

DOVER PLANNING BOARD MINUTES

January 27, 2020, Approved as Amended, February 24, 2020

Members Present: Chair Carol Chirico, Henry Faulkner, Carol Lisbon, Mark Sarro, and Jody Shue. Associate Member Tara Nolan participated remotely.

Others Present: Consulting Planner Gino Carlucci, Mark Amid of Goddard Consulting, Lynn Hawkins, Rachel Wattsky, Matt Wattsky and Rob Truax of GLM Engineering.

Absent: Planning Assistant Sue Hall was absent due to illness.

1. Opening

Chair Carol Chirico called the meeting to order at 7:30 PM at the Dover Town House.

2. Regular Business

The Board approved the minutes of the January 6, 2020 meeting were approved as written. The vote was 5-0 in favor.

3. New/Special Business

A. PUBLIC HEARING – SCENIC ROAD PERMIT LOTS 3/4 CLAYBROOK RD.

The applicants reviewed the plan, explaining that the design for the lot had changed to relocate the driveway was moved to the other side of the lot. They are proposing to remove two trees. The applicants met on site with Superintendent of Streets, Craig Hughes, who agreed that the two large red oaks should be removed, but that a third one could remain as it does not interfere with sight distance from the proposed driveway location.

After determining that Board members had not yet received the application materials and to allow for time to do a site visit, the hearing was continued to January 27, 2020 at 7:30 PM.

B. ANR – 30 WILSONDALE STREET

Rob Truax of GLM explained that his client is splitting off two acres at the rear of the current lot to convey it to the abutter. After some discussion, a motion to endorse the plan was made, seconded and passed unanimously on a 5-0 vote.

C. PUBLIC HEARING – FORMS AND APPLICATIONS

Due to the absence of Planning Assistant Sue Hall, this hearing was continued to January 27, 2020.

4. Other Business

A. POTENTIAL ADMINISTRATIVE CHANGES

Chair Carol Chirico reviewed potential administrative changes that would impact the Planning Board office, as presented to her by the Town Administrator. Specifically:

- The new Assistant Town Administrator will be responsible for personnel matters pertaining to the Planning Assistant position, such as regular hours, time off and payroll. The Board would retain responsibility for the Planning Assistant's annual review.
- The Town is considering hiring a full-time Town Planner as part of a reorganization that would consolidate staff for the land use boards such as Planning Board and Zoning Board of Appeals in order to better coordinate and more efficiently provide services. The Assistant Town Administrator is researching other similar towns' experiences with this structure.

B. DRAFT BYLAW UPDATES

The Board reviewed draft revisions to the accessory apartment bylaw. It decided to propose the following changes as relatively minor updates to the current bylaw:

- The date after which buildings are not eligible for apartments would be removed, but only principal residences would be eligible.
- The maximum size would be increased from the current 800 square feet to 1,200 square feet.
- A definition of "Accessory Apartment" would be added.
- ZBA would remain as the special permit granting authority.

The Board decided not to pursue a bylaw at this time to address short-term rentals. The hearing on the proposed bylaw changes was scheduled for February 24.

5. ADJOURNMENT

The meeting was adjourned at 9:55 PM.

Respectfully submitted,

Gino Carlucci
Town Planner