



CITY OF DOVER

PLANNING TECHNICAL REVIEW COMMITTEE –AGENDA

Meeting Type: Special Meeting
Meeting Location: 2nd Floor Conference Room – City Hall, Dover NH
Meeting Date: **Wednesday, February 22, 2017**
Meeting Time: **10:30 AM**

1. 10:30 AM – 11:15 AM: Site Review for Cocheco Valley Humane Society (Owner: Strafford County c/o City of Dover), Assessor's Map B, Lot 20, zoned R-40, located at 259 County Farm Road. (Proposal is to develop an 11,000 s.f. Animal Shelter/Services with 32 parking spaces within the 22,671 s.f. paved area.) (P17-13)



City of Dover, New Hampshire SITE REVIEW APPLICATION

[Revision Date: April 23, 2013]

RECEIVED
Planning Office

Office Use Only Project #: P17-13 Date Received: _____
Amount Paid: _____ Time Received: FEB 10 2017

Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

Cocheco Valley Humane Society

Name of Applicant: Rachel Copeland, Board Chair Telephone # 603-749-5322

Address of Applicant: 262 County Farm Road, Dover, NH 03820

E-Mail Address: cglasshnr@gmail.com

Name of Property Owner (if different from applicant): Strafford County Telephone # _____
c/o City of Dover

Address of Property Owner: 288 Central Avenue, Dover, New Hampshire 03820

PROPERTY INFORMATION

Address of Property: 259 County Farm Road

Assessor's Map # B Lot(s) # 20

Zoning District(s) R-40 Overlay District(s) none

Size of Parcel: 1,524,600 sq. ft. 35 ac. Property Deed: Book 3962 Page: 522

Existing Use of Property: County administration building and football field

SITE PLAN INFORMATION

Describe Proposed Use: 11,000 sf animal shelter including animal medical services, shelter, adoption and surrender services

Area of Parcel to be Developed: +/- 150,000 sq. ft.

If Multi-family Residential, Specify Number of Units & Buildings Proposed: n/a

Number of Parking Spaces: Existing 0 Proposed 32

Highway Access (check where applicable): x City Street _____ State Highway

Number of Employees Total: _____ In Maximum Shift: _____

Disposition of Parcel:

Building Setbacks:

Building Footprint 11,000 sq. ft.

Front Yard 40 ft.

Total Building Area 11,000 sq. ft.

Rear Yard 30 ft.

Paved Area 22,671 sq. ft. Side Yard: Right 25 ft.
Left 25 ft.

City Water? ☒ Yes ☐ No How far is city water from the property? on County Farm Road

City Sewer? ☒ Yes ☐ No How far is city sewer from the property? on County Farm Road

BUILDING INFORMATION

Type of Building to be Built: Pre-engineered metal building

Height of Building: 26' Finished Floor Elevation: 140.50

Number of Seats (where applicable) n/a

WAIVER REQUESTS

Site Review Regulations section(s) to be waived: see additional sheet

Justification for waiver request(s) (*attach additional sheets as needed*): see additional sheet

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) Norway Plains

Address 2 Continental Blvd. Rochester, NH Telephone #: 603-335-3948

Professional License #: _____ E-mail address: _____

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) MSC a division of TFMoran, Inc - John P. Lorden

Address 170 Commerce Way, Suite 102, Portsmouth, NH Telephone #: 603-431-2222

Professional License #: 12683 E-mail address: jlorden@mscengineers.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: Richard L. Board Chair Date: 2/8/17

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

Signature of Agent: _____ Date: _____

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: Richard Pelano, Board Chair Date: 2/8/17**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: Richard Pelano, Board Chair Date: 2/8/17

Signature of Applicant (if different from owner): _____ 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: Richard Pelano, Board Chair Date: 2/8/17

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



Civil Engineers
Structural Engineers
Traffic Engineers
Land Surveyors
Landscape Architects
Scientists



February 9, 2017

Donna Benton, Assistant City Planner
City of Dover, Planning Department
288 Central Avenue
Dover, New Hampshire 03820-4169

