

CITY OF DOVER

DOVER PLANNING BOARD - AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – 288 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, March 12, 2013**
Meeting Time: **7:00 pm**

1. CITIZENS' FORUM

2. APPROVAL OF THE PRIOR MINUTES

- February 26, 2013 Regular Meeting Minutes

3. OLD BUSINESS

- A. Consideration and possible vote of a request by Public Service of New Hampshire to trim and remove trees and brush along the right-of-way of scenic roads (Old Garrison Road and Rochester Neck Road) (P13-04)

4. NEW BUSINESS

- A. Consideration and acceptance of a Conditional Use Permit for Liberty Mutual Insurance Company, Assessor's Map E, Lot 24, zoned ETP, located at 100 Liberty Way. (287 space parking lot expansion – 11,764 sq. ft. of grading within the wetland buffer and 19,887 sq. ft. of grading within 20% slopes). *(P12-39)
- B. Consideration and acceptance of a Site Review for Liberty Mutual Insurance Company, Assessor's Map E, Lot 24, zoned ETP, located at 100 Liberty Way. (Motor Vehicle parking lot expansion (287 additional spaces). *(P12-38)
- C. 2013 Legislative update – Tim Corwin – Assistant City Planner
- D. Gateway Rezoning Study update – Tim Corwin – Assistant City Planner

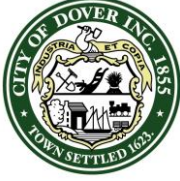
5. STAFF COMMENTS

6. COMMITTEE REPORTS

7. ADJOURNMENT

*Indicates that if the application is accepted for discussion, the public hearing will be held the same evening, at which time any interested party may offer comment to the Planning Board.

Persons with questions or wishing to see the plans are invited to visit the Planning Office, Monday through Thursday from 8:30 am to 5:30 pm. You may also view materials at www.dover.nh.gov, a map showing project locations can be found at www.dover.nh.gov/planhome.html. Follow us on Twitter @DoverNHPlanning and find us on Facebook at www.facebook.com/pages/Dover-NH/City-of-Dover-NH-Planning/446789895351



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DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
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Members Present: Lee Skinner (Acting Chair), Gary Green (Acting Vice-Chair), Tom Clark, Dave White, Dean Trefethen, Mayor; John Leggett, Dexter Tarbox (Alternate)

Members Not Present: Dennis Ciotti (Chair), Kirt Schuman (Vice Chair); Frank Torr.

Staff Present: Steve Bird (City Planner); Gail Pare (Recording Secretary)

Acting Chair Lee Skinner called the meeting to order at 7:01 pm. He described the procedures for using a temporary Chair and temporary Vice Chair during their absence.

G.Green nominated L.Skinner as Chair for the meeting. Seconded by T.Clark. Vote: U/A.

L.Skinner nominated G.Green as Vice Chair for the meeting. Seconded by D.Tarbox. Vote: U/A.

Chair Green announced that Items 4A and 4B will not be heard tonight. At the request of the applicants, Liberty Mutual Insurance Company, they requested to defer their cases until the March 12, 2013 meeting.

1. **CITIZENS' FORUM**

Citizens Forum Open. Nobody spoke. Citizens Forum Closed.

2. **APPROVAL OF THE PRIOR MINUTES**

- February 12, 2013 Regular Meeting Minutes

Motion: G.Green motioned to approve and accept the February 12, 2013 meeting minutes. Seconded by T.Clark. Vote: U/A.

3. **OLD BUSINESS**

4. **NEW BUSINESS**

- A. Consideration and acceptance of a Conditional Use Permit for Liberty Mutual Insurance Company, Assessor's Map E, Lot 24, zoned ETP, located at 100 Liberty Way. (287 space parking lot expansion – 11,764 sq. ft. of grading within the wetland buffer and 19,887 sq. ft. of grading within 20% slopes). *(P12-39)
- B. Consideration and acceptance of a Site Review for Liberty Mutual Insurance Company, Assessor's Map E, Lot 24, zoned ETP, located at 100 Liberty Way. (Motor Vehicle parking lot expansion (287 additional spaces). *(P12-38)

Motion: T.Clark motioned to continue Items 4A and 4B until the March 12, 2013 meeting. Seconded by J.Leggett. Vote: U/A.

- C. Consideration and acceptance of a Conditional Use Permit for Bennett Holmes, (Owner: John Gesek) Assessor's Map L, Lot 30, located at 127 Spur Road. (For construction of a retaining wall and concrete patio within 100 feet of the Bellamy River.) *(P13-02)



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Ben Holmes, owner of Rye Beach Landscaping, represented the applicant John Gesek and gave a brief description of the request consisting of building a retaining wall and concrete patio. He explained that given the nature of the property, the river could rise up and spill over onto the property. They are requesting to build the retaining wall so the property owners can enjoy their property, but also for the containment and functional purpose of protecting the property from the river.

Motion: D.White motioned to accept the application. Seconded by D.Tarbox. Vote: U/A

Public hearing open. Nobody spoke. Public hearing closed.

S.Bird stated that this proposal had been reviewed by the Conservation Commission. He asked Mr. Holmes to discuss the Conservation Commission meeting results.

B.Holmes discussed that they are waiting for the Department of Environmental Services (DES) approval. Conservation Commission requested that the drainage would not result in discharge into the river. A drywell will be installed under the patio to provide proper drainage. Surface water will infiltrate slowly; which the Conservation Commission requested they add as a condition of approval.

STAFF RECOMMENDATION:

The Planning Department recommends the Planning Board approve the Conditional Use Permit with the following condition:

Conditions to Be Met Prior to the Issuance of the Conditional Use Permit:

1. The applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services Wetlands Permit.

Motion: T.Clark motioned to approve with staff conditions. Seconded by G.Green. Vote: U/A.

- D. Consideration and possible vote on an amendment to a previously approved Site Plan (2/28/06) for Dover Retirement Residence, LLC/Maple Suites, Assessor's Map I, Lot 56, zoned R-12, located at 30 Holiday Drive. (Add driveway lighting) *(P05-48A)

Robert Thomas, Maintenance Director, represented Maple Suites. R.Thomas explained the reason the amendment was needed and why he is here today. He received a call from City staff due to a complaint from an abutting neighbor that the three lights installed on the property directly shine on their property. The proposal includes lowering the light posts by 5 feet and changing the wattage of the light bulbs. Mr. Thomas explained that it is a safety issue for their tenants and some tenants enjoy the grounds at night. They have also had youth on the grounds but have the grounds policed as necessary. He discussed that the length of the driveway as being 1000 ft. After many discussions with Martineau Electric and staff from the Planning Department, the plans have been amended.

G.Green questioned if the lights were already installed and if the Zoning Administrator had received neighborhood complaints about the lighting.

Mr. Thomas replied that he did not receive a complaint, but that he was notified by City staff of the lighting issues which is why he is here tonight.



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Motion: G.Green motioned to accept the application. Seconded by T.Clark. Vote: U/A

Public hearing open.

Wally Stevens, 49 Back River Road, had reported to Alan Dews in July 2012 that the lights from Maple Suites were lighting up his entire property. Mr. Stevens does not feel that lowering the lights or dimming the wattage will help. He discussed that due to the development of Maple Suites he has lost 18 large trees in the back and one tree on the side, because of the lack of buffers. He stated that the remaining large trees on his property are lit up by the amount of lights from Maple Suites. He also mentioned the lighting to the large granite sign which is causing more light on his property. He said his property is so lighted that you can read a book.

Rick Hebbard, 97 Spruce Lane, stated that Wally Stevens had requested he come take a look at his property. Mr. Hebbard asked if it were not in the plan wouldn't it be negligent of them; and it is not a safety issue because people wouldn't walk out there at night. He flashed a hand held flash light up to the board members and then dimmed it and there was no change. He feels that by dimming and lowering the lights would not help as it would send reflective lights into Mr. Stevens home. He questioned why the lights were installed on one side of the drive instead of the other and if it were the other way around the lights would shine away from the Steven's home. He stated that Wally Stevens has rights, don't make him exercise his rights.

Mary Hebbard, 97 Spruce Lane, spoke on behalf of Wally Stevens, supporting him. He has encountered a hardship regarding the encroachment to his property lines. She discussed the parts of the approval which would have discussed security and lighting. There is no proof of residents walking and falling. If there are issues with kids loitering, the police should take notice. The fact the lights were installed without the proper approval means the applicant should be held accountable. She stated they went about it in the wrong way.

Public hearing is closed.

STAFF RECOMMENDATION:

Steve Bird read the summary and background information of the staff memo for the application.

The Planning Department recommends that the Planning Board approve the amendment to the previously approved site plan with the following condition:

1. The applicant shall change the pole height and bulb wattage of the three lights no later than March 27, 2013.

D.White questioned the current lighting pole heights and the wattage. He asked the applicant if they would consider a lower wattage than 250.

Mr. Thomas stated that they would consider lowering the wattage further if that is the wish of the board.

G.Green asked S.Bird about normal street pole wattage and Bird stated that he did not know.

S.Bird described the methods of lighting plans.



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L.Skinner mentioned there are standards in the site regulations that the proposed lighting does not spill over to the adjacent properties or streets. He feels the Board should vote on the recommended amendments. If it does not work he welcomed them to return to have the plan changed.

T.Clark asked the applicant if they had considered moving the poles. The applicant stated that side is where the lines and power comes in from the street.

J.Leggett asked about the safety issue and is it for pedestrians or vehicles.

The applicant stated the safety issue is for both and that residents do take walks out there.

Board discussion ensued about the lighting plan.

Motion: G.Green motioned to approve with staff conditions. Seconded by T.Clark. Vote: 5-1 (J.Leggett opposed.)

- E. Consideration and acceptance of a request by Public Service of New Hampshire to trim and remove trees and brush along the right-of-way of scenic roads (Old Garrison Road and Rochester Neck Road)
*(P13-04)

Bob Berner, a representative from PSNH discussed the proposed plans and discussed the clearance standards that they use for the removal of trees and brush.

