



RECEIVED  
BARBARA STATS

2015 APR -8 AM 10:50

TOWN CLERK  
NORTH READING, MA

**Town of North Reading**  
*Massachusetts*

*Community Planning*

**MINUTES**

**Tuesday, March 17, 2015**

Mr. Christopher Hayden, Vice Chairperson called the Tuesday, March 17, 2015 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  
William Bellavance

**STAFF**

**PRESENT:**

Danielle McKnight, Planning Administrator  
Debra Savarese, Administrative Assistant

**OTHERS**

**PRESENT:**

Michael Prisco, Board of Selectmen

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

### **Minutes**

Mrs. Romeo moved, seconded by Mr. Pearce and voted 3-0: (Mrs. Romeo & Mr. Mills abstained)

that the Community Planning Commission vote to accept the minutes of March 3, 2015 as written.

### **Carpenter Drive – Definitive Subdivision Extension Request**

Steve O'Neill stated that he would like to request a six month extension for the subdivision approval of Carpenter Drive. The approval was originally approved April 28, 2009, but the Permit Extension Act allowed an additional four years for permits and approvals. The road is constructed with a bridge, 8" water main, fire hydrant, grading and recycled asphalt product. The remaining items are a retaining wall and asphalt.

Mrs. McKnight stated that it would be in the best interest of the town to finish this project.

Mr. Pearce stated that there is no bond being held, so there is no incentive for Mr. O'Neill to complete the project even if the board grants the extension. If the extension is granted the town engineer should be given a construction schedule and check points for his inspection.

Steve O'Neill stated that six years ago the town approached him and this is why the bond and other items were waived. Finishing this project will open up 10 acres of land and will benefit the town. The DPW, town engineer and building inspector have been very helpful, it has been a collaborative effort and they are close to finishing the project.

Mr. Hayden asked if the drainage structures were already in the ground.

Steve O'Neill stated that the drainage structures are not in, but are part of the construction schedule.

Mr. Hayden stated that he would be willing to extend the permit to November 15<sup>th</sup>.

John Reddy of 69 Chestnut Street stated that he is in favor of the extension, but he would like to have a primary point of contact and a timetable and agrees that the town engineer should have check points.

Mrs. McKnight stated that she would be the point of contact and she would email a copy of the construction schedule to John Reddy. She would also contact the town engineer to review the construction schedule and decide when would be the best time for him to inspect the site.

John Reddy stated that the developer has not completed this project because of financial difficulties, so he would like to have some type of credit in place to ensure him that the landscaping will be completed.

Mrs. McKnight stated that she would expect to see six trees planted, as shown on the approved plan before the lot would be released.

John Reddy stated that he does not have a productive working relationship with Mr. O'Neill and therefore would like to propose a check be given to him for the fair market value of the trees. He would then decide if he wanted trees or a fence.

Steve O'Neill stated that he is going to do exactly what is on the approved plans.

Mrs. McKnight stated that six trees are shown on the plan with a note that states that the exact location has not been determined.

John Reddy stated that when this project was discussed it was specifically discussed that there would be plantings and/or fencing, which is documented in the minutes and Transcript.

Mr. Pearce stated that there is an approved plan that shows the six trees, they could modify the plan if John Reddy is asking that there be fencing instead of the trees, but this is going to cost more money and delay the project. He would suggest that John Reddy stake out six areas that he would like to have the trees planted.

John Reddy stated that he has documentation to show that fencing was discussed.

Mr. Hayden stated that the approved plan shows trees, not fencing.

John Reddy stated that he is undecided about trees or fencing at this time. He is concerned that the trees will not mitigate sound.

Mr. Pearce stated that trees are much better at absorbing sound than a fence, and they require no maintenance.

He stated that he would go in the direction of the trees, but he would like to place the stakes and would like to know when the trees are going to be planted.

Steve O'Neill stated that he would give this information to the planner.

John Reddy stated that the plans also call for RMLD to place a light fixture and he is concerned with the spray of the light, he would like to know if he would be able to have some say over it.