**Re: Cocheco Valley Humane Society, TRC Submittal
Job #45415.50**

RECEIVED
Planning Office
FEB 10 2017
Dover, New Hampshire

Dear Ms. Benton and Members of the Board:

On behalf of Cocheco Valley Humane Society (CVHS), enclosed please find a Site Plan Review Application submission relative to the above-referenced project. The following materials are included in this submission:

- Applications and checklists (8 copies)
- Application Fee Check #1058
- Abutters List
- Drainage Analysis (2 copies)
- Neighborhood Plan (8 copies at 11x17)
- Site Plans – Site Development Plans dated February 7, 2017 (1 set at 11x17, 8 sets at 22x34)

On behalf of our client, CVHS, we respectfully request that we be placed on the upcoming agenda for the Technical Review Committee meeting on February 23, 2017.

Based on our interpretation of the Site Plan Review Regulations, we are requesting relief in the form of waivers from the following sections as part of this submission:

Waiver Request

Requirement:

Chapter 149 Article IV Section 149-14 Subsection G. Perimeter Landscaping

Reason for Waiver:

The existing undeveloped portion of the 35 acre lot consists of an open field adjacent to an existing football field. The proposed development will be set back off of the County Farm Road, therefore parking area perimeter landscaping would not be effective in creating a perimeter screen. The applicant wishes to continue with the existing open feel of the lot.

Requirement:

Chapter 149 Article IV Section 149-14 Subsection D.6.4. Parking Lot Design Standards

Reason for Waiver:

The applicant is proposing a 22-foot accessway (driveway) where a 24-foot wide is required. The proposed 22-foot wide site accessway is intended for low traffic volume and is not expected to have

consistent occurrences of two way traffic.

Requirement:

Chapter 149 Article IV Section 149-13 Subsection A. Exact locations and dimensions of property lines...

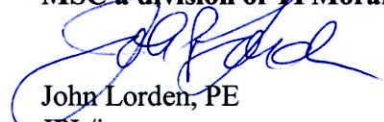
Reason for Waiver:

Verifying and surveying the entire 35 acre lot is not required to depict the proposed development on a small portion of the property.

We look forward to presenting this project to you in the near future.

Respectfully Submitted

MSC a division of TFMoran, Inc.



John Lorden, PE
JPL/jrw

cc: Chuck Moretti, NCM Management, via email
Peter Stewart, AIA, Stewart Assoc. Architect, LLC, via email
Karen Zaramba, Charter Oak Capital Management, via email

Feb 09, 2017 - 8:34am
F:\MSC Projects\45415 - County Farm Road - Dover\45415.dwg - County Farm Road\dwg\45415-50_C02_Site.dwg

APPROVED BY THE DOVER PLANNING BOARD
ON _____
CHAIRMAN: _____ AND
SECRETARY: _____

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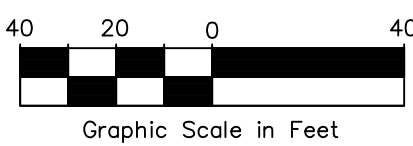


CONTACT DIG SAFE 72 BUSINESS HOURS PRIOR TO CONSTRUCTION

SITE NOTES (CONTINUED)

