

DOVER PLANNING BOARD

Meeting Minutes

7:00 PM

February 7, 2022

Held Remotely Via Zoom

Members Participating: Carol Lisbon, George Sidgwick, Scott Freedman, and Valerie Lin

Others Participating: Land Use Director Courtney Starling, Planning Assistant Sue Hall, and Joyce Hastings, GLM Engineering

Opening: Chair Carol Lisbon, called the meeting to order at 7:03 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

Ms. Lisbon made a motion to approve the minutes for December 6, 2021, as amended; the motion was seconded by Mr. Sidgwick and passed by a voice vote of 3-0.

The approval of January 10, 2022 meeting minutes was postponed to February 28, 2022.

II. New/Special Business:

a. 53 Glen Street, Site Plan Review

The applicants, Jane and Peter Laird, are proposing to demolish their existing garage and construct a new two-story accessory structure in their rear yard. The proposed structure will measure 24' x 32' (1,536 s.f.) and will contain two floors: the first floor will be a two-bay garage and an interior stairway, and the second floor will be a gym, office, and half bath. The structure has a gable roof with a shed dormer on the southern elevation. The proposed structure appears to be approximately 25' tall as measured to the ridge. Full elevations were not provided as part of the application.

Mr. Sidgwick asked if there were going to be any cooking facilities. There are none. Mr. Sidgwick also asked if abutters had been notified. Ms. Starling stated they had been notified, and two of the abutters were present though they declined to comment.

Ms. Lisbon made a motion to approve the site plan by RIM Engineering, stamped and signed by Craig E. Cygawnoski, last dated 1/24/22, as well as the undated plans and elevations, by unknown, submitted on 1/24/21, subject to the following conditions:

- 1. Prior to the issuance of a building permit, the applicant shall submit full elevations and floor plans, subject to the review and approval of the Building Inspector.**
- 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. Freedman and passed by a voice vote of 3-0

b. 9 County Street, Site Plan Review

The 9 County Street applicant submitted a request to postpone until the February 28, 2022 meeting.

III. General Town Business

a. Zoning Discussion – Modifications to the Table of Uses and Definitions

The following Definitions were discussed:

- Accessory Apartments
- Average Finished Grade
- Building Height
- Craft Retail and Production Shop
- Driveway

Ms. Lin asked if another area other than the primary driveway, such as a path area leading to another part of the property would be considered a driveway? Ms. Starling stated two curb cuts are not permitted for residential uses, which limits extraneous driveway creation.

- Dwelling Unit
- Gross Floor Area

Ms. Lisbon asked whether an attic is a part of the calculations of Gross Floor Area. Ms. Starling responded by explaining that only finished rooms, including finished rooms in an attic or basement, are included and that

language could be added to the proposed definition before the next Planning Board meeting to make it clearer.

- Formula Business
 - Ms. Lisbon asked if banks were included in the category of formula based business. Ms. Starling stated that was determined by the number of locations they have both in the area and the country.
 - Ms. Lin asked about medical facilities. Ms. Starling stated that it would also apply to “chain” medical facilities (e.g. Gentle Dental).
- Foundation
- Historic
 - Ms. Starling stated the proposed definition is based on the Department of the Interior standards. Ms. Lisbon asked if this will impact the Town Bylaw regarding its historic structures. Ms. Starling said it will not because it is a general bylaw. Ms. Lisbon noted that it might confuse people if the definitions are different. Ms. Starling stated consistency with existing definitions is a higher priority than a new definition, and she would change the proposed zoning definition to reflect the existing Demolition Review bylaw definition.
- Impervious Surface
- Lot Coverage
 - Ms. Lisbon asked whether gravel driveways were considered impervious surfaces. Ms. Starling said yes because generally crushed gravel, although somewhat permeable, still impedes drainage. In the future, the Planning Board would like to better address lot coverage to incentive the use of permeable materials.
- Nonconforming Building or Lot
- Nonconforming Use
- Parking Space
- Perfect Square
- Setback
- Short-Term Rental
- Street
- Subdivision
- Use

The following Table of Uses were discussed:

- Planning Board would be the Special Permit granting authority where PB is noted in the Table of Uses. Specifically, for Accessory Units
- Retail Services or Service Establishments
- Formula Businesses

Ms. Lin asked if real estate companies would be considered formula businesses. Ms. Starling stated some would be.

- Restaurants or Places that Serve Food

Ms. Lin asked if the American Legion or the churches would fall under this category. Ms. Starling said that while they serve food, those uses are “assembly” or “social club” uses which are allowed as-of-right.

- Craft Retail and Production Shops
- Professional Offices
- Airport or Heliport Landing Field
- Short Term Rental
 - The Board briefly discussed whether or not there are STR units in Dover.
 - Ms. Starling stated if they do exist, they are subject to a hotel & lodging (rooms) tax which the town could have a local option to adopt an additional local surcharge on the rooms tax to increase local receipts.
- Mixed Uses, Two or More Principal Uses on One Lot

b. These Board members have agreed to represent the following Warrant Articles at the Warrant Open Hearing:

- Table of Uses and Definitions - Carol Lisbon and Bill Motley
- Accessory Dwelling Units – Jody Shue
- Approval of Existing Trail Easements – Open Space Committee with Assistance from Carol Lisbon and Bill Motley
- Flood Plain Update – Scott Freedman

c. Board members agreed to inquire whether the application for 9 County Street could be heard at a later date due to a full agenda on 2/28, as a result of necessary work needed for preparation of the warrant articles for town meeting. Ms. Starling will contact the applicant.

IV. Updates from Land Use Director

- A draft memo with comments will be reviewed at the next Planning Board meeting regarding the proposed new law with rules for MBTA service areas. After review the memo will be submitted to the Board of Selectmen to forward to the state.
- The Village Center Visioning survey will be closing in about a week.
- The Water Study Committee will interview for a water study consultant.
- Mr. Dwelley, Town Administrator, and Ms. Starling, Land Use Director, will meet with DCR to discuss the intended submission of an application for a Culvert Replacement Municipal Grant for the replacement of the culvert on Willow Street.
- A zoning hearing for town meeting articles will be scheduled in the near future. Ms. Starling will forward the details to the Board.

Adjournment:

At 8:50 PM Ms. Lisbon made a motion to adjourn; the motion was seconded by Mr. Sidgwick The motion passed by a voice vote of 5-0.