

CITY OF DOVER

TDR SUB-COMMITTEE OF THE PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall, First Floor Conference Room
Meeting Date: Monday, June 1, 2026
Meeting Time: 4:30 p.m.

1. CALL TO ORDER

Chair L.Herd called the meeting to order at 4:40pm

2. ROLL CALL

Members present: Leslie Herd, Jan Nedelka, Chris Berry, Doug Glennon and Kyle Pimental.
Staff present: Donna Benton, Planning Director and Paul Crouser, Zoning Administrator

3. APPROVAL OF THE AGENDA

J.Nedelka moved to approve the agenda. Seconded by: D.Glennon. Vote: U/A.

4. APPROVAL OF PRIOR MEETING MINUTES

J.Nedelka moved to approve the meeting minutes as revised. Seconded by: D.Glennon. Vote: U/A.

5. CITIZEN'S FORUM

No one present to speak.

6. DISCUSSION OF DRAFT TDR ORDINANCE AMENDMENTS AND CRITERIA

J.Nedelka R-40 page on the tables the 50% HUD units is meant to be struck similar to other district tables. Going vertical is a good way to get density and is comfortable bumping all height restrictions up one story.

Discussion ensued about building height and intention.

Discussion ensued about CUPs and developers not using the TDR ordinance to get around underlying zoning.

D.Glennon spoke about some of the public feedback received about duplex conversions post TDR approval and ADUs. The group would like to be able to restrict duplex conversions on TDR projects. Some of the questions are outside the scope of the TDR ordinance.

Yes, the group decided the Industrial TDR ordinance should remain.

Unsuitable land definition was fixed last year but in terms of TDR it would depend on the type of project. Staff and the Planning Board can likely revise the subdivision ordinance to address unsuitable area concern.

Duplexes to look like single family homes should be reviewed by the Planning Board.

C.Berry suggested that unsuitable development areas in the amendments should be excluded on both sides of the ledger in the calculation of open space in terms of the second row of CUP criteria.

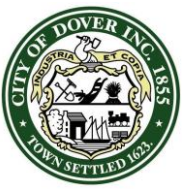
Instead of "open space" should we use "undeveloped land area" which should be defined. Discussed intent and current definition of "open space" and how to amend ordinance to get to the intent. Determined to leave "open space" definition alone, add a new definition using first sentence of existing "open space" definition.

Covered as best the committee could the other public feedback received.

D.Glennon went over his edits:

-F-4 has a typo.

-D-1-A section about sending area definition.



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- J-A may be waived has a typo.
- The word “perception” is vague, suggested “the request is compatible with the character of land uses...”
- G-4-A “to develop homes” should be more descriptive
- G-4-C—grammar needs to be fixed. Needs a colon.
- G-4-B.1-needs reworded to...
- G-4-C- section numbering should be revised.
- Be consistent with references to other Codes “Dover Code Section X...”
- E-3-A-5-rewrite ...endorsement of the use of TDR shall not constitute.... D.Glennon suggested additional words.
- Add in timeframe of 4 years for a variance and then 7 years for the approved site plan or subdivision.
- Consensus was to not use the word vest.
- Should we make a definition of rent restricted.
- HUD Fair Market Rent Restricted should be used consistently.
- We have not reviewed current zoning definitions:
 - TDR-include purchase option
 - TDR District- no purchase option defined and should include it being an overlay district? Feels too much like land swap and not purchase option. Might just remove if the word isn’t used in 170.
- G-2-inflation rate: houses or general inflation rate? Or is it intentionally vague? Group decided it was OK as worded.
- Consider legal terms surround “general fund” and “general expenditures”.
- E-4-C-1-TRC not being required for 4 or less units. That is clear that Planning Board is still needed for TDR but not site plan/subdivision to ensure other interpretations could occur.
- Re-write some of the criteria to be more specific so that there is clear guidance for the Planning Board such as 9-B to reword “look and...”
- CUP and environmental relief in the criteria was discussed.
- J.Nedelka left at 6:22pm.

7. OTHER BUSINESS

Discussed Ken Mavrogeorge’s memo.

8. SELECTION OF NEXT MEETING DATE

June 8th at 4:30pm for an Executive Session was selected.

9. ADJOURN

L.Herd made a motion to adjourn at 6:37 Seconded by C.Berry. Vote: U/A.