D.Tarbox confirmed with the applicant that it is a public safety concern.

Motion: T.Clark motioned to accept the application. Seconded by G.Green. Vote: U/A

Public hearing open.

Rick Hebbert, 97 Spruce Lane, asked if the representative is an employee of PSNH or a third party. He asked if the law has changed in reference to the clearing. He feels that companies like this can just come in coerce people into doing what they ask. He feels that PSNH should provide pictures and descriptions of the trees in question and not just mention "two trees" need to be cut. Property owners should be notified correctly. The Planning Board must be the arborer and represent the City vs. the people with the chain saw.

Mary Hebbert, 97 Spruce Lane, concurs with everything said tonight. She asked if the people along these roads are legally notified as required by the law. There are requirements in the law, the trees must be identified, and have measurements taken before the trees are taken down.

Nicole Perkins, 350 Old Garrison Road, gave an emotional testimony to her 5th generation interest in her property and protecting it. She is concerned for a number of reasons, including the large hickory tree that has sentimental value to their family. She wants to make sure that what is done is absolutely necessary and not just what is easy for the people cutting the trees.

Jason Perkins, 350 Old Garrison Road, feels that when the City does work, they don't properly notify property owners. He has a real issue with not knowing when the work is done. They have a significant amount of frontage on Old Garrison Road, which is a scenic byway. They want the trees marked ahead of time, and they want to be informed directly at their home because that is the right thing to do.



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L.Skinner read a letter from Paul and Karen Haas, 401 Old Garrison Road, who were unable to attend the meeting, and wrote the letter in regards to PSNH using caution when cutting and trimming trees and bushes, as not to disturb the historical appearance and rural wooded character of the surrounding roadside. They are not opposed to the clearing and cutting and understand the need to reduce future power outages.

Public hearing closed.

To answer some of the concerns of the abutters, L.Skinner confirmed with Mr. Robert Berner that he is the Eastern Region Arborist and directly employed by PSNH.

T.Clark brought up that he thinks it is a reasonable request to do a site walk to address some of the concerns of the neighbors who own property along Old Garrison Road.

G.Green concurs with T.Clark and feels that because it is a scenic road he does support a site walk.

D.White asked PSNH what the process is for trimming and cutting trees and brush.

Mr. Berner responded that tree trimming is revisited every four years. Homeowners are notified by card or by direct contact. If they do not hear from the homeowner, it is considered implied consent and they have the right to trim or cut trees. The two trees that are targeted have been tagged. Sharon Sirois from Facilities & Grounds has confirmed the two trees are dead and it would be appropriate to remove them. The trees are identified with blue and white tags in advance.

Mayor Dean Trefethen joined the meeting at 7:56 p.m.

S.Bird confirmed with Sharon Sirois from Facilities & Grounds that the two trees were approved for removal. The rest of trees being trimmed were not identified.

Motion: D.White motioned to table and schedule a site walk. Seconded by G.Green. Vote: 5-1 (opposed D. Trefethen). The item has been tabled until the March 12, 2013 meeting.

The Site walk is scheduled for Saturday, March 2, 2013 at 9:00 a.m. Steve Bird suggested due to limited parking along the roadside, board members should consider carpooling and meet at the intersection of Old Garrison road and Rabbit Road.

- F. Consideration and acceptance of a Citizen Petition for Rezoning for South Dover Storage Solutions, LLC, Assessor's Map 15, Lot 62, located at 68 Rutland Street. (rezone approximately 2/3 acres of land from Medium-Density Residential District (R-12) to Restricted Industrial District (I-2)) (P13-05)

Atty. James Schulte, represented the applicant. He discussed the proposed plan to rezone and that the only access to this property is off of Rutland Street - the property being the former site of Austin Concrete. The property is being cleared of most of the debris, and the building will be converted into a storage facility. The interior of the building would be developed to a climate controlled storage spaces, with additional self-storage on the outside. The building is 180 feet by 30 feet and not conducive to convert into single family residential units. The proposed plans will improve the neighborhood and the self-storage will have a very low volume of traffic. A similar traffic analysis showed an average of 7 trips per 100 units per day. There is industrial land out back so it would not be appropriate to build single family homes on the property and have large commercial vehicles passing through. Future signage would need a variance. The request tonight is to



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schedule for a public hearing and more details would be provided. It allows for the development of the industrial portion of the property out back. The plan is to have it all zoned in a consistent manner subject to site review. Atty. Schulte noted that the legal notice and staff memo noted that the property is in the I-2 zone, but it should be listed as the I-1 zone.

There were no questions from the Board.

Motion: T.Clark motioned to post the amendment and schedule the public hearing for March 26, 2013. Seconded by G.Green. Vote: U/A.

Mayor Trefethen asked about the proposed driveway and is it sufficient to provide access to the proposed outside self-storage.

S.Bird confirmed that a 28 ft. driveway would certainly be sufficient for self-storage, however, the layout may not be the best and parking would be regulated to prevent parking, or place a painted fire lane where appropriate.

The public hearing is scheduled for March 26, 2013 and public notices will be sent.

G. Consideration and acceptance of a Citizen Petition for Rezoning for Grammas Investment, LLC, (Owner: George Mitropoulos, Trustee, of the George Mitropoulos Revocable Living Trust) Assessor's Map H, Lot 29-A, located on Littleworth Road. (rezone 6.4 acres of vacant land from Low-Density Residential District (R-20) to Hotel/Retail District (B-4)) (P13-06)

John Diamond, represented the applicant who would like to convert the property back to the B-4 zone. J.Diamond explained that George Mitropolous owned it for years and had it converted to a R-20 to accommodate his family use. The applicant would like to see it converted back to B-4 to have some retail space in it. Any traffic concerns would be controlled by this board and the Engineering Dept.

John Diamond confirmed for T.Clark that the lot is already a separate lot.

S.Bird asked what type of retail is proposed.

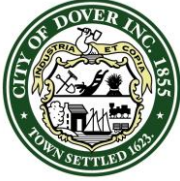
John Grammas, developer from Grammas Investment LLC, discussed that he develops high end real estate. This location can create a gateway for commercial retail. At this time, he cannot reveal their clients nature. There are two properties in which they would join into one property, near the corner of Littleworth Road and Knox Marsh Road. They expect that the Planning Dept. and Engineering will look at the traffic patterns.

STAFF RECOMMENDATION:

S.Bird discussed that moving forward the Board would need additional information. He noted that maybe the applicant could provide tax map information, a copy of tax maps, what properties are involved and would show how these properties tie into each other.

Mr. Grammas stated he is willing to provide tax maps and large plans to review as requested.

Motion: T.Clark motioned to post the amendment and schedule a public hearing for the March 26, 2013 meeting. Seconded by D.Tarbox. Vote: U/A.



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5. STAFF COMMENTS

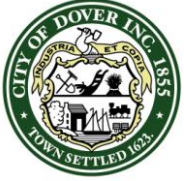
- The Dover Gateway design charrette has been rescheduled for March 2nd from 10-11am which is the input session; the consultants will meet at 11am, with results at 2 pm from the consultants.
- Strafford Regional Planning Commission is holding the Strafford Region Regional Community Conversations on Tuesday, March 5, at 7:00 p.m. at the Horne Street Elementary School.
- Director Parker wanted to make sure the board is aware that the Dover City Council is holding a public hearing on Wednesday, March 6, 2013 in which he will be going over the Master Plan recommendations.

6. COMMITTEE REPORTS

G.Green discussed the update to the RCM and on March 6, 2013 at 2pm there will be a follow up meeting.

7. ADJOURNMENT

Motion: G.Green motioned to adjourn at 8:36 pm. Seconded by T.Clark. Vote: U/A.



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P12-38

Application Type: Site Review
Applicant: Liberty Mutual Insurance Company
Owner: Liberty Mutual Insurance Company
Location: 100 Liberty Way (Assessor's Map E, Lot 24)

INTENT: Site review for the construction of a 287 space parking lot in an area that currently has a helicopter landing pad. The parking lot is for additional employees being added to the existing office building. A proposed walkway and bridge will connect to the office building.

LOTS/UNITS PROPOSED: None

AGENDA ITEM #: 4-B

ACREAGE: 220 acres

ZONING DISTRICT: Executive Technology Park (ETP)

EXISTING LAND USE: Corporate office buildings

PROPOSED LAND USE: Corporate office buildings

SURROUNDING LAND USE: Offices, fire station, and single-family residential

ZBA ACTION: None

ATTACHMENTS: Site plan, application, traffic assessment, and TDM measures

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by certified mail to all abutters for the February 26, 2013 meeting

PERMITS REQUIRED:

- NHDES Alteration of Terrain Permit
- NHDES Dam Bureau Permit
- City of Dover Conditional Use Permit

WAIVERS REQUESTED:

- Waiver to Chapter 149-14-D-5g, which requires pervious pavement for parking lots of 1 ½ acres or larger
- Waiver to Chapter 149-13-A-4, which requires dimensions for the entire lot

Summary of Request and Background

The applicant has submitted a set of plans for the construction of a 287 space parking lot with associated drainage systems, landscaping and lighting. The applicant is proposing to reserve six existing parking spaces near the building for employees that carpool and is adding two electric vehicle charging stations near the building for the employees use.

The applicant appeared before the Technical Review Committee on December 13, 2012 (see TRC notes). On February 26, 2013, the Planning Board voted to continue the application until the March 12, 2013 meeting.

Waiver Requests

The applicant is requesting two waivers. The first is to Chapter 149-14-D-5g, which requires pervious pavement for parking lots of 1 ½ acres or larger. The applicant has submitted a memo dated 12/3/12 supporting the request. Given the extensive storm water system and groundwater recharge proposed that will provide the same benefits as porous pavement, the Planning Department supports the granting of the requested waiver. Additionally during TRC review, Chair Ciotti had recommended that Liberty Mutual look into supplying electric vehicle charging stations as a possible offset to the impervious pavement. Liberty Mutual has provided two electric vehicle charging stations plus the infrastructure for two more. Staff believes the environmental value of this infrastructure more than makes up for the environmental impact of the impervious pavement. Furthermore, staff agrees with the applicant that it is impractical to have two maintenance plans for the campus. The existing lots would be maintained one way, whereas a porous lot would require a different operations and maintenance plan and equipment. Having this diversity does not make sense.

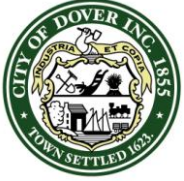
The second waiver is to Chapter 149-13-A-4, which requires dimensions for the entire lot. The applicant has submitted a memo dated 2/11/13 supporting the request. The Planning Department supports the wavier because of the large parcel size and the fact that a survey already exists for the parcel.

Consistency with Land Use Regulations

Chapter 149-4 of the Site Review Regulations of the City Code provides for site review approval. This project is located in the Executive Technology Park District (ETP), which encourages executive business and technology uses.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board accept the application, hold the public hearing, and approve the site plan application with the following conditions:



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P12-38

Application Type: Site Review
Applicant: Liberty Mutual Insurance Company
Owner: Liberty Mutual Insurance Company
Location: 100 Liberty Way (Assessor's Map E, Lot 24)

Conditions to Be Met Prior to Signing of Plans:

1. The owner's signature shall be added to the final plan submitted for signature.
2. The applicant shall provide the Planning Department with a digital version of the final plan.
3. The applicant shall revise the plan to change the Planning File number from P12-39 to P12-38.
4. The applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services Alteration of Terrain Permit and add the permit number to the plan.
5. The applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services Dam Bureau Permit and add the permit number to the plan.
6. The applicant shall prepare a Stormwater Management Maintenance and Inspection Plan and have it approved by the Community Services Department.
7. The approval includes the granting of the two waivers requested for the reasons stated by the applicant and by staff. The Board finds that the criteria of Chapter 149-19-A have been met.
8. The applicant shall prepare an annual report on the status of the implementation of the Transportation Demand Management measures, including the number of employees participating in each. Said report shall be submitted to the Planning Department by January 31st of each year.



FEB 11 2013

Creating results for our clients and benefits for our communities.

February 11, 2013

Ref: 51655.08

Mr. Steven L. Bird
City Planner
City of Dover
Planning & Community Development
288 Central Avenue
Dover, NH 03820-4169

Re: Site Plan Review Application
Liberty Mutual Parking Expansion
Dover, New Hampshire

Dear Mr. Bird:

On behalf of our client, Liberty Mutual Insurance Company, Vanasse Hangen Brustlin, Inc. (VHB) is pleased to submit plans and applications for the proposed parking lot expansion at Liberty Mutual Site located on Liberty Way in Dover, New Hampshire. Liberty Mutual proposes to add a new parking lot to provide ±290 additional parking spaces to their existing office development.

The following materials are included with these applications:

- Site Plans – Liberty Mutual Parking Lot Expansion dated 2/11/2013 (4 copies – full size, 11 copies 11"x17" and Digital PDF copy);
- Site Review Application with Abutter's List;
- Conditional Use Permit Application;
- Conditional Use Request Letter dated 12/3/2012;
- Waiver Request Letter (Porous Pavement) dated 12/3/2012;
- Waiver Request Letter (Property Line Dimensions) 2/11/2013;
- Stormwater Report dated February 2013 (2 copies);
- Traffic Memorandum dated 11/29/2012 (15 copies of report only and 2 copies with supporting documentation);
- Trip Generation Supplement Memo dated 1/3/2013 (15 copies);
- Liberty Mutual - Dover Campus Traffic Demand Measures (15 copies).
- Response memorandum to TRC Comments dated 2/11/2013 (15 copies).

Vanasse Hangen Brustlin, Inc.
6 Bedford Farms Drive, Suite 607
Bedford, New Hampshire 03110-6532
603.644.0888 • FAX 603.644.2385
www.vhb.com



Parking Lot Expansion
Liberty Mutual
February 11, 2013
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These materials are being submitted for review in anticipation of Planning Board meeting in February 2013. Please feel free to contact me should you have any questions or comments relating to the proposed improvements or application materials.

Very truly yours,

VANASSE HANGEN BRUSTLIN, INC.

A handwritten signature in cursive script that reads "Michael J. Leo".

Michael J. Leo, P.E., L.L.S.
Senior Project Manager

Cc: Carl Cressey - Liberty Mutual
Gordon Leedy - VHB
Malcolm McNeill - McNeill, Taylor & Gallo



To: City of Dover
Planning & Community Development

Date: February 11, 2013

Project No.: 51655.08

From: Mike Leo - VHB

Re: Liberty Mutual – Parking Lot
Response to TRC Comments
City of Dover File No. P12-39

Following are response to TRC Comments received on 12/13/2012 relating to Liberty Mutual parking lot expansion:

Planning Comments:

- Conservation Commission Review has been scheduled for 2/11/2013.
- Traffic Demand Management Measures list is included with submission.
- Neighborhood Map is included with plan set.
- Stormwater Management System Operation and Maintenance Plan will be prepared and provided for review prior to construction.

Cover Sheet:

- "Property Owner" has been revised to be singular.
- Assessor Map and Lot reference have been corrected.
- City of Dover File Number has been added to plan sheets.

Drawing C-1:

- Spelling of "Cochecho" has been corrected.
- Floodplain boundary shown on Drawing C-2 has been checked and conforms to boundaries indicated on FIRM map.
- Number of Parking Spaces has been added to General Note 1.
- Waiver request is included from Section 149-13.A.4 requirement to depict property line dimensions and boundary.
- Recommended Common Notes have been added to plans.

Drawing C-2

- Lot Configurations for Map D Lot 17 C and Map D 17A have been revised.
- Line styles in Legend have been corrected to match drawings.
- Floodplain boundaries are indicated on plan.
- Floodplain and Zoning Boundary line styles have been corrected.

Drawing C-3

- Lot Coverage has been added to Zoning Summary Chart.
- Underground electric lines have been added to plans.

Drawing C-5

- Additional shrubs have been added to landscape island in proposed parking area.

Drawing SV-1

- Wetland Scientist Stamp has been added to the plan.
- Steep Slopes (> 20%) are depicted on Drawing I-1, Conditional Use Impact Plan.

Drawing L-1

- Lighting Plan has been revised to comply with regulations.

Police Department Comments

- Additional ADA parking spaces are to be added adjacent to existing building, see Drawing C-3b. The overall number of ADA parking spaces provided meets ADA requirements based on total number of parking spaces provided.
- A Trip Generation Supplement Memorandum dated 1/3/2013 is included with application submission.

Fire/Inspections Comments:

- Parking lot has been designed to accommodate Single Unit (SU) truck access around perimeter of new parking area.

Economic Development Comments:

- No Concerns.

Planning Board Comments:

- A waiver from the porous pavement requirement has been submitted.
- An electric vehicle charging station has been added to plans, see Drawing C-3b.

Engineering Comments:

- Note has been added to details on Drawing C-9 requiring plans for pedestrian bridge to be submitted to City Engineer for review and approval.
- A pipe elbow has been added to 6-inch pipe connecting to drain manhole #103.
- A waiver from the porous pavement requirement has been submitted.

Attachment: Technical Review Committee Notes File P12-36 dated 12/13/2012.



Vanasse Hangen Brustlin, Inc.

Six Bedford Farms Drive,
Suite 607
Bedford, New Hampshire 03110-6532
Telephone 603 644-0888
FAX 603 644-2385
www.vhb.com

Memorandum

To: Mr. Christopher Parker
Planning Director
City of Dover
288 Central Avenue
Dover, NH 03820

Date: January 3, 2013

Project No.: 51655.07

From: Nick Sanders, P.E.
Senior Project Engineer

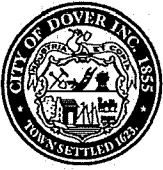
Re: *Trip Generation Supplement*
Proposed 200 Seat Expansion
Liberty Mutual - Dover, NH

The purpose of this memorandum is to provide a more detailed description of the trip generation methodology provided in the Traffic Assessment prepared by Vanasse Hangen Brustlin, Inc. (VHB) dated November 29, 2012. The trip generation estimates were prepared for the proposed project based on the February 2012 traffic count data collected at the intersection of Liberty Way with Indian Brook Drive and Sixth Street. The February count was comparable (with no discrepancies in the site's trip generating characteristics) to other internal site counts conducted in January 2012. More importantly, the trip generation rates derived from the Liberty Mutual traffic count data are consistent with rates published by the Institute of Transportation Engineers (ITE).

The trip generation rate (peak hour trips/employee) at the Liberty Mutual campus in Dover was calculated using the February traffic count data and the existing employment level (at the time of the count) as follows:

- The February 7, 2012 count revealed 1,382 weekday morning and 1,146 weekday evening peak hour trips entering and exiting via the site driveway.
- The existing employment level on campus at the time of the count was estimated to be 3,125 employees.
- This translates into the following peak hour trip generation rates:
 - Weekday Morning peak hour: 1,382 trips/3125 employees = 0.44 trips/employee
 - Weekday Evening peak hour: 1,146 trips/3125 employees = 0.37 trips/employee
- Applying the Dover Liberty Mutual trip generation rates of 0.44 and 0.37 trips/employee to the additional 203 employee seats yields approximately:
 - 90 trips during the weekday morning peak hour (85 enter and 5 exit)
 - 75 trips during the weekday evening peak hour (5 enter and 70 exit)

These trip generation estimates are based on a conservative estimate of 203 additional employee seats. Liberty Mutual facilities management has indicated that the renovation of their Dover facility would likely only result in an increase of 175 employee seats. It should be noted that this anticipated increase in trip generation (with the conservative 203 employee seats) falls below the NHDOT threshold of 100 peak hour trips warranting a formal traffic impact study. Supporting trip generation calculations are provided in the Appendix of the November 29, 2012 Traffic Assessment.



