



**MINUTES OF REGULAR PLANNING BOARD MEETING**  
**November 17, 2014**  
**Planning Board's Meeting Room #315**  
**Town Office Building, 400 Slocum Road, Dartmouth, MA**

**Planning Board**

Mr. Joel Avila, Chairman  
Mr. Joseph Toomey, Vice Chairman  
Mrs. Lorri-Ann Miller, Clerk  
Mr. John V. Sousa  
Mr. Kevin A. Melo

**Planning Staff**

Mr. Donald A. Perry, Planning Director  
Ms. Jane Kirby, Planning Aide

The Chairman called the meeting to order at 6:30 p.m., with all Planning Board members and Planning Staff present.

RECEIVED  
2014 DEC 2 PM 4 10  
DARTMOUTH TOWN CLERK

**Administrative Items**

**(1) Approval of Minutes**

Regular Meeting of November 3, 2014  
Public Hearing Minutes of November 3, 2014  
"Definitive OSRD Subdivision Sagamore Estates"

A motion was made by John Sousa, duly seconded by Kevin Melo for discussion, and unanimously voted (5-0) to approve the above-referenced minutes.

**(2) Invoices**

WB Mason – Office Supplies - \$210.52

A motion was made by Joseph Toomey, duly seconded by Kevin Melo for discussion, and unanimously voted (5-0) to approve the above-referenced invoice.

**(3) Correspondence**

Legal Notices from Dartmouth Board of Appeals  
Legal Notices from Dartmouth Conservation Commission  
Legal Notices from Town of Freetown  
Legal Notices from Town of Westport

A motion was made by John Sousa, duly seconded by Joseph Toomey for discussion, and unanimously voted (5-0) to acknowledge and file the above-referenced correspondence.



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**(6) Discussion: Chapter 91 – Waterways Licenses**

The Planning Board asked for additional information regarding Chapter 91 Waterways Licenses. The Board was seeking more recent cases to determine if the Planning Board comments were being incorporated into the licenses. Waterways Licenses are not readily available to review a history of DEP actions.

Most of the Planning Board's requests were incorporated into the licenses except for the following:

1. The sign was not 2' x 3', but a minimum of 5" x 10"
2. A copy of the as-built and license is not sent to the Planning Board

Carlos Fragata from DEP also provided the following information:

1. Waterways licenses are not posted online
2. The Harbormaster is not asked to comment
3. For homeowners licenses, the DEP generally will not impose stronger requirements
4. For commercial uses such as condominium projects, etc., licenses will require more improvements such as walkways, benches, and better signs

The Planning Director made the following recommendations:

For future Waterways Licenses, a request for review and comment from the Harbormaster will be incorporated into the licensing process. Planning Staff will forward this request to the Harbormaster prior to Planning Board review.

The Board will request that Conservation Staff forward to the Planning Office a copy of all Waterways Licenses issued.

A motion was made by John Sousa, duly seconded by Joseph Toomey for discussion, and unanimously voted (5-0) to support the Planning Director's recommendations.

**6:40 P.M.**

A motion was made by John Sousa, duly seconded by Joseph Toomey, and unanimously voted (5-0) to recess the regular meeting and reconvene in Room #304 for a joint meeting with the Select Board.



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- (4) Joint Meeting w/Select Board in Room #304**  
Discussion: Action Plan for Recruiting Planning Director's Replacement

Select Board

Michael Watson, Chairman

John George Jr.

Stanley Mickelson

Lara Stone, Vice-Chairman

Shawn McDonald

Chairman Avila thanked the Select Board for meeting with the Planning Board. He stated that the Planning Director, Donald Perry, is retiring and planning on working up until January 2, 2014. He explained that the job has been advertised and posted, with a November 28<sup>th</sup> deadline for submitting applications.

The Planning Board invited the Select Board to participate in the interview process, and Chairman Avila was seeking input as to how the Select Board would like to be involved in the process.

Select Board Chairman Watson suggested that the Select Board get involved when the Planning Board narrows down the search to three candidates. He stated that he would personally like to participate, and volunteered to represent the Select Board. Chairman Watson supported the action plan outlined by Chairman Avila.

Stanley Mickelson motioned to appoint Chairman Watson to represent the Select Board, which was seconded by Lara Stone for discussion.

Discussion ensued. The general consensus of the Select Board was that the Planning Board should choose the top candidates, with the Select Board participating in the final interviewing process.

The Select Board voted on the motion to appoint Chairman Watson to represent the Select Board for the hiring process of a new Town Planner. The Select Board unanimously voted (5-0) in favor of appointing Chairman Watson.

**7:10 P.M.**

The Planning Board reconvened in Room #315 to resume its regular meeting.

**The Board continued the discussion regarding the action plan for recruiting the Planning Director's replacement.**

The Planning Board will meet on December 1<sup>st</sup> to review applications and resumes in an effort to narrow down candidates to be interviewed in Executive Session. Meeting dates were discussed in an effort to remain flexible for the



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hiring process. The Planning Board added December 8<sup>th</sup> and December 9<sup>th</sup> to the meeting schedule. Lorri-Ann Miller will speak with the Town Administrator to request that copies of the applications/resumes be forwarded to the Planning Board as soon as possible.

