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Town of North Reading
Massachusetts

TOWN CLERK
NORTH READING, MA

Community Planning

MINUTES

Tuesday, January 5, 2016

Mr. Christopher B. Hayden, Chairperson called the Tuesday, January 5, 2016 meeting of the Community Planning Commission to order at 7:38p.m. in Room 14 of the North Reading Town Hall, 235 North Street, North Reading, MA.

MEMBERS

PRESENT: Christopher B. Hayden, Chairperson
William Bellavance, Vice Chairperson
Patricia Romeo, Clerk
Warren Pearce
Joseph Veno

STAFF

PRESENT: Danielle McKnight, Planning Administrator

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

Minutes

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

that the Community Planning Commission vote to accept the minutes of December 15, 2015 as written.

Charles Street Ext. – status of construction

Mrs. McKnight stated that the work on Charles Street was completed. There was a temporary patch put on and paved. She spoke to Dave Giangrande today to go over the status of how things went and what condition they are in. He said that he wanted to go back out to see how things had settled after a week and half, but in general it wasn't horrible, but it wasn't great. He wishes he was a little more confident in what went on. The compaction wasn't ideal and the developer did not really have enough time to allow because there was some wet weather the day before and he did not have enough time to wait.

Mr. Pearce stated that usually if you get a little moisture in the soil it compacts better.

Mr. Bellavance asked if they were talking about the trench.

Mrs. McKnight stated yes and that Dave Giangrande is not 100% confident in it. It should be okay for the winter, but he wanted to take a look at it and write up a brief report.

Mr. Pearce stated that he is not in favor of doing any more paving until it has gone through half a season, so they can rip it out and re-compact it.

Mrs. McKnight stated that he was really only satisfied with it because he knows that Charles Street is going to be completely redone in the spring, otherwise it would not have been okay. The new drainage system is not hooked up because the developer has not done the cross country piece, so it is still functioning with the old drainage pipe and the old drain pipe is kind of compromised because it got a little crushed up, but he put some temporary fixes.

Mr. Hayden stated that the town engineