



DOVER PLANNING BOARD

Meeting Minutes

7:00 PM

October 16, 2023, Approved as Amended, November 13, 2023
Held Remotely Via Zoom

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

Associate Member: Val Lin.

Others Participating: Town Planner Jasmin Farinacci, Planning Assistant Sue Hall, Stephen and Patty Little, 33 Walpole Street, Dover; Tony Roossien, Anthony Roossien Architects, Inc., 1 Copper Beech Lane, Nahant, MA 01908; John Sullivan, 35 Walpole Street; Amy Wilson, 21 Schaffner Lane; Shawn Whalen, 15 Schaffner Lane; Norma Sullivan, 1 Tisdale drive; Maggie Charron, 18 Tisdale Drive; Dr. Aihva Yang and Hualiang Xu, 26 Tisdale Drive; taryn Burke, 34 Tisdale Drive; Linda Avedikian, 78 Tisdale Drive; Cheryl MacDonald, 86 Tisdale Drive

Opening: Chair Carol Lisbon called the meeting to order at 7:00 PM.

I. New/Special Business:

a. Site Plan Review, 33 Walpole Street

Present were property owners Stephen and Patty Little and their architect Tony Roossien. Mr. and Ms. Little propose to remove two separate garages and construct one three-car garage with a potting shed attached in approximately the same location. The proposed garage will measure 48 x 28 s.f. The siding will be natural cedar shingles to match the existing home as well as matching eave and trim details. The proposed garage will be in an area already cleared of trees and the impact on the surrounding area will be minimal. During a discussion between the applicant's architect and the Planning Board, it was noted that it is very probable that the top floor of the garage will be turned into an Accessory Dwelling Unit. As a result, plans were changed to include an interior staircase rather than the exterior one in the original plans.

Ms. Lisbon made a motion to approve the plans entitled Little Residence 33 Walpole Street, dated March 29, 2023 with the following conditions:

- (1) Prior to the issuance of a building permit, minor modifications to the Site Plan may be approved administratively by the Planning Board Chair**
- (2) Any future modifications to the site shall be reviewed and approved by the Planning Board.**
- (3) The proposed garage may at a future time become a detached Accessory Dwelling Unit. It was recommended by the Building Inspector that the applicant apply for the Accessory Dwelling Unit under a separate application from the construction of the garage. If the applicant elects to construct a detached accessory dwelling unit an application for Site Plan Review shall be submitted to the Planning Board at least ten days prior to submitting an application for a Special Permit to the Zoning Board of Appeals. The Zoning Board of Appeals shall receive a copy of the Site Plan Review application. The Planning Board shall submit a written report based on the results of this Site Plan Review to the Zoning Board of Appeals prior to their public hearing. The report of the Planning Board shall include any recommended conditions for a Special Permit related to the Site Plan Review.**

Seconded by Ms. Shue. The motion passed by a voice vote of 5-0

● II. General Town Business

a. Approval of Minutes

No minutes to approve

III. Review of FY24 Initiatives

a. Organization of Initiatives

Ms. Faranacci has created a spreadsheet for the purpose of scheduling and organizing future projects:

1. Housing

- Implementing the Housing Production Plan and collaborating with the Housing Task Force that is being organized. The first meeting is scheduled for October 18. The Task Force will have two goals. The short-term goal is to formalize a process to ensure that the Town utilizes the best method when receiving an application from Mass Housing or for any multi-family development. The second goal is to further discuss what type of housing would be in the Town's best interest.**
- 40 B Projects**
 - Trout Brook Road scattered lot 40B is currently before the Zoning Board of Appeals. The next scheduled meeting is November 2.**
 - Subdivision off Tisdale Drive, abutting Red Robins Pastures. Comments were submitted to the Town Administrator on**

October 12 that will be sent to Mass Housing as part of the application process. There were several attendees from Tisdale Drive and Schaffner Lane at the meeting expressing their concerns with the proposed development. A few specific concerns were: can Aquarion Water Company supply enough water for a development of this size, the quality of water and volume for the existing customers, the increase of traffic and the safety of the many children in the neighborhood, and the logistics of snow removal.

- Open Developable Land
 - Pulte has been denied water and sewer access from Medfield.

- 4. MBTA
 - The Town has entered into a contract with Horsely Whitten Group for consulting regarding the MBTA Housing Bylaw. The consultant, Jeff Davis, will meet with Ms. Shue and Ms. Farinacci on October 30 regarding the next steps for the Town to move forward with identifying an overlay district and developing architectural guidelines.

- 5. 53G
 - Town Counsel is currently drafting language to allow the Planning Board to hire an outside consultant to aid the Planning Board during the application hearings. The applicant will be responsible for payment.

- 6. Technology and Communication
 - Ms. Farinacci will be taking over responsibility of the Planning Board pages on the Town's website. The goals are to improve transparency for the public and to reduce the number of steps for navigating the pages.
 - Ms. Hall is continuing to work on the digitization of all files in the office. Implementing of an online permitting is being considered by the Board of Selectmen.

- 7. Town Meeting
 - Ms. Farinacci will prepare and submit to the Board a timeline for proposed articles for the FY 24 Town Meeting.

- 8. Bylaw Changes
 - The ADU bylaw comment period will close on November 18 and then the bylaw is official .
 - The Board reviewed the draft of the proposed construction hours bylaw that Ms. Farinacci prepared. The discussion mainly focused on the hours of construction on a daily basis. It was discussed with particular attention to the weekend hours.
 - The stormwater bylaw is still in the process of being drafted by Jon Davis. He is waiting for all the department's comments before releasing another draft.

- Ms. Farinacci will review the Brovitz Report and gather certain actionable items as regulations or bylaws that can be used to set up guard rails for the Village Center.
- Ms. Farinacci has drafted an RFP for a bylaw diagnostic. It has been forwarded to Town Administrator, Mike Blanchard for his review

9. Open Space

- There will not be a fall town meeting concerning the Conservation Restriction that is currently being drafted for Hale Reservation.

10. Other

- Planning Board sent a memo with comments responding to the Board of Selectmen regarding their roles and responsibilities per their request.
- The Board and Planning Board staff continue to work on improving communications with other Boards and Committees.

11. Grants

- Ms. Farinacci is reviewing the Planning Assistance grant of \$12,000 that was awarded to the Planning Board for Natural Resource Protection Zoning and a Tree Bylaw. The \$12,000 will be supplemented with \$6,000 from the Planning Board budget. Rural Planning Associates consultant Jeff Lacy will be assisting in the writing of these bylaws.
- Ms. Farinacci has applied for a \$50,000 grant to assist in a tree inventory of public owned land and town ways. This grant will be awarded in November 2023.

IV. Chair Update

- Ms. Lisbon informed the Board that the Warrant Committee has assigned two Warrant Committee members to the Planning Board as liaisons for FY25. The members are Martin Howard and Jerry Chen.

Adjournment:

At 9:10 PM Ms. Lisbon made a motion to adjourn; seconded by Ms. Shue. The motion passed by a voice vote of 5-0.