

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: November 13, 2025

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

UNITS/LOTS PROPOSED: One (1) commercial unit

AGENDA ITEM #: 2

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, [§153-14J](#), interconnectivity between parcels.

ATTENDANCE:

Members:

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

Others:

Erin Bassegio, City Planner
Steve Haight, Civilworks NE
Mike Menary, Civilworks NE
Sean Graham, InSite Real Estate (virtual)
Mark Kuhn, ADA Architects (virtual)
Carolina Baldvieso, ADA Architects (virtual)
JR Kyes, InSite Real Estate (virtual)

Meeting resumed at: 10:49 a.m.

PLAN REVIEW:

Planning:

- *Reminder as applicable: Water and Sewer Investments Fees*
- *Any open houses, graduations, or large events?*
 - Thank you for providing operational information.
- *Indicate percentage in CUP request.*
 - Confirmed that impervious surface coverage is proposed as 45% and reviewed supplemental material regarding synthetic turf.
- *Revise plans to include:*
 - *Owner's signatures*
 - *Revise lighting plan to address light spillover onto neighboring properties.*
 - Some spillover still shown on lighting plan.
- City of Dover Driveway Permit would be required as condition of approval.

Engineering:

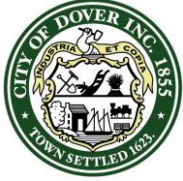
- General Comments:
 - Show "no left turn" sign on site plan.
 - Proposed driveway grading still allows city water to enter site. Recommend redesign.
 - Please confirm existing catch basins shown on survey; they don't appear to reflect actual locations in the street.
 - Utility plan shows proposed 6" water service connecting to existing 2" dia. water shutoff. Show correct water connection details with SS tapping sleeve to 12" city main.
 - Lighting Plan - easterly and southerly boundary still show 0.1FC.

Police:

- Still concerned about vehicles queueing at drop-off/pick-up times but the loop entrance and exit does alleviate some of those concerns.

Inspection Services:

- Verification of slope for DFD apparatus to be provided.
- Gathering areas for the calculated occupancy load of the structure appears to be too small. Consider an alternative gathering area than along Central Avenue.



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Fire Department:

- *Vehicles coming in and out will create safety issues on Central Ave. due to the lack of an adequate vehicle queuing area.*

Business Development:

- The 10/16 Parking & Ops memo and 10/27 Parking & Occupancy letter were very helpful for understanding the proposed operations. Prior OBD comments have been addressed.
- The Classroom Occupancy table uses a minimum of 40 sf/child of classroom space. The Administrative Rule appears to have been updated to a minimum of 35 sf/child in September 2025. Please ensure documents reference current state licensing figures prior to Planning Board submittal.

Planning Board:

- None.

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

Adjournment: T. Clark moved to adjourn the meeting at 11:09 a.m. Seconded by A. Mitrushi. Vote: U/A.