

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, June 9, 2026**
Meeting Time: **7:00 pm**

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

Members Not Present (excused): Doug Glennon (Vice Chair), Melina Gambino (Alternate)

Staff Present: Donna Benton, Planning Director

G. Cruikshank (Chair) called the meeting to order at 7:00pm and noted G. DeBoer would be Vice Chairing and Tyler Allen would be sitting in for Doug Glennon.

1. CITIZENS' FORUM

Citizens Forum Open

No one spoke

Email received from Linda Merullo, 21 Sandy Ln., expressing concern about high-density housing development and potential stress on infrastructure, traffic, and costs. They urge planning that focuses on green space, industry, and aligns development with long-term community needs.

Email received from a resident, who identified themselves as living on Uncommon Drive, in reference to the Site Plan Amendment application proposing to allow for the sale of a percentage of units at Uncommon Drive. The resident expressed concern that the proposed \$240K price point does not align with the target monthly cost of ~\$1,677, and suggested a more feasible range of \$170K-\$190K depending on HOA fees, taxes, and future maintenance or improvements.

Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- May 26, 2026 Regular Meeting Minutes

Motion: T. Clark moved to approve the regular meeting minutes of May 26, 2026 as submitted. Seconded by: J. Sanborn. Vote: U/A

3. OLD BUSINESS

4. NEW BUSINESS

- A. Consideration and acceptance of a Site Plan for 85 Industrial Park Road, II, LLC, Assessor's Map G, lot 3-B, zoned CM, located at 85 Industrial Park Road. (Proposal is for exterior building renovations and site improvements including stormwater treatment and access reconstruction.) *(SITE-2026-0004)

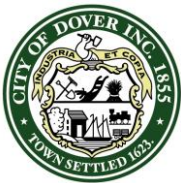
D. Benton explained that the Applicant is proposing exterior renovations to the existing industrial building and site improvements at 85 Industrial Park Rd.

Three waivers are being proposed as part of this project related to the requirements for a traffic impact assessment, streetscape rendering, and outdoor lighting plan.

The Technical Review Committee reviewed the application at their May 14, 2026 meeting. Part of the TRC discussion focused on stormwater management in the area of Industrial Park Road, culvert maintenance on site, and accessibility for the proposed parking and pedestrian areas.

Ben Curcio, Tighe & Bond, represented the application and explained the purpose and details of the project. He addressed storm water, impervious surfaces and the three waivers requested.

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



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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 support the waivers, finding it meets criterion (1) and remains consistent with the ordinance’s intent. The applicant has requested relief from the three mentioned sections of Chapter 153 because there are no changes being proposed to existing conditions in these areas.

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(19), relief approved from required traffic impact assessment;
§153-13A(17), relief approved from required streetscape rendering; and
§153-14E(1)(b), relief approved from required outdoor lighting plan.

Motion: T. Clark moved to approve the waivers with the subsequent condition set by staff. Seconded by D. Dunn. 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:

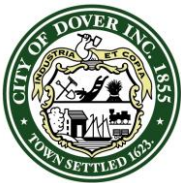
1. Provide physical and digital copies (including CAD) of complete plan set for final Planning Board signature which additionally shall include:
 - 1.1. Permit File #SITE-2026-0004;
 - 1.2. Owner’s signatures;
 - 1.3. Professional stamps and signatures;
2. Provide letter certifying that building roof drains are not connected to city sewer.

Subsequent Conditions to Be Met Prior to Construction:

3. A pre-construction meeting may need to be held with City staff if determined by the City Engineer;
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;



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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.

K. Mavrogeorge addressed a question from K. Pimental regarding City sewer connection regulations.

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

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

- B. Consideration and review of conditions precedent associated with a conditionally approved Conditional Use Permit for Diversified Builders, LLC, Assessor's Map 25, Lot 46-1, zoned R-12 & G, located at Granite Street. (Proposal is to build two single-family homes on a vacant lot that do not meet the minimum frontage build-out of 40% in the Gateway District.) *(COND-2026-0003) *[This application was conditionally approved by the Planning Board on February 24, 2026, with precedent conditions, including that the applicant shall return to the Planning Board for review once a structure is proposed.]*
- C. Consideration and review of conditions precedent associated with a conditionally approved Conditional Use Permit for Diversified Builders, LLC, Assessor's Map 25, Lot 46-1, zoned R-12 & G, located at Granite Street. (Proposal is to build two single-family homes on a vacant lot that do not meet the required frontage build-to of 5-20' in the Gateway District.) *(COND-2026-0006) *[This application was conditionally approved by the Planning Board on February 24, 2026, with precedent conditions, including that the applicant shall return to the Planning Board for review once a structure is proposed.]*

D. Benton explained that the applicant received conditional approval from the Board on February 24, 2026, as part of a Minor Subdivision approval (SUBM-2025-0008), for relief related to the minimum frontage build-out of 60% and front build-to line of 5-20' in the Gateway Zoning District.

The precedent conditions that were set included that the applicant return to the Board for review once a structure has been proposed. The applicant is now returning to present a proposal for two single-family homes on the conditionally approved subject parcel (Map 23, Lot 46-1).

Christopher Berry, Berry Survey and Engineering represented the application and explained the intent of how the parcel is expected to be built out with a larger home or duplex on the original lot and two single family homes on the new, back lot. He explained the reasons for the CUP approvals.

