

1            GEORGETOWN PLANNING BOARD MEETING MINUTES – NOVEMBER 12, 2014

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3 The Meeting was opened by Chair, Rob Hoover, at 7:01 PM, and was held at Georgetown Memorial Town Hall, One  
4 Library Street, Georgetown, MA.

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6 Board Members Present: Rob Hoover, Bob Watts, Tillie Evangelista, Harry LaCortiglia  
7 Absent: Tim Howard - *(Tim Howard later arrived at 7:24 p.m.)*

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9 Howard Snyder, Town Planner  
10 Mary-Ellen Feener, Administrative Assistant

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12 APPROVAL OF MEETING MINUTES

13 The Meeting Minutes of October 22, 2014 were reviewed.

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15 H. LaCortiglia: Motion to approve the Minutes of October 22, 2014.

16 B. Watts seconded the motion.

17 Motion Carries: 4:0 - Unanimous.

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19 CORRESPONDENCE

20 Four Public Hearing Notices from the abutting towns were reviewed by the Planning Board:

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22        • Town of Rowley: ZBA Special Permit - 89 Turnpike Road.  
23        • Town of Newbury: ZBA Special Permit - 6 Parker Street.  
24        • Town of Georgetown: Fire Department - 70 East Main Street.  
25        • Town of Newbury: BOS Special Permit – 8 Middle Road & Highfield Road.

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27 VOUCHERS

28 The Board reviewed three vouchers:

- 29  
30        • Staples: Office supplies.  
31        • Staples: Computer equipment.  
32        • Merrimack Valley Planning Commission: FY 2015 MIMAP Operation.

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34 H. LaCortiglia: I move we approve the three vouchers for a total of \$ 3,634.35.

35 B. Watts seconded the motion.

36 Motion Carries: 4:0 - Unanimous.

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38 PUBLIC HEARING

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40 Site Plan Approval: 70 East Main Street (Richdales) – Continued from October 22, 2014

41 The Public Hearing was opened by the Board Chair at 7:08 p.m.

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43 The Town Planner H. Snyder read the following letter for the record:

44 “This is an email dated November 12, 2014. “To Whom it may concern: Please consider this as a  
45 request of the applicant for the property at 70 West Main Street, Georgetown, MA that the public  
46 meeting that was scheduled for the aforementioned property be continued to the first meeting of the  
47 Planning Board in December. Please do not hesitate to contact me if you have any questions. Thank  
48 you, Gary E. Evans, Esquire”.

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50 On October 22, 2014 during the Public Hearing for the Site Plan Approval of the property located 70  
51 East Main Street the Board discussed and requested from the Applicant and/or the Town Planner the  
52 following:

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- 54 • The applicant shows the location of the fence on the plans.
  - 55 • The applicant to submit the specifications for the fence
  - 56 • The location of the septic system should be shown on the plan
  - 57 • The Board suggested the applicant ensure the property conforms with the regulations and  
58 requirements of the American with Disabilities Act
  - 59 • That the applicant obtains clarification from the Zoning Board of Appeals for clarification  
60 regarding what the ZBA meant when they stated the applicant install a ‘reasonable’ barrier
  - 61 • The location of the proposed exterior security cameras should be on the plans
  - 62 • The elevations and locations for the exterior lights should be on the plans
  - 63 • The Board asked for more information regarding the easement/bike path at the front of the lot
  - 64 • There was discussion between the Board and the applicant about the parking requirements
  - 65 • The Board requested that the applicant provides the Board with copies of the Building Permits  
66 which allowed the two exterior signs as shown on the submitted plan
- 67

68 H. LaCortiglia: Motion to continue the Public Hearing for 70 East Main Street for Site Plan Approval to  
69 December 10, 2014.

70 B. Watts seconded the motion.

71 Motion Carries: 4:0 - Unanimous.

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73 161 West Main Street Application

74 The Board reviewed the application to Modify an Approved Site Plan for 161 West Main Street which was  
75 submitted by John Sousa and the property is owned by Vanmar, LLC. The Board decided that the proposed  
76 modification would require a Public Hearing. The Town Planner will schedule the Public Hearing.

77

78 NEW BUSINESS

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80 Parks and Recreation: Special Permit for Major Outdoor Recreational Facility review of Draft Decision

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82 There was a lot of discussion amongst the Town Planner and the Planning Board as to the frequency of  
83 when it would be necessary for the Site Inspection Agent, David Varga, to inspect the site. The Board  
84 Members (H. *LaCortiglia repeatedly*) inferred that having the Site Inspection Agent at the site more than  
85 on an as-needed basis could be a costly expense for the Town. The Board requested that the Decision  
86 should specifically note that the Site Inspection Agent inspect the site on an ‘ass needed’ basis.

