

**MEETING MINUTES
GEORGETOWN PLANNING BOARD
October 10, 2007**

Present: Mr. Rob Hoover, Chairman; Mr. Tim Howard; Mr. Hugh Carter; Mr. Harry LaCortiglia; Ms. Matilda Evangelista; Mr. Larry Graham, Consulting Engineer; Ms. Sarah Buck, Town Planner; Ms. Michele Kottcamp, Assistant

Absent: None

Board Business 7:00 p.m.

Appointment of CIP Representative

Michael Howard is introduced. He expresses his desire to give back to the Town and would like to be the Board's representative.

Mr. Tim Howard- What does the CIP Representative do?

Mr. Michael Howard- We will prioritize how the money is to be spent. Anything town project that is \$10,000 and over is a CIP project, i.e.: water tower.

Mr. Howard- Does this include Bailey Lane Bridge?

Mr. Michael Howard- Yes

Mr. Tim Howard- Would you attend CIP meetings and then attend our meetings?

Mr. Michael Howard- How ever you want me to handle that, I am open to that?

Mr. LaCortiglia- I am more interested in what we need as capital improvement for the Town. Knowing what needs to be done in the Town helps.

Mr. Hoover- I want to echo that.

Mr. Michael Howard- I want to be your voice. I can pass the information along or report from a meeting and share with the Board.

Mr. LaCortiglia- My suggestion would be to email Sarah and cc Rob Hoover to be considered for attendance and update at the Board meeting.

Mr. LaCortiglia- I move to appoint Mike Howard CIP with appointment to expire October 10, 2010. {The appointment date was corrected to reflect the expiration date of June 30, 2010 and is on file with the Town Clerk}

Mr. Howard- Second

Mr. Hoover- All in favor? 5-0; Unam

Minutes – July 25, 2007

Ms. Evangelista- I believe there was more discussion regarding Conservation restrictions which do not appear in the minutes. It needs to be defined.

Ms. Buck- We have left it up to Con Com on how they are to deal with the land and they will vote on it.

Mr. Hoover- If it were an issue not already discussed at previous meetings, then I would say it is important to go back and review the tape. When the applicant, Stone Row, comes back we are voting, no continuation.

{Michele agrees to review tape for clarification on Stone Row discussion.}
{After review of the videotape of the July 25th meeting, there was no mention of Conservation restrictions at this meeting. It was, however, discussed by the Board and clearly defined by Larry Graham at the Stone Row cont. Public Hearing on August 8, 2007. Minutes are on file in the Planning office.}

Mr. LaCortiglia- I move to accept the minutes as amended for July 25, 2007 omitting the Executive Session.

Ms. Evangelista- Second

All in favor? 3-0, Unam; 2 abstentions (Mr. Howard & Mr. Carter)

Release of bond, Georgetown Shopping Center

Ms. Buck- We have a request from LISCO Development to release the bond. We are holding \$5,000. The development has long been completed.

Mr. Howard- Motion to release the final amount of the bond for the Georgetown Shopping Center.

Mr. Carter- Second

All in favor? 3-0, Unam; 2 abstentions (Mr. LaCortiglia & Ms. Evangelista)

Vouchers - None

Pre-application meeting 7:30 p.m.

Whistlestop Estates :

Ms. Faragi speaks about Whistlestop Estates. Philip Moran (Attorney) represents the Faragi's.

Ms. Buck- We've had 3 prior applications (Site Plan, ISH App., Def. Sub. Approval) ongoing for 2 years. We've also had a natural turnover in the Board for voting. Sarah gives an overview of where we are to date. The applicant has withdrawn the applications so all the current members could vote on the new application. The attorney called for a

pre-application meeting. The site is end of Chaplin Hill Road to the end of Brook Street off of Central St. They would not use the little strip of Brook Street. They had an issue on whether it would be a cut-through road. It could be designed with enough curves so that it would not be a logical cut-through (residential street). They were not under OSRD at that point. It is approximately 120 acres with wetlands. At this point the application has withdrawn all applications. The most recent application received a review from Sarah Buck. The Board did not want numerous drives that served several homes. I thought the Board heard from the applicant on their thoughts. The application was not complete.