Mr. Pearce stated that RMLD usually comes in at the end of the project, but it should not be difficult to let Mr. Reddy know when this is going to happen. RMLD has many types of hoods and should have no problem accommodating him.

Mrs. Romeo moved, seconded by Mr. Hayden and voted 5-0:

that the Community Planning Commission vote to grant the request to extend the timeline for completion of the Carpenter Drive Subdivision until November 15, 2015, subject to review and approval of a construction schedule by the Town Engineer.

### **142-144 Main Street – Site Plan Review**

Mr. Mills stated that he met with Mr. Cody a few weeks ago to discuss the exit and entering of the driveway.

Jonathan Cody of 57 Spruce Road stated that there have been no changes to the plan, but if there are any suggestions in regard to the landscape he would be open to the discussion.

Mr. Mills stated that he is not opposed to the arborvitae being placed on Main Street, but would suggest the Green Giant arborvitae. They are very hardy and would have a better survival rate.

Mr. Pearce asked what would be placed on the other side of the property.

Jonathan Cody stated Maple and Juniper trees would be planted with a railed fence. He would like to know if the board would prefer mulch or crushed gravel.

Mr. Pearce stated that it would be his preference, but gravel takes less maintenance.

Mr. Hayden stated that gravel would stay in place, but mulch would be washed away.

Mr. Pearce stated that mulch would look better with the landscaping.

Mr. Mills stated that stone was placed at the Firestone building and it does not look very good.

Mr. Hayden asked what was going to be done with the 20' gap between the fence and the building.

Jonathan Cody stated that they could place a flowerbed or shrubbery.

Mr. Hayden stated that a fence with a gate would soften the look around the trailer.

Jonathan Cody stated that he does not want it to look like he is trying to hide it and would prefer plantings.

Mr. Hayden asked what type of materials would be used on the trailer.

Jonathan Cody stated that it is a high end trailer with vinyl siding. A sketch was submitted with tan coloring. He is not sure if the color would remain the same, it will depend what color the building is going to be.

Mr. Mills stated that the plan does not show the trailer being 3' from the building and should be changed to be in compliance with the building code. He asked if the fence along the gas station side was going to be vinyl or chain link.

Jonathan Cody stated that it would be a vinyl fence with a gate for access (Fire Department request), but the fence in the rear will be chain link.

Mr. Mills stated that a 5' sidewalk between the landscape and grass should be shown on the plan. If there is going to be any additional paving on the site the board should be notified.

Mr. Pearce moved, seconded by Mr. Hayden and voted 5-0:

that the Community Planning Commission close the public hearing.

Mrs. McKnight asked if a site opening bond should be posted, and if so, what amount would the commission recommend.

Mr. Hayden stated that bond should be posted for the as-built plan.

Mr. Pearce stated that \$2,500.00 should be sufficient.

Mr. Mills asked where the dumpster would be placed.

Jonathan Cody stated that it would be placed inside the fenced area.

#### WAIVERS:

Mr. Hayden moved, seconded by Mrs. Romeo and voted 5-0:

that the Community Planning Commission vote to approve the following waivers.

- a) 340-6 Accessory Buildings: Approval granted to allow a detached accessory building to be located in an area occupying part of the side and rear of the lot.
- b) 340-8 C Building Design: to allow "plastic siding" or "other industrial materials" visible from the road or adjacent properties, and to not require vinyl and aluminum siding to be used only in replication of historic building materials. This waiver is to allow the proposed office trailer accessory structure.

- c) 340-9 B (1) Pedestrian and Bicycle Access: to waive the requirement for a walkway from the public sidewalk to the public entrance.
- d) 340-9 B (3)(4) Pedestrian and Bicycle Access: to eliminate bike rack parking and bike access where not justified by the proposed use of the site.
- e) 340-10 B(2) Waiver from the provision that 5% of the area in front of the building be landscaped green space.
- f) 340-10 B(3) Waiver from the provision that 50% of the site be landscaped green space, given the current uses on the site and the existing vegetation on the side and rear of the site.
- g) 340-11 Enumeration of districts and specifications: Waiver from the Lowell Corner district design guidelines.

Mrs. Romeo moved, seconded by Mr. Hayden and voted 5-0:

that the Community Planning Commission vote to approve the plan entitled, "Site Plan, 142 & 144 Main Street, North Reading, Massachusetts"; dated September 25, 2014; revised 2/20/2015; drawn by LJR Engineering, Inc. Subject to the terms and conditions of the Certificate of Conditional Approval dated March 18, 2015.

Jonathan Cody asked if he would need to come back to the commission for approval of signage and colors for the building.

Mr. Mills stated that he would definitely need to come back for the signage, but the colors for the building can be sent to the planner and she will forward to the commission.

### **Planning Administrator Update**

#### **Economic Development Committee**

Mrs. McKnight stated that the first meeting will be held on Wednesday, March 25, 2015. A total of four appointments were made jointly with the Board of Selectmen. An additional application was submitted by Sean Delaney, any additional appointments will be made on March 23<sup>rd</sup> with the Board of Selectmen.

Mr. Mills asked if there was a deadline for submittal of applications

Mrs. McKnight stated that there was a deadline, but not all of the positions were filled.

Mr. Mills stated that his concern is that people will not know that the positions have been filled.

Mr. Prisco stated that he believes that they will have enough members because there are two more applicants that will be applying.

Mr. Hayden asked if he was officially appointed as liaison.

Mrs. McKnight stated that the Charge states that all seven are jointly appointed, so they need to change the Charge and then Mr. Hayden will be appointed.

Mr. Prisco stated that the Charge specifically says "When your term is up as an appointee you are off the committee". It is his understanding, that the structure put in place is that they need to follow the same process that the Town Clerk put in place for the SSBC and other committees that exist today, that vote.

Mr. Mills stated that it looks like it makes sense the way that it is written "One CPC appointee term based on liaison designation" so whoever they designate fills that position, does not need to submit an application, or have be appointed by a joint vote.

Mrs. McKnight asked if they would like to vote/designate this evening.

Mr. Prisco stated that they have to designate no matter what, whether they change process or not.

Mr. Hayden stated that he would like to be the liaison to the Economic Development Committee.

Mr. Mills stated that he appoints Mr. Hayden to the Economic Development Committee.

#### Outdoor Displays

Mrs. Romeo stated that the Seven Eleven store is displaying items outside their store.

Mrs. McKnight stated that she sent an email to the building inspector.

#### 165-171 Main Street.

Mrs. Romeo stated that she was contacted by several people with parking complaints.

Mr. Pearce stated that they did lose a lot of parking spaces because of the amount of snow, but he does believe that they are trying to clean it up. The owner of the property should be notified so that this does not happen again.

Mr. Prisco stated that the Board of Selectmen should be notified of these issues because they can hold the renewal of the license for the businesses, which in turn affects the property owner and will give them more of an incentive to fix the problem.

Mrs. McKnight stated that she would contact the property owner.

Warrant Articles

Mrs. McKnight stated that this board had a discussion regarding funds for a corridor study/market study for Rte. 28. Although they have applied for a DLTA grant and it is not impossible to get the funding, a lot of projects have already been funded and the town was not among them. Her conversations with MAPC lead her to believe that they will not be getting any funding this year. In the meantime, she had been approached by the town administrator and finance director who suggested that a more appropriate place for that money would not be in the CPC budget, but would be separate as a town meeting warrant article and they should submit, which she did. She spoke with Mr. Hayden and Mr. Mills and they felt that the 2004 Master Plan should be updated. Assuming that they receive the money, she thought that using a quarter of the money for a study of Rte. 28, but then make it a little broader by doing an Economic plan/strategy for the town, which could then be used as a chapter for the Master plan. If they think that the priority is to only focus on Rte. 28, the warrant article can be adjusted. One of the recommendations from the EDSAT report is that there should be an economic strategy for the town because there is not one in place and this could be hurting us.

Mr. Pearce stated that the Master plan does need to be updated.

Mrs. McKnight stated that she wanted to know what the board would prefer.

Mr. Pearce asked Mr. Prisco where the town stands in regard to the J.T. Berry property.