City of Dover, New Hampshire SITE REVIEW APPLICATION

[Revision Date: July 19, 2010]

Office Use Only	Project #:	_____	Date Received:	_____
	Amount Paid:	_____	Time Received:	_____

APPLICANT AND OWNER INFORMATION

Name of Applicant: Liberty Mutual Insurance Company Telephone # (603) 245-3150

Address of Applicant: 100 Liberty Way, Dover, NH 03820

Name of Property Owner (if different from applicant): _____ Telephone # _____

Address of Property Owner: 100 Liberty Way, Dover, NH 03820

PROPERTY INFORMATION

Address of Property: 100 Liberty Way, Dover, NH 03820

Assessor's Map # E Lot(s) # 24

Zoning District(s) ETP Conservation District _____
Executive & Technology Park Overlay District(s) Wetland Protection District

Size of Parcel: _____ sq. ft. 219.4 ac. Property Deed: Book 1339 Page: 743

Existing Use of Property: Office Park - Liberty Mutual Insurance Company

SITE PLAN INFORMATION

Describe Proposed Use: Motor Vehicle Parking Area - Parking Lot

Area of Parcel to be Developed: ± 5 acres for parking area, grading & walkway. sq. ft.

If Multi-family Residential, Specify Number of Units & Buildings Proposed: _____

Number of Parking Spaces: Existing 1158 Proposed 1158 + 287 = 1445

Highway Access (check where applicable): City Street _____ State Highway _____
Parking Space Counts for 100 Liberty Way only

Number of Employees Total: _____ In Maximum Shift: _____

Disposition of Parcel:	Building Setbacks:
Building Footprint <u>see below</u> sq. ft.	Front Yard <u>50</u> ft.
Total Building Area <u>± 612,825</u> sq. ft.	Rear Yard <u>50</u> ft.
Paved Area _____ sq. ft.	Side Yard: Right <u>50</u> ft.
	Left <u>50</u> ft.

Building Areas: 19,975 sf - 50 Liberty Way
242,850 sf - 100 Liberty Way
350,000 sf - 150 Liberty Way

City Water? Yes ___ No How far is city water from the property? _____
City Sewer? Yes ___ No How far is city sewer from the property? _____

BUILDING INFORMATION

Type of Building to be Built: N/A
Height of Building: _____ Finished Floor Elevation: _____
Number of Seats (where applicable) _____

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) Glen Johnson, LLS - VHB
Address 6 Bedford Farms, Suite 607, Bedford, NH 03110 Telephone #: (603) 644-0888
Professional License #: LLS #898 E-mail address: gjohnson@vhb.com

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) Michael J. Leo, PE, LLS - VHB
Address 6 Bedford Farms, Suite 607, Bedford, NH 03110 Telephone #: (603) 644-0888
Professional License #: PE #7146 E-mail address: mleo@vhb.com

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: Cressey, Carl Digitally signed by Cressey, Carl
DN: dc=com, dc=lmig, dc=lm,
ou=LM Users, ou=Remote Users,
cn=Cressey, Carl,
email=Carl.Cressey@LibertyMutual.com
Date: 2012.11.30 13:56:23 -05'00' Date: _____
Signature of Applicant (if different from owner): _____ Date: _____
Signature of Agent: Michael Leo Date: 11-30-2012

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ Date: _____
Cressey, Carl Digitally signed by Cressey, Carl
DN: dc=com, dc=lmig, dc=lm,
ou=LM Users, ou=Remote Users,
cn=Cressey, Carl,
email=Carl.Cressey@LibertyMutual.com
Date: 2012.11.30 13:56:42 -05'00'

AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY

I, and my successors, hereby the City of Dover or its assigns to enter my property for the purpose of completing the site work as required by the approved plan should the letter or credit or other surety be called. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ **Cressey,** Digitally signed by Cressey, Carl
DN: dc=com, dc=lmig, dc=lm,
ou=LM Users, ou=Remote Users,
cn=Cressey, Carl,
email=Carl.Cressey@LibertyMutua
l.com
Date: 2012.11.30 13:57:05 -05'00' Date: _____

Signature of Applicant (if different from owner): _____ **Carl** Date: _____

CERTIFICATION OF FEES

I, and my successors, hereby certify that I understand that the City of Dover collects impact fees, utility investment fees and inspection fees for projects developed in Dover. Said fees must be paid before a Certificate of Occupancy can be obtained for a structure, unless a different payment schedule is agreed to by the applicant and the City prior to approvals being issued by the Dover Planning Board. Additionally, should the property be in "Current Use" it will be subject to the Land Use Change Tax.

Signature of Property Owner: _____ **Cressey,** Digitally signed by Cressey, Carl
DN: dc=com, dc=lmig, dc=lm,
ou=LM Users, ou=Remote Users,
cn=Cressey, Carl,
email=Carl.Cressey@LibertyMutual
.com
Date: 2012.11.30 13:57:40 -05'00' Date: _____

Signature of Applicant (if different from owner): _____ **Carl** Date: _____

DOVER PLANNING BOARD APPLICATION CHECKLIST

- A. Application signed by the Property Owner (if different from Applicant). _____
- B. Prior to the submission of an application for Site Review or a major subdivision, the Applicant shall meet with the Technical Review Committee (TRC). Eight (8) copies of the preliminary plan will need to be submitted for review. _____
- C. Fifteen (15) sets of plans for the Planning Board. Four (4) 22" x 34" and eleven (11) 11" x 17" (signed by owner) may be submitted. _____
- D. Digital Version of the plan. _____
- E. **TOTAL FEE** paid by cash or check made payable to "City of Dover"
1. Application fee for the following:
 - SUBDIVISION \$150.00 x # _____ new lots created = \$ _____
 - LOT LINE ADJUSTMENT \$200.00 (if more than two lots involved, add \$100.00 per lot) = \$ _____
 - SITE REVIEW - RESIDENTIAL \$100.00 x # _____ per dwelling unit = \$ _____
 - SITE REVIEW – NON-RESIDENTIAL (not to exceed \$10,000)
 - New construction \$.15 sq. ft. x # _____ sq. ft. = \$ _____
 - Additions (new floor space) \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
 - IMPERVIOUS PAVED AREA (for new development) OR IMPERVIOUS PARKING LOT ADDITIONS (not to exceed \$10,000) \$.07 sq. ft. x # 95,500 sf = \$ 6,685.00
 - MOTEL/HOTEL \$35.00 x # _____ per lodging unit = \$ _____
 - CHANGE OF USE (not to exceed \$5,000)
 - Existing floor space \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
 - CONDITIONAL USE PERMIT \$150.00 x # 1 per application = \$ 150.00
 - GRAVEL PIT/ EXTRACTION PERMIT
 - Application fee \$50.00 = \$ _____
 - Permit fee \$75.00 = \$ _____
 - EXTENSIONS OF /AMENDMENTS TO APPROVED PLANS (\$150.00 minimum) \$50.00 x # _____ per hour of review = \$ _____
 - DRIVEWAY WAIVER – \$100.00 application fee = \$ _____
 - Letter of rejection from Engineering Department, diagram & letter from owner
- F. **Mailing Labels** in triplicate including owner, engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat with abutters names and addresses for notices. _____
1. Certified letters fee: # of abutters 46 X \$8.00 = \$ 368.00
 2. Applicant & Owner, engineer, architect, land surveyor or soil scientist Certified letters fee # 4 x \$8.00 = \$ 32.00
 3. First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X \$1.00 = \$ _____
- G. Foster's newspaper public notice \$ 60.00
- H. Archive Fee \$1.00 x # 12 per sheet of plan set = \$ 12.00

TOTAL FEE \$ 7,307.00

**CITY OF DOVER PLANNING DEPARTMENT
SITE PLAN REVIEW CHECKLIST**

This site plan review checklist, as required by Chapter 149-6-B(2), should be completed by the applicant. It is intended to assist the applicant in the planning process of preparing a site plan review application for Planning Board action. The type of project proposed will determine the types of information required to review a site plan, therefore, a **preapplication conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all Site Review requirements. Please refer to the Site Review Regulations for full details.

APPLICANT: Vanasse Hangen Brustlin, Inc. File Number: _____

PROJECT TITLE: Liberty Mutual - Parking Expansion

PROPERTY LOCATION: Liberty Way Tax Map: E Lot: E-24

DATE OF TECHNICAL REVIEW COMMITTEE MEETING: _____

	Provided?
1. Completed Application form	X
2. Payment of application and review fees	pending
3. List of abutters and three sets of mailing labels	X
4. Fifteen copies of site plan w/scale of not less than 1"=50'. Plans shall contain the following items as appropriate:	
Location map w/3000' radius	X
Proposed project name or title and planning file number	X
Date, north arrow and scale	X
Existing surveyed property lines with dimensions and bearings	X
Names of all abutting property owners	X
Name and address of owners and/or applicants;	X
Signature and stamp of NH licensed land surveyor and engineer	X
Existing and proposed building and structure locations	X
Depict all zoning and special district boundaries (conservation, wetland, groundwater protection, flood hazard, etc.)	X
Specify proposed finished floor elevations of buildings	X
Existing and proposed grade contours at two foot intervals	X
Location and materials of all water mains and capacity needed	
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load	
Location and size of existing and proposed electric, telephone, gas, cable and other underground utilities	
Lighting plan depicting all existing and proposed exterior light fixtures and a lighting level analysis for parking lots	X
Location of parking layout delineating spaces and arrangement; note addressing minimum required spaces	X
Location and width of existing and proposed access/egress ways	X
Location of proposed fire lanes	
Depict all existing and proposed easements	X
Depict pedestrian walkways and handicapped access	X
Location of solid waste disposal facilities (dumpster, pad and screening, etc.)	
Depict all service, storage, loading bays and utility areas	X

