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Town of North Reading
Massachusetts

Community Planning

TOWN CLERK
NORTH READING, MA

MINUTES

Tuesday, November 20, 2018

Mr. Warren Pearce, Chairperson called the Tuesday, November 20, 2018 meeting of the Community Planning Commission to order at 7:16p.m. in Room 14 of the North Reading Town Hall, 235 North Street, North Reading, MA.

MEMBERS

PRESENT:

Warren Pearce, Chairperson
William Bellavance, Vice Chairperson
Jonathan Cody, Clerk
Christopher B. Hayden
Ryan Carroll

STAFF

PRESENT:

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

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

Minutes

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

that the Community Planning Commission vote to approve the minutes of October 2, 2018, as amended.

43 Main Street – minor modification for signage

Applicant requested to discuss this at a future meeting because the plot plan was not ready.

35 Cedar Street – plan endorsement

Applicant needs to submit items listed on conditional approval before endorsement.

103 Marblehead St. – plan endorsement

Applicant needs to submit items listed on conditional approval before endorsement.

Zoning Board of Appeals

Mr. Bellavance recused himself from the meeting and left the room.

36 Erwin Road – On the petition of Shannon Caruso-Delisle & Marc Delisle for a variance pursuant to M.G.L. c. 40A, § 10 and section 200-26 of the North Reading Zoning Bylaw to authorize the property to be divided into two buildable lots, one of which would have insufficient frontage of 156.83 feet (3.17 feet short of the required 160 feet).

1. The CPC does not recommend issuing a variance from frontage requirements.
2. If the ZBA does issue the variance, the next step in subdividing the property will be an application to the CPC for an ANR. This process would involve the following:
 - a. Waiver from frontage under Subdivision Control (this would require the CPC to hold a public hearing)
 - b. ANR endorsement (if the CPC is agreeable to less than the required frontage)

The CPC notes that if the above relief is requested, they would not be likely to issue a waiver from the frontage requirements. The CPC further notes that the zoning chart provided on the ZBA application states that the required frontage in RA is 100 feet, but the correct frontage requirement is 160 feet.

Mr. Bellavance returned to the meeting.

Planning Administrator Update

Charles Street Ext. subdivision

Mrs. McKnight stated that all but two lots have been released and the subdivision has been bonded.

CVS – Main Street entrance

Mrs. McKnight stated that the first entrance, going south on Main Street needs to be re-graded. She spoke to Brian Dundon who responded by email with the following solution.

There will be a sidewalk across the driveway during the winter. The plan is to grind the high point down to alleviate the cars bottoming out. The sidewalk appearance will be rough looking. We have not spoken with massDOT regarding working within the winter months. With the holidays upon us and the current temperatures work cannot be performed. After the holidays should we experience a period of warm weather we can reach out to massDOT at that time to request permission to perform said work. We will be looking for a window where temperatures are above 40 degrees for a period of 7 days.

Mr. Hayden stated that Joseph Veno, former CPC member spoke to him about the entrance/exit on Park Street being too small for vehicles/trucks to pass through. This should be looked at again to be sure that it will accommodate vehicles.

Mrs. McKnight stated that she will contact Brian Dundon in regard to this issue.

Subdivision Training

Mrs. McKnight and Bill Bellavance attended the CTPC training "Introduction to Subdivision Control". She added the training materials to the dropbox for the members to review.

Carpenter Drive

Mrs. McKnight stated that there is a possibility that the Select Board may be discussing affordable housing for the town owned property, at their December 3rd meeting. She will probably be relying on some work from the Regional Housing Services office, regarding an RFP. She is going to meet with the town administrator in regard to the affordable properties in town, before she contacts Habitat for Humanity for a future development site, as Mr. Hayden had requested.

66 Concord – Site Plan minor modification

Mrs. McKnight stated that making a minor modification for “change of use” would be the best route to take because it will allow the CPC to incorporate a couple of the requested conditions from the building department into the conditional approval.

Mr. Bellavance stated that just for clarification he would like to know if the business has been reduced, so there will be less traffic on this site.

Jeffrey Mejia of 66 Concord Street stated that they have downsized the business and this site will meet those changes.

Mr. Hayden suggested that if they add or change the lighting on the property, they should use LED.

Mr. Pearce stated that a parking plan will need to be submitted for approval.

Mr. Cody moved, seconded by Mr. Bellavance 5-0:

that the Community Planning Commission vote to approve the Site Plan minor modification for 66 Concord Street as amended this evening.

68 Winter Street - discussion

Mrs. McKnight stated that concept plans were submitted and added to the dropbox for the CPC to review and comment on.

The consensus of the board is that they prefer the “Stuart” building concept. They would like to have the detail of the railings and overhang on the third building.

Mr. Hayden stated that if they can do something in a similar fashion it softens the look.

Mr. Carroll stated that he prefers the “Church Street Crossing” concept, with the addition of the porch.

