

CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2026-0018

Application Type: Site Plan
Applicant(s): Altus Engineering
Owner(s): 12 Lincoln Street Dover, LLC,
Location: 12 Lincoln St.. (Assessor's Map 31, Lot 67)
Date: May 21, 2026

INTENT: Proposal is for the addition of a third floor to the existing structure with eight (8) additional units, for a total of nineteen (19) residential units.

LOTS/UNITS PROPOSED: Eight (8) units proposed (19 units total)

AGENDA ITEM #: 1

ACREAGE: ±22,560 s.f.

ZONING DISTRICT: Central Business District – Residential (CBD-R)

EXISTING/PROPOSED LAND USE:
Residential (no change)

SURROUNDING LAND USE: Residential

ZBA ACTION: None.

PERMITS REQUIRED: N/A

WAIVERS REQUESTED: Potential CUP for required CBD-R ground floor standards.

ATTENDANCE:

Donna Benton, Planning
Paul Crouser, Zoning
Jill Semprini, Engineering
Jim Maxfield, Inspection Services
Alex Mitrushi, Police Department
James Burdin, Business Development
Tom Clark, Planning Board

Others:

Erin Bassegio, City Planner
Erik Saari, Altus Engineering
Ben Stebbins, Applicant
Rob Previti, Applicant
Adam Morrill, Morrill Design Studio

Approval of minutes from May 14, 2026:

J. Burdin moved to approve the May 14, 2026 minutes. Seconded by T. Clark. Vote: U/A.

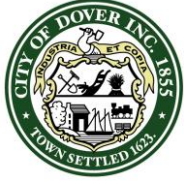
PLAN REVIEW:

Planning:

- Owner/professional signatures on final plan set
- Tandem parking counts as only 1 space
- ADA spaces required?
- Bike rack not seen on plans
- Abutter screening? (parking lot perimeter landscaping required for lots with ten or more spaces)
- Ensure any mechanical equipment is screened.
- CUP for Streetscape needed only if 50% increase in value as a result of project
- Any change in lighting of parking lots? Lighting on street adequate?
- Any EV readiness?
- What is the plan for trash removal?
- Letter of Authorization missing witness name/date
- Waivers needed as proposed:
 - Landscape planned signed/stamped by LLA and meeting landscape regulations
 - Neighborhood plan (show zoning district if providing)
 - Stormwater management plan
 - Landscape operations and maintenance plan
 - Lighting plan
- Revise plans to include:
 - Provide latest elevations
 - Show dumpster location and screening
 - Floor plans
 - Note to indicate no Saturday, Sunday, or Federal Holiday site construction hours.
 - Solar readiness note
 - Landscape plan should meet landscape regulations.
 - Confirm building lot coverage in plan note

Engineering:

- Existing Conditions – show size of sewer service. Confirm if adequate for additional units. Recommend camera inspection to confirm condition.



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2026-0018

Application Type: Site Plan
Applicant(s): Altus Engineering
Owner(s): 12 Lincoln Street Dover, LLC,
Location: 12 Lincoln St.. (Assessor's Map 31, Lot 67)
Date: May 21, 2026

- Show water service size and confirm size required for domestic and fire flow.
- Are roof drains planned? If so, where will they go.
- Show drainage plan.
- Show snow storage areas.
- Address if existing pavement will be repaired/replaced including parking and pedestrian walkways. Show details of parking reconfiguration/stripping. Show ADA accessibility requirements.
- Provide dumpster enclosure on concrete pad.
- Defer to planning regarding parking requirements.

Business Development:

- No comments.

Planning Board:

- Review with Planning Department the required ground floor standards within the CBD-R District.

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

Adjournment: J. Maxfield moved to adjourn the meeting at 11:03 a.m. Seconded by P. Crouser. Vote: U/A.

Police:

- No comments.

Inspection Services:

- Indicate if the structure will be vacated or occupied for the scope of work. If occupancy is maintained discuss parking, interruption to utility services.
- 27 Parking spaces would appear to require 2 accessible parking spaces.
- Each Parking lot would appear to require an van accessible parking space in each parking lot.
- Indicate the accessible route from parking lot into apartment building.
- Indicate the location of EV charging
- Indicate steps taken for future solar installation
- Indicate the size and location of water, sewer, suppression and electrical services.
- Identify location of the FDC on plan set.
- Provide a before and after floor plan
- Indicate which floor levels are accessible.
- LOA witness to have printed name and date.

Fire Department:

- No comments.