18. CONTRACTOR'S RESPONSIBILITIES:
- TO NOTIFY ENGINEER IN WRITING OF ANY DISCREPANCIES OF PROPOSED LAYOUT AND/OR EXISTING FEATURES.
 - EMPLOY A LICENSED SURVEYOR TO DETERMINE ALL LINES AND GRADES AND LAYOUT OF SITE ELEMENTS AND BUILDINGS.
 - PROVIDE AN AS-BUILT PLAN AT THE COMPLETION OF THE PROJECT TO THE CITY OF DOVER ENGINEER'S OFFICE.
 - PROTECTING NEW AND EXISTING BURIED UTILITIES DURING INSTALLATION OF ALL SITE ELEMENTS. DAMAGED UTILITIES SHALL BE REPAIRED OR REPLACED AT NO ADDITIONAL COST TO THE OWNER.
 - TAKE APPROPRIATE MEASURES TO REDUCE, TO THE FULLEST EXTENT POSSIBLE, NOISE, DUST AND UNSIGHTLY DEBRIS.
 - COORDINATE WITH ALL UTILITY COMPANIES AND CONTACT DIGSAFE (811 OR 888-344-7233) AT LEAST 72 HOURS PRIOR TO ANY EXCAVATION.
 - THE CONTRACTOR IS RESPONSIBLE FOR THE MEANS AND METHODS OF CONSTRUCTION AND FOR CONDITIONS AT THE SITE. THESE PLANS, PREPARED BY MSC A DIVISION OF TFMORAN, INC., DO NOT EXTEND TO OR INCLUDE SYSTEMS PERTAINING TO THE SAFETY OF THE CONSTRUCTION CONTRACTOR OR THEIR EMPLOYEES, AGENTS OR REPRESENTATIVES IN THE PERFORMANCE OF THE WORK. THE SEAL OF THE SURVEYOR OR ENGINEER HEREON DOES NOT EXTEND TO ANY SUCH SAFETY SYSTEMS THAT MAY NOW OR HEREAFTER BE INCORPORATED INTO THESE PLANS. THE CONSTRUCTION CONTRACTOR SHALL PREPARE OR OBTAIN THE APPROPRIATE SAFETY SYSTEMS WHICH MAY BE REQUIRED BY THE US OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) AND/OR LOCAL REGULATIONS.
 - VERIFY LAYOUT OF PROPOSED BUILDING FOUNDATIONS WITH ARCHITECT AND THAT PROPOSED FOUNDATION MEETS PROPERTY LINE SETBACKS PRIOR TO COMMENCING ANY FOUNDATION CONSTRUCTION.
 - THE CONTRACTOR SHALL BID AND PERFORM THE WORK IN ACCORDANCE WITH ALL LOCAL, STATE AND NATIONAL CODES, SPECIFICATIONS, REGULATIONS AND STANDARDS.
 - IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO BECOME FAMILIAR WITH THE SITE AND ALL SURROUNDING CONDITIONS. THE CONTRACTOR SHALL ADVISE THE APPROPRIATE AUTHORITY OF INTENTIONS AT LEAST 48 HOURS IN ADVANCE.
 - THE CONTRACTOR SHALL MAINTAIN EMERGENCY ACCESS TO ALL AREAS AFFECTED BY WORK AT ALL TIMES.

DIRECTIONAL SIGN LEGEND		
ID	SIGN	NO./SIZE/COLOR
A	R7-8 12" x 18" GREEN, WHITE & BLUE	RESERVED PARKING [Symbol]
B	R7-8P 18" x 9" GREEN & WHITE	VAN ACCESSIBLE [Symbol]
C	R7-6 12" x 18"	NO PARKING LOADING ZONE [Symbol]



REV.	DATE	DESCRIPTION	DR	CK

TAX MAP B LOT 20
SITE PLAN
COCHECO VALLEY HUMANE SOCIETY
259 COUNTY FARM ROAD
DOVER, NEW HAMPSHIRE

OWNED BY
STRAFFORD COUNTY
C/O CITY OF DOVER

SCALE: 1"=40' (22X34)
1"=80' (11X17)

