



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, April 14, 2026**
Meeting Time: **7:00 pm**

Members Present: Doug Glennon (Vice Chair), Ken Mavrogeorge, Tom Clark, Devon Dunn, Jeff Sanborn, Tyler Allen (Alternate), Melina Gambino (Alternate), Eric Salovitch (Alternate), Richard Robison (Councilor)

Members Not Present (excused): Gina Cruikshank (Chair), Kyle Pimental, George DeBoer

Staff Present: Donna Benton, Planning Director

D. Glennon (Vice Chair) called the meeting to order at 7:03pm and will be Chairing for Gina Cruikshank, noted Devon Dunn will be sitting in as Vice Chair, that Tyler Allen would be sitting in for Gina Cruikshank, Eric Salovitch would be sitting in for Kyle Pimental, and Melina Gambino for George DeBoer.

1. CITIZENS' FORUM

Citizens Forum Open

No one spoke

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- March 24, 2026 Regular Meeting Minutes

Motion: E. Salovitch moved to approve the regular meeting minutes of March 24, 2026 as submitted.

Seconded by: T. Clark. Vote: U/A

3. OLD BUSINESS

- A. Consideration and acceptance of Transfer of Development Rights for 6 Brick Road, LLC, Assessor's Map 28, Lot 9-C, zoned O/Gateway, located at 1-24 Jefferson Drive. (Proposal is to purchase four (4) residential units through TDR.) *(TRAN-2025-0008) *(This item was continued from the March 10, 2026 Planning Board meeting.)**

Motion: E. Salovitch moved to remove the item from the table. Seconded by: K. Mavrogeorge. Vote: U/A

D. Benton explained that the Applicant is proposing to purchase up to four residential units through TDR, for a project total of six residential units. As explained at the Planning Board meeting on March 10, there are 24 existing townhomes on the subject parcel and the existing density and layout on site were granted by two Variances in 2011.

Following Planning Board consideration at the March 10, 2026 meeting, the Board voted to continue the item and requested a legal opinion regarding the addition of units beyond those approved under the granted variance in 2011, as well as information on the findings of fact from the original ZBA approval (Z11-12).

Staff have since asked the City Attorney to provide the Planning Board members legal consultation regarding the topic and provided the Board with the applicable zoning application information.

Bob Stowell, TriTech Engineering, represented the application and explained the history of acquiring the parcel, merging it, and now proposing the TDR units. He explained the proposal which will come back before the board after TRC review.

He addressed questions from the board relating to unit sizes, and drainage.

Public hearing re-opened.

No one spoke

Public hearing closed.



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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.

The proposal is consistent with the Master Plan, particularly goals supporting infill development, diverse housing, and development in areas with existing municipal services. The site fits well within the surrounding mix of office and residential uses in the Office and Gateway Districts. The proposed density is comparable to nearby properties and falls between the requirements of the two districts. The lot is served by public water and sewer, and no environmental relief is required.

The Planning Department recommends the Planning Board make findings, and vote on the TDR request or request further information. Should the Board vote to grant the TDR request, staff recommend it does so with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Granting TDR:

1. A Site Plan application is required to be submitted for review and approval by the TRC and Planning Board; The Board has the ability to reduce TDR density granted after reviewing a fully engineered site plan.
2. The revised site plan would need to relocate the existing bioretention areas and stormwater management would need to be redesigned.
3. Payment of TDR fees;
4. Payment of water/sewer investment fees at time of request for service;
5. Revise and submit plan set to include:
 - 5.1. Owners' signatures;/
 - 5.2. Surveyed plan signed and stamped by a LLS.
 - 5.3. The following notes:
 - 5.3.1. "This site plan uses the Transfer of Development Rights ordinance which allows for relief to the setbacks, lot area, frontage, density and intensity of the development. The Board granted TDR relief to purchase up to four units for a maximum total of six additional units on the subject lot."
6. Work with the Planning Department to endorse a development agreement per Chapter 170-20B(3) and then record at SCRD.

Board members expressed wanting to see a site plan before voting on the TDR.

The applicant pointed out the vote would be for a maximum TDR number and can always be reduced at the next level if the board does not believe the site can support the number approved.

D. Benton noted an edit could be made to the conditions to address the concerns.

Board members expressed their opinions.

Motion: D. Dunn moved to approve the Transfer of Development Rights with the subsequent conditions set by staff. Seconded by K. Mavrogeorge. Vote: 8-1 with Clark opposed

4. NEW BUSINESS

- A. Consideration and acceptance of an Extension Request for Donahue Realty Trust, Assessor's Map D, Lots 20-1, 20-2, 20-3, 20-4, 20-5, 20-6, zoned R-12, located at Stepping Stone Way. (Proposal is a request for an extension of approval for a seven-lot Open Space Subdivision [P20-18].) *(WAIV-2026-0001)



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D. Benton explained that the Applicant is proposing a one-year extension from the Planning Board for a seven-lot Major Subdivision.

Final plans were signed and released for this project on April 23, 2021, with a five-year expiration date. The Major Subdivision Plan (P20-18) granted approval to subdivide the parent parcel into seven lots, with the existing single-family home on one lot, and six single-family homes proposed to be constructed on each of the new lots, along with a supporting roadway and utilities to service all lots.

Kathy Donahue Mann represented the application and explained the timeline and reasoning for the request.

Public hearing opened.

Email received from Tim and Sue Rova at 78 Glenwood Ave., who expressed concerns about the Stepping Stones Way subdivision. They discussed past construction projects that were disruptive in the area and they requested mitigation measures, including screening on their property and disallowing weekend construction hours.

Melissa Davis, 12 Crestview Dr expressed concerns about stormwater management and drainage over time impacting her property. She requested the extension be denied or the application be held to current standards.

Public hearing closed.

STAFF RECOMMENDATION – Subdivision Approval Extension Proposal

Per §157-23B, the Planning Board may grant time extensions, not to exceed one year each, provided that four criteria are met: the proposal is consistent with the Master Plan; surrounding conditions have not changed to the point of requiring reanalyzing of the proposed project; the project complies with current regulations, ordinances and statutes, and abutters have been notified. This proposal meets the standards outlined.

The Planning Department recommends that the Planning Board make findings and vote to grant the Extension Request for the Subdivision Plan (P20-18) with the same conditions of approval as outlined in the original Notice of Decision, and the following additional subsequent conditions:

Subsequent Conditions to be Met Prior to Disturbance:

1. Receipt of state subdivision permit;
2. Revise site construction note to indicate no Saturday or Sunday or Federal holidays which will be a condition of the site work permit;
3. The total area of project disturbance shall be summed, with any figure at or in excess of 100,000 s.f. requiring a NHDES Alteration of Terrain permit.
4. TRC review of utility, infrastructure and wetland delineation's impact on the subdivision plat

E. Salovitch expressed concerns that the wetlands shown on the plan are from 2017 and after 5 years a wetlands delineation expires.

Discussion ensued and which actions the Planning Board can take were clarified.

The board discussed options with the applicant, then determined to add condition 4.

Motion: T. Allen moved to approve the Major Subdivision Approval Extension with the subsequent conditions set by staff. Seconded by J. Sanborn. Vote: U/A

- B. Consideration and acceptance of a 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 square feet building with four (4) contractor bays and office space with associated parking and stormwater management.) (SITE-



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2025-0019) *[A prior iteration of this project was approved by Planning Board in 2022, P22-55/SITE-2022-0011 and P22-46/COND-2022-0005.]*

D. Benton explained that the Applicant is proposing to construct an approximately 10,080 square foot building with four contractor bays, office space, and 15 parking spaces.

On December 13, 2022, the Planning Board conditionally approved a similar site plan and a related lot line adjustment (LLA) and a conditional use permit (CUP) for proposed wetland buffer impacts.

The current proposal includes approximately 7,935 square feet of wetland buffer impacts. The previously approved CUP (P22-46/COND-2022-0005) authorized these impacts, does not expire, and remains valid for the current proposal.

The conditionally approved site plan LLA have since expired due to the significant time required to finalize the LLA. This is due to the proposed LLA modifying a conservation easement boundary and therefore requiring approval from multiple entities.

On January 27, 2026, the Planning Board again approved a LLA for the subject properties (Tax Map D, Lots 11-5 & 11-5SND).

The properties were originally designed using Industrial Transfer of Development Rights and the subject parcel therefore requires TDR relief for the current underlying zoning requirements for side and front setbacks.

