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Town of North Reading
Massachusetts

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NORTH READING, MASS.

Community Planning

MINUTES

Tuesday, November 21, 2023

Mr. Warren Pearce, Chairperson called the Tuesday, November 21, 2023 meeting of the Community Planning Commission to order at 7:35p.m. in Room 14 of the North Reading Town Hall, 235 North Street, North Reading, MA and via Virtual Meeting (Zoom participants may call 1-301-715-8592, meeting code 9854300926, or visit <http://us02web.zoom.us/j/9854300926>).

MEMBERS

PRESENT: Warren Pearce, Chairperson
David Rudloff, Vice Chairperson
Ryan Carroll, Clerk
Jeremiah Johnston
Jeff Griffin

STAFF

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

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

Minutes

Mr. Rudloff moved, seconded by Mr. Griffin and voted 5-0:

that the Community Planning Commission vote to accept the minutes dated October 17, 2023 as amended.

Roll call vote: Mr. Johnston, Mr. Carroll, Mr. Griffin, Mr. Rudloff and Mr. Pearce in favor, none opposed.

25 & 27 Nutter Road - ANR

Mr. Rudloff moved, seconded by Mr. Griffin and voted 5-0:

that the Community Planning Commission vote to endorse the as “Approval-Not Required”, the plan entitled “Plan of Land located in North Reading, Massachusetts, (Middlesex County)”; dated November 21, 2023; drawn by Sullivan Engineering Group, LLC.

Roll call vote: Mr. Johnston, Mr. Carroll, Mr. Griffin, Mr. Rudloff and Mr. Pearce in favor, none opposed.

66 Winter Street – plan endorsement

Mrs. McKnight stated that the bond has not been submitted. Therefore, the plan endorsement will not be completed this evening.

146-150 Park Street – plan endorsement

Mrs. McKnight stated that the bond and has not been submitted. Therefore, the plan endorsement will not be completed this evening.

Eaton circle – bond release

Mr. Rudloff moved, seconded by Mr. Griffin and voted 5-0:

that the Community Planning Commission vote to release the remaining bond in the amount of \$68,820.13 and the Site Opening bond in the amount of \$5,000.00 for the Eaton Circle subdivision

Roll call vote: Mr. Johnston, Mr. Carroll, Mr. Griffin, Mr. Rudloff and Mr. Pearce in favor, none opposed.

35 Cedar Street Definitive subdivision – Extension of time

Mr. Rudloff moved, seconded by Mr. Carroll and voted 5-0:

that the Community Planning Commission vote to grant the requested extension of time to complete the 35 Cedar Street Definitive subdivision (including the binder, utilities and drainage) for one year until November 21, 2024.

Roll call vote: Mr. Johnston, Mr. Carroll, Mr. Griffin, Mr. Rudloff and Mr. Pearce in favor, none opposed

Planning Administrator Updates:**MBTA Communities 100 & 104 Lowell Road**

Mrs. McKnight has been working on applying to do a test review of what they talked about thus far for the MBTA communities rezoning. She has all of the materials together, and what it will look like is that in the final analysis, the properties will not allow any more units by right in the future than are currently permitted, it will be less than that because the yield of the by-right zoning will be 812 units, and what's already permanent on site is over 900 units. She would like to send this off to the State so that they can tell them if this works before they actually go to Town Meeting. The fact that it's in the Aquifer Protection District limits development, it can be no more than 15% impervious. (100 & 104 Lowell Road) It already has more impervious area than that, so in the future if it should ever be redeveloped it can have no more than 15%. In order to make those numbers work and in order to provide for 85% open space, they will have to raise the by-right build limit to 4½ stories, instead of 4. Now, half the buildings on that site area already 5 stories, so she doesn't think that it would be objectionable to most people, but that does make the numbers work and if they don't do that the numbers do not work for those 2 sites. In that case it would be below the required 750 units that they're supposed to be able to build within that zoning district. So, this is looking really good. If the State approves this test application, the actual rezoning that they'd be asking for is really minimal. They have to submit the compliance model that has all of the zoning information, and the draft bylaw which she has written up based on the existing site, but with some tweaks in it just to accommodate the changes they talked about. They do have to make a clarification in the Site Plan Review bylaw because it's actually reviewed as a Special Permit, but it's not in reality a Special Permit, because it's not discretionary according to Town Counsel. Town Counsel's recommendation is that they just clarify in the bylaw that this is a special permit review process, but it's not actually a special permit, so that is still a by-right use.

58 Concord Street – Site Plan Review – P.H. 8:00PM

Eric Girouard stated that the proposal is turn a small part in the front of the building into a retail store, so that they can service customers and sell their boots, workwear and accessories. The rest of the building is office space for their employees.

Mr. Pearce stated that there is an issue with parking, and the prior approval that was done by the Zoning Board of Appeals, at the time that building was originally put together, the ZBA did allow the 26 spaces to be acceptable for that building, but there should have been 31 spaces and he believes that the reason they didn't was because it would have impacted the wetlands. So, the question is if the CPC is okay with leaving that decision that was made back then, in place. The one thing about retail stores is that they have a different traffic pattern.

Eric Girouard stated that they expect they'll have three customers an hour, and they're open from 8am to 5pm, but what they can do is make a certain amount of spots needed for customers only. They can do three spaces, or five spaces, whatever the CPC deems appropriate. 54 Concord Street is also owned by the same owner and the tenant there uses very little parking, so they could easily set up an agreement where they could spill over to that site.

Mr. Pearce asked if the tenant at 54 Concord Street would be willing to put something in writing. The maximum traffic flow might happen this time of year, so dedicating 6 parking spaces at 58 Concord Street for customers would be the best way. How many people work in the building?

Eric Girouard stated that they don't even fill the 26 spaces that are there. On Monday, Tuesday, Wednesday and Friday there are approximately 6 people working, but on Thursday they flex up to 10 people. But, in a couple of years they may actually have more employees.

Mr. Pearce stated that the zoning bylaw would require 32 spaces, so you should save 6 spaces for customers from the abutting properties.

Mr. Rudloff asked if they could make this conditional.

Mrs. McKnight stated that they can put it on the Conditional Approval.

Mr. Rudloff moved, seconded by Mr. Griffin and voted 5-0:

that the Community Planning Commission vote approve the Site Plan application for 58 Concord Street; dated October 19, 2023. Subject to the terms and conditions of the Certificate of Conditional Approval dated November 21, 2023 as amended this evening.

Roll call vote: Mr. Johnston, Mr. Carroll, Mr. Griffin, Mr. Rudloff and Mr. Pearce in favor, none opposed

Adjournment at 9:30PM

Respectfully submitted,
Ryan Carroll, Clerk

