

DOVER PLANNING BOARD MINUTES

December 14, 2015, Approved as Amended, January 11, 2016

Chair Mark Sarro called the meeting to order at 7:30 PM at the Dover Town House. Also present were Board members Kate Bush, John Dougherty, Henry Faulkner, Associate Member Jody Shue, Consulting Planner Gino Carlucci, and Planning Assistant Susan Hall.¹

1. SITE PLAN REVIEW, NEEDHAM BANK, 60 CENTRE STREET

Present were Attorney Vin O'Brien, Eric Morse and Mary Crane. Mr. O'Brien gave a brief history of the existing drive-up window. He said the applicant is initiating a new permitting process due to the length of time the drive-up window has been inactive. The applicant is also requesting a permit to install an ATM, which it said is allowed under the bank's lease. The Board asked questions about the location and maintenance of the ATM and noted that the bank's name on the side of the machine would require a sign permit. The Board requested, and the applicant agreed to provide: (1) written permission from the property owner for the proposed ATM installation, and (2) letters from the Superintendent of Streets, Police Chief and Town Engineer indicating their input and/or approvals. The Board asked Mr. Carlucci to draft a decision for the Board to review at its next meeting, and to notify abutters of this application, to seek their input before finalizing the Board's decision.

Exhibits submitted:

- Exhibit 1, A rendering of the proposed ATM and its location
- Exhibit 2, A rendering of the side and front view of the ATM
- Exhibit 3, Traffic study, dated December 9, 2015, by MDM Traffic Consultants, Inc.

2. SITE PLAN APPROVAL DRAFT REVIEW

The Board continued reviewing its draft changes to the Site Plan Approval bylaw. Mr. Carlucci will make the changes the Board discussed.

¹ Board member Carol Lisbon was unable to attend the meeting due to another commitment.

3. APPROVAL OF MINUTES

On a motion duly made and seconded, the Board voted to approve the minutes, as written, for November 30, 2015. The motion passed unanimously with three members voting.

4. ANR, 4 HAVEN TERRACE

On a motion duly made and seconded, the Board voted to endorse the ANR plan for 4 Haven Terrace. The motion passed unanimously with four members voting.

The meeting adjourned at approximately 9:00 PM.

Respectfully submitted

Susan Hall, Planning Assistant