Mr. Pearce stated that he did have higher hopes for this site, possibly to combine some of the abutting properties and incorporate a larger business.

Mr. Bellavance stated that he would like to see a sidewalk constructed.

Mr. Hayden stated that there is a sidewalk on the opposite side of the street, but there should be a sidewalk that connects to the sidewalk in front of Heavenly Donuts and this will allow people to walk to the Main Street sidewalk. There should also be a crosswalk to allow people too safely

cross from one side of Winter Street to the other side. (between Kitty's Restaurant and St. Theresa's church). The town engineer, safety officer and D.O.T. should review this.

Mr. Pearce stated that it would be a good idea to put a flashing light that people can use when crossing the street.

Mrs. McKnight stated that they will need to apply for a Site Plan Review and Special Permit for the mixed-use overlay.

Mr. Bellavance asked if there was any way that they could get affordable housing from this project.

Mrs. McKnight stated that believes that she spoke to them about this already and their reply was that they were going to go with the lower-end of market rate.

Mr. Bellavance asked if there was something that the State could do to off-set the price.

Mrs. McKnight stated that they would probably have to apply for some type of subsidy, because all affordable units are constructed at a loss.

Mr. Pearce stated that it would be a good thing if they could get the Select Board's help to construct Carpenter Drive.

Mrs. McKnight stated that if that site is going to be all affordable the town is going to need to contribute money, or wait for some type of State subsidy.

Mrs. McKnight stated that the Select Board is looking at Carpenter Drive for senior housing.

Mr. Hayden asked if they do construct new senior housing, would they move the senior citizens living at Peabody Court.

Mrs. McKnight stated that they would not move them because housing authority ownership is different from town ownership. It would be great to re-develop Peabody Court, but that would be up to the Housing Authority, to work it out with DHCD.

Mr. Hayden stated that he would just like to be sure that if they do re-develop; he wants a place for the current seniors to live while they do the work.

Mr. Pearce stated that is not going to work, the possibilities of disaster are endless.

Mrs. McKnight stated that DHCD does usually approve demolishing their housing. Rehab, great, but they don't usually reconstruct their sites. The advice she received from the housing services office was that the housing authority should initiate what they want to do with their property, with DHCD.

MAPC - Luncheon

The CPC received an invitation to a Breakfast Kick-Off for the next Regional Plan.

Master Plan - discussion

Mr. Pearce stated that his observation on the MAPC is that they do a lot of research and homework, but he spoke to people who attended recent Master Plan meetings and a lot of them were confused. They felt disconnected from what MAPC was showing them and what they wanted to see. They're being asked to make decisions from questions they don't really like. He would like to see more practicality brought into the discussion, so that when it is brought to the people they can see the difference.

Mr. Carroll stated that he could not see the difference in the posters from the first meeting to the second meeting.

Mr. Pearce stated there were not enough choices.

Mr. Hayden stated that there was some confusing material and the terminology they used was hard to understand.

Mrs. McKnight stated that MAPC didn't have enough time to send the material to her, for her to review and she wished that they had.

Mr. Pearce stated that he did give some suggestions to Carlos Montanez of MAPC.

Mrs. McKnight stated that she does want to follow-up with him. She wants to give people a chance to give input in a way that they want to and are comfortable giving.

Mr. Pearce stated that they would have preferred if she had a one-on-one to discuss it before the meeting.

Mrs. McKnight asked the CPC if they would like to invite people to a meeting to discuss this in a more simplified way.

Mr. Pearce stated that that would be a good idea, but he would also like to have Carlos come and speak to them, to let him know that their having trouble with the concepts and what is being presented and the people feel that there are a lot of choices that are missing from the list, before they schedule a meeting with the people.

Mr. Hayden stated that the word cloud question made no sense to anyone. They kept asking what they were supposed to do. A lot of people didn't finish the survey because it was too difficult to understand.

Mr. Bellavance agreed that the survey was difficult.

Mrs. McKnight stated that she did speak to Carlos about the survey and he noted that they didn't receive any information back from the Advisory Committee after several requests.

Mr. Carroll asked if they could get a copy of the survey results and have the Advisory Committee meet to look over the report.

Mrs. McKnight stated that she can get a copy of the survey.

Mr. Pearce stated that if the questionnaire addressed the things that would be common to most people, such as, taking care of their parents and children, they're going to choose those in regard to housing.

Mr. Hayden stated that a lot of the statements were predisposition on how it's thought a town should be, but not this particular town.

Mrs. McKnight stated that she would contact Carlos and ask if him if he is available to attend a CPC meeting.

250-250R Haverhill Street – discussion

Mr. Bellavance stated that he received a call from the current owners who are concerned that the current numbers pose a safety issue. They recently had to call emergency personnel who went to the wrong house. They would like to have the numbers changed, or possibly name the driveway to prevent this from happening again.

Adjournment at 9:00PM

Respectfully submitted,


Jonathan Cody, Clerk