



**CITY OF DOVER**

## TECHNICAL REVIEW COMMITTEE MINUTES – P15-17

Application Type: Site Plan Review  
Applicant(s): Dubois Family 2003 Revocable Trust  
Owner(s): Dubois Family 2003 Revocable Trust  
Location: 80 Henry Law Avenue (Tax Map 22, Lot 3)  
Date: March 19, 2015

**INTENT:** Site Plan Review for proposed 12 units within five buildings with associated parking.

**UNITS PROPOSED:** Ten (10) new units for a total of twelve (12)

**AGENDA ITEM #:** 2

**ACRES:** 1.03 acres

**ZONING DISTRICT:** Urban Density Multi-Residential (RM-U) District

**EXISTING LAND USE:** Two Family Residential

**SURROUNDING LAND USE:** Residential, Multi Family Residential

**ZBA ACTION:** Z15-01: Variances granted to (a) permit a 12 unit multi-family use and (b) to allow a 20 ft. front setback in place of the required build-to line, with conditions

**PERMITS REQUIRED:** Conditional Use Permit for reduction in required parking

**WAIVERS REQUESTED:** None

### **ATTENDANCE:**

#### **Members:**

Christopher Parker (Planning)  
Tim Corwin (Planning)  
Dave White (Engineering)  
Sgt. Marn Speidel (Police)  
Dan Barufaldi (Economic Development)  
Rebecca Jalbert (Inspection Services)  
Dennis Ciotti (Planning Board)

#### **Others:**

Kevin McKeneaney  
Paul Connolly  
Diane Hemingway  
Gretchen Young (Engineering)

### **1. Plan Review**

#### **Planning Comments:**

- Impact fees/water and sewer connection fees will be assessed
- Provide streetscape rendering
- Provide architectural rendering
- Provide stormwater operation and maintenance plan
- Provide traffic study
- Provide fiscal impact analysis
- Add landscape and lighting plans
- Consult with the Building Official to determine addresses for units; consider private driveway option

#### Sheet 1:

- Add Planning Board File No. P15-17
- Add zoning boundaries and impervious surfaces to neighborhood plan
- Expand radius of location plan to 3,000 ft. and locate subject property at center of map
- Remove “No.” from Dover Tax Map 22, Lot No. 3

#### Sheet 2:

- Rename to “Existing Conditions and Demolition Plan”
- Move or add notes to Sheet 3
- Note 5: add Conservation District
- Note 6: move to Sheet 3; remove RM-U special exception requirements for 3-4 family dwellings; add building height zoning requirement; and identify variance for use and front setback and identify conditions of approval
- Delete Note 11
- Use consistent identification for structures to be removed (solid vs. dashed lines)

#### Sheet 3:

- Provide sidewalk from Units 3 and 4 to Henry Law Avenue
- Remove utilities
- Identify drip edges (typ.) and reference note on Sheet 5
- Show fire lane
- Clarify garbage disposal plan and show any dumpster pad location
- Show snow storage areas and provide narrative for snow removal plan
- Add landscaped bump out between units 5 and 12
- Remove RM-U open space calculations
- Replace Note 3 with updated Note 6 from Sheet 2
- Note 6: update to use wording from Common Site Plan Note 10



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- Note 9: identify date of wetland survey and name of wetland scientist
- Note 12: parking required is 3 spaces per unit – update required parking spaces to 36. Conditional Use Permit needed for reduction in required parking.
- Note 12: identify number of parking spaces in garages and where located
- Note 20: make “structure” plural
- Note 25: combine with note 6
- Note 36: update street name (“Portland Ave” is used)
- Add Common Site Plan Note 28 re: staking limits of Conservation District areas

Sheet 4:

- Indicate where utility pole will be relocated

Sheet 5:

- Remove utilities

- Provide fire lane pavement stencils and fire lane/no parking signage (no parking permitted in front of garages)
- Consider removal of two parking spots located at end of driveway

### **Engineering Comments:**

- See attached memorandum dated March 17, 2015
- Use separate connections for domestic and sprinkler water lines
- Clarify how encroaching driveway from abutting property will be addressed
- Applicants to meet with Engineering staff to discuss utility comments in more detail

### **Planning Board:**

- Show proposed porches on plan and confirm that they will meet zoning dimensional requirements
- Determine how parking spaces will be assigned; add note to plan that spaces will be assigned and provide appropriate signage
- Provide note that parking restrictions and rules will be included in rental agreement

### **Economic Development Comments:**

- Reconsider layout to decrease density; take measures to ensure emergency vehicle access

## **2. Adjournment**

Motion to adjourn by T.Corwin, seconded by D.Barufaldi. U/A

### **Police Department Comments:**

- Show walkway to access Units 3 and 4
- Ensure the area between units 3 and 4 is designed to discourage its use as a parking area
- Provide signage at access to indicate that this area is not a 4 way intersection
- Provide signage to identify parking spaces as private
- Show no parking areas in front of garages

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### **Fire/Inspections Comments:**

- Clarify fire department access to Units 3 and 4
- Provide plan for Fire Department apparatus turning radius (use T-1)
- Add a second hydrant near Unit 12
- Provide sprinklers for all new construction