

***Town of Dover
Development Review Board***

Meeting Minutes

**January 28, 2016 at 7:00 PM
Dover Town Office**

***THESE MINUTES ARE NOT OFFICIAL UNTIL THEY HAVE BEEN APPROVED BY
THE DEVELOPMENT REVIEW BOARD***

- I. The regular meeting was called to order at 7:00pm by Chair Shippee.
- II. All parties present were asked to sign in.
- III. The notice of hearing was read into the record.
- IV. Board members present were: Chair Sarah Shippee, Vice Chair Jim Lynch, Alternates Jonathan Prial & Stephen Palermo. They introduced themselves to the audience. The Zoning Administrator, David Cerchio and Recording Secretary, Jeannette Eckert was also present along with Dan Dumais, Rose Gillespie & Betsy Wadsworth.
- V. A general description of the evening's proceedings was presented by the Chair, as well as a brief explanation of Interested Parties. All Interested Parties were notified of their rights as Interested Parties to speak on the application and to appeal the application. Interested Parties were notified that participation in the hearing, either by verbal or written testimony, is required in order to appeal the Decision to the Environmental Court.
- VI. A draft of the minutes for the meeting will be posted by Tuesday, February 2, 2016 and all Applicants are encouraged to review those minutes for accuracy and any comments or inconsistencies should be sent to the ZA before the next meeting. All exhibits presented are available for public viewing through the ZA or Recording Secretary. All parties intending to give testimony were sworn in.
- VII. **To consider application #15-RT025-01** by Ms. Rosemary Gillespie for the addition of an 880 square foot covered deck as a Permitted Use to a Conditional Use, in accordance with Sections 375, 380, 385 and 470 of the Zoning Bylaw. The property is located at 7 Waldwinkle Road and is known as The Austin Hill Inn. Parcel #RT025.

ZA Cerchio testifies that the hearing has been properly warned and posted.

Applicant & property owner Rosemary Gillespie testifies that all abutters have been notified and in a timely manner.

Applicant Gillespie's reviewed ZA Cerchio's summary and testifies that it is accurate.

Exhibit A: ZA Summary

Exhibit B: Updated property map depicting existing building location & circular driveway

Applicant testifies to the following:

- Requests to construct a covered deck on the Austin Hill Inn
- Wood structure with a metal roof--proposed to be 60 feet in length and 10 feet in height

- All the setbacks have been met
- Application is before the DRB due to its conditional use circumstance

On a motion by Vice Chair Lynch, seconded by Alternate Palermo, the Board unanimously agreed to close the hearing

VIII. To consider application #15-AS002B-19 by Ms. Betsy Wadsworth on behalf of Ms. Meg Ramsey, President, Valley Center Management for a change of Conditional Use from retail to office in accordance with Sections 375, 380, 385 and 470 of the Zoning Bylaw. The property is located at 148 Route 100 and is known as The Valley Center. Parcel #AS002B.

ZA Cerchio testifies that the hearing has been properly warned and posted

A letter from Meg Ramsey authorizes Applicant Wadsworth to represent on her behalf

Applicant Wadsworth testifies that all abutters have been notified and in a timely manner

Applicant Wadsworth testifies that ZA Cerchio's summary is accurate

Exhibit A: ZA Cerchio's summary

- Property is located in the Valley Center at 148 Route 100—Building 2B
- Change of use from retail space to office space
- Building is approximately 1200 square feet
- Parking requirements have been met
- In compliance with sign ordinance

On a motion by Alternate Prial, seconded by Vice Chair Lynch, the Board unanimously agreed to close the hearing

IX. To consider any other business which may legally come before the Development Review Board.

- Approve minutes of Dec 10, 2015

On a motion by Vice Chair Lynch, seconded by Alternate Prial, the Board voted 3-0-1 to approve the minutes of December 10, 2015. (Palermo abstained)

- Approve minutes of Jan 14, 2016

On a motion by Vice Chair Lynch, seconded by Alternate Palermo, the Board voted 3-0-1 to approve the minutes of January 14, 2016. (Prial abstained)

On a motion by Alternate Prial, seconded by Vice Chair Lynch, the Board unanimously agreed to move into Deliberative Session at 7:20pm.

On a motion by Vice Chair Lynch, seconded by Alternate Prial, the Board unanimously agreed to move out of Deliberative Session at 7:35pm and the hearing was adjourned.

Next hearing is scheduled for February 11, 2016

Respectfully submitted by Jeannette Eckert, Recording Secretary

POSTED AT: Town Clerk's Office, Administration Office, Dover Free Library, East Dover Post Office & Town website www.doververmont.com.