



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 13, 2025**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Doug Glennon (Vice-Chair), Ken Mavrogeorge, George DeBoer, Fergus Cullen (Councilor), Melina Gambino, Eric Salovitch (Alternate)

Members Not Present (excused): Tom Clark, Kyle Pimental, Jeff Sanborn

Staff Present: Erin Bassegio, City Planner, Paul Crouser, Zoning Administrator

Gina Cruikshank (Chair) called the meeting to order at 7:00p.m. and noted that Tom Clark, Jeff Sanborn and Kyle Pimental are absent and notified staff they would not be present and welcomed Eric Salovitch to the Planning Board who was recently appointed as an Alternate. E. Salovitch will sit for K. Pimental tonight.

1. CITIZENS' FORUM

Citizens Forum Open

Russ Warnock, 21 Whittier St, abutter to Silver St project on tonight's agenda, but is here to speak more broadly about the TDR program. He expressed that the balance of development verses residents is off. The program needs reworking as it is not working as intended.

Also, the timeline is difficult for the abutters who are often unfamiliar with the program and how government works. The notification they receive about a project near them comes quite late in the process after developers have already met with and completed some steps with the staff.

Citizens Forum Closed

E. Bassegio noted the City is reviewing the TDR process and there is a subcommittee in place.

2. APPROVAL OF THE PRIOR MINUTES

- April 22, 2025 Regular Meeting Minutes

Motion: K. Mavrogeorge moved to approve the regular meeting minutes of April 22, 2025. Seconded by: D. Glennon. Vote: All in favor with E. Salovitch abstaining

3. OLD BUSINESS

4. NEW BUSINESS

- A.** Consideration for acceptance and a public hearing for an excavation permit by Owner: Stephen M. Brox Revocable Indenture of Trust (Applicant: Brox Industries, Inc.), Assessor's Map C, Lots 12-A, 13 & 14, zoned R-40, located on Glen Hill Road, Rochester Neck Road/Tolend Road. *(P25-01)

E. Bassegio explained that the Applicant has submitted excavation and reclamation plans for each of its three lots in Dover, along with an application for an excavation permit. This constitutes a renewal of the permit approved on May 9, 2023 (a biennial process). The subject property, (three lots in total), are located off of Glen Hill Road, Rochester Neck Road, and Tolend Road at both the Town of Barrington and City of Rochester municipal boundaries.

As in years past, regional impact was not found for this application.

Erik Stevenson, Brox Industries represented the application, introduced his team and was available for questions on the item.

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



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Public hearing opened.

No one spoke

Public hearing closed.

STAFF RECOMMENDATION – Excavation Permit

Chapter 170-29 of the Zoning Ordinance of the City Code governs the excavation of earth in the City of Dover pursuant to the authority granted by NH RSA 155-E, and requires that earth excavations obtain a permit, which is valid for two years.

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

1. Confirmation from the City's Environmental Projects Manager that existing conditions are consistent with excavation plan.

Staff confirmed that condition two in the staff memo was already added to the submitted plan and does not need to be included as a condition of approval:

Motion: M. Gambino moved to approve the Excavation Permit, with Subsequent Condition, as it is consistent with the regulations. Seconded by F. Cullen Vote: U/A

- B.** Consideration for acceptance and a public hearing for an excavation permit by Branch Brook Holdings, LLC, Assessor's Map H, Lots 59, 60, 60A, 61 & 62, zoned IT, located on Mast Road.
*(P25-02)

E. Bassegio explained that the applicant is requesting to continue to excavate materials from their long-standing gravel pit on Mast Road. The Applicant has submitted the required excavation and reclamation plans for its lots, along with an application for an excavation permit. This constitutes a renewal of the permit approved last May 9, 2023 (a biennial process).

The subject property, (5 lots in total), are located on Mast Road between Community Services and City-owned land, the Town of Madbury, and the Bellamy River. As in years past, regional impact was not found for this application.

Kevin McEneaney represented the application and explained the request and described the ongoing reclamation.

F. Cullen disclosed that he has a professional relationship with CivilWorks NE and McEneaney Survey Associates, and he is a client of these companies. He does not have any financial, personal, or professional interest that would create a conflict of interest in relation to this application. His evaluation of this application is unbiased and impartial. If any member of the Planning Board objects to his participation with this application, he asked them to say so. (No one spoke)

Mr. McEneaney addressed questions from the board relative to the lifespan of the pit.

