

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 27, 2025**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Doug Glennon (Vice-Chair), Ken Mavrogeorge, George DeBoer, Dennis Shanahan (Councilor), Tom Clark, Kyle Pimental, Jeff Sanborn, Eric Salovitch (Alternate) (left after item 4B), Tyler Allen (Alternate)

Members Not Present (excused): Melina Gambino

Staff Present: Donna Benton, Planning Director

G. Cruikshank (Chair) called the meeting to order at 7:00p.m and noted the applicant for items C and D has requested that item C be continued and item D be withdrawn.

1. CITIZENS' FORUM

Citizens Forum Open

Caitlin Wilke, 568 Sixth St spoke about the role the Planning Board plays and some comments made at the end of the May 13th meeting about projects having already gone through many processes before reaching Planning Board. The TRC does not vet all information, such as narratives, for accuracy. They review the technical aspects of the project. It's the job of the Planning Board to determine if a project fits with the look and feel/ character of the neighborhood. TDR is fully discretionary- not guaranteed by right. The Planning Board is the entity with legal authority to approve TDR.

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- May 27, 2025 Regular Meeting Minutes

Motion: K. Mavrogeorge moved to approve the regular meeting minutes of May 13, 2025. Seconded by: G. DeBoer. Vote: U/A

3. OLD BUSINESS

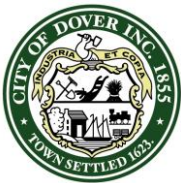
4. NEW BUSINESS

The Vice-Chair announced Items A & B would be heard together.

- A.** 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) *(This item was continued from the April 22, 2025 Planning Board Meeting)*
- B.** 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) *(This item was continued from the April 22, 2025 Planning Board Meeting)*

D. Benton explained that the Applicant is proposing a five-unit residential development at 566 Sixth Street (Map B, Lot 4-F) by maintaining the existing single-family dwelling and constructing two, two-family dwellings. As part of the project, they are requesting three size-restricted units through the TDR and a minor subdivision that is proposed to create three lots, each approximately 0.45± acres.

R-40 zoning allows the existing single-family dwelling to be converted into a two-family, which determines that two units are the base density. Staff has previously noted that size-restricted units must be revised to under 1,000 sq. ft. to comply with TDR requirements or follow the 1400 sq ft. limitation. The application was last reviewed by the Technical Review Committee on October 17, 2024.



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The Planning Board previously denied the TDR application (TRAN-2024-0014) on October 25, 2024, and did not vote on the related subdivision. The applicant appealed to the NH Housing Appeals Board (HAB), which reversed and remanded the case (Case No. 2024-029-PBA), finding the Planning Board's denial unreasonable. The HAB ordered the Planning Board to reconvene within 30 days for further deliberation and retained jurisdiction over the matter.

Following the order, the Planning Board continued consideration of the applications at their April 22, 2025 meeting to this meeting, awaiting clarifications from the HAB.

No additional information was provided from the HAB and no changes have been made to the applications; therefore, Planning Staff have not amended their original recommendation aside from adding a condition regarding the revised TDR narrative and a note to avoid approving two conflicting subdivision plats.

Roy Tilsley, Attorney with Bernstein & Shur represented the application along with Steve Haight, CivilWorks NE. He noted the application is the same as it was when it was presented in October. While the appeal was pending the applicant received approval to build two single-family homes rather than two duplexes. The duplexes were intended to be attainable housing and the single-family units would be market rate. They are back before the board due to the remand by the Housing Appeals Board to again request the two duplexes. He relayed findings from the HAB.

Steve Haight, CivilWorks explained the proposal including the proposed lot sizes, revised utilities location, revised landscaping. None of the staff comments are of concern for the applicant. He reviewed and addressed the criteria for TDR.

The Chair noted T. Allen has joined the board as an alternate and is sitting for M. Gambino tonight. The board took a recess to deal with a technical issue to get the monitors working.

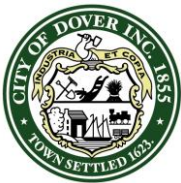
Mr. Haight clarified information for the board including the minimal changes to the plan presented tonight verses October, and condition of approval for single-family units that they and the primary structure cannot be converted into duplexes without coming before Planning Board.

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

Public hearing opened.