	Provided?
Landscape plan depicting existing and proposed landscaping, prepared by a licensed Professional Landscape Architect	X
Depict Flood Hazard Zones	X
Existing natural features	X
Depict the surface areas of water bodies and wetlands	X
Depict the locations of wetlands and buffers	X
A colored architectural plan showing all sides of buildings	
Neighborhood plan showing how project relates to abutting uses	X
A colored rendering of the streetscape that will be created along the existing public right-of-way	
Storm Water Management Plan depicting the existing & proposed storm drainage system and engineered drainage analysis	X
Storm Water Management System Operation & Maintenance Plan	to be submitted
Erosion and Sedimentation Control Plan	X
ROW & pavement lines of existing abutting streets	X
5. Additional Information if appropriate	
Traffic Impact Assessment and Analysis (Standard or Advanced)	
Fiscal Impact Analysis (For more than 10 residential units)	
Waste water quantity & composition figures	
Depict test boring locations, groundwater elevations and soil profiles and/or soils types call-outs	
Depict 20 percent slope as required	
Ground and/or aerial photos of site and immediate area	
Location of proposed drive-in facilities	
Depict existing contours up to 100 ft. beyond project limits	
Dates and permit numbers of all required state and federal permits	
Proposed restrictive covenants or homeowners association documents	
Waiver requests to the Site Review Regulations, with written justification	
Conditional Use Permit applications	
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required	

REVIEWED BY: Michael Leo DATE 11-30-2012

REMARKS:

Abutters List
Proposed Office Development
Map E, Lot 24
Sixth Street, Dover, New Hampshire

OWNER

1. **Map E, Lot 24**
Liberty Mutual Insurance Company
100 Liberty Way
Dover, NH 03820

ABUTTERS

1. **Map E, Lot 70B**
Gayle O'Conner
250 Sixth Street
Dover, NH 03820
2. **Map E, Lot 70A**
George Niles, Jr.
200 Sixth Street
Dover, NH 03820
3. **Map E, Lot 20E**
James F. & Kimberly A. McCloskey
100 Glenwood Avenue
Dover, NH 03820
4. **Map E, Lot 20C**
Beatrice J. & Harold J. Page
1 Vallee Street
Dover, NH 03820
5. **Map E, Lot 20**
Harold M. & Darene E. Warren
259 Sixth Street
Dover, NH 03820
6. **Map E, Lot 20D**
Map D, Lot 18-4
City of Dover
288 Central Avenue
Dover, NH 03820
7. **Map E, Lot 19**
Karalee I. Kane
11 Conifer Commons
Dover, NH 03820
8. **Map E, Lot 19B**
Adam Fortin & Lyndsey Loring-Fortin
233 Sixth Street
Dover, NH 03820

9. **Map E, Lot 73**
Ronald W. & Laura L. Cole
209 Sixth Street
Dover, NH 03820
10. **Map E, Lot 73A**
Hope Community Church
Advent Christian Congregation
PO Box 1477
Dover, NH 03821-1477
11. **Map E, Lot 72F-3**
Richard L. Jacques
2 Amy Lane
Dover, NH 03820
12. **Map E, Lot 67**
Aladdin Development Corporation
PO Box 369
Tewksbury, MA 01876
13. **Map E, Lot 67B**
Claudette J. Jeannotte
PO Box 1487
Dover, NH 03821-1487
14. **Map E, Lot 65A**
Eugene & Donna L. Sgrignuoli
22 Sun Hawk Drive
Dover, NH 03820
15. **Map E, Lot 65**
Douglas A. George
65 Talend Road
Dover, NH 03820
16. **Map E, Lot 65C**
Addison-Dover Limited Partnerships
c/o Dover Housing Authority
62 Whittier Street
Dover, NH 03820
17. **Map E, Lot 66**
Ceder River Development LLC
35 Third Street
Dover, NH 03820
18. **Map E, Lots 50**
MJP Development LLC
254 Drake Hill Road
Strafford, NH 03884

Abutters List
Proposed Office Development
Map E, Lot 24
Sixth Street, Dover, New Hampshire

19. **Map E, Lot 48B**
Gary & Carol A. Allen
163 Tolend Road
Dover, NH 03820
20. **Map E, Lot 47**
Brian Stern
201 Talend Street
Dover, NH 03820
21. **Map E, Lot 45-5**
State of New Hampshire
Water Resource Board
J.D. Morton Bldg
Concord, NH 03301
22. **Map E, Lot 42**
The Willows Master Card
Willow Home Owners Association
c/o Treasurer
PO Box 2273
Dover, NH 03869
23. **Map E, Lot 27A & 27B**
171 Watson Road of Dover Holding Corp.
PO Box 1217
Dover, NH 03820-1217
24. **Map E, Lot 27E**
Russell A. & Jennifer K. Newell
398 Sixth Street
Dover, NH 03820
25. **Map E, Lot 26B**
Sean M. & Astrid Larose
390 Sixth Street
Dover, NH 03820
26. **Map D, Lots 16**
Eldridge B. & Miller B. Trustees
Weeden Family Rev. Trust
447 Sixth Street
Dover, NH 03820
27. **Map D, Lot 16A**
LDSJ Holdings LLC
375 Sixth Street
Dover, NH 03820
28. **Map D, Lot 16B**
John & W. Debra J. Weeden
365 Sixth Street
Dover, NH 03820
29. **Map D, Lot 16C**
Edward M. & Valerie C. Sawyer
399 Sixth Street
Dover, NH 03820
30. **Map D, Lot 17D**
Charles P. Kageleiry
PO Box 728
Dover, NH 03821-728
31. **Map D, Lot 17**
Davis Bartol Erickson Holdings, LLC
15 Members Way
Dover, NH 03820
32. **Map D, Lot 17C**
Fortuna North LLC
340 Central Street
Dover, NH 03820
33. **Map D, Lot 17A**
State of NH Department of Transportation
PO Box 483
Concord, NH 03302-0483
34. **Map D, Lot 18P**
Susan & Paul T. Edgar
25 Tates Brook Road
Somersworth, NH 03878
35. **Map D, Lot 18Q**
Susan M. Collins
99 A Glenwood Ave
Dover, NH 03821
36. **Map D, Lot 18A**
George I. & Mary Gauthier
101 Glenwood Avenue
Dover, NH 03820
37. **Map E, Lot 24-1**
City of Dover
288 Central Street
Dover, NH 03820
38. **Map E, Lot 49-1**
Michael C. & Kristine E. Chagnon
69 Upper Factory Road
Dover, NH 03820
39. **Map E, Lot 49-2**
Sandra W. Potter
6 Nye Lane
Dover, NH 03820

Abutters List
Proposed Office Development
Map E, Lot 24
Sixth Street, Dover, New Hampshire

- 40. **Map E, Lot 49-3 & 49-4**
Noah J. & Jeanna S. Elwood
14 Nye Lane
Dover, NH 03820

- 41. **Map E, Lot 49-5**
Norman R. & Betsy J. Richburg
22 Nye Lane
Dover, NH 03820

- 42. **Map E, Lot 49-6**
Bridget Broderick
26 Nye Lane
Dover, NH 03820

- 43. **Map E, Lot 50-5**
David J. & Jacqueline Tromba
76 Upper Factory Road
Dover, NH 03820

- 44. **Map E, Lot 50-6**
Joseph H. & Frieda D. Klotz
15 Pacific Drive
Dover, NH 03820

- 45. **Conservation & Trail Easement**
City of Dover
288 Central Avenue
Dover, NH 03820

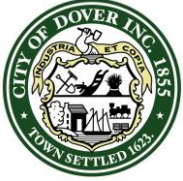
- 46. **Spaulding Turnpike**
NHDOT
Bureau of Right-of-Way
Room 100, JOM Building
7 Hazen Drive
Concord, NH 03302

OTHER

- 1. **Applicant/Site Engineer/Surveyor/Soil Scientist**
Vanasse Hangen Brustlin, Inc.
c/o Mike Leo
Vanasse Hangen Brustlin, Inc.
Kilton Road
Six Bedford Farms, Suite 607
Bedford, NH 03110

- 2. **Geotechnical Engineer**
Haley & Aldrich, Inc.
c/o John DiGenova
3 Bedford Farms Drive
Bedford, NH 03110

- 3. **Local Counsel**
McNeill, Taylor & Gallo
c/o Malcolm McNeill
180 Locust Street
Dover, NH 03820



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE NOTES FILE: P12-38

Application Type: Site Plan
Applicant(s): Liberty Mutual Insurance Company
Owner(s): Liberty Mutual Insurance Company
Location: 100 Liberty Way (Assessor's Map E, Lot 24)
Date: December 13, 2012

INTENT: Construct a 287 space parking lot to serve the existing office development

LOTS/UNITS PROPOSED: n/a

AGENDA ITEM #: 1

ACREAGE: 219.4 Acres

ZONING DISTRICT: ETP

EXISTING LAND USE: Office

SURROUNDING LAND USE:
Office, commercial and residential

ZBA ACTION: None

PERMITS REQUIRED:

- NHDES Alteration of Terrain
- NHES Dam Permit

WAIVERS REQUESTED:

- Section 149-14.D.5.g of the Site Review Regulations – Requirement that vehicle storage areas for paved areas in excess of 1.5 acres be designed using pervious materials

ATTENDANCE:

Dennis Ciotti (Planning Board)
Chris Parker (Planning Director)
Steve Bird (Planning Department)
Dave White (Engineering)
Marn Speidel (Police Department)
Dan Barufaldi (Economic Development)
Carl Cressy – Liberty Mutual
Malcolm McNeil
Mike Leo - VHB
Nick Sanders - VHB

Planning Comments:

- The project will require Conservation Commission review due to impacts on steep slopes and wetland buffers
- Consider transportation demand management elements, e.g. carpooling and FastTrans
- Include neighborhood map – if using Sheet C-2 for neighborhood map, include abutting structures and zoom out to capture the Measured Progress buildings
- Provide stormwater management system operation and maintenance plan

Cover Sheet:

- Make “Property Owners” singular
- Correct Assessor’s Map, Lot # to be Map E, Lot 24
- Add: City of Dover File No. P 12-39

Sheet C-1:

- Fix spelling of Cochecho
- Floodplain boundary – ensure that it is used accurately on Sheet C-2
- General Note 1: add number of parking spaces to be provided
- Add waiver request from Sec. 149-13.A.4 re: requirement to depict property line dimensions and boundaries
- Add Common Site Plan Notes: 5, 6, 21, 28, and 29

Sheet C-2:

- Double check lot line configurations for lots D-17C and D-17A
- Add three dots sandwiched by long dash symbol to legend
- Show floodplain boundaries
- Double check use of zoning boundary and floodplain boundary symbols

Sheet C-3:

- Add Lot Coverage to Zoning Summary Chart
- Show electric lines proposed

Sheet C-5:

- Add shrubs to landscaping strip every 5 ft. on center per Chapter 149-14.G.1.b.

