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Town of North Reading  
Massachusetts

Community Planning

TOWN CLERK  
NORTH READING, MA

## MINUTES

**Tuesday, April 17, 2018**

Mr. William Bellavance, Chairperson called the Tuesday, April 17, 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  
Jonathan Cody, Clerk  
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.

### **Minutes**

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

that the Community Planning Commission vote to approve the minutes of April 3, 2018 as written.

### **Master Plan - discussion**

Mrs. McKnight stated that they put out an invitation in the town news and town paper, asking residents if they would like to participate to be on the advisory group. This is not an official appointed committee, but volunteers that would be willing to attend a couple of additional meetings to help keep the project focused and help think through some of the visioning for the larger group meetings. Eight people replied that they would be interested in participating. She told them that she would let the board know and would probably set up the first meeting next month.

The consensus of the board is that these eight people should be enough.

### **174 Park Street/Post office – traffic discussion**

Mr. Bellavance stated that the post office was able to get a consultant, which agreed with their one-way. The correspondence from the banks allowing these changes was also received.

Mr. Pearce agreed with the police department memo stating that it would be a good idea to put a memo inside the post office to remind patrons that it is a one-way.

Mrs. McKnight stated that she is more comfortable about the changes since receiving the approval of the abutting properties.

Mr. Cody stated that they the right side parking should be changed to angled parking. He believes that this would stop any confusion.

Mr. Hayden stated that putting arrows on the ground would also be helpful.

Mr. Bellavance stated that the police department and consultant memos made recommendations and he believes that it covers everything.

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

that the Community Planning Commission vote to approve the Traffic Circulation Parking and Signage changes to the Post Office property located at 174 Park Street, as shown on the sketch plan submitted by the applicant. In addition, all recommended changes noted in the memo prepared by GPI; dated 4/2/2018 are to be made, as well as recommendations detailed in the memo from Safety Office Timothy King; dated 1/2/2018.

Mr. Bellavance asked the other members if a time frame should be added for completion of the work.

Mr. Pearce asked if there was a statutory time frame for this type of plan.

Mrs. McKnight stated no, because it's a minor modification of a site plan, but the board can request that it be completed within reasonable time.

The consensus of the board is to add a 30 day completion to the approval.

### **Planning Administrator Updates**

#### **Housing Production Plan**

May 7<sup>th</sup> - Mrs. McKnight will be meeting with the Board of Selectmen to discuss the basics of the Housing Production Plan.

April 26<sup>th</sup> – A draft will be posted on website.

May 22<sup>nd</sup> – Public meeting for Housing Production Plan will be held at the North Reading High School.

June 30<sup>th</sup> – Completion date with Consultant Karen Sunnarborg.

#### **GIS Flyover**

Mrs. McKnight met with a representative of WSP who is doing the base map. This is a pilot project because they only do a small portion of the town to be sure that they can do the work.

#### **Charles Street Ext.**

There has been no new information at this time.

Haverhill Street Sidewalks

Mrs. McKnight stated that everything is in place she is just waiting for TZE to notify her of the start date.

Signage

Mr. Bellavance stated that he has been working on the changes to this bylaw and has added it to the dropbox for review.

Mr. Pearce stated that he glanced at the changes and found that it did justify his statement of it being easier to take a few things out and fix them, than to try to write a new law. He fully agrees with the content neutrality.

Adjournment at 8:00PM

Respectfully submitted,

  
Jonathan Cody, Clerk