



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, January 13, 2026**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Ken Mavrogeorge, George DeBoer, Jeff Sanborn, Devon Dunn, Kyle Pimental, Tom Clark, Richard Robison (Councilor)

Members Not Present (excused): Doug Glennon (Vice-Chair), Melina Gambino (Alternate), Eric Salovitch (Alternate), Tyler Allen (Alternate), April Richer (Councilor)

Staff Present: Donna Benton, Planning Director

G. Cruikshank (Chair) called the meeting to order at 7:03pm, noted that Kyle Pimental will be Vice Chairing and that Councilor Richer is the new Council Representative. As she is not present tonight, her alternate, Councilor Richard Robison will sit.

1. CITIZENS' FORUM

Citizens Forum Open

No one spoke

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- December 9, 2025 Regular Meeting Minutes

Motion: T. Clark moved to approve the regular meeting minutes of December 9, 2025 as submitted.

Seconded by: K. Mavrogeorge. Vote: 6-0-1 with K. Pimental abstaining

3. OLD BUSINESS

4. NEW BUSINESS

A. Election of Officers

T. Clark nominated G. Cruikshank as Chair and D. Glennon as Vice Chair. G. DeBoer seconded.

Motion: T. Clark moved that the nominations be closed and the staff cast one ballot (based upon those nominations). Seconded by: K. Pimental. Vote: U/A

- B.** Consideration and acceptance of an Extension Request for Westfield, LLC, Assessor's Map G, Lot 2, zoned CM, located at Littleworth Road. (Proposal is a request for extension of approval for a Site Plan [SITE-2025-0007].) *(WAIV-2025-0013)

D. Benton explained that the Planning Board conditionally approved a Site Plan (SITE-2025-0007) and Conditional Use Permit (COND-2025-0013) on July 22, 2025, for the construction of a 26,880± square foot light industrial building and associated wetland buffer impacts on a currently vacant property on Littleworth Road (Assessor's Map G, Lot 2).

Per [§153-8A](#), "The applicant shall submit to the Planning and Community Development Department an electronic copy and five copies of the final site development plan for the Planning Board Chair's signature within 90 days of receipt of final site plan approval by the Planning Board. The Director of Planning and Community Development may grant one ninety-day extension if circumstances arise beyond the control of the applicant...Any additional extensions can only be granted by the Planning Board."

On October 15, 2025, I as the Director of Planning and Community Development granted a ninety-day extension to allow the applicant additional time to respond to NHDES comments on their Alteration of Terrain (AoT) permit application.

The extension established a new expiration date of January 18, 2027, to complete the conditions of approval prior to plan signing.



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Per their request, the applicant remains in communication with NHDES to complete their AoT application and is requesting an additional extension in order to obtain an approved AoT permit and satisfy the remaining conditions of approval.

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

Public hearing opened.

Lisa Nugent, 69 Littleworth Rd asked if it's public record what the DES concerns are about the application.

Public hearing closed.

Staff is not aware what the exact concerns are of NHDES. The City conditions the approval on DES approval before moving forward.

STAFF RECOMMENDATION –

With the above taken into consideration, the Planning Department recommends that the Planning Board vote to grant the Extension Request for Site Plan (SITE-2025-0007) with the same conditions of approval as outlined in the original Notice of Decision, with a revised deadline for receipt of final plans of January 13, 2027. This recommendation is also made with the understanding that no extension is required for the related Conditional Use Permit (CUP), as it does not have an expiration date.

Motion: T. Clark moved to approve the extension request with the original conditions. Seconded by K. Pimental.

Board and staff discussed that if significant changes came back from AoT, the item would come back before the board. If only minor changes are needed, the Planning Director can approve administratively.

Vote: U/A

C. Discussion and possible adoption of the updated Land Use Chapter of the Master Plan.*

D. Benton noted an overview of the chapter was given at the meet and greet gathering earlier tonight. Steven Whitman of Resilience Planning and Design who was the consultant for the update gave a presentation to the board. He thanked the Planning Department staff and his own team for all of the work they did. He gave an overview of the planning process, an outline of the chapter and some highlights of the chapter.

D. Benton explained the matrix which has been filled in by staff and provided to the board. The board can adopt the chapter tonight, or take more time to review the matrix and provide feedback and table the item to the next meeting. She also thanked Erin Bassegio from the Planning Department, the Steering Committee and Steve Whitman and his staff from Resilience Planning and Design.

K. Pimental noted the look and feel of the last two chapters are a vast improvement upon the previous versions. It is impressive to produce an entire land use chapter with all the photos included condensed into 29 pages. He asked if the TDR subcommittee is waiting for this information.

D. Benton noted the subcommittee has seen a draft of the land use map and will have access to this finalized version at their next meeting.

D. Dunn asked about tracking of transportation and priorities noted in the chapter.

Public Hearing opened

No one spoke



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Public Hearing Closed.

G. DeBoer asked Mr. Whitman if trends and counts will be considered when the transportation chapter is reviewed.

Board members wanted a bit more time to review the document.

D. Benton asked if after review anyone has suggested edits, please send them to staff at least two weeks prior to the meeting.

Motion: D. Dunn moved to continue the item to the February 10th meeting. Seconded by K. Mavrogeorge.
Vote: U/A

- D.** A Public Hearing for the purpose of receiving public input regarding the City's draft CDBG FY27 Action Plan. The Action Plan identifies activities seeking funding from Dover's anticipated FY27 CDBG award. The Planning Board's decision serves as a recommendation to the City Council.*

D. Benton introduced Dave Carpenter, Community Development Planner to present this year's action plan. He explained the program elements and how much funding each category is allotted and how many applicants have applied for each category.

Public Hearing opened

Bob Arnold, Community Action highlighted the request for funds for a weatherization assistance program.