Mr. Prisco stated that last Friday it passed the House and is now on the floor with the Senate for consideration, they should know the date sometime this week and then it will be two to four weeks at which time the town administrator, town planner and himself will give a presentation, if necessary.

Mrs. McKnight stated that at the October Town meeting appropriation funds in the amount of \$20,000.00 were set aside for a market study, specifically for that property.

Mr. Hayden asked if Mrs. McKnight was suggesting both Rte. 28 and Concord Street.

Mrs. McKnight stated yes and the market study would show what types of businesses would do well in these area of North Reading.

Mr. Pearce stated that this has already been done in different ways and end up with a lot of the same feedback.

Mrs. McKnight stated that she does know that an analysis was done for what the tax revenue would be if sewer was introduced to the town and a study was done in the 90s of Rte. 28 for aesthetics and strengthening the market. It has been a long time and market conditions can change. If they do a Master plan update, it is another study and somethings may not have changed, but there may be some that have.



Mr. Pearce asked if there is another town in Metro Boston that does not have sewer.

Mrs. McKnight stated that she Lincoln does not have sewer, but believes that they intentionally did this to keep it rural.

Mr. Prisco stated that they are going to do a research with the State, but they need a market study for the Berry property.

Mr. Pearce stated that they need to find out what the people want here.

Mrs. McKnight stated that this would be part of the market study.

Mr. Prisco stated that when they meet for the budget hearings, focus should be on the GIS funding. If this commission has requirements that they would like to achieve they need to be sure that the funding is covered in the IT budget.

Mr. Hayden stated that the commission needs to support the request for funding.

#### Citizens Petition

Mrs. McKnight stated that a petition to change the zoning on Pluff Avenue and Fairway Road was submitted to the Town Clerk by the property owners.

Mr. Pearce left the meeting at 9:25PM.

#### EDSAT Meeting

Mrs. McKnight stated that the EDSAT meeting will be held at 8:30am on April 10<sup>th</sup> at the Hillview.

#### Budget

Mrs. McKnight stated that there is a balance of \$11,000.00 in the professional services account. Money was spent to fund the EDSAT assessment, but the rest of the money has not used because they were waiting to see what the results would be from the EDSAT assessment and if they would receive funding from the DLTA grant. They were also waiting to see what would be needed to get the Economic Development Committee started. They still need to decide what they will use the remaining funds, at the last meeting they talked about doing a forum with business leaders, an event of some kind with the Chamber of Commerce and the Town Administrator is very interested in being involved with this. This will use a small portion of the money. Mr. Mills thought that doing a community bulletin sign at the Library may be a good idea, but that would be more expensive than what they have.

Mr. Prisco stated that they could possibly do a sign like the one that was approved for the Veterans Office; he does not believe that that type would be expensive.

Mrs. McKnight stated that she has been doing some research to try to find the best use of the money. A survey for businesses could be done in-house, or a consultant could be hired do the work.

Mr. Mills stated that GIS mapping (ie. parcel priority, wetlands, buildable land and ownership) could be done to help start the Economic Development Committee.

Mr. Mills asked if traffic counts were going to be done this spring.

Mrs. McKnight stated yes and the funds were going to be taken from the Community Development Fund, but they could take the funds from the professional services account instead. She would also like to hire a consultant to do a permitting guide brochure.

Mr. Mills stated that they already have one.

Mrs. McKnight stated that they do, but it is very old.

Mr. Hayden stated that they should get some information about the sign, but the Historic District will need to be notified to see if a sign would be allowed.

Mrs. Romeo stated that they were contacted by a re-enactment group, who want to utilize the facilities on Bow Street, the Flint House and the grounds. This would be meshed in with the other two groups to form a coalition while keeping their own identity. In doing this they would be trying to get more people to come into the town. It would not only help the current businesses, but could possibly bring in more.

Mrs. McKnight asked the board if there was any chance to locate a sign in the town center, because if not, is it even worth pursuing.

Mr. Hayden stated that the Historic District needs to make that decision.

Adjournment at 10:05PM

Respectfully submitted,



Patricia Romeo, Clerk