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MEETING MINUTES
GEORGETOWN PLANNING BOARD
Wednesday, May 8, 2013
Memorial Town Hall – 3rd Floor
7:00 p.m.

Present: Mr. LaCortiglia; Ms. Evangelista; Mr. Howard, (Arrived at 7:45 PM); Mr. Watts; Mr. Snyder, Town Planner; Ms. Beaumont, Administrative Assistant.

Absent: Mr. Rich

Meeting Opens at 7:08 PM.

Approval of Minutes:

1. Minutes of April 24, 2013.

{Minutes passed over and will be addressed at the next meeting on May 22, 2013.}

Vouchers:

1. H.L. Graham Associates, Inc.: Technical Review Services for 6 Norino Way.

2. W.B. Mason: Planning Office supplies.

Mr. Watts - **Motion** to accept and pay the vouchers.

Ms. Evangelista - **Second.**

Motion Carries: 3-0; Unam.

Public Hearing:

1. Site Plan Approval: Mirra Co. at 6 Norino Way - Continued Public Hearing.

Mr. Murray (Millennium Engineering) - We are seeking approval for site plan improvements. I believe that the technical review has been completed by H. L. Graham and all technical issues have been ok-ed by Mr. Graham. We would like to turn it over to the Board for any additional questions.

Mr. Snyder - I just want to mention that I received an email from the Technical Review Engineer dated Friday, May 3rd. He has received the third revision of site plan revisions and he stated they have addressed the minor comments. So everything is cleared up with Technical Review.

Mr. LaCortiglia - So it sounds like the technical review has been done.

Ms. Evangelista - What was specific on these plans that Mr. Graham indicated to be done?

Mr. Murray - The primary changes were the inclusion of a swale up along the embankment and modifications to the storm water system.

Mr. LaCortiglia - There were extensive comments about the underground storage.

Mr. Murray - Mr. Graham was hoping to see some infiltration in part of that system. We are working with him on that and were able to incorporate it in. We were concerned about the

47 regulations required for infiltration and Mr. Graham helped guide us. We will go to construction
48 this summer. I would assume that the Planning Board will have some type of inspection.
49
50 Mr. LaCortiglia - I would presume that we would not use Mr. Graham for the field inspection but
51 we will use Mr. Varga.
52
53 Ms. Evangelista - Good idea. And you have the fence on order to prevent delays.
54
55 Mr. Murray - We have not done anything on the job yet. We thought we had to wait for
56 approvals. We did not incorporate a fence up there.
57
58 Mr. Mirra - We have no problem putting one in. During the site visit we did talk about it.
59
60 Mr. LaCortiglia - That is a very steep slope and if any kids got up top they could get hurt.
61
62 Mr. Mirra - There is a plastic fence there now but we will put up a chain link fence. What would
63 you recommend?
64
65 Mr. Murray - I think a six foot chain link is what I would recommend. This will basically be in
66 the woods so it will not be too visible.
67
68 Mr. Snyder - There is a temporary fence there now?
69
70 Mr. Mirra - Yes a snow fence.
71
72 Mr. Snyder - I would like to get the wordage for the condition in the decision of approval. Would
73 you say that this is to replace the temporary fence that is already there? What is the length of the
74 fence?
75
76 Mr. LaCortiglia - I would love to close this tonight. The dilemma is if it is not shown on the plan
77 then we have to verbally describe it. It might make it easier if you could show on the plan where
78 the fence is going to be. We can move it to the next meeting.
79
80 Mr. Murray - Can you condition it by Monday once we give you a plan for review?
81
82 Ms. Evangelista - Can we write the condition right on the plan?
83
84 Mr. LaCortiglia - You have to bring it back for signatures anyway. Bring back the updated plan
85 and then we can close.
86
87 Mr. Murray - I will have it back to Mr. Snyder next week.
88
89 Ms. Evangelista - You've asked for a waiver for removing the trees and it is not very descriptive.
90
91 Mr. Snyder - I don't think he will inventory all the trees on the hill.
92
93 Mr. Mirra - There will be thousands of small trees coming down.
94

95 Mr. Snyder - I could write in the condition that they use a hatch pattern applicable to just this
96 area which will be shown on the site plan.
97

98 Ms. Evangelista - I remember our discussion about when you remove trees on the site and you
99 will have erosion and will make the slope steeper.
100

101 Mr. Murray - We are redoing the slope as well.
102

103 Mr. Mirra - We are putting in a new septic system in there as well so the slope is going to
104 change.
105

106 Mr. Murray - I think Mr. Snyder has good idea with the hatch pattern
107

108 Mr. LaCortiglia - Do you have to go to before the Conservation Commission for this?
109

110 Mr. Murray - Yes our first meeting is on May 23rd.
111

112 Mr. Watts - About the location of the fence; it looks like one of the steepest sections is just off
113 the property.
114

115 Mr. Mirra - We own that lot as well so there will be no issue.
116

117 Mr. LaCortiglia - The only other thing is that I recall that we had an abutter who was concerned
118 about the sight view. I see you addressed the lighting. You are proposing a good number of
119 white pine trees at the top of the slope. One thing I did not find in the lighting/planting plan is
120 the area where the septic system is proposed. It seems to me that when you take out a good
121 portion of the slope that you will be opening up a view to the houses so to speak. We need to
122 have a buffer there.
123

124 Mr. Mirra - Would you like to see some white pines in that area too?
125

126 {Discussion held in regards to tree varieties that would be suitable for the area near the septic
127 system.}
128

129 Mr. LaCortiglia - Has the septic been approved by the Board of Health?
130

131 Mr. Mirra - Yes and it has been approved.
132

133 Mr. Murray - We will modify the plan so there is no confusion.
134

135 {Mr. Howard arrives at 7:30 PM.}
136

137 Mr. Snyder - If the Board is happy with what we have discussed then should we move on.
138

139 Mr. LaCortiglia - I am satisfied. Mr. Howard do you have any comments?
140

141 Mr. Howard - I am all set.

142 Mr. LaCortiglia - We can't close the hearing at this point. Are there any abutters who want to
143 make a comment? No abutters are present to make comments.

144
145 Mr. Howard - **Motion** to continue to May 22, 2013 at 7:00 PM.

146 Mr. Watts - **Second.**
147 **Motion Carries: 4-0; Unam.**

148
149
150 **1. Site Plan Approval: Honey Dew Donuts at 103 East Main Street - Continued Public**
151 **Hearing.**

152 Mr. Snyder - The applicant has revised the drawings that I sent out electronically to the Board. I
153 also sent an email to the Board asking you to drive by and look at the landscape improvements.

154
155 Mr. Howard - The whole property is going from an eyesore to a beautiful area.

156
157 Mr. Snyder - The property owners were invited to come in so that they can give an oversight to
158 the Board in regards to Honey Dew Donuts and we can help them streamline their improvement
159 efforts with this and future tenants and their own site improvements.

160
161 Mr. Dana DeLorenzo - My sister Donna and I bought the property and have made improvements.
162 We moved the building materials out back. We put plantings out front as well.

163
164 Mr. LaCortiglia - Is that shown on this plan?

165
166 Mr. DeLorenzo - No not on there. We put twenty three arborvitaes along the side lot line. The
167 former owners put in the white pines which have no growth below five feet and so we put these
168 in as a natural fence.

169
170 Mr. Snyder - I just want to make a note. Putting in the arborvitaes to satisfy a previous effort in
171 screening the property and that screening was a requirement of a previous Zoning Board of
172 Appeals decision.

173
174 Ms. Evangelista - But the trees were not supposed to be white pines - there were different kinds
175 that should have been there.

176
177 Mr. DeLorenzo - We have cleaned up the front area and we have taken down some trees.

178
179 Mr. Watts - I think it is very pleasant for the town to look at now.

180
181 Mr. DeLorenzo - Thank you for saying that. We got rid of chain link gates and we took down
182 that horrible sign. Our plans are to continue to beautify the place. We just got the property and
183 have been paying out of our pocket. We are looking to hot top to make it all one level.

184
185 Mr. LaCortiglia - Are you planning on not using that for outdoor storage?

186
187 Mr. DeLorenzo - We will keep a few palettes of natural stone there. We have moved some of
188 the material behind the building.

189

190 Ms. Evangelista - In regards to the parking lot, we had spoken to the engineer for the Dunkin
191 Donut parking lot and they have some green patches. That would be a lot better than tar.