Anna Kay Vorsteg, Crossroads explained the request for funds towards operations and AC splits.

Deanna Strand, Dover Adult Learning Center of Strafford County explained the fund request for high school equivalency testing program.

Public hearing closed

K. Pimental asked for further explanations about the public facility projects presented which D. Carpenter provided. He also gave feedback to encourage outreach in the neighborhoods to receive feedback on what is needed for the parks. K. Mavrogeorge gave expanded information about ongoing plans.

G. DeBoer asked about the factors that determine how much money is available which D. Carpenter addressed.

R. Robison asked about funding considerations when the City may be providing an applicant funds through multiple City funding sources which D. Carpenter addressed.

Motion: T. Clark moved to recommend the City Council adopt the CDBG FY27 Action Plan. Seconded by: D. Dunn. Vote: U/A

- E.** Discussion with Strafford Regional Planning Commission about Regional Plan.*

D. Benton noted the SRPC is working on a regional plan, provided questions to the board which were in the board packets and are here tonight to receive feedback.

Mark Davie, SRPC explained what they are working on for their plans, and that they are interested in learning how their region has changed since the last planning session. He asked for feedback from the board members on the questions they are asking all the communities.



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K. Pimental noted he is the Assistant Director of SRPC, wished to participate in the conversation as a Dover resident, but offered to recuse himself if anyone on the board preferred. No one requested this.

Feedback how to describe Dover's identity:

- Small, but with large city amenities
- Unique compared to the other more rural towns in the county
- An evolving city- continuing growth- possibly outgrowing itself
- A town feel with big city aspirations
- Well-balanced and well located to many opportunities

Feedback on Dover's role in the community:

- Innovation in land-use planning
- Often the towns believe the cities should solve problems such as housing

Feedback on Dover's priorities on housing, transportation, economic development, land use:

- Transportation
 - More schedule options on Amtrak
 - More walkable
 - Access to public transportation so people can walk
 - Connectivity within the City and to outer communities
 - More sidewalks
 - Use what we have
- Housing
 - Density
 - Housing and transportation need to work together when developing large projects, transportation should be confirmed ahead of time during the planning process
- Land use
 - Diversity
- Economic development
 - Welcome businesses to the City
- Other
 - Public safety
 - Education
 - Natural resources- waterways- need protection

Feedback on what progress Dover has made with these priorities

- Capital Improvements plan
- Established boards and committees continually looking at problems, solutions and projects
- The City is innovative

Feedback on what we're most excited about:

- Many projects nearing completion
- Waterfront project- housing, commercial waterway transportation in and out and park connectivity
- Mixed use approach

Public hearing opened

No one spoke

Public hearing closed

F. Discussion of Land Use Amendments/Goal Setting.



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D Benton handed out a list and highlighted potential amendment topics that staff has compiled based on board feedback, public feedback, or RSA changes. Prior to drafting amendment language, the list is presented to the board for discussion and feedback.

Feedback:

- Storm water language amendments

5. STAFF COMMENT

- Thanks to the Planning staff for attending tonight and for all of their work and efforts this past year
- There are new Floodplain Insurance Risk Maps available for viewing online. If people have questions or disagree with the new maps, they can reach out to the Planning Department and it can help explain the process for potentially appealing the new maps.
- TRCs since last meeting:
 - On November 20: Site Plan for Summit Land Development, LLC (Owners: 16 Industrial Park, LLC), Assessor's Map G, Lot 4, zoned CM, located at 14 Industrial Park Road. (Proposal is to construct a 14,560 s.f. warehouse and a 6,200 s.f. addition to the existing building) (SITE-2025-0017)
 - On December 4th Site Plan Amendment for Jones & Beach Engineering (Owners: The Dover Condominium & Essential Properties, LLC), Assessor's Map 38 & 37, Lots 6-A & 24, zoned C, located at 851-888 & 829-833 Central Avenue. (Proposal is to convert former department store to Traene fitness facility consisting of 10 pickleball courts and fitness areas with a 24' wide driveway connection between the two parcels.) (WAIV-2025-0012) *[This item was previously heard by the Planning Technical Review Committee on November 6, 2025.]*
 - On December 18: Site Plan for JSR, LLC, Assessor's Map D, Lot 11-5, zoned IT, located at Venture Drive. (Proposal is to construct an approximately 10,080 s.f. building with four (4) contractor bays and office space with associated parking and stormwater management. (SITE-2025-0019)
- Upcoming TRCs:
 - On January 15: Site Plan for Mechanic Street Realty Trust, Assessor's Map 24, Lot 101, zoned CBD-G, located at 9 11 Mechanic Street. (Proposal is to construct an 8,750 s.f., five (5) story mixed-use building, with commercial space on the first floor.) (SITE-2025-0003) and
 - Site Plan for 5 Sherman Street, LLC, Assessor's Map 39, Lot 75, zoned R-12/G, located at 21 Old Rochester Road. (Proposal is to construct two-family dwellings plus a single family home and keep the existing home for a total of twenty-three (23) HUD restricted units. (SITE-2025-0019)
 - On January 22, Site Plan for Mechanic Street Realty Trust, Assessor's Map 24, Lot 101, zoned CBD-G, located at 9 11 Mechanic Street. (Proposal is to construct an 8,750 s.f., five (5) story mixed-use building, with commercial space on the first floor.) (SITE-2025-0003)

6. MEMBER COMMENTS

- Signed CUP for Saddle Trail Drive lot N/8-1-9
- Signed LLA for 280A Dover Point Rd and Dover Point Road

7. ADJOURNMENT

Motion: K. Mavrogeorge moved to adjourn at 9:41pm. Seconded by G. DeBoer. Vote: U/A