Rory Wilkie, 568 Sixth St spoke in opposition to the project noting the board already voted to deny it and gave reasoning. The applicant appealed noting unfairness and staff recommendation for approval, but what is the point of the board if they only take the staff recommendations? The most important part of whether to approve TDR is to know the area and decide if the project fits there which is what this board does. He stated projects that Councilor Cullen approved while in his role on the Planning Board were used to bolster his own application which was an ethics violation. The HAB ordered the application to come before the Planning Board again, but did not state they have to grant the approval. He encouraged the board to again determine that the project is too dense for the zone and neighborhood.

Caitlin Wilkie, 568 Sixth St also urged the board to deny the application due to the previous findings. She agreed with her husband's comments and also noted TDR applications still need to meet the rest of the zoning ordinance and subdivision regulations. She enumerated the many fundamental issues she has with the proposed development.



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Jim Gowan, 562 Sixth St is opposed to the project and expressed concerns about the road and traffic safety and density.

Public hearing closed.

S. Haight noted the requirements are all met within the proposal. He answered questions for board members relating to turning radius on driveway access, square foot per unit, TRC process that this project went through (number of meetings, topics of discussion, various plans and proposal iterations), and neighborhood analysis.

The board discussed whether to keep as written or amend the condition relating to whether the existing home needs to come before the Planning Board in the future if they want to convert to a duplex. The board agreed to require approval for that in the future.

STAFF RECOMMENDATION - TDR

Section §170-29 provides for additional density to be purchased through Transfer of Development Rights, provided that four criteria are met: The proposal is consistent with the Master Plan; is compatible with the land uses on neighboring lots; is created on property served by public water and sanitary sewer; and not seeking permitted relief caused by additional density. This application meets the criteria.

Section 170.27.2.G(8) states:

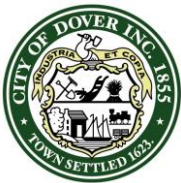
“Regardless of the method utilized, any other provision in this Chapter to the contrary, the density or intensity of development of a receiving parcel may be increased by the TRANSFER OF DEVELOPMENT RIGHTS so long as the increase in density or intensity meets the following criteria and a narrative is submitted indicating how those criteria are met:

- (a) Is consistent with the Master Plan*
- (b) Is compatible with the land uses on neighboring LOTs (eg a multifamily building fits in with in a single family neighborhood). The applicant shall provide in their narrative an explanation of their neighborhood analysis.*
- (c) Is created on property served by public water and sanitary sewer.*
- (d) Any relief sought should not be caused by the additional density.”*

The Planning Department recommends the Planning Board make the necessary and supporting findings of fact. The HAB stated that a key issue on appeal was whether the Planning Board’s denial of the application was illegal or unreasonable. On this issue and in regards to findings of fact, staff reminds the Planning Board of the importance of clearly stating its findings in relation to the applicable criteria when reviewing the application. Staff recommends that the Planning Board vote to approve the TDR request with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Granting TDR:

1. Approval of SUBM-2024-0005;
2. Payment of TDR fees.
3. Add note to plan: “This subdivision utilizes the Transfer of Development Rights ordinance which allows for relief to the setbacks, lot area, frontage, density and intensity of the development. The Board granted TDR relief to purchase 3 size restricted units for a total of 5 units between the three proposed lots. The single family may not be converted to a duplex without further review and approval by the Planning Board.”
4. Add note indicating which units will be size restricted and which size restriction will be used. (1,400 s.f. per the current design or amending floor plans to meet 1,000 s.f.)
5. Provide draft deed restriction to staff regarding size restricted units to be recorded at SCRDP with the subdivision.



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6. The applicant provides a revised narrative included the latest TDR ordinance section and all four criteria.

Board comments and questions:

K. Pimental commented about consistency of the master plan. Some chapters focus on preservation of rural character and he read from the master plan especially in relation to the R-40 and Rural Residential districts. He commented about HAB's findings and that these decisions are solely up to the Planning Board. He could agree to three single-family homes, but the two duplexes and one single family home do not fit with the surrounding neighborhood. He is not in favor of the proposal. He further commented that the Cullens were treated unfairly particularly on social media. That doesn't change his opinion of the project that it's too dense for the zone.

K. Mavrogeorge addressed character and spirit of the area noting the applicant gave reasonable explanations on this. He commented on density and previous iterations of the plans that were too dense. They've taken the feedback and revised their request and reduced the number of units requested. The TDR language is vague on density and the committee should look at that (clarifying the difference between number of units verses number of people). He believes the proposal is reasonable and in line with surrounding lots.

E. Salovitch agrees with K. Pimental that the proposal with duplexes is not consistent with the master plan or compatible neighboring lots.

G. DeBoer stated five units is too many and duplexes on lots this small in the R-40 is not appropriate. These decisions are judgement calls based on best judgement of all of the information. The protection of R-40 is paramount. He will vote against the proposal.

Chair Cruikshank agrees with K. Mavrogeorge. If the proposal was in a different part of the R-40 zone, she would feel different, but based on its location she thinks it's a good fit.

Deputy Mayor Shanahan clarified there is an approved plan to put up two other structures with the same footprint which used TDR. The pivotal point of discussion tonight is adding four additional bedrooms (two masters, two second bedrooms), none of which are overly spacious. Traffic or speeding motorists isn't a reasonable barrier to prevent approving the request.

Some members reiterated their opinions on the request back and forth several times.

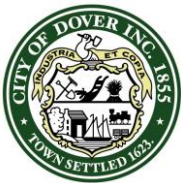
J. Sanborn agrees with much of what many have said. He feels and understands the opinions of the abutters, but legally, rationally and with the needed housing he doesn't see a reason to not approve it.

Motion: K. Mavrogeorge moved to approve the Transfer of Development Rights request as presented with the conditions set by the Planning Department. Seconded by: J. Sanborn. Vote: 6-3 with Clark, DeBoer, Pimental opposed.

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:



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Subsequent Conditions to be Met Prior to Signing of Plans:

1. Approval of TRAN-2024-0014;
2. Provide physical and digital copies (including CAD) of complete plan set which additionally shall include:
 - 2.1. Signature and stamp of PE, LLS, CWS, and LLA.
 - 2.2. The owners' signatures for recording at Strafford County Registry of Deeds
 - 2.3. Provide draft driveway and roof maintenance agreements to the Director of Planning and Community Development.
 - 2.4. Add where future treeline will be or if existing, show existing treeline and remove treeline currently shown on plan.
 - 2.5. Add note about no-cut buffer placards to be installed.
 - 2.6. Add note that no sump pumps or roof leaders will be tied to the public sewer.
 - 2.7. Revise driveway to a minimum 14' width
 - 2.8. Identify FDC if any are proposed.
 - 2.9. Revise sewer lines to be off Sixth Street.
 - 2.10. Provide individual water lines for each unit.
 - 2.11. Remove cleanout outside of building.
 - 2.12. Add note about addressing as assigned by the Building Official.
3. The applicant withdraws the previously approved subdivision SUBM-2024-0006.

Subsequent Conditions to be Met Prior to Water and Sewer Service Tie In:

4. Payment of water and sewer investment fees.

Subsequent Conditions to be Met Prior to Occupancy:

5. Certificate of Occupancy.
6. Buffer placards shall be in place or if damaged during construction replaced.

Motion: D. Shanahan moved to approve the Minor Subdivision with conditions detailed by staff as it meets the criteria of Chapter 157. Seconded by K. Mavrogeorge. Vote: U/A

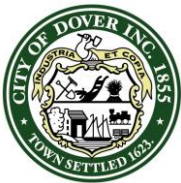
- C.** Consideration and acceptance of Transfer of Development Rights for 25 Dover Point, LLC, Assessor's Map K, Lot 35, zoned R-12, located at 25 Dover Point Road. (Proposal is to purchase eighteen (18) units through TDR.) *(TRAN-2025-0001) *(This item was continued from the April 22, 2025 Planning Board Meeting)*

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

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

- D.** 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) *(This item was continued from the April 22, 2025 Planning Board Meeting)*

The Vice-Chair announced that the applicant requested that Item D be withdrawn.



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The Vice-Chair announced Items E, F, G, H & I would be heard together.