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



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Public hearing opened.

No one spoke

Public hearing closed.

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

1. Confirmation from the City's Environmental Projects Manager that existing conditions are consistent with excavation plan.

Staff confirmed that condition two in the staff memo was already added to the submitted plan and does not need to be included as a condition of approval:

Motion: G. DeBoer moved to approve the Excavation Permit, with Subsequent Condition, as it is consistent with the regulations. Seconded by M. Gambino. Vote: U/A

- C. Consideration and acceptance of a Lot Line Adjustment for Smith & Pospesil Land Surveying Company, LLC (Owners: Croisetiere Family Revocable Trust & Coldstream Properties, LLC) Assessor's Map I, Lots 129 & 132, zoned IT, located at 308 Durham Road Dover, NH and 314 Route 108 Madbury, NH. *(LOTA-2025-0004)

E. Bassegio explained that the applicant is proposing lot line adjustment to revise the lot lines between abutting properties located at 308 Durham Road in Dover (Map I, Lot 129) and the neighboring property, 314 Durham Road in Madbury (Map I, Lot 132) with the intent of adding approximately 2,449 square feet from the Madbury parcel (parcel no. I-132) to 308 Durham Rd. (parcel no. I-129).

The structure at 308 Durham Road currently crosses both the Dover/Madbury boundary and the property line and the lot is nonconforming. The lot will remain nonconforming in terms of the underlying IT District's dimensional regulations but the proposed adjustment aims to improve compliance and resolve the issue of the structure straddling the property line with neighboring Lot 132 in Madbury.

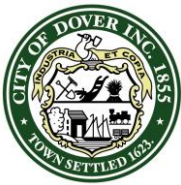
Tom Smith, Smith and Pospesil Land Surveying represented the application and explained the request. The request is a lot line adjustment due to the property line going through the existing structure. He answered questions of the board relating to the two plans which will be recorded due to two different towns and two different parcel identifiers, reasons for non-conformity of the lot, reason for the initial error, and discussions of conditions of approval.

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

Public hearing opened.

Dave Greenshields, Coldstream Properties mentioned a discrepancy with the square footage.

Public hearing closed.



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Mr. Smith noted the attorneys have signed off and the square footages are all set.

STAFF RECOMMENDATION – Lot Line Adjustment

Chapter 157-17 of the Land Subdivision Regulations of the City Code provides for the adjustment of existing lot lines between two or more lots. This plan is consistent with those regulations and though the lot and existing structure will remain nonconforming with underlying zoning, as a general principle, land use changes which increase conformity with underlying zoning are not only allowed, but actively encouraged.

The Planning Department recommends the Planning Board make findings, and vote to approve the application with the following subsequent conditions:

Subsequent Conditions to Be Met Prior to Signing of Plans:

1. Acceptance of corresponding Madbury Lot Line Adjustment by the Madbury Planning Board; and
2. Provide physical and digital copies (including CAD) of complete plan set for recording at Strafford County Registry of Deeds which additionally shall include:
 - 1.1. Planning File Number #LOTA-2025-0004
 - 1.2. The owner's signatures
3. Provide a physical copy of the final version of complete plan set that includes approved revision in Madbury.

Motion: F. Cullen moved to approve the Lot Line Adjustment with subsequent conditions set by staff as it meets criteria. Seconded by: G. DeBoer. Vote: U/A

- D.** 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 and 5 Dowaliby Court. (Proposal is to purchase eight (8) units through TDR.) *(TRAN-2025-0003)

E. Bassegio explained that the applicant is proposing a residential project consisting of twenty units within ten two-family structures. Using the TDR density calculation, the applicant demonstrated that the subject property can support twelve units (six two-family structures). Therefore, the applicant is requesting an additional eight units through TDR.

The subject property lies within the Secondary Groundwater Protection District (SGPD). Per §170-33D(5), impervious surface coverage is limited to 20% within the SGPD and the applicant would be proposing 34.43% coverage. As proposed, the applicant would need to request a Conditional Use Permit to allow for the increase in impervious surface coverage beyond the permitted amount.

This proposal, if approved, would need to come back for TRC and Planning Board review as a Site Plan Application.

