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TOWN CLERK  
NORTH READING, MA

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Community Planning

**MINUTES**

**Tuesday, September 23, 2014,**

Mr. Daniel Mills, Chairperson called the Tuesday, September 23, 2014 meeting of the Community Planning Commission to order at 7:35p.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 was being recorded.

### **Mr. Rooney - Resignation**

Mr. Mills stated that a resignation letter was received from Mr. Rooney. A joint process with this commission and the Board of Selectmen will begin to appoint a new member. A posting will be placed in the North Reading Transcript and on the North Reading website.

Mrs. McKnight stated that she spoke to Karen Marlin and they decided together that the applications will be sent to the Town Administrator's office and then forwarded to her. They are hoping that they will be able to appoint someone by November.

### **Minutes**

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

that the Community Planning Commission vote to accept the minutes of September 2, 2014 as presented.

### **Zoning Board of Appeals**

8 Janice Avenue – On the petition of Wade Lee, for a variance to expand the current deck and install an above ground pool.

The Community Planning Commission has reviewed the above-referenced application and has the following comments:

- The lot appears large enough not to require relief for the proposed construction if it was placed elsewhere.
- If the property is constrained by wetlands or other factors, this should be shown on the plan.
- The application should identify what the dimension of the proposed setback should be and more clearly show the added deck space and pool.
- Complete information on the project is not provided.

25 Hickory Lane – On the petition of George Bergeron, for a home occupation special permit for a logistics management business (Tracking Logistics for Transportation companies) D/B/A Incidentclear, LLC.

The Community Planning Commission has reviewed the above-referenced application and has the following comments:

1. The CPC supports the request, provided the business adheres to the criteria of §200-42.

37 Southwick Road – On the petition of Marco Vittozzi, for a home occupation special permit for a wholesale/retail wine business.

The Community Planning Commission has reviewed the above-referenced application and has the following comments:

1. The CPC recommends looking at any potential traffic impacts and noise generated by the home occupation.
2. The business should adhere to the criteria of §200-42, including provisions that there will be no customers on the premises and the limitation that only 300 square feet of the home can be devoted to the business.

40 Lindor Road – On the petition of Ed Campbell for Mr. & Mrs. William O’Neil, for a variance to add a 2 car garage and a mudroom area per the setback requirements.

The Community Planning Commission has reviewed the above-referenced application and has the following comments:

- Revising the plan to eliminate the mudroom so the house could conform with zoning setbacks should be considered.

Mr. Pearce arrived at 7:50pm.

200 Riverpark Drive – On the petition of Gennady Mindlin, Head of Facilities Operations-Shire, for ATMO Riverpark Realty LLC c/o Atlantic Management Corporation, for a special permit for storage of diesel fuel incidental to the operation for a standby generator in the Aquifer Protection District.

The Community Planning Commission has reviewed the above-referenced application and has the following comments:

- The CPC supports the application, subject to Fire and Water department review.

### **31 Nutter Road / 1 Country Lane – minor modification**

Mrs. McKnight stated that Ed Melanson is requesting to modify the conditional approval for the Country Lane subdivision in order to allow for the open drainage system to be constructed after installation of the roadway, and following lot release. The conditional approval requires the completion of the drainage prior to lot release. A temporary system of swales would be installed in the interim, in order to prevent any impact on abutting properties. She discussed the request with Dave Giangrande of DCI, and he indicated that the temporary swales should be implemented with his guidance in the field, and that he did not need to approve a plan showing them. He recommends that if the CPC does allow this change, the work should be bonded. She requested a bond estimate from DCI. He did not feel it was necessary to adjust the amount of money in his initial scope of work for inspection services – he indicated the amount would be more than adequate to cover inspections, even with the addition of the swale work.

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

that the Community Planning Commission vote to modify the conditional approval dated January 21, 2014 in order to allow for the installation of the drainage system after release of the lot for building, rather than before. The change is conditioned on the receipt of a bond in the amount of \$37,260.30 to secure the drainage system. The applicant agrees to temporary drainage measures subject to inspection by DCI so that there will be no drainage impacts to abutting properties. All other terms of the original conditional approval are to be adhered to.

#### **4 Stonecleave Road - ANR**

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

that the Community Planning Commission vote to endorse as Approval Not Required the plan entitled "Plan of Land in North Reading, Massachusetts (Middlesex County)," dated August 28, 2014, drawn by LJR Engineering, Inc.

#### **228 Elm Street - ANR**

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

that the Community Planning Commission vote to endorse as Approval Not Required the plan entitled "Plan of Land in North Reading, MA showing lot line relocation at 228 & 230 Elm Street," dated June 4, 2014, drawn by Bayside Engineering.

#### **Rahnden Terrace – Bond Agreement Renewal**

The Agreement was signed by the commission.

#### **Planning Administrator Update**

##### **Rahnden Terrace – RMLD**

Mrs. McKnight stated that she received a memo from the Town Engineer, Mike Soraghan. He stated that he was contacted by RMLD on September 9<sup>th</sup>, to coordinate and plan the underground powering of the emergency access gate from the Rahnden Terrace subdivision road. Due to the proximity of the hydrant and waterline to the proposed underground electric feed, they are planning to leave the current overhead feed as the permanent source of power to the gate for obvious safety reasons. He has discussed this matter with Dick Carnevale and he has no objections.

It is not the preference of the Commission, but they are aware of the circumstances and therefore approve the current overhead feed.

CIP Discussion

Mrs. McKnight stated she is preparing a request for FY2016 for the Capital Improvement Plan to fund the creation of a new GIS base map, following the flyover that is to take place in April 2015. The flyover is funded with the small capital budget for FY15 and will cost \$8825. She had recently been given a slightly higher quote from Fugro, who will be doing the flyover, because they were under the impression that we wanted this done separately from the Mass Ortho consortium group. She clarified that we do not need a separate flyover, and so the price remains \$8825. The new request is for \$45,000 to create the base map and is described on the capital request form. In discussing this project with Liz Pavao, she requested clarification on how the town is managing the GIS system currently. For everyone's information, she has written up a draft summary of the program's management. The DPW controls the budget and is ultimately responsible for the program. She has offered assistance where Planning expertise is warranted, and she coordinates updating Planning maps and data with Applied Geographic's as needed, and as the budget allows.

Mr. Hayden asked if this data would be sent to Applied Geographic's, who will then send it to a sub-contractor. The planning department should see if there are other companies that do this type of work and get quotes.

Mrs. McKnight stated that they can do this and she does have four or five firms that are prequalified by the State.

Mr. Mills stated that it is a cost, but they want the best results. He believes that sending it out for quotes would be a good idea, but Applied Geographic's may be able to negotiate with their sub-contractors.

Mr. Pearce asked if they have a level of responsibility for the quality that they will provide.

Mr. Mills stated that he did not see other departments listed and wanted to know if they use it.


Mrs. McKnight stated that the assessor uses it, and the police department has just started using it. Mr. Mills and Mr. Hayden suggested contacting Police and fire to find out how they might use the new base map if it were updated. Mrs. Romeo suggested outbuildings and vacant buildings would be helpful to the Police Department in the case of a missing child.

**230 Main Street/N.R. Transportation**

Mrs. McKnight stated that she was told that the lights would be kept on for the commission to view this evening.

Adjournment at 10:15PM

Respectfully submitted,

  
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Patricia Romeo, Clerk