Sheet SV-1:

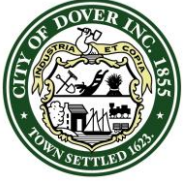
- Add wetlands scientist stamp
- Depict 20% slope

Sheet L-1:

- Revise minimum illumination levels to meet the no less than 0.3 and no more than 0.5 foot-candles requirement
- Revised lighting plan to comply with site review lighting regulations

Police Department Comments:

- Not enough ADA accessible spaces provided for 100 Liberty Way, either existing or as proposed. Refer to chart on Sheet C-3.



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE NOTES FILE: P12-38

Application Type: Site Plan
Applicant(s): Liberty Mutual Insurance Company
Owner(s): Liberty Mutual Insurance Company
Location: 100 Liberty Way (Assessor's Map E, Lot 24)
Date: December 13, 2012

Existing requires 22 standard/4 van accessible, proposed expansion will require 25 standard/5 van accessible.

- Traffic study needs to explain how peak hour trips were calculated more clearly

Fire/Inspections Comments:

- Ensure Fire Department access throughout the parking lot.

Economic Development Comments:

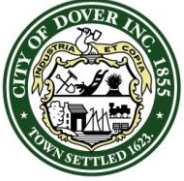
- No concerns

Planning Board Comments:

- Should be pervious pavement
- Consider adding electric vehicle charging stations

Engineering Comments:

- Submit pedestrian bridge design to the City Engineer
- Add tee or elbow to manhole #103
- Will review drainage study
- Support use of pervious pavement



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P12-39

Application Type: Conditional Use Permit
Applicant: Liberty Mutual Insurance Company
Owner: Liberty Mutual Insurance Company
Location: 100 Liberty Way (Assessor's Map E, Lot 24)

INTENT: To obtain a Conditional Use Permit for the construction of a 287 space parking lot that will impact 19,887 sq. ft. of 20% slope in the Conservation District and 11,764 sq. ft. of wetland buffer.

LOTS/UNITS PROPOSED: None

AGENDA ITEM #: 4-A

ACREAGE: 220 acres

ZONING DISTRICT: Executive
Technology Park (ETP)

EXISTING LAND USE: Corporate office buildings

PROPOSED LAND USE: Corporate office buildings

SURROUNDING LAND USE: Offices, fire station, and single-family residential

ZBA ACTION: None

ATTACHMENTS: Conditional Use Permit plan and application

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by certified mail to all abutters for the February 26, 2013 meeting

PERMITS REQUIRED:

- NHDES Alteration of Terrain Permit
- NHDES Dam Bureau Permit
- City of Dover Conditional Use Permit

WAIVERS REQUESTED:

- Waiver to Chapter 149-14-D-5g, which requires pervious pavement for parking lots of 1 ½ acres or larger
- Waiver to Chapter 149-13-A-4, which requires dimensions for the entire lot

Summary of Request and Background

The applicant has submitted a set of plans to impact the Conservation District and Wetlands Protection District for the construction of a 287 space parking lot.

The applicant appeared before the Conservation Commission on February 11, 2013. The Conservation Commission voted to endorse the application (see Conservation Commission minutes).

On February 26, 2013, the Planning Board voted to continue the application until the March 12, 2013 meeting.

Consistency with Land Use Regulations

The Wetlands Protection District ordinance and Conservation District ordinance provides for Conditional Use Permits to allow impacts to wetlands and wetland buffers and to slopes of 20% or greater if standards related to demonstration of need, avoidance, minimization, and mitigation are met.

STAFF RECOMMENDATION:

The Planning Department recommends the Planning Board approve the Conditional Use Permit with the following conditions:

Conditions to Be Met Prior to the Issuance of the Conditional Use Permit:

1. The applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services Alteration of Terrain Permit.
2. The applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services Dam Bureau Permit.
3. The applicant shall revise sheet C-4 to add straw wattles at ten foot vertical intervals on the slopes on the south and west sides of the parking lot to increase the erosion control.



City of Dover, New Hampshire CONDITIONAL USE PERMIT APPLICATION

[Revision Date: August 16, 2010]

Office Use Only	Project #:	_____	Date Received:	_____
	Amount Paid:	_____	Time Received:	_____

APPLICANT AND OWNER INFORMATION

Name of Applicant: Liberty Mutual Insurance Company Telephone # (603) 245-3150

Address of Applicant: 100 Liberty Way, Dover, NH 03820

Name of Property Owner (if different from applicant): _____ Telephone # _____

Address of Property Owner: 100 Liberty Way, Dover, NH 03820

PROPERTY INFORMATION

Address of Property: 100 Liberty Way, Dover, NH 03820

Assessor's Map #: E Lot(s) #: 24

Zoning District(s): ETP Conservation District
Executive & Technology Park Overlay District(s): Wetland Protection District

Existing Use of Property: Office Park - Liberty Mutual Insurance Company

CONDITIONAL USE PERMIT INFORMATION

Type of Conditional Use Permit (Check All That Apply):

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Conservation District | <input type="checkbox"/> RCM Use Overlay District | <input type="checkbox"/> I-1 District Uses |
| <input type="checkbox"/> Groundwater Protection | <input type="checkbox"/> Off-Street Parking and Loading | |
| <input checked="" type="checkbox"/> Wetland Protection District | <input type="checkbox"/> Central Business District | |

Describe Proposed Use or Activity That Requires Conditional Use Permit and Describe Any Impacts:

Proposed Parking Lot will require grading within Wetland Buffer for fill extensions, drainage outfalls and pedestrian walkway. Proposed grading will impact over 2,000 SF of existing slopes that are in excess of 20 percent. See attached Conditional Use Letter and Conditional Use Impact Plan for additional information.

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: NHDES Alteration of Terrain (AoT) - Application Submission Pending
NHDES Dam Bureau Permit - Application Submission Pending

Name of Professional That Prepared Plans: Michael J. Leo, PE, LLS - VHB

Address: 6 Bedford Farms Drive, Suite 607, Bedford, NH 03110 Telephone #: (603) 644-0888

Professional License #: PE #7146 E-mail address: mleo@vhb.com

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: _____ **Cressey,** Digitally signed by Cressey, Carl
DN: dc=com, dc=lmig, dc=lm,
ou=LM Users, ou=Remote Users,
cn=Cressey, Carl, Date: _____

Signature of Applicant (if different from owner): **Carl** Digitally signed by Cressey, Carl
DN: dc=com, dc=lmig, dc=lm,
ou=LM Users, ou=Remote Users,
cn=Cressey, Carl,
email=Carl.Cressey@LibertyMutual.com
Date: 2012.11.30 13:55:02 -05'00' Date: _____

Signature of Agent: Michael Leo Date: 11-30-2012

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I hereby authorize members of the Dover Planning Board, Planning Department, Conservation Commission and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ Date: _____

Cressey, Digitally signed by Cressey, Carl
DN: dc=com, dc=lmig, dc=lm,
ou=LM Users, ou=Remote Users,
cn=Cressey, Carl,
email=Carl.Cressey@LibertyMutual.com
Date: 2012.11.30 13:55:27 -05'00'
Carl



December 3, 2012

Ref: 51655.08

Planning Board

City of Dover
Planning & Community Development
288 Central Avenue
Dover, NH 03820-4169

Re: Conditional Use Permit Application
Liberty Mutual Parking Expansion
Liberty Way, Dover, NH

Dear Board Members:

On behalf of our client, Liberty Mutual Insurance Company, Vanasse Hangen Brustlin, Inc. (VHB) respectfully requests consideration of Conditional Use Permits for the proposed parking lot expansion project at Liberty Mutual's site in Dover, NH. Conditional Use Permits are requested to allow for development on slopes with grades in excess of 20 percent and within wetland buffers as further described below.

Steep Slopes Impacts

Zoning Article 170-27.B.4 includes in the Conservation District slopes that are in excess of 20 percent grade with contiguous areas greater than 2,000 sf. As part of the proposed parking lot improvements approximately 20,000 sf of existing slopes that are greater than 20 percent would be disturbed for the purpose parking area and slope grading. Much of the 20 percent slope area to be disturbed was created when the area was previously improved to create access to the helipad area back around 1997. The proposed improvements would mostly disturb previously graded 20 percent slope areas. Appropriate erosion controls would be put in place during construction and slope areas will be permanently stabilized in the post-construction condition. Erosion controls would include silt fences or tubes at the toe of slopes during construction and permanent stabilization of the slopes by placement of loam, seed and erosion control blankets and establishment of vegetation on slopes.

Wetland Buffer Impacts

Zoning Article 170-27.1-G establishes a 50 ft. wetland buffer as part of the Wetland Protection District. As part of the proposed parking lot improvements approximately

12,000 sf of wetland buffer would be disturbed for slope grading, stormwater pipe outfall and a pedestrian walkway. No direct impacts to wetlands are anticipated as part of this work.

Wetland Buffer Impact A would occur near the entrance to the proposed parking lot. Portions of this area had been previously graded as part of the driveway to the existing helipad. To minimize buffer impacts in this area it is proposed to retain portions of the existing drain pipe that currently connects to a catch basin within the site area.