**(5) Appointment – Michael A. Kehoe, Esq.**

Re: Initial Review of an Off-Street Parking Plan  
Cumberland Farms – 114 State Road – Demolition/Reconstruction Project

The Planning Director stated that the deadline for action for the off-street parking plan is November 18, 2014. He noted that a deadline extension request form was forwarded to the Board, with an extension date of December 1<sup>st</sup>, as well as a request for an appointment with the Planning Board on December 1<sup>st</sup>. The Planning Director explained that the date for action should be past December 1<sup>st</sup> in order to allow time to draft the Certificate of Action. He recommended the Board still vote on the original extension request.

Lorri-Ann Miller motioned to approve the timeline for action to December 1, 2014 request, which was seconded by Joseph Toomey, and unanimously voted (5-0).

Planning Staff will also request a new extension form from the applicant extending the timeline for action to at least December 2, 2014.

Lorri-Ann Miller also motioned to approve the extension for action to a date beyond December 1, 2014 – to be determined by the applicant, which was seconded by Joseph Toomey, and unanimously voted (5-0).

**(7) Discussion: SRPEDD Municipal Assistance Project**

RE: Draft Sign Bylaw

The Planning Director provided the Board with a draft letter to SRPEDD outlining the Board's objectives for creating a draft sign bylaw. The Board reviewed and discussed the draft letter. It was suggested that the letter be forwarded to the Select Board to ensure that it shares the same objectives prior to sending the municipal assistance request to SRPEDD.

A motion was made by John Sousa to forward the draft letter to the Select Board for review and comment, which was duly seconded by Lorri-Ann Miller, and unanimously voted (5-0).



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**(8) For Your Information/New Business**

Planner's Report

• **Police Station Parking Lot**

The modular units that will be installed as a temporary police station are considered more permanent than the mobile units currently on the site. As a result, a parking plan will be submitted for Planning Board review.

• **Development of Cell Tower Bylaw**

Attorney Savastano recommended that the Planning Board consider reviewing the Town's Cell Tower Bylaw, which may need improving.

• **Town Hall Space Reorganization Committee**

The Planning Director stated that the Committee selected a designer to do a study and analysis. Discussion ensued.

The Planning Board making the following suggestions:

- Submit Committee minutes in Board packets
- Remind the Committee/Designer of the Planning Board's original concerns with the Select Board's proposal
- Allow room for offices to grow in case development increases in the future and more employees are needed
- Inquire about the computer systems for permitting departments (new programs for tracking purposes that were discussed by the Select Board at previous meetings)
- Consider asking current "user groups" to attend the meetings for input
- Consider holding a public hearing for public input prior to the Committee making a final recommendation to the Select Board

• **Padanaram Village Sidewalks**

An actual sidewalk plan will need to be drafted in order to obtain funding for sidewalk improvements and coordinate phased sidewalk installation.

FYI

**Notary Public Schedule**

A member stated that the Notary Public Schedule was not in the best interest of the general public since it offered limited hours for notary services. It was noted that this service is generally provided in the Town Clerk's offices of most communities.

**Middle School Parking Lot**

The Board requested that a letter be sent to the School Department, School



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Committee etc. requesting that the School Department communicate with the Planning Board regarding the status of the Middle School Parking Lot.

A motion was made by John Sousa, duly seconded by Joseph Toomey, and unanimously voted (5-0) to forward a letter to the School Department.

**(9) Long Range Planning**

Now that Town Meeting is over and the Bliss Corner Mixed Use Bylaw has passed, it is time for the Board to focus on its next long range planning project. The Chairman has asked that this item be placed on the agenda so that the Board can come to a consensus regarding this topic.

Discussion ensued. The Board determined that the next long range planning project will be to work on a Site Plan Review Bylaw. The Board noted that SRPEDD will be working on and drafting an updated Sign Bylaw for review, which could be handled in conjunction with Site Plan Review.

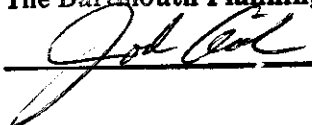
The Board also determined that Town Counsel should discuss his suggested Cell Tower Bylaw revisions with the Planning Board. Town Counsel will be invited to a Planning Board meeting after the suggested amendments to the Cell Tower Bylaw are received for discussion.

With no further business to discuss, Chairman Avila called for a motion to adjourn.

A motion was made by John Sousa, which was duly seconded by Kevin Melo, and unanimously voted (5-0) to adjourn this evening's Planning Board meeting at 8:46 p.m.

The next Planning Board meeting is scheduled for December 1, 2014 in Room #315.

**APPROVED BY:**  
**The Dartmouth Planning Board**

  
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Respectfully submitted,  
Jane Kirby  
Planning Aide