192
193 Mr. LaCortiglia - There is a dilemma here – essentially there is technically a property line that
194 separates that. This application is for 103 according to our site plan approval and not for 103 and
195 105. On the site plan approval what we are supposed to be imposing is a five foot strip along the
196 side property line that would bi-sect the parking lot. I don't think that this a great idea for you
197 guys. Or you could just get rid of the line. That is an option for you. We are looking for a
198 waiver as we have squared up the safety issue for the parking lot. Eliminate that line and the
199 board does an ANR.

200
201 Mr. Watts - It sounds like it is a simple option for us but maybe not for you.

202
203 Mr. DeLorenzo - We like to keep the two businesses separate for different reasons as there may
204 be a liability.

205
206 Mr. LaCortiglia - We hope that Steve (Engineer) comes up with a traffic solution as there are
207 traffic concerns there. One entrance in and one exit out as Dunkin Donuts has may be a solution.

208
209 Mr. DeLorenzo - The difference is that we run a building supply center and there are trucks in all
210 the time. I do have a couple ideas one of which is painted "in and outs" on the ground and
211 second is a divider out of paver that would denote it.

212
213 Mr. LaCortiglia - One of the things that may help is to take out a portion of the tar and put in an
214 island so to speak with no curbs for planting.

215
216 Mr. DeLorenzo - I think a planting in the middle would be tough. One problem is a sight issue if
217 there were plantings there and another is for the truck traffic.

218
219 Mr. LaCortiglia - I thought that the engineer would incorporate something like an island with
220 low impact drainage.

221
222 Ms. Evangelista - We have a town drain there – when I walked it, the asphalt skirts around the
223 drain.

224
225 Mr. DeLorenzo - If you look at the entrance to the parking lot they raised that sidewalk up and it
226 is not level so they had to put the drain in.

227
228 Mr. LaCortiglia - It says the drain is filled on the plan.

229
230 Mr. DeLorenzo - It is a shallow drain. Peter Durkee investigated it and it is a shallow drain and
231 not filled in.

232
233 Ms. Evangelista - Did he tell you if it drained and does it connect with the other?

234
235 Mr. DeLorenzo - Yes it does and is connected to the one on the street.

236
237 {Discussion about the drain and how shallow it is and to where it is connected.}

238
239 Mr. Snyder - About the pavement. You have a leaseholder coming in for Lot 103 and the Board
240 wants the whole parking lot to be considered. In a lot of ways the Board is asking you to improve
241 the whole parking lot as 103 impacts the whole property.
242
243 Mr. DeLorenzo - As I said, we are planning on paving the parking lot and then paint the whole
244 thing. Up along the building we are thinking about recessed cobblestone.
245
246 Mr. LaCortiglia - Do you have a plan drawn that we could look at?
247
248 Mr. DeLorenzo - No we do not it is just our vision right now.
249
250 Mr. Snyder - It's the Board's appreciation of wanting to and needing to do this. However, a
251 problem of the Board is they want to make sure this and all the other improvements can happen
252 but not if done incrementally and not if there is a compounding effect. If done incrementally and
253 a compounding error occurs the Board may require work you have done be undone. If you can
254 get your vision on paper it would be best for you and the Board.
255
256 Ms. Evangelista - I was there the other day you were very busy I walked to the end of the
257 building I was concerned about the trucks that were parked right up to the sidewalk maybe a
258 wheel stop would work because they were too close to the building. Maybe there should be an
259 area just for trucks to park?
260
261 Mr. DeLorenzo - Do you mean coming into Honey Dew?
262
263 Ms. Evangelista - Yes, maybe an area on the side.
264
265 {Discussion about the parking lot and where trucks and cars will be parking and how the areas
266 will be marked.}
267
268 Mr. LaCortiglia - I would like to see something like that – it is an enormous space for truck
269 driver to pull in to.
270
271 Mr. DeLorenzo - I am all for that as long as it doesn't inhibit the trucks getting in and out.
272
273 Mr. LaCortiglia - How are we going to make it safe for cars and trucks pulling in and out at the
274 same time?
275
276 Mr. DeLorenzo - One of the nice things now is that all the trucks deliver to the back now.
277
278 Mr. LaCortiglia - What would happen if one was an entrance and one an exit?
279
280 Mr. DeLorenzo - I would want to talk to Steve about the traffic flow - I am not opposed to that.
281
282 Mr. Watts - Steve came up with a good solution at Dunkin Donuts. I don't see how that would
283 work here.
284
285 Ms. Evangelista - Maybe going around the building would be better?

