

**MEETING MINUTES  
GEORGETOWN PLANNING BOARD  
Wednesday, June 27, 2007**

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

**Absent:** Mr. Hugh Carter

**Master Plan Presentation and Discussion:**

Mr. Hoover opens the Planning Board meeting at 7:09 pm.

**{Copies of the Executive Summary and the Preliminary Feasibility Analysis Methodology are on file in the Planning Office. This information is available on the website as well as the slide presentation from Daylor Consulting Group}**

Mr. Fischman of Daylor Consulting Group gives the introduction. Diane Gray is Planner and Erika Johnson is also present who is no longer on the project going forward. This is the final public meeting. There was a plan done in 2004 and we have also had the assistance of the MVPC.

**Summary:** The slides represent a combination of key facts along with preliminary recommendations. We will outline how these recommendations will be implemented. It may be that the Planning Board implements the Master Plan. He then gives overview of the slides.  
{A copy of this presentation is on the website}

Vision Statement- Georgetown remains a predominately residential and family-oriented community.

Land Use- units could increase by 1,285 units. Population could increase by 48%. In 2004, single family residences were almost 50% of total land area. Government, school and municipal were 17%. We are trying to keep a balance. Land Use recommendations are noted on slide. We are promoting mixed use in the Town Center. It is important to enforce existing zoning bylaws while adding more flexible mixed use to achieve site specific goals for such areas as National Avenue.

Housing- The Town is currently at 14% Chapter B (affordable housing goals). Housing is still limited. There is no significant multi-family zoning.

Economic Development (2004 plan) - The trend of the market is in discount stores and regional centers. Big Box retail uses is outlined in Appendix A of the Master Plan (an example of this is in the town of Barnstable). In that study, it was not clear that it made a significant difference. We suggest an alternative plan like mixed use with hotel, office and retail. You may need outside assistance in design and create uses that are consistent with other uses in Town.

Economic Recommendations –  
Create an economic development committee  
Investigate District Improvement Financing

Undertake an Economic Development Feasibility Study for National Avenue parcels  
Introduce Design guidelines and design review process into local zoning bylaw  
Introduce façade improvement program – make them more uniform around historic areas  
Define home-based businesses and revise existing regulations

**Natural Resources:**

In 2006, the open space plan was completed on which these findings are based.  
{The findings are listed on the website}  
As your population grows, these demands for more open space are growing as well.

Recommendations-

Acquire 40 acres of active recreational space  
Acquire and develop parks  
Complete bike path  
Upgrade existing parks  
Examine creation of a private land trust  
Historical Commission recommends two historical districts.

**Public Services and Utilities:**

No sewer system currently  
Excellent schools with growing enrollment

Recommendations-

Address condition of school facilities for existing students and future school population  
Create long range plan for waste-water system

**Transportation:**

New connector road opened in December 2006  
Working on grant to develop a Park and Ride complex next to new access road  
Speeding, cut through traffic and accidents are an issue

Recommendations-

Implement RT 97 safety improvements  
Develop a biking and pedestrian facilities master plan.  
Reduce congestion in Georgetown Square

**Master Plan Implementation:**

Next Steps –

We will be taking recommendations and establish a time frame (a 5 or 10 year horizon).  
We will develop a strategy for short term, mid-term and long term and on-going. We will identify the group(s) who will carry this out. We will establish a Master Plan Implementation Committee.

There should be consideration of a new legislation being referred to as the Community Planning Act (CPA-2) which represents a comprehensive re-write of the Massachusetts outdated statutes governing local land use planning, zoning and subdivision control. This legislation could allow for more development and cap annual permits. It could make it easier for Planning Boards and also beef up site plan reviews. It could give greater flexibility for establishing fees.

Land use guide plan – Mr. Fischman shows the map to be used as a guide for future development.

Mr. Hoover- Let's go to the public first for comments.

Mr. Richard Lappin- The Mission statement was brought up in your presentation. National Avenue was discussed as a Big Box retail opportunity. It seems you are ignoring the basic mission statement since you ignore the Barnstable Study which shows Big Box having a negative cash flow.

Mr. Fischman- In the case of the Barnstable study, it may be that that town's location is very different than ours on I-95. I was saying that several communities when mixed with other uses, none had a particular large tax benefit. If you move beyond the mission statement, should some of those services from a box store be captured here? We were trying to say that it presented a certain approach – you look at what is missing in the community first, then figure out the best mix and design for that area if the Town wants to achieve its character.

Mr. Jim Crosby – Looking at the community and seeing what is missing is a great approach. It also seems to make a lot of sense to establish an Economic Development Committee.

