



**CITY OF DOVER**

## TECHNICAL REVIEW COMMITTEE MINUTES – SITE-2025-0001

Application Type: Site Plan  
Applicant(s): Summit Land Development, LLC  
Owner(s): 16 Industrial Park, LLC  
Location: Industrial Park Road (Assessor's Map G, Lot 4-1)  
Date: June 11, 2026

**INTENT:** Proposal is for administrative changes to previously approved landscaping and parking layout.

**LOTS/UNITS PROPOSED:** N/A

**AGENDA ITEM #:** 1

**ACREAGE:** ±2.03 acres

**ZONING DISTRICT:** Commercial  
Manufacturing (CM), Wetland Protection District

**EXISTING USE:** Vacant

**PROPOSED USE:** Commercial

**SURROUNDING USE:** Commercial, Light  
Manufacturing

**ZBA ACTION:** ZONE-2025-0003, Special  
Exception for use granted on 2/20/25

**PERMITS:** City of Dover CUP for wetland buffer  
impacts, EPA General Construction Permit

**WAIVERS REQUESTED:** §153-13.A (12)  
Landscape plan signed by LLA and §153-  
14A(3)(b)[4] Post-development surface water runoff  
volume

**ATTENDANCE:**  
Donna Benton, Planning  
Paul Crouser, Zoning  
Jill Semprini, Engineering  
Craig Chabot, Fire Department  
Alex Mitrushi, Police Department  
James Burdin, Business Development  
Tom Clark, Planning Board

**Others:**  
Erin Bassegio, City Planner  
Jase Gregoire, Civilworks NE  
Isaac Lapointe, Civilworks NE  
Matt Hallisey, Owner

### Approval of minutes from May 28, 2026:

T. Clark moved to approve the May 28, 2026 minutes. Seconded by  
A. Mitrushi. Vote: U/A.

### PLAN REVIEW:

#### Planning:

- Per applicant request: the owner is aware of the City's Drainage Easement and is willing to sign a development agreement for the maintenance and liability of the landscape features within that easement.
- Work with Planning/Engineering on draft DA language for recording at SCRD and possible City Council approval.
- Provide revised plan set for Director's signature with owners signature and professional stamps and signatures on it.
- Update plan to connect landscaping, walkways, etc.

#### Engineering:

- Proposed lilac trees are within future easement and straddle property line
- Transformer and generator pad are coincident with proposed landscaping

#### Police:

- No comments.

#### Inspection Services:

- Parking space 3 should be accessible with parking space 4 being EV with "use last " signage for accessible EV charging.

#### Fire Department:

- No comments.

#### Business Development:

- No comments.

#### Planning Board:

- No comments.

**Next Steps:** Revise plans per comments above and submit for administrative approval.

**Motion:** J. Burdin moved to allow the Planning Director to sign off on these amendments administratively once comments have been satisfied. Seconded by: P. Crouser. Vote: U/A.

**Meeting Paused:** 10:42 a.m.