



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, July 23, 2024**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Mark Speidel (Vice-Chair), George DeBoer, Melina Gambino, Fergus Cullen (Councilor), Jeff Sanborn (Alternate)

Members Not Present (excused): Erinn Kaspari, Tom Clark, Ken Mavrogeorge, Kyle Pimental

Members Not Present (un-excused): Mallory Strange (Alternate)

Staff Present: Paul Crouser, Assistant City Planner/Zoning Administrator

Gina Cruikshank (Chair) called the meeting to order at 7 p.m and noted that Melina is now a full member and Jeff Sanborn is sitting in for Erinn Kaspari.

1. CITIZENS' FORUM

Citizens Forum Open

No one spoke

P. Crouser noted letters were received to the office relating to 114 Silver St and 556 6th st. They will be retained and read into the record at the appropriate meeting

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- June 25, 2024 Regular Meeting Minutes

Motion F. Cullen moved to approve the regular meeting minutes of June 25, 2024 as submitted. Seconded by: J. Sanborn. Vote: U/A

3. OLD BUSINESS

4. NEW BUSINESS

- A. Discussion and Public Hearing on the draft engineering report, completed by Fuss & O'Neill, on the expansion of the Community Trail from Bellamy Road through city-owned property across the river to Bellamy Park, (avoiding the disc golf course), behind Martha's Way and Lilac Lane to Knox Marsh Road. All persons wishing to speak on the expansion and draft engineering report are urged to attend. *

P. Crouser explained that staff has been working with engineering consultant Fuss & O'Neill on the completion of an engineering report for the proposed Phase IV expansion of the Community Trail.

The trail is proposed as a 10-ft wide, ADA accessible, gravel surface trail connecting Knox Marsh Road (NH 155) with Bellamy Road and two build alternatives were considered. Project costs are anticipated to total \$2.6M, including final design and construction. This is significantly more than anticipated when the project was first proposed in 2017, due to both inflation and changes in the scope of the project, including a proposed pedestrian bridge. Additional federal grant funding will be necessary to complete the project, which would have the same 80% federal funds/20% local match as the existing \$400k Transportation Alternatives Program (TAP) grant.

Nicole Fox and Amy Johnson of Fuss & O'Neill presented the draft engineering report and requested any feedback on the proposal from Planning Board members and the public.

The presentation included:

- Project Background and Process
 - Financing
 - Purpose and Need



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- Trail Alignment Alternatives
 - Review of both alternative routes and pros and cons of each
 - Alternative 2 is the proposed and recommended route
- Preferred Trail Alignment
- Trail Typical Section
- Preferred Pedestrian Bridge
- Conceptual Cost Estimate
 - Costs have gone up significantly since conceived
 - Cost breakdown
 - Project schedule
- Public Input

Questions and comments were asked and discussed among the board members and consultants including:

- Parking options for the route options
- Involvement of the school
- Funding
- Existing and proposed bridge locations and requirements
- Fence location at the school
- End point at Bellamy and crosswalk to high school
- Trail plans at other points of the community trail
- Costs related to archeological discoveries
- Proposed parking lot/ # spaces
- Further federal grant discussion/ true cost of project remaining
 - Discussion ensued

Public hearing opened.

No one spoke

Public hearing closed.

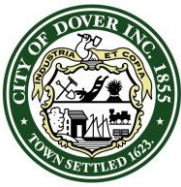
Staff Note: Planning Board may endorse the option with a bridge/avoiding disc golf course. This would come back with more finalized plans as a site plan in the future.

Motion: M. Speidel moved to endorse route option 2 as presented. Seconded by: J. Sanborn. Vote: U/A

- B. Consideration and acceptance of an Amendment for Summit Land Development, LLC (Owners: Pointe West, LLC), Assessor's Map K, Lot 19, zoned IT, located off Northfield Drive. (Proposal is for an amendment to a previously approved Site Plan to change one residential building with 60 units into four (4), 2-story buildings totaling 32 units). *(WAIV-2024-0010)

P. Crouser explained that the Board previously approved a Site Plan for the subject parcel on July 28, 2020. Two lots, Lots A and B, have been developed as proposed and the applicant is now proposing to change the remaining lot, Lot C, from one mixed-use residential building with 10,000 square feet of commercial space and 60 residential units to four, two-story buildings totaling 32 residential units.

In comparison with the originally approved plan, the proposed buildings will remain within the original design footprint, have 6,500 square feet less impervious area, remove the commercial component, increase



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green space between buildings, and decrease the building height by two stories. The proposal also includes the widening of a gravel access drive with access to Applevale Park that will increase the gravel area by 1,500 square feet.

The proposal was reviewed by the Technical Review Committee on July 18, 2024.

Chad Kageleiry, owner noted the new proposal is not all contained within the original footprint- some buildings stick out beyond that area. He gave an update on the status of construction thus far. The original concept is too large for the location and the smaller buildings should be more affordable for renters than the high-rise apartments.

Though the buildings are proposed closer to the abutters, they are no closer to the property line than the decks on the adjoining houses. The overall mass and impact to the site is much reduced with the amended proposal.

Questions and discussion from the board members included:

- Loss of unit numbers
- Cost of construction per unit explanation
- Loss of commercial square footage explanation
- Style of units/ distribution explanation

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

Public hearing opened.

No one spoke

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, including amendments. This plan is consistent with those regulations.

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

Subsequent Conditions of Approval Prior to Signing of the Plans:

1. Same conditions of the original approval (P20-32) still apply.
2. Revise plans to:
 - 2.1. Add file number (WAIV-2024-0010)
 - 2.2. Add note referencing previously approved plans (P20-32) as the submitted plans just show the amendments.
 - 2.3. Include plan or narrative explaining revised landscaping and lighting.
 - 2.4. Note that the removal of the commercial space did not affect the previously approved ratio for commercial to residential.
 - 2.5. Show Water-line loop; if connection to the hydrant at the Townhomes doesn't work then add a new hydrant at the top of our waterline run.
 - 2.6. Add Sewer Connection Permit number once approved
 - 2.7. Show drainage exhibit.
 - 2.8. Add pedestrian walkway between ballfield parking and apartment building



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- 2.9. Add note that the ballpark parking and access road will be maintained year-round
- 2.10. Show water and FDC on utility plan.
- 2.11. Note EVSE readiness

Motion: F. Cullen moved to approve the Site Plan Amendment as detailed by staff. Seconded by M. Speidel.
Vote: U/A

- C. Consideration and acceptance of a Minor Subdivision for Westfield, LLC, Assessor's Map G, Lot 2, zoned CM, located at 64 Littleworth Road. (2 new lots) *(SUBM-2024-0002)

P. Crouser explained that on May 24, 2022, the Board approved a Minor Subdivision plan for the subject parcel that included one (1) existing lot and two (2) new lots. The Board also granted a related Conditional Use Permit (P22-24) due to a wetland impact related to roadway construction.

The Minor Subdivision approval has since expired as the applicant was working with NH DES for permitting approval. The applicant received NH DES approval for a Wetlands Permit on May 10, 2024.

The applicant is again proposing to subdivide the subject parcel, 58.91± acres, into three (3) total lots (one (1) existing and two (2) new). Future development of the proposed lots will be subject to Site Plan review.

Chad Kageleiry, owner represented the application and explained the minor adjustments since the last approval based on NH DES feedback. He clarified information for the board relating to:

- Access/locations

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

Public hearing opened.

No one spoke

Public hearing closed.

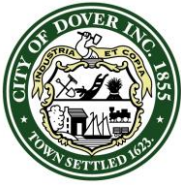
STAFF RECOMMENDATION- Minor Subdivision

The plan is consistent with §157-15 of the City of Dover's Land Subdivision Regulations, which provides for subdivision of existing lots.

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

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Provide physical and digital copies (including CAD) of complete plan set which additionally shall include:
 - 1.1. Signature and stamp of PE, LLS, CWS and LLA
 - 1.2. The owners' signatures for recording at Strafford County Registry of Deeds
 - 1.3. All permit numbers
 - 1.4. Add city wetland buffer placards every 30 feet
 - 1.5. Add road names approved by the Building Official.
 - 1.6. Add note to plan or show proposed easement location for emergency access from Lot G, 2-2.



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Subsequent Condition to Be Met Prior to Construction:

2. A site construction sign with the contact information for the general contractor must be located and approved by the City Engineer or Planning Director.
3. The wetland buffer placards be installed every 30 feet.

Conditions to be Met Prior to the Issuance of a Building Permit:

4. The payment the current Water and Sewer Investment Fees in place at the time of application for service.
5. Impact fees per unit shall be paid per the invoice attached to the Notice of Decision, unless change to impact fee policy occurs.

Conditions to Be Met Prior to Occupancy/Completion:

6. Issuance of the Certificate of Occupancy.
7. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.
8. Confirmation, by staff, that the wetlands buffer signs are in place, or replaced if damaged during construction.
9. Design engineer to submit a construction certification letter to the City ensuring construction was completed in accordance with the plans and specifications approved by the City of Dover.

Motion: M. Speidel moved to approve the Minor Subdivision as detailed by staff as it meets regulations. Seconded by F. Cullen. Vote: U/A

- D. Public hearing and possible posting of amendments to Chapter 170, entitled “Zoning” of the code of the City of Dover. Amendments include updating terms, and titles, as well as revising numbering and formatting. The full text of the amendments is available in Planning Department & at www.dover.nh.gov located under Planning Board meeting materials.*

P. Crouser explained the rest of the city code/ordinances went through a recodification process a few years ago and Chapter 170 was put on hold due to the complexity of updating the zoning tables. These amendments are mostly formatting and renumbering in nature and not substantive. Staff would be looking for a vote to post the amendments tonight and a public hearing to occur at the August 27th meeting.

Public hearing opened.

No one spoke

Public hearing closed.

Motion: G. DeBoer moved to post amendments to Chapter 170, entitled “Zoning” of the code of the City of Dover. Seconded by M. Speidel. Vote: U/A

- E. Discussion of Impact Fees. *

P. Crouser explained that every 5 years or so, the City hires a consultant to review the impact fee analysis. That occurred in 2023, but by a different consultant than previous years. The two consultants have different methodologies. Staff has taken time to review the study, talk with other communities, and provided the study to the Planning Board for review. Staff is looking for the Board’s thoughts after reviewing the draft study and to provide staff direction on possible next steps. Some options include (1) receiving in the study and taking



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no action/staying status quo (2) accepting the study and changing the impact fee rate (3) asking staff to draft potential amendments to the Impact Fee Ordinance to possibly pause or remove impact fees.

Board discussion included wanting to be equitable to applicants during a transition if changes to the fees are implemented, wanting additional times for discussion with all board members and staff to understand the repercussions/ full scope, and options available to take at a future meeting.

Public hearing opened.

No one spoke

Public hearing closed.

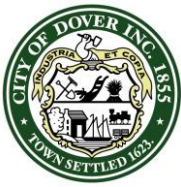
Motion: F. Cullen moved to table the item to the August 27th Planning Board meeting. Seconded by G. DeBoer. Vote: U/A

5. STAFF COMMENTS

- The applicant for the Tolend Rd TDR project has withdrawn their request at this time so there was no site walk earlier this month.
 - Discussion continued
- There is a survey/story map posted for the public to provide input on the Conservation and Open Space Chapter Update of the Master Plan.
- Next meeting is Tuesday August 27th.
- TRCs since last meeting:
 - July 18th:
 - Site Review for applicant Allen Majors Associates, Inc., (Owners: 114 Silver Street Group, LLC). Proposal to subdivide 114 Silver St. into two lots. Following subdivision, the proposal is to convert the existing single-family home into a 4-unit multi-family dwelling on one lot and construct a new 3-story, 4-unit multi-family dwelling on the other lot. Each building would have 8 associated parking stalls. (SITE-2024-0006)
 - Site Review for Berry Surveying & Engineering (Owners: Pillar Imaging, LLC). Proposal is for the construction of a 25-space parking lot at 1 Grove St. (SITE-2024-0007)
 - Review of Site Plan Amendment for Summit Land Development, LLC (Owners: Pointe West, LLC). Proposal is for an amendment to a previously approved Site Plan at Northfield Drive/Pointe Place to change one mixed-use building with 60 residential units into four, 2-story buildings totaling 32 units. (WAIV-2024-0010)
- Upcoming TRCs:
 - (July 25th) Site Review for Our Place, Inc. Proposal is to provide a 9-unit group housing facility for adults with Intellectual Developmental Disabilities (IDD) with associated parking, drainage and landscaping at 105 Durham Rd. (SITE-2024-0004) *This item was previously heard on Thursday, May 30, 2024.*

6. MEMBER COMMENTS

- M. Gambino
 - Storage unit facility on 6th st status
 - Locust and Central parcel status
- J. Sanborn
 - Fencing concerns at school fields for proposed trail



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- M. Speidel
 - Status of approved project
- F. Cullen
 - Agreed with M. Gambino and requests the City be more aggressive about getting that cleaned up as what's happening there is very different from what was presented to the Planning Board
- The Chair signed the following:
 - Site Plan and Lot Line Adjustment for Fisher Street (21 townhouses).
 - Site Plan for Future Automation (a light manufacturing facility that will consist of two buildings at Quality Way.)
 - Lot Line Adjustment at 11 & 13 Hawthorn Rd.

7. ADJOURNMENT

Motion: G. DeBoer moved to adjourn at 8:22pm. Seconded by M. Speidel. Vote: U/A