



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, December 9, 2025**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Doug Glennon (Vice-Chair), Ken Mavrogeorge, George DeBoer, Dennis Shanahan (Deputy Mayor), Jeff Sanborn, and Devon Dunn

Members Not Present (excused): Kyle Pimental, Tom Clark, Fergus Cullen (Councilor), Melina Gambino (Alternate), Eric Salovitch (Alternate), Tyler Allen (Alternate)

Staff Present: Donna Benton, Planning Director

G. Cruikshank (Chair) called the meeting to order at 7:00p.m noted that Mayor-Elect Shanahan will be sitting in for Councilor Cullen.

1. CITIZENS' FORUM

Citizens Forum Open

No one spoke

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- November 18, 2025 Regular Meeting Minutes

Motion: D. Shanahan moved to approve the regular meeting minutes of November 18, 2025. Seconded by: K. Mavrogeorge. Vote: U/A

3. OLD BUSINESS

4. NEW BUSINESS

- A. Consideration and acceptance of a Minor Subdivision for Ryan A. Hardin & Melissa L. Wheeler, Assessor's Map A, Lot 18-B, zoned R-12, located at 143 Long Hill Road. (Proposal is for a minor subdivision creating one (1) new lot.) *(SUBM-2025-0007)

D. Benton explained that the Applicant is proposing a minor subdivision located at 143 Long Hill Rd. creating one new lot. Both the parent lot and proposed new lot, post subdivision, meet the requirements of the R-12 Zoning District.

As this proposal only involves a Minor Subdivision, no review was required by the Technical Review Committee.

E. Salovitch, Northam Survey and Ryan Hardin, owner represented the application and explained the minor subdivision request to split one lot into two lots. Details of the proposed lot sizes and frontage were given along with utility information. The applicant agreed to the staff conditions and NHDES subdivision approval will be submitted.

Motion: D. Dunn 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.

Document Created by: Jessica Marchant, Recording

Secretary

Document Posted on: January 20, 2026

2025.12.09_PlanningBoard.Minutes

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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. The Planning File #SUBM-2025-0007;
 - 1.3. The stamp and signature of the LLS on the final plans;
 - 1.4. Add NHDES Subdivision Permit number to the plat; and
2. Confirm lot numbering with City Assessor and include approved numbering on plan set.

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

The Vice-Chair announced that the applicant requested to continue the application for Item B.

- B. Consideration and acceptance of a Minor Subdivision for Diversified Building and Maintenance, LLC, Assessor's Map 25, Lot 46, zoned R-12 & G, located at 6 Granite Street. (Proposal is for a minor subdivision creating one (1) new lot.) *(SUBM-2025-0008)

Motion: D. Shanahan moved to continue the item to the January 27, 2026 Regular Planning Board Meeting. Seconded by K. Mavrogeorge. Vote: U/A

- C. Consideration and acceptance of a Lot Line Adjustment for Paula J. Revocable Trust & Charles N. Panasis Revocable Trust, Map L, Lots 105-F & 105-B, zoned R-20, located at 280A Dover Point Road & Dover Point Road. *(LOTA-2025-0011)

D. Benton explained that the Applicant is proposing a lot line adjustment to revise the lot lines between two abutting properties, transferring approximately 9,711 square feet from a vacant parcel on Dover Point Road to 280A Dover Point Rd.

Both lots meet all dimensional zoning requirements except frontage, as neither abuts a public way. They are legally nonconforming for frontage, but the proposed lot line adjustment does not worsen that condition. Lot size and coverage compliance will remain unchanged.

Kevin McEneaney, McEneaney Survey/Civilworks NE, represented the application and explained the request for lot line adjustment between abutting lots. He described the existing site conditions and the proposed changes.

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

Public hearing opened.

No one spoke

Public hearing closed.

STAFF RECOMMENDATION – Lot Line Adjustment



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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:
 - 1.1. Planning File Number #LOTA-2025-0011
 - 1.2. The owners' signatures

Motion: D. Shanahan moved to approve the Lot Line Adjustment with the subsequent conditions. Seconded by D. Glennon. Vote: U/A

- D. Consideration and acceptance of a Lot Line Adjustment for Emily Mae Corey & Eddie Ernest Fernandez and Brian S. & Sarah Gennaco, Map M, Lots 68-A & 68-B, zoned R-20, located at 126 Dover Point Road and 19 Tuttle Lane. *(LOTA-2025-0012)

D. Benton explained that the Applicant is proposing a lot line adjustment to revise the lot lines between two abutting properties, transferring approximately 4,960 square feet from 126 Dover Point Rd. to 19 Tuttle Ln.

Both lots meet all zoning dimensional requirements within the R-20 Zoning District except the required 125 feet of frontage. They are legally nonconforming for frontage, and the proposed lot line adjustment does not worsen this.

D. Glennon recused himself from the item.

Christopher Berry, Berry Survey and Engineering represented the application and explained the request for lot line adjustment between abutting lots.

Motion: D. Shanahan moved to accept the application and declared no regional impact. Seconded by: J. Sanborn. 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:
 - 1.1. Planning File Number #LOTA-2025-0012



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- 1.2. The owners' signatures
- 1.3. Removal of old LLA plan notes

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

- E. Consideration and acceptance of a Conditional Use Permit for Lori Flex & William David Goldenthal, Assessor's Map N, Lot 8-1-8, zoned R-40, located at Saddle Trail Drive. (Proposal is for the construction of a single-family home within the Conservation District due to the amount of impacts, approximately 10,997 square feet, within an area containing slopes greater than 20%.)
*(COND-2025-0027)

D. Benton explained that the Applicant is proposing to construct a new single-family home on a vacant lot on Saddle Trail Drive.

The project involves building a home with an attached garage, driveway, septic system, retaining walls, and patios, resulting in about 10,997 square feet of disturbance within the Conservation District due to the amount of impacts on slopes over 20%.

The proposal does not require Site Review or review by the Technical Review Committee.

The Conservation Commission reviewed and endorsed the application at their November 10, 2025 meeting.

John Chagnon and Sam Hayden, Haley Ward represented the application and explained the request for a Conditional Use Permit and the NHDES permitting involved.

They answered questions from the board relating to slope, and the plan to stabilize downstream of the slopes.

Motion: J. Sanborn 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.

STAFF RECOMMENDATION – Conditional Use Permit, Conservation District

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

Planning Staff believes the applicant has met all the criteria outlined in §170.27.C. The proposal locates the home and site improvements outside the 100-foot reference line from the Cochecho River, the City of Dover Conservation District boundary and the NHDES Tidal Buffer Zone, avoiding direct impacts to surface waters and wetlands. As a result, the project requires disturbance of over 2,000 square feet on slopes over 20%, triggering the Conservation District review. The applicant has demonstrated the essential use of the land, submitted a soil erosion and sedimentation control plan, applied for required NHDES Shoreland approvals, and received endorsement from the Conservation Commission.



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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 Issuance of Conditional Use Permit:

1. Submit a final site plan to the Planning Department that includes:
 - 1.1. Permit File #COND-2025-0027;
 - 1.2. Owner's signature;
2. Submit a copy of approved NHDES permitting to the Planning Department when received.

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

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

- F. Consideration and acceptance of a Conditional Use Permit 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 warehouse and addition with a total impact of approx. 6,073 s.f. to wetland buffers in the Wetland Protection District. *(COND-2025-0026)
- G. Consideration and acceptance of a 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 an approx. 14,560 s.f. warehouse and an approx. 6,200 s.f. addition to the existing structure.) *(SITE-2025-0017)

D. Benton explained that the Applicant is proposing an approximately 6,200 sq. ft. addition to the existing building at 14 Industrial Park Rd. and a new 14,560 sq. ft. light industrial building on the same lot, along with seven new parking spaces and site improvements. The applicant is also requesting a Conditional Use Permit for about 6,073 sq. ft. of proposed wetland buffer impacts for the project.

The applicant is requesting four waivers as part of this project related to the requirements for a landscape plan prepared by a licensed landscape architect, interconnectivity between parcels, parking lot lighting, and interior parking lot landscaping.

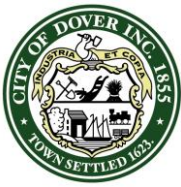
The Conservation Commission reviewed and endorsed the CUP application at their December 8, 2025 meeting.

The Technical Review Committee reviewed the application at their October 23, 2025 and November 20, 2025 meetings. Part of the TRC discussion focused on the proposed wetland buffer impacts and requested revisions included the removal of the building footprint from the wetland buffer and increased the separation between site grading and the wetlands, as well as lighting and landscaping.

Jase Gregoire, CivilWorks NE, represented the application. He explained the existing site, the proposed project, stormwater treatment system, wetlands and waivers along with reasons for each.

He answered questions from the board relating to site location and sight lines from the roadway, stormwater improvements and service, runoff, buffer impact due to bioretention basin, nearby swale and driveway cut size and reasoning.

