

**CITY OF DOVER**

## TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2024-0006

Application Type: Site Review  
Applicant(s): Allen Majors Associates, Inc.  
Owner(s): 114 Silver Street Group, LLC  
Location: 114 Silver St. (Assessor's Map 12, Lot 148)  
Date: September 5, 2024

**INTENT:** Following subdivision of the subject parcel into two lots, the proposal is to convert the existing single-family home into a 4-unit multi-family dwelling on one lot and construct a 3-story, 4-unit multi-family dwelling on the other lot with eight associated parking stalls for each building. *(This item was previously heard by the Technical Review Committee on July 18, 2024)*

**UNITS PROPOSED:** Two (2) lots, eight (8) units

### AGENDA ITEM #: 2

**ACREAGE:** Existing Acreage: 22,340 sq. ft./0.52± ac.  
Proposed Lot 1: 11,650± sq. ft.  
Proposed Lot 2: 10,690± sq. ft.

**ZONING DISTRICT:** HR

**EXISTING LAND USE:** Residential

**PROPOSED LAND USE:** Residential

**SURROUNDING LAND USE:** Residential, School

**ZBA ACTION:** None.

### PERMITS REQUIRED:

- COND-2024-0011, CUP to convert single-family dwelling to 4-unit dwelling
- COND-2024-0012, CUP to construct a new, 4-unit dwelling

**WAIVERS REQUESTED:** None.

### ATTENDANCE:

Donna Benton, Planning  
Paul Crouser, Zoning  
Jim Maxfield, Inspection Services  
Ken Mavrogeorge, Engineering  
Craig Chabot, Fire Department  
James Burdin, Business Development

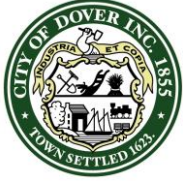
### Others:

Erin Bassegio, Assistant City Planner  
Tom Toye, Applicant/Owner  
Michael Malynowski, Allen & Major

### PLAN REVIEW:

#### Planning:

- *Reminder: Impact fees, Water and sewer investment fees*
- *Provide Traffic impact memo that meets minimum standards.*
  - Traffic memo stated sight distance facing north does not meet NHDOT minimum. Elaborate more as described in the meeting.
- *Architectural plans and streetscape are needed for review. The applicant will need to follow the HR architectural guidelines and create buildings that fit in with HR district and appear to be single family.*
  - Streetscape needed. Streetscape should help indicate how this proposed design will fit in with existing architecture.
- *Consider saving the barn? Creating a condominium rather than subdividing could be an option.*
  - Appreciate aspects of the barn that are planned to be preserved.
  - *Consider creating a condominium rather than subdividing.*
- *No open space calculation shown for new lots as part of the CUP.*
  - Want to see open space calculations for adjacent properties
- Provide access, utility, and drainage easements
- Revise plans to:
  - Confirm differing height of stockade fence in plan set (6' and 8' referenced)
  - *Show open space calculation*
  - *Indicate snow storage*
    - Area size of snow storage?
  - Note private trash pick-up via toters as described in meeting, add note that indicates trash won't be left along right-of-way longer than 7am to 4pm any given day and not overnight.
  - *New utilities should be underground*
  - Provide narrative about how the Architectural Guidelines of the HR have been met.
  - Show existing landscaping or provide screening on westerly side to screen parking per CUP criteria
  - Labels views on the architectural renderings
  - Provide easement plan for Planning Board
  - Confirm setbacks are met if using a Rutland address



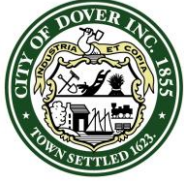
**CITY OF DOVER**

## TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2024-0006

Application Type: Site Review  
Applicant(s): Allen Majors Associates, Inc.  
Owner(s): 114 Silver Street Group, LLC  
Location: 114 Silver St. (Assessor's Map 12, Lot 148)  
Date: September 5, 2024

### Engineering:

- General Comment:
    - *Previous Comment: Coordinate with Community Services (Engineering Department) for latest City Standard Details. New Comment: Not Addressed. Old details are still shown on the plans.*
    - *Previous Comment: Engineering requests a letter certifying the tie in locations or discharge points for all sump pumps and roof leaders for existing structures on the property. New Comment: Letter was not found in Energov. Applicant to provide prior to CO.*
    - *Previous Comment: Site lighting plan has not been provided. Please clarify how the parking area will be lit for security purposes. New Comment: Please add external building lighting to lighting plan.*
    - *Previous Note: Are there plans for electric vehicle charging and accessible charging? New Comment: Confirm with Planning and IS if conduit for future EV charging is required or if a variance/waiver is required.*
  - Drainage Analysis:
    - *Storm events that were analyzed should be consistent with 153-14 of the Dover Code which requires 2-, 10-, 25-, and 50-year storm events to be analyzed. New Comment: Page 5 of the study notes that the 100-year storm event was analyzed while the rest of the study indicates a 50-year event. Please clarify which is correct.*
    - *Previous Comment: Applicant shall review the section 153-14 of the Dover Code and clarify how the design meets the City's requirements. New Comment: Limit of disturbance appears to exceed 20,000 sf thus the project should meet the new development*
- standards. Show how the limit of disturbance was calculated. Language for compliance in drainage study could not be found. Please provide narrative on each of the requirements met under 153-14 and how they are either met or do not apply to this project.**
- *Previous Comment: Clarify why an infiltration rate of 6 inches per hour is appropriate rather than a fraction of that value (1/2). New Comment: See previous comment about new development standards for stormwater. Per 153-14(3)(b)[5] of the Dover code Infiltration rates for designing groundwater recharge practices for new development shall be determined in accordance with Section Env-Wq 1504.14. Clarify how this requirement is met.*
- Sheet C-103:
  - *Previous Comment: Given that drainage from one lot crosses onto another, a drainage easement would appear necessary. New Comment: Show proposed easements on an easement plan.*
  - *Previous Comment: HDPE drainage pipe has less than 3 feet of cover which is the minimum per code. New Comment: Per 157-40(B) all drainage shall have a minimum of 3 feet of cover or a waiver must be requested. Roof drainage has less than 3 feet of cover.*
- Sheet C-104
  - *Previous Comment: Coordinate with CS on the configuration of valves for domestic and fire lines. New Comment: domestic service can tap off fire suppression line but each service needs a series of three valves for isolation and because the lots are subdivided each lot must have it's own line back to the City main.*
  - Existing building is shown to have a 6x4 tee after a 6 to 4 reducer. Clarify what is proposed.
  - The gate valve adjacent to the main in Rutland shall be adjacent to the main.
  - Each lot needs to have its own sewer and water services independent of one another. This may require an extension to the sewer main in Rutland.



**CITY OF DOVER**

## TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2024-0006

Application Type: Site Review  
Applicant(s): Allen Majors Associates, Inc.  
Owner(s): 114 Silver Street Group, LLC  
Location: 114 Silver St. (Assessor's Map 12, Lot 148)  
Date: September 5, 2024

- Details:

- *Previous Comment: Utility trench details do not meet city standards. New Comment: Details still do not match City standards.*
- *Consolidate the utility trenches within City ROW and provide overlay of entire area of disturbance from curb to curb. New Comment: See previous comment on individual utility services.*
- *Previous Comment: Recommend individual water shut offs be located outside of paved surfaces and in grass. All shut offs in City ROWs must be in grass at the edge of the ROW. If shut offs on the private road remain in the paved surface, a road box should be provided. New Comment: See prior comment on location of gate valves on main and individual services.*

- Please clarify: Will the barn doors be functional, or attached as a facade treatment? -The elevation marked "front" appears to be facing the parking lot, with the "right" and "rear" elevations that include barn doors facing Rutland and Silver, respectively. Is that correct? Suggest relabeling as N/S/E/W elevations or "Rutland/Silver" elevations to avoid confusion.

### Planning Board:

- No comments.

**Next Steps:** Revise plans per comments above and resubmit for a third official TRC meeting.

**Adjournment:** K. Mavrogeorge moved to adjourn the meeting at 11:48 a.m. Seconded by J. Burdin. Vote: U/A

### Police:

- RE: Response to prior TRC notes, Police note 20: Revised site plan shows electric service for the renovated multifamily structure to be underground, but still appears to show cable and phone lines from overhead. Clarify?
- RE: Response to prior TRC notes, Police note 22: Estimated total cost for RRFB system is \$12,000. A fair share contribution of 25% (\$3,000) is suggested. Will defer to City Engineering for whether these amounts are fair and accurate.

### Inspection Services:

- All prior comments addressed.

### Fire Department:

- Need hydrant access on Rutland if address is to remain Rutland and move to back corner.

### Business Development:

- The effort to incorporate design elements (and possibly salvaged materials) from the existing barn is appreciated.