- E.** Consideration and acceptance of a Conditional Use Permit for 5 Sherman Street, LLC, Assessor's Map H, Lot 47-A and Lot 50-6, zoned R-40, located at 1 Cold Springs Road. (Proposal is for disturbance of 7,145 square feet of steep slope through excavation.) *(COND-2024-0029)
- F.** Consideration and acceptance of a Conditional Use Permit for 5 Sherman Street, LLC, Assessor's Map H, Lot 47-A, zoned R-40, located at 1 Cold Springs Road. (Proposal is for a residential development with 36.56% impervious surface coverage where 20% coverage is allowed in the Secondary Groundwater Protection Zone.) *(COND-2025-0006)
- G.** Consideration and acceptance of a Conditional Use Permit for 5 Sherman Street, LLC, Assessor's Map H, Lot 47-A, zoned R-40, located at 1 Cold Springs Road. (Proposal is for 24 parking spaces where 16 would be allowed.) *(COND-2024-0030)
- H.** Consideration and acceptance of a Transfer of Development Rights for 5 Sherman Street, LLC, Assessor's Map H, Lot 47-A, zoned R-40, located at 1 Cold Springs Road. (Proposal is to purchase six (6) units through TDR.) *(TRAN-2025-0012)
- I.** Consideration and acceptance of a Site Plan for 5 Sherman Street LLC, Assessor's Map H, Lot 47-A, zoned R-40, located at 1 Cold Springs Road. (Proposal is to construct seven (7) single-family homes and maintain an existing single-family home for a total of eight (8) units and 24 parking spaces.) *(SITE-2024-0015)

D. Benton explained that the applicant is proposing to build seven new four-bedroom single-family homes, each over 1,400 square feet, while retaining the existing two-bedroom home for a total of eight residential units. The project is located at 1 Cold Springs Road and involves merging two lots to create a 3.12-acre site.

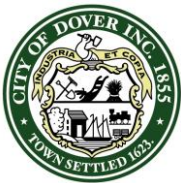
Access would be provided by an 878-foot extension of Sophie Drive, ending in a cul-de-sac, with sidewalks and eight guest parking spaces. Each new home will have a driveway and two-car garage. A CUP has been submitted to allow the eight additional parking spaces.

Through TDR, the applicant is requesting six additional units beyond the two permitted by right. The project also involves impacts to steep slopes and exceeds the impervious surface limit in the Secondary Groundwater Protection Zone. Two Conditional Use Permits have been submitted for those impacts.

No waivers are requested for this project. The Technical Review Committee reviewed the application on November 21, 2024 and April 17, 2025. The Conservation Commission endorsed it on May 12, 2025.

Christopher Berry, Berry Survey and Engineering represented the application. He noted this is an extension of an existing TDR project off Bellamy Rd. He described the location and existing conditions along with the man-made slopes due to previous excavation. These were left to revegetate which are now invasives. Part of the request is to regrade and replant the slope with appropriate vegetation. The Conservation Commission has asked for a vegetation management plan so the invasives don't come back. He addressed the impervious surfaces and storm water management. He also addressed the various iterations the proposal has gone through during the TRC process. He explained the parking proposal and reasoning for it and the roadway.

Mr. Berry clarified information for the board relating to: access, impervious surface coverage, sidewalks, CUP justifications- parking, slopes (need to be cleaned up and stabilized either way) and the difference between needing the CUPs as part of developing the whole site verses requesting them for more density.



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The board noted the preference to vote first on the TDR and then on the rest. Staff will take the items in that revised order.

Motion: D. Glennon moved to accept the applications and declared no regional impact. Seconded by: J. Sanborn. Vote: U/A

Public hearing opened.

Steffany Gallant, 10 Sophie Dr, appreciates what other speakers have said, but as a lifetime resident of Dover she is grateful for the Sophie Dr, project created with TDR because it allowed her to purchase her home and stay in Dover after putting 25 offers on other homes. She is not opposed to the additional development, but expressed desire that the lots aren't too small to prevent some yard for the residents.

Betsy Popek, 7 Banner Dr, expressed concerns about the number of houses planned. There are no trees between her lot and the proposed development so the renderings are deceiving.

Tucker Gallant, 10 Sophie Dr, is concerned about a note about coordinating access with abutters at 10 Sophie Dr. Is that during the construction period, or permanently? He is also concerned about the sidewalk dimensions. Currently there is enough room to park a car in the driveway with about three feet of space in front and behind. A five foot sidewalk would cut into the driveway area and be a safety concern for pedestrians and damage to vehicles in the driveway. He is also concerned about sight lines and speed at that location and asked for speed bumps or something to help with those issues.

Public hearing closed and then re-opened.

Jameson Lassar, 9 Sophie Dr, has similar concerns about the sidewalk and doesn't want it moved to his side of the road for the same reasons.

