



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall, 288 Central Ave, Dover, NH.
Meeting Date: **Tuesday, May 14, 2024**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Fergus Cullen (Councilor), Ken Mavrogeorge, Tom Clark, Jeff Sanborn (Alternate), Melina Gambino (Alternate), George DeBoer, Erinn Kaspari, Mallory Strange (Alternate)

Members Not Present (excused): Mark Speidel, Kyle Pimental, Jon Elliard

Members Not Present (un-excused): None

Staff Present: Donna Benton, Director of Planning and Community Development

G. Cruikshank (Chair), called the meeting to order at 7 p.m, welcomed Mallory Strange (Alternate) to the Planning Board and noted that Erinn Kaspari would Vice Chair, Jeff Sanborn would sit for Mark Speidel and Melina Gambino for Kyle Pimental.

1. CITIZENS' FORUM

Citizens Forum Open

Ryan Crosby, Executive Director of Dover Housing Authority and Anna Boudreau, Executive Director of Our Place NH (non-profit organization) spoke about housing access for people with disabilities. They stressed the need for housing and support for those with IDD in NH.

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- April 23, 2024 Regular Meeting Minutes

Motion F. Cullen moved to approve the regular meeting minutes of April 23, 2024 as submitted. Seconded by: M. Gambino. Vote: U/A

3. OLD BUSINESS

4. NEW BUSINESS

- A. Consideration and acceptance of an Amendment for Downtown Dover Storage, LLC, Assessor's Map 4, Lot 5, zoned CBD-G, located at 14 Broadway. (Proposal is to construct a ~14,770 s.f. 4-story residential building with 38 units with revised covered parking and relocating an internal staircase.)
*(WAIV-2024-0004)

D. Benton explained that the applicant was previously (conditionally) approved on December 14, 2021 for a 4-story, 24-unit residential building with commercial space and a related CUP to allow for less than 20% of the building to be non-residential. The applicant seeks to obtain an amendment to their approved site plan to increase the number of residential units to 38, to revise the parking layout, and relocate an internal staircase.

Parking is provided both onsite and via a lease at 18 Chapel St.

This item was reviewed by the Technical Review Committee on March 28, 2024 and April 25, 2024.

Chris Raymond, of TEC, represented the application. The original approval was for 24 luxury residential units with first floor commercial and covered parking. Since that time, Our Place NH and Regan Development became interested in the site with an intriguing goal in mind.

The changes proposed to the original plan are: up the number of units from 24 to 38; bedroom count and total square footage remains the same (48) - 24 2-bedroom units to 10 2-bedroom and 28 one-bedroom units; relocation of a staircase; minor restriping of the covered parking area.

Laurie McIntosh, Our Place NH board chair explained the mission is to create housing for adults with developmental disabilities which is lacking in NH. The housing template they are proposing with Regan



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Development is workforce housing with a percentage of units reserved for adults with developmental disabilities. There is also an office for staff who will be on site 24 hours a day. There is a common area for the entire building to utilize. The project makes sense economically and not only supports their population, but the people who work with them.

Clarifications were made by the applicant for the board regarding:

- 25% of the units will be reserved for adults with disabilities
 - How is this reserved? Deeded?
 - Tax credits will force it to be deed-restricted and permanently held at HUD fair market rates
- Original plans and timeline to this proposal
- Parking specifics and considerations for the 7-9 reserved units likely not needing a parking space
- Overall timelines and financing issues as to why projects approved are taking years to get started
- Expected price point for workforce housing
- Traffic study
- Metal screen design and explanation
- Full design concept review and presentation
 - Have met with resident and addressed her concerns
- Common area descriptions
- Commercial space
- Train noise/ passive house design

Mr. Raymond noted unnecessary driveway curb cuts will be closed off and three additional street parking spots will be created.

Motion: G. DeBoer moved to accept the application and declared no regional impact. Seconded by: K. Mavrogeorge. Vote: U/A

Public hearing opened.

Peggy Mace, 93 Glen Hill Rd spoke passionately in support of the project. She shared personal stories.

