

## **DOVER PLANNING BOARD**

### Meeting Minutes

7:00 PM

January 10, 2022

**Held Remotely Via Zoom**

**Members Participating:** Carol Lisbon, Jody Shue, and George Sidgwick

**Others Participating:** Land Use Director Courtney Starling; Planning Assistant Sue Hal; Joyce Hastings, GLM Engineering; John Richardson, Fennick McCredie; Chelsea Christianson, Nitsch; Phil Palumbo, Colliers; Jonathan Pryor, Lorian Building Company; Lauren Doherty, 63 Centre Street, and Alan Moss, 19 Pegan Lane

**Opening:** Chair Carol Lisbon, called the meeting to order at 7:01 PM. She read the guidance issued by Governor Baker regarding the Open Meeting Law and remote participation.

### **I. Regular Business:**

#### **a. Approval of Minutes for December 13, 2021**

Ms. Shue made a motion to approve the December 13, 2021 minutes as submitted; seconded by Mr. Sidgwick and passed by a voice vote of 3-0.

### **II. New/Special Business:**

#### **a. 17 Old Colony Drive, ANR**

Ms. Hastings, GLM Engineering, stated that the purpose of this application and plan was to address setback issues to allow construction of a garage. The boundary line adjustment will transfer approximately 98 square feet of land from 15 Old Colony Drive to 17 Old Colony Drive.

Ms. Lisbon made a motion to approve the ANR plan by GLM Engineering, stamped and signed by Joyce Hastings, last dated 8/17/21 as submitted; seconded by Ms. Shue and passed by a voice vote of 3-0.

### **b. 6 Farm Street, Continuation of Site Plan Review**

Jonathan Pryor presented the Board with an updated site plan showing as-built plans and the location of the proposed garage. The plan did not show the existing gravel driveway. The applicant agreed to submit an updated plan showing the driveway prior to the issuance of a building permit.

**Ms. Lisbon made a motion to approve the application for 6 Farm Street Site Plan by GLM Engineering, stamped and signed by Joyce Hastings, and last dated 12/13/21, as well as the plans and elevations, by ASAP Engineering, last dated 10/12/21, subject to the following conditions:**

- 1. Prior to the issuance of a building permit, the applicant shall submit a survey indicating the as-built locations of the principal structure and driveway, as well as the proposed location of the accessory structure, stamped and signed by a registered land surveyor or engineer, subject to the review and approval of the Land Use Director.**
- 2. Prior to the issuance of a building permit, minor modifications to the site plan may be approved administratively by the Land Use Director.**
- 3. No exterior lighting serving the accessory structure shall cast onto neighboring properties.**
- 4. The accessory structure shall not be used for human occupancy.**

**The motion was seconded by Mr. Sidgwick and passed by a voice vote of 3-0.**

### **c. 6 Sterling Drive, Site Plan Review**

The applicants, Brian and Kristen Scalabrino, are proposing to construct an 18' x 38' pool in their rear yard. The pool will be surrounded by a patio and a fence, per building code requirements. Due to the proximity of wetland features, the project has been reviewed and approved by the Conservation Commission and has an active Order of Conditions for the project. Joyce Hastings, engineer for the applicants, described the location of the wetlands and confirmed that the Conservation Commission approved the project.

**Ms. Lisbon made a motion to approve the application for 6 Sterling Drive Site Plan by GLM Engineering, stamped and signed by Joyce Hastings, and last dated 12/27/21, subject to the following conditions:**

- 1. Prior to the issuance of a building permit, minor modifications to the site plan may be approved administratively by the Land Use Director.**
- 2. The pool shall be filled by water truck.**
- 3. No exterior lighting illuminating the pool shall cast onto neighboring properties.**

**The motion was seconded by Mr. Sidgwick and passed by a voice vote of 3-0.**

#### **d. 19 Pegan Lane, Site Plan Review**

The applicants, Alan Moss and Aoife Brennan, are proposing to construct an accessory structure in their side yard. The home, which was originally constructed in 1971, has been extensively rehabilitated, while retaining its original architectural character. As part of the property upgrades, the proposed structure is intended to be dual purpose. First, it is intended to replace a previous garage, which was tragically crushed by a pine tree uprooted during a storm. Secondly, it would serve as a cabana to a pool that is planned during the next project phase. The plans as originally submitted indicated a cabana/garage combination that met the building code definition of an accessory apartment due to the presence of a full kitchen, full bathing facilities, and a storage room that meets the definition of a bedroom. In order to rectify the issue, the applicant worked cooperatively with Town Staff and removed an interior doorway to a storage area, which can now only be accessed via the garage and submitted a revised A-2 architectural plan.