Ms. Erika Johnson– Shows slide presentation of the Washingtonian Center project done in Gathersburg, MD- It illustrates that Big Box retail can have a village character. You still get the same stores incorporating smaller town shops and restaurants of what Big Box could be. You could demand more from Big Box Retailers by getting a more village feel as is demonstrated in this project..

Ms. Buck- As Planner, the master plan is very useful. With Economic Development, it has developed a lot of thinking on our part particularly at the National Avenue site. It has created a feeling that we need to be more proactive with our downtown with what store mix we have and what markets we are drawing from. The Plan provides a direction for where we need to go. The village center overlay is also important to the Town yet we don't know the fiscal or design impact. We may want to do a smart growth grant in the fall and look at the economic mix of the Town as a whole.

Mr. George Komisky- The build-out analysis struck me. The amount of water usage also sticks out to me. What I don't see is an implementation for a water conservation plan. There is a water shed action plan available on the EOEa website. He gives the information to Erika Johnson of Daylor Consulting. It will be a problem in the future. I think Daylor should look at this.

Mr. Fischman- The 2000 build out analysis did not have a time limit. That's always the major question.

Mr. Komisky- Wouldn't you agree [Mr. Fischman]that the build out is conservative because it didn't take into account Independent Senior Housing, OSRD, potential 40R and at the time 40B?

Mr. Fischman- We looked at the land use maps from 1999 to present.

Mr. Hoover- I heard two issues – the accuracy of the build-outs and what that meant and the other is the water issue. Perhaps you could provide the Town with a methodology for National Avenue and water. This guidance would be helpful in a master plan.

Mr. LaCortiglia- It was recommended in a study that a safe yield analysis be done by the Water Dept.

Mr. Komisky- I think it was addressed in the Water Shed Action Plan that the EOEa conduct the analysis and be the lead agency.

Mr. Hoover- Perhaps the Town could adopt a water use ordinance as an end goal.

Ms. Evangelista- Did you [Mr. Fischman] speak to our Water manager? Did he see the Draft you have written?

Ms. Buck- Diane Johnson of Daylor spoke to the Water Dept. Manager directly. The Water Dept. also posts a summary report every year.

Ms. Evangelista- I found some questionable material in that section as if it was old. There's no detail in the material. I also don't think you should key in on specific people and note them by name.

Mr. Fischman- Regarding the points listed on this last slide, we would take that and give it to the Master Plan Implementation committee. It may require outside counsel to develop a bylaw as key to the implementation. Our scope of work is not to estimate the cost of open space recommendations - The Master Plan is broader based.

Ms. Evangelista- For instance the 40R is popular- Smart Growth. What you give us will not be sufficient for any grants in the future.

Ms. Johnson- The Master Plan is governed by Section 81D of State Law. The Master Plan will bolster your case because it addressed it in your plan. It will make it more likely that you receive grant funding, not necessarily the more specific types of grant funding for specific facilities that would require their own more detailed studies. The intent of the plan is a baseline policy document and it is used to guide the direction of growth and apply for different types of grants, not a specific grant like 40R.

Mr. Phil Trapani (Selectman)- When it comes to prioritizing, how are your ranking that? Based on our financial situation, how are these to be funded and how are they to be ranked?

Mr. Fischman- The next step is for the Planning Board to evaluate the priorities and the costs.

Mr. Hoover- In the ranking, the broad picture would say what the most important issue is and rank them by importance without a cost. It would be great to not which are the three most important and list them.

Mr. Fischman- Regarding the 40R Application, I think you will find that developing geographic areas and creating a 40R zone allows for what the state intends to fund. When you do your application, you will identify things like planning assistance. What Ms. Johnson said is that review agencies look at the master plans of towns first. A town can do a 40R application without a Master Plan but doing one shows the community's intent.

Mr. LaCortiglia- There has been interviews with public officials. I would like to know what the priorities are.

Ms. Buck- When you ask the consultant to tell us our top priorities that may not be appropriate. I don't think they can fully answer that.

Mr. Hoover- It is their opinion only and it is unbiased which helps us to narrow the focus. It is an independent opinion from which we then have a discussion with the Town to agree or re-prioritize.

Mr. LaCortiglia- The main thing is that Daylor lays out these steps for us and gives a time line for the recommendations.

Ms. Evangelista- I am a little disappointed. My goal was to have something finished.

Mr. Hoover- This is the necessary first step. They have done everything they have been asked and I think they are right on the money.

Ms. Evangelista- There is no mention of the Council on Aging or the elderly. That has been overlooked.

Mr. LaCortiglia- Gives a copy of recommended changes to the plan to Daylor and Sarah Buck that need to be verified and/or changed in the Master Plan. {Copy on file }

Mr. Hoover- I have three comments. The hierarchy issue was already brought up by Phil Trapani so that must be addressed. You mentioned we have excellent schools – that is not accurate and this is a very important issue for the Town. Lastly, you just need to make the correction with traffic and congestion that was mentioned in the draft. They are two separate issues.

