



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, February 10, 2026**
Meeting Time: **7:00 pm**

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

Members Not Present (excused): April Richer (Councilor), Melina Gambino (Alternate), Tyler Allen (Alternate), Eric Salovitch (Alternate)

Staff Present: Donna Benton, Planning Director

G. Cruikshank (Chair) called the meeting to order at 7:00pm, noted Item 4A and 4F will not be heard tonight.

1. CITIZENS' FORUM

Citizens Forum Open

James Burdin, Business Development Coordinator and 8 Martin Ln summarized a letter from DBIDA about the importance of non-residential first-floor space in the Central Business District. He recommended that if an applicant is seeking additional units, his preference is to allow additional density on the upper floors, and to keep the first floor as commercial use.

Caitlin Wilkie, 568 Sixth St. sent a letter asking for an update on a code violation which can be addressed later in the meeting.

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- January 27, 2026 Regular Meeting Minutes

Motion: G. DeBoer moved to approve the regular meeting minutes of January 27, 2026 as submitted.

Seconded by: T. Clark. Vote: 8-0 with K. Pimental abstaining

3. OLD BUSINESS

A. Discussion and possible adoption of the City-wide Land Use Chapter update*

D. Benton reminded the Board of the presentation at the January 13th meeting about the land use chapter update. Thank you to those who provided edits by the meeting on the 27th or soon after. The consultant made most of those edits and an updated version was in the packets for this meeting as well as posted online. If the Board is so inclined to do so, a vote for adoption may be appropriate for tonight.

The public hearing was closed on January 13th but if the Board would like to open another one, staff would recommend doing so since it was posted that way on the agenda and we value public feedback.

Public Hearing opened

Aaron Williams, 51 Sixth St on behalf of Strong Towns Seacoast who advocate for safe and productive streets and resilient city finances. He suggested some changes to the language proposed and itemized them.

An email from Nicole Morin, also a member of Strong Towns Seacoast was received to the office and shared with the Board.

Public Hearing closed

The board reviewed the action matrix items highlighted by the public comment and discussed their opinions and next possible steps in the process.

Motion: D. Dunn moved to adopt the land use chapter update as presented. Seconded by: K. Mavrogeorge.

Vote: U/A



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4. NEW BUSINESS

The Vice-Chair announced that the applicant requested that Item A be continued to the February 24, 2026 Planning Board meeting.

- A. 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) (*This item has requested a continuance.*)

Motion: G. DeBoer moved to continue the item to the February 24, 2026 Regular Planning Board meeting at 7pm in this room. Seconded by: K. Mavrogeorge. Vote: U/A

- B. 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)

D. Benton explained that the Applicant is proposing a Conditional Use Permit to allow one additional residential unit at 13 Monroe Street. The applicant proposes to demolish the existing single-family home and build two, two-family buildings, for a total of four units.

Based on lot size, three units are allowed on site within the Gateway District, if units are deed-restricted to HUD Fair Market Rental Rates. The applicant has proposed to do so, meaning approval is needed for the fourth proposed unit. Multiple primary structures are permitted within Gateway and as the lot is nonconforming, the proposal meets the applicable underlying setbacks.

Jamie Farrell, owner, represented the application and explained the proposal. He gave details regarding the partnership with Dover Housing Authority, lot size and minimal relief sought, and building materials.

He clarified for the board that each unit will be one bedroom.

K. Pimental noted for the public awareness that NH HUD rental rates are currently \$1500 a month for one-bedroom units.

The applicant addressed questions from the board related to parking, access stairway and tenants.

Board members commented that they appreciate the sustainability, affordability, ADA accommodations, improved site conformities and drainage of the proposal, but would like TRC to review the project to review the parking lot layout, stormwater, van maneuverability, impervious coverage, and bioswale.

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

Public hearing opened.

Scott Chamberlin, 11 Monroe St. raised concerns that adding units at 13 Monroe St. will worsen congestion, traffic, and safety on the street. He believes the project is too dense for the location and would not want more than two units. Requested the board to consider the impacts on surrounding residents.

