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**Town of North Reading**  
Massachusetts

*Community Planning*

TOWN CLERK  
NORTH READING, MA

## MINUTES

**Tuesday, February 27, 2018**

Mr. William Bellavance, Chairperson called the Tuesday, February 27, 2018 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  
Warren Pearce, Vice Chairperson  
Christopher Hayden

### STAFF

PRESENT: Danielle McKnight, AICP  
Town Planner/Community Planning Administrator  
Debra Savarese, Administrative Assistant

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

### **128 Elm Street – Discussion**

Mr. Ryan McDonald stated that he lives and owns 128 Elm Street. He also owns the parcel in the rear know as 0 Elm Street, the taxes on this property have increased 80% since he has owned the property. He would like to know if he would be able to build on the property at 0 Elm Street.

Mr. Bellavance asked if he spoke to any engineers regarding this request.

Ryan McDonald stated that Mark Hall of MG Hall Contractors and an environmentalist have both walked the property and thought that there was sufficient space for two homes in the rear. He is unsure if the existing home would be able to remain.

Mr. Pearce stated that it looks like it could be possible to create frontage and put a road in, but there are a lot of wetlands in the rear of the property. He suggested that Mr. McDonald speak to an engineer who would be able to determine if there is enough area to create access and frontage.

Mr. Hayden asked if it was classified as a buildable lot.

Mrs. McKnight stated that it sounds like it was assessed as buildable.

Mr. Hayden stated that Mr. McDonald could ask the building inspector to write a letter stating that it's not buildable, bring this letter to the assessor and ask that it be reclassified to unbuildable.

### **1 Dix Street – Discussion**

Mr. Dave White stated that he owns the property at 1 Dix Street and would like to build a home on and is looking for access.

Mrs. McKnight stated that she added an older plot plan to the dropbox and that she talked briefly to Mr. White over the phone about the potential need for a Determination of Access.

Mr. White stated that he has a septic design and the road was brought right next to his property with a hydrant.

Mr. Pearce asked him if he wanted his frontage to be on Dix Street because it looks like there is some property between his property and Hancock Street.

Mr. White stated that Hancock is a paper street.

Mrs. McKnight stated that Hancock Street is narrower than its full layout.

Mr. Pearce requested that the town engineer do an assessment of the site and submit a report to them.

Mr. White stated that the property is grandfathered.

Mr. Pearce stated that he should have the building inspector sign off that it is a grandfathered lot.

Mrs. McKnight stated that she would speak to the town engineer about the assessment.

### **21 Wadsworth Road - ANR**

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

that the Community Planning Commission vote to endorse as "Approval-Not-Required, the plan entitled "Plan of Land in North Reading, Massachusetts"; dated December 13, 2017; drawn by LeBlanc Survey Associates, Inc.

### **Ipswich River Watershed – Signage Discussion**

Rachael Schneider of the Ipswich River Watershed Association stated that they would like to install small identification signs wherever North Reading roads cross the Ipswich River and Martin's Brook. (Chestnut Street, Central Street, Rte. 28, Park Street, Haverhill Street, 2 on Washington Street and the Skug River that crosses Central Street)

Mr. Hayden asked if one would be placed on Rte. 28 at the Skug River where it meets Martin's Pond.

Ms. Schneider stated that it's on the plan, but one of the members said that they are so similar placement ones.

Mr. Pearce asked if the consulted with the Police Department to be sure that the signs will not impeded vehicle traffic.

Ms. Schneider stated that they had not, but would do so.

Mrs. McKnight stated that she could speak to the safety officer at the Police Department and get some feedback.

Mr. Bellavance asked if this was the standard design because he would like to see the color gold (town colors) added to the sign.

#### **104 Lowell Road/Access Way – Name Change**

Mrs. McKnight stated that a letter was mailed on January 30, 2018 informing Lincoln Properties of the intention to rename the access way, according to the procedure advised by town counsel. At this time she has not received correspondence that they object or approve.

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

that the Community Planning Commission vote to approve the name change of the "Access Way" located at 104 Lowell Road to Berry Way.

#### **102 Lowell Road – RFP**

Mrs. McKnight stated that RFP has been updated: due date for bids to 4/10/2018, adding a reference to a license request for electrical work made by Pulte which would temporarily impact the property, and adding a description of the existing Edgewood Apartments and Martins Landing project. The uses listed as allowed uses or special permit uses within the Industrial Office zoning district. It excludes uses allowed under the Residential Multi-Family overlay district to which the property is also subject.