Mr. Phil Trapani- The implementation will be the most difficult. How will the Town tackle that?

Mr. Hoover- We have an all-volunteer board and we will try to figure it all out. It would be helpful to the Town if we had a full-time Planner.

Ms. Buck- The implementation will be looked at and then we decide which groups can do what and complete within a year, 5 years, etc. The Planning Board could then track where we are once a year at a minimum, for example.

Mr. Hoover- What's the time schedule for this?

Mr. Fischman- The time schedule is: We will set up a priority list and present it to Sarah. We want to wrap things up over the next several weeks.

Mr. Hoover- Sarah, make a note to put together an implementation schedule for the Planning Board and put on the agenda for the Planning Board.

Ms. Evangelista- Can we schedule a meeting just for a discussion?

Ms. Buck- We have an opening in September to devote for this discussion.

Mr. LaCortiglia- Map question – where did the data come from?

Ms. Johnson- Mass GIS and MVPC.

**Harmony Lane:**

Mr. Bob Grasso (Professional Land Services) representing the applicant, Mr. Frank Gatchell. We met with Larry Graham on Monday morning and addressed his comments.

Mr. Graham- We met on Monday and checked off everything from the previous report. There are some minor details that still need to be done. I have no issue if you are inclined to move on the project tonight.

Ms. Buck- Larry is working on the engineering issues. What came up last time was the drainage issue. The new plan now shows the 3 parking spaces. The other issue was to add a very attractive Maple tree. The utility lines have been relocated. It seems that there is better chance of it surviving. Rob, you brought up the entryway to the town. The applicants are now showing a stone wall to the entrance. Larry and I wanted a connection to the railroad. Sarah asks to extend the right of way to the edge of the railroad right of way. The pavement right now steps 40' from the edge.

Mr. Graham- The connection to the railroad was left off.

Mr. LaCortiglia- It is more an issue for 10 years down the road. If the easement wasn't granted there all the way to the right of way to the Railroad line, it would look like people are trespassing on the Lot #2 where the Rec. Path comes down.

Mr. Bob Grasso – agrees to extend the right of way to the edge of the Railroad right of way.

Gatchell Applicant- Does it take away from the square footage on the property in doing this?

Ms. Buck- It will take away approximately 250 sq. ft. away from Lot 2.

Mr. Grasso- We are proposing a 16' wide stone gravel driveway after meeting with Park and Rec. The drainage swale is detailed on page 7 of the plan. It will be gravel to the sidewalk with no curbing. We added a vegetated buffer for Lot 1 for shrub planting on the Town lot.

Ms. Evangelista- I find it amazing that the water can go up. I think the water has been going right into the cemetery.

Mr. Grasso- According to the plan, the water will travel down the road with the slope granite curbing on each side into two catch basins. The two catch basins are being proposed on the plan. The pipe then runs northerly to the infiltration system.

Mr. Hoover- Their watershed is catching the water before it crosses Central Street.

Mr. LaCortiglia- If this is a gravel drive, why would you want a swale?

Mr. Graham- A grass swale treats the run-off and points to it's location on the plan.

Mr. LaCortiglia- If ConCom has a problem with it, is it okay that they throw it away?

Mr. Graham- I don't have a problem with it.

Mr. Howard- On the storm sceptors....I have a question for Larry – Where does the grease go?

Mr. Graham- It would be cleaned by the individuals if the Town doesn't take it over. When it is cleaned out, it is disposed. The grease is stored in the storm sceptor.

Mr. Hoover-On the notation of a 10' wide planting easement on page 5 of 8, it looks like a tree easement. You have a 10' wide utility easement where you are showing trees.

Mr. Grasso- There is an electric transformer shown on the plan. The electric, telephone and cable will run through Parcel A to a transformer. I can draw a 10' box around the lot corner for the transformer with a few shrubs around it.

Mr. Hoover- Is the tree on Lot 1 an existing tree and will it remain?

Gatchell Applicant- We can take it down and plant a new one.

Mr. Hoover- Lot 2- There is an existing tree you are saving. I would like you to add "install snow fence at drip line." Remove "during" and change to "prior to" construction. Please cut the roots back when pruning at the retaining wall at the tree. Be sure to put this in your notes. The stone wall has a 2' maximum height. Can you delete "maximum" and put "2' high wall" there in the notes? Tell us what the plants are going to be planted and the location of street tree lights. You need to get with the Georgetown Light Department now and coordinate with them where the lights will go and adjust the tree placement. The proposed trees as with the Blueberry Lane project protects the trees from being removed. They were protected on the Deed as well as in the notes section. Please make sure the trees you pick are conducive to the soil that is there. Correct the notes on the ADA access ramp. The 8-12' height should be deleted for tree height and add "3" caliper." The note of 5'-9' - please clarify that on the plan that that is where the tree is to be planted.

