

## DOVER PLANNING BOARD

### Meeting Minutes

7:00 PM

January 24, 2022

**Held Remotely Via Zoom**

**Members Participating:** Carol Lisbon, Jody Shue, George Sidgwick, Bill Motley, Scott Freedman, and Val Lin

**Staff Participating:** Land Use Director Courtney Starling and Planning Assistant Sue Hall

**Others Participating:** John Richardson, Chelsea Christianson, John Bates, Sara Linduaer, Ford Spalding, and Jonathan Klandrud

**Opening:** Chair Carol Lisbon called the meeting to order at 7:02 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 6, 2021, January 10, 2022

Approval was postponed to February 7.

### II. New/Special Business:

#### a. 5 Wilson's Way, Site Plan Review

The applicants, Michelle and Andrew Miller, are proposing to construct a "Sports Barn". The structure measures approximately 1,273 square feet and will be clad to match the principal structure and does not contain cooking facilities. Mr. Motley asked about the drainage of the property. Mr. Klandrud stated that both interior and exterior drainage is captured onsite before it reaches abutting properties. Ms. Starling contacted Brian Russell, owner of Sage Farm, 349 Dedham Street to ask him if the impact from the construction of the development has been minimized and he said it was. Mr. Freedman asked if there were any future plans to provide access from Dedham Street to the property. Mr. Klandrud stated that there was no intention of it and it would be nearly impossible to navigate because of the huge change in elevations from Dedham Street to the building area.

**Ms. Lisbon made a motion to approve the Site Plan by Glossa Engineering, stamped and signed by John Glossa, and last dated 10/12/21, as well as the architectural elevations, by Legault Design LLC, last dated 4/25/21, subject to the following conditions:**

- 1. Prior to the issuance of a building permit, the applicant shall submit stormwater details ensuring runoff generated by the accessory structure will not impact the condition of the bridle trail located on the subject lot, subject to the review and approval of the Land Use Director.**
- 2. Prior to the issuance of a building permit, the applicant shall submit floor plans confirming use of the accessory structure to the Land Use Director.**
- 3. Prior to the issuance of a building permit, minor modifications to the site plan, floor plans, and/or elevations, may be approved administratively by the Land Use Director.**
- 4. No exterior lighting serving the accessory structure shall cast onto neighboring properties.**
- 5. The accessory structure shall not be used for human occupancy.**

**The motion was seconded by Mr. Motley and passed by a voice vote of 5-0.**

**b. 9 County Street, Site Plan Review**

This application was postponed at the request of the applicant.

**c. 4 Springdale Ave., Site Plan Review**

Present was John Richardson from Fennick McCredie Architecture, Chelsea Christianson from Nitsch Engineering, Phil Palumbo from Colliers, and Ford Spalding, Chairman of the Caryl Community Center Renovations Committee.

Mr. Richardson presented updates resultant from the Planning Board discussion at their meeting on January 10, 2022. Clarifications included Expected Use, Traffic Patterns, and Site Alternates. Mr. Richardson stated that a study was conducted in 2018, utilizing Parks and Recreation and Counsel on Aging scheduling and attendance and based on those numbers, the Caryl Community Center Building Committee believes that the proposed amount of parking is sufficient. Ms. Lisbon asked if the 54 parking spaces noted on the plan included the 4 electric vehicle charging spaces. Mr. Richardson confirmed that parking count included those spaces, and noted there are 5 parking spaces adjacent to the drop off area, 3 of which are designated handicap accessible, and the remaining two could have signs to restrict them for senior citizen parking. The other parking spaces that are included in the total of 96 are the 25 street parking spaces adjacent to the site, and 12 spaces as overflow on the grass adjacent to the basketball court.

Traffic patterns were amended to include widening the service road opening to Springdale Ave for emergency vehicles. The curb cut onto Whiting Road has also been widened to 36 feet to create two exiting turn lanes onto Whiting Road. On the

Springdale Ave service driveway, a utility pole will potentially be moved 16 feet towards Centre Street to allow for the proposed widening. Ms. Lisbon advised the CCC Renovations Committee to verify with Dover's Protective Agencies, how wide the opening should be to allow for emergency vehicles to navigate through the service road. Mr. Freedman asked if additional signs or a gate have been considered for the service road. Mr. Richardson said there would be signs identifying it as a service road, as well as using cones and/or a rumble strip to deter daily use, but his experience with gates has not been good due to operational issues, such as locking or unlocking as well as who would be responsible for the keeping of the gate. Ms. Lisbon asked how exiting from the main parking lot would be navigated. Ms. Christianson responded to the question by answering, "there have been no restrictions put in place". Mr. Spalding stated people are going to seek the shortest route. Mr. Richardson stated that when special events are scheduled a police detail will be present and there will be an option of using the service road to lessen traffic flow onto Whiting Road.

