

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, April 22, 2025**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Doug Glennon (Vice-Chair), Ken Mavrogeorge, Kyle Pimental, Jeff Sanborn, Tom Clark, Fergus Cullen (Councilor), Melina Gambino

Members Not Present (excused): George DeBoer

Staff Present: Donna Benton, Planning Director

Gina Cruikshank (Chair) called the meeting to order at 7:00p.m. and noted that George DeBoer is absent and notified staff he would not be present. She also noted all items except item A have been continued to a future meeting.

1. CITIZENS' FORUM

Citizens Forum Open

No one spoke

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- April 8, 2025 Regular Meeting Minutes

Motion: T. Clark moved to approve the regular meeting minutes of April 8, 2025. Seconded by: K. Mavrogeorge. Vote: U/A

3. OLD BUSINESS

4. NEW BUSINESS

- A.** Consideration and acceptance of a Waiver Request for Thomas Blandford, Assessor's Map A, Lot 32-4, zoned R-40, located at 240 Blackwater Road. (Proposal is to remove a note from original subdivision plans regarding mandatory sprinklers.) *(WAIV-2025-0004)

D. Benton explained that the application is seeking a waiver to grant relief from a plan note on the applicable subdivision plans for the subject property. The subdivision plans were originally approved by the Dover Planning Board in 1988 (P88-53).

Plan Note #9 states, "Houses on Lots 3, 4, and 5 are to have sprinklers." The applicant is seeking relief from this note to remove the sprinkler system within the existing single-family dwelling.

The sprinklers are no longer required per the existing fire code.

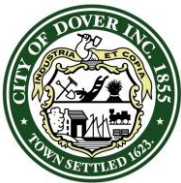
Thomas Blandford, property owner and applicant, represented the application and explained the request. Renovations are planned for the home. The sprinklers are currently in part of the building.

Motion: T. Clark 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.



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STAFF RECOMMENDATION - Waivers/Relief:

§153-21 of the Site Plan Review Regulations state the “Planning Board may waive specific provisions of these regulations. The Planning Board may only grant a waiver if the Planning Board finds, by majority vote, that:

- (1) Strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the regulations; or
- (2) Specific circumstances relative to the subdivision, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.”

Following review with the Building Official and Fire Chief, staff notes:

- The construction of the North End Fire Station has resolved the initial concern for emergency response to the north side of the City of Dover.
- The specific site does not pose any unusual site access conditions or challenges.
- There is current law that prohibits the requirement of a sprinkler system in one- and two-family dwellings.

With this information, Planning Staff believes the applicant’s rationale for the waiver meets criterion (1) and waiving such standards and requirements is not contrary to the spirit or intent of the ordinance.

The Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to grant the waiver.

Motion: T. Clark moved to grant the waiver request as it meets criteria for relief. Seconded by: M. Gambino.
Vote: U/A

- B.** Consideration and acceptance of a Minor Subdivision for 5 Sherman Street, LLC, Assessor’s Map 12, Lot 138, zoned HR, located at 46 Rutland Street. (Proposal is to subdivide lot into two (2) new lots, for a total of three (3) lots. *(SUBM-2025-0003) *This item to be continued to June 10, 2025 Planning Board Meeting*

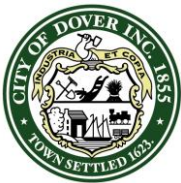
The Vice-Chair announced that the applicant requested that Item B be continued to the June 10, 2025 Planning Board Meeting.

Motion: T. Clark moved to continue this item to the June 10, 2025 Regular Planning Board meeting.
Seconded by: J. Sanborn Vote: U/A

- C.** Consideration and acceptance of Transfer of Development Rights for Berry Surveying and Engineering, (Owners: Richardson Estates of Dover, LLC and Mohamed & Lisa K. Hamcha), Assessor’s Map 35, Lots 64 and 72, zoned R-12, located 141 Sixth Street & 5 Dowaliby Court. (Proposal is to purchase eight (8) units through TDR.) *(TRAN-2025-0003)

The Vice-Chair announced that the applicant requested that Item C be continued to the May 13, 2025 Planning Board Meeting.

Motion: M. Gambino moved to continue this item to May 13, 2025 Regular Planning Board meeting.
Seconded by: T. Clark. Vote: U/A



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- D.** Consideration and acceptance of Transfer of Development Rights for 25 Dover Point, LLC, Assessor's Map K, Lot 35, zoned R-12, located at 25 Dover Point Road. (Proposal is to purchase eighteen (18) units through TDR.) *(TRAN-2025-0001)
- E.** Consideration and acceptance of Transfer of Development Rights for 25 Dover Point, LLC, Assessor's Map K, Lot 26, zoned R-12, located at 28 Dover Point Road. (Proposal is to purchase four (4) units through TDR.) *(TRAN-2025-0002)

The Vice-Chair announced that the applicant requested that Items D and E be continued to the May 27, 2025 Planning Board Meeting.

Motion: T. Clark moved to continue these items to May 27, 2025 Regular Planning Board meeting. Seconded by: M. Gambino. Vote: U/A

- F.** Consideration and acceptance of a Transfer of Development Rights for Fergus & Jennifer Cullen, Assessor's Map B, Lot 4-F, zoned R-40, located at 566 Sixth Street. (Proposal is to purchase three (3) units through TDR for a total of five (5) units.) *(TRAN-2024-0014)
- G.** Consideration and acceptance of a Minor Subdivision for Fergus & Jennifer Cullen, Assessor's Map B, Lot 4-F, zoned R-40, located at 566 Sixth Street. (Proposal is to subdivide one (1) lot into three (3) lots through TDR.) *(SUBM-2024-0005)

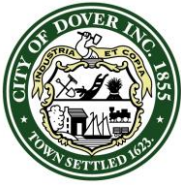
F. Cullen recused himself from items F and G.

Staff explained that there was an appeal to the Housing Appeals Board. The Housing Appeals Board rendered a decision and the City has filed seeking clarification. Part of the order was to have the Planning Board reconvene within 30 days so we wanted to take this opportunity to update the Board on this matter and ask that this be continued to May 27th Regular Planning Board meeting in hopes of getting more information on HAB's expectations. The order was emailed out to the Planning Board.

Motion: T. Clark moved to continue these items to May 27, 2025 Regular Planning Board meeting. Seconded by: K. Mavrogeorge. Vote: U/A.

5. STAFF COMMENT

- Director Benton provided the Board with a presentation on Planning Board Roles and Responsibilities including
 - Basics/Roles
 - Rules of Procedure
 - Process
 - Decorum
 - Subdivision and Site Plan Amendment
 - Zoning Ordinance
 - Capital Improvements Program
 - Additional discussion regarding
 - Traffic studies/ impacts/ TRC process/ requests, changes
- Ron Cole remembrance
- OPD Training registration is still open
- TRC item since last meeting:



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- TDR Site Plan, proposal to construct seven single-family homes and maintain an existing single-family home for a total of eight units. The project includes a TDR request to purchase six single-family units.
- One upcoming TRC item on April 24th:
 - Site Plan, proposal on Mechanic Street to construct a five-story mixed-use structure with commercial space on the first floor.

6. MEMBER COMMENTS

- M. Gambino
 - Storage on Sixth St- progress is being made
- G. Cruikshank
 - Comments about Ron Cole

7. ADJOURNMENT

Motion: K. Mavrogeorge moved to adjourn at 7:37 p.m. Seconded by K. Pimental. Vote: U/A