



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, June 24, 2025**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Doug Glennon (Vice-Chair), Ken Mavrogeorge, George DeBoer, Fergus Cullen (Councilor), Tom Clark, Kyle Pimental, Jeff Sanborn, and Eric Salovitch (Alternate)

Members Not Present (excused): Melina Gambino, Tyler Allen (Alternate)

Staff Present: Donna Benton, Planning Director

G. Cruikshank (Chair) called the meeting to order at 7:00p.m and noted Eric Salovitch would sit in for Melina Gambino.

1. CITIZENS' FORUM

Citizens Forum Open

John Wyeth, 7 Roosevelt Ave, spoke about the TDR process and how it is unfolding is not in line with the community. He expressed frustration with the abutter role including when and how to find information and how to view it and understand it. TDR process is being misused from protecting large tracts of land into a money transfer to squeeze development onto small, urban lots. He addressed the loss of character for neighborhoods.

Richard Hamor, 13 Roosevelt Ave, is concerned about density within the R-12 zone turning into an R-8 zone with the approval of proposed development.

Citizens Forum Closed

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)

2. APPROVAL OF THE PRIOR MINUTES

- June 10, 2025 Regular Meeting Minutes

Motion: G. DeBoer moved to approve the regular meeting minutes of June 10, 2025. Seconded by: E. Salovitch. Vote: U/A

3. OLD BUSINESS

4. NEW BUSINESS

- A. Consideration and acceptance of a Transfer of Development Rights for Drowned Valley Holdings, LLC, Assessor's Map 37, Lot 43, zoned R-12, located at 11 Roosevelt Avenue. (Proposal is to request one (1) unit through TDR, for a total of two (2) residential units.) *(TRAN-2025-0005) *(This item was continued from the June 10, 2025 Planning Board Meeting.)*

D. Benton explained that the Applicant is proposing two single-family homes on the subject parcel which currently has one single-family home and a detached garage. The TDR yield calculation was applied to determine a base density of one unit by right on the property and therefore one additional unit is being proposed through purchase with TDR.

The site is also within the Secondary Groundwater Protection District, which limits impervious coverage to 20%. The applicant is proposing about 28% coverage and would need a Conditional Use Permit for the



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approximately 1,312 square feet over the limit. Staff has reviewed the proposal and provided a TDR memo to the applicant.

D. Benton clarified the request is specifically for a second single-family home. The existing rights allow the applicant to obtain a building permit and either raze the existing home or convert the existing home into a duplex without Planning Board approval.

If the Board approves the second home, the next steps are for the applicant to go to TRC for review, Conservation Commission if necessary for CUP, and then Planning Board again which abutters will be notified of.

Steve Haight, CivilWorks NE, represented the application and explained the proposal.

He highlighted: Environmental CUP will be required for lot coverage, setback restrictions will be met, driveways will avoid the street trees, abutter concerns about construction will be dealt with at TRC. The request tonight is for the TDR for the additional unit. A duplex is allowable by right, but the second unit is in keeping with the neighborhood.

Mr. Haight addressed questions and comments from the board explaining the reasoning the extra coverage is not due to the TDR request and addressed why the request is for two single-family homes rather than a duplex option.

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

Public hearing opened.

John Wyeth, 7 Roosevelt Ave, expressed the issues he has with the proposal including: character of the neighborhood, size of the homes, lot size and density incompatibility of the proposal, historic homes and demolition review requirements, public and pedestrian safety regarding added traffic, zoning buffer regulation, environmental impact of old trees in the area, watershed and stormwater, geotechnical concerns for the structure of his home. He submitted a petition in opposition.

Brad Jewell, 12 Roosevelt Ave, agreed with the previous speaker. He is concerned about driveway elevations and permits, drainage and protection of trees.

Doug Knight, 19 Roosevelt Ave, noted this will really change the character of the neighborhood. He read an article relating to tree coverage and noted concern for cutting down mature trees. He commented about the watershed and impervious surfaces and runoff.

Tom Barnes, 20 Roosevelt Ave, doesn't understand the process, but it appears the only one benefiting from this is the developer to make money.

Jane Hamor, 13 Roosevelt Ave, is concerned about a serious drainage issue in that neighborhood and the increased water in their basements after the development of Hannaford's, the troubles that will result if the mature trees are damaged, the ruination of the parcel and affect it will have on the surrounding properties which are all old structures with old foundations.

Richard Hamor, 13 Roosevelt Ave, also commented on the trees and the exposed roots, and drainage.



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Emails were received to the office and summarized below:

Jane and Richard Hamor, 13 Roosevelt Ave., oppose the proposed project at 11 Roosevelt Ave., citing concerns about runoff, drainage, and the potential need for blasting due to ledge on site. They argue that adding two homes would disrupt the neighborhood's character, threaten mature trees, and have concerns about surrounding property values. While they do not oppose replacing the existing home, they believe a new home should be built in the same footprint and that this would be more compatible with the neighborhood.

John Wyeth, 7 Roosevelt Ave., opposes the proposed development at 11 Roosevelt Ave., citing concerns about neighborhood character, environmental impacts, stormwater management, and the appropriateness of using TDR on a small residential lot. The letter argues that the project is incompatible with the historic and architectural context of the street, would potentially result in the removal of mature trees, and could worsen drainage and flooding issues due to high water tables and ledge. He also discusses that the site lies within the Berry Brook watershed, raising further concerns about runoff and pollutant discharge. He questions the use of TDR on a constrained lot and urges the Planning Board to deny the proposal or require revisions to reduce impacts.

John Mitchell, 5 Lowell Ave., opposes the proposed development at 11 Roosevelt Ave., discussing environmental and climate concerns, particularly the negative impact of removing mature trees. He cites areas of the city's Master Plan on the importance of urban tree cover and climate resilience and argues that the project contradicts established goals. He also raises concerns about potential water cycle disruptions and increased basement flooding, referencing issues on Lowell Avenue, and requests that the Planning Board deny the proposal.

Ken Costello, 4 Page Ave., does not object to the addition of a new dwelling unit at 11 Roosevelt Ave. but raises concerns about potential impacts to mature street trees. He asks the Planning Board to encourage alternative driveway layouts, require tree protection during construction, and mandate significant replacement planting if any public trees are removed or damaged.

Cheryl and Clayton Currier, 4 Lowell Ave., oppose the proposed project at 11 Roosevelt Ave., citing concerns about the removal of mature trees in the area, stormwater management, historic preservation, and incompatibility with the neighborhood. They urge the Planning Board to deny the proposal.

Mary Beth Gripshover, Milk St., objects to the proposal at 11 Roosevelt Ave., citing concerns about the demolition of the existing home and removal of mature trees that contribute to the street's character and community value. She cautions against unforeseen development impacts and urges the Planning Board to consider long-term environmental and cultural costs, ultimately asking that the proposal be denied.

Mr. Haight addressed public comment:

- Trees depicted are on site. Rest of the trees are along frontage in the ROW and won't be cut
- Drainage for this parcel will be handled on site and reviewed at TRC
- Two units allowed by right. Duplex would be large in the middle of the lot. Proposal is for two separate homes to keep with the character of the neighborhood
- Setbacks will be met
- Tree roots will be looked at by LLA
- 30% coverage includes buildings and driveway. If it can be reduced, it will
- Proposed house size 2000 sf, but house plans will be provided at site plan approval

D. Benton addressed public comment:



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- 30-foot buffer is not required in this case
- TDR ordinance is under review by the TDR subcommittee
- Heritage Commission can be asked to review during site plan process / before demolition

Chair Cruikshank addressed public comment:

- Historical buildings are not the purview of this board. Property owners have rights
- Most comments made will be addressed at either/ both TRC or Planning Board site plan review

K. Mavrogeorge addressed public comment:

- The City has a drainage issue which is under review
- Drainage on this site will be addressed at TRC

Chair Cruikshank addressed citizens' forum comments:

- 'Money transfer', 'pay to play' comments are inaccurate. The TDR was not started to allow developers and property owners to get more homes on a lot. The purpose was to bring smaller, more affordable homes to the City of Dover.
 - The process hasn't gone completely as expected which is why there is a TDR subcommittee looking into the process and what changes should be made.
 - The City does not get money to spend how they like through the TDR program
 - The funds go into the conservation fund to purchase land for the City to conserve.
- She understands the plans are overwhelming. She remembers experiencing that when she first started serving on the board.
 - There is no transparency issue or attempt to hide what is proposed
 - There is limited staff and many projects in the works at all times.
 - It's impossible for staff to reach out to individual abutters
 - When residents contact the staff with questions they are more than willing to explain things, make copies etc. to assist

K. Pimental commented that he's always happy to have input and feedback from the public and he understands the rights of the abutters were addressed tonight, but the rights of the property owner are equal to the abutters regarding developing their land. The TDR notification process to abutters is no different than any other application that comes before the board. Dover does a tremendous job of being transparent with these projects by comparison to other cities and towns in the state.

E. Salovitch commented that he is comfortable with the units proposed, but is uncomfortable if this is approved, that each unit could also put in an ADU allowing 4 units here.
The board and staff addressed options for potential conditions on this matter.

G. DeBoer doesn't see what is gained by having two separate units rather than a duplex, which is allowed.
Mr. Haight addressed the intent to have these units match the neighborhood.

F. Cullen asked about the existing garage and if it's encroaching on the abutter's lot.
Mr. Haight confirmed it is all on the property and it will be removed and any new structures will comply with setback regulations.

K. Pimental asked for the non-conformities of the neighborhood listed in the packet could be addressed.
Zack Leavitt, applicant noted due to setbacks, frontage and lot size, only 7 of the 31 lots are conforming leaving 77% non-conforming.

T. Clark confirmed with the applicant that the applicant is the owner of the property.



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F. Cullen noted in this instance, the board is acting on a TDR request with no fully developed site plan, though in other instances the board has acted on both simultaneously. There's no judgement, but the subcommittee may want to look at that and develop some consistency.

K. Pimental addressed the trees noting the street is beautiful and the applicant needs to do everything in their power to prevent the trees from being disturbed in the near future and the long term.

E. Salovitch agreed and noted he is concerned about adding a driveway in there without impacting the health of the trees.

Chair Cruikshank addressed the potential addition of ADUs which she is not comfortable with.

K. Pimental agreed and they wondered how they can restrict that if there is state law that all single-family homes are allowed an ADU by right.

K. Pimental asked the applicant if they are willing to volunteer to deed restrict the units so ADUs are not an option.

The applicant agreed to the restriction noting there is no intention of having ADUs. He is willing to agree to the added condition.

Public hearing closed.

STAFF RECOMMENDATION – Transfer of Development Rights

§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 lot is on public water and sewer, and the applicant has shown consistency with the Master Plan, specifically, a Land Use goal of encouraging density in developed areas to preserve more rural areas. Staff agrees the proposed two single-family homes are in line with the neighborhood, both in density and housing type. Staff also notes that the subject property could meet the necessary criteria within the R-12 Zoning District, that the existing single-family home could potentially be converted to two-units by right. The proposed layout also meets setbacks for the R-12 District.

The site is in the Secondary Groundwater Protection District, which limits impervious coverage to 20%. The applicant is proposing 28%, which would require a Conditional Use Permit. This coverage issue exists even without the use of TDR, as the allowed lot coverage within the R-12 District is 30%. Staff still recommends reducing impervious coverage in the final design.

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 Granting TDR:

1. A Site Plan application is required to be submitted for review and approval;
 - 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. If applicable, a Conditional Use Permit application for relevant impacts is required to be submitted for review and approval;
3. Payment of TDR fees;
4. Revise plan to include the following notes:



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- 4.1. “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 one unit for a maximum total of two units on the subject lot.”
- 4.2. “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).”
- 4.3. Driveways and homes are designed to limit the disturbance of mature trees in the right-of-way.
5. Deed restriction put in place to not permit these new buildings to be converted to duplexes nor add ADUs.

Motion: F. Cullen moved to approve the Transfer of Development Rights with the subsequent conditions set by staff. Seconded by K. Mavrogeorge. Vote: 6-3 with Salovitch, Clark, and DeBoer opposed.

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

- B. Consideration and acceptance of a Conditional Use Permit for Crosby 180, LLC, Assessor’s Map G, Lot 1-A, zoned CM, located at 180 Crosby Road. (Proposal is to allow wetland buffer impacts totaling 1352 s.f. associated with site improvements and the construction of a loading dock addition to the existing facility.) *(COND-2025-0010) *(This item was continued from the June 10, 2025 Planning Board Meeting.)*
- C. Consideration and acceptance of a Site Plan for Crosby 180, LLC, Assessor’s Map G, Lot 1-A, zoned CM, located at 180 Crosby Road. (Proposal is to construct a loading dock addition to an existing manufacturing facility, along with site improvements.) *(SITE-2025-0005) *(This item was continued from the June 10, 2025 Planning Board Meeting.)*

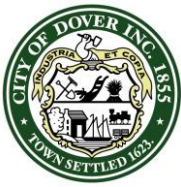
D. Benton explained that the Applicant is proposing a 1,620-square-foot loading dock addition at 180 Crosby Road, along with related site improvements. The improvements include expanded pavement for truck access, removal of some paved areas, and replacing a culvert at the site entrance.

The applicant is also requesting a Conditional Use Permit as the project includes approximately 1,352 square feet of wetland buffer impacts, mostly in already paved areas, due to the loading dock construction and culvert replacement. As part of the proposal, around 966 square feet of impervious surface in the buffer will be restored to green space.

The applicant has requested two waivers: one from providing a signed landscape plan and another from submitting a colored streetscape rendering.

The Technical Review Committee reviewed the project on May 15 and the Conservation Commission endorsed the CUP proposal at a special meeting on June 16.

Steve Haight, CivilWorks NE, represented the application and explained the existing property is a manufacturing facility and the proposal is to put on a loading dock. It will be constructed and installed on an existing paved area. He described areas of added pavement and decreased paved area to off-set. This project has gone to TRC and Conservation Commission. As part of the project a culvert will be added, and dumpsters will be relocated from the front to the back of the property. The CUP is for pavement impacts. He explained the reasons for the waivers are: landscape plan not needed because the work is in the back of the building and no streetscape rendering needed because nothing is changing out front.



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Mr. Haight addressed board comments relating to truck maneuvers.

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

Public hearing opened.

Bill McQuade, 187 Crosby Rd expressed concerns about the storm water drainage for the site. He elaborated on his beliefs about this. This industrial park has had drainage issues for years. He handed out photos of the issues which he explained in detail. He suggested a site walk.

An email was received to the office and summarized:

Bill McQuade, owner of neighboring properties within the industrial park, raises concerns about the proposed project at 180 Crosby Road. He suggests that the stormwater management analysis is flawed and does not adequately address potential flooding impacts on surrounding properties, streets, or the existing drainage system. He also challenges the accuracy of the soil classification and notes that the high-water table has not been properly considered.

Public hearing closed.

Mr. Haight addressed public comment:

- Proposed drainage

Mr. Haight addressed board comments and questions

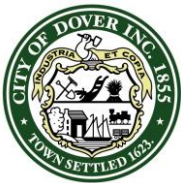
- Drainage/ storage tanks
- Recessed loading dock vs lifts or ramps
- Impervious areas
 - K. Mavrogeorge added input and information to drainage, impervious surfaces and City research and planning for drainage fixes in that area and applicant improvements that will help
- Reasoning for change to pipe material
 - K. Mavrogeorge gave additional information on culvert materials and drainage

STAFF RECOMMENDATION: Wetland Protection District Conditional Use Permit

The Wetlands Protection District ordinance §170.28F provides for Conditional Use Permits to allow impacts to the Wetlands Protection District if standards related to demonstration that no practicable alternative is available, impact avoidance was considered, impacts were minimized, mitigation has been sought, and approval of the wetlands impact from NHDES Wetlands Bureau has been granted.

The project avoids direct wetland impacts, with approximately 1,352 square feet of buffer impacts limited to existing pavement, green space conversion, and culvert reconstruction. Only about 20 square feet of the proposed loading dock falls within the 50-foot wetland buffer. In total, 2,669 square feet of impervious area, including 966 square feet in the buffer, will be converted to green space. Since there are no direct wetland impacts, mitigation and NHDES approval are not required. The Conservation Commission endorsed the proposal on June 9, 2025.

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

1. Approval of (SITE-2025-0005).

Motion: E. Salovitch moved to approve the Conditional Use Permit with the subsequent conditions set by staff. Seconded by G. DeBoer 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.”

Planning Staff believes the applicant’s rationale for the waiver meets criterion (1) 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:
§153-13.A (12) Landscape plan signed by LLA
§153-13.A(17), Colored streetscape rendering

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

STAFF RECOMMENDATION- Site Plan:

Chapter 153-13 outlines Site development plan requirements. This plan meets those standards outlined. Therefore, the Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to approve the Site Plan with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Signing of Plans:

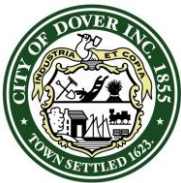
1. Approval of (COND-2025-0010);
2. Revise plans to include updated Fire Department Connection as determined by the Building Official;
3. Provide physical and digital copies (including CAD) of complete plan set for final Planning Board signature which additionally shall include:
 - 3.1. Owner’s signatures;
 - 3.2. Professional stamps and signatures;

Subsequent Conditions to Be Met Prior to Construction:

4. 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;
5. Wetland buffer placards are installed;

Subsequent Condition to Be Met Prior to Building Permit:

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



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Subsequent Conditions to Be Met Prior to Occupancy:

7. Issuance of Certificate of Occupancy;
8. Surety or other form of security acceptable to the City is provided for any unfinished work;
9. Wetland buffer placards are still in place or replaced per the plan;
10. 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: E. Salovitch moved to approve the Site Plan with the subsequent conditions set by staff. Seconded by K. Pimental. Vote: U/A

- D. Consideration and acceptance of a Minor Subdivision for 200 Sixth Street, LLC, Assessor's Map E, Lot 70-A, located at 200 Sixth Street, zoned IT. (Proposal is to create one (1) additional lot).
*(SUBM-2025-0004)

D. Benton explained that the Applicant is proposing a minor subdivision at 200 Sixth Street to create a new 1.33-acre lot. While the IT District requires a minimum lot size of 2 acres, a variance was granted due to the intended use- a telecommunications switching facility. This type of facility is small, quiet, and unoccupied except for routine maintenance, making the typical lot size requirements less applicable. Because this was a minor subdivision, Technical Review Committee review was not required.

Steve Haight, CivilWorks NE, represented the application and explained the proposal of a subdivision to create a lot for an unmanned communications facility. They received ZBA approval for the reduced lot size. Once approved for the subdivision, they will be back before the board with a site plan.

Mr. Haight addressed comments and questions from the board relating to intended use of the remainder lot and access to it, and necessary DES approvals regardless of use.

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

Public hearing opened.

No one spoke

Public hearing closed.

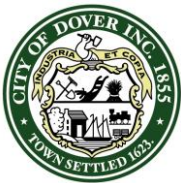
STAFF RECOMMENDATION- Minor Subdivision

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:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Provide physical and digital copies (including CAD) of complete plan set for recording at Strafford Country Registry of Deeds, which additionally shall include:
 - 1.1. The owner's signatures;
 - 1.2. Include the Planning File #SUBM-2025-0004;
 - 1.3. The stamp and signature of the LLS on the final plans;
 - 1.4. Confirm lot numbering with City Assessor and confirm on plan set;
 - 1.5. State permit numbers are added to the cover sheet



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2. Any change in use differing from a telecommunication switching facility shall require Planning Board Approval prior to the commencement of any such use.

Motion: T. Clark moved to approve the Minor Subdivision with the subsequent conditions. Seconded by F. Cullen. Vote: U/A

- E. Consideration and acceptance of a Lot Line Adjustment for Waterside Land Holdings, LLC and Heath J. Todd Revocable Trust, Assessor's Map M, Lots 91-E & 104, zoned R-40, located off Middle Road. (Proposal is to adjust the land amounts from M-91-E to M-104.) *(LOTA-2025-0006)

D. Benton explained that the Applicant is proposing a lot line adjustment to revise the lot lines between two abutting vacant properties both located on Middle Road, with the intent of adding approximately 69,954 square feet from Lot 91-E to Lot 104, with frontage values for both lots remaining the same as pre-adjustment. The item did not require TRC review.

Steve Haight, CivilWorks NE, and Chad Kageleiry, owner, represented the application and explained the two very large lots are requested to have the lot lines adjusted to give wider access to one of the lots. Both lots far exceed the lot size requirements and there is no construction proposed on the conservation lot.

Mr. Haight and Mr. Kageleiry addressed comments and questions related to the timeline of the creation of the lots and reason for being back at Planning Board.

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

Public hearing opened.

No one spoke

Public hearing closed.

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.

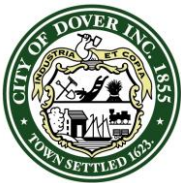
The Planning Department recommends the Planning Board make findings, and vote to approve the application with the following subsequent conditions:

Subsequent Conditions to Be Met Prior to Signing of Plans:

1. Provide physical and digital copies (including CAD) of complete plan set for recording at Strafford County Registry of Deeds which additionally shall include:
 - a. Planning File Number #LOTA-2025-0006
 - b. The owner's signatures

Mr. Kageleiry addressed questions from the board about access to a portion of the conservation area open to the public.

Motion: F. Cullen moved to approve the Lot Line Adjustment with the subsequent conditions. Seconded by G. DeBoer. Vote: U/A



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- F. Consideration and acceptance of a Site Plan for Hoyle, Tanner and Associates, Inc., (Owner: Del Sol Dover, LLC), Assessor's Map G, Lot 2-1B, zoned CM, located off Crosby Road. (Proposal is to construct a ground-mounted solar facility with a gravel access drive.) *(SITE-2025-0004)

D. Benton explained that the Applicant is proposing a ground-mounted solar facility on Crosby Road, which will include a gravel access drive and turnaround. Also, about 1.72 acres of the property will be deed-restricted for wildlife conservation in coordination with NH Fish and Game. The project utilizes a Development Agreement and industrial TDR to allow relief from certain wetland buffer requirements. Four waivers are being requested for architectural plans, streetscape renderings, a traffic impact assessment, and underground utilities. The Technical Review Committee reviewed the proposal on May 8, 2025.

Josh Howard, Hoyle, Tanner and Assoc represented the application and explained the proposal for the solar facility of ground-mounted, fixed-tilt panels, security fencing, two storm water ponds and a gravel access road. He explained the storm water treatment on site. The applicant went to TRC and will obtain approvals from NHDES.

Chad Kageleiry, owner addressed questions from the board relating to status of inter-connection with Eversource, energy distribution from the solar power, changes to the proposal related to the Alteration of Terrain permit application, visibility of the structure and screening, maintenance of the landscaping and board suggestions of mowing at times of year to avoid ground-bird nesting and avoid mowing at dusk, and utility location overhead.

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

Public hearing opened.

Lisa Nugent, 69 Littleworth Rd asked some questions about height of the panels, permitted use or not, ownership, utilities above or below ground and relation to the project that was heard on June 10th.

Public hearing closed.

Mr. Kageleiry addressed public comment:

- Utilities will be underground where the panels are, then a pole will be added to bring the power up and connect it to the grid and existing poles
- Ownership is the same, just different company names

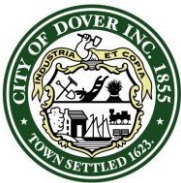
STAFF RECOMMENDATION - Waivers/Relief:

§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."

Planning Staff believes the applicant's rationale for the waiver meets criterion (1) 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:



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, June 24, 2025**
Meeting Time: **7:00 pm**

Subsequent Conditions 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:
§153-13A(15), Color architecturals
§153-13A(17), Streetscape Rendering
§153-13A(19), Traffic impact assessment
§157-44, Underground utilities

Motion: T. Clark moved to grant the waiver requests with the subsequent conditions set by staff as it meets criteria for relief. Seconded by: K. Pimental. Vote: U/A

STAFF RECOMMENDATION- Site Plan:

Chapter 153-13 outlines Site development plan requirements. This plan meets those standards outlined. Therefore, the Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to approve the Site Plan with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Provide physical and digital copies (including CAD) of complete plan set for final Planning Board signature which additionally shall include:
 - 1.1. Owner's signatures;
 - 1.2. Professional stamps and signatures;
 - 1.3. Permit numbers as they are received;
2. Coordinate with the Building Official to obtain an assigned address for the property;
3. Provide confirmation of an interconnection agreement with Eversource;

Subsequent Condition to Be Met Prior to Construction:

4. 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;

Subsequent Condition to Be Met Prior to Building Permit:

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

Subsequent Conditions to Be Met Prior to Occupancy:

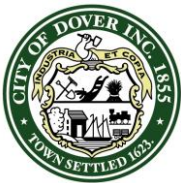
6. Issuance of Certificate of Occupancy or Certificate of Completion;
7. Surety or other form of security acceptable to the City is provided for any unfinished work;
8. Wetland buffer placards are still in place or replaced per the plan;
9. Design engineer to submit a construction certification letter to the City ensuring construction was completed in accordance with the plans and specifications approved by the City of Dover.

The board discussed with the applicant a decommissioning plan and timeframe.

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

- G. Consideration and acceptance of a Site Plan Amendment for Saint Thomas Aquinas High School & Roman Catholic Bishop of Manchester, Assessor's Map L, Lot 15, zoned R-20, located at 197 Dover Point Road. (Proposal is for the construction of a 6,306 s.f. chapel addition.) *(WAIV-2025-0007)

D. Benton explained that the Applicant is proposing a 6,300-square-foot chapel addition to St. Thomas Aquinas High School. It will be located on the west side of the building, in an area currently used for walkways and a lawn area, and won't be visible from Dover Point Road. There are no proposed changes to



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roads or parking. One waiver is being requested for a traffic impact assessment, as there's no expected change in traffic. The Technical Review Committee reviewed the application on June 5, 2025.

Paul Miller, Oak Point Assoc. represented the application and explained the proposal noting it's an addition to the back of the school and not very visible. There will be no change to driveways, parking areas, school occupancy, or utilities. He addressed storm water.

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

Public hearing opened.

Robert Gosse, 10 Royer Ln, asked if there will be any ledge removal or blasting and if so that the abutters are notified and there is a meeting ahead of time. He requested no construction traffic on Royer Ln. The City just repaved that road. Will the chapel be used for any purposes outside of school such as wedding ceremonies? He requested screening of an 8' fence to block the parking lot from his home. There is not enough screening and the lights are bleeding through more with added fields and evening activities.

Abe McGuire, 44 Ayers Ln, abutter requested the construction hours to exclude weekends, he is concerned about the proposed bell tower and is unsure how it might affect the neighborhood and without knowing the schedule it will be used. He also prefers restricting use of construction vehicles to exclude Royer rd.

Skip Kneirim, 45 Ayers Ln, agreed with the previous speaker. There has been increased noise levels, light spillover, track runners up and down the street. He is concerned about knowing the bell noise type and schedule. He works from home and if the noise is more of a drone of background noise that's one thing, but if it is a loud, repetitive noise throughout the day and weekends that would be very obtrusive. He also is concerned about the light spill.

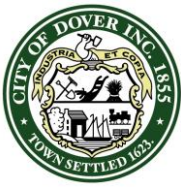
Public hearing closed.

Mr. Miller and Brian LaRoche, architect with Oak Point Assoc. addressed public comment:

- There will be no ledge removal or blasting
- Bell tower usage
 - Acoustic consultant
 - 70 decibels at ground level
 - Should match the level of traffic on Dover Point rd
 - Bell rings 2-3 times a day
 - Beginning and end of school day (8am and 2:45pm) and weekly mass (10am)M-F
- Construction hours
 - D. Benton reviewed Dover's policies and suggested an edit to the condition to include M-F and no Saturdays, Sundays or Federal Holidays. This does not include hammering etc. It is for large construction vehicles.
- Construction vehicle access
 - Staff agreed they will also require no access off Royer rd since it was just paved
- Chapel use is for the school primarily. He can't speak to the future
- Fencing has not yet been discussed

Board members asked clarifying questions about and discussed:

- what the current bell system decibels are (unknown, but was part of the research)
- fence for additional light screening



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Extensive discussion occurred about the screening options.

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.”

Planning Staff believes the applicant’s rationale for the waiver meets criterion (1) 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 waiver:
§153-13A(19), Traffic impact assessment

Discussion occurred related to possible future change of use of the chapel for operations and events on weekends and impacts to traffic. Use of Royer Ln clarifications- always fenced unless loading robotics. Due to the waiver request to not do a traffic study, discussion occurred related to possible future use changes and what recourse is available to the City if traffic patterns change.

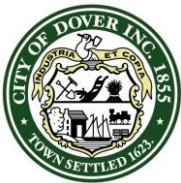
Motion: F. Cullen moved to grant the waiver requests with the subsequent condition set by staff as it meets criteria for relief. Seconded by: G. DeBoer. Vote: U/A

STAFF RECOMMENDATION- Site Plan:

Chapter 153-13 outlines Site development plan requirements. This plan meets those standards outlined. Therefore, the Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to approve the Site Plan with the following subsequent conditions (which were edited during the discussion):

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Revise plans to include Planning File # WAIV-2025-0007;
2. Provide physical and digital copies (including CAD) of complete plan set for final Planning Board signature which additionally shall include:
 - 2.1. Owner’s signatures;
 - 2.2. Professional stamps and signatures;
 - 2.3. Revise note 14 to include no Saturday/Sunday/Federal Holiday site construction hours
 - 2.4. Add note to keep construction vehicles off Royer Ln
 - 2.5. Add a 6’ wood or white vinyl privacy fence placed between the trees and Royer Ln
3. Confirm turning template with Dover Fire Department.
4. Submit acoustic study comparing baseline levels of sound and ___ compared to new bell tower to confirm the new bell tower is similar to existing school sounds ie cheering crowds, sirens, route 16 traffic etc.



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Subsequent Condition to Be Met Prior to Construction:

5. 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;

Subsequent Condition to Be Met Prior to Building Permit:

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

Subsequent Conditions to Be Met Prior to Occupancy:

7. Issuance of Certificate of Occupancy;
8. Surety or other form of security acceptable to the City is provided for any unfinished work;
9. Wetland buffer placards are still in place or replaced per the plan;
10. 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.

Extensive discussion occurred about the sound and selection of the bell and the acoustic study which has not been provided.

Motion: F. Cullen moved to approve the Site Plan with the subsequent conditions set by staff. Seconded by T. Clark. Vote: U/A

5. STAFF COMMENT

- Summer schedule
- TRC items since last meeting:
 - June 12th: Site Plan, proposal is for the construction of a light industrial building off of Littleworth Road.
 - June 12th: Site Plan, proposal is for the conversion of the Liberty Mutual office building at 150 Liberty Way to a mixed-use building with commercial, office, and residential units.
- Upcoming TRC items:
 - June 26th: Site Plan Amendment, proposal to amend Building 2 of the previously approved McIntosh Drive development. Proposal includes 20 additional residential units in Building 2.
 - June 26th: Site Plan Amendment, proposal to amend Building F, as part of the waterfront development. Proposal includes architectural changes, 20 additional parking spaces, and an increased building footprint.
- City of Dover sends abutter notices. The signs that are put up are an additional notification, but are not required by state statute. There are meeting preview videos and all available information is on the website. TDR funds go to both fund the conservation planner position and the purchase of land to conserve.

6. MEMBER COMMENTS

- D. Glennon
 - If the public ever wants to see the full-sized plans, they can contact the Planning Department and staff will assist them.

7. ADJOURNMENT

Motion: D. Glennon to adjourn at 10:00 p.m. Seconded by K. Mavrogeorge. Vote: U/A