The approved budget for the project is \$18.85 million. The building construction budget is \$14.1 million out of the total. Mr. Richardson stated the CCC Renovations Committee is going to be reviewing "Site Alternates" for value engineering. Currently the project is over budget is over by approximately \$300,000.

The following items are being reviewed for elimination from the current plan:

- Slate Roof priced at approximately \$100,000
- Rain Garden priced at approximately \$30,000
- Stone Bench Walls priced at approximately \$80,000
- Basketball Court priced at approximately \$60,000
- Landscaping/Plantings budget to be reduced by approximately \$50,000

Ms. Lisbon asked if there would be additional cuts made to the plans as pricing continues. Mr. Richardson stated most cuts would be related to materials that the Building Committee will prioritize. Mr. Ford said changing the building size or design of the building is not an option at this time. Some of the alternates could be added in the future if not incorporated now.

The Board expressed their gratitude to Fennick McCredie Architecture.

The Planning Board hereby makes the following findings as the Board of Selectmen's Review:

1. The site appears to support adequate access for emergency purposes, including fire, police and ambulance; however, the Planning Board advised that the Board of Selectmen should seek input from the Chief of Police and Fire Chief as part of their review. The Board discussed per suggestion by the Fire Department that the service road exit onto Springdale Avenue be widened to allow an adequate turning radius

for fire equipment. In addition, to ensure proper site operation and safety, the Planning Board recommends a building manager be hired for the new facility.

2. The lot size, frontage, yards and heights of buildings are appropriate as to the proposed use of the site.
3. The convenience and safety of vehicular and pedestrian movement on the site, the location of driveway openings in relation to street traffic and the impact of traffic generated by the facility were reviewed by Nitcsh Engineering. The Planning Board recommends that the egress drive be expanded to two lanes to accommodate left and right turn lanes, which should reduce the potential for queuing interior to the site blocking access to long-term parking spaces, and which the applicants have indicated they will do.
4. The arrangement and the number of parking and loading spaces in relation to the proposed uses of the premises should be adequate for day-to-day operations. Some members of the Planning Board remain concerned the proposed parking is inadequate but believe that can be managed operationally. It is recommended that the Board of Selectmen may want to consider a condition requiring police details for traffic safety during events. Further, the installation of directional parking signage on the interior of the site and public parking signage in the Village Center at the Town House, Town Garage (both of which are within 500' of the Community Center), as well as the CCC might better assist residents to find parking close to the facility during major events and traffic flow.
5. Provided the Board of Health and Town Engineer are satisfied, the proposed facilities addressing water supply, sewage, refuse and other methods of waste disposal, and adequacy of other methods for waste disposal, surface and subsurface drainage are deemed adequate.

In addition, the Planning Board recommends approval of the Site Plan application subject to the following conditions:

1. Prior to the issuance of a building permit for the construction of the building, the applicant shall submit a final site plan indicating all setback dimensions from lot lines, building perimeter, and parking areas, as well as two-lane vehicular egress, subject to the review and approval of the Land Use Director.
2. Prior to the issuance of a building permit for the construction of the building, the applicant shall submit final floor plans and elevations subject to the review and approval of the Land Use Director.
3. Prior to the issuance of a building permit for the construction of the building, the Board of Health and/or their agent shall review and approve the septic and stormwater plans.

4. Minor modifications to the site plan, landscaping plan, illumination plans, or architectural plans may be reviewed and approved administratively by the Land Use Director. Major modifications shall require the review and approval of the Planning Board, subject to the determination of the Land Use Director.
5. No exterior lighting serving the accessory structure shall cast onto neighboring properties.

Ms. Lisbon made a motion to approve the recommendations for the Board of Selectmen, to consider, for the site plan for 4 Springdale Ave; seconded by Mr. Motley. The motion passed by a voice vote of 5-0.

#### **d. Hazard Mitigation Plan**

Martin Pillsbury, Metropolitan Area Planning Counsel, presented the Hazard Mitigation Plan, including maps, charts and graphs. The plan is a necessary document in order to allow towns to apply for many different types of grants that are available on both the local and federal level. The plan will be reviewed by MEMA and FEMA for comments, which will then be sent back to MAPC for incorporation into the HMP . After a final review by the Planning Board, s the Plan will be sent to the Board of Selectmen for adoption.

Mr. Pillsbury reviewed comments submitted by board members during the meeting and presented an overview of the plan. No members of the public submitted comments on the draft plan.

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

Work continues on the Hale Task Force. A citizens group ([www.savehale.org](http://www.savehale.org)) is forming to educate citizens.