



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2025-0003

Application Type: Site Plan
Applicant(s): Mechanic Street Realty Trust
Owner(s): Mechanic Street Realty Trust
Location: 9-11 Mechanic Street (Assessor's Map 24, Lot 101)
Date: April 24, 2025

INTENT: Proposal is to construct a five (5) story mixed-use structure, with commercial space on the first floor, an ADA unit on the first floor, and a parking lot with nine (9) spaces.

LOTS/UNITS PROPOSED: Two (2) commercial units and nine (9) residential units

AGENDA ITEM #: 1

ACREAGE: 0.16± ac.

ZONING DISTRICT: Central Business District-General (CBD-G)

EXISTING LAND USE: Residential

PROPOSED LAND USE: Mixed-Use

SURROUNDING LAND USE: Residential, Commercial

ZBA ACTION: None.

PERMITS/RELIEF REQUESTED: Relief being requested from Site Review Regulations including requirement for a signed Landscape Plan, color renderings, and a traffic impact assessment.

ATTENDANCE:

Donna Benton, Planning
Paul Crouser, Zoning
Marn Speidel, Police Department
Jill Semprini, Engineering
Craig Chabot, Fire Department
James Burdin, Business Development
Tom Clark, Planning Board

Others:

Erin Bassegio, City Planner
Bill Simons, Parking Manager
Robert Ciampitti
Ben Osgood, Ranger Engineering

Approval of minutes from April 17, 2025:

T. Clark moved to approve the April 17, 2025 minutes. Seconded by J. Burdin. Vote: U/A.

PLAN REVIEW:

Planning:

- Reminder: Water and sewer investment fees
- Provide letters to serve from utilities when available during TRC process
- Discuss how demolition and construction will work so close to the property line?
- Reminder: Pest management plan/letter
- Provide application and revise current application materials which indicates no CUPs
 - Residential on ground floor (and <20% commercial) necessitates CUP per [§170-20B](#).
 - Minimum lot coverage is not being met so a CUP is required. Lot coverage is just for building and not pavement.
 - Add setback averages in detail
- Understand these units are market rate but ADA unit may be HUD Fair Market rent restricted.
- Confirm building and life safety codes are being met.
- Discuss where extra 10 parking spaces will be provided. City may be able to accommodate in Portland Ave lot.
- Remove signage from architectural sheets as that is an administrative function. Have architect sign and stamp architectural plans.
- Narrative for Architectural Standards not included
- Note public art is expected.
- As part of streetscape standards, public waste bin, bench, and street trees shall be included.
- Will existing tree survive? CUP may be required for streetscape standards. Off site improvements may be considered.
- Is the abutter aware of the trees being removed and access easement being used?
- How is snow being removed?
- How is trash removal structured?
- Chain-link fence should be stockade
- No lighting plan – would require waiver
 - Two sconce and one parking lot light sufficient?
- Seeking any efficiency certs? (LEED)



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- 24' driveway is required, along with 30' ROW. Waiver would be needed.
- 1 EV-ready space is required (5% rounded up of all spaces)
- Neighborhood plan needs to have abutter information, and be slightly more zoomed out.
- LLS to sign and stamp existing conditions plan. Property markers not found?
- Edit "handicap" to "accessible" throughout the plan set.
- Revise site construction note to remove Saturday and Sunday hours and no federal holidays due to proximity of residential.
- Show turning template into parking spaces with dimensions.
- Add dimensions and materials to architectural renderings.
 - Why is the ground floor a different size than floors 2-5?
 - Add masonry to front center area.
- Referencing incorrect regs in waiver requests, please clarify relief being requested.
 - Landscape plan: [§153-13A\(12\)](#)
 - Color rendering: [§153-13A\(17\)](#)
 - Traffic impact assessment: [§153-13A\(19\)](#)
- In terms of relief:
 - A standard traffic analysis is expected by TRC and Planning Board.
 - Clarify lighting intent.
 - Waiver requests should be expanded to better indicate how they meet the criteria of the waiver criteria being met.
 - Address zoning and CUP requirements to limit relief being sought.

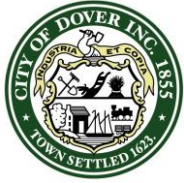
Engineering:

- General Comment:
 - The Applicant and Contractor shall conform to the requirements of the City of Dover Permitting, Licensing, and Construction Guidance and

Standards (latest revision April 2025). The document can be found at the following link:

<https://www.dover.nh.gov/Assets/government/city-operations/1form/community-services/engineering/engineering-documents/Construction%20Guidelines.pdf>