Christopher Berry, Berry Surveying and Engineering represented the application and explained the request. He noted the board previously approved the lot line adjustment. He explained the scientific processes completed thus far and noted tonight's application is solely the purchase of the TDR units. He explained the calculations for density and the fairly new allowable use of duplexes in the zone.



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The proposal is a 10-duplex condo style development. He described the road location and design, stormwater, walkability. The applicant held a neighborhood meeting on the project a few weeks ago and took input from the abutters. They have requested the applicant work with them on buffering. The applicant provided a comprehensive plan set to aid the board visualize the proposal. The applicant provided a yield plan for a standard subdivision in the zone so the board can compare the overall coverage of that design to the proposal. He noted the coverage is nearly identical between the plans, but they will find ways to reduce the coverage during the process. A CUP will be required for secondary ground water. This would also be necessary for a standard subdivision on this lot. No other CUPs would be required.

The proposal calls for 10 structures to be built. Per regulations, each unit will look like a single-family home from the street, though be a duplex. The sizes and footprints of the structures vary. He addressed the mixed parcels of the neighborhood.

Mr. Berry addressed questions from the board relating to side porch entrances/ setbacks, 1500-1900 sq ft range of each home, 3-bedroom style, parking and road width, and comparison size to 10 single-family homes.

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

Public hearing opened.

Marissa Soule, 4 Dowaliby Ct, abutter expressed concerns about the TDR density, compared the size of the proposed structures to her home, drainage- ponding and standing water at that location, lack of proposed stormwater management behind the four units that abut her property, proposed roadway leading to development access to the large, abutting lot. She requested a condition of approval that the HOA docs state the roadway cannot be extended to provide access for further development to the northern lot.

Public hearing closed.

Mr. Berry responded to public comment:

- Drainage
- Stormwater analysis will look at the wet area
- Access is not the intention, applicant will adjust limited common area for closest units and if future change is proposed, will need approval from those owners and all other owners.

M. Gambino commented that this is an appropriate lot for TDR use. It is close to downtown, compatible with the neighborhood and she is in favor of the 3-bedroom layout. She does have concerns about the increased wet areas.

Mr. Berry addressed concerns noting that once the plan is further down the process, mitigation will be proposed.

STAFF RECOMMENDATION – Transfer of Development Rights

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.



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Section 170.29G(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.”*

Specifically, staff agrees that the proposal supports tenants of the Master Plan, including walkability, transit access, and intended stormwater compliance with local and state standards.

While the neighborhood consists primarily of single-family homes, two-family homes are allowed in the R-12 District if standards are met. The proposed density (1 unit per ~8,170 sq ft) is consistent with or lower than nearby properties and comparable with underlying zoning of 1 unit per 9,000 square feet for two-family dwellings.

The project will use municipal water and sewer. And finally, it is located in the Secondary Groundwater Protection District, which limits impervious coverage to 20%. The proposal exceeds this at 34.43%, requiring a Conditional Use Permit (CUP). The applicant provided a comparable concept design that shows a conventional single-family development within the R-12 District which also exceeded the permitted amount of cover at 34.31%, showing that a CUP would be required whether the project applies underlying zoning or utilizes TDR. Staff supports efforts to further reduce coverage in the final design.

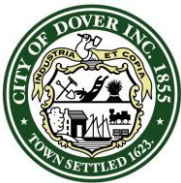
The Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to find the criteria of the TDR ordinance has been met with the following subsequent conditions:

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.
2. A Conditional Use Permit application for applicable impacts is required to be submitted for review and consideration;
3. Payment of TDR fees;
4. Revise plan to include the following notes:
 - 4.1. “A hydrogeologic study may be required by the Planning Board to investigate the impacts a proposed development or land use activity will have on an existing or future groundwater supply per §170-33D(7).”
 - 4.2. “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 eight units for a maximum total of twenty units on the subject lot.”

The Chair agrees the location is good for the TDR proposal and is in favor of the design of the units.

F. Cullen noted the requirement for duplexes to look like single-family homes is understandable for existing roads, but wondered if it's necessary for a new road being created for the development.



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E. Bassegio confirmed it is a requirement of the underlying zone for duplexes.

Motion: G. DeBoer moved to grant Transfer of Development Rights request based on the conditions set by the Planning Department. Seconded by: K. Mavrogeorge. Vote: 6-1 with E. Salovitch opposed.

