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NORTH READING, MA

Town of North Reading  
Massachusetts

*Community Planning*

**MINUTES**

**Tuesday, May 10, 2016**

Mrs. Danielle McKnight, Town Planner called the Tuesday, May 10, 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  
Christopher B. Hayden

**STAFF**

**PRESENT:**

Danielle McKnight, Planning Administrator  
Debra Savarese, Administrative Assistant

**Re-Organization of Officers**

Mrs. McKnight called for nominations for the Chair.

Mr. Bellavance moved, seconded by Mr. Veno and voted 5-0:

the Community Planning Commission voted to elect Mr. Pearce as Chairperson for a one year term.

Mrs. McKnight then handed the gavel to Mr. Pearce who called for nominations for Vice Chair.

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

the Community Planning Commission voted elect Mr. Bellavance as Vice Chairperson for a one year term.

Mr. Pearce called for nominations for clerk.

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

the Community Planning Commission voted to elect Mr. Cody as Clerk for a one year term.

**Minutes**

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

that the Community Planning Commission vote to accept the minutes of April 19, 2016 as written.

**Speedway/231 Main Street – Discussion of ice machines**

Attorney Michael Brangwynne stated that he is representing Speedway and they are interested in applying for a Site Plan Review modification to approve an ice merchandizer, which is a large ice chest. The ice chest would be placed outside the building and would be able to handle a larger quantity of ice, than the one they currently have.

Carmen Selley, District Manager stated that the ice machine is currently located inside the store.

Attorney Brangwynne stated that they did speak to Danielle McKnight, Town Planner, and she told them that it has been the history of this board to not allow ice machines outside the stores, so they wanted to speak to this board and see if there was any kind of concession or changes that could be made that would allow the ice machine. There was some discussion with James

DeCola, Building Inspector in regard to making changes to the current parking situation, along with making improvements to the handicap parking.

Mr. Hayden stated that the prior owner Hess wanted to have an ice machine also, but they wanted to place it in the front of the store and the board was not in agreement with that.

Mr. Pearce stated that the board suggested that it be put on the side of the building.

Mr. Cody stated that the sidewalk is already too small. He asked if the doors to the machine would open out or slide open.

Mr. Pearce asked if the ice machine was placed on the side of the building would they be able to monitor it.

Carmen Selley stated that there are cameras on the building.

Mr. Cody asked if anyone knew how wide the walkway is on the side of the building. It would have to be placed on the side of the building.

Attorney Brangwynne stated that he does not have that information at this time. He does have plans with him, but they are not that detailed.

Mr. Bellavance stated the question being asked this evening is if the board would consider it.

Attorney Brangwynne stated that they did want to get some input this evening before they submitted an application. He wanted to know what types of items the board would be looking for before they had plans drawn.

Mr. Pearce stated that this would be a minor modification to the site plan. The other items to look at is the bathrooms are located on the left side of the building, he assumes that they are handicap accessible, which means that if it is necessary for someone who is handicap to use the sidewalk may be an issue as far as the access would be if the ice machine was placed there.

Mr. Veno stated that he would like to see a plan. He asked if there was going to be some re-configuration of the handicap area.

Attorney Brangwynne stated that this was one suggestion that Mrs. McKnight emailed to another person in his office.

Mrs. McKnight stated that she asked the building inspector for a little bit of history on this site. He had suggested that the board look at the possibility of making some of the handicap spaces and walkways, from the spaces because it is kind of tight and is not ideal for accessing the building.

Mr. Veno stated that he is on the Commission of Disabilities and they do have some issues on this site. They should definitely be in touch with the building inspector because he is the enforcement officer. One of the items is the striped area, to the left of the space is all jagged, not leveled at all. If this is incorporated into one plan it would certainly make it easier to do it all at once.

Attorney Brangwynne stated that this is something that they would definitely want to address.

Mrs. McKnight stated that the reason that they do not have plans or drawings to show the board this evening is because she had suggested that based on the past history of this always being denied that they come in and discuss it conceptually to get some feedback from the board as to whether it would be considered before putting pen to paper.

Mr. Pearce stated that the consensus of the board is that there is no real opposition to it, but they would like to see it on a plan.

### **Planner Update**

#### **J.T. Berry Center**

Mrs. McKnight stated that an application was submitted to expand the 43D District that was voted in Town Meeting in 2014. The State told the town to wait until they actually own the property before submitting the application, which they did. She has been working on this application and they have been asked to come in tomorrow, to go before the inter-agency permitting board that will make the final decision. They want to know what we think the plan is, as far as marketing and selling the property, what the town might envision and how developable is this land.

Mr. Pearce asked if there was any funding associated with it.

Mrs. McKnight stated there used to be an associated grant program, but not anymore.