Mr. Moran- Mrs. Faragi is here. What do you want us to do? The May letter from Sarah Buck contains two issues in question – acquisition with rights to access the property and a thoughtful land-use design. On behalf of the applicant and Mr. Paulitz (engineer), what do we do?

Ms. Buck- There is a next stage to this design. With ISH, we don't have guidelines to go by regarding setbacks. It makes it difficult to know the right density and # of homes. There was also the issue with some of the homes where you could not build within a 75' buffer. Does the Board want Con Com, Larry Graham and me to meet with the applicant? I am not clear on the spacing between the homes.

Mr. Hoover- I am not prepared to make recommendations tonight on that issue. I would like to see the plan again. If I recall in the OSRD, there is a design criteria that you have to meet. Public health, safety welfare are also important.

Ms. Buck- We need to see standards from Mr. Paulitz and Mr. Faragi. What the Board is looking at is independent senior housing is important to the Town. You would also need waivers from the Con Com. They may be more willing to look at the crossing. You have offered a Senior Center which is a benefit but we need a good design. I just don't know about those design standards.

Ms. Buck- The applicant has moved along for a long time but we needed a convincing argument. We need more design review. I don't think there were adequate turnarounds.

Mr. LaCortiglia- Where are we legally?

Mr. Moran- We are at the beginning. It would seem to me that Ms. Buck, Mr. Emmanuel, the Faragi's, Larry Graham, and Mr. Paulitz have met and then brought it before the Board.

Mr. Hoover- Larry is the Technical Review Agent and provides their recommendation to the Board. Having a meeting like that may not be the right course for you. You have our issues and should be responding to those brought before you at previous meetings.

Mr. Moran- The Faragi's don't want to go through the same exercise and begin all over again regarding land use design.

Mr. Hoover- Can you help me understand that issue? I don't understand the height requirement. I am referring to a letter from Sarah Buck, Town Planner to Mr. Paulitz.

Mr. Moran- Reads letter about height criteria.

Ms. Buck- A Special Permit has 5 criteria – this means that you have to make the case before the Board that you have done that. To get a special permit to get a density you are looking for, you are not starting with a piece of land that is easy to develop. There are many positives about this project.

Mr. LaCortiglia- Unfortunately, everything you are saying is brand new to Tillie and myself. I never understood it was independent senior housing. Is this ORSD, ISH- I don't understand?

Ms. Buck- It is Independent Senior Housing. It is important to resubmit plans. It is a harder road to get a special permit.

Mr. Moran- Mr. Hoover said you and Mr. Graham make the recommendation before the Board. The Board often raises issues that I may not have thought of. The Board can pick and choose between mine and Larry's recommendations. I think you know where we stand. Larry will look at engineering capability. It is more of a group effort.

Mr. LaCortiglia- When you go for a preliminary, might you be going for an OSRD?

Mr. Paulitz- There were 2 applications before you - Independent Senior Housing and an OSRD.

Ms. Buck- Independent Senior Housing has a different density. Ex. Raymonds Creek. They get the same flexibility as an OSRD if they use an Independent Senior Housing plan.

Mr. LaCortiglia- 25 is their limit, if you go by the bylaw. OSRD may allow greater density.

Ms. Evangelista- I think this is a terrific idea. I applaud this exercise. I would prefer to see individual homes all on one land and place the houses where you don't cut down trees. The elderly is looking for areas to walk and have wheel chair access. That is what the market is looking for – I am sure you realize that. Forget squeezing in a lot of houses. They want a community center and privacy.

Mr. Moran- That is helpful.

Mr. Paulitz- OSRD – Yield plan would be the primary plan per Sarah. Our hope is to go with the Yield plan of the OSRD plan as we would like to develop the Independent Senior Housing.

Mr. Carter- What is the requirement for 10 houses?

