

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

Meeting Minutes

**March 22, 2018 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, Steve Montello & Stephen Palermo. The Board introduced themselves to the audience.
Zoning Administrator Wayne Estey and Administrative Assistant, Jeannette Eckert was also present along with Applicants Michael McGillion & Andrew Loney, and Heather Kelly.
- 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, March 27, 2018 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.

1. **To Consider Application # 18-RT075-01 REOPENED** by The Gathering Place for a change of use from Restaurant to Adult Day Care Facility. The property is commonly known as the First Wok.

ZA Estey testifies that the hearing has been properly re-warned and posted.

Applicants McGillion & Loney testify that all abutters have been properly re-warned & in a timely manner.

Applicants have permission to represent The Gathering Place

Applicants review ZA summary and testify to its accuracy (Exhibit 1) with the caveats that Change of Use will also include the need for handicap parking spaces as well as a very shallow ramp added to the entrance way

No interested parties were present or provided written testimony

No conflict of interest was present

Applicants testify to the following:

- Small ramp at the entrance to facilitate handicap access will be 8 ft in length by 5 ft wide
 - This is the only exterior change to the property besides the handicap parking spaces

- Pitch of the ramp is 1” to 3” and will not exceed the requirement needed for hand rails
 - Will make contractors aware of the pitch
- Ramp will be covered to be kept clear of snow/rain
- Enclosed entryway with double set of airlock doors
- Estimate of 10 employees at the site
- Three ADA parking spaces are requested

Bylaw requires a 9’ x 22’ standard parking space which is slightly larger than ADA requirement

The Dover Planning Commission’s Findings of Fact as relates to Adult Day Care Facility was presented as Exhibit 2

Applicants testify that the Planning Commission’s statement, as adopted on March 19, 2018, is accurate and adequately addresses the questions that were raised

On a motion by Board member Montello, seconded by Alternate Palermo, the Board unanimously agreed to close the hearing

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

- Approve minutes of Feb 8 and Feb 22, 2018

On a motion by Board member Montello, seconded by Alternate Palermo, the Board unanimously approved the minutes of Feb 8 and Feb 22, 2018

- Chair Shippee will draft a letter of re-appointment for the Alternates and Board members whose terms are up March 31, 2018 and it will be presented to the Select board for approval
- Heather Kelly was interviewed for an Alternate position

On a motion by Board member Montello, seconded by Alternate Palermo the Board unanimously agreed to move into Deliberative Session at 7:20pm

On a motion by Board member Montello, seconded by Alternate Palermo, the Board unanimously agreed to move out of Deliberative Session at 7:30pm

3. **Adjournment at 7:30pm**

Respectfully submitted by Jeannette Eckert, DRB Administrative Assistant

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