Motion: D. Dunn moved to reopen the public hearing for the applications. Seconded by: T. Clark. Vote: U/A

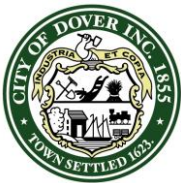
Public hearing opened.

No one spoke

Public hearing closed.

STAFF RECOMMENDATION: Non-Environmental CUP Criteria and Gateway CUP Criteria (COND-2026-0003)

Chapter 170-19.B.1 outlines the criteria for granting a Conditional Use Permit for relief. Those criteria include:



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- (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.*

Planning staff finds the proposal meets the required criteria. The proposal won't impact public spaces, pedestrian safety, or the street layout. Staff agrees the rear of the property is the most appropriate location for construction due to the site's topography, and placing development there helps buffer nearby commercial uses while staying consistent with surrounding residential properties.

Chapter 170-20.B.2 outlines the criteria for granting a Conditional Use Permit for relief within the Gateway Zoning District. Those criteria 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.*

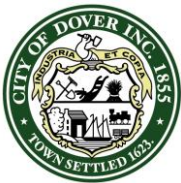
Staff feels the applicant has met said criteria and considered compatibility with the surrounding neighborhood. The applicant has also provided sufficient parking and a single access point to minimize potential pedestrian and traffic conflicts.

The Planning Department recommends the Planning Board make the necessary and supporting findings of fact, and vote to approve the Conditional Use Permit with the following subsequent conditions of approval:

Subsequent Conditions to Be Met Prior to the Issuance of Conditional Use Permit:

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. The owner's signatures;
 - 1.2. The Planning File #COND-2026-0003;
 - 1.3. The stamp and signature of the LLS on the final plans;
2. Approval of Conditional Use Permit (COND-2026-0006) and final approval of Subdivisions (SUBM-2025-0008);
3. Submit a draft access easement and maintenance agreement; and
4. Work with the Planning Department to endorse a development agreement per Chapter 170-20B(3) and then record at SCRD.

The applicant addressed some concerns from T. Clark related to Fire Department access.



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

STAFF RECOMMENDATION: Non-Environmental CUP Criteria and Gateway CUP Criteria (COND-2026-0006)

Chapter 170-19.B.1 outlines the criteria for granting a Conditional Use Permit for relief 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.*

Planning staff finds the proposal meets the required criteria. The proposal complies with all other applicable dimensional zoning requirements and while it would be possible to meet the underlying build-to requirement, it would not be practical or consistent with the existing single-family home, abutting commercial property, or the surrounding neighborhood as a whole.

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

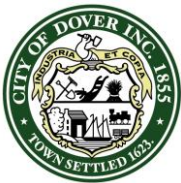
- (a) The requested use shall be compatible with abutting uses and the surrounding neighborhood.*
- (b) The requested use will not create undue traffic congestion, or unduly impair pedestrian safety.*
- (c) The requested use will not result in objectionable noise or odor which would constitute a nuisance.*

Similarly, as stated previously, Staff feels the applicant has met said criteria and considered compatibility with the surrounding neighborhood.

The Planning Department recommends the Planning Board make the necessary and supporting findings of fact, and vote to approve the Conditional Use Permit with the following subsequent conditions of approval:

Subsequent Conditions to Be Met Prior to the Issuance of Conditional Use Permit:

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. The owner's signatures;
 - 1.2. The Planning File #COND-2026-0006;
 - 1.3. The stamp and signature of the LLS on the final plans;
2. Approval of Conditional Use Permit (COND-2026-0003) and final approval of SUBM-2025-0008;
3. Provide draft access easement and maintenance agreement; and



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4. Work with the Planning Department to endorse a development agreement per Chapter 170-20B(3) and then record at SCRD.

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

The Vice-Chair announced that the applicant requested that Items D be continued to the next regular meeting of the Planning Board.

- D. Consideration and acceptance of Transfer of Development Rights for Moses Lawrence, Assessor's Map 37, Lot 33, zoned O, located at 814 Central Avenue. (Proposal is to request one (1) unit through TDR, resulting in a total of three (3) residential units.) *(TRAN-2026-0005)

Motion: D. Dunn moved to continue the item to the June 23, 2026 regular meeting of the Planning Board at 7pm in this room. Seconded by: T. Allen. Vote: U/A

5. STAFF COMMENT

- TDR subcommittee update-met last night, final draft being reviewed by Legal Counsel, will meet one more time and either have it on June 23rd or July meeting.
 - Planning Board feedback given
- One meeting in July unless a special meeting for zoning amendments including TDR
- Previous TRCs:
 - On May 28th: Site Plan amendment proposal for parking layout changes to the approved light industrial project at 180 Crosby Rd.
 - On May 28th: Site Plan proposal for two duplexes and parking area at 96 Broadway.
- Upcoming TRCs:
 - On June 11th: Site Plan amendment proposal for parking layout and landscaping changes to the approved light industrial project on Industrial Park Road (SITE-2025-0001)
 - On June 11th: TDR Site Plan proposal for two, new single-family homes at 89 Stark Ave.
 - On June 11th: Site Plan proposal to redevelop the existing structure at 75 Oak St. into 22 residential units.

D. Benton explained the process and meetings and approvals required before the TDR ordinance changes can be finalized.

6. MEMBER COMMENTS

- K. Pimental
 - Sustainability award for Dover
- K. Mavrogeorge
 - September City Council workshop planned regarding drinking water

7. ADJOURNMENT

Motion: D. Dunn moved to adjourn at 7:34 pm. Seconded by K. Mavrogeorge. Vote: U/A