The applicant, Alan Moss, stated they were designing the structure to be flexible to accommodate the spatial needs of their children and provide facilities for their future pool application.

**Ms. Lisbon made a motion to approve the application for 19 Pegan Lane Site Plan by Cheney Engineering, and last dated 11/9/21, as well as the plans and elevations, by David Cann, last dated on 11/3/21, and Rev A2 elevation, submitted January 10, 2022, subject to the following conditions:**

- 1. Prior to the issuance of a building permit, the applicant shall submit an updated copy of the site plan with a stamp and signature from a registered land surveyor or engineer.**
- 2. No exterior lighting serving the accessory structure shall cast onto neighboring properties.**
- 3. Should a pool be constructed in the future, it shall be subject to Site Plan Review by the Planning Board.**
- 4. The accessory structure shall not be used for human occupancy.**

**The motion was seconded by Mr. Sidgwick and passed by a voice vote of 3-0.**

#### **e. 4 Springdale Ave., Site Plan Review**

Present was John Richardson from FMA, Chelsea Christianson from Nitsch, Phil Palumbo from Colliers, and Ford Spalding, Chairman of the Caryl Community Center Renovations Committee. Mr. Richardson presented the updates on the project since appearing before the Board on September 13, 2021.

The following items were presented and discussed:

1. Existing Conditions Relating to Zoning

2. Site Layout and Functions included adding a rain garden, an on-site walking path, sufficient parking and electric vehicle parking while maximizing accessibility and open space. The Board suggested the traffic study involve more detail regarding egress and further exploration of parking and options for large events ( e.g., staff to park off-site, physical state of the overflow parking area, use of the service road). It was also suggested that there be a police detail for large gatherings.
3. Landscape Design considered the environmental conditions during design and a goal to save mature trees when possible. The landscape contractor will water new plantings onsite by way of a water truck until plants get established and additional water tanks will also be installed. The Board suggested comparing whether Colonial Water or the water truck would be more economical. The Board also suggested that responsibility for watering after the landscape contractor departs be specifically assigned to Town staff.
4. Stormwater Management is currently under review by the Board of Health. The Stormwater Maintenance Plan will include periodic inspections. New grease traps and a water quality system will be installed.
5. Site Lighting will be Dark-Sky compliant. The Basketball Court will not be lit at night.

Ms. Lisbon asked if when the cost analysis is completed the plans be adjusted accordingly. Mr. Richardson stated that the plans would not change but the materials may be altered if necessary to accommodate the analysis.

Ms. Starling will draft a report for review at the Board's next meeting. Mr. Spalding requested the report be sent to the committee to review before the meeting. After review the final report will be submitted to the Board of Selectmen.

**Ms. Lisbon made a motion to continue the site plan application discussion to January 24; seconded by Ms. Shue. The motion was passed by a voice vote of 3-0.**

**f. Planning Board Rules and Regulations – Ch. 250 Submission Requirements, Public Hearing**

**Ms. Lisbon made a motion to waive the reading of the public notice; the motion was seconded by Ms. Shue. The motion passed by a voice vote of 3-0.**

**After reviewing the proposed submission requirements to include digital files and 11 x 17" plans, the Board voted to approve new Ch. 250 – Submission Requirements.**

**Ms. Shue made a motion to approve the proposed Planning Board Rules and Regulations as written; the was seconded by Ms. Lisbon. The motion passed by a voice vote of 3-0.**

### **III. Land Use Director Update**

Ms. Starling reported that the Planning Board has requested six placeholders for the town meeting warrant:

- Amendment of the Accessory Dwelling Unit Bylaw
- Flood Plain Overlay Update
- Acceptance of Easements
- Definitions of the Zoning Bylaws
- Table of Uses of the Zoning Bylaws
- Sign Bylaw Update

### **Adjournment:**

**At 8:50 PM Ms. Lisbon made a motion to adjourn; seconded by Ms. Shue. The motion passed by a voice vote of 3-0.**