Ms. Buck- It is called a concept plan. The applicant has done that for this project. You need a concept plan showing OSRD vs. Independent Senior Housing. You do have to conceptually look at that. The yield plan is 25- 30. A concept plan for that needs to be done by the applicant. You could be respectful enough to go before Conservation. Design is everything.

Mr. LaCortiglia- Your ISH really fits the land and has the amenities. Are you looking at a hybrid between OSRD and ISH?

Mr. Moran- I am satisfied and have a direction with which to go. I think there is an overall concept with what we need to do.

Mr. LaCortiglia- Is Chaplin Hill Road a private road?

Ms. Buck- Chaplin Hills intends to be a subdivision road and will be an issue at our next meeting.

Master Plan 8:00 p.m.

Acceptance of Final Plan:

Ms. Buck- My recommendation would be for the Board to address just two areas. Harry has forwarded corrections and they are on file as public record. Sarah reads them. I did have several suggestions under open space and natural resources – under section 6. The only formal record is the CDP '04 (Community Development Plan). If you want me to reference objectives from the '04 plan, I will do that. I couldn't find reference to the Park and Ride. It is located at Carlton Drive on the west side of Rte. 95.

Mr. LaCortiglia- It is noted under page 8.8 and 8.9 on the downloaded copy in the Transportation section.

Ms. Buck- The National Avenue parcel was unsuitable (wetlands) and the Park and Ride moved from the east side to the west side. I spoke to Peter Durkee. An Assessor came in to my office and Carlton Drive is accurate as a Park and Ride for MA Highway which is Mirra property, Rte. 133 at Rte. 95.

Ms. Evangelista- Bailey Lane bridge is not on the list. There is a new list.

Ms. Buck- Consultant was trying to give the history. Everything has been updated. I left the transportation plans in there. I didn't think it was inaccurate. I have checked everything. Our Transportation plan shows Bailey Lane. I defend the plan, it gives current information and it gives a lot of history.

Mr. LaCortiglia- Asks Sarah to make sure we are correcting the right Master plan regarding Bailey Lane Bridge.

Ms. Buck- I can make the changes as amended. I caught Peter Durkee on the fly. He was willing to verbally tell me that some of the poles on Andover St interfered with drain lines. Andover Street is referenced because of drainage and is on our radar but I was not sure which poles and where he was referencing. I fixed Table A4, A1.

Ms. Evangelista- I have a few questions. Can the font be larger? What is Intro to Capacity?

Mr. Hoover- Size 11 is a standard in the industry.

Ms Buck- Capacity of a plan implementation refers to how we will get all this done. Sarah reads the section noted.

Ms. Evangelista- It got too negative at the end of this section. We need to be more positive about needing a FT Planner. (Tillie reads her notes – the Planning Board acknowledges that we will need assistance from volunteers to implement the plan.)

Mr. Hoover- A volunteer board will not be the ones to handle a Master Plan. It must come from one person.

Ms. Buck- I have been in town government for 8 years. I see town staff that never gets a raise. If they are good and the pay is the same, they will leave. There is no way to get merit increases. We have 90 businesses in our downtown. We will never have a website like Haverhill's "We Mean Business." We will never pay MVPC \$20,000 to target businesses to fill the open commercial real estate in town. My Masters degree gives me a skill to do such a thing. Staff time is different and it is a value you put on Planning. It will be a benefit to have me here for 6 years vs. 2 years. Nobody makes the case for Planning. It is a reality in small towns where the Planner leaves after 2 years. Good planning is needed in small towns because that is where the development is.

Mr. LaCortiglia- Maybe there is some middle ground to achieve this. One of the things that helped was volunteers to help with continuity when a professional leaves.

Mr. Hoover- The expertise required in Planning is difficult for people to understand. If the town wants to look out for their future, they will invest in the Planner.

Ms. Buck- If I were a manager of a town, I would give reviews and I would give a real raise, because you are more qualified.

Mr. Hoover- You are only as good as those key people in those positions.

Ms. Evangelista- A lot of communities have asked us for our Bylaws.

