

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, November 18, 2025**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Doug Glennon (Vice-Chair), Ken Mavrogeorge, Tom Clark, Jeff Sanborn, Dennis Shanahan (Councilor), Tyler Allen (Alternate), Eric Salovitch (Alternate) and Devon Dunn

Members Not Present (excused): Kyle Pimental, George DeBoer, Melina Gambino (Alternate)

Staff Present: Donna Benton, Planning Director

G. Cruikshank (Chair) called the meeting to order at 7:00p.m noted that E. Salovitch would be sitting for K. Pimental and that T. Allen for G. DeBoer and that the City Council appointed D. Dunn as a full member and M. Gambino as an Alternate.

She also noted items Old Business A and New Business A will not be heard tonight.

1. CITIZENS' FORUM

Citizens Forum Open

No one spoke

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- October 28, 2025 Regular Meeting Minutes

Motion: T. Clark moved to approve the regular meeting minutes of October 28, 2025. Seconded by: D. Shanahan. Vote: U/A

3. OLD BUSINESS

The Vice-Chair announced that the applicant requested to withdraw the application under Old Business for Item A.

- A. ~~Consideration and possible approval of a Lot Line Adjustment for Drew Family Revocable Trust and Wendy E. & Scott D. Drew, Assessor's Map F, Lots 8 & 8-C, zoned R-40, located at Tolend Road & 276 Tolend Road. (Proposal is to adjust the lot lines between the two (2) parcels.) *(LOTA-2025-0010)~~

4. NEW BUSINESS

The Vice-Chair announced that the applicant requested to withdraw the application for Item A.

- A. ~~Consideration and acceptance of a Conditional Use Permit for Raghbir Singh, Assessor's Map H, Lots 14-D & 14-D-1, zoned R-20, located at 8 & 4 Zeland Drive. (Proposal is to demolish two (2) existing homes and relocate and construct two single-family homes creating approximately 3,559 square feet of permanent impacts within the Conservation District). *(COND-2025-0024)~~
- B. Consideration and acceptance of a Transfer of Development Rights for Knox Marsh Development, LLC, Assessor's Map 24, Lot 6, zoned RM-U, located at 36 Forest Street. (Proposal is to purchase two (2) residential units restricted to HUD Fair Market Rental rates through TDR. *(TRAN-2025-0006)

D. Benton explained that the applicant is proposing a total of four residential units by purchasing two units through TDR, which will be deed-restricted to HUD Fair Market rents. The property at 36 Forest Street is in the RM-U District, where mixed commercial and residential uses are allowed. The site previously had a single-family home and detached garage in poor condition; the garage has since been removed, and the home is being renovated into a two-family dwelling, which is permitted by right.

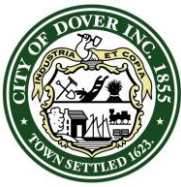
Document Created by: Jessica Marchant, Recording

Secretary

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In the RM-U District, the base density for this parcel is two units. Up to a three or four family structure is allowed by Special Exception in the zoning district but applicant does not meet all of the criteria for a Special Exception.

Staff has reviewed the proposal and provided a TDR memo, and the project did not require Technical Review Committee review however, if the Board would like they can place that as a condition of approval.

Christopher Berry, Berry Survey and Engineering represented the application and explained the existing site conditions, renovations underway, TDR request relating to a barn proposal on the site of the removed garage which is for two units, other uses in the neighborhood, criteria the applicant did not meet for special exception: parking ratio and coverage onsite which he explained, and HUD rate rental for the two units seeking through TDR.

He addressed questions from the board relating to no size restriction for the HUD rate units, explanations about utilities, and snow removal.

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

Public hearing opened.

No one spoke

Public hearing closed.

STAFF RECOMMENDATION – Transfer of Development Rights

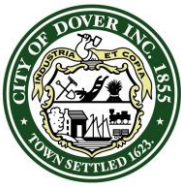
§170-29 provides for additional density to be purchased through Transfer of Development Rights, provided that four criteria are met: The proposal is consistent with the Master Plan; is compatible with the land uses on neighboring lots; is created on property served by public water and sanitary sewer;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

Staff notes that the applicant has aligned the project with the Master Plan, specifically how the proposal fits within allowable uses for the zoning district. The proposed density is similar to nearby properties: the site is next to six units to the north and a two-family to the south, and the neighborhood includes a mix of one- to four-unit structures. The property is fully served by municipal water and sewer and no environmental relief is needed, and the inclusion of HUD Fair Market-restricted units is appreciated by staff.

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. Payment of TDR fees;
2. Add owner's signatures to the TDR plan;
3. Deed restriction for HUD Fair Market Rent Restriction;
4. Revise plan to include the following notes:
 - 4.1. "Two residential units purchased through Transfer of Development Rights shall be restricted to HUD Fair Market rental rates for the Portsmouth-Rochester, NH HUD Metro Area."
 - 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 two units for a maximum total of four units on the subject lot."



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5. TRC reviews and endorses site plan

E. Salovitch prefers the TRC review and endorse the plan.

T. Clark finds no issues with the TDR request and believes the proposal is highly beneficial to the site.

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

C. Consideration and acceptance of Site Plan for Airey Row on Central, LLC, Assessor's Map 2, Lots 79 & 80, zoned CBD-G, located at 376 & 378 Central Avenue. (Proposal is to renovate the existing 4-story building to include four commercial spaces on the first floor and fifteen (15) residential units on the upper floors). *(SITE-2025-0014)

D. Benton explained that the Applicant is proposing to redevelop the four-story building at 376-378 Central Ave. with four commercial units on the first floor and fifteen residential units on the upper floors. The existing footprint will remain, but the rear section will be demolished and rebuilt as a four-story addition.

