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Town of North Reading
Massachusetts

TOWN CLERK
NORTH READING, MA

Community Planning

MINUTES

Tuesday, October 4, 2016

Mr. Warren Pearce, Chairperson called the Tuesday, October 4, 2016 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: Warren Pearce, Chairperson
William Bellavance, Vice Chairperson
Jonathan Cody, Clerk
Joseph Veno

STAFF

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

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

Minutes

Mr. Cody moved, seconded by Mr. Bellavance and voted 4-0: (Mr. Hayden absent)

that the Community Planning Commission vote to accept the minutes of September 7, 2016 as written.

Mr. Cody moved, seconded by Mr. Veno and voted 4-0: (Mr. Hayden absent)

that the Community Planning Commission vote to accept the minutes of September 12, 2016 as written.

Mr. Cody moved, seconded by Mr. Bellavance and voted 4-0: (Mr. Hayden absent)

that the Community Planning Commission vote to accept the minutes of September 20, 2016 as written.

Lawrence Road – bond release

Mrs. McKnight stated that she did not receive a letter of release from Design Consultants, Inc. and therefore the request for bond release will need to be rescheduled.

Wren Circle – bond release

Mr. Cody moved, seconded by Mr. Veno and voted 4-0: (Mr. Hayden absent)

that the Community Planning Commission vote to release the Site Opening bond in the amount of \$5,000.00.

Zoning Board of Appeals

4 Upton Street – On the petition of Jason & Allison McFarland for a home occupation special permit for an on-line photograph business.

The Community Planning Commission does not object to the request if the provisions of §200-42 are adhered to, and if the Fire Department ensures proper storage of any chemicals that would be on site.

18 Pleasant Street – On the petition of Jean Farias for a special permit to have five (5) chickens.

The Community Planning Commission does not object to the request if no roosters are present.

Wilmington – SPR –waiver request

Mrs. McKnight stated that Wilmington Planning Department informed her that a waiver was submitted to the Town of Wilmington for the property located at 40-50 Fordham Road in Wilmington. The Applicant, United Parcel Services, Inc. (UPS) and the Property Owner, The Wilmington Realty Trust (the trust) are seeking a waiver from full Site Plan Review for a temporary package sorting. A portion of the parking lot area is located in North Reading, but no changes are proposed for this area, therefore no action is needed by this commission. The information was sent as a courtesy.

Town Owned Land - discussion

Mrs. McKnight stated that the 2016 review for town-owned property was submitted to the department for comments and she wanted to know if the commission had any of comments for these properties.

Mr. Pearce stated that there are some parcels that should not be on the list.

Mrs. McKnight stated that they will request that they be removed.

Mr. Cody asked what the town did with these properties.

Mrs. McKnight stated that they will sometimes sell to an abutter if the town has no need for the property.

25, 27 & 29 Main Street – SPR – cont. P.H. 8:00pm

Attorney Chris Latham stated that he reviewed the Conditional Approval and there are only a few items that they would like to request waivers on.

- 1) 340-9, A. (1) At least 25% of street frontage is to be faced by a building or a green space (which is a minimum of 25 feet in depth) beyond which paving is not visible.
- 2) 340-9, A. (4) Site buildings to take advantage of existing topography. No change of grade at the property line is allowed. Retaining walls are not to exceed three feet in height; retaining walls to be separated by a minimum of 20 feet. All retaining walls over 18 inches in height must have a stone facing.

- 3) 340-9, B. (1) A walkway from the existing or future public sidewalk to each business's public entrance is to be provided.

Attorney Chris Latham stated the building is centered in the center of the lot, with parking and vehicular access around it, so it makes it impossible to connect it to the public way.

Mr. Pearce stated that he does not see how difficult it would be to put a short sidewalk closest to the side of the entrance to the building, so that people do not interact with traffic coming in and out of the site.

Mr. Rich Williams of Williams and Sparages stated that they would add the sidewalk to the plans.

Attorney Chris Latham stated that this would also resolve 340-9, b.2.