#### **197 Main Street – SPR – cont. P.H. 8:00PM**

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

that the Community Planning Commission vote to grant the requested continuance of the public hearing for 197 Main Street until Tuesday, March 6, 2018 @ 8:00PM.

#### **113 Haverhill Street – Bond Release**

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

that the Community Planning Commission vote to release the remaining bond amount of \$5,000.00 for 113 Haverhill street as-built plans.

#### **Minutes**

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

that the Community Planning Commission vote to accept the minutes of January 16, 2018 as written.

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

that the Community Planning Commission vote to accept the minutes of February 20, 2018 as written.

### **Signage Bylaw - Discussion**

Mr. Bellavance stated that he has been reading through the Attorney General's approved bylaws and he has not really seen anything that jumps out at him as a good thing.

Mrs. McKnight stated that she feels the same way and has found that most of the AG reviews of the bylaws have caveats attached to them.

Mr. Pearce stated that it would have been far better to just take out the bylaws that they didn't want anymore.

Mr. Bellavance stated that they have learned what they can and can't do and just need to tweak the changes to the bylaw, a little more.

Mr. Pearce stated that he doesn't think that the town's bylaws are that bad, but some changes and clarification do need to be happen.

Mrs. McKnight stated that they could make an attempt to look at some of the aspects of the bylaw that they know are not "content neutral". They should definitely not put anything new that is not "content neutral" into the bylaw. In terms of the way they regulate the political signs, they may want to tackle it, or leave it alone.

Mr. Bellavance stated that he has seen another town has taken these types of signs and put them into another category for temporary signs. They made it "content neutral" instead of political because you are not specifying a single signage, but a bunch of signage.

Mrs. McKnight stated that they may want to revisit what triggers a Site Plan Review or Special Permit for signage. The design guidelines should also be revised to meet the current standards of the board.

Mr. Pearce stated that he still sees a lot of the sandwich signs and wonders if they should be regulated.

Mr. Hayden asked if there was a way if an establishment misuses the sandwich sign allotment more than three times that they would be barred from using them.

Mrs. McKnight stated that the building inspector has certain tools available that allow him to order a sign to be taken down or fine, but she doesn't know if that is one of his tools.

Mr. Pearce stated they don't have a regulation that mentions the building inspector, so if they added this, it would give him something to work with.

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

#### **Charles Street**

One of the several areas of pipe on Charles Street Ext. that was damaged needs to be repaired. Dave Giangrande of DCI did an inspection and saw the video. He is working with Danielle to have this fixed.

#### **Flyover - RFQ**

An RFQ for quotes from pre-qualified firms to create the plan a metrics and base map were submitted. The budget was approved for \$45,000.00 and the two quotes submitted were in the amount of \$48,000.00 and \$40,000.00 and the contract will be awarded to WSP who quoted the \$40,000.00.

#### **Housing Production Plan**

The survey produced 800 responses. The public meeting will be held on March 20, 2018.

#### **Master Plan**

- Master Plan: Budget
  - Original total project budget, as discussed with MAPC, assumed to be \$120,000
    - ✦ Would include approximately \$25,000-\$35,000 worth of work previously done in economic development, housing and transportation studies
  - Town Meeting appropriation \$85,000
    - ✦ Anticipated town's contribution could be reduced somewhat by DLTA funding
  - Awarded \$25,000 in DLTA funds from MAPC beginning January 2018
    - ✦ Will reduce town cost somewhat, but not as much as anticipated
  - MAPC's project cost, after considering previous planning work completed, is \$110,000
  - However, transportation and housing studies came in under budget

- ✦ Housing plan budgeted at \$25,000 with town contribution of \$10,000; actual cost to be \$11,000 (town contribution \$0, \$10,000 under budget)
- ✦ Paratransit study budgeted at \$20,000 with town contribution of \$15,000; actual cost \$11,500 (town contribution \$11,500, \$3,500 under budget)
- Pre-work/scoping taking place currently; advisory group to work with CPC

Adjournment at 9:30PM

Respectfully submitted,

  
Jonathan Cody, Clerk