Elizabeth Bratter, 16 St John St. noted she met with the applicant for two hours about her concerns. She noted suggestions and discussion about parking, drop-off access, design choices, and snow storage. She expressed support of the current proposal. She encouraged the public to attend meetings and speak up with concerns and get involved.

Sam, 22 Wigham in Stratham gave personal information about her life and spoke in favor of the project.

Erin Jennings, 149 Garrison Rd gave personal information about her life and spoke in favor of the project.

D. Benton summarized the 20 letters of support received to the office and available in the file.

Public hearing closed.

STAFF RECOMMENDATION- Site Plan Amendment

Chapter 153-4 of the Site Review Regulations of the City Code provides for site review by the Planning Board of new construction of various types. This plan is consistent with those regulations.



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The Planning Department recommends the Planning Board make findings and vote to approve the Site Plan with the following subsequent conditions as the plans meet the standards outlined:

Subsequent Conditions to Be Met Prior to Signing of the Plans:

1. A wall evaluation be conducted and sealed by a professional engineer and provided to Community Services prior to the issuance of a Certificate of Occupancy.
2. Revise EV parking configuration per Building Official's TRC comments.
3. Revise parking table to remove 4 Broadway parking spaces and revise total provided.
4. Provide:
 - 4.1. Letter from Licensed Pest Control Specialist regarding if a pest management plan is needed.
 - 4.2. Letter to serve from Eversource.
 - 4.3 Physical and digital copies (including CAD) of complete plan set which additionally shall include:
 - a. Signature and stamp of PE, LLA, and LLS
 - b. Owner's signature
 - c. Add location of parking meter (to be paid for by owner) and installed per the City of Dover.

Subsequent Conditions to Be Met Prior to Construction:

5. A site construction sign with the contact information for the general contractor must be located and approved by the City Engineer or Planning Director. Site Construction sign shall indicate level of visibility/noise/vibration disturbance anticipated each day.
6. Public art presented to Dover Arts Commission and Planning Staff and added to the site plan.
7. If pest control is required, the plan shall be implemented with proper monitoring.

Subsequent Condition to Be Met Prior to Building Permit:

8. Water and sewer investment fees shall be paid at the time of request of service.

Subsequent Conditions to Be Met Prior to Occupancy:

9. Issuance of a certificate of occupancy.
10. Impact fees shall be paid per the invoice included with the Notice of Decision, unless impact fee policy changes.
11. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.
12. Parking meter installed at expense of the applicant to the satisfaction of the Parking Manager.
13. Public art installed.

Motion: G. DeBoer moved to approve the Site Plan Amendment with subsequent conditions set by staff.
Seconded by E. Kaspari. Vote: U/A

- B. Consideration and acceptance of a Site Review for Jared Lusk (Owners: Lionel R Jr & Kristina L Paradis), Assessor's Map F, Lot 2, zoned IT and R-40, located at 180 Tolend Road. (Proposal is to construct and operate a 104' wireless telecommunications facility) *(SITE-2023-0012)

D. Benton explained that the applicant is proposing to construct and operate a 104' wireless telecommunications facility at the subject property. The applicant, Verizon Wireless, has identified service inadequacies in the City of Dover and proposed the project and location to remedy the service deficiencies. Previously, the Zoning Board of Adjustment approved a Variance on July 20, 2023, to permit construction of a wireless telecommunication tower at the subject property within the IT Zoning District.



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Mark Bodeman, Verizon and Chip Fredette, SAI represented the application. Mr. Fredette explained the lack of coverage in the West part of town and the proposal. He explained the design and construction details and access point on the property along with the proposed view of the tower.

Clarifications were made by the applicant for the board regarding:

- Reasons for lack of coverage
- 4G and 5G technology provided
- Abutting housing proposal
- Built to suit multiple carriers (3 total)

Motion: G. DeBoer moved to accept the application and declared no regional impact. Seconded by: K. Mavrogeorge. Vote: U/A

Public hearing opened.

No one spoke

Public hearing closed.

STAFF RECOMMENDATION- Site Plan

Chapter 153-4 of the Site Review Regulations of the City Code provides for site review by the Planning Board of new construction of various types. This plan is consistent with those regulations.