The Vice-Chair announced Items 4E & F would be heard together.

- E.** Consideration and acceptance of a Conditional Use Permit for 210 Tolend Road, LLC, Assessor's Map F, Lot 3, zoned R-40, located at 210 Tolend Road. (Proposal seeks to allow 25% impervious surface coverage within the Secondary Groundwater Protection District, where up to 20% is allowed.) *(COND-2025-0007)
- F.** Consideration and acceptance of Open Space Subdivision for Trittech Engineering Corp, (Owner: 210 Tolend Road, LLC), Assessor's Map F, Lot 3, zoned R-40, located at 210 Tolend Road. (Proposal is for an Open Space Subdivision that will create five lots, including one lot for the development of 29 cluster units, one lot with an existing single-family home, one buildable vacant lot, and two lots to be conserved as open space areas.) *(SUBD-2025-0001)

E. Bassegio explained that the applicant is proposing an Open Space Subdivision that will subdivide the property at 210 Tolend Rd., which abuts a built-out open space subdivision on Emerald Lane, to create four new lots for a total of five lots.

The parent parcel, Map F, Lot 3, is proposed to be approximately 26.30 acres, and the new proposed lots are as follows: Map F, Lot 3-1, approx. 3.06 acres, Map F, Lot 3-2, approx. 12.11 acres, Map F, Lot 3-2-OPN, approx. 11.48 acres, and Map F, Lot 3-OPN, approx. 2.76 acres.

The parent parcel (Map F, Lot 3) will retain the existing single-family home. Map F, Lot 3-1 will become a buildable lot within the R-40 Zoning District. The proposed parcels, Map F, Lot 3-OPN and Map F, Lot 3-2-OPN, have been identified as conserved open space.

Map F, Lot 3-2, is proposed as a development with 29 residential units that will be accessed by Emerald Lane. Following Planning Board approval on December 10, 2024, the allowable yield for the subdivision is 31 units.

A portion of Map F, Lot 3-2, is within the Secondary Groundwater Protection District (SGPD). Within this area, the applicant proposes approximately 25% impervious surface coverage, where up to 20% is allowed per §170-33D(5). The applicant has also applied for a related Conditional Use Permit to allow the approximately 7,239 square feet of impervious surface coverage beyond the permitted amount.

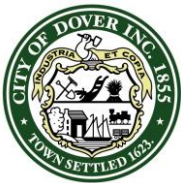
Two (2) waivers are also being proposed as part of this project requesting relief from a minimum pavement width of 28' and undisturbed natural external boundary buffers.

The Technical Review Committee reviewed the application most recently at their March 27, 2025 meeting.

The Conservation Commission reviewed and endorsed the application at their April 14, 2025 meeting.

Bob Stowell, Trittech Engineering represented the application and explained the request and the feedback and changes made to the original proposal verses what they have designed and are proposing this evening. He described the location, the different lots and proposals for each lot.

He explained the reason the CUP is needed for groundwater protection district is due to moving the development away from Tolend road to preserve the rural character and wildlife areas as was the feedback



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received. He explained the compensations made to the plan to address the ground water/ impervious surface coverage proposed.

He addressed the waivers sought for road width and exterior boundary buffers.

Mr. Stowell addressed details for the board relating to access, walking trail, fire department input during TRC, and proposed lots on an existing sewer easement (proposed easement for these lots in case City extends sewer lines).

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

Public hearing opened.

Robert Leopold, 165 Emerald Ln, Indian Ridge Development HOA board member noted the abutting Emerald Lane development had a promise of a walking trail that was never provided. The HOA board submitted a lengthy letter, but have not received any feedback from staff or board which is disappointing. They would like to receive a point-by-point response.

He highlighted a few of the concerns listed in the letter and explained details: stormwater runoff/ surface coverage waiver; children's safety at the tot lot (location).

He requested denial of the proposal, or if approved, to transfer the easement of the pond from their responsibility to the new Ambrose development. The pond is not on their land and treats the water that runs off the Ambrose development and City street.

They request a condition that a barrier be put in between the tot lot and connector road to keep the area safe.

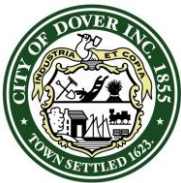
Leon LaPierre, 159 Emerald Ln, Indian Ridge Development HOA board member highlighted additional concerns for the HOA. Easement rights assigned to the HOA can be reassigned. He gave details of previous issues due to water and noted the water will likely get worse and the burden should be moved to the appropriate development.

