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NORTH READING, MA

**Town of North Reading**  
*Massachusetts*

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*Community Planning*

**MINUTES**

**Tuesday, April 7, 2015**

Mr. Christopher Hayden, Vice Chairperson called the Tuesday, April 7, 2015 meeting of the Community Planning Commission to order at 7:30p.m. in Room 10 of the North Reading Town Hall, 235 North Street, North Reading, MA.

**MEMBERS**

**PRESENT:** Christopher B. Hayden, Vice Chairperson  
Patricia Romeo, Clerk  
Warren Pearce  
William Bellavance

**STAFF**

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

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

**142-144 Main Street – minor modification**

Jonathan Cody of 57 Spruce Road stated that he met with the Board of Selectmen and was informed that the license is for six vehicles, not five. He was told that since he had already received approval from the CPC for five vehicles, he would need to ask for a minor modification, to change it to six.

Mrs. Romeo moved, seconded by Mr. Pearce and voted 4-0: (Mr. Mills absent)

that the Community Planning Commission vote to approve the request of Jonathan Cody for a minor modification to the plan entitled “Site Plan, 142 and 144 Main Street, North Reading, Massachusetts, Assessors Map 25, Parcels 3 & 4”; drawn by LJR Engineering Inc.; dated September 25, 2015 and last revised March 26, 2015.

**Minutes**

Mrs. Romeo moved, seconded by Mr. Pearce and voted 4-0: (Mr. Mills absent)

that the Community Planning Commission vote to accept the minutes of March 17, 2015 as written.

Mrs. Romeo moved, seconded by Mr. Pearce and voted 4-0: (Mr. Mills absent)

that the Community Planning Commission vote to accept the minutes of March 23, 2015 as written.

**Zoning Board of Appeals**

40 Hickory Lane – On the petition of Gillian Baudreau for a home occupation special permit for an event planning business D/B/A GB Occasions.

The CPC does not object to the request, provided the applicant adheres to all requirements for Home Occupation Special Permits as stated in §200-42 of the North Reading Zoning Bylaw.

17 Anthony Road – On the petition of Joseph Germano & JCJ Realty Trust, for a variance to relocate an existing, legally complying, non-conforming structure on a subdivided lot to be provided to the Town of North Reading as an affordable housing lot in perpetuity.

1. The CPC supports granting dimensional variances if this results in the creation of a new unit of affordable housing for inclusion on the town's Subsidized Housing Inventory (SHI). The affordable house should meet all requirements of the Department of Housing and Community Development (DHCD) so that it will be eligible for inclusion in the SHI, including but not limited to all DHCD requirements for upgrading the condition of the house.
2. It is the CPC's understanding that the applicant and the town would apply to DHCD pursuant to the local Initiative Program in order to make the house an affordable ownership unit, to be conveyed to an eligible, qualified buyer.

### **Planning Administrator's Update**

#### **DHCD Grant - Downtown Initiative**

Mrs. McKnight stated that she was notified that the Town of North Reading will be receiving a \$10,000 Community Development Block Grant through the Massachusetts Downtown Initiative (MDI). (see attached)

#### **TAP**

Mrs. McKnight stated the Urban Land Institute does a technical assistance program where they get experts from everywhere, convening to do these panels with towns that have a redevelopment project and they give input from a variety of perspectives. (ie. Real estate and design professionals) They select some towns to do this and they are interested in doing this with the J.T. Berry site. The town would apply, which they have already received a draft. If selected, a day would be scheduled to see who would be best to interview from the town. Funds have been set aside from Town Meeting to do a marketing study for the Berry property and they thought that this would be perfect because this would be the next step and if they do this they would get a lot of information that would help to focus the marketing study. She would also like to mention it to the Economic Development Committee to get their input.

Mr. Hayden stated that they are going to think that it is a great idea.

Mrs. Romeo asked what amount of funds is left.

Mrs. McKnight stated that there is \$11,000.00 left to spend:

- 1) GIS maps - \$700.00.
- 2) A forum for business leaders and owners - approx. \$600.00
- 3) Surveys for the Economic Development Committee
- 4) Updated permitting guide. She has spoken to consultants who quoted a cost of \$7,000.00 to \$8,000.00, if the permitting guide only focused on commercial development.
- 5) Install sign.

**55 Swan Pond Road – SPR (cell tower) P.H. 8:04pm**

Mrs. Romeo read the public hearing notice into the record.

Daniel Klasnick, Esquire, as attorney for Bell Atlantic Mobile of Massachusetts Corporation, Ltd. d/b/a Verizon Wireless stated that the subject property is 37.9 acre parcel of land owned by the Town of North Reading and used as a municipal water tank with existing wireless facilities installed on the water tank with ground based equipment. The proposal is to install 12 panel antennas, 6 remote radio heads and 3 junction boxes on the existing municipal water tower, as well as an equipment shelter with propane tank inside an expanded fenced area on the ground

Mr. Bellavance asked what times would the generator be running.

Daniel Klasnick stated that it would run once a week for 30 minutes, during the day.

Mr. Hayden closed the public hearing.

**Planning Administrator's Update cont.****Economic Development Funds**

Mrs. McKnight asked if the items she mentioned sounded like a reasonable way to use the funds.

Mr. Hayden stated that he found them to be reasonable.

Mr. Pearce asked what the cost would be to send out questionnaires to the general public and will the questions be multiple choices.

Mrs. McKnight stated that she would like to send them out electronically. They could be multiple, essay, fill-in or matrix.

Mr. Pearce stated that he is concerned with the multiple choices because it could take away that one exciting answer.

Mrs. McKnight stated that she would not make it an exclusive multiple choice.

Mr. Hayden stated that the Economic Development Committee can do the marketing study on the J.T. Berry property.

**Carpenter Drive**

Mrs. McKnight stated that Mr. O'Neill has received the funding and is ready to begin construction. The town engineer has requested that he submit further detail for the retaining wall

design and have it stamped by a constructional engineer. He hopes to begin by April 6<sup>th</sup>. The planting schedule will be done in the late summer.

Dodge Road - easement

Mrs. McKnight stated that the Board of Selectmen is proposing to accept at Town Meeting a portion of Dodge Road (up the school driveway and stopping at the Gill property).

Mr. Hayden stated that this commission told the BOS that they should do a taking of the property 3 to 4 years ago, but they did not. The reason that they need to do this now is because Mr. Gill needs to be able to access the side of his property, where the easement is. The problem that Mr. Gill faces is that he needs to have insurance because it is a private road, which would be very expensive.

Mr. Pearce stated that they are going to do a partial taking of Dodge Road and accept it, but not the easement.

Mrs. McKnight stated that the town engineer has been speaking with the surveyor to get this done for street acceptance plans. They also wanted to know if he would want the as-built and stone bounds done. His response is that he would prefer that it be the responsibility of the school project be responsible.

Mr. Hayden stated that if it is not in their contract, they will not do it and the town should do it now because it will cost more to do it later.

Mrs. McKnight stated that they would only have the street acceptance plan ready for Town Meeting.

Mr. Pearce stated that they should find out if it is in the school project plan, and if not, then the town should do it.

Cowabunga

Mrs. McKnight stated that they are requesting additional licenses for their automatic amusement devices. She does not believe that this impacts the site or the parking.

Mr. Pearce stated that it can't make the parking any worse than it already is.

Adjournment at 9:25PM  
Respectfully submitted,

  
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Patricia Romeo, Clerk

**Debbie Savarese**

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**From:** Danielle McKnight  
**Sent:** Friday, April 17, 2015 11:18 AM  
**To:** Debbie Savarese  
**Subject:** grant information

Good Afternoon-

Senator Tarr and I are pleased to inform you that we were just notified by Secretary Ash's Office at the Executive Office of Housing & Economic Development (EOHED) that the Town of North Reading will be receiving a \$10,000 Community Development Block Grant through the Massachusetts Downtown Initiative (MDI). The Town will receive a formal announcement from EOHED in the coming days regarding the Community Development Block Grant award.

As you may know, the MDI offers services and assistance to communities seeking help in revitalizing their downtowns. MDI's primary mission is to make downtown revitalization an integral part of community development across the Commonwealth. In allocating \$10,000 to the Town of North Reading, it is our hope that it will provide some of the resources necessary to perform a complete street study for Route 28, and evaluate creating a "village center" by designing Rte. 28 to accommodate, pedestrian, bicycle & vehicular traffic.

Again, it is our pleasure to notify you of Secretary Ash's announcement of this grant award for the Town of North Reading. If you have any questions about the award or any other matter, please do not hesitate to contact our offices.

Best regards,

Representative Brad Jones    Senator Bruce Tarr