



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE NOTES– 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 Sent: November 6, 2025

INTENT: Proposal is to construct a five (5) story mixed-use structure, with commercial space on the first floor and nine (9) residential units throughout the building. *[This item was previously heard by the Planning Technical Review Committee on April 2, 2025.]*

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

AGENDA ITEM #: 2

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:

Erin Bassegio, Planning
Paul Crouser, Zoning
Jill Semprini, Engineering
Craig Chabot, Fire Department
Alex Mitrushi, Police Department
James Burdin, Business Development
Tom Clark, Planning Board

Others:

Donna Benton, Planning Director
Robert Ciampitti, Applicant
Ben Osgood, Ranger Engineering
Michael Albert, SV Design

Meeting resumed at: 10:53 a.m.

PLAN REVIEW:

Planning:

- Include Dover common notes, staff can provide upon request.
- *Reminder: Water and sewer investment fees*
- *Provide letters to serve from utilities when available during TRC process*
 - These will be needed prior to Planning Board.
- *Discuss how demolition and construction will work so close to the property line?*
 - Was there a written architectural narrative that was intended to be submitted? Please provide.
- *Reminder: Pest management plan/letter*
 - Can be a condition of approval but should be noted on plan.
- *Provide application and revise current application materials which indicates no CUPs*
 - Thank you for submitting the CUP application form. This will be two CUP requests (allowing residential on first floor and setback relief), and require narratives per [§170-20B](#).
- *Confirm building and life safety codes are being met.*
 - Defer to Inspection Services.
- *Discuss where extra 10 parking spaces will be provided. City may be able to accommodate in Portland Ave lot.*
 - Provide confirmation from Parking Bureau.
- *Narrative for Architectural Standards not included*
 - Please provide written architectural narrative.
- *Note public art is expected.*
 - Noted inclusion on rendering: staff will review final proposal.
- *As part of streetscape standards, public waste bin, bench, and street trees shall be included.*
 - Thank you for updating plan to include streetscape requirements, staff can provide city bench/waste bin specs. A CUP will need to be sought if standards can't be met.
- *No lighting plan – would require waiver*
 - *Two sconce and one parking lot light sufficient?*
 - Photometric lighting plan was not submitted.
- *24' driveway is required, along with 30' ROW. Waiver would be needed.*



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE NOTES– 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 Sent: November 6, 2025

- Response stated the accessway is 18', the plan shows 16'.
- *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.*
- *In terms of relief:*
 - *Clarify lighting intent.*
 - Photometric lighting plan was not submitted.
 - *Waiver requests should be expanded to better indicate how they meet the criteria of the waiver criteria being met.*

Engineering:

- Site Plan - dumpster pad drawn 9' wide, details show 10' wide.
- Site Plan - Note 19 refers to incorrect number of parking spaces.
- Drainage plan – recommend reviewing grading for treatment, ponding, and icing concerns at parking rear. Appears stormwater will flow to CB2 first and bypass BMP. Show pipe elevation between BMP and CB2.
- Utility plan – defer to IS regarding FDC location building side vs street side.
- Utility plan – show existing water service to be disconnected.
- Landscaping plan – landscaping conflicts with snow storage and CB1.
- Turning plan – passenger car turning radius conflicts with curb.
- Utility plan details – water service detail does not match sizes and routing shown on utility plan.
- Minimum cover for drainage pipe shall be 3' per Dover Construction Guidelines.
- Detail calls out Stormtech system. Design does not appear to be Stormtech system.
- What is the design intent of 40 mil barrier in proposed BMP? Not shown in cross section.
- BMP pipe diameters are not clear in drawing and notes.

- Access to curb box will be required – access authorization letter.
- Defer to IS regarding permit and design requirements for wall – greater than 4' high at property rear.

Police:

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

Inspection Services:

- Site access and compliance with NFPA 1 items have not been addressed in revision.

Fire Department:

- Include no parking, fire lane signs.
- Ensure FDC in front of building.
- Revise fire truck turnaround to include Dover ladder truck.

Business Development:

- All requested changes or questions have been addressed. No new comments/questions.

Planning Board:

- *Need to show accessible route of travel within or around building.*
- *More detailed description needed for CUP justifications.*

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

Adjournment: T. Clark moved to adjourn the meeting at 11:33 a.m.
Seconded by C. Chabot. Vote: U/A.