



**CITY OF DOVER**

## TECHNICAL REVIEW COMMITTEE NOTES– SITE-2026-0002

Application Type: Site Plan  
Applicant(s): 25 Dover Point, LLC  
Owner(s): 25 Dover Point, LLC  
Location: 28 Dover Point Rd. (Assessor's Map K, Lot 26)  
Date Sent: March 12, 2026

**INTENT:** Proposal is to construct a 3,048 s.f. mixed use building to include three (3) commercial units on the first floor and three (3) residential units on the second floor.) (SITE-2026-0002) *(There is one Conditional Use Permit associated with this application.)*

**LOTS/UNITS PROPOSED:** Three commercial units and three residential units.

**AGENDA ITEM #:** 1

**ACREAGE:** 0.76± ac. (or 32,964 s.f.)

**ZONING DISTRICT:** Medium Density Residential (R-12) District

**EXISTING LAND USE:** Vacant

**PROPOSED LAND USE:** Mixed-Use

**SURROUNDING LAND USE:** Residential, Mixed Use, Commercial

**ZBA ACTION:** On Dec. 18, 2025, the ZBA approved three Variances from Sections 170-11(D), 12(B), and 15(D) to allow for the construction of a commercial building within a residential zoning district, an increased build-to line, and to allow for a commercial use closer than 150' from a residential structure within a residential zone.

**PERMITS/RELIEF REQUESTED:** One City of Dover Conditional Use Permit (CUPs) is required for wetland buffer impacts.

### **ATTENDANCE:**

Donna Benton, Planning  
Paul Crouser, Zoning  
Matthew Gibbons, Engineering  
Jim Maxfield, Inspection Services  
Alex Mitrushi, Police Department  
James Burdin, Business Development

### **Others:**

Erin Bassegio, City Planner  
Kevin McEneaney, McEneaney Survey Associates  
Zachery Leavitt, Owner

### **Approval of minutes from February 19, 2026:**

A. Mirtushi moved to approve the February 19, 2026 minutes.  
Seconded by J. Maxfield. Vote: U/A.

### **PLAN REVIEW:**

#### **Planning:**

- Reminder: Water and sewer investment fees
- Please revise TDR application to reflect updated floor plan.
- Note 51 states building will be solar ready, is that correct for this building?
- Provide letters to serve (not email requests)
- Discuss light spillover on the gas station access easement
- Consider mixing lilacs in with a better screening plant
- Light fixtures shown on detail sheet do not match streetscape/renderings
- HVAC or dryer vents?
- Is that snow storage area feasible? It may affect sight distance, sidewalk, landscaping, difficult for plow to maneuver.
- Installation of wetland placards will be a condition of approval.
- Idea of potential tenants?
- Revise plans to include:
  - Saturday construction hours should be revised to 9am-4pm
  - On final submission for PB signature- combine all plan sheets into one set

### **Engineering:**

#### **General Comments:**

- Existing Conditions Plan
  - The City has interest in upgrading the 8" sewer main to a 12" sewer main in the adjacent easement at a future date. The existing easement should be rerecorded with City as beneficiary.
  - Show existing 6" AC sewer service. Should be cut and capped.
- Note Sheet 3
  - Check spelling
- Grading, Drainage, and Erosion Control Plan 7
  - BMP is within wetland buffer. Planning Board approval is required. CS does not object to use of buffer.
  - Show more detail for outlet apron from BMP.



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- Drawing 7 requires 6" depth of stone, Drawing 11 table calls out depth of stone to be 12" at riprap apron. Table calls out outlet structure apron to be 8ft wide for each outlet, which conflicts with riprap apron shown (8ft x 7.5ft) on drawing 7.
- Show wetland placards from Site Plan 6 on grading, drainage and erosion control plan 7
- Utility Plan 8
  - Show existing water service. Address shutoff and cap.
  - Locate existing 6" AC sewer service. Recommend camera inspection to verify condition and size. Recommend using existing sewer service if suitable.
  - Proposed sewer service slope appears to be incorrect, unless drop or chimney is utilized at main.
  - Change "Proposed Gate Valve" to "1" Curb Stop" for 1" service at building on drawing 8.
  - Show 6" Gate Valve at tapping sleeve on main, not at property boundary.
- Detail Sheet 12
  - Recommend elastomeric sealant at expansion joints in sidewalk
- Drainage Report
- Section 153-14 Narrative
  - A.1.a. note states AoT requirements are met but not required. However, per Env-Wq 1504.09 (b) 2 - the 15% rainfall depth increase is not accounted for.
- Architectural Plans
  - No bathrooms in commercial units.

- Confirm access aisle width for EV parking space meets current code.
- Will residents or non residential uses have assigned parking spaces?

### Fire Department:

- No provided comments, will follow up with any project comments.

### Business Development:

- No comments.

### Planning Board:

- No comments.

**Next Steps:** Revise plans per comments above and resubmit for unofficial TRC, Conservation Commission, and Planning Board.

**Adjournment:** J. Maxfield moved to adjourn the meeting at 10:51 a.m. Seconded by P. Crouser. Vote: U/A.

### Police:

- No comments.

### Inspection Services:

- Clarify how accessible route is maintained to commercial units south of the access aisle.