The Parking Commission reviewed the request this morning and voted to support a lease of fifteen parking spaces for the proposed residential units at the Orchard Street Parking Garage.

The applicant also coordinated with the City of Dover on a license agreement, approved by City Council, to utilize the existing storage area behind the subject properties for the collection and disposal of solid waste generated on its site. All costs associated with storage and disposal would be the responsibility of the property owner.

The applicant is requesting two waivers for the required landscape plan and traffic impact analysis.

The Technical Review Committee reviewed the application at their September 11, and October 16, 2025 meetings. Part of the TRC discussion focused on requirements within the Central Business District General Sub-District such as permitted building layout and architectural standards, building accessibility, expected rental rates, and trip generation.

Kevin McEneaney, CivilWorks NE/ McEneaney Survey represented the application and explained the details of the proposed project including unit breakdown, construction details, roof drains, parking, waivers for landscape plan and traffic impact analysis (traffic memo provided).

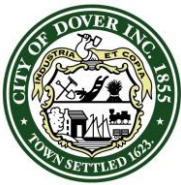
Mr. McEneaney addressed items with board members relating to parking for commercial units and construction disturbances.

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

Public hearing opened.

No one spoke

Public hearing closed.



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STAFF RECOMMENDATION - Waivers/Relief:

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

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

Planning Staff believes the applicant’s rationale for the waivers meets criterion (2).

As this is a redevelopment project with existing landscaping already shown on the plan, staff feels that waiving the requirement for a landscape plan signed by a landscape architect is reasonable and consistent with the intent of the ordinance.

Staff noted that the TRC requested trip-generation estimates for the new commercial spaces. The applicant explained that the former 4,000-square-foot restaurant and bakery generated heavy daily traffic and, with residential parking located off-site, staff feels the proposal generally meets the spirit of the regulations. The applicant has provided a transportation assessment memo with some trip generation information which has been shared with members.

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

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:
 - §153-13A(12), landscape plan prepared by a licensed landscape architect.
 - §153-13A(19), traffic impact assessment and analysis.
2. Submit trip generation estimates for the ground floor commercial uses.

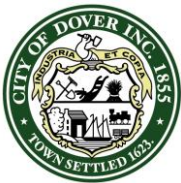
Motion: T. Clark moved to grant the waiver requests with the subsequent conditions set by staff as it meets criteria for relief. Seconded by: D. Shanahan. Vote: U/A

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. Permit File #SITE-2025-0014;
 - 1.2. Owner’s signatures;
 - 1.3. Professional stamps and signatures;
 - 1.4. Add notes that a licensed pest control specialist must review the site and determine whether a pest control plan is required. If a plan is deemed necessary, it must be implemented in



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accordance with the provisions of [§153-10G](#).

2. Submit copy of signed and executed license agreement with the City of Dover for storage and disposal use;
3. Submit copy of signed and executed parking agreement (after Council vote);

Subsequent Conditions to Be Met Prior to Construction:

4. Camera inspection of existing sewer to verify condition;
5. A pre-construction meeting must be held with City staff;
6. If pest control is needed, it must be implemented in accordance with the provisions of [§153-10G](#);
7. 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 and include level of noise and vibration expected each day;

Subsequent Condition to Be Met Prior to Building Permit:

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

Subsequent Conditions to Be Met Prior to Occupancy:

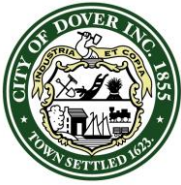
9. Issuance of Certificate of Occupancy;
10. Surety or other form of security acceptable to the City is provided for any unfinished work;
11. Design engineer to submit a construction certification letter to the City ensuring construction was completed in accordance with the plans and specifications approved by the City of Dover;
12. Public art be reviewed and approved by the Arts Commission and City Council and be installed.

The applicant addressed questions from the board relating to road closures during construction and long-term parking lease length.

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

5. STAFF COMMENT

- NHDES Coastal Program is working on the PREPARE disaster recovery initiative, which focuses on strengthening flood-recovery preparedness in New Hampshire's coastal communities. As part of their outreach, the project team has asked us to share their public survey on community experiences and needs related to flooding and preparedness. Can be found on the NHDES website or here: <https://tinyurl.com/PREPARE-Public-Survey>
- We have one meeting in December which is looking lengthy but mostly LLAs and minor subdivisions, and then will have our Land Use Board Meet and Greet on January 13th 5:30pm where we will hear about the Land Use Chapter update.
- TRC items since last meeting:
 - November 6th: Site Plan proposal at 9-11 Mechanic St. to construct a five-story mixed-use building with commercial space on the first floor (which also received Parking Commission endorsement this morning)
 - November 6th: Site Plan Amendment at 829-833 Central Ave. to convert former department store to a fitness facility.
 - November 13th: Site Plan proposal for 103 Court St. to maintain an existing single-family home and construct four new single-family homes.
 - November 13th: Site Plan proposal at 914 Central Ave. to construct a childcare facility.



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- Upcoming TRC items:
 - November 20th: Site Plan proposal at 14 Industrial Park Road to construct a 15,000 s.f. warehouse and a 6,200 s.f. addition to the existing structure.

6. MEMBER COMMENTS

- E. Salovitch
 - Will be presenting an upcoming application to the board so will recuse himself from that item when it occurs
- D. Glennon
 - Asked for details on tree removal and plan on Waldron Court which staff addressed
- The Chair signed the following:
 - Site Plan for 200 Sixth St.
 - The Site Plan amendment for McIntosh Commons project.
 - The Site Plan amendment for the Dover High School Athletics Project
 - Conditional Use Permit for 13.5 Boston Harbor Road.

7. ADJOURNMENT

Motion: D. Glennon moved to adjourn at 7:33p.m. Seconded by K. Mavrogeorge. Vote: U/A