286
287 Mr. DeLorenzo - I like that idea better. To have one as an “in” and one as an “out” I think would
288 give you what you are looking for.
289
290 Mr. LaCortiglia - So you don’t have cars all trying to come in and out at the same. You could do
291 it with signs, etc...
292
293 Mr. DeLorenzo - I want nice signs not metal signs maybe granite.
294
295 Mr. Snyder - Maybe you can work with him and Mr. LaMarco and get something on this plan.
296
297 Mr. DeLorenzo - If we could do some type of signage and give us a bit of time to hot top.
298
299 Mr. LaCortiglia - You could leave the cobblestone there – keep in mind they will be leaving the
300 parking lot and going right and left – both ways.
301
302 Mr. Snyder - When they approve the site plan, it is not expected for you to do these
303 improvements right away. It is a goal to have an understanding that it is going to be done but
304 does not need to be done right away.
305
306 Ms. Evangelista - We do need a timeline for these to be done.
307
308 Mr. DeLorenzo - Some things can be done rather quickly.
309
310 Ms. Donna Moulison - Everything is all gone - all the old liquor signs etc...
311
312 Mr. Watts - You are looking for a route for trucks to go around the liquor store and around to the
313 back and another route for cars.
314
315 Mr. Howard - That solves a lot of problems.
316
317 Ms. Evangelista - As long as they are not idling because we’ve had a complaint on that.
318
319 Mr. Howard - Yes, the neighbors on Elm Street have expressed concerns about the diesel fumes
320 and trucks starting up at 6:00 Am and running idle for an hour.
321
322 Mr. DeLorenzo - We have made a conscious effort to keep it behind the Building Supply.
323
324 Ms. Evangelista - Perhaps you need a sign for the parked trucks?
325
326 Mr. DeLorenzo - Out back we could put signs that say “do not idle.”
327
328 Mr. LaCortiglia - We are getting really far here. Are we going to modify this plan?
329
330 Mr. DeLorenzo - Give me time to get the signs for the “in and out” and then we will get the hot
331 top done.
332

333 Mr. Snyder - Your timeline is different than Mr. LaMarco's. He can get his Site Plan Approval -
334 you need to get together with the engineer and revise the site plan.
335
336 Ms. Evangelista - We would need an approximate time frame for that.
337
338 Mr. DeLorenzo - We are going to get it done – this is our business and we have a lot invested.
339
340 Mr. Snyder - Just show the traffic improvements that will benefit Mr. LaMarco and you as well.
341
342 Mr. LaCortiglia - It is not a lot of redraw.
343
344 Ms. Evangelista - If you are delaying the paving then you might want to put the timeframe on the
345 plan.
346
347 Mr. LaCortiglia - Maybe look at it with Steve – plantings with no curb will make it more
348 attractive.
349
350 Mr. DeLorenzo - I am worried about sight view and plowing issues.
351
352 {Discussion about plantings and where to put them.}
353
354 Mr. Snyder - When you talk to Steve about traffic flow improvements and ask if there is an
355 opportunity to create dead zones for plantings be cautious. A no curb planter in a parking lot may
356 be a problem as the plant material doesn't have a chance against cars and trucks that may drive
357 into them. A curb functions to stop the vehicles before damaging the plant material.
358
359 Mr. LaCortiglia - The goal is to break up that great big parking area. I have a feeling you will do
360 a good job.
361
362 Mr. Snyder - We can write it into as a condition as well.
363
364 Mr. DeLorenzo - We are doing a planting where the sign was out front and I will take a good
365 look at the parking lot to make it greener. So you are asking me for three cars spots. I want to
366 position the planting so that it is easy for the traffic going in and out.
367
368 Mr. LaCortiglia - To move forward - at this point we will see some of the vision on the plan.
369
370 Mr. DeLorenzo - Yes, I will have him put those plantings in the plan.
371
372 Mr. Watts - Steve will come up with a traffic flow plan around the back as well.
373
374 Mr. DeLorenzo - One more thing we want to do is put a display pavilion up. We have been
375 approached about having a framers market.
376
377 Mr. LaCortiglia - So you would need consent by the Planning Board to have more than one
378 building on the property.
379

380 Mr. Snyder - Two buildings on one lot usually falls under the Zoning Board of Appeals. I think
381 in this effort, if you develop this structure that the Planning Board would need to hear it. Show it
382 on this plan for possible future structure.

