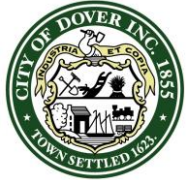


CITY OF DOVER

PLANNING TECHNICAL REVIEW COMMITTEE –AGENDA

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room – City Hall, Dover NH
Meeting Date: **Thursday, October 19, 2017**
Meeting Time: **10:30 AM**

1. 10:30 AM – 11.00 AM: Site Review for R&P Singh LLC, (Owner: Aranosian Oil Co., Inc.), Assessor's Map 15, Lot 71, zoned B-5, located at 52 Central Avenue. (Proposal is to add a drive-thru service window). *[Previously heard on February 23, 2017]*. (P17-14)



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – P08-09A

Application Type: Site Plan Review
Applicant(s): R& P Singh, LLC
Owner(s): Aranosian Oil Company
Location: 52 Central Ave (Tax Map 15, Lot 71)
Date: February 23, 2017

INTENT: Proposal is to amend a previously approved site plan to add a drive-thru window service

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM #: 1

ACREAGE: 0.63 acres

ZONING DISTRICT: Gateway District (B-5)

EXISTING LAND USE: Commercial

SURROUNDING LAND USE: Residential and commercial

ZBA ACTION:

-Z99-17: Variance granted on October 21, 1999 for setback of gas pump canopy

-Z07-17: Variance granted on 11/15/2007 for the canopy within 30' of the front property line and within 25' of a side property line

PERMITS REQUIRED: None

WAIVERS REQUESTED: None

ATTENDANCE:

Members:

Donna Benton, Planning
Elena Piekut, Zoning
Jim Maxfield, Fire/Building
Sgt. Speidel, Police
Dave White, Community Services
Frank Torr, Planning Board

Others:

Bob Stowell, Tritech Engineering
Mr. Singh, Applicant

Approval of 2/22/17 Meeting Minutes

D. White moved to approve the minutes of February 22, 2017. E. Piekut seconded. Vote: 5 in favor, 1 abstain

Planning Comments:

- Variance needed for the drive-thru near residential use
- Water and sewer investment fees will be assessed if necessary
- Who uses the bypass lane and how do you see it used?
- Provide:
 - Neighborhood plan with aerial and abutter information
 - Streetscape (including call box)
 - Traffic Impact Analysis
 - Architectural Renderings to plan set and revised to meet 149.14.L
- Please revise the plan set to:
 - Add signature and stamp of the LLS and PE
 - Add Planning file number P17-14 to plan set
 - Add a note indicating the hours of operation (earliest time is 6:00am and latest time is 9:00pm)
 - Add abutting property information
 - Label Central Ave
 - Add landscaping information
 - Add signage directing traffic from Locust to the drive-thru
 - Revise note 12 to add the variance information for Z99-17

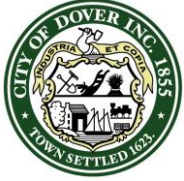
Police Department Comments:

- If there is a Traffic Impact Assessment, would like to review it
- Concerned about capacity for Locust Street signal queue
- Post by-pass lane as No Parking
- Add directional arrow to the proposed "Access Route 16" sign, and also a Do Not Enter sign on the back of it
- What is the height/construction of easterly fence across from the drive-thru order board? Concerned about sound projection.
- Concerned about potential safety conflict at pick-up window with adjacent exterior door. Door opens blind into the path of car exiting the drive-thru.
- Establish and post a maximum height bar at drive-thru queue point
- Add sign at driver-thru queue point, "No Stacking Beyond This Point"

Engineering Comments:

- It does not look possible for a vehicle to drive up to the window and avoid the sidewalk for the back exit. How will this be solved? (Photo attached)
- Consider looking at vehicle height restrictions.





CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – P08-09A

Application Type: Site Plan Review
Applicant(s): R& P Singh, LLC
Owner(s): Aranorian Oil Company
Location: 52 Central Ave (Tax Map 15, Lot 71)
Date: February 23, 2017

Fire/Inspections Comments:

- Is a truck able to turn with the island?

Economic Development Comments: None

Planning Board Comments:

- Would like information on speaker system and volume of system
- Place plantings next to fence
- What is the lighting like in the back?

