



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: January 22, 2026

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 and November 6, 2025.]*

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 needed from [§153-13A\(12\)](#), required landscape plan that is signed by an LLA and [§153-14D\(6\)\(b\)](#), required two-way accessway with a minimum width of 24 feet. Two CUPs required for residential use on first floor and dimensional relief.

ATTENDANCE:

Donna Benton, Planning
Paul Crouser, Zoning
Jill Semprini, Engineering
Jim Maxfield, Inspection Services
Craig Chabot, Fire Department
Alex Mitrushi, Police Department
James Burdin, Business Development

Others:

Erin Bassegio, City Planner
Matthew Gibbons, Deputy City Engineer
Robert Ciampitti, Applicant
Ben Osgood, Ranger Engineering
Stefano Basso, SV Design

Approval of minutes from December 18, 2025:

J. Burdin moved to approve the December 18, 2025 minutes.
Seconded by C. Chabot. Vote: U/A.

PLAN REVIEW:

Planning:

- *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. (Letters needed from Verizon and Comcast)*
- *Reminder: Pest management plan/ letter*
 - *Acknowledged note on plan added. Management plan or letter can be a condition of approval.*
- *Provide application and revise current application materials which indicates no CUPs*
 - *CUP narratives were not included with submission. This will be two CUP requests (allowing residential on first floor and lot coverage relief), and require narratives per [§170-20B](#).*
- *Discuss where extra 10 parking spaces will be provided. City may be able to accommodate in Portland Ave lot.*
 - *Confirmation provided. Council agreement on parking spaces will be considered on Jan. 28th 2026.*
- *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, as discussed, preference would be for landscaping.*
 - *Bike rack to city standard, staff can provide.*
- *Photometric plan submitted- boundary spillover shown, please include uniformity ratio.*
- *Waiver requests should be expanded to better indicate how they meet the criteria of the waiver criteria being met.*
 - [§153-13A\(12\)](#): relief needed from required landscape plan that is signed by a Licensed Landscape Architect.
 - [§153-14D\(6\)\(b\)](#): relief needed from required two-way accessway under the minimum of 24 feet.
- *For relief related to ground floor commercial/residential make-up, preference would be for ground-floor accessible unit to be restricted to HUD Fair Market Rent rates.*

Engineering:



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- Provide additional dimensions on dumpster pad details for fencing and bollard clearances.
- It is unclear whether trash and recycling will be by dumpster or totters.
- Recommend larger dumpster based on number of dwelling units.
- Grading & Drainage Plan – recommend adding 1' contours or 0.5' contours to clearly show pavement grading intent.
- Recommend pavement overlay across entire street in front of the property.
- Landscaping plan – landscaping still conflicts with catch basin.
- Turning plan – passenger car and trash truck turning radius conflicts with curb, sidewalk, and parking spaces.
- Turning plan – ladder truck turning plan does not work. Remove if IS no longer requested ladder truck access at rear and side of building.
- Utility Plan – show (2) 45 deg elbows instead of 90s and thrust blocks where required. Note 21, sewer should be witnessed with color green, not yellow. Add vertical insulation board between water service and DMH 1.
- Utility Plan & Details – 2" line shown where 4" shown on Utility plan. Insufficient cover over water service (5' required). Water service profile does not show 18" separation between sewer main.
- Drainage Details – Section 1 and 2 notes conflict with respect to subgrade soils. Section 1 elevations shown are insufficient for required 4" HMA and 6-8" sub base. Fix dimension lines for pipe spacing.
- Access authorization letter for curb box to be provided prior to planning board signature.
- Lighting plan – lighting intensity shall be 0 light candles along all property lines
- Stormwater report – revise and resubmit based on design changes.

- *Parking is too tight in the rear, no swing room for backing. Risk of striking totter enclosure*

Inspection Services:

- Site access and compliance with NFPA 1 items have been addressed in revision with underground utilities resulting in Mechanic Street being the fire access road. Provide letters from each pole using utility that will accept the conversion of overhead to underground.
- Review access aisle width for accessible parking space (8' space, 8' access aisle).

Fire Department:

- Prior comments addressed.

Business Development:

- Thank you for committing to HUD rent-restricted unit.
- No further comments.

Planning Board:

- *More detailed description needed for CUP justifications.*

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

Adjournment: J. Burdin moved to adjourn the meeting at 11:01 a.m. Seconded by A. Mitrushi. Vote: U/A.

Police: