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Town of North Reading
Massachusetts

Community Planning

MINUTES

Tuesday, December 19, 2017

Mr. William Bellavance, Chairperson called the Tuesday, December 19, 2017 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: William Bellavance, Chairperson
Christopher Hayden
Joseph Veno

STAFF

PRESENT: Danielle McKnight, AICP
Town Planner/Community Planning Administrator

Mr. Bellavance informed all present that the meeting was being recorded.

4 Mid Iron Drive – minor modification

Mr. Peter Confalone of 23 Lafayette Street, Wakefield, MA. stated that he was one of the co-developers of the Greens. He still owns a property at 4 Mid Iron Drive which was the model for the development. They built the Greens with four unit types – A, B, C and D with the D being detached units. Under the P.U.D Permit it had to be a split between attached and detached housing. The model has been rented to the same tenant for approximately 28 years. He has been encouraging her for the past 10 years to move out of the unit, but she did not. The situation has recently deteriorated and she has no choice but to move. He currently went to the Board of Trustees to discuss the situation they said that they had reviewed the Special Permit and there was language written in it concerning 4 Mid Iron Drive.

Mrs. McKnight stated that the zoning is dictated by the Planned Unit Development. The commission issued a special permit for the development and at that time specified the zoning.

Mr. Confalone stated that on (page 3 – 5B) of the Special Permit, it states “Building number ‘one’ which is to be used as a model and sales office, consisting of 2,100 square feet in gross floor area, is hereby, approved for commercial use. It is understood that when said building ‘one’ is converted to a manager’s office it will still be considered a commercial use.” It was never converted to a manager’s office and he does not believe that they ever triggered it. He is also proposing other changes to this site and the commission needs to review the changes and approve. The garage was framed to be used as a sales office, he would now like to remove two windows and add two garage doors, so it can be used as a garage. The driveway will also be reconfigured to accommodate the garage and lop off a section of the parking area because it is no longer needed. He would like to know if he needs to do a sketch plan and have it recorded with the changes and if the P.U.D. Special Permit, paragraph B, last sentence should be eliminated.

Mrs. McKnight stated that she received a letter from the Trustees agreeing to these changes. She does not believe that a plan needs to be recorded. If the commission agrees, she will write a letter, to be recorded with the Special Permit as a minor modification to the Special Permit confirming the structure could continue as a residential condominium.

Mr. Bellavance stated that he would like the two other members that are not present this evening to read the minutes and get their decision at the next meeting.

Dogwood Lane – Tripartite Agreement

Mrs. McKnight stated that the Tripartite Agreement will be expiring at the end of December. At a previous meeting there was discussion that additional money should be added to this bond because of the changing costs for materials. They also discussed that there might be a limited amount of extensions given to this project because of the amount time that has already passed and there is no "Clerk of the Works" in place. There was also a discussion of having a new bond estimate prepared and she did reach out to Dana Rowe to see if he would be in agreement to this, but he was reluctant to incur additional charges.

Mr. Bellavance asked Dana Rowe when he thought that he would be completing the project.

Dana Rowe stated that there are still three unfinished lots. They have been sold and he would like to wait until the homes have been built before he puts the finish coat on the road. He received a quote of \$37,500.00 for the completion of the road from the company that did the binder.

Mrs. McKnight stated that the bond being held at this time is in the amount of \$28,193.00.

Mr. Hayden stated that this is why this board is concerned.

Dana Rowe stated that he would like the project to be completed by late summer of 2018, no later than the fall of 2018.

Mr. Hayden stated that he would be in agreement to give an extension to November 15, 2018.

Mrs. McKnight stated that residents of Dogwood Lane have told her that they would like to see this road completed.

Mr. Hayden moved, seconded by Mr. Veno and voted 3-0: (Mr. Cody & Mr. Pearce absent)

that the Community Planning Commission vote to authorize the extension of the Tripartite Agreement until October 13, 2018, with the understanding that the work on the Dogwood Lane subdivision is to be completed on or before September 15, 2018.

Old & New Business**35 Cedar Street - discussion**

Mrs. McKnight stated that the board recently looked at a concept plan.

Mr. Bellavance asked what has changed on the plan since they last review it.

Jim Kavanaugh stated that the paving has changed. The building inspector told him that it needs to be paved to be considered as frontage.

Mr. Hayden stated that the middle of this cul-de-sac is not shown as being paved and the problem with this is that if it is not completely paved, abutters tend not to take care of it.

Mr. Bellavance stated that the only waiver needed would be for the sidewalk.

Mrs. McKnight stated that a subdivision application would need to be submitted to the planning department for this plan.

Mike Brogan of 35 Cedar Street stated that this property was supposed to be subdivided through a subdivision called "Cedar Hill Estates", but the developer was shut down and did not complete the project, the previous owner of the triangle was also involved and he sold the property to him.

Mr. Hayden stated that they can only go 1000' with a looped water main.

Jim Kavanaugh stated that he did not think that it was a looped main.

Mr. Veno stated that he does not see a problem with the water line being extended to the next lot.

Mr. Hayden stated that the total length of the water main from Chestnut Street and New Street is over 500', but they keep making it longer and the board does not like to set precedent.

Rich Wallner – Planning Priorities

Rich Wallner of 57 Lakeside Blvd. stated that he made some minor changes to his "Big Ideas for North Reading, 2018". (A copy of this was given to the board) There is a 30 minute video that the board can review. He thanked the board for the memo they sent to the Board of Selectmen on his behalf. He would like to remind the board of the last discussion where they talked about doing a combined "Awareness Program for the Town". He asked his group and they unanimously voted to do this program. They are in the process of getting this program information to the residents of the town.

Mr. Bellavance stated that the CPC is definitely on board with this. This ties into the Master Plan and there is a study going on now for all of the municipal buildings, so there is a lot of information to gather. The concept is there, but there are a lot of hurdles to overcome. He has contacted owners on Rte. 28/Main Street, but has not heard back at this time.

Mr. Veno stated that one of the biggest obstacles is getting the funding.

Rich Wallner stated that if the package treatment plants are slowing down the progress, good management can solve this. He is pushing to keep this going because the whole town does not know about it and they need to become aware of it.

Mr. Veno stated that people he thought would know nothing about this have mentioned it to him.

Minutes

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

that the Community Planning Commission accept the minutes of November 14, 2017 as written.

104 Lowell Road

Mrs. McKnight stated that when 100 Lowell Road was developed, the buildings on this site were given the same street numbers as the two other lots on Lowell Road, which make them duplicates. This has become a problem for the Fire, Police and Assessor's Office. So, the Assessor's office is going to assign street numbers to Martin's Landing Way for the new development. They would also like to change the name of the driveway to "Berry Way" that accesses these properties. The consensus of the CPC is that if a name is needed for a new street name for the access drive, Berry Way is acceptable.

113 Haverhill Street – bond release

Mrs. McKnight stated that this needs to be rescheduled to the next meeting.

Budget 2018

Mrs. McKnight stated that the 2019 budget was added to the dropbox for the board to review, but some changes have been made to it. 1) Professional Services – Cost of Regional Housing Services has increased to \$1,000.00. 2) She also met with Board of Selectmen liaison Mike Prisco because he believes that the CPC needs to take into account planning needs, related both to Economic Development and planning ideas for water and wastewater. He asked to add funds for the Economic Development Committee to continue working with the TRA, for consulting services, related to support and outreach to businesses and property owners on Main Street, development, marketing recruitment activity and specifically, as a separate project, putting out the town owned property on Carpenter Drive for possible, senior affordable housing.

Mr. Veno asked how much money that would be.

Mrs. McKnight stated that discussed approximately \$50,000.00 - \$75,000.00. She is going to meet with Fran DeCoste of TRA to discuss these projects to get a better estimate.

Housing Survey

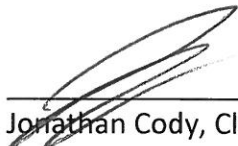
The survey is being printed and will be mailed out with the tax bills. It is also available online. Mr. Bellavance will promote the link on social media.

EDC

The EDC will be meeting in the middle of January to discuss 102 Lowell Road. The RFP will be sent out shortly after.

Adjournment at 9:15PM

Respectfully submitted,



Jonathan Cody, Clerk