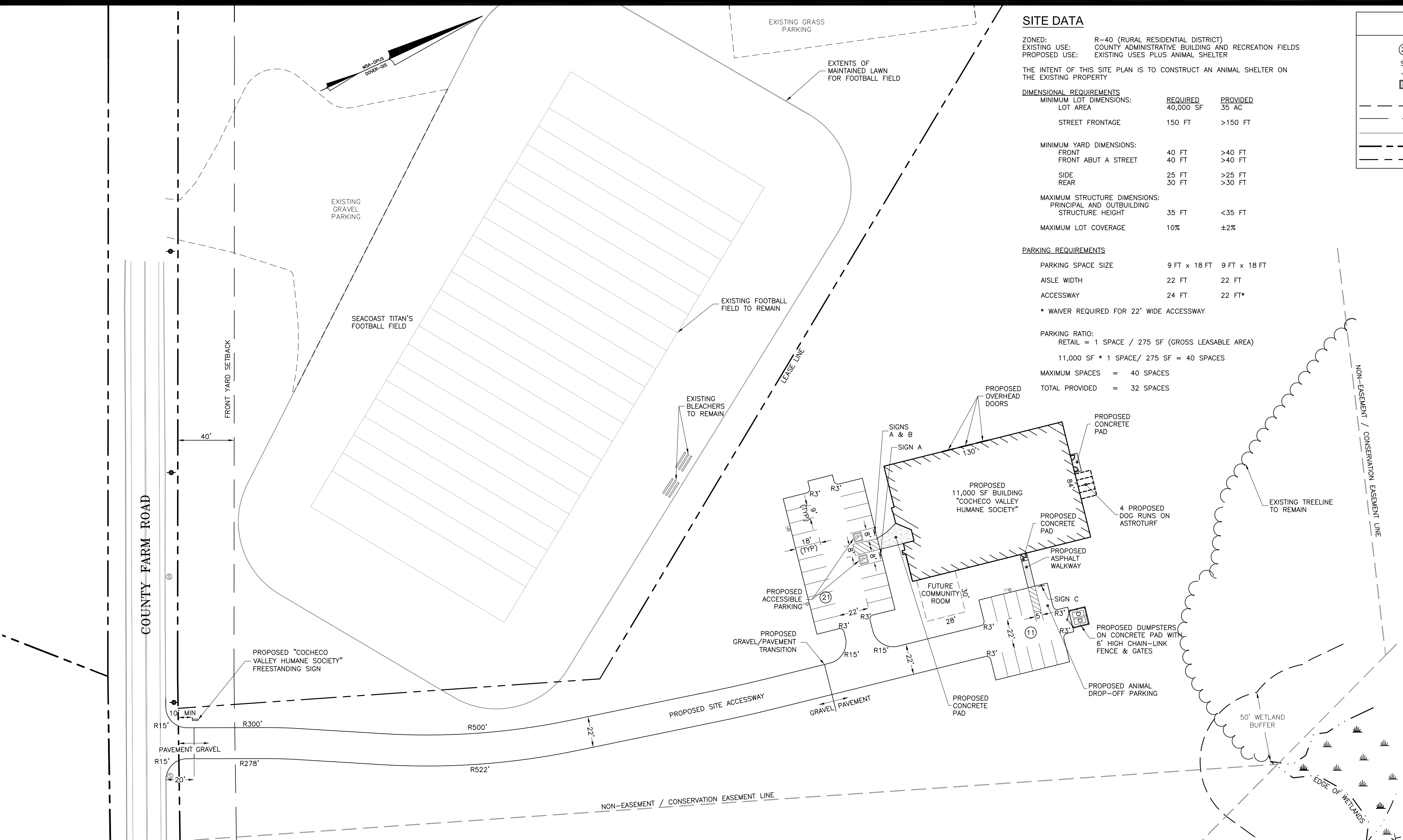
FEBRUARY 7, 2017

A division of TFMoran, Inc.

Civil Engineers
Structural Engineers
Traffic Engineers
Land Surveyors
Landscape Architects
Scientists

170 Commerce Way, Suite 102
Portsmouth, NH 03801
Phone (603) 431-2222
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www.msceingineers.com

FILE	45415.50	DR	JRW	FB		
		CK	JPL	CADFILE	Site.dwg	C-2



SITE DATA

ZONED: R-40 (RURAL RESIDENTIAL DISTRICT)
EXISTING USE: COUNTY ADMINISTRATIVE BUILDING AND RECREATION FIELDS
PROPOSED USE: EXISTING USES PLUS ANIMAL SHELTER

THE INTENT OF THIS SITE PLAN IS TO CONSTRUCT AN ANIMAL SHELTER ON THE EXISTING PROPERTY

DIMENSIONAL REQUIREMENTS		
MINIMUM LOT DIMENSIONS:	REQUIRED	PROVIDED
LOT AREA	40,000 SF	35 AC
STREET FRONTAGE	150 FT	>150 FT