- Recommend providing 1 sf of snow storage per 10 sf of pavement to be cleared. Verify snow storage meets or exceeds this recommendation or provide note to remove excess snow when storage areas are filled.
- Confirm snow storage areas do not conflict with landscaping. Recommend storing snow in areas where landscaping won't get in the way.
- Please coordinate directly with Community Services (Engineering Department) for latest City Standard Details: <https://www.dover.nh.gov/Assets/government/city-operations/1form/community-services/engineering/engineering-documents/Construction%20Standard%20Details.pdf>
- Sheet 4 of 11 Layout & Materials CS1001
 - 22' width between parking spaces is a tight turnaround area. An additional small pavement area at the rear of the parking lot is recommended to facilitate turnarounds.
 - Show fence on trash enclosure
 - What size dumpster(s) are planned?
 - Change ADA terminology to "Accessible"
 - Check minimum width 17'-2"
 - Add radius at driveway turn to parking lot
 - Will driveway with easement be paved?
 - Driveway apron must be HMA.
 - Label granite curb as vertical granite curb.
- Sheet 5 of 11 Grading & Drainage Plan
 - Clarify top elevation of rear retaining wall at changes in direction.
 - Confirm if easement required to construct wall alongside setbacks.
 - Provide drain manholes in lieu of cleanouts along driveway.
 - Provide profile showing all utility crossings in street.
 - Trench shown is too narrow.
 - Verify new drain manhole inverts in the field.
 - If sufficient distance between sewer/water, consider typing into this CB.



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- Sheet 6 of 11 Utility Plan CS1601
 - Gate box required to cover curb box in sidewalk
 - Tapping gate to be at tapping sleeve
 - Show existing water service to be removed, if new services is to be installed.
 - No sewer cleanout on the exterior
 - Show existing water shutoff for #5-7. Applicant will need to install roadbox and replace curb box and rod.
 - New riser pole needed or is there on present?
 - Note 20, only hinged cover required.
 - Clarify how trash truck will pick-up waste
 - Clarify snow removal/storage area
- Sheet 8 of 11 Site Details CS6001
 - No flush curb per City of Dover Details
 - Use City of Dover Details for concrete sidewalk minimums
- Sheet 9 of 11 Drainage Details CS6011
 - Outlet structure rim is set 3" above top elevation of berm
- Drainage report 9-11 Mechanic Street
 - Page 1/91, Please provide a detailed narrative on how the design conforms to each specific requirement of City of Dover Code Section 153-14.
 - Page 49/91:
 - Type III rainfall distribution required
 - Cornell numbers should be used for rainfall distribution. Events should be according to Dover Code Section 153-14. Note volume reduction.
 - Page 56/91, provide infiltration feasibility study per Dover Section 153-14

Police:

- Parking is too tight in the rear, no swing room for backing. Risk of striking toter enclosure
- Lack of snow storage
- Clarify how trash pickup/toters will be managed at pickup time

Inspection Services:

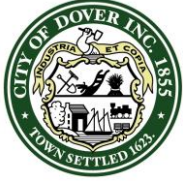
- Common driveway for site access of 12' appears to be narrow for vehicular ingress/egress.
- Common driveway appears to create a blind corner at the CD corner of the proposed structure.
- Clarify if the rear parking is limited to residents only.
- Edit "handicap" to "accessible" throughout the plan set. Coordinate the site with elevation plan to show front accessible ramp.
- Plan set shall indicate the distance from boundary lines to proposed structure.
- Elevation plans appear to indicate unprotected openings (windows) within 3' from the band D side of the proposed structure. Remove windows for compliance with IBC.
- Structures less than 10' from the property boundary shall have a fire resistive rating. Plan set shall indicate how this is achieved in accordance w/ IBC standards.
- With overhead power lines limiting access along the street side and without access to sides B, C, and D indicate how compliance with IBC is achieved for building height and area.

Fire Department:

- Access concerns:
 - 12' driveway
 - Blind turn into parking area
 - Turning template
 - Overhead utility lines along Mechanic St. prevent aerial access. Place underground.
- Spoke with the Building Official regarding unprotected openings and proximity to boundaries.

Business Development:

- What is the square footage of the 2 commercial spaces?
- Do you have commercial users identified? Business Development would be happy to assist with filling spaces as needed.



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- The ground floor residential may require a CUP please confirm with Planning.
- Business Development does not object to a CUP for a residential unit as described at this location on Mechanic Street. The placement and design of the commercial spaces along the frontage appears to respect the spirit and intent of the zoning, and the unit appears to use less than 25% of the ground floor area, which seems to be a reasonable concession for a site that may not reasonably be able to design upper floors for accessible units. OBD's support for a CUP is contingent on the purpose (affordable, ADA accessible) and design (no further reduction in commercial space or visibility) as currently proposed and may not be supportable on streets with higher demand for commercial space.
- Please provide some type of assessment of any barriers to ADA pedestrian access between this site and Main Street/Central Avenue. E.g. are there any points at which existing infrastructure or placement of garbage receptacles as shown on rendering imagery would render the sidewalk impassable and force a wheelchair user into the street?
- The overall project is attractive and well-designed and the massing seems to be generally appropriate for gentle infill development.

Planning Board:

- Need to show accessible route of travel within or around building.
- More detailed description needed for CUP justifications.
- Traffic analysis is required and not likely to be waived.

Next Steps: Revise plans per comments above and resubmit for a second TRC.

Adjournment: T. Clark moved to adjourn the meeting at 11:23 a.m.
Seconded by J. Burdin Vote: U/A