#### **Complete Streets Initiative**

Mrs. McKnight stated that she has been asked to come back in two weeks (May 23<sup>rd</sup>) to update the Board of Selectmen with the revisions they requested at the last meeting. To clarify how the Advisory Committee gets appointed, who is on it and how much power they would have. She called back DOT to get a few things clarified with that. She has been working on a draft with some additional language to clarify things and will put it in the dropbox for the board's review.

#### **Haverhill Street Sidewalk Construction**

Mrs. McKnight stated that the design work with Millennium Engineering, Inc. for finishing the Haverhill Street sidewalk bid documents and final design have been underway and she is hopeful that the policy passes.

Charles Street Ext.

Mrs. McKnight stated that she has been working with DPW and the Town Administrator to be sure that whatever contractor is used is suitable. They have worked with town counsel to find out what the next step would be and was basically advised to have the Town Engineer, Mike Soraghan give a list of people he is very comfortable with and would be comfortable giving the licenses and street opening permit for this project. They did this and then put it into the developer's hand to pick one of these contractors' or someone who is suitable. At this time, they have not heard back from the developer. In the meantime, the residents who have the easement across their property have been patient for three years, but are starting to lose their patience.

Mr. Pearce stated that there is an interim DPW director, working for the town.

Mrs. McKnight stated Mr. Moylan has deferred all of this to the town engineer.

Mr. Pearce stated that there is no lack of qualified people out there, which is what they tried to impress upon the developer. It is the fact that they have all these deals between themselves that is creating the problem, so they need to step up and take care of this. So, in support of the town engineer it would be his opinion that if they do not come up with something fairly quickly the board is going to have to step in.

Mrs. McKnight stated that she will talk to him again tomorrow about what time frame he is envisioning because it has been about a week now since their last communication back to the developer saying let us know what his next step is and who he wants to use and there has not been a response.

Mr. Pearce stated that we should not be waiting a long time on this because the neighborhood has been living with this longer than they should have, already.

Mr. Hayden stated that he witnessed Kip Ivester using the site as a yard, for his own project down on Elm Street.

Mr. Pearce stated that it may be time to indicate to the town engineer that the planning board would like to see a resolution and will support him in a pro-active move.

Mr. Hayden stated that they did bring in a schedule, but it was very vague.

Mr. Pearce stated that that was one of the requirements and it sounds like he did not perform.

Warrant Articles

Mrs. McKnight stated that the Board of Selectmen will be discussing the Complete Streets Policy and will also be discussing the two warrant articles that the planning board is requesting. The first Article will be to Adopt a Provision of the Subdivision Regulations, that will allow us

to take bonds. The second Article will be to request funds for the Housing Production Plan and Transportation Studies that will eventually go towards to the Master Plan.

**291 Main Street/Multi-tenant Retail bldg.**

Mr. Tony Capachietti of Hayes Engineering stated that they have submitted revised plans for the multi-tenant retail building, adjacent to Dunkin Donuts. The existing site was a proposed bank that was never constructed. They will be removing the existing foundation that was constructed for the bank and replace it with a multi-tenant retail building with parking. They also incorporated some, if not all of the board's suggestions into the revision. The locust plan has been revised, but he is still not satisfied with it. The traffic study was submitted and the results indicate that the most significant impacts are on their site. The largest weight would be leaving the Dunkin Donuts site, making a left hand turn. They did widen the entrance way, in such a way that they would not have to go back to Mass. Highway or a revised curb-cut permit, but it allows for two 10½' lanes to circulate the building, which will hopefully alleviate some of the queuing concerns on Rte. 28. The impact from the retailer is not very significant (AM - 30 vehicles and PM 23 vehicles). There is not a significant delay leaving this site and they will be improving the egress and access to the Dunkin Donuts site. There was a question about the increases and balance of green space on the site. Essentially, there is an increase of approximately 2000sq. ft. of impervious surfaces, the building being the bulk of it and a decrease of proportionally landscaping, but there is still 30% of open space on this site. The resulted impacts of the increase and impervious surface, when you look at the run-off curb numbers that are used in the SCS model to generate peak flows and they use whole number curb numbers when they do the calculations, they both round to the same exact number, so it is a minor impact that you will not see in the peak flow calculations in the existing drainage.

Mr. Pearce asked if they were talking about the existing drainage that was put in for the bank.

Mr. Capachietti stated that is correct, but the existing drainage for this area is for both the Dunkin Donuts and the bank. So it is oversized currently and will perform as it was originally designed.

Mr. Pearce stated that the new calculations should be provided to the Town Engineer for his review.

Mr. Capachietti stated that they provided the calculations to the town engineer and are awaiting his response.

The following items have been added to the plans:

- 1) The architecture that was presented previously with the changes that were requested by the board to accommodate the Main Street Overlay District for architectural design.
- 2) A walkway, bicycle rack and snow removal/storage.
- 3) The board also suggested having a pedestrian walkway from one site to the other.



- 4) Handicap parking signs.
- 5) A stonewall along Rte. 28, but the client believes that a split rail fence would look better with the colonial architecture and would like to get a consensus from the board.
- 6) Light fixtures were revised to be 12' in height.
- 7) Fire Department requested a study showing turning movement for the fire trucks. This was submitted today and he spoke to Deputy Galvin and was told that if there were any issues he would inform the planner. There is a new fire code that requires that at turning movement plan be provided to the fire department.

Mr. Pearce asked Mr. Delegas if he had a preference between the stone wall and a split rail fence.

Mr. George Delegas, AIA of REM Central, LLC stated that they have discussed it with the client, but not thoroughly, but he believes that the split rail fence would be more appropriate.

Mr. Pearce stated that a wood fence is higher maintenance and he would like it put on record that the fence will be maintained.

Mr. Hayden asked how high they plan to make the fence or stone wall if constructed.

Mr. Delegas stated that the fence would probably be 3 ½' to 4' tall.

Mr. Capachietti stated that the stone field wall would only be a couple of feet.

The consensus of the board is that they would let the client make the decision, but they want it put on the plan.

Mr. Delegas stated that they could also use vinyl fencing, but either wood or vinyl it would be maintained.

Mr. Hayden stated that the fencing should also be added to the Dunkin Donuts area.

Mr. Bellavance stated that he is pleased to see that the walkway has been added, but he is concerned that the lighting in the parking lot will not light up the walkway.

Mr. Delegas stated that the lights existing and proposed lights are too far from the walkway.

Mr. Hayden stated that the lights on Dunkin Donuts and the proposed site should stay on site and not carry over.

Mr. Bellavance stated that some LED's throw out a pretty good angle, but he would like to see what the lighting will be on the walkway.

Mr. Cody stated that the plantings will also be shading any light that may otherwise help light the walkway and that is another reason that the post and rail fence would be better.

Mr. Bellavance stated that he appreciates the snow plan, but would also like to see some of the snow storage for the Dunkin Donuts site because that was a big issue and was being compacted onto the sidewalk.

Mrs. McKnight asked if it is the intent for vehicles to come in and out of the same entrance on the south side.

Mr. Capachietti stated that is correct.

Mr. Hayden asked if there was going to be a "Do Not Enter" sign from Dunkin Donuts.

Mr. Capachietti stated that is correct.

Mr. Delegas stated that they will be able to enter onto the Dunkin Donuts site, but will pass the reader board.

Mr. Bellavance asked if the signage was ever decided.

Mr. Pearce stated that the signage will be on a separate plan.

Mr. Hayden stated that the signage will need to be for both lots.

Mr. Capachietti stated that it was decided that they would apply with a separate free-standing sign plan.

Mr. Cody stated that the signage for the building would be determined by the tenant.

Mr. Hayden asked what construction material would be.

Mr. Delegas stated that it has not changed from what they had currently presented to the board.

Mr. Pearce stated that the board would like to review the colors that are to be proposed for the building.

Mr. Veno asked if the traffic study was submitted and if so, what is the board waiting for at this time.

Mrs. McKnight stated that the town engineer and police department need to review the traffic study and submit their findings.

The meeting was continued to May 31, 2016 @ 8:30PM.



**Re-organization of Liaisons****Board/Committee:**

Board of Selectmen  
4<sup>th</sup> of July Committee  
Conservation Commission  
Zoning Board of Appeals  
Housing Partnership Committee  
Metropolitan Area Planning Council  
Historic District Commission  
Historical Commission  
Finance Committee  
J.T. Berry Committee  
Land Utilization Committee  
School Committee  
Recreation Committee  
Wastewater Advisory  
School Building Committee  
secondary, elementary  
Pedestrian Committee  
Commission on Disabilities  
EDC

**Representative:**

Warren Pearce  
Warren Pearce  
Jonathan Cody  
William Bellavance  
Joseph Veno  
William Bellavance  
Christopher Hayden  
Christopher Hayden  
Jonathan Cody  
Warren Pearce  
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Christopher Hayden  
Warren Pearce  
William Bellavance  
  
Joseph Veno  
Joseph Veno  
William Bellavance

**383 Park Street – Definitive Subdivision – cont. P.H. @ 8:16pm**

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

that the Community Planning Commission vote to grant the request of Benjamin Osgood on behalf the applicant David Murray to extend the deadline for final action on the Shay Lane/383 Park Street, Definitive Subdivision until June 24, 2016.

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

that the Community Planning Commission vote to grant the requested continuance of the public hearing for Shay Lane/383 Park Street subdivision until Tuesday, May 31, 2016 @ 8:30pm.

Adjournment at 9:00PM

Respectfully submitted,

  
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Jonathan Cody, Clerk