The TRC decided to review the traffic study (to be emailed to the Planning Department by applicant and await ZBA minutes to determine if a second TRC is necessary.

S:\Department\Planning\Planning_Share\PlanningBoard\TRC\2017TRC\MINUTES\2017.02.23_PlanningTechnicalReviewCommittee.Aranorian oil drive-thru.docx

September 28, 2017

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

Subject: Drive-Thru Window Service
52 Central Avenue
Tax Map 15, Lot 71
Dover, New Hampshire
Job No. 15112

Dear Donna:

Below please find our responses to the February 23, 2017 Technical Review Committee Minutes as to how our plans have been revised to address these comments.

Planning Department Comments:

- Variance needed for the drive-thru near residential use.
On March 16, 2017, the applicant was granted a Variance from the Dover Zoning Board of Adjustment. The Zoning Board placed two (2) conditions on their approval. These conditions have been incorporated into the revised plans.
- Water and sewer investment fees will be assessed if necessary.
The applicant is aware of this possibility.
- Who uses the bypass lane and how do you see it used.
This is addressed in the Traffic Response. It is not an essential part of Site Design. It provides an escape route from the drive-up queue.
- Provide:
 - Neighborhood plan with aerial and abutter information.
A Neighborhood Plan has been included in this submittal.
 - Streetscape (including call box)
Enclosed please find photographs of the existing building and site. These are best representation of the project appearance. The addition of the order board and drive-up window are not perceivable at the proposed location.
 - Traffic Impact Analysis
A Traffic Impact Assessment was provided as well as a response to the Peer Review and is enclosed with this submittal.

- Architectural Renderings to plan set and revised to meet 149.14.L.
Enclosed please find photographs of the existing building and site. These are best representation of the project appearance. The addition of the order board and drive-up window are not perceivable at the proposed location.
- Please revise the plan set to:
 - Add signature and stamp of the LLS and PE
Surveyors & Engineers Stamps and Signatures will be provided on the Final Submission.
 - Add Planning file number P17-14 to Plan Set
The file number "P17-14" has been added to all sheets.
 - Add a note indicating the hours of operation (earliest time is 6:00am and latest time is 9:00pm)
This note has been added to the revised plan.
 - Add abutting property information
This information has been added to the revised plan.
 - Label Central Ave
Central Avenue has been labeled on the revised plan.
 - Add landscaping information
The existing landscaping has been added to the revised plan. Additional fencing is proposed as shown, however no additional landscaping is proposed.
 - Add signage directing traffic from Locust to the drive-thru
This is addressed in the Traffic Response. This signage is unnecessary.
 - Revise note 12 to add the variance information for Z99-17
This note has been added to the revised plan.

Police Department Comments:

- If there is a Traffic Impact Assessment, would like to review it
A Traffic Impact Assessment was provided as well as a response to the Peer Review and is enclosed with this submittal.
- Concerned about capacity for Locust Street signal queue
This project will have no impact on the Locust Street signal.
- Post by-pass lane as No Parking
No parking signage has been added to the revised plan.
- Add directional arrow to the proposed "Access Route 16" sign, and also a Do Not Enter sign on the back of it
This revision has been added to the revised plan.
- What is the height / construction of easterly fence across from the drive-thru order board?
Concerned about sound projection.
The stockade fence extends more than 8 feet above grade.
- Concerned about potential safety conflict at pick-up window with adjacent exterior door. Door opens blind into the path of car exiting the drive-thru.
This is an employee only exit door. Signage on the interior will provide ample warning.
- Establish and post a maximum height bar at drive-thru queue point
This has been added to the revised plan.
- Add sign at driver-thru queue point, "No Stacking Beyond This Point"
This has been added to the revised plan.

Engineering Comments:

- It does not look possible for a vehicle to drive up to the window and avoid the sidewalk for the back exit. How will this be solved? (Photo attached)
A portion of the existing curbing and concrete landing will be removed to ensure adequate access to the drive-up window.
- Consider looking at vehicle height restrictions.
A height restriction has been added to the revised plan.

Fire / Inspections Comments:

- Is a truck able to turn with the island?
No changes are being made to the truck access.