- 4) 340-9, B. (3) Parking for bikes, one for every 20 auto parking spaces, is to be provided.

Mr. Rich Williams stated that a bike rack would be added to the plans.

- 5) 340-10, A. (1) Provide a preservation plan for trees with a six or greater trunk diameter. Plan must show all such trees. Where there is a compelling reason for removing large trees, mitigation must be proposed.

Attorney Chris Latham stated that one of the plans shows that the way the trees are located on the lot would make it difficult to redevelop the property. Approximately a third of the lot is going to be retained in its natural vegetated state.

- 6) 340-10, B. (1) Provide a minimum five-foot planting area around 60% of the perimeter of the building.

Attorney Chris Latham stated once again, that the structure is located in the center of the lot with parking, with access ways for both vehicular and pedestrians.

Mr. Pearce stated that he understands that they are going to leave a lot of it natural and some removal of trees to grade the area, so he does not think that there is a huge concern for this.

- 7) 340-10, B. (2) five percent of the site is to be landscaped green space at the roadway (in front of any building and parking).

Mr. Rich Williams stated that they comply with this.

- 8) 340-B, (3) A minimum of 50% of the site is to be landscaped green space. Green space can be reduced to 20% of site if a permanent easement across the property has been provided for a pedestrian/bikeway and the site plan provides for automobile access and bike/pedestrian access to adjacent properties.

Attorney Chris Latham stated that they do not meet this requirement, but a third of the space is going to be natural, not landscaped.

- 9) 340-10, C. (1) Chain link fence and concrete block walls are not allowed.

Mr. Pearce stated that this refers to regular concrete blocks.

Mrs. McKnight read the approved waivers into the record. 340-9, section 1, 340-9, section 4, 340-10, A. (1), 340-10 B. and 340-10, B. (3).

Mr. Cody moved, seconded by Mr. Bellavance and voted 4-0: (Mr. Hayden absent)

that the Community Planning Commission vote to approve the waivers as listed by the Town Planner, Danielle McKnight.

Mr. Veno asked what size are the parking spaces.

Mr. Rich Williams stated that they are 9' x1 8'.

Mrs. McKnight stated that this size would require approval from the Zoning Board of Appeals,

Mr. Pearce stated that the required size is 10' x 20'.

Mr. Rich Williams stated that they would change the parking spaces to the required size.

Mr. Veno asked if they would be placing handicap signs in the required parking spaces.

Mr. Rich Williams stated that the signs would be placed in the designated handicap spaces.

Mr. Veno stated that when you enter or exit onto Main Street, there are two proposed trees at the end of the island and wanted to know if this would cause a site distance issue.

Mr. Rich Williams stated that the trees are above the height of site distance for a car.

Mr. Pearce closed the public hearing.

Mr. Cody moved, seconded by Mr. Veno and voted 4-0: (Mr. Hayden absent)

that the Community Planning vote to approve the plan entitled, "Site Plan, #25, 27 and 29 Main St., North Reading, MA"; dated 7/21/2016; revised 8/30/2016 and 10/2/2016; drawn by Williams & Sparages. Subject to the terms and conditions of the Certificate of Conditional Approval dated October 5, 2016 as amended this this evening.

Planning Administrator – Update

October 2016 - Town Meeting

Mrs. McKnight stated that Town Meeting will be held on October 17, 2016 at 7:00pm.

J.T. Berry Property

Mrs. McKnight stated that she put in a request to the Department of Public Works to clean up the J.T. Berry Property (mow the grass, removed tree limbs and debris) for the upcoming R.F.P.

291 Main Street – endorse plans

Mr. Veno moved, seconded by Mr. Bellavance and voted 4-0: (Mr. Hayden absent)

that the Community Planning Commission vote to endorse the plans entitled, "Site Plan Modification for Retail Plaza, 291 Main Street, North Reading, MA 01864"; dated 12/28/2015, revised 5/2/2016 and 5/24/2016; drawn by Hayes Engineering, Inc.

Adjournment at 9:00PM

Respectfully submitted,



Jonathan Cody, Clerk