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Town of North Reading  
Massachusetts

TOWN CLERK  
NORTH READING, MA

*Community Planning*

**MINUTES**

**Tuesday, June 21, 2016**

Mr. Warren Pearce, Chairperson called the Tuesday, June 21, 2016 meeting of the Community Planning Commission to order at 7:32p.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

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

### **Minutes**

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

that the Community Planning Commission vote to accept the minutes of May 31, 2016 as written.

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

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

that the Community Planning Commission vote to transfer \$26,389.17 from Michael Bruno's Charles Street Ext. bond to reimburse the Department of Public Works town road's account for emergency work on Charles Street Ext. done in January 2016.

### **Planning Administrator's Update**

#### **Zoning Reform Bill**

Mrs. McKnight stated that this Bill recently passed in the Senate. The House has it in the legislative session, but is unsure if they will pass it, or not. This is a Bill that has been around in some form or another for approximately 10 years. It comes up for a vote every few years, but never seems to pass. There have been a lot of changes and compromises. She reviewed the Bill to see what the main impacts would be on North Reading and the zoning bylaw. She outlined the items without passing any judgement on it, or advocating, one way or the other. She did pass it along to the Town Administrator's office and he then passed it along to Senator Tarr's office, with some concerns that the Town Administrator noted, as far as observing that these would be changes that could potentially increase the density of North Reading. The most notable requirements in this Bill would be that the Town could no longer require Special Permits or any other kind of special permission to do accessory apartments, of a certain size.

Mr. Pearce stated that there was an article in the Planning magazine in regard to accessory apartments. The article suggested that the jury was still out, as to whether or not enacting this legislation really helped with housing.

### **Fugro Geospacial Inc.**

Mrs. McKnight stated that she received the flyover data from Fugro. It is on a hard drive and she is reviewing the imagery, to try to make some judgement as to whether it is acceptable. Now would be a good time to have the GIS person, that they are in the process of hiring.

Mr. Pearce stated that the Kim Honetschlager, who held the GIS position for many years, may be able to help.

Mrs. McKnight stated that she has spoken to Kim, who has been a great help to her. Kim also gave her a list of things to look for.

Mrs. McKnight stated that the imagery is a little dark and could be adjusted to make it lighter, or the firm they hired to make the base map can do it. She spoke to the Town Administrator about the next step, as far as actually using the \$45,000.00 they received for the capital to create the new base map layers. He thinks that we could potentially wait until someone is on board to do that, because they are going to be re-advertising the GIS position. She also believes this approach would be better, because it is a big job and should be done by someone with the knowledge of GIS.

Mr. Pearce asked if there was still a budget.

Mrs. McKnight stated that she does not know what it is, but it will now be a full-time position.

#### Applied Geographics

Mrs. McKnight stated that on the subject of GIS, she has had a conversation with Applied Geographics about doing an analysis of town-owned land. They are going to come up with a scope and give the town a quote. It sounds as though they can do an analysis of all the little slivers, bits and pieces of land, and try to quantify which ones are most likely to be combined with neighboring parcels to form new ones and what that could potentially look like in a maximum build-out scenario.

#### Affordable Housing Plan

Mrs. McKnight stated that they are going to start selecting a consultant for the Affordable Housing Plan. She has received three quotes already, but does not know if the Town Administrator would like something a little more formal. She believes as a planning study that it is exempt from 30B, so they can choose who they want.

#### Complete Streets Policy

Mrs. McKnight stated that the Complete Streets Policy was accepted by DOT. They received score of 98. The Town Engineer and she talked a lot about how they have done previous studies before, so the prioritization plan that they require before they get to the construction phase, they thought that they could do themselves, but after the back and forth, they decided that there was free money available and they decided that it would be best to hire a consultant.

North Shore Home Consortium Funds

Mrs. McKnight stated that the project they are helping the Housing Authority with for the North Shore Home Consortium Funds involves two units located at 40 & 270 Main Street. So the Housing Authority, Housing Services office in Reading and she have been working on this application together. They sent a project notification form to the Mass. Historic which is a requirement when using Federal funds and she submitted the first part of the application today on behalf of the Housing Authority to request the money to do that.

Development Team Meeting

Mrs. McKnight stated that she was asked to convene a Development Team meeting. RMLD is proposing a new generator on their site, near the DPW yard.

October Town Meeting

Mrs. McKnight stated that the commission has discussed the potential of doing two zoning changes, both to allow residential in portions of Highway Business District and Industrial Office. She will schedule a workshop so that they can discuss how to go about doing it. If they really want to have this changed in time to sell the Berry property, then it becomes time sensitive.