Public hearing closed.

Mr. Berry addressed public comment:

- Density and size of proposed lots compared to Sophie and Banner
- Proposed grading won't affect existing homes
- Sidewalks
- Speed
- Maintenance plan for invasive vegetation

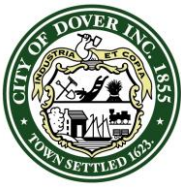
Mr. Berry addressed board comments and questions:

- 30-foot buffer
- Topography, neighborhood layout descriptions
- Characteristics of the R-40 and how the project fits

K. Pimental noted the zoning in the area and how it is more similar to R-20 than R-40. Descriptions were given about surrounding land uses and zoning districts.

STAFF RECOMMENDATION – TDR

Chapter §170-29 provides for additional density to be purchased through Transfer of Development Rights, provided that four criteria are met: The proposal is consistent with the Master Plan; is compatible with the



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land uses on neighboring lots; is created on property served by public water and sanitary sewer (to include the existing single-family home); and not seeking permitted relief caused by additional density.

Section 170.29.G(8) states:

“Regardless of the method utilized, any other provision in this Chapter to the contrary, the density or intensity of development of a receiving parcel may be increased by the TRANSFER OF DEVELOPMENT RIGHTS so long as the increase in density or intensity meets the following criteria and a narrative is submitted indicating how those criteria are met:

- (a) Is consistent with the Master Plan*
- (b) Is compatible with the land uses on neighboring LOTs (eg a multifamily building fits in with in a single family neighborhood). The applicant shall provide in their narrative an explanation of their neighborhood analysis.*
- (c) Is created on property served by public water and sanitary sewer.*
- (d) Any relief sought should not be caused by the additional density.”*

Staff notes that the applicant has aligned the project with key goals from Dover’s Master Plan, including urban vibrancy, walkability, and groundwater protection. The site is within walking distance of Dover High School and the Bellamy Athletic Fields, supporting walkability goals. The project also received support from the Conservation Commission for its approach to groundwater quality and hazard mitigation.

While the site lies within the SGPD, which limits impervious coverage to 20%, the applicant is requesting a Conditional Use Permit for 36.56% coverage. Staff points out that nearby projects, like Sophie and Banner Drive and Stonewall Kitchen, have even higher impervious percentages.

Regarding steep slope impacts, the applicant met the required criteria and showed that past excavation left unstable cuts. A retaining wall was considered to avoid the impact area but ruled out due to its height and proximity to homes.

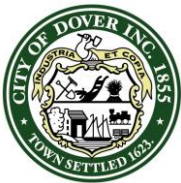
Finally, while lot sizes and densities in the area vary, the applicant’s proposed density of 1 unit per ~16,988 square feet is comparable to nearby single-family lots on Bellamy Road, whose density, (on the smaller lots to the north and south near Durham Road), equates to roughly 1 unit per 17,000 square feet of lot area.

Subsequent Conditions to be Met Prior to Granting TDR:

1. A Site Plan application is required to be submitted for review and consideration;
 - 1.1. Per §170-33D(5), the proposed development plan must incorporate a stormwater drainage plan that provides for the retention and percolation within the secondary groundwater protection zone of all development-generated stormwater runoff from a ten-year storm.
 - 1.2. The granting of CUPs COND-2025-0006, COND-2025-0029, and COND-2025-0030 and notes on the plan indicating such;
2. Payment of TDR fees;
3. Revise plan to include the following notes:
 - 3.1. “This site plan uses the Transfer of Development Rights ordinance which allows for relief to the setbacks, lot area, frontage, density and intensity of the development. The Board granted TDR relief to purchase up to six units for a maximum total of eight units on the subject lot.”

Board discussion occurred regarding hydrogeologic studies and K. Mavrogeorge explained the engineering review process for development.

Motion: G. DeBoer moved to approve the Transfer of Development Rights with the subsequent conditions. Seconded by K. Mavrogeorge. Vote: U/A



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STAFF RECOMMENDATION – Conservation District CUP

The Conservation District ordinance §170.27.C provides for Conditional Use Permits to allow impacts to the Conservation District if standards related to demonstration that the use is essential to the productive use of land, a soil erosion and sedimentation control plan is submitted, state and federal approvals have been applied for, and a written review by the Conservation Commission has been sought.

