



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE NOTES– TRAN-2025-0006

Application Type: Transfer of Development Rights
Applicant(s): Knox Marsh Development LLC
Owner(s): Knox Marsh Development LLC
Location: 36 Forest St. (Tax Map 24, Lot 6)
Date Sent: March 19, 2026

Meeting called to order at 10:30am

INTENT: Proposal is to convert the existing single-family dwelling into a two-family dwelling and construct a new two-family dwelling following TDR approval for the purchase of two (2) units. (*This item was conditionally approved by the Planning Board on November 18, 2025.*)

LOTS/UNITS PROPOSED: Structure is currently being renovated as two units; applicant is proposing two additional units on site for a total of four residential units.

AGENDA ITEM #: 1

ACREAGE: 0.23± ac. (10,026± s.f.)

ZONING DISTRICT: Urban Density Multi-Residential District (RM-U)

EXISTING/PROPOSED LAND USE:
Residential

SURROUNDING LAND USE: Residential,
Railroad

ZBA ACTION: None.

PERMITS/RELIEF REQUESTED: None.

ATTENDANCE:

Donna Benton, Zoning
Abby Muirhead, Planning
Matthew Gibbons, Engineering
Alex Mitrushi, Police Department
James Burdin, Business Development
Eric Tompson, Inspection Services

Others:

Chris Berry, Berry Surveying & Engineering

Approval of minutes from March 12, 2026:

A.Mitrushi moved to approve the March 12, 2026 minutes.

Seconded by J.Burdin. Vote: U/A.

PLAN REVIEW:

Planning:

- Reminder: Water and sewer investment fees
- Deed restriction for rent-restricted units is required as condition of approval, submit copy of amended deed to Planning Department for final TDR approval.
- Plan for ongoing porous pavement maintenance?
- Discuss potential landscaping or plans to install abutter screening?
- Revise plans to include:
 - Required notes per notice of decision.
 - Note deck on plan set (shown on rendering)

Engineering:

General Comments:

- Sheet 3 of 6:
 - Water main shown tied into sewer, show ex. water on plan with correct tie-in location
 - Suggest conducting fire flow test to verify ex. system meets fire service requirements. Ex. main is 6". Is fire service required for existing duplex.
 - Unclear how sewer is being supplied for proposed 2 Unit. If common line is used with Existing Duplex it will need to be 6" for building containing 3 or more units per DUC regs.
 - Provide gate where water service meets main. If fire flow determines 4" is adequate tapping sleeve is adequate, if 6" provide tee.
 - Proposed gate at 2" fire service connection, clarify gate location and size, on main or fire service.
 - Specify proposed blow off hydrant size, show gate on plan per detail on C103. Size line accordingly.
- C-102:
 - Provide underdrain detail with stone, perforated pipe, fabric, etc.
 - C22 shows 8" SS service, C16 shows 6" SS service, Sheet 3 of 6 shows 4" SS service.
 - C13, confirm detail applies to porous asphalt.
 - C17 utilize city's standard drainage detail



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Police:

- No comments

Inspection Services:

- Comments will be forthcoming.

Fire Department:

- No comments.

Business Development:

- No comments.

Planning Board:

- Comments may be forthcoming

Next Steps: Revise plans per comments above, email to staff to review, revise again if necessary, and then submit for Planning Board Chair signature.

Adjournment: J.Burdin moved to adjourn the meeting at 10:39 a.m. Seconded by A.Mitrushi. Vote: U/A.