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T. Evangelista suggested that the first section of the Draft Decision titled, Finding of Fact be specifically tailored to the project. The Board discussed this section and the following suggestions were made by the Board Members:

- The Board and the Planner discussed the fact that there should be a reference to the Master Plan and the Open Space Recreational Plan which should reinforce the wording within the Plans regarding the need for more sport fields/recreational facilities in Georgetown.
- It was decided by the Board and the Town Planner that under #2: the term ‘major outdoor active recreational facility’ should be incorporated.
- It was agreed upon by the Board and the Town Planner that any comments from the other Georgetown Boards, Commissions and Departments should be noted.
- It was acknowledged by the Board and the Town Planner that any comments from the Public should be noted in the Decision even though both the Board and the Town Planner did not recall that there had been any objections from the abutters nor were there any comments from the Public during the public hearing process which if that was the case the fact should be noted in the Decision.

The Board discussed section 3 titled, Prior to the start of and during construction and the following suggestions were made:

- Under subsection ‘g’ the Board requested that it read: The Inspection Engineer shall perform “As needed” visits during the installation of utilities’ and the Board suggested some words should be deleted.
- The Board suggested that subsection ‘h’ be deleted due to the fact that there will not be lot boundary monuments.
- The Board determined that under subsection ‘m’ the wording be, “The Inspection Engineer shall provide ‘As needed’ checking during pervious pavement sidewalk construction”.
- The Board put forward to the Town Planner that under subsection ‘n’ the following be deleted: “Mix specification is subject to Highway Surveyor approval per subdivision regulations”.
- The Board and the Town Planner agreed that subsection ‘o’ be deleted entirely due to the fact it references monuments and there will be no monuments.
- The Board and the Town Planner recognized that under subsection ‘t’ the words ‘on all subdivisions under construction’ should be deleted.
- It was agreed upon by the Planner and the Board that under Section 3 the Decision should explain where the pavement would end and specify that the pavement be up to station 5 + 85

- The Board and the Planner discussed Section 6 and the following conclusions were made:

The title of Section 6 should be changed from Prior to issuance of the Certificate of Occupancy to Prior to the Sign Off for the Permit.

- 125 • Under subsection 'a' the words, "that the building, signs, landscaping, lighting and" be deleted.  
126 The second sentence of this subsection should read, 'site development comply with the plans  
127 referenced...' and the words *layout* and *substantially* be deleted.
- 128 • The Board proposed that subsection 'c' be deleted. The subsection read, "The Planning Staff,  
129 Planning Board and /or Technical Review Agent (hereinafter "TRA") shall review the site".
- 130 • The Board advised the Town Planner that subsection 'd' should be refined to read something  
131 similar to: 'Final as-built plans showing final elevations, grades, station 5+ 8.5 , layout must be  
132 submitted to and approved by the Planning Board and the Site Inspecting Engineer. "The Board  
133 Members agreed that they would leave the final wording of this subsection to the expertise of the Town  
134 Planner.
- 135 • The Board insisted on the As-Built Plan it having a note about the fact that the grading is ADA  
136 Compliant.

137 Under Section 8, titled Other Special Conditions, the Board and the Planner discussed the following:

- 138 • The Board suggested that under subsection 'a' that some words be deleted and that the  
139 placement of the sign for the recreational facility be part of the approval by the Planning Board.  
140 There was also discussion about having the following be included into this subsection and/or  
141 something similar to the following: 'review of any future project to be reviewed by the  
142 Planning Board prior to fabrication and installation of sign.

143 Other points discussed by the Board and the Town Planner:

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- 145 • The Board suggested that the Decision should elaborate on the proposed water use by the  
146 recreational facility; water to be pumped from the pond.
- 147 • The Board discussed the performance numbers; the compaction requirements, the sieve analysis  
148 and reviewed the plans.
- 149 • The Board considered the types of screening and the fact that the type and color of the proposed  
150 slats of the chain link fence be specified in the Decision.
- 151 • The Planner and the Board also discussed the Erosion Control.

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154 H. LaCortiglia: Motion to adjourn.

155 B. Watts: Second.

156 Motion Carries: 5:0; Unanimous.

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The Meeting was adjourned at 8:50 PM.

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160 The Next Regularly Scheduled Meeting will be held on December 10, 2014

161 in the Georgetown Memorial Town Hall.