383
384 Mr. Snyder - Mr. LaMarco, you are not having any outdoor seating, correct? Have you
385 proposed any signage?

386
387 Mr. LaMarco - No outdoor seating. My sign guy talked to someone in Town Hall about what is
388 allowed for signage and he is a bit confused about what is allowed. Should I have Steve put it
389 on the plan?

390
391 {Discussion held in regards to signage for the complex, where to hang them and whether it is the
392 Zoning Board or Planning Board that approves them.}

393
394 Mr. DeLorenzo - It will be a nice sign made out of granite.

395
396 Mr. LaCortiglia - I'd like to open it up to the audience if there are any comments.

397
398 Ms. Keene (12 Elm Street) - I went down to Route 114 to see Honey Dew signs and was struck
399 by the signs. One was huge – I was concerned.

400
401 Mr. LaMarco - That is a 55 foot sign – it is grandfathered in.

402
403 Mr. LaCortiglia - I doubt you will have a 55 foot sign in front of Honey Dew donuts.

404
405 Mr. LaMarco - I noticed in some businesses that there are some box signs inside the windows. Is
406 that allowed? We do have a box sign that has our logo on it and is suspended in the window.

407
408 Mr. Snyder - It may be allowed and that is a question to ask the building inspector.

409
410 Ms. Evangelista - I did get an inquiry about lighting. At night you have big beams in the corner
411 of the building?

412
413 Mr. DeLorenzo - Yes, we were robbed and have put in the lights that light up the whole walkway
414 under the awning because the parking lot was very dark. We tried to make it safer.

415
416 Mr. LaCortiglia - Ms. Evangelista, are you saying that there is light trespass?

417
418 Ms. Evangelista - Yes, it was really lite up. This person lives across a couple of streets and can
419 see the lights from their house. Is all your lighting on the plan?

420
421 Mr. Watts - It might be a good idea for Steve to show some illuminators on the plan.

422
423 Mr. Snyder - I am trying to be sensitive to the fact that this application is by the lease holder on
424 behalf of the property owner.

425
426 Ms. Evangelista - Now that we have it here I think we should go through it all.

427

428 Mr. Snyder - If you go through it all now it is hurting the lease holder.
429
430 Mr. LaCortiglia - Is this new lighting?
431
432 Mr. LaMarco - They put one light up to illuminate the liquor store which faces towards the
433 building. The lighting is adequate.
434
435 Mr. LaCortiglia - Maybe we should move this forward. When will we see all those revisions,
436 any idea?
437
438 Mr. LaMarco - I don't see it as a problem as there are not a lot of major changes. We will make
439 Steve work on it.
440
441 Mr. Watts - **Motion** to continue the hearing to May 22, 2013.
442 Mr. Howard - **Second.**
443 **Motion Carries: 4-0; Unam.**
444
445 Mr. Howard - Mr. LaMarco please keep in mind that we need to get the plans before the next
446 meeting.
447
448 Mr. LaMarco - Yes.
449
450 Mr. LaCortiglia - Mr. Snyder will coordinate with the engineer and Mr. LaMarco.
451
452 **Old Business:**
453 **1. 41 Jewett Street: ANR.**
454 Mr. Snyder - You all have received copies of the ANR plan with the changes requested at the last
455 meeting.
456
457 Mr. LaCortiglia - The only revision made on the plan is that it now shows the public as a private
458 way. We need to deal with the adequacy of the way. Do we believe that the access is adequate
459 to serve the lots?
460
461 {Mr. Snyder discusses adequacy of the way in terms of construction to serve the lot for potential
462 development that could occur including municipal utilities, residential vehicular traffic and
463 emergency vehicle access.}
464
465 Mr. LaCortiglia - We were invited to go and look at the way. Did anyone have a chance to go
466 look at it?
467
468 Mr. Howard - I drove as far as I could but could not get over the culvert.
469
470 Mr. LaCortiglia - Bear in mind that to be adequate, in terms of this for access, you don't have to
471 go the whole way. It does not have to be a throughway.
472
473 Mr. Howard - So a fire truck can go in and turn around?
474
475 Mr. Snyder - I went and did a site visit with the fire chief and he saw no issues for the road.