Economic Development Comments: None

Planning Board Comments:

- Would like information on speaker system and volume of system
This is a standard drive-up order board system. It will have a speaker for the store to communicate with the drive. There is an 8 foot high fence between it and the residential abutters and the hours of operation are limited to 6 AM to 9 PM.
- Place plantings next to fence
There is no room adjacent to the fence for plantings.
- What is the lighting like in the back?
The site is currently fully lit and is in compliance with the Approved Site Plan.

Enclosed please find the following:

1. Eight (8) of this TRC Response Letter
2. Eight (8) Full Size copies of Plans SP-1 and T-2
3. Eight (8) sets of pictures of the site and building
4. Eight (8) copies each of
 - Traffic Impact Analysis
 - Response to Peer Review

We look forward to discussing this application with Technical Review Committee on October 19, 2017.

Please advise should you have any questions.

Very truly yours,
TRITECH ENGINEERING CORP.


Robert J. Stowell, P.E., L.L.S.
President

RJS / rms

Enclosures

\\15112_TRC_Response Ltr.docx

Memorandum

17130

To: Christopher G. Parker, AICP

Assistant City Manager, Director of Planning and Strategic Initiatives

City of Dover, NH

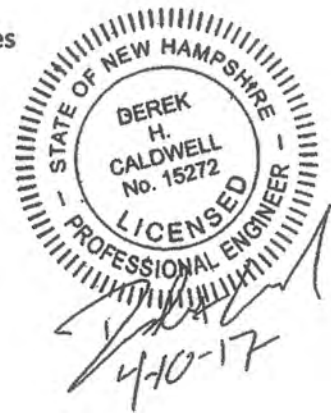
From: Derek Caldwell, P.E.

Date: April 10, 2017

Subject: Traffic Impact and Access Study Peer Review

Central Avenue at Locust Street

Proposed Drive-Thru



Sebago Technics has completed a Peer Review of the Traffic Impact and Access Study and Site Plan submission dated March 13, 2017 submitted by TEPP, LLC and Tritech Engineering Corporation for the addition of a drive-thru window at the existing Citgo Gas station. We offer the following comments and recommendations:

1. If the Central Avenue driveway is to remain, we recommend that it be modified to be right-in only. This driveway is currently located within the signalized intersection, but does not operate under control of the signal. Limiting the driveway to in-only will eliminate an unsignalized approach within a signalized intersection. Furthermore the crash data we compiled for the Route 108 Study showed a number of crashes resulting from vehicles exiting from this driveway and failing to yield to vehicles travelling southbound. If the driveway is changed to right in only, it is recommended to narrow the curb cut to properly reflect this change.
2. If the above mentioned driveway is to remain in the existing configuration, we recommend the construction of a raised island, in place of the current flush cobblestones, to discourage left-turns in for northbound traffic.
3. The proposed by-pass lane internal to the site does not entirely bypass the proposed drive thru lane. If the queue from the order window was to back up, the bypass lane would become unusable and hinder general site circulation.
4. A queuing/circulation analysis should be performed to ensure that adequate drive-thru storage space is provided.

5. Signage should be included upon entry to the site to direct vehicles to the location of the drive thru.
6. For vehicles entering from Locust Street, will access to the drive-thru be blocked if the gas pumps are fully occupied?
7. There is an existing sidewalk which terminates at the northern end of the driveway on Locust Street. Consider providing a crosswalk to the western side of Locust Street at this location or continuing sidewalk along the eastern side of Locust Street.
8. Consider narrowing the Locust Street driveway if possible, understanding that it needs to allow access for large trucks.

We hope that these comments are helpful to your overall review. We look forward to reviewing the applicant's next submission.

MEMORANDUM

93 Stiles Road, Suite 201, Salem, New Hampshire 03079 USA
800 Turnpike Street, Suite 300, North Andover, Massachusetts 01845 USA
Phone (603) 212-9133 and Fax (603) 226-4108
Email tepp@teppllc.com and Web www.teppllc.com

Ref: 1306
Subject: Traffic Peer Review
Citgo Convenience Store and Gasoline Station
Central Avenue and Locust Street
Dover, New Hampshire
From: Kim Eric Hazarvartian, Ph.D., P.E., PTOE
Principal
Date: September 21, 2017

**INTRODUCTION**

Sebago Technics prepared a letter dated April 10, 2017 regarding peer review of the subject project. Sebago Technics reviewed:

- March 13, 2017 traffic-assessment memorandum (TAM) prepared by TEPP LLC
- February 9, 2017 site plan prepared by Trittech Engineering Corporation

This memorandum responds to the comments and recommendations of Sebago Technics.