MINIMUM YARD DIMENSIONS:		
FRONT	40 FT	>40 FT
FRONT ABUT A STREET	40 FT	>40 FT
SIDE REAR	25 FT	>25 FT
	30 FT	>30 FT

MAXIMUM STRUCTURE DIMENSIONS:		
PRINCIPAL AND OUTBUILDING STRUCTURE HEIGHT	35 FT	<35 FT
MAXIMUM LOT COVERAGE	10%	±2%

PARKING REQUIREMENTS

PARKING SPACE SIZE	9 FT x 18 FT	9 FT x 18 FT
aisle WIDTH	22 FT	22 FT
ACCESSWAY	24 FT	22 FT*

* WAIVER REQUIRED FOR 22' WIDE ACCESSWAY

PARKING RATIO:	RETAIL = 1 SPACE / 275 SF (GROSS LEASABLE AREA)
11,000 SF * 1 SPACE / 275 SF = 40 SPACES	
MAXIMUM SPACES	= 40 SPACES
TOTAL PROVIDED	= 32 SPACES

LEGEND

(21)	PROPOSED PARKING COUNT	---	EXISTING CONTOUR
SF	SQUARE FOOT	---	EXISTING EDGE OF GRAVEL
+	PROPOSED SIGN	---	TREELINE
[Symbol]	ACCESSIBLE PARKING	---	EXISTING WETLAND
---	NON-EASEMENT/CONSERVATION EASEMENT LINE	---	PROPOSED FUTURE BUILDING
---	SETBACKS	---	PROPOSED PAVEMENT MARKING
---	EXISTING EDGE OF PAVEMENT	---	PROPOSED BITUMINOUS
---	LOT LINES	---	PROPOSED ASPHALT
---	PROPOSED LEASE LINES	---	