The Technical Review Committee reviewed the application at their December 18, 2025 meeting. Part of the TRC discussion and review focused on site details, previously approved wetland buffer impacts, first responder access, and Dover Business and Industrial Development Authority (DBIDA) review and requirements.

Kevin Poulin, Berry Surveying & Engineering, represented the application and explained the request.

The applicant addressed questions from the board relating to connectivity.

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

Public hearing opened.

No one spoke

Public hearing closed.

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 requested waivers meets criterion (2), and granting such relief is not contrary to the spirit or intent of the ordinance. The applicant has proposed pedestrian access to the larger area but would not be able to extend access to neighboring parcels due to wetlands and protected conservation land on all sides of the subject parcels.



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Per [§153-14\(3\)](#), the Planning Board is permitted to vary the interconnectivity standards if a finding is made that the circumstances of the parcel make compliance unreasonable.

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 waiver:

§153-14J, relief requested from required interconnectivity between parcels

Motion: D. Dunn moved to approve the waivers with the subsequent conditions set by staff. Seconded by T. Allen. 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-2025-0019;
 - 1.2. Owner's signatures;
 - 1.3. Professional stamps and signatures;
 - 1.4. Revise sheet 6, note 44 to state: "It is noted that there are restrictive covenants for Enterprise Park which contain land use and signage restrictions as well as maintenance requirements that are separate and distinct from the zoning ordinance. DBIDA approved the project architecture and use for small manufacturing/warehouse/flex tenant spaces on October 4, 2022. Amended approval from DBIDA is required prior to leasing/issuance of a building permit for tenants that do not meet this description.";
2. Conditions are met for related LLA (LOTA-2025-0013);

Subsequent Conditions to Be Met Prior to Construction:

3. A pre-construction meeting must be held with City staff;
4. City's standard site construction sign with the contact information for the general contractor must be displayed in a location approved by the City Engineer or Planning Director;

Subsequent Condition to Be Met Prior to Building Permit:

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

Subsequent Conditions to Be Met Prior to Occupancy:

6. Issuance of Certificate of Occupancy;
7. Surety or other form of security acceptable to the City is provided for any unfinished work;
8. 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: M. Gambino moved to approve the Site Plan with the subsequent conditions set by staff. Seconded by D. Dunn. Vote: U/A



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The Vice-Chair announced Items C, and D would be heard together.

- C. Consideration and possible posting of the proposed Amendments regarding Chapter 153 (Site Plan Regulations). The full text of the amendments is available in the Planning Department and at www.dover.nh.gov located under meeting materials and on the Planning Department page*.
- D. Consideration and possible posting of the proposed Amendments regarding Chapter 157 (Land Subdivision Regulations). The full text of the amendments is available in the Planning Department and at www.dover.nh.gov located under meeting materials and on the Planning Department page*.

D. Benton provided an overview of the proposed amendments, purpose for review and timeline and steps in the process.

Board members gave some feedback on the language of the amendments.

Public hearing opened.

No one spoke

Public hearing closed.

Motion: D. Dunn moved to post the amendments as presented and revised through tonight's discussion.
Seconded by: E. Salovitch. Vote: U/A

5. STAFF COMMENT

- NH OPD Conference May 9th.
- 114 Silver Street has requested to paint second house from blue to dark gray. Any objections? There were none.
- Update on tree cutting near 566 Sixth St. – property owner is complying with the city, has pledged to replace the trees, and is currently discussing with the property owner next store to discuss species, size, and placement.
- Councilor Robison and Councilor Richer are switching roles of regular and alternate Council Representative.
- TDR Subcommittee scheduled to meet again on Monday, April 20, 2026.
- Prior TRCs:
 - On March 26th: Site Plan proposal to construct ten, two-family dwelling units, with an existing two-family dwelling to remain on site, at 21 Old Rochester Rd.
 - On April 9th: TDR Plan proposal at 77-79 Sixth St. to purchase two TDR units and construct a new two-family structure where a two-family structure currently exists.
- No upcoming TRCs scheduled.

6. MEMBER COMMENTS

- Planning Board Chair tomorrow will sign the following:
 - Development Agreement for the Conditional Use Permit for 33 Sixth St.
 - Development Agreement for the Banner/Sophie Dr. project.

7. ADJOURNMENT

Motion: E. Salovitch moved to adjourn at 8:14pm. Seconded by K. Mavrogeorge. Vote: U/A