Planning Staff feels that the applicant considered and met all of the criteria as specified in §170.27.C per their narrative. The applicant explained that the existing steep back cuts from past excavation must be addressed and a retaining wall was considered to stabilize the slope and avoid the impact area, but due to its potential height, (8-12 feet), and proximity to nearby homes, it was deemed less suitable. An erosion and sediment control plan has been submitted and reviewed by staff. The applicant has filed for state and federal approvals including an NHDES Alteration of Terrain Permit. The applicant has also presented to the Conservation Commission and received an endorsement for the application.

The Planning Department recommends the Planning Board make the necessary and supporting findings of fact, and to approve the Conditional Use Permit with the following subsequent conditions, as the plans meet the standards outlined:

Subsequent Conditions to Be Met Prior to Issuance of a Conditional Use Permit:

1. Approval of COND-2024-0030;
2. Approval of COND-2025-0006;
3. Approval of TRAN-2024-0012;
4. Maintenance plans for the Homeowners' Association (HOA) or Condominium Owners' Association (COA) shall include a plan to minimize the regrowth of invasive species, prepared by a qualified specialist.

Motion: G. DeBoer moved to approve the Conditional Use Permit with the subsequent conditions.
Seconded by D. Shanahan. Vote: U/A

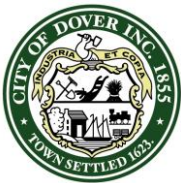
STAFF RECOMMENDATION – Groundwater Protection District CUP

The Groundwater Protection ordinance §170-33E(4) provides for Conditional Use Permits to allow relief from the ordinance if supported by expert technical documentation demonstrating consistency with the ordinance's purpose and intent, including submission of an environmental protection plan meeting NHDES Best Management Practices (BMPs) for Groundwater Protection, and provisions for routine monitoring and reporting.

The applicant has met the intent of the Groundwater Protection ordinance by submitting a full drainage analysis that meets both City and NHDES requirements. They also provided a site-specific soils survey. Their stormwater system includes pre-treatment and discharge into an on-site infiltration rain garden, which is designed to handle a 25-year storm. Staff has reviewed the system, and the applicant has outlined inspection and maintenance plans as well.

The additional performance standards in §170-33F don't apply to this project since it's not a large subdivision or major nonresidential or multifamily development. However, the applicant still submitted a narrative showing the project meets, and in some cases exceeds, the intent of those higher stormwater treatment and infiltration standards.

The Planning Department recommends the Planning Board make the necessary and supporting findings of fact, and to approve the Conditional Use Permit with the following subsequent conditions, as the plans meet the standards outlined:



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1. Approval of COND-2024-0029;
2. Approval of COND-2024-0030;
3. Approval of TRAN-2024-0012;
4. Maintenance plans for the Homeowners' Association (HOA) or Condominium Owners' Association (COA) shall include a plan to minimize the regrowth of invasive species, prepared by a qualified specialist.

Motion: D. Shanahan moved to approve the Conditional Use Permit with the subsequent conditions.
Seconded by K. Mavrogeorge. Vote: U/A

STAFF RECOMMENDATION – Parking CUP

§153-14D(5) of the Site Review Regulations of the City Code provides for Conditional Use Permits to allow an increase in number of parking spaces than allowed by §153-14D.

The applicant is requesting eight additional guest parking spaces, which they've justified due to limited on-street parking nearby. Widening the driveway for on-street parking would increase impervious surfaces, which is not preferred. Instead, the applicant is proposing an Infiltration Rain Garden for stormwater management, which they argue is more effective than porous pavement given shared snow removal with adjacent areas. The plan also includes EV charging infrastructure, with two homes proposed to have wiring for EV charging to meet the standard set in §153-14D(3).

The Planning Department recommends the Planning Board make the necessary and supporting findings of fact, and to approve the Conditional Use Permit with the following subsequent conditions, as the plans meet the standards outlined:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Approval of COND-2024-0029;
2. Approval of COND-2025-0006;
3. Approval of TRAN-2024-0012;
4. Approval of SITE-2024-0015.

Motion: G. DeBoer moved to approve the Conditional Use Permit with the subsequent conditions.
Seconded by K. Mavrogeorge. Vote: U/A

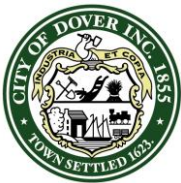
STAFF RECOMMENDATION – Site Plan

§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.