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



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Public hearing opened.

No one spoke

Public hearing closed.

Consistency with Land Use Regulations – Conditional Use Permit, Wetland Protection District

The Wetlands Protection District ordinance §170-28.F 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.

Planning Staff feels that the applicant considered and met all of the criteria as specified in §170-28.F. Wetland buffer impacts are limited to the bioretention basin and necessary grading, with building footprints have been kept outside the buffer. Steeper slopes were used where allowed to reduce disturbance, and all impacted areas will be restored with conservation seed mix. With no direct wetland impacts, no mitigation or NHDES permit is required and the Conservation Commission reviewed and endorsed the application.

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

Subsequent Condition to be Met Prior to Issuance of Conditional Use Permit:

1. Submit a final site plan to the Planning Department that includes:
 - 1.1. Permit File #COND-2025-0026;
 - 1.2. Owner's and professional signatures.
 - 1.3. Stamp of CWS.

Discussion occurred between the board and staff regarding lighting regulations and the waiver request. D. Dunn expressed concern over not meeting the landscaping requirements as 5% is not a big ask. Additional discussion occurred about the waivers in relation to the existing site conditions.

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

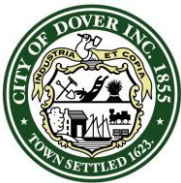
STAFF RECOMMENDATION - Waivers/Relief:

§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 waivers meets criterion (1) and waiving such standards and requirements is not contrary to the spirit or intent of the ordinance. The applicant has requested four waivers related to existing site conditions, noting that the property is already developed within an industrial park.

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 condition:



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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.
 - §153-14J, interconnectivity between parcels.
 - §153-14E(2), parking lot lighting.
 - §153-14G(2), interior parking lot landscaping.

Discussion occurred to clarify the existing lighting, the new lighting and the lighting waiver request.

K. Mavrogeorge asked about adding an island over the utility trench for a light pole and to break up the pavement in that area.

John Sullivan, Summit Land Development, manages the building and spoke about the trucks that come through daily and the impediments light poles can be to the truck access and maneuverability. They would prefer not to add a median or light pole in that location.

K. Mavrogeorge will not support the waivers for lighting and landscaping as other uses have to adhere to the restrictions even if they prefer not to.

D. Dunn is not concerned about the lighting, but the giant parking lot without landscaping is a concern for climate and heat reasons.

J. Sanborn asked about how much parking is needed and used. The applicant explained the businesses in there and the employee numbers.

Board members expressed the loss of benefits if the waivers are granted.

K. Mavrogeorge again inquired whether the parking spots are needed, if, as the applicant stated, trucks use that area as part of their turn radius. The plan should be modified to remove any striped parking spaces that will be driven over by trucks.

D. Glennon noted it's an industrial area and therefore is not concerned about the waivers requested.

D. Shanahan noted a portion of the parcel will be improved for stormwater treatment, there isn't high visibility to the roadway for landscaping and with the industrial use, there won't be much impact with a small square footage of landscaping. Also, any industrial use Dover can get to offset the residential tax burden is beneficial. He is in favor of granting the waivers.

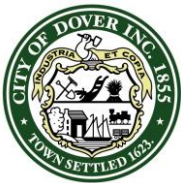
Motion: D. Glennon moved to grant the waiver requests with the subsequent condition set by staff as it meets criteria for relief. Seconded by: D. Shanahan. Vote: U/A

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. Approval of COND-2025-0026;
2. Provide physical and digital copies (including CAD) of complete plan set for final Planning Board signature which additionally shall include:
 - 2.1. Permit File #SITE-2025-0017;
 - 2.2. Owner's signatures;
 - 2.3. Professional stamps and signatures;



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- 2.4. Truck turning exhibit showing maneuverability and any impact to parking to the satisfaction of the City Engineer and Planning Director
3. Submit letter from NHDES regarding approval of abandoning the existing monitoring well.
4. Submit entry authorization letter to access private curb box.

Subsequent Condition to Be Met Prior to Construction:

5. A preconstruction meeting must be held with City staff;
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;

Subsequent Condition to Be Met Prior to Building Permit:

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

Subsequent Conditions to Be Met Prior to Occupancy:

8. Issuance of Certificate of Occupancy;
9. Surety or other form of security acceptable to the City is provided for any unfinished work;
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: D. Shanahan moved to approve the Site Plan with the subsequent conditions. Seconded by J. Sanborn. Vote: U/A

The Vice-Chair announced that the applicant requested to continue the applications for Items H and I.