Wetland Buffer Impact B is required for construction of drainage outfall from the stormwater system.

Wetland Buffer Impact C is required for pedestrian access from new parking area to 100 Liberty Way building site.

Wetland Buffer Impact D will have minimal wetland buffer impact and disturbed areas will be re-vegetated in the post-construction condition.

Demonstration of Need: The fill slope area (Impact A) within the wetland buffer is required to provide reasonable access to the proposed parking area. It is desirable to control the discharge from the detention pond to existing stream location (Impact B) to avoid unnecessary erosion issues that may occur if the discharge were released outside of the wetland buffer area. The sidewalk from the new parking area to 150 Liberty Way (Impact C) is essential for parking area use. The fill slope area (Impact D) is necessary for slope construction for parking lot improvements.

Avoidance: Portions of the buffer area (Impact A) to be impacted where previously disturbed and graded when access to helipad was constructed. Alternatively a retaining wall could be constructed to avoid impact to the buffer in this area (Impact A) and at the north side of the parking area (Impact D). Providing vegetated slopes adjacent to the wetland areas will provide better protective buffers for the wetland resources than retaining walls. The vegetated slopes (Impact A and Impact D) will eventually become overgrown with grasses and shrubs and will provide better filtering of runoff and screening for the wetlands than retaining walls.

Minimization: The majority of the parking lot development, stormwater system, slopes and access will be outside of the wetland buffers and no direct wetland impacts are required. Along the proposed pedestrian path a bridge will be installed across a narrow wetland area to minimize project impacts.

Mitigation: Mitigation is not required as no direct impacts to wetlands are anticipated.

Thank you for your consideration of the above Conditional Use Permit requests.



Conditional Use Permit Application
Liberty Mutual
December 3, 2012
Page 3

Very truly yours,

VANASSE HANGEN BRUSTLIN, INC.



Michael J. Leo, P.E., L.L.S.
Senior Project Manager

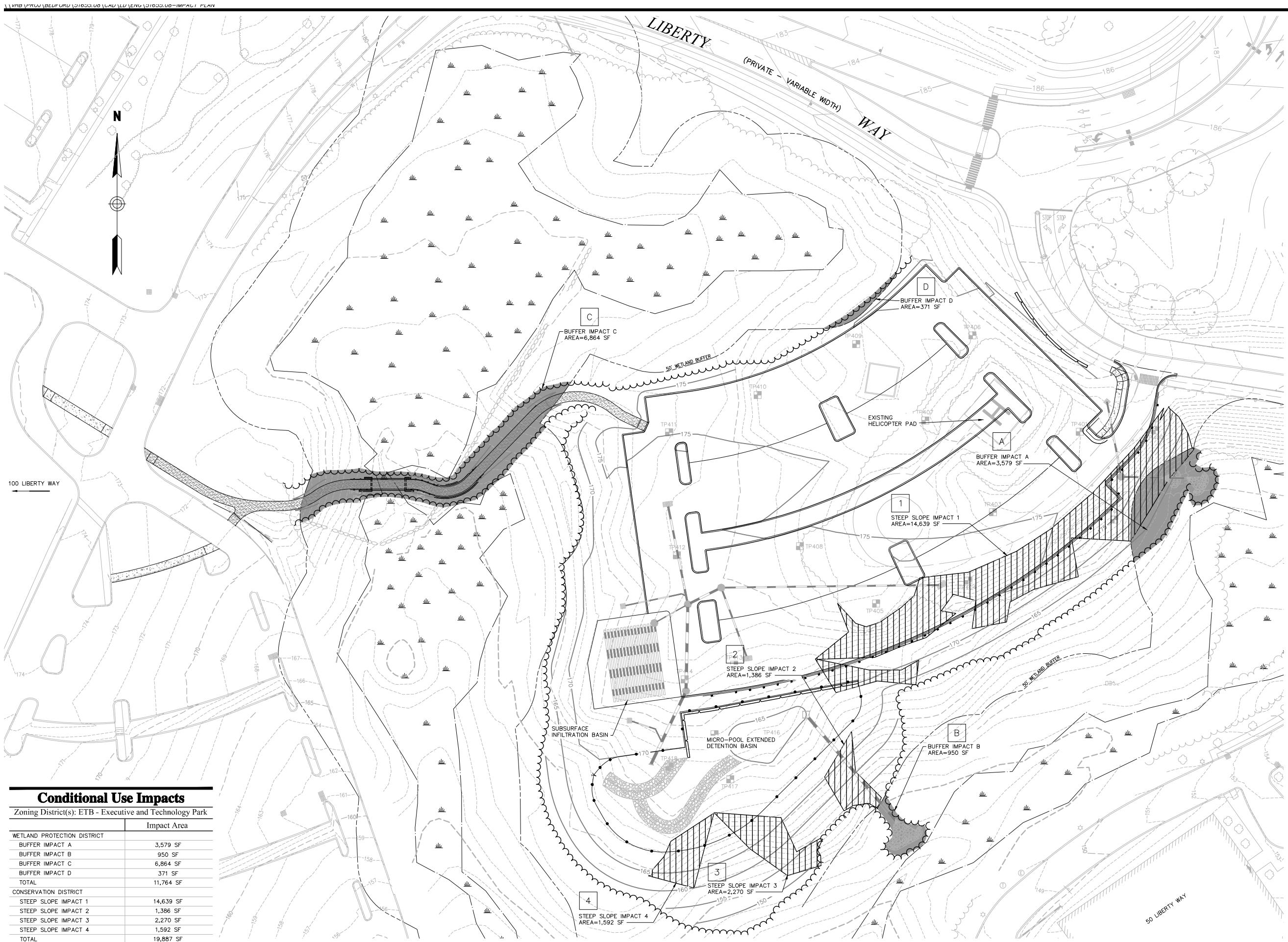
Cc: Carl Cressey – Liberty Mutual
Gordon Leedy – VHB
Malcolm McNeill - McNeill, Taylor & Gallo

Attachment: Conditional Use Impact Plan





Vanasse Hangen Brustlin, Inc.
 Transportation
 Land Development
 Environmental Services



Conditional Use Impacts	
Zoning District(s): ETB - Executive and Technology Park	
	Impact Area
WETLAND PROTECTION DISTRICT	
Buffer Impact A	3,579 SF
Buffer Impact B	950 SF
Buffer Impact C	6,864 SF
Buffer Impact D	371 SF
TOTAL	11,764 SF
CONSERVATION DISTRICT	
Steep Slope Impact 1	14,639 SF
Steep Slope Impact 2	1,386 SF
Steep Slope Impact 3	2,270 SF
Steep Slope Impact 4	1,592 SF
TOTAL	19,887 SF
TOTAL DEVELOPMENT IMPACT	4.7 AC



No.	Revision	Date	Appr.

Designed by	Drawn by	Checked by
CAD checked by	Approved by	
Scale 1"=40'	Date 12/3/2012	
Project Title		

**Liberty Mutual
 Parking Lot Expansion**

100 Liberty Way
 Dover, New Hampshire
 Issued for
Permitting

Not Approved for Construction
 Drawing Title

**Conditional Use
 Impact Plan**

Drawing Number

I-1

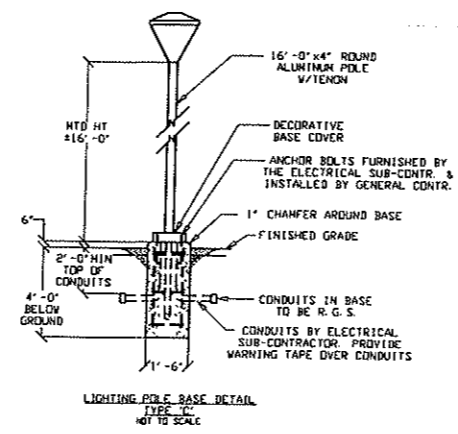
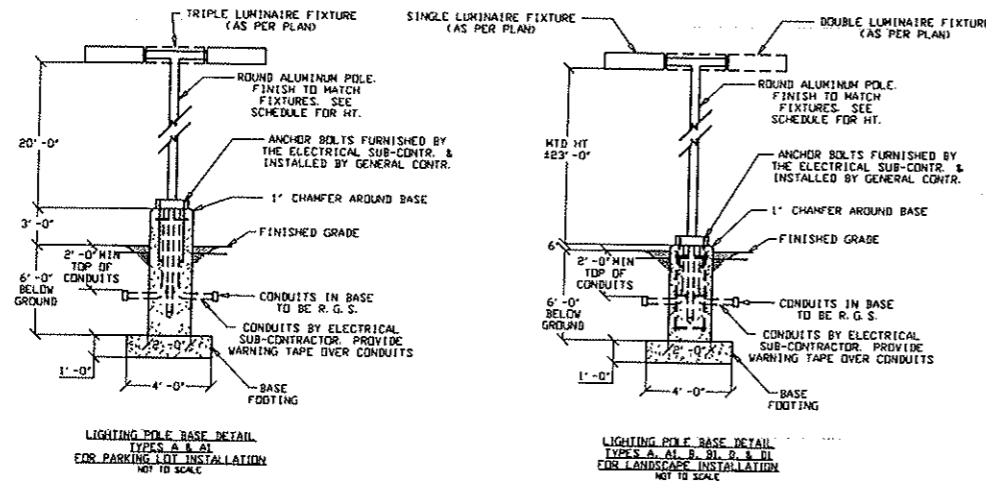
Sheet of 1 1

Project Number
 51655.08

Saved Friday, November 30, 2012 9:39:27 AM MOHLSON Plotted Friday, November 30, 2012 3:26:14 PM Olson, Malis