COMMENT 1

Comment. If the Central Avenue driveway is to remain, we recommend that it be modified to be right-in only. This driveway is currently located within the signalized intersection, but does not operate under control of the signal. Limiting the driveway to in-only will eliminate an unsignalized approach within a signalized intersection. Furthermore the crash data we compiled for the Route 108 Study showed a number of crashes resulting from vehicles exiting from this driveway and failing to yield to vehicles travelling southbound. If the driveway is changed to right in only, it is recommended to narrow the curb cut to properly reflect this change.

Response. Sebago Technics provided the crash data for the years 2013 to 2015. A number of crashes did occur at the intersection. Two of the crashes involved vehicles exiting the driveway over the three-year period. Both crashes involved property damage only.

COMMENT 2

Comment. If the above mentioned driveway is to remain in the existing configuration, we recommend the construction of a raised island, in place of the current flush cobblestones, to discourage left turns in for northbound traffic.

Response. Per the approved site plan, the flush channelization provides for truck exits.

COMMENT 3

Comment. The proposed by-pass lane internal to the site does not entirely bypass the proposed drive thru lane. If the queue from the order window was to back up, the bypass lane would become unusable and hinder general site circulation.

Response. The bypass lane is not necessary for site circulation, given the 26-foot aisle width for the parking along the front of the building.

COMMENT 4

Comment. A queuing/circulation analysis should be performed to ensure that adequate drive-thru storage space is provided.

Response. Storage for about 10 vehicles will be available, which is in the typical range. The drive-through will be operated efficiently to limit queues.

COMMENT 5

Comment. Signage should be included upon entry to the site to direct vehicles to the location of the drive thru.

Response. Signage could be added, but is not necessary. Vehicles currently direct themselves to parking in front of the building.

COMMENT 6

Comment. For vehicles entering from Locust Street, will access to the drive-thru be blocked if the gas pumps are fully occupied?

Response: These vehicles may circulate around the south side of the gas-pump area. Under the existing condition, vehicles follow this route from Locust Street to parking in front of the building.