SITE NOTES

- THESE PLANS ARE PERMIT DRAWINGS ONLY AND NOT INTENDED FOR CONSTRUCTION OR BIDDING.
- PRIOR TO COMMENCING ANY SITE WORK ALL LIMITS OF WORK SHALL BE CLEARLY MARKED IN THE FIELD.
- AN ALTERATION OF TERRAIN PERMIT IS NOT REQUIRED AS THE DISTURBANCE IS LESS THAN 100,000 SF.
- ALL WORK SHALL CONFORM TO THE APPLICABLE REGULATIONS AND STANDARDS OF THE CITY OF DOVER, AND SHALL BE BUILT IN A WORKMANLIKE MANNER IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS.
- ALL WORK TO CONFORM TO CITY OF DOVER, DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS. ALL WORK WITHIN THE RIGHT-OF-WAY OF THE TOWN AND/OR STATE SHALL COMPLY WITH APPLICABLE STANDARDS.
- ALL DEMOLITION SHALL INSURE MINIMUM INTERFERENCE WITH ROADS, STREETS, WALKWAYS AND ANY OTHER ADJACENT OPERATING FACILITIES. PRIOR WRITTEN PERMISSION FROM THE OWNER/DEVELOPER AND LOCAL PERMITTING AUTHORITY IS REQUIRED IF CLOSURE/OBSTRUCTIONS TO ROADS, STREET, WALKWAYS AND OTHERS IS DEEMED NECESSARY. CONTRACTOR TO PROVIDE ALTERNATE ROUTES AROUND CLOSURES/OBSTRUCTIONS PER CITY/GOVERNMENTAL REGULATIONS.
- REFER TO ARCHITECTURAL PLANS FOR LAYOUT OF BUILDING FOUNDATIONS AND CONCRETE ELEMENTS WHICH ABUT THE BUILDING SUCH AS STAIRS, SIDEWALKS, AND PADS. DO NOT USE SITE PLANS FOR LAYOUT OF FOUNDATIONS.
- IN THE EVENT OF A CONFLICT BETWEEN PLANS, SPECIFICATIONS, AND DETAILS, THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY FOR CLARIFICATION.
- IF CONDITIONS AT THE SITE ARE DIFFERENT THAN SHOWN ON THE PLANS, THE ENGINEER SHALL BE NOTIFIED PRIOR TO PROCEEDING WITH THE AFFECTED WORK.
- THESE PLANS WERE PREPARED UNDER THE SUPERVISION OF A LICENSED PROFESSIONAL ENGINEER. MSC A DIVISION OF TFMORAN, INC. ASSUMES NO LIABILITY AS A RESULT OF ANY CHANGES OR NON-CONFORMANCE WITH THESE PLANS EXCEPT UPON THE WRITTEN APPROVAL OF THE ENGINEER OF RECORD.
- MSC A DIVISION OF TFMORAN, INC. ASSUMES NO LIABILITY FOR WORK PERFORMED WITHOUT AN ACCEPTABLE PROGRAM OF TESTING AND INSPECTION AS APPROVED BY THE ENGINEER OF RECORD.
- AT COMPLETION OF CONSTRUCTION, THE SITE CONTRACTOR SHALL PROVIDE A LETTER CERTIFYING THAT THE PROJECT WAS COMPLETED IN ACCORDANCE WITH THE APPROVED PLANS AND SPECIFICATIONS.
- IF ANY DEVIATIONS FROM THE APPROVED PLANS AND SPECIFICATIONS HAVE BEEN MADE, THE SITE CONTRACTOR SHALL PROVIDE AS-BUILT DRAWING STAMPED BY A LICENSED SURVEYOR OR QUALIFIED ENGINEER ALONG WITH A LETTER STAMPED BY A QUALIFIED ENGINEER DESCRIBING ALL SUCH DEVIATIONS, AND BEAR ALL COSTS FOR PREPARING AND FILING ANY NEW PERMITS OR PERMIT AMENDMENTS THAT MAY BE REQUIRED.
- NO WORK IS PROPOSED WITHIN THE 50 FT WETLAND BUFFER.
- A LETTER OF CREDIT FOR THE COST OF REVEGETATING ALL DISTURBED AREAS ON THE SITE SHALL BE SUBMITTED PRIOR TO ANY EARTH DISTURBING ACTIVITY.
- A PRE-CONSTRUCTION CONFERENCE WITH THE DEVELOPER, THE DESIGN ENGINEER, THE EARTHWORK CONTRACTOR AND THE CITY ENGINEER SHALL OCCUR PRIOR TO ANY EARTH DISTURBING ACTIVITY.
- BUILDING ADDRESS SHALL BE ASSIGNED BY THE BUILDING INSPECTOR AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.

LAYOUT & MATERIAL NOTES

- ALL MATERIALS AND CONSTRUCTION SHALL CONFORM TO APPLICABLE CITY, STATE, AND FEDERAL CODES.
- ALL TRAFFIC PAINT SHALL MEET THE REQUIREMENTS OF AASHTO M248 TYPE "F".
- ALL PAINTED ISLANDS SHALL BE 4" WIDE DIAGONAL LINES AT 3"-0" O.C. BORDERED BY 4" WIDE LINES.
- ALL PAVEMENT MARKINGS AND SIGNS TO CONFORM TO THE LATEST EDITIONS OF "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES", "STANDARD ALPHABETS FOR HIGHWAY SIGNS AND PAVEMENT MARKINGS" AND THE AMERICANS WITH DISABILITIES ACT REQUIREMENTS.
- REFER TO ARCHITECTURAL PLANS FOR LAYOUT OF BUILDING FOUNDATIONS AND CONCRETE ELEMENTS WHICH ABUT THE BUILDING SUCH AS STAIRS, SIDEWALKS, LOADING DOCK RAMPS AND PADS. DO NOT USE SITE PLANS FOR LAYOUT OF FOUNDATIONS.
- WRITTEN DIMENSIONS HAVE PRECEDENCE OVER SCALED DIMENSIONS. THE CONTRACTOR SHALL USE CAUTION WHEN SCALING REPRODUCED PLANS. IN CASE OF CONFLICT BETWEEN THIS PLAN SET AND ANY OTHER DRAWING AND/OR SPECIFICATION, THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY FOR CLARIFICATIONS.