- H. Consideration and acceptance of a Conditional Use Permit for Hawkins Family Revocable Trust, Assessor's Map 30, Lot 89, zoned CBD-M, located at 33 Sixth Street. (Proposal is to remodel the interior of the existing structure and utilize it as a two-unit residential building, where residential units are not allowed by right due to the lot size.) *(COND-2025-0028)
- I. Consideration and acceptance of a Conditional Use Permit for Hawkins Family Revocable Trust, Assessor's Map 30, Lot 89, zoned CBD-M, located at 33 Sixth Street. (Proposal is to remodel the interior of the existing structure and utilize it solely for residential use, where a commercial use on the ground floor is required.) *(COND-2025-0033)

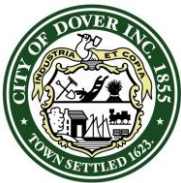
Motion: G. DeBoer moved to continue the items to the January 27, 2026 Regular Planning Board Meeting. Seconded by K. Mavrogeorge. Vote: U/A

The Vice-Chair announced that the applicant requested to continue the applications for Item J.

- J. Consideration and acceptance of a Conditional Use Permit for James Farrell Construction, LLC (Owner: Renewed Homes, LLC) Assessor's Map 15, Lot 81, zoned G, located at 13 Monroe Street. (Proposal is to allow for increased density to four (4) units, where three (3) are allowed by right in the Gateway District). *(COND-2025-0029)

Motion: D. Dunn moved to continue the items to the January 27, 2026 Regular Planning Board Meeting. Seconded by D. Shanahan. Vote: U/A

- K. Consideration and acceptance of a 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



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store to a fitness facility consisting of 10 pickleball courts and fitness areas with a 24' wide driveway connection between the two parcels.) *(WAIV-2025-0012)

D. Benton explained that the Applicant is proposing a Site Plan Amendment to convert the former 63,000 sq. ft. Ames building at 831 Central Ave. into a fitness facility and to construct a new accessway connecting the adjacent Central Ave. properties. Because roughly 23,000 sq. ft. of the building lies in Rollinsford, the project is also going before the Rollinsford Planning Board this evening, December 9, 2025.

The applicant is requesting five waivers as part of this project related to the requirements for a landscape plan, a neighborhood plan, a colored rendering of the streetscape, a stormwater management and erosion control plan, and a landscape operations and maintenance plan.

The Technical Review Committee reviewed the application at their November 6, 2025 and December 4, 2025 meetings. The TRC requested additional safety measures for the proposed accessway such as appropriate signage and road markings. The TRC also requested sight-distance calculations for review, as well as a trip-generation assessment for the building's proposed new use.

Robert Graham, Calico Properties LLC and Rider Fitness/ Traene Fitness represented the application and explained the request for a Site Plan Amendment. The property is the former Ames Department Store which has been vacant for about 30 years. He explained the proposal and changes to the parking lot and access way.

Paige Libby, Jones and Beach Engineers addressed the changes to the site including entrance to the site, new sidewalk, adjustments to parking spaces and islands, additional access drive, drainage for new access way, new sewer service and proposed hydrant.

Mark Gianniny, Portsmouth Architects noted the applicant received approval from Rollinsford earlier this evening and also explained details of the proposed changes to be made to the building. He addressed questions from the board relating to access to the site, concerns from TRC and how those concerns are addressed, whether tennis courts can be added to the plans and hours of operation (24/7).

Justin Grondahl, founder of Traene Fitness gave details of the features of the club and explained the goal is for every person to have access to these high-level amenities.

Mr. Graham addressed the traffic demand expected at the facility and how that will work with the other existing tenants in the plaza as well as possible uses for the flex classroom space.

Exterior paint color and durability was discussed.

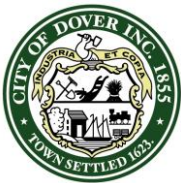
Motion: D. Shanahan moved to accept the application and declared no regional impact. Seconded by: D. Dunn. Vote: U/A

Public hearing opened.

Ron Stock, 118 Ridge Rd Middleton and 835 Central Ave expressed concerns about needing another stop sign there, more clean up and stump removal needed and runoff from his building not being cut off.

Public hearing closed.

Mr. Graham addressed public comment noting he will work with the neighbor.



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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 (1) and waiving such standards and requirements is not contrary to the spirit or intent of the ordinance. Overall, the applicant explained that the subject property is an existing commercial property with no proposed landscaping changes, continued use of the current operations and maintenance plan, and only minimal impact to the current stormwater management system due to the proposed accessway.

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 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:
 - §153-13A(12), a landscape plan prepared by a licensed landscape architect.
 - §153-13A(16), a neighborhood plan on an aerial photograph.
 - §153-13A(17), a colored rendering of the streetscape along the public right-of-way.
 - §153-13A(18), a stormwater management and erosion control plan.
 - §153-13A(20), a landscape operations and maintenance plan.

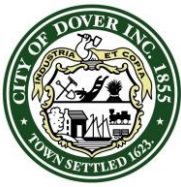
Motion: D. Shanahan moved to grant the waiver requests with the subsequent condition set by staff as it meets criteria for relief. Seconded by: K. Mavrogeorge. Vote: U/A

STAFF RECOMMENDATION- Site Plan Amendment:

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 revised plan sheets for final Planning Board signature which additionally shall include:
 - 1.1. Planning File #WAIV-2025-0012;
 - 1.2. Owners or designees signature(s);
 - 1.3. Professional stamps and signatures;
 - 1.4. Revised note on sheet H1 to indicate landscaping will be cut back as needed to maintain required sight distance and that no snow storage is permitted within the area so that sight distance is consistently maintained;
 - 1.5. Add all required City construction details to the drawings;
 - 1.6. Denote 7 required accessible parking spaces;
 - 1.7. Revise references to “handicap” on the plan set and replace them with “accessible;”



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- 1.8. Add note that City Building Official or designee shall be present to field inspect the pumping station while it's being worked on.
- 1.9. Any changes due to conversation with abutter approved by Planning Director and City Engineer
- 1.10. Rollinsford Planning Board approval signature on the plan
2. Provide letters to serve for applicable utilities;
3. Provide draft utilities and access easements for review by the Planning Department, including clarification of any easement areas affecting lots outside the condominium association;
4. Revise the proposed sewer flow calculations to comply with NHDES regulations;
5. Provide a draft easement for review by the Planning and Engineering Departments for access to and maintenance of the existing City-owned water main;

Subsequent Conditions to Be Met Prior to Construction:

5. A preconstruction meeting must be held with City staff;
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. Sewer connection permit;

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. Access and utility easements benefiting the City/general public be recorded at the SCRD;
12. 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.

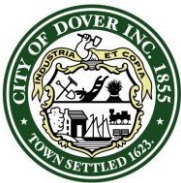
Construction and opening timeline planned for fall 2026.

Motion: D. Dunn moved to approve the Site Plan Amendment with the subsequent conditions. Seconded by D. Glennon. Vote: U/A

The Vice-Chair announced Items L & M would be heard together.

- L. Consideration and acceptance of a Conditional Use Permit for 914 Central Avenue, LLC, Assessor's Map 38, Lot 20, zoned C, located at 914 Central Avenue. (Proposal is to redevelop the site and construct a childcare facility, resulting in an approximate 1% increase in impervious surface area from existing conditions, for a total of about 45% impervious coverage within the Secondary Groundwater Protection District.) *(COND-2025-0023)
- M. Consideration and acceptance of Site Plan for Civilworks New England, c/o InSite Development Services, LLC (Owner: 914 Central Avenue, LLC), Assessor's Map 38, Lot 20, zoned C, located at 914 Central Avenue. (Proposal is to construct a 10,075 s.f. childcare facility.) *(SITE-2025-0016)

D. Benton explained that the Applicant is proposing to demolish the existing building at 914 Central Ave. and construct an approximately 10,075 sq. ft. childcare facility with parking and playground areas. The facility will have 29 parking spaces and typically operate at about 70% capacity (80 children and 14 staff) with staggered pick-up and drop-off.



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, December 9, 2025**
Meeting Time: **7:00 pm**

The property is located in the Secondary Groundwater Protection District and the applicant is requesting a Conditional Use Permit to allow roughly 45% of impervious surface coverage, which is about an increase of 1% from the existing impervious surface area.

The applicant is requesting two waivers as part of this project related to requirements for the location of parking and interconnectivity between parcels.

The Conservation Commission reviewed the application on November 10, 2025 and requested more detail on playground surface materials. The applicant has since provided information that the playground will use permeable synthetic turf with sand infill, and the project was reviewed and endorsed by the Conservation Commission at their December 8, 2025 meeting.

The Technical Review Committee reviewed the application at their October 9, 2025 and November 13, 2025 meetings. A focus of TRC discussion included concerns over amount of parking spaces and safe access to and from the property. The applicant provided revisions that include additional parking and an alternative site layout with separate one-way entrance and exit drives, with the exit restricted to right-turn only.