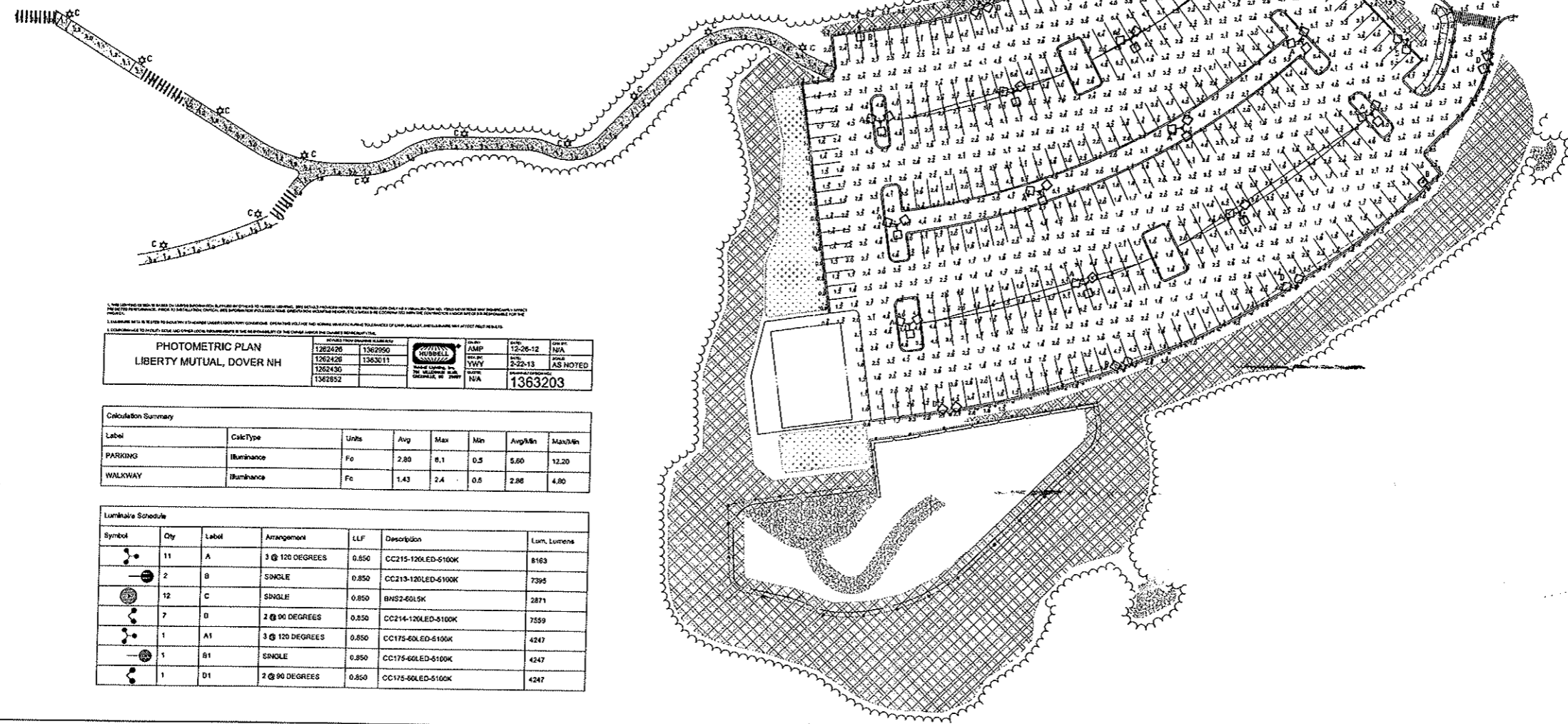
Saved Tuesday, February 26, 2013 8:56:25 AM STAT00218 Photot. Tuesday, February 26, 2013 8:56:40 AM Station: 218

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KIM LIGHTING SCHEDULE

TYPE 'A' 3Y-CCS2145-BL-120LSK277 MOUNTED ON LTRA 20' DR 23'-6156 BLACK POLE SEE DETAILS	TYPE 'C' PT-BNS1H1-60LSK-277-BL MOUNTED ON PRA 16-4188-TENON-BLACK POLE SEE DETAILS
TYPE 'B1' 3Y-CCS1745-BL-60LSK277 MOUNTED ON LTRA 20' DR 23'-6156 BLACK POLE SEE DETAILS	TYPE 'D' BL-CCS21A3-BL-120LSK277 MOUNTED ON LTRA 23'-6156 BLACK POLE SEE DETAILS
TYPE 'B' 1B-CCS1A3-BL-120LSK277 MOUNTED ON LTRA 23'-6156 BLACK POLE SEE DETAILS	TYPE 'B1' BL-CCS17A3-BL-60LSK277 MOUNTED ON LTRA 23'-6156 BLACK POLE SEE DETAILS
TYPE 'B1' 1B-CCS17A3-BL-60LSK277 MOUNTED ON LTRA 23'-6156 BLACK POLE SEE DETAILS	NOTE: SIZE, DEPTH & REINFORCING STEEL IN BASE TO BE DETERMINED BY GEO. TECH. & STRUCTURAL ENGINEER



PHOTOMETRIC PLAN
LIBERTY MUTUAL, DOVER NH

1262426	1262950	12-26-12	AS NOTED
1262426	1363011	2-22-13	AS NOTED
1262430			
1362852			1363203

Calculation Summary

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
PARKING	Illuminance	Fc	2.80	6.1	0.5	5.60	12.20
WALKWAY	Illuminance	Fc	1.43	2.4	0.5	2.86	4.80

Luminaire Schedule

Symbol	Qty	Label	Arrangement	LLF	Description	Lum. Lumens
	11	A	3 @ 120 DEGREES	0.850	CC215-120LED-5100K	8163
	2	B	SINGLE	0.850	CC213-120LED-5100K	7395
	12	C	SINGLE	0.850	BNS2-60LSK	2871
	7	D	2 @ 90 DEGREES	0.850	CC214-120LED-5100K	7559
	1	A1	3 @ 120 DEGREES	0.850	CC175-60LED-5100K	4247
	1	B1	SINGLE	0.850	CC175-60LED-5100K	4247
	1	D1	2 @ 90 DEGREES	0.850	CC175-60LED-5100K	4247

Vanasse Hangen Brustlin, Inc.
 Transportation
 Land Development
 Environmental Services
 Six Bedford Farms Drive, Suite 607
 Bedford, New Hampshire 03110
 603.644.0888 • FAX 603.644.2385

Prepared For:

EA ENGINEERING ADVANTAGE, INC.
 2 PARK STREET
 BOSTON, MASSACHUSETTS 02122
 PHONE: (617) 288-3969
 FAX: (617) 825-8922

MAR 06 2013

No.	Revision	Date	Apprv.

Designed by LAF Drawn by CJC Checked by LAF
 CAD checked by _____ Approved by _____
 Scale: 1"=50' Date: February 26, 2013
 Project Title:

Liberty Mutual
Parking Lot Expansion
 100 Liberty Way
 Dover, New Hampshire
 Issued for: **Permitting**

Not Approved for Construction
 Drawing Title: **Lighting Plan**

Drawing Number:
L-1B
 Sheet of _____
 Project Number:
 51655.08



Vanasse Hangen Brustlin, Inc.

December 3, 2012

Ref: 51655.08

Planning Board

City of Dover
Planning & Community Development
288 Central Avenue
Dover, NH 03820-4169

Re: Waiver Request – Porous Pavement
Liberty Mutual Parking Expansion
Liberty Way, Dover, NH

Dear Board Members:

On behalf of our client, Liberty Mutual Insurance Company, Vanasse Hangen Brustlin, Inc. (VHB) respectfully request consideration of a waiver for the proposed parking lot expansion project at Liberty Mutual's site in Dover, NH. The following waiver is being requested:

A waiver is requested from Site Review Regulations 149-14.D.5.g requirement that vehicle storage areas for paved areas in excess of 1.5 acres be designed using pervious materials. It is proposed to construct the new parking area with impervious pavement for the following reasons:

As the project will disturb more than 100,000 SF of surface area it will be required to meet NHDES Alteration of Terrain (AoT) standards for stormwater control, which include requirements for treatment for water quality and groundwater recharge. The project as proposed would have off-line catch basins with deep sumps for pre-treatment of stormwater runoff and a micropool extended detention pond for pollutant removal and control of runoff discharge rates. In addition an underground infiltration system will be provided for groundwater recharge and infiltration will also occur within the micropool extended detention pond. To increase groundwater recharge the underground infiltration system has been sized to infiltrate double the volume required by AoT regulations. The above describe stormwater system is being proposed as an alternative to using porous pavement for the parking area. Porous pavement or porous pavers are proposed for the construction of the sidewalk from the new parking lot to the building at 100 Liberty Way.

Waiver Request
Liberty Mutual
December 3, 2012
Page 2

Porous pavement is generally recommended for low-traffic areas and overflow or low-use parking areas. Due to reduced strength of porous pavement it is not typically recommended for higher traffic areas. Porous pavement generally requires additional earthwork due to requirement for increased pavement and sub-base cross-section and is susceptible to spalling and rutting of pavement surface leading to increased long-term maintenance. Also the surface of the proposed parking lot will have a ± 8 foot vertical elevation change with parking lot grades up to 4-percent, which would require additional design consideration for porous pavement to minimize lateral movement of water flow below the pavement surface. In addition, porous pavement does not provide for pretreatment of runoff prior to filtration and infiltration.

In summary, it is our opinion that the alternative stormwater system proposed consisting of deep sump catch basins for pretreatment, a micropool extended detention pond for water quality control and attenuation and underground infiltration system for groundwater recharge would be an acceptable alternative to porous pavement for this project. Sidewalks would be constructed of porous material as recommended in site review regulations.

Thank you for your consideration of the above waiver request.

Very truly yours,

VANASSE HANGEN BRUSTLIN, INC.



Michael J. Leo, P.E., L.L.S.
Senior Project Manager

Cc: Dave White, PE – City Engineer
Carl Cressey – Liberty Mutual
Gordon Leedy – VHB
Malcolm McNeill - McNeill, Taylor & Gallo