476
477 Mr. LaCortiglia - So it could be like any court or lane.
478
479 Mr. Snyder - He even noted the location is in the between two fire hydrant locations.
480
481 Mr. Howard - Is that where the actual water main for Jewett Street runs?
482
483 Mr. Snyder – Yes. The town has underground water lines there and Glen in the water department
484 thinks it dates from about 1942.
485
486 Mr. LaCortiglia - Is everyone comfortable with the Way being adequate?
487
488 Ms. Evangelista - **Motion** to endorse the plan of land in Georgetown for 41 Jewett Street
489 ANR created 5-1-13.
490 Mr. Howard - **Second.**
491 **Motion Carries; 4-0: Unam.**
492
493 **Member or Public Report:**
494 **1. Any concern of a Planning Board Member and/or member of the Public.**
495 {None.}
496
497 **Planning Office:**
498 **1. MVPC & DHCD: Zoning and Permitting Tools for Priority Development Areas.**
499 Mr. Snyder - Georgetown got the Priority Development designation a year or two ago. I went to
500 a meeting in Haverhill to get an update about the current state government wanted to refresh
501 people with the development and marketing tools.
502
503 **2. Street Acceptance: Updates on Abbey Road and Cedar Lane.**
504 Mr. Snyder - I did a site walk with Mr. Durkee and Mr. Varga to look at the the two roads and
505 they look like they are in pretty decent shape. There are just a few potholes here and there that
506 might need to be filled. Mr. Varga will write up a report. We have 120 days now to get
507 everything done so I have engaged Town Council to start the title search. Mr. Varga has also
508 received copies of the as-built that we have on file. I think this is correct in that there is an as-
509 built and street acceptance for Abbey Road. There was an as-built but not a street acceptance for
510 Cedar Lane as it was held up due to litigation.
511 There is not tripartite bond or M-Account for Abbey Road. There is some tripartite and
512 escrow account left for Cedar Lane. After the title searches there will be a process I need to do to
513 look at what the tripartite agreement is. Note if there were any deficiencies in the subdivision
514 road that was never completed we may be able to use that money.
515
516 Mr. LaCortiglia - Can we use that for the as-builts?
517
518 Mr. Snyder – No. We could use some of the M-account to create the as-builts or the street
519 acceptance.
520

521 Ms. Evangelista - I remember Al talking about it – he wanted to hold money back to repair
522 Andover Street because it constantly flooded.
523
524 Mr. LaCortiglia - That land was supposed to be turned over to the town and it never happened.
525
526 Ms. Evangelista - That’s why there is still money there.
527
528 Mr. Snyder - Letters were sent out to all the people that live on the street and I only got one call
529 back about it. It will all be part of the title search.
530
531 Ms. Evangelista - Does Mr. Durkee know that that money was held for Cedar Street?
532
533 Mr. Snyder - Yes but the agreement of why that money was held will allow us or not allow us to
534 do certain improvements. I would like to see if we could set up street acceptances in the fall.
535
536 Mr. LaCortiglia - I seem to remember making a map up with Nick (the past Town Planner).
537 Once the map was made it was easy to see the longer streets. At this point, I forget how many
538 are actually left.
539
540 Mr. Snyder - How much money you get in Chapter 90 versus how much money it costs the town
541 to legally accept them.
542
543 Mr. LaCortiglia - These are streets that should have been accepted decades ago. What we have
544 to focus on is making sure that when we approve a subdivision that we follow up and make sure
545 that the roadways are accepted. I think we have done a pretty good job with that.
546
547 Mr. Howard - **Motion** to adjourn.
548 Mr. Watts - **Second**.
549 **Motion Carries: 4-0; Unam.**
550
551 **Meeting adjourned at 8:49 PM**