



**Kingston Zoning Board of Appeals
Town House
26 Evergreen Street
Kingston, MA 02364**

Minutes 12/17/25

On December 17, 2025, the Kingston Zoning Board of Appeals discussed a special permit request by Henry Gavigan and Kate Santa Maria to demolish an existing deck and convert it into a four-season room. The project, located at 4 North Street, involves a 13x13 ft addition, with a 19 ft setback from neighbors. The board emphasized the need for accurate site plans, including impervious surface calculations, to ensure compliance with a 25% limit. The applicant agreed to replace pavement with crushed stone if necessary. The board approved the permit with conditions, requiring updated site plans and impervious surface details, and will proceed with an appeals period before finalizing the permit.

Action Items

- [] Review the resubmitted site map and impervious-surface calculations once provided, verify that all board conditions are met, and sign/stamp the permit so the applicant may proceed after the appeals period.
- [] Resubmit a corrected site map/plot plan that includes all building attachments (front deck, stairs, hip roof/stairs), paved parking, walkways, lot lines, and an updated impervious-surface calculation table showing compliance with the 25% coverage rule; have the revised site map stamped by the applicant's engineer or site planner and submit it to the board as a condition of the permit.
- [] Provide a quick sketch of the main-floor existing layout showing the kitchen and bathroom locations (to confirm the addition will not convert living spaces to a bedroom) and add this to the submission package.
- [] Calculate total impervious surface for the lot, determine whether current pavement causes the project to exceed the 25% coverage threshold, and if necessary, implement the agreed mitigation (convert one parking area or other paved area to crushed stone/shells or

other pervious surface) and document that change on the revised site map/table.

Outline

Public Hearing for 4 North Street

- Paul Dahlen opens the Kingston Zoning Board of Appeals meeting at 7:05 PM on December 17, 2025.
- Kevin Writhington, Kevin, introduces the public hearing for 4 North Street, with Henry Gavigan and Kate Santa Maria seeking a special permit to demolish an existing deck and convert it into a four-season room.
- Paul Dahlen calls for a second to open the hearing, which is seconded and approved.
- Kate Santa Maria, the applicant, explains the need for a four-season room due to aging and health issues, detailing the proposed changes and the architectural plans.

Details of the Proposed Addition

- Kate Santa Maria describes the need for a room to act as a living area, as the first floor is entirely kitchen space.
- The proposed room will be a three-season room with heat, featuring a French door instead of a slider.
- Kate Santa Maria mentions the house has been re-shingled and is in good condition, with the deck needing support to be enclosed.
- Tom Currie, Thomas Curry, the contractor, explains the addition will be closed off and will include additional footings for support.

Architectural and Zoning Compliance

- Tom Currie clarifies that the addition will be a one-floor, 13 by 13-foot room, with existing footings and additional support around the perimeter.
- Paul Dahlen questions the layout and the inclusion of the kitchen and bathroom in the plans.
- Tom Currie confirms the addition will not change the existing layout outside the three-season room.
- Paul Dahlen and Tom Currie discuss the setbacks and the non-conformity issues, including the front setback and the need for a hip roof.

Impervious Surface and Parking Considerations

- Paul Dahlen emphasizes the importance of calculating the impervious surface coverage to avoid exceeding the 25% limit.
- Kate Santa Maria and Tom Currie discussed the current parking situation and the need to

adjust the pavement to meet the impervious surface requirements.

- Paul Dahlen explains the need for a site plan showing the parking spots and the impervious surface details.
- Tom Currie suggests replacing pavement with crushed stone or shells to meet the requirements.

Conditions for Approval

- Paul Dahlen outlines the conditions for approval, including updating the site plan with all details and impervious surface calculations.
- Marsha Meekins supports the motion to approve the special permit with the conditions, emphasizing the need for a clean record.
- Paul Dahlen and Marsha Meekins discuss the importance of meeting the impervious surface requirements and the need for a professional engineering stamp on the site plan.
- Paul Dahlen calls for a motion to approve the special permit with the conditions, which is seconded and approved by the board.

Final Steps and Adjournment

- Paul Dahlen explains the next steps, including the appeals period and the need to ensure all conditions are met before issuing the permit.
- Paul Dahlen and Marsha Meekins discuss the importance of having a clear and accurate site plan for the project.
- Paul Dahlen calls for a motion to adjourn the meeting, which is seconded and approved.
- The meeting is adjourned, with a reminder to review the minutes and ensure all conditions are met for the special permit.