Michael Menary, Civilworks NE, and Sean Graham, Insights Development represented the application and explained the request. They gave details of the proposal including impervious surfaces, groundwater review, playground padding materials and infiltration, porous pavement, parking and occupancy, and hours and operation procedures.

Discussion with the applicant addressed staggered drop offs and pick up times, playground area infill and fencing, details of drop off timings and procedures, access into the site, safety of the site and improvements to the aesthetics of the site, landscaping or fencing suggestion at front of the site, height and style of fencing, security system and occupancy percentages.

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

Public hearing opened.

No one spoke

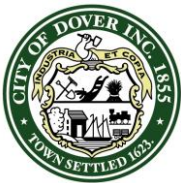
Public hearing closed.

Consistency with Land Use Regulations – Conditional Use Permit, Groundwater Protection

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

Planning Staff finds that the applicant has met all criteria under §170-33E(4). A full drainage analysis and soils survey were completed and reviewed, and the proposed stormwater system will provide treatment and infiltration where none currently exists, increasing groundwater recharge. An Inspection and Maintenance Plan consistent with the NHDES Stormwater Manual has also been provided and the Conservation Commission reviewed and endorsed the application.

The Planning Department recommends the Planning Board make findings, and vote to approve the application 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, December 9, 2025**
Meeting Time: **7:00 pm**

Subsequent Condition to be Met Prior to Issuance of Conditional Use Permit:

1. Submit a final site plan to the Planning Department that includes:
 - 1.1. Permit File #COND-2025-0014;
 - 1.2. Owner's signature.

Motion: G. DeBoer moved to approve the Conditional Use Permit with the subsequent condition. Seconded by D. Shanahan. 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 waivers meets criterion (1) and waiving such standards and requirements is not contrary to the spirit or intent of the ordinance. The applicant stated that the childcare use requires privacy for safety, so parking is placed at the front to allow the playground to be screened at the rear and to have the impervious area further from the water source. They also noted that connecting to neighboring parcels would compromise this necessary privacy.

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 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:
 - §153-14K(1)(a), location of parking in front of the building.
 - §153-14J, interconnectivity between parcels.

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

STAFF RECOMMENDATION- Site Plan:

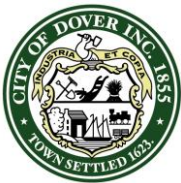
Chapter 153-13 outlines Site development plan requirements. This plan meets those standards outlined. Therefore, the Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to approve the Site Plan with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Approval of COND-2025-0023;
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;

Subsequent Conditions to Be Met Prior to Construction:

3. A preconstruction meeting must be held with City staff;
4. A driveway permit, if applicable, shall be issued by the City of Dover;



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, December 9, 2025**
Meeting Time: **7:00 pm**

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. Resolve slope easement with NHDOT and the City as applicable.
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: D. Shanahan moved to approve the Site Plan with the subsequent conditions. Seconded by K. Mavrogeorge. Vote: U/A

5. STAFF COMMENTS

- The Mayor, Mayor Elect and Assistant City Planner Makayla Edgecomb attended a reception this morning for the LCHIP grant for \$12,500 towards doing an assessment of the Lowell Ave Waterworks building.
- The Council held a CIP workshop last week and is scheduled to review and vote on it tomorrow night. There have been some changes to the schedule and dollar amounts so feel free to follow along with that.
- Save the date for Land Use Meet and Greet January 13th, followed by Planning Board meeting- please let us know if you can attend or not for each meeting.
- TDR committee met last night and are currently working on potential language to recommend to you in February.
- TRC items since last meeting:
 - December 4th: Site Plan Amendment at 829-833 Central Ave. to convert former department store to a fitness facility.
- Upcoming TRC items:
 - December 18th: Site Plan to construct an approximately 10,080 s.f. building with four (4) contractor bays on Venture Drive. (Project previously approved but expired)
 - December 18th: CUP and Site Plan amendment to convert approx. 36,207 sf of commercial space into 27 residential units in the Cocheco Mills at 100 Main St.
- Happy Holidays to all.

6. MEMBER COMMENTS

- D. Glennon
 - will not be at the January 13th Land Use Meet and Greet or Planning Board meeting
- D. Shanahan
 - Likely last time sitting for Planning Board, but it's been a pleasure

7. ADJOURNMENT

Motion: D. Glennon to adjourn at 9:08p.m. Seconded by G. DeBoer. Vote: U/A