

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

***Meeting Minutes  
September 25, 2014  
7:00pm at 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 Sarah Shippee. The Board introduced themselves to the audience.
- 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, Steve Montello and Geri Golet. The Zoning Administrator, David Cerchio was also present. ***Applicant Richard Caplan arrived at 7:18pm.\*\****
- V. A draft of the minutes for the meeting will be posted by Tuesday, Sept 30, 2014 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.
- VI. **To consider application #14-RT065-06** by Richard Caplan, President of OMT for an additional sign in accordance with Section 130 of the Dover Sign Ordinance. The property is located at 183 Route 100, West Dover and is known as OMT Parlor and Tavern/Forge. Parcel Number RT065

While awaiting the arrival of the Applicant, ZA Cerchio testifies to the following:

- Application comes before the DRB as it requires Conditional Sign approval as a *“pre-existing or new sign in a specified location which will in the opinion of the Board substantially comply with the intent of this Ordinance.”*
- Applicant Caplan desires to change the sign to reflect real estate information, new menus, brochures, designate parking for the Dover Park and Town trails
- Normally Applicant would have to apply for a permit with each change
- Mixing businesses: menus for both pub and restaurant, real estate information, brochures etc.
- Building holds three businesses, does that constitute a sign plaza?—nothing in the Ordinance addresses whether the Board can make that determination
- Applicant has chosen to be regarded as three individual businesses
- Applicant is allowed one more sign
- Each side of a sign is considered one sign

\*\*Applicant Caplan arrived at 7:18pm

Chair Shippee advises the Applicant on the option of considering the application with a full board of 5 members or with the 3 members present tonight. With only three members present a unanimous vote would need to be rendered on the application for it to be approved. The Applicant reviews the option and requests to move ahead with his application.

ZA Cerchio testifies that the hearing has been properly warned and posted. Applicant testifies that all abutters have been warned in a timely manner. Applicant reviews ZA Cerchio's summary (Exhibit A) and testifies to its accuracy.

Applicant testifies to the following:

- Desires to place a sign on the corner of the Valley Trail & Country Club Road
  - Prefers to call it a kiosk
  - Placement in the upper gravel parking area
- Multi-purpose informational sign
- Two 8 x 8's with a roof over it
- Plexi-glass brochure boxes to protect items from the weather
- Proposed wording "Welcome to The Dover Forge and One More Time Billiards Parlor" "Home of Hermitage and Deerfield Valley Real Estate"
  - Total of four lines of wording
- An additional application would be needed to utilize other side of sign which is blank
  - Applicant would welcome the Town's use of the other side of the sign (for example, a Valley Trail map)

On a motion by Board member Golet, seconded by Board member Montello, the Board unanimously agreed to close the hearing.

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

**VIII. Deliberative Session:**

On a motion by Board member Montello, seconded by Board member Golet, the Board unanimously agreed to move into Deliberative Session at 7:35pm

On a motion by Board member Golet, seconded by Board member Montello, the Board unanimously agreed to move out of Deliberative Session at 8:05pm

Meeting adjourned at 8:05pm.

Respectfully submitted,  
Jeannette Eckert, Recording Secretary

*POSTED AT: Town Clerk's Office, Administration Office, Dover Free Library,  
East Dover Post Office & [www.doververmont.com](http://www.doververmont.com).*