

MINUTES

Tuesday, October 28, 2014

Mr. Daniel Mills, Chairperson called the Tuesday, October 28, 2014 meeting of the Community Planning Commission to order at 7:30p.m. in Room 14 of the North Reading Town Hall, 235 North Street, North Reading, MA.

MEMBERS

PRESENT: Daniel Mills, Chairperson
Christopher B. Hayden, Vice Chairperson
Patricia Romeo, Clerk
Warren Pearce

STAFF

PRESENT: Danielle McKnight, Planning Administrator
Debra Savarese, Administrative Assistant

Mr. Mills informed all present that the meeting is being recorded.

Minutes

Mrs. Romeo moved, seconded by Mr. Hayden and voted 4-0:

that the Community Planning Commission vote to accept the minutes of October 14, 2014 as presented.

3 & 4 Wren Circle/Francis Street

Max Marino of 4 Wren Circle stated that he is the owner of 3 Wren Circle that has frontage on Wren Circle and is a buildable lot. He has been trying to sell this property, but has been unable to do so because of the access. The current access is an easement between 3 & 4 Wren Circle. He is aware that shared driveways are not allowed in North Reading and would like to know if he could create access from Francis Street.

Mr. Mills stated that the commission received this information this afternoon; although he did drive down to the area he cannot make an informed decision at this time. He did suggest that an attorney and engineer review the paperwork and plan.

Mr. Hayden stated that frontage would need to be created.

Mrs. McKnight stated that she did review the files from 1990 and found that the proposal is different.

Max Marino stated that the older proposal was to share one driveway for both parcels.

Mr. Hayden asked if the driveway would be wide enough to create a lot line.

Max Marino stated that it is only 15' wide, which is not wide enough.

Mrs. McKnight stated that it was set up this way because the Conservation Commission did not want two separate wetland crossings.

Max Marino stated that the Conservation Commission did not want a double wide bridge that is why they ended up with an oversized single lane bridge. He uses 3 Wren Circle's property to cross the bridge to his home.

Mr. Pearce stated that the O'Keefe property could give up some land, but that would make it more non-conforming.

Mr. Pearce stated that he believes that it is doable. A land swap could be done between the Marino and O'Keefe. An engineer that is familiar with the Town Bylaws should review the property layouts and to make the proper changes.

Mr. Hayden stated that a roadway would need to be created to get frontage.

Country Lane – Name change

Mrs. McKnight stated that she was told by the Assessor that the plan and deeds would need to be changed and re-recorded if the name was changed, but she also spoke to Attorney Jill Mann and was told that the commission can just change the name.

Mrs. Romeo moved, seconded by Mr. Pearce and voted 4-0:

that the Community Planning Commission vote to change the name of Country Lane to 29 Nutter Road.

271 Main Street/Cowabunga – P.H. 8:03PM

Mrs. Romeo read the Public Hearing notice into the record.

Matthew Pearson of 145 Smith Avenue, Pembroke, NH stated that the proposal is to open an indoor children's play center. The facility will specialize in open indoor play for families, and offer unique birthday party space for kids. There will be no outside construction requests made.

Patrick Dunford, P.E., of VHB stated that a traffic study was completed for this address.(see file) The existing conditions were compared with what might happen with the new use. Traffic and parking counts were done on a Friday and Saturday. They found that the site is generating less than what they would have expected for a plaza of this size. In total the plaza is approximately 123,000 sq. ft. and Cowabunga would be occupying 22, 000 sq. ft. of space at the southerly side of the plaza. He was unable to find a lot of information for traffic studies in regard to indoor inflatable playgrounds.

Mr. Pearce asked if calculations for the square footage of the vacancies that exist right now at the plaza were and estimated, and if so, what they would generate.

Patrick Dunford stated that there is approximately 14,000 sq. ft. of empty space and 4 or 5 tenant spots. He compared 108,000 sq. ft. occupied today, so he estimated, based on the textbook, what a 108,000' would generate, and then compared to not having that in there, what the difference would be.

Mrs. Romeo stated that although she sees this as a revival for the site, she is concerned with the parking situation. Vehicles that enter the site from the south side tend to cut across the parking lot. She wanted to know if there was some way to deter this from happening. She is also concerned with the snow removal because that area of the parking lot was used last year for snow storage.

Matthew Pearson stated that he has discussed the snow removal with Federal Realty and was told that this parking area would not be used for storage. His lease also dedicates a percentage of parking spaces.

Mr. Hayden stated that signs should be installed to prevent vehicles from crossing the parking spaces.

Mr. Mills stated that additional vehicle activity would possibly reduce the cut through; the other solution would be to make the center aisle one-way, from East to West.

Mr. Hayden stated that he likes the proposed sign, but is not in favor of it being internally lit. He also asked what the hours of operation would be for this facility.

Matthew Pearson stated that the hours for Tuesday through Friday would be 10:00am to 7:00pm. The weekend hours would be the same, but could possibly run over to 8:00pm.

Mrs. Romeo asked if food would be provided.

Matthew Pearson stated that it is all concession based and the patrons would be allowed to bring in food from a licensed kitchen or bakery. Pizza will be ordered from an outside vendor for parties.

Mr. Mills would suggest that a crosswalk be provided across the main boulevard in front of the store.

David Webster of Federal Realty stated that he would work with the applicant in regards to the crosswalk, signage and the hours of operation.

Mr. Hayden moved, seconded by Mr. Pearce and voted 4-0:

that the Community Planning Commission vote to close the public hearing.

318 Haverhill Street/Definitive Subdivision – cont. P.H. 8:47PM

Mr. Pearce recused himself from the public hearing.

Jack McQuilkin of JM Associates stated that he met with Deputy Chief Galvin on the turning radius and whether a hydrant was needed at the end of the cul-de-sac. He said that he was fine with sprinklers being installed in the homes.

1. There were changes made to the roadway cross-section.
2. Water service was changed to a depth of 5' with 1½ water service.
3. Overhead utilities were changed to underground.
4. Vertical granite curb was added to roundings on Haverhill Street.
5. Two granite bounds on Haverhill Street.
6. Three iron rods at the property corners of the cul-de-sac.
7. Parcel A will be donated to the abutter at 324 Haverhill Street. (see file for letter)

Jack McQuilkin stated that the site distance was checked. It was plotted and the template shows 200' long, eye height of 3 1/2' and an object height of 6", with no obstructions. He also went out to Haverhill Street and measured back from the curb, 6' and could almost see to Peter Road, 500' and to the south, he could see to Demetri Lane.

Mr. Mills asked if there was any vegetation that is proposed to be removed.

Thomas Parker stated that there are some trees and bushes that will be removed.

Jack McQuilkin stated that he talked to Mark Clark of the Water Department in regard to Mr. Bellavance's water pressure and was told that proposed services would not affect the water pressure. If there is a problem it is probably the age of the water service.

William Bellavance of 323 Haverhill Street stated that he spoke to Mark Clark today. He was told that a flow test would be conducted next week and he would be given the results.

Mrs. McKnight read the Fire Department's (10/28/2014) memo into the record.

Thomas Parker stated that there is an existing street light close to the proposed subdivision.

William Bellavance stated that it is approximately 10' to the left. The bus stop is located at his driveway.

Mrs. McKnight stated that she would propose naming the private way Longhill Lane, because Arden sounds too much like Alden.

Mr. Pearce stated that the only problem with Longhill is that this portion of Haverhill Street is known as Longhill.

Mrs. McKnight stated that she would check with the Fire and Police departments.

Mr. Hayden moved, seconded by Mrs. Romeo and voted 3-0:

that the Community Planning Commission vote to close the public hearing.

WAIVERS:

Mr. Hayden moved, seconded by Mrs. Romeo and voted 3-0: (Mr. Pearce recused)

1. §350-14.B(5), to allow the property line of the new subdivision way to not be rounded. The paved area will be rounded, however, and the radius of the pavement in this location will be 19 feet. The waiver is GRANTED.

Mr. Hayden moved, seconded by Mrs. Romeo and voted 3-0: (Mr. Pearce recused)

2. §350-25.B(1), to allow two separate 1½-inch water services in lieu of the required eight-inch water main. The waiver is GRANTED.

Mr. Hayden moved, seconded by Mrs. Romeo and voted 3-0: (Mr. Pearce recused)

3. §350-21 and 26, to not require sidewalks. The waiver is GRANTED.

Mr. Hayden moved, seconded by Mrs. Romeo and voted 3-0: (Mr. Pearce recused)

4. §350-27, to install bituminous berms instead of vertical granite curbing along the new roadway, except for the roundings, where vertical granite is to be installed, as noted on the approved plans. The waiver is GRANTED.

Mr. Hayden moved, seconded by Mrs. Romeo and voted 3-0: (Mr. Pearce recused)

5. §350-21, to not require streetlights because of the short length of the roadway, and because there is an existing street light nearby on Haverhill Street. The waiver is GRANTED.

Mr. Hayden moved, seconded by Mrs. Romeo and voted 3-0: (Mr. Pearce recused)

6. §350-29, to not require street trees. The waiver is GRANTED.

Mr. Hayden moved, seconded by Mrs. Romeo and voted 3-0: (Mr. Pearce recused)

7. §350-30, to allow iron rods to be installed in lieu of granite monuments in the locations shown on the approved plans. Granite monuments are to be installed on Haverhill Street. The waiver is GRANTED.

Mr. Hayden moved, seconded by Mrs. Romeo and voted 3-0: (Mr. Pearce recused)

8. Schedule A. The request is for 18 feet of pavement (instead of 30 feet required). The cul-de-sac providing frontage to Lots 3 and 4 is a right-of-way, but is not intended to be paved except for the 18 feet of pavement proposed. The waiver is GRANTED.