Email received from the Indian Ridge Homeowners Association Board of Directors. The HOA wrote in regards to the CUP application requesting 25% surface coverage within the Groundwater Protection District adjacent to their retention Pond No. 1. They reiterated concerns raised in previous communications about runoff and its impacts. They argued that the added impervious surfaces from the proposed development will worsen these issues and they are concerned that the HOA members will bear the cost of managing runoff from the proposed development and street. They proposed making the CUP conditional on the new HOA taking responsibility for managing the runoff of Pond No. 1.

Public hearing closed.

Mr. Stowell addressed public comment:

- Explanations and descriptions of Proposed Drainage/ NHDES AoT permit
- Tot lot barrier
- Other issues listed on the letter of concern
 - School bus/not age restricted units
 - Fire truck access
 - Site distance/ snow banks
 - Headlights
 - Condominium association will be created with condo docs



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Board members asked additional questions which were addressed:

- Explanations to the public about how grading and stormwater maintenance is addressed by applicant engineers in the planning and designing process
- Credentials and BMP design
- Suggestions for applicant/ HOA to discuss bus stops with school/bus company
- Walking trail
- Biopond location discussion (John O'Neil addressed history, Emerald Ln phased plan and parcel location of pond)
- Additional drainage details
- Style description/rendering
- Landscape buffer vegetation

STAFF RECOMONDATION- CUP §170-33E(4)

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 for Groundwater Protection, and provisions for routine monitoring and reporting. This application meets the criteria.

The applicant has shown compliance with the ordinance specifically that the Post Construction Drainage Plan and 10-Year Storm Drainage Analysis show that all stormwater runoff from a 10-year storm event will be retained and infiltrated within Bioretention Basin #4. The project follows Best Management Practices (BMPs) and requires an Alteration of Terrain Permit from NHDES. An annual Inspection and Maintenance Plan will be submitted to the City to meet ongoing monitoring and reporting requirements.

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

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

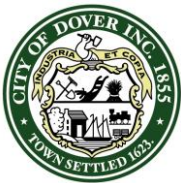
1. Approval of SUBD-2025-0001.
2. Add note to plan that Secondary Groundwater Protection District requirements must be adhered to.
3. Add note to plan and condominium association documents that contractors maintaining winter maintenance activities hold Green SnowPro certification.

Motion: M. Gambino moved to approve Conditional Use Permit based on the conditions set by the Planning Department. Seconded by: K. Mavrogeorge. Vote: U/A

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."



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Planning Staff believes the applicant's rationale for the waivers meets criterion (2) and waiving such standards and requirements will properly carry out the spirit and intent of the regulations.

The Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to grant the waiver with the following subsequent condition:

Subsequent Condition to be Met Prior to the Signing of the Plans:

1. Add a note that the Planning Board found the criteria of Chapter 153-21 have been met and the Board approved the following waivers in the specific areas of the development as identified on the final plat:
 - §157-32A, minimum pavement width of 28'.
 - §157-21F(4)(a), external boundary buffers must be undisturbed natural area.

Motion: F. Cullen moved to grant the waiver requests with the subsequent conditions set by staff as it meets criteria for relief. Seconded by: M. Gambino. Vote: U/A

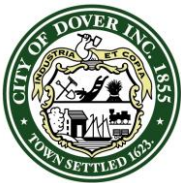
STAFF RECOMMENDATION- Open Space Subdivision

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:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Approval of COND-2025-0007;
2. Revised current use plan submitted to the City Assessor.
3. Condominium documents, including but not limited to reserve calculation, buffer and common space access and maintenance, Green SnowPro certification requirement, trail access and maintenance, and secondary groundwater protection measures, are reviewed and approved by the Director of Planning and Community Development with consultation by the City Attorney and City Engineer.
4. Provide physical and digital copies (including CAD) of complete plan set which additionally shall include:
 - 4.1. Include the Planning File #SUBD-2025-0001;
 - 4.2. Confirm lot numbering with City Assessor;
 - 4.3. Signature and stamp of LLS on the final plans;
 - 4.4. The owners' signatures for recording at Strafford County Registry of Deeds.
 - 4.5. Note the passive recreation areas.
 - 4.6. Note that no additional street lighting beyond what is shown on the plan is proposed. Any additional exterior lighting will be limited to fixtures mounted on individual residential units.
 - 4.7. Move scale on SP-1 to allow a 2"x2" blank space in lower right corner for approval stamp.
 - 4.8. Label proposed location of walking trail on Map F, Lot 3-2-OPN.
 - 4.9. Note that a barrier will be installed at the City-owned playground area on Map F, Lot 15-0-TOT.
 - 4.10. Note that screening will be added along the connector road between Emerald Lane and Ambrose Drive.