The Planning Department recommends the Planning Board make the necessary and supporting findings of fact, and 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 Plans:

1. Approval of COND-2024-0029;
2. Approval of COND-2024-0030;
3. Approval of COND-2025-0006;
4. Approval of TRAN-2024-0012;



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 27, 2025**
Meeting Time: **7:00 pm**

5. The lot merger for Tax Map H, Lots 47-A and 46-DRV shall be recorded with the Strafford County Registry of Deeds;
6. Provide physical and digital copies (including CAD) of complete plan set for final Planning Board signature which additionally shall include:
 - 6.1. Owner's signatures;
 - 6.2. Professional stamps and signatures;
7. Homeowners' Association (HOA) or Condominium Owners' Association (COA) documents, including reserve fund calculations, common space access and maintenance, stormwater maintenance, and TDR and secondary groundwater protection district restrictions shall be reviewed and approved by the Director of Planning and Community Development, in consultation with the City Attorney and City Engineer.
8. A development agreement is recorded for the contribution of the pedestrian improvements (sidewalk connection to RRFB) is made to the City of Dover.

Subsequent Conditions to Be Met Prior to Construction:

9. City's standard 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;
10. Wetland buffer placards are installed;

Subsequent Condition to Be Met Prior to Building Permit:

11. Payment of Water and Sewer Investment Fees if applicable at time of request of service;

Subsequent Conditions to Be Met Prior to Occupancy:

12. Issuance of Certificate of Occupancy;
13. Surety or other form of security acceptable to the City is provided for any unfinished work;
14. Wetland buffer placards are still in place or replaced per the plan;
15. 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;
16. Design engineer meets with condominium association/homeowners regarding maintenance required, secondary groundwater protection requirements, and buffer expectations.

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

- J.** Consideration and possible posting on the proposed Amendments regarding Chapter 170 (Zoning Ordinance). The full text of the amendments is available in the Planning Department and at www.dover.nh.gov located under meeting materials and on the Planning Department page*.

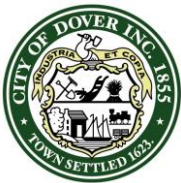
D. Benton provided an overview of the proposed amendments, purpose for review and timeline and steps in the process. She introduced Paul Crouser, Zoning Administrator.

P. Crouser described the reason for the proposed amendments and itemized each amendment for the board. He clarified details for the board members relating to legislation, resiliency, and language clarifications.

Public hearing opened.

No one spoke

Public hearing closed.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

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Meeting Date: **Tuesday, May 27, 2025**
Meeting Time: **7:00 pm**

Motion: G. DeBoer moved to post the amendments as presented during tonight’s discussion. Seconded by: K. Mavrogeorge. Vote: U/A

5. STAFF COMMENT

- Staffing updates
 - New Assistant City Planner Abby Galloway-Burke started focused on Housing
 - Thanked Tom Abbott for his time as Building Inspector whose last day is Friday
 - New Fire and Life Safety Inspector Stephen Anstey started on May 5th.
- TRC items since last meeting:
 - May 15th: Site Plan, loading dock addition to manufacturing facility on Crosby Road.
 - May 22nd: TDR Site Plan, proposal for three mixed-use structures, with seven commercial units and 44 HUD-restricted residential units.
- Technical Review Committee
 - Each member has different items they focus their review on. The narratives are reviewed. The Planning Board is the final decision maker as outlined in Chapters 153, 157, 170, and state statute.

6. MEMBER COMMENTS

- K. Pimental
 - Plugged the Dover Download Podcast – review of previous Planning Boards and interviews with previous members over the decades
- G. DeBoer
 - Some TDR decisions are tough, but the one tonight on Cold Springs Rd checked all the boxes and was not a tough decision- the project fits where it is being proposed.
 - J. Sanborn found it refreshing to hear from the young abutters who had concerns, but overall were not opposed to the additional housing, were in favor of it and described it was what allowed them to find their house.
- G. Cruikshank
 - Clarified some of her comments from the previous meeting which were mentioned out of context tonight by C. Wilkie.
 - Addressed the term “back-door deal” which was uttered by a member of the public tonight.
 - Dover experiences a great loss with the passing of Kathy Morrison today.

7. ADJOURNMENT

Motion: D. Glennon to adjourn at 10:01 p.m. Seconded by G. DeBoer. Vote: U/A