Mrs. Romeo moved, seconded by Mr. Hayden and voted 3-0: (Mr. Pearce recused)

that the Community Planning Commission vote to approve the Definitive Subdivision Plan entitled "Definitive Plan #318 Haverhill St., North Reading, MA 01864"; dated September 20, 2014; last revised October 17, 2014; drawn by JM Associates, 325 Main Street, North Reading, MA

Mr. Pearce rejoined the meeting.

Community Development Fund – discussion

Mrs. McKnight stated that she received a request from the Finance Director asking how much of the Community Development Fund was allocated for sidewalk construction. She does know that the Capital Committee is starting their process and part of the process is discussion construction of sidewalks with the DPW.

Mrs. Savarese stated that the only item that she found that was specifically allocated to sidewalk construction is for 279 Main Street in the amount of \$6,200.00.

Mr. Pearce stated that the reason that this was not done was because the Town had to go through Mass. Highway to do sidewalks on a State road, and did not have much luck. DPW has since done sidewalks, so there must have been a resolution.

Mrs. Savarese stated that the developer of Bradford Pond Estates still owes \$13,500.00, but does not have to submit the money until he makes a request for his last building permit.

Mr. Mills stated that there does seem to have been some recent activity for sidewalks, such as, Marblehead Street and sidewalk assessment.

Mrs. McKnight stated that the commission should consider using the funds for projects they deem necessary.

Mr. Pearce stated that he believes that they are going to be doing Central Street and Haverhill Street will be done next year.

Mrs. Romeo stated that she saw a woman with a baby in a carriage and a toddler walking beside her, on Haverhill Street, between Foley Drive and North Street. There is no sidewalk and this is very dangerous.

Mr. Pearce stated that the engineer for a sidewalk on Haverhill Street has already been done, so they could use this information to build a sidewalk in that area.

Mr. Mills asked if the \$6,200.00 was allocated for 279 Main Street, does it have to be used on that site.

Mrs. McKnight stated that if it was allocated for that area it should only be used for that area, unless there is a reason that a sidewalk cannot be done.

Mr. Pearce stated that he agrees that the money needs to be used for that area.

Planning Administrator Update

Retaining Walls – discussion

Mrs. McKnight stated that she put together some design guidelines, as a starting point, for discussion. They did discuss putting together an M.O.U. and a handout. The M.O.U. is final and the departments have agreed to it, but she would like to get more input from the commission, in terms of what the commission may want as a handout for people to see.

Mr. Hayden stated that he is pleased with what she has done so far.

Mr. Mills asked if the building inspector had photos to contribute.

Mrs. McKnight stated that he was on vacation and she was unable to ask him, but she will.

Mr. Hayden stated that the only photo he would include would be a boulder wall.

Development Team Meeting

Mrs. McKnight stated that a meeting was held for the 17 Anthony Road subdivision. She is expecting an application to be submitted within the next few weeks.

Capital Improvement

Mrs. McKnight stated that the Capital Improvement Committee has invited her to present the GIS request on November 19th at 4:00pm.

Thomson Country Club

Mrs. McKnight stated that she received a plan for rebuilding the shed that was destroyed by fire. She is unsure if this would be a minor modification or a more significant change from what was there and would like the opinion of the commission.

Mr. Mills asked if this is where they had the drainage issue with MacIntyre Crossing.

Mrs. McKnight stated that she is unsure where the location of the shed is.

Mr. Hayden stated that it looks bigger than a minor modification, they are adding footprint. They should notify the residents even if it is just a minor modification.

Mrs. McKnight stated that they could just reconstruct it with just a building permit, but they are not, it is bigger.

Mr. Mills stated that he believes that they should come in for review.

Mrs. McKnight stated that she would let them know that they need to file. It would not be a full site plan review, just to modify the Special Permit.

J.T. Berry Property

Mrs. McKnight stated that she has been working with Weston & Sampson to perform the Phase I, Environmental Assessment. The process for getting a license from DCAM has been challenging, they have very intense insurance requirements, which Weston & Sampson were able to meet.

EDSAT

Mrs. McKnight stated that the EDSAT Forum will be held on November 14th, at 8:30am, at the Hillview Country Club.

Meetings

Mrs. McKnight stated that she attended the Southern New England APA conference last week in Providence. She also attended a meeting in Burlington on "How to Hold the Perfect Public Meeting." She did receive a powerpoint on this meeting and will download into the dropbox for the commission's review.

Downtown Initiative

Mrs. McKnight stated that the Director of the Downtown Initiative has some ideas for specific sites, relating to the revitalization of the Town's downtown or commercial district that they would like to address. She thought that the closed Stop & Shop building at 197 Main Street might be viable.

Candidates

Mrs. McKnight stated that the interview for the candidates is set for November 4th, at 8:00pm.

Pipeline

Mr. Mills asked if there was any more information on the gas pipeline.

Mrs. McKnight stated that the Town has not taken a position on this yet,

Adjournment at 10:20PM
Respectfully submitted,

Patricia Romeo, Clerk