Chapter 170-22C(1) of the Zoning Ordinance permits the location of telecommunication facilities in the City of Dover on 15 specific parcels or co-locations on existing infrastructure.

The Zoning Board of Adjustment found that the criteria of a Variance were met, which would allow the applicant to construct the proposed telecommunication tower on the subject parcel where the construction of a new telecommunication tower would otherwise only be permitted in the above referenced areas.

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

Subsequent Conditions to Be Met Prior to Signing of the Plans:

1. The applicant shall provide:
 - a. a digital version of plan set
 - b. a revised current use plan to the Assessing Department's satisfaction
2. The applicant must revise final plan set to:
 - a. Add the owner's signatures to the final plan
 - b. Add LLS and PE signatures and stamps to final plan

Subsequent Condition to Be Met Prior to Construction:

3. A site construction sign with the contact information for the general contractor must be displayed in a location approved by the City Engineer or Planning Director;

Subsequent Conditions to Be Met Prior Completion:

4. Issuance of Certificate of Completion;
5. Payment of Impact Fees as noted in the invoice attached to the Decision Letter unless a change is made to the impact fee policy;
6. Surety or other form of security acceptable to the City is provided for any unfinished work.



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Motion: G. DeBoer moved to approve the Site Plan with subsequent conditions set by staff. Seconded by: K. Mavrogeorge. Vote: U/A

- C. Consideration and acceptance of a Transfer of Development Rights for Trittech Engineering (Owners: Stonearch Development, LLC), Assessor's Map F, Lot 3, zoned R-40, located at 210 Tolend Road. (Proposal requests to purchase 33 TDR units (10 "unrestricted" & 23 "restricted size units"). A site plan for a current proposal of 53 units would need further review and a future Planning Board vote). *(TRAN-2024-0003)

The Chair explained that the applicant has requested this item be continued to the next Regular Planning Board meeting on May 28, 2024 at 7 p.m.

5. STAFF COMMENTS

- The one property owner with a notification issue will be re-notified of item 4C, but no others will.
- Received a complaint about a potential wetlands violation behind Old Littleworth Rd that NHDES is investigating
- D. Benton asked if members were expecting to attend the next Regular Planning Board meeting on May 28th as there will be an Executive Session at 6 p.m.
- TRCs since last meeting:
 - Amendment for Downtown Dover Storage, LLC, Assessor's Map 4, Lot 5, zoned CBD-G, located at 14 Broadway. (Proposal is to construct a 14,770 s.f. 4-story residential building with 38 units with revised covered parking and relocating internal staircase.) (WAIV-2024-0004) *[This item was previously heard by the Planning Technical Review Committee on March 28, 2024]*
 - Site Review for 17-19 Summer Street Properties, LLC, Assessor's Map 12, Lot 35-1, zoned HR, located at Locust Street. (Proposal is to build a 2,400 s.f. residential building consisting of (4) four, (2) two-bedroom units, improved driveway access, parking, utilities and drainage improvements.) (SITE-2024-0003) *[This item was previously heard by the Planning Technical Review Committee on March 28, 2024]*
- TRCs coming up:
 - (May 30th) Site Review for Our Place, Inc., Assessor's Map H, Lot 6-4, zoned R-20, located at 105 Durham Road. (Proposal is to provide a 9-unit group housing facility for adults with Intellectual Developmental Disabilities (IDD) with associated parking, drainage and landscaping.) (SITE-2024-0004)

6. MEMBER COMMENTS

- M. Gambino
 - Asked for update on storage facility on Sixth st which D. Benton provided
- K. Mavrogeorge
 - Touch a Truck 11-2 Saturday/ podcast promoting Public Works week
- The Chair signed the following:
 - 200 Sterling Way- Tesla EV Charging Stations
 - 34 New Rochester Rd.- 6, 2-family structures (12 residential units plus 1 existing unit)

7. ADJOURNMENT

Motion: K. Mavrogeorge moved to adjourn at 8:28pm. Seconded by E. Kaspari. Vote: U/A