Mr. LaCortiglia- reads his notes and states, “The Planning Board acknowledges that we will need assistance not only from our staff but from residents volunteering to improve our quality of life.”

Mr. Hoover- Adding that statement to the Master Plan is fine as long as Sarah’s paragraph stays with no changes.

Mr. LaCortiglia- Motion to add Tillies’ statement and to approve the version of the Master Plan with the corrections and changes noted tonight by the Board.

Mr. Howard- Second
All in favor? 5-0, Unam

Board Business (continued)

Village Center Overlay

Ms. Buck- You have several things in your packet. You have 2 studies that were done called “the Downtown survey.” My memo states that if you are interested in technical assistance, we are now eligible for assistance. How do you target \$7,000 worth of assistance in our geographic area? I don’t think we would re-zone our town. I met with Alan MacIntosh of MVPC and Betsy Goodrich, her specialty is bike/pedestrian trails who raised some great points. {A copy of this memo is on file.} It helps to fill in the gaps where we don’t have sidewalks.

Mr. LaCortiglia- Isn’t Betsy working with the off-roads trails planning program?

Ms. Buck- That referred to trails within parks. Alan MacIntosh thought that Betsy and Tony could come to a meeting and give a presentation. Perhaps we could look at ways to link it. If the Board is interested, I would ask the Board to pursue that.

Mr. LaCortiglia- If I were a kid, what roads would I have to cross?

Ms. Buck- Yes, I would like them to give the presentation on this. It would be useful to us.

Mr. LaCortiglia- What roads would you have to travel to get to the bike path? If there are no sidewalks then you are on the street.

Ms. Buck- They identify the need for a Village Center Overlay District and targeted economic assistance.

Mr. LaCortiglia- It is a great report. They still need more work. I’m not crazy about the 3-decker idea.

Ms. Buck - We should look at historic photos of downtown. We should have design guidelines that mimic downtown. Some local business owners might want to live above their businesses. Present BOH Zoning doesn't allow this.

Ms. Evangelista- The main issue for downtown is the septic. Even the bank has flooding.

Mr. LaCortiglia- It seems that Sarah has identified a zoning problem. We can change that, not the septic issue in town.

Ms. Buck- We are already saying they can't add an apartment over a business in town because our zoning doesn't require it. If you remove that zoning, then the Board of Health works with them on the septic issue. I talked with Deb Rogers. The issue is where you will put it. I toured the Little Hill treatment barn. There is no smell outside the barn. A small downtown wastewater treatment facility would be important to consider.

Ms. Evangelista- The historical structures are important to this town. I would like to see more preservation of the old buildings. There will be teardowns.

Ms. Buck- We have a lot of vacancies in town. Certain square footages are saleable and owners may not know this.

Mr. LaCortiglia- Where do we go from here? Village overlay district for annual town meeting?

Mr. Hoover- First, there would need to be agreement on what is the definition/recommendation of the Village/Town District Overlay (survey?). Second, having on paper what other issues are on your plate. The Board should have agreement on the village district issue. That is important.

Ms. Buck- The natural boundaries/size of the downtown district is important per Alan MacIntosh. This will help us moving forward with the village center district overlay. We never set up the sub-committee for the master plan.

Mr. LaCortiglia- All these businesses can be graphically noted on a map. This is GIS.

Mr. Carter- We need to come up with a comprehensive list for subdivision regulations.

Ms. Buck- I will come up with a work schedule for the next 6 months.

Ms. Evangelista- Perhaps we should do a workshop meeting for us to work on the subdivision regulations.

Mr. LaCortiglia- It seems to lend itself to a subcommittee.

Mr. Hoover- Regarding the Park and Ride that everyone is talking about - the project came to the Board all designed. It is costing additional money to the town.

Ms. Buck- Can I ask Peter Durkee to come to a meeting and discuss the Park and Ride?

Mr. Hoover- I don't think Georgetown wants what Newburyport has.

Mr. LaCortiglia- My concern is it has moved to the west side. They will be doing a hairpin turn.

Mr. Hoover- Meeting adjourned at 9:30AM