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Subsequent Conditions to Be Met Prior to Construction:

5. Conservation easements to be documented and recorded at SCR D or a development agreement between the Planning Board and property owner be executed and recorded at SCR D outlining the conservation lots;
6. 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;
7. Wetland buffer placards are installed;

Subsequent Conditions to Be Met Prior to Building Permit:

8. Payment of Water and Sewer Investment Fees if applicable at time of request of service;
9. Satisfy any owed Land Use Change Tax obligations, or shall provide written documentation from the City Assessor confirming an alternative timeline has been reached to address any outstanding fees;

Subsequent Conditions to Be Met Prior to Occupancy:

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

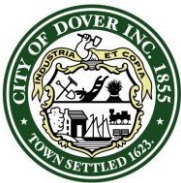
Additional discussion and clarifications occurred relating to fencing/screening at tot lot, follow up for City ownership of the tot lot park, ownership of the connector section of road, new road will be private.

F. Cullen commented the board has seen multiple versions of this project and each one was quite different based on feedback received. The board needs to be mindful of the positive and negative consequences of delaying a project during these feedback and review sessions.

Motion: F. Cullen moved to grant the Open Space Subdivision with the subsequent conditions set by staff as it meets criteria for relief. Seconded by: M. Gambino. Vote: U/A

5. STAFF COMMENT

- Welcomed Eric Salovitch to the Planning Board who was recently appointed as an alternate.
- Stephen Anstey, Fire and Life Safety Inspector, started on May 5th.
- Abby Galloway-Burke, Housing Planner, is starting on May 19th.
- TRC items since last meeting:
 - April 24th- Site Plan, proposal on Mechanic Street to construct a five-story mixed-use structure with commercial space on the first floor.
 - May 8th- Site Plan, proposal on Crosby Road to construct a ground-mounted solar facility.
- One upcoming TRC item on May 15th:
 - Site Plan, proposal at 180 Crosby Rd. to construct a loading dock addition to an existing manufacturing facility, along with site improvements.



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 13, 2025**
Meeting Time: **7:00 pm**

6. MEMBER COMMENTS

- E. Salovitch introduced himself
- M. Gambino
 - Chase bank completed quickly and looks good
 - McDonald's at 108 progress
 - No updated materials yet
 - TDR subcommittee update
 - D. Glennon noted the committee is still starting up. They had an organizational meeting and a brainstorming session to come up with a list of topics to be addressed. The plan for the next meeting is to start tackling the items.
 - Chair Cruikshank gave thoughts on the perception of TDR applications from abutters notices not being soon enough, but the first steps are to have the legal regulations followed which is why applicants meet with staff and go through TRC before the plan can be formed and provided to the Planning Board and abutters for review and comments.
- The Chair signed the following:
 - Development Agreement for residential development at 110 and 114 Silver Street and a Development Agreement for the minor subdivision and lot line adjustment for Waterside Land Holdings on Middle Road.
 - Lot Merger for properties at 2 and 4 Twombly St.
- K. Mavrogeorge expressed appreciation for Dover allowing the public to attend TRC meetings
 - Board members discussed the TDR items presented tonight
- G. DeBoer
 - Medical arts building at 15 Durham Rd. is a success
- E. Salovitch
 - Suggested abutters to TDR projects get more notice so they can have a professional review the matter if needed- something for the subcommittee to discuss
- K. Mavrogeorge
 - Suggested the subcommittee look at methods used by other municipalities – some have differing levels of review starting more bare-bones and working up over time
 - This Saturday 11-2 open house for Community Services

7. ADJOURNMENT

Motion: G. DeBoer to adjourn at 9:28 p.m. Seconded by D. Glennon. Vote: U/A