Mr. Pearce stated that he would like to see the two parcels separated.

**Zoning Board of Appeals**

211 Main Street – On the petition of Francine Coughlin for a special permit to run a canine care business including training, dog daycare and dog boarding/kenneling.

The Community Planning Commission has reviewed the above-referenced application and has the following comments:

1. We recommend inquiring as to whether there will be an outdoor exercise area, and if so, where it will be located. If the dogs are to be kept entirely indoors, does the Board of Health need to review the proposal?
2. Is there a system for keeping the indoor area clean, and are there any health hazards associated with the proposal?
3. How will pic-up and drop-off be handled, and what will be the parking area?
4. The CPC recommends considering any potential impact to neighbors of the proposal.

221 Elm Street – On the petition of Matthew Chase for a variance for an addition per the setback requirements.

1. The Community Planning Commission recommends considering any potential impact to neighbors of the proposed addition.

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

Ben Osgood of TTI Environmental stated that they submitted a revised plan on May 27<sup>th</sup>. Today he is still working with the review engineer and is unaware if he sent any comments to the planning department.

Mrs. McKnight stated that she did receive a letter late this evening confirming that most of the issues have been addressed. There are a couple of outstanding issues:

1. Drainage calculations need to be updated to account for infiltration, and a subsurface infiltration system may be required.
2. The retaining wall has been moved out of the right-of-way. It has an overall height of 10' (two tiered 5 foot walls) and has not been designed.

Ben Osgood stated that they met with DCI a couple of months ago and discussed what they thought were practical solutions for the drainage and meeting the requirements. They have done a lot of tweaking of grades and added foundation and roof drains with more detail. They took the elevations to the next level that their close to septic system design elevations, to what is actually going to be the final product. In the revisions they have different design points, which have reduced the volume and rate of run-off. The abutters are going to have less water going to their properties.

Mr. Bellavance stated that he would like to get a report from the town engineer.

Mr. Hayden stated that he has not had any time to review any of the memos.

Mr. Veno stated that he would also like a review from the town engineer.

Peggy Gannon of 3 Southwick Road stated that she is concerned with the swale that will be on the adjacent property, running behind the rear of her property.

Michael Marchand of 1 Gloria Lane asked if any consideration was given to using porous pavement.

Ben Osgood stated that porous pavement requires more maintenance.

Mr. Pearce stated that it is high maintenance and does not believe that the DPW would be in favor of it in this situation.

Elaine Regan of 7 Gloria Lane asked if there was any chance that the water would run off of the proposed pond at the end of the new road and Park Street, onto Park Street.

Ben Osgood stated that when a detention pond is designed there is an outlet, overflow structure and emergency spillway. If it is not maintained it would go into the street.

Chris Simpson of 7 Southwick Road stated that for the past two he has not observed any water coming onto his property from this property. He wanted to know if the traffic report that Mrs. Romeo requested was ever received. Also, his understanding is that when they do the grading of the land the developer needs to be sure that the rate of flow abutting properties remains the same or decreases in volume. He also does not understand the function of the easement. He wanted to know if the board had read the March 21<sup>st</sup> DCI report because they have many concerns and he has concerns because it has not been addressed.

Mr. Pearce stated that one of the reasons they use DCI because they have proven themselves to be diligent. It would be his estimation that they would be remiss if there were conditions in there that they noticed and did not get rectified in a following design they would have brought them up again. If they didn't miss them the first time, they won't miss them a second time.

Chris Simpson asked if he should expect a follow-up report.

Mrs. McKnight stated that usually what happens is that the planning department receives the report from DCI, which then goes to the applicant's engineer. They then submit a memo stating how each issue has been addressed, which Mr. Osgood has been very good about doing. The planning department then receives another report from DCI noting all of the issues had been resolved. She will follow-up on receiving this report.

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

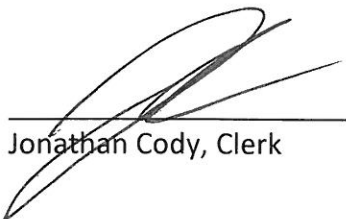
that the Community Planning Commission vote to grant the requested continuance of the public hearing for Shay Lane/383 Park Street subdivision until Tuesday, July 12, 2016 @ 8:00pm.

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

that the Community Planning Commission vote to extend the final action for 383 Park Street until Friday, July 29, 2016.

Adjournment at 9:30PM

Respectfully submitted,

  
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Jonathan Cody, Clerk