Lily Beyer, 9 Monroe St is in favor of the project as it is in pattern with the rest of the neighborhood and the new construction will be a huge improvement.

Ruth Demott, 7 Monroe St strongly supports this project. This lot is nearly double the size of others on the street and can support the proposal.



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Meeting Type: Regular Meeting
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Letter from Paul Chamberlin, 15 Blue Heron Dr. (co-owner of 11 Monroe St.): Wrote in opposition of the proposal at 13 Monroe St. with concerns stated about proposed density, parking, and impervious surface coverage. Further concerns were also shared about the proposed ownership structure and screening for abutting properties.

Email from Hannah Igoe & Andrew McDonald, 16 Monroe St.: Raised concerns that the proposed parking and circulation for the project are inadequate and could negatively impact access, safety, and neighboring properties. They request the Board require a revised parking and circulation plan, or reconsider the proposed density.

Public hearing closed.

STAFF RECOMMENDATION: Non-Environmental CUP Criteria and Gateway CUP Criteria (COND-2025-0028)

Chapter 170-19.B.1 outlines the criteria for granting a Conditional Use Permit for relief. Staff feels this proposal meets those criteria which include:

- (a) That both public and private buildings and landscaping shall contribute to the physical definition of rights-of-way as civic spaces.*
- (b) That development shall adequately accommodate automobiles, while respecting the pedestrian and the spatial form of public areas.*
- (c) That the design of streets and buildings shall reinforce safe environments, but not at the expense of accessibility.*
- (d) That architecture and landscape design shall grow from local climate, topography, history, and building practice.*
- (e) That buildings shall provide their inhabitants with a clear sense of geography and climate through energy-efficient methods via a mixture of elements including windows, floor plan, and public and private space.*
- (f) That encourage civic buildings and other public gathering places be provided as locations that reinforce community identity and activity.*
- (g) That civic buildings shall be distinctive and appropriate to a role more important than the other buildings that constitute the fabric of the City.*
- (h) That the preservation and renewal of historic buildings shall be facilitated.*
- (i) That the harmonious and orderly evolution of urban areas shall be advanced by the proposed building and/or use.*
- (j) That if the relief is granted, the surrounding neighborhood is not negatively impacted.*

Staff finds that the applicant has met the criteria, as the proposal complies with zoning for setbacks and multiple primary structures, maintains the existing streetscape, and does not negatively affect public spaces or pedestrian safety. The applicant also proposes traditional New England architectural elements, incorporates sustainable features, and provides six parking spaces, including two accessible spaces for the first-floor units.

Chapter 170-20.B.2 outlines the criteria for granting a Conditional Use Permit for relief within the Gateway Zoning District. Staff feels this proposal meets those criteria which include:

- (a) The requested use shall be compatible with abutting uses and the surrounding neighborhood.*
- (b) The requested use will not create undue traffic congestion, or unduly impair pedestrian safety.*
- (c) The requested use will not result in objectionable noise or odor which would constitute a nuisance.*

The surrounding area includes a mix of single-family, commercial, and nearby multi-family uses, with Monroe Street largely made up of similarly-sized homes built around 1900. While the proposed project at 13 Monroe Street has a slightly higher density than neighboring lots, the two proposed buildings match the existing scale and massing and would result in lower lot coverage than the street average. The project includes six parking



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spaces for four units and allows on-site vehicle turnaround, though staff recommends a turning template to confirm traffic flow.

The Planning Department recommends the Planning Board make the necessary and supporting findings of fact, and approve the Conditional Use Permit with the following subsequent conditions, as the plans meet the standards outlined:

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

1. Revise plan to include the following:
 - 1.1. Property setbacks;
 - 1.2. Add a note that the density was allowed by a Conditional Use Permit and the criteria of Chapter 170-19.B (1) and (2) have been met.
2. Add a note that a foundation certification to ensure setback compliance be provided during the Building Permit process;
3. Work with the Planning Department to endorse a development agreement per Chapter 170-20B(3) and then record at SCRD which shall include the HUD Fair Market restricted rental rates.
4. A deed restriction shall be recorded at SCRD indicating the HUD Fair Market restricted rental rates.
5. Have TRC review and endorse the parking lot layout, stormwater, van maneuverability, impervious coverage, pervious pavement and bioswale.

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

- C. Consideration and acceptance of a Minor Subdivision for Recon Realty, LLC, Assessor's Map G, Lot 3-A-100, zoned CM, located at 80 Industrial Park Road. (Proposal is to subdivide the existing lot to make one (1) new lot.) *(SUBM-2026-0001)

D. Benton explained that the Applicant is proposing a minor subdivision located at 80 Industrial Park Rd. creating one new lot. Both the parent lot and proposed new lot, post subdivision, meet the requirements of the Commercial Manufacturing (CM) District.

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

S. Haight represented the application and explained the minor subdivision request.

Motion: D. Glennon 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- 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:



CITY OF DOVER

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Meeting Type: Regular Meeting
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Meeting Time: **7:00 pm**

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-2026-0001;
 - 1.3. The stamp and signature of the LLS on the final plans; and
2. Confirm lot numbering with City Assessor and include approved numbering on plan set;
3. Correct new lot's parcel ID (C listed instead of G)

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

- D. Consideration and acceptance of a Conditional Use Permit for Paul Sapienza and Angela K. Engel, Assessor's Map 7, Lot 1, zoned R-20, located at 3 Boston Harbor Rd. (Proposal is to develop a hybrid living shoreline designed to be resilient to storms and sea level rise, resulting in 19,382± s.f. of permanent impacts to the Conservation District.) *(COND-2025-0032)

D. Benton explained that the Applicant is proposing a living shoreline that would result in about 19,400 square feet of permanent impacts in the Conservation District and about 5,000 square feet of temporary impacts, limited to an existing driveway. The applicant has stated that the intent is to create a shoreline that's more resilient to severe storms and future sea level rise.

The Conservation Commission reviewed the application and endorsed the proposal as presented on January 12, 2026.

Luke Taylor, TF Moran represented the application and explained the request highlighting details of the project, reasons for the proposal, criteria met and city and state approvals and statuses.

K. Pimental commented on his appreciation to the property owner and to the proposed project.

The applicant answered some clarifying questions from the board members.

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 – 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 finds that the applicant has met all required criteria under §170.27.C. The proposal is driven by resiliency needs related to storm events and sea level rise, with erosion controls to be monitored and adjusted during construction. NHDES permits have been applied for, and the Conservation Commission reviewed and endorsed the application.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall, 288 Central Ave, Dover, NH.
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Meeting Time: **7:00 pm**

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-2025-0032;
 - 1.2. Owner's signature;
2. Submit a copy of approved NHDES permitting when received.

Some discussion occurred to clarify which state permits are required for specific distances from water lines.

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

- E. Consideration and acceptance of a Conditional Use Permit for Rushmore Stepanek Family Revocable Trust, Stepanek Fred & Rushmore B. Trustees, Assessor's Map L, Lot 47-B, zoned R-20, located at 191 Spur Rd. (Proposal is to rebuild a sunroom, deck, and patio resulting in 1,214± s.f. of permanent impacts within the Conservation District.) *(COND-2025-0034)

D. Benton explained that the Applicant is proposing to reconstruct a sunroom, deck, and patio within a footprint similar to what exists today. The project would result in about 1,214 square feet of permanent impacts and 1,430 square feet of temporary impacts in the Conservation District, with a slight reduction in impervious surface overall.

The Conservation Commission reviewed the proposal on January 12, 2026 and endorsed it with a condition to adjust the silt sock location on the plan to reflect the temporary impact.

Vincent Brigagliano, TF Moran represented the application and explained the request highlighting the details of the project, reduction of impervious surfaces, impacts, criteria for approval, and status of state permits.

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

Public hearing opened.

No one spoke

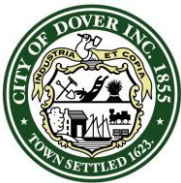
Public hearing closed.

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 finds that the applicant has met the criteria under §170.27.C. The project modifies an existing single-family home within a similar footprint, reduces impervious area by about 177 square feet, and includes a pervious-paver patio. Erosion controls, including silt socks, will be installed and maintained throughout construction. NHDES permits have been applied for, and the Conservation Commission conditionally endorsed the application.

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



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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-2025-0034;
 - 1.2. Owner's signature;
 - 1.3. Site plan be amended to show temporary impacts of the silt sock;
2. Submit a copy of approved NHDES permitting when received.

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

- F. Consideration and acceptance of a Conditional Use Permit for RY Development, LLC, Assessor's Map H, Lot 34, zoned CM, located at 99 Knox Marsh Road. (Proposal is to establish a Residential Commercial Mixed-Use (RCM) District as part of a commercial and residential development plan, with all residential units subject to rent restrictions published annually by New Hampshire Housing and HUD at the 60% Area Median Income (AMI) level for Multifamily Tax Subsidy Projects.)
**(COND-2026-0002) (This item has requested a continuance.)*

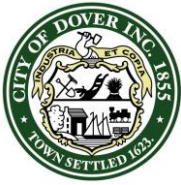
Motion: D. Dunn moved to continue the item to the February 24, 2026 Regular Planning Board meeting at 7pm in this room. Seconded by: K. Mavrogeorge. Vote: U/A

5. STAFF COMMENT

- The presentation to Council about the Master Plan was recorded and is available
- Planning Department budget presentation will be next Wednesday February 18th
- Staff is aware of the complaint at 566 Sixth St and is working through our typical code enforcement process including a site inspection to open the investigation and drafting a letter to the property owner. Unfortunately, finding survey markers and conducting a complete investigation is difficult with this much snow cover and any replacements would need to wait until the spring due to the frozen ground but we do value our zoning ordinance and approved plans.
- BEA released an article about the 28 Housing Champion communities of which Dover is one and how many units each community approved in calendar year 2024-Dover was the leading community with 500 units, other communities included Concord with 147, Lebanon with 218, Manchester with 364, Portsmouth with 249, Rochester with 266, and Somersworth with 160.
- Speaking of residential developments, the inspectors conducted almost 10,000 inspections last year and are currently inspecting about 700 units under construction so this Board plays a very valuable role in the City.
- No TRCs since last meeting two weeks ago.
- Upcoming TRCs:
 - On February 19th: Site Plan proposal at 47 Central Ave. to construct a four-story, 94-unit hotel with associated landscaping and parking.
 - On February 19th: CUP applications to construct a 4-unit townhouse at 24 Winter St.

6. MEMBER COMMENTS

- G. DeBoer
 - D. Benton explained the Housing Champion funds update
- Richard Robison
 - D. Benton explained the site review process and details of a specific project



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- K. Mavrogeorge
 - Community Services report update
 - Public Works open house in May
 - Storm water management regulations are under review
- K. Pimental
 - Conversions from commercial to residential
 - NH coastal risk flood summary update was just released
- Planning Board Chair signed the following:
 - Development Agreement for a non-environmental CUP at 18 Fifth St.
 - Development Agreement for two conservation lots related to the Open Space Subdivision at 210 Tolend Rd.
 - Lot line adjustment for two properties on Dover Point Road.
 - Minor Subdivision for 143 Long Hill Rd.
- D. Glennon
 - Roberts Rules does not require members to abstain from voting on approval of minutes when they weren't present at the meeting
- K. Mavrogeorge
 - Update on project from a previous meeting regarding parking lot islands and truck access

7. ADJOURNMENT

Motion: D. Glennon moved to adjourn at 8:51 pm. Seconded by G. DeBoer. Vote: U/A