Restaurant

PROPOSED LAND USE: Daycare Facility

SURROUNDING LAND USE: Commercial, Residential

ZBA ACTION: None.

PERMITS REQUIRED: City of Dover Conditional Use Permits (CUP) for impervious service coverage over 20% within the Secondary Groundwater Protection District.

WAIVERS REQUESTED: [§153-14K\(1\)\(a\)](#), relief requested for location of parking in front of the building.

ATTENDANCE:

Members:

Erin Bassegio, City Planner
Paul Crouser, Zoning
Jim Maxfield, Inspection Services
Jill Semprini, Engineering
Alex Mitrushi, Police Department
Craig Chabot, Fire Department
James Burdin, Business Development

Others:

Steve Haight, Civilworks NE
Mike Menary, Civilworks NE
Sean Graham, InSite Real Estate

Approval of minutes from October 2, 2025:

J. Burdin moved to approve the October 2, 2025 minutes.
Seconded by A. Mitrushi. Vote: U/A.

PLAN REVIEW:

Planning:

- Reminder as applicable: Water and Sewer Investments Fees
- Thanks for letters to serve.
- Parking calculation on sheet 6 is correct, note 31 on sheet 4 says a parking maximum of 15- should be corrected.
 - Looking for more detail on the parking design, specifically that amount of parking is appropriate for number of students and employees on each shift.
- Dumpster area should be appropriately screened (provide detail).
- Interconnectivity waiver needed as proposed.
- How long will 2 Sugar Maples take to get as big as shown on plan (maturity) behind play area when planting a 3.5" caliper?
- Discuss 80 kids, 14 employees. Does that meet state ratio?
- Any open houses, graduations, or large events?
- Indicate percentage in CUP request.
- Revise plans to include:
 - Owner's signatures
 - Add note on plan about Green SnowPro (in addition to having it part of the stormwater management document)
 - Wetlands note?
 - Fix note 22 about site construction hours. It has conflicting information about Sundays.
 - Revise lighting plan to address light spillover onto neighboring properties. Parking lot seems bright.
 - Remove signage (it's an administrative function)
 - Indicate solar readiness.
 - Ensure plan sheets are oriented correctly in hard copies for PB.

Engineering:

- General Comments:
 - 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



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guidelines can be found on the City of Dover Website on the Engineering page.

<https://www.dover.nh.gov/Assets/government/city-operations/1form/community-services/engineering/engineering-documents/Construction%20Guidelines.pdf>

- Add note that Design Engineer shall provide signed letter to City Engineer certifying that the stormwater management system has been installed in accordance with approved plans.
- Sheet 6
 - Defer to Planning regarding parking requirements. Recommend redesign to provide sufficient parking to accommodate business 100% capacity and drop off arrangement.
 - Confirm 7 employee parking spaces is sufficient with number of children proposed to be enrolled and number of rooms proposed.
 - Confirm condition of existing one-way street sign located on Central Ave median.
 - Provide a sign identifying porous asphalt is present and that there are restrictions on deicing materials on porous surfaces as noted in the inspection and maintenance plan that is provided. Per NHDES Stormwater Manual Volume 2 Section 4-3.4e, no winter sanding of permeable pavements is permitted.
- Sheet 7
 - Proposed driveway grading allows city water to enter site. Recommend redesign.
- Sheet 8
 - Existing water service is 1". Recommend a new tap at the watermain.

- Recommend installing the hydrant between the curb stop and watermain (public side) with tee and valve so that the city will own the hydrant after the project is completed.
- Specify sewer service size. Minimum 6" dia required.

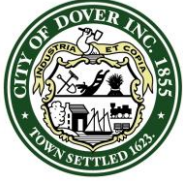
- Sheet 9
 - Adjust lighting plan to show 0 FC along property boundaries.
- Sheet 14
 - Detail to show S.S. tapping sleeve in lieu of anchor tee
- Sheet 17
 - Provide turning analysis for trash truck
- Sheet L-1
 - Confirm vegetation will not encroach on sight distance once landscape matures

Police:

- Is there a space on the property for cars to stack or queue during drop off and pick up times?
- Was there a consideration for a loop, rather than one entrance/exit point to alleviate traffic impact on Central Avenue by vehicles waiting to enter the parking lot?
- Use appropriate fencing around the facility to deter children from eloping.
- Will there be a 2-stage entry vestibule to prevent unauthorized entries into the building?
- Will there be security cameras, keypad access controls, panic alarms, and intercoms integrated into the building?
- Will there be ballistic glass windows?
- Are interior doors inward swinging and able to be locked from inside to allow for barricading if necessary?

Inspection Services:

- Traffic pattern should have a longer vehicle queue for traffic entering, leaving and dropping off.
- Traffic pattern should be right in right out. Current configuration does not ensure this will occur.
- Consider a north right entrance and a south right exit only. If that is not practicable due to elevation then review structure location on site to allow vehicular traffic pattern around the building.



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- FDC shall be identified on plan on the front of the structure in a unobstructed location which is accessible all year regardless of weather conditions.
- IPC 2021 T403.1 appears to require a drinking fountain for each 100 persons.
- IPC 2021 T 403.1 appears to require one shower within the structure.
- Identify and provide width of exit discharge areas to the public way.
- Provide travel path for egressing fenced in area.
- Indicate location of gathering area(s) during building evacuation.

minimum requirements for accessibility, design of age-appropriate play areas, and ratios for the desired license capacity.

Planning Board:

- Provide a realistic estimated project construction value
- Should the architect change the project name from "Kindercare Learning Center" on the plan set? It may appear to denote an educational use instead of childcare.

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

Adjournment: A. Mitrushi moved to adjourn the meeting at 11:19 a.m. Seconded by C. Chabot. Vote: U/A.

Fire Department:

- Vehicles coming in and out will create safety issues on Central Ave. due to the lack of an adequate vehicle queueing area.
- Did not see the proposed FDC location in the plans.

Business Development:

- The traffic memorandum states that the center is designed for 100 children and 10 employees, but the floorplan on sheet A-1 identifies multiple infant and toddler classrooms. These age groups have much stricter student-to-teacher ratio requirements (e.g. 4:1 for infants), suggesting that 100 students would require more than 10 staff per shift.
- A narrative that describes the anticipated age/classroom breakdown, required staffing ratios, and any other constraining factors would make it easier to assess whether the trip generation estimate is reasonable.
- Would lack of access due to the Central Ave. median be expected to cause any unique stressors on the road network during peak hours (e.g. u-turns at Webb Place)?
- The proposed outdoor play area is noted as being designed by others – will those designs be provided to TRC?
- At minimum, please label the total area and confirm that it is large enough to meet