



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, October 24, 2023**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Mark Speidel, Fergus Cullen (Councilor), Ken Mavrogeorge, Melina Gambino (Alternate), Tom Clark, Erinn Kaspari, Jon Elliard

Members Not Present (excused): Hayley Harmon (Vice Chair), Kyle Pimental, George DeBoer (Alternate)

Members Not Present (un-excused): None

Staff Present: Donna Benton, Director of Planning and Community Development, and Erin Bassegio, Outreach Coordinator

G. Cruikshank called the meeting to order at 7p.m, explained the citizens' forum process and noted Melina Gambino will sit for Kyle Pimental and Mark Speidel will sit as Vice Chair.

D. Benton informed the public that any major development proposals for the Locust St lots on tonight's agenda will have to come to Technical Review Committee and Planning Board approval so there will be other, future occasions for public input.

1. CITIZENS' FORUM

Citizens Forum Open

No one spoke

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- September 26, 2023 Regular Meeting Minutes

Motion T. Clark moved to approve September 26, 2023 as submitted. Seconded by: F. Cullen. Vote: U/A

3. OLD BUSINESS

None

4. NEW BUSINESS

- A. Consideration and acceptance of a Minor Subdivision for Double Diamond Holdings North LLC, Assessor's Map 15, Lot 40-A, zoned G*, located at Locust Street. (1 new lot). *(SUBM-2023-0005)

D. Benton explained that the applicant is proposing to subdivide a vacant lot off Locust (and Fisher) into 2 lots. One would be approximately 3.55 acres and the other would be approximately 4.93 acres. All lots will retain adequate parcel size as required by zoning. The lots are to be serviced by public water and sewer. As a minor subdivision, this application did not appear before the TRC. The lot is encumbered by drainage and community trail easements and a right of way benefiting lot 15/46. There is also a proposed 50' wide drainage easement on parcel 15/40A-1 to benefit 15/40A. Any major development on either of these sites in the future would require TRC and Planning Board review.

Kevin McEneaney, McEneaney Survey represented the application. He explained the location, frontages and water and sewer access.

Motion: T. Clark moved to accept the application and declared no regional impact. Seconded by: F. Cullen. Vote: U/A

Public hearing opened

Laurie Smith, 36 Fisher St asked the board to consider the Heritage District and to consider what type of development they allow onto these lots with consideration for height and what will accentuate the neighborhood and not detract from it.



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Karen Moynihan, 44 Elm St asked the board to consider the height, size and look of future proposed projects to fit with the Heritage District. Please also consider the traffic. There is a lot of speeding and cutting through on Fisher Street already. Additional traffic due to the addition of new development of these sites will have a negative effect.

Kevin Hughes, 223 Locust St does not want something built out of proportion to the rest of the area. He is concerned about traffic.

Public hearing closed.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to approve the minor subdivision with the following subsequent conditions:

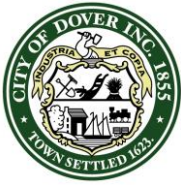
Subsequent Conditions to Be Met Prior to Signing of Plans:

1. Provide physical and digital copies (including CAD) of complete plan set for recording at Strafford Country Registry of Deeds, which additionally shall include:
 - 1.1. The owners' signatures;
 - 1.2. The Planning File # on bottom right of plan sheet: SUBM-2023-0005;
 - 1.3. The stamp and signature of the LLS and CWS on the final plans;
 - 1.4. Add building envelope on sheet 2 of the subdivision plat;
 - 1.5. Indicate wetland buffer placards every 50' along 50-ft wetland buffer;
 - 1.6. Add zoning district boundary to sheet 2 of the subdivision plat;
 - 1.7. Add location and size of water, sewer, stormwater, and electricity lines;
 - 1.8. Revise note 5 to indicate a 50% maximum lot coverage;
 - 1.9. Add common note 14 (underground electricity) and 15 (municipal water and sewer)

Motion: M. Speidel moved to approve the minor subdivision with subsequent conditions as the request is consistent with the regulations in 157-15. Seconded by: E. Kaspari. Vote: U/A

5. STAFF COMMENTS

- TRCs since last meeting:
 - 333 Central converting 3,155 sq ft on 2nd floor into two residential units
 - 34 New Rochester Rd is for 10 units
- TRCs coming up:
 - Site Review for Stonefield Engineering & Design (Owners: Dover Retail Management, LLC & R W Realty Inc.), zoned Commercial, located at 1-3 Webb Place and Webb Place. (Proposal is for demolition of current building and constructing a 3,300-sf bank with a drive through ATM, (28) twenty-eight parking spaces. One (1) related Conditional Use Permit application would also appear before the Planning Board.
 - Site Review for Jared Lusk (Owners: Lionel R Jr & Kristina L Paradis), zoned IT and R-40, located at 180 Tolend Road. (Proposal is to construct and operate a 104' wireless telecommunications facility)
- The City of Dover will be the recipient of The Workforce Housing Coalition of the Greater Seacoast 2023 Visionary Leadership Award. Planning Board members are welcome to join the Annual Meeting on November 30th and can get in touch with Donna for details.
- CIP joint meeting will be soon, date TBD



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6. MEMBER COMMENTS

- M. Speidel
 - This Thursday there will be a tiny house open house at the cottages on Back River Rd
- Chair Cruikshank
 - Housing Committee Appointment Discussion: Heard 3 people are interested. First meeting is next Tuesday afternoon. Appointed George DeBoer and Mark Speidel as the alternate.
 - Will also need a Steering Committee member for the Master Plan Update for the Conservation and Open Space Chapter.
 - Signed plans for: Tolend Road lot line adjustment, the daycare at 43 Back River, Emerson Ridge (subdivision off Oak), 5 Glenwood Ave TDR, 100 Education Way, Garrison Road/Seaborn Lot Line Adjustment, and the 7 Fieldstone CUP issued

7. ADJOURNMENT

Motion: K. Mavrogeorge moved to adjourn at 7:18. Seconded by J. Elliard. Vote: U/A