{Sarah agrees to send copy of memo used for Blueberry Lane project to Mr. Grasso}

Mr. Grasso- We are doing a landscape plan for the Board.

Mr. Graham- Make it a condition to review a lighting and planting plan prior to endorsement. You may vote on it when we get the final plan.

Mr. LaCortiglia- Motion to continue the Public Hearing for Harmony Lane until 7/25/07.

Ms. Evangelista- Second

All in favor? 4-0; Unam (1 absent – Mr. Carter)

Ms. Buck- We need one last set of plans and run through the checklist for approval. The lighting and planting would be included with the set. [To the applicant]We could squeeze you in on 7/25/07. You need to get a signed agreement with Parks and Rec. as well. If you have trouble, let us know ahead of time. {The Applicant agrees to sign an extension of time to Sept. 30, 2007}

Mr. LaCortiglia- Motion to extend the length of time to Sept. 30<sup>th</sup>, 2007.

Mr. Howard- Second

All in favor? 4-0; Unam (1 absent – Mr. Carter)

### **34 Thurlow Street:**

Mr. Mitch Kroner (Attorney representing the applicant) - Request for a continuance tonight for 34 Thurlow Street.

Mr. LaCortiglia- Motion to allow the applicant to extend the decision date to Sept. 30th, 2007.

Mr. Howard- Second

All in favor? 4-0; Unam (1 absent – Mr. Carter)

Mr. LaCortiglia- Motion to continue the Public Hearing for 34 Thurlow Street to August 22, 2007.

All in favor? 4-0; Unam (1 absent – Mr. Carter)

Mr. Graham- Should I do the full review that I was on hold for?

Mr. Hoover- Stay the course – just like last time. Do not do a full review until the Public Hearing.

### **Vouchers:**

Mr. LaCortiglia- Motion to pay Planning Board general account June 27, 2007 vouchers totaling \$1,414.52.

Mr. Howard- Second

All in favor? 4-0; Unam (1 absent- Mr. Carter)

Mr. LaCortiglia- Motion to release the M-Accounts retained funds from June 27<sup>th</sup>, 2007 voucher sheet subject to any accrued interest.

Mr. Howard- Second

All in favor? 4-0; Unam (1 absent – Mr. Carter)

### **Other Business:**

Ms. Buck-We need to sign an ANR for 52 Bradford Loop. No one had a copy of the signed plan that was 8 years old. Kopelman & Paige was to send a letter stating that they could not find any legality that the registry will have a problem with it or the Board signing an 8 year old plan. I have not yet received the letter by fax. The registry will not accept it if they do have a problem with it so we should be covered. It was voted on and approved by the Board at the last meeting so you can to ahead and sign it tonight. {The Board agrees to sign the Mylar plan}

### **Election:**

Mr. LaCortiglia- Motion to open nominations for election of officers.

Ms. Evangelista- Second

All in favor? 4-0; Unam (1 absent – Mr. Carter)

Mr. LaCortiglia- I nominate Rob Hoover for chairman of the Planning Board.

{No second necessary}

All in favor? 4-0; Unam (1 absent – Mr. Carter)

Mr. LaCortiglia- I nominate Hugh Carter for Vice Chair of the Planning Board.



All in favor? 4-0; Unam (1 absent – Mr. Carter)

Mr. LaCortiglia- I nominate Tim Howard for Clerk of the Planning Board.  
All in favor? 4-0; Unam (1 absent – Mr. Carter)

**Executive Session for Whispering Pines:**

Mr. LaCortiglia- Motion to enter into an executive session to discuss litigation for Whispering Pines after which we will not return to public meeting.  
All in favor? 4-0; Unam (1 absent – Mr. Carter)

Ms. Buck summarizes to the Board the letter from Kopelman & Paige dated June 27, 2007. Kopelman & Paige's recommendation said that the Town could sue him. {Letter is on file in the Planning office}Kopelman & Paige state that there is a danger if you cause the applicant damage. Is it (Condition 7 – Special Permit) part of the Whispering Pines permit? Per the applicant's lawyer, they want to settle and they are willing to work with the Board to come to a solution.

The letter further states that it is the opinion of Kopelman & Paige that although the Board has a strong legal position for enforcement of Condition 7, it would be advisable to reach an agreement with the developer, if possible, rather than litigating the matter, as a settlement would avoid the expense, uncertainty and inefficiency of the litigation process.

Mr. LaCortiglia- Motion to adjourn.  
Mr. Howard- Second  
All in favor? 4-0; Unam (1 absent – Mr. Carter)

Meeting adjourned at 10:35 PM.