COMMENT 7

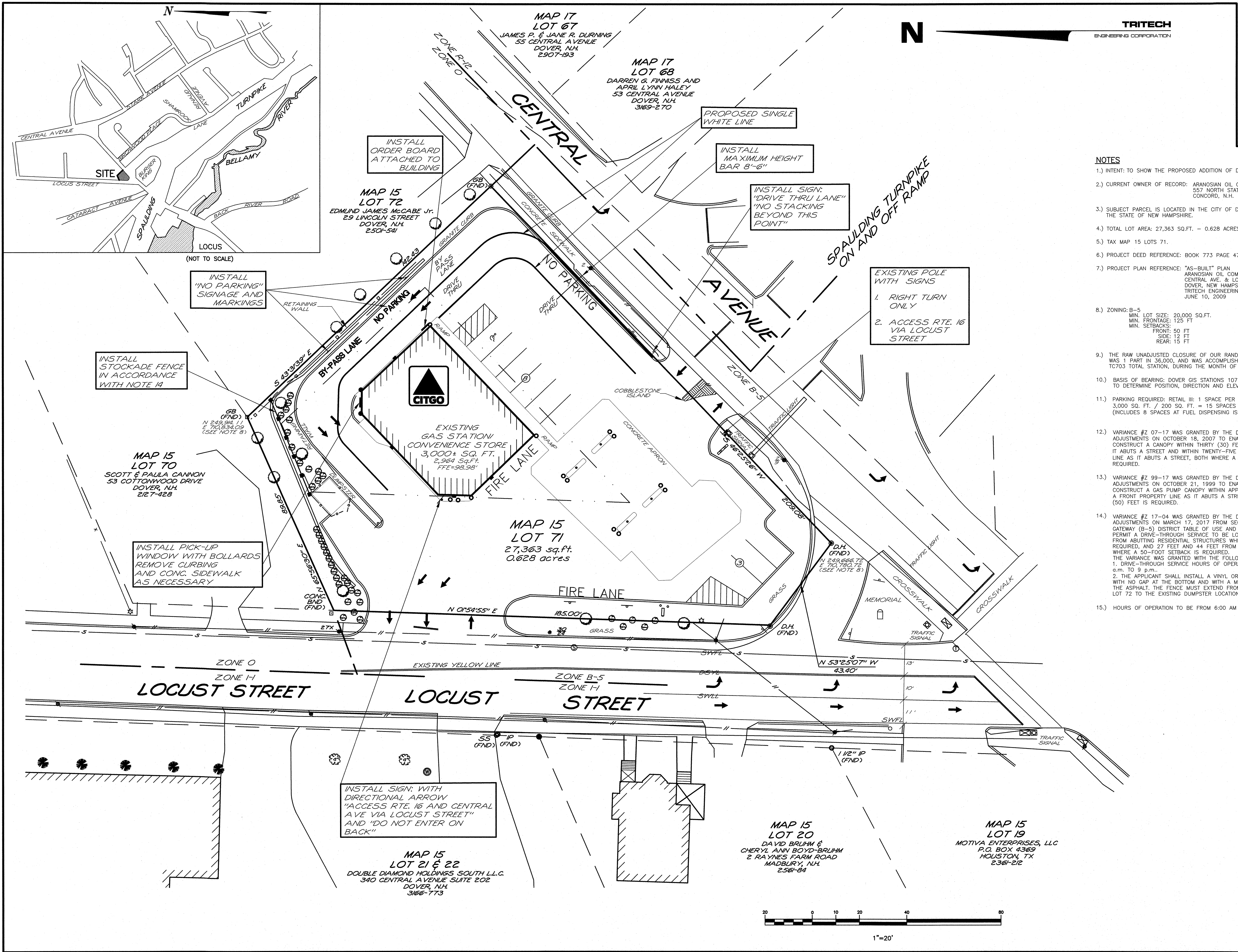
Comment. There is an existing sidewalk which terminates at the northern end of the driveway on Locust Street. Consider providing a crosswalk to the western side of Locust Street at this location or continuing sidewalk along the eastern side of Locust Street.

Response. A new marked crosswalk would be at a mid-block location. As a general practice, marked crosswalks as mid-block locations should only be used judiciously. Pedestrians may use the marked crosswalk across Locust Street using at its signalized intersection with Central Avenue.

COMMENT 8

Comment. Consider narrowing the Locust Street driveway if possible, understanding that it needs to allow access for large trucks.

Response. The driveway geometry is intended to accommodate trucks per the approved site plan.



- NOTES**
- 1.) INTENT: TO SHOW THE PROPOSED ADDITION OF DRIVE-UP WINDOW SERVICE.
 - 2.) CURRENT OWNER OF RECORD: ARANOSIAN OIL COMPANY INC.
557 NORTH STATE STREET
CONCORD, N.H.
 - 3.) SUBJECT PARCEL IS LOCATED IN THE CITY OF DOVER, COUNTY OF STRAFFORD AND THE STATE OF NEW HAMPSHIRE.
 - 4.) TOTAL LOT AREA: 27,363 SQ.FT. - 0.628 ACRES
 - 5.) TAX MAP 15 LOTS 71.
 - 6.) PROJECT DEED REFERENCE: BOOK 773 PAGE 476.
 - 7.) PROJECT PLAN REFERENCE: "AS-BUILT" PLAN
ARANOSIAN OIL COMPANY
CENTRAL AVE. & LOCUST STREET
DOVER, NEW HAMPSHIRE
TRITECH ENGINEERING CORPORATION
JUNE 10, 2009
 - 8.) ZONING: B-5
MIN. LOT SIZE: 20,000 SQ.FT.
MIN. FRONTAGE: 125 FT
MIN. SETBACKS:
FRONT: 50 FT
SIDE: 12 FT
REAR: 15 FT
 - 9.) THE RAW UNADJUSTED CLOSURE OF OUR RANDOM POINT TRAVERSE WAS 1 PART IN 36,000, AND WAS ACCOMPLISHED USING A LEICA TC703 TOTAL STATION, DURING THE MONTH OF NOVEMBER, 2004.
 - 10.) BASIS OF BEARING: DOVER GIS STATIONS 107 AND 108 WERE OCCUPIED TO DETERMINE POSITION, DIRECTION AND ELEVATION.
 - 11.) PARKING REQUIRED: RETAIL III: 1 SPACE PER 200 SQ. FT. NET FLOOR AREA 3,000 SQ. FT. / 200 SQ. FT. = 15 SPACES REQUIRED 18 SPACES PROVIDED. (INCLUDES 8 SPACES AT FUEL DISPENSING ISLANDS.)
 - 12.) VARIANCE #Z 07-17 WAS GRANTED BY THE DOVER ZONING BOARD OF ADJUSTMENTS ON OCTOBER 18, 2007 TO ENABLE THE SUBJECT PROPERTY TO CONSTRUCT A CANOPY WITHIN THIRTY (30) FEET OF A FRONT PROPERTY LINE AS IT ABUTS A STREET AND WITHIN TWENTY-FIVE (25) FEET OF A SIDE PROPERTY LINE AS IT ABUTS A STREET, BOTH WHERE A MINIMUM OF FIFTY (50) FEET ARE REQUIRED.
 - 13.) VARIANCE #Z 99-17 WAS GRANTED BY THE DOVER ZONING BOARD OF ADJUSTMENTS ON OCTOBER 21, 1999 TO ENABLE THE SUBJECT PROPERTY TO CONSTRUCT A GAS PUMP CANOPY WITHIN APPROXIMATELY THIRTY (31) FEET OF A FRONT PROPERTY LINE AS IT ABUTS A STREET WHERE A MINIMUM OF FIFTY (50) FEET IS REQUIRED.
 - 14.) VARIANCE #Z 17-04 WAS GRANTED BY THE DOVER ZONING BOARD OF ADJUSTMENTS ON MARCH 17, 2017 FROM SECTION 170-12.A AND B AND THE GATEWAY (B-5) DISTRICT TABLE OF USE AND DIMENSIONAL REGULATIONS TO PERMIT A DRIVE-THROUGH SERVICE TO BE LOCATED 72 FEET AND 84 FEET FROM ABUTTING RESIDENTIAL STRUCTURES WHERE 100-FOOT SETBACK IS REQUIRED, AND 27 FEET AND 44 FEET FROM ABUTTING RESIDENTIAL LOT LINES WHERE A 50-FOOT SETBACK IS REQUIRED.
THE VARIANCE WAS GRANTED WITH THE FOLLOWING CONDITIONS:
1. DRIVE-THROUGH SERVICE HOURS OF OPERATION SHALL BE LIMITED TO 6 a.m. TO 9 p.m.
2. THE APPLICANT SHALL INSTALL A VINYL OR PLASTIC (HOLLOW CORE) FENCE WITH NO GAP AT THE BOTTOM AND WITH A MINIMUM HEIGHT OF 9 FT. ABOVE THE ASPHALT. THE FENCE MUST EXTEND FROM THE EXISTING FENCE AT MAP 15, LOT 72 TO THE EXISTING DUMPSTER LOCATION.
 - 15.) HOURS OF OPERATION TO BE FROM 6:00 AM TO 9:00 PM.

TRITECH
ENGINEERING CORPORATION

755 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03860
TELEPHONE 603 742 8107
FAX 603 742 8830

REVISIONS
DATE: 9-28-17
DESCRIPTION:
REVISED PER TRC COMMENTS

DRIVE-THRU SITE PLAN

ARANOSIAN
OIL COMPANY



CENTRAL AVE. & LOCUST STREET

DOVER, NEW HAMPSHIRE

FEBRUARY 9, 2017

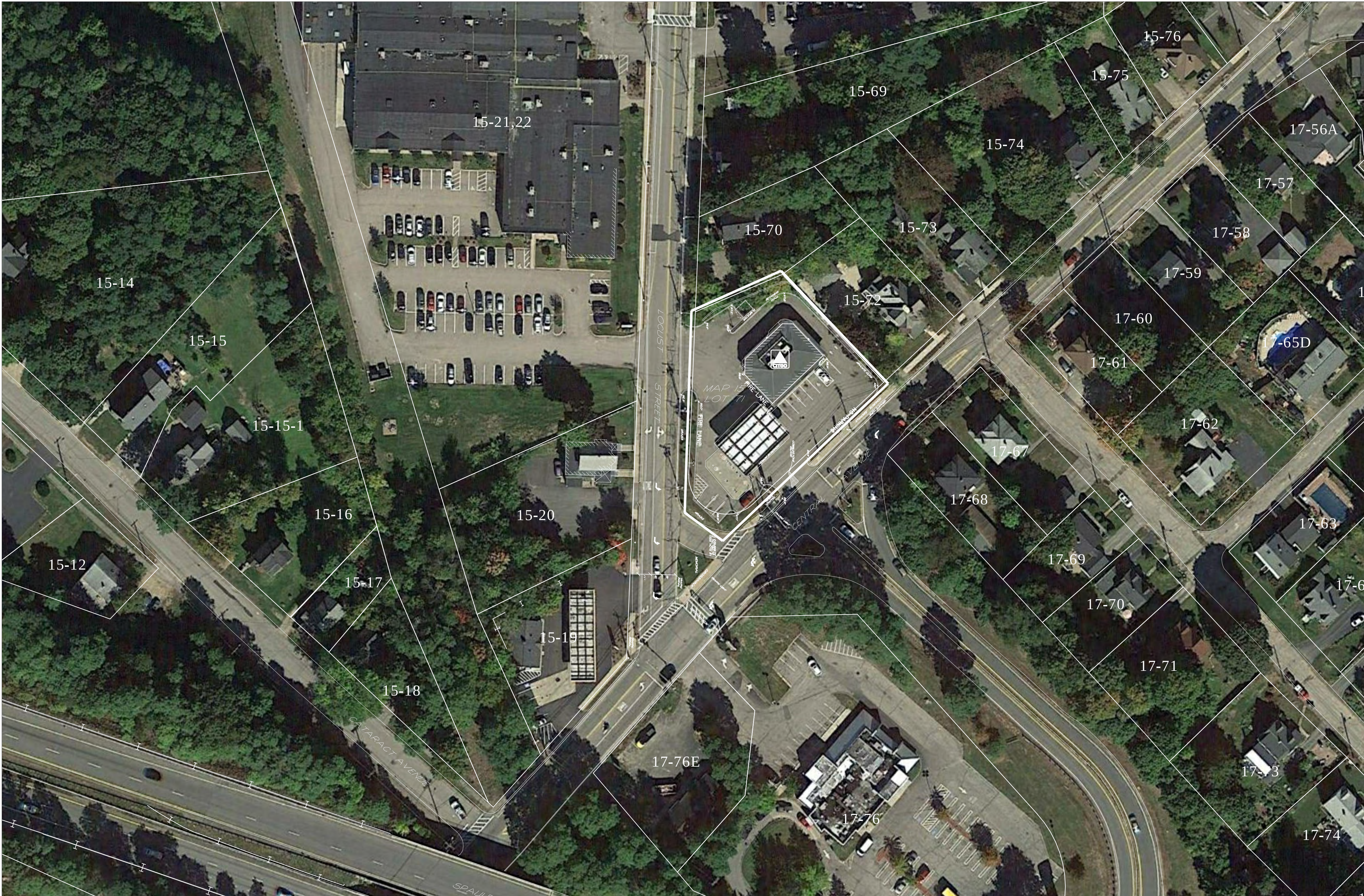
JOB No. 15112

SCALE: 1" = 20'

SHEET NO.

SP-1

(P17-14)



SHEET NO.

T-2
(P17-14)

DRIVE-THRU SITE PLAN

ARANOSIAN
OIL COMPANY



CENTRAL AVE. & LOCUST STREET
DOVER, NEW HAMPSHIRE
FEBRUARY 9, 2017
JOB No. 15112
SCALE: 1" = 50'

TRITECH
ENGINEERING CORPORATION

706 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03860
TELEPHONE 603 742 8107
FAX 603 742 3830

REVISIONS	DATE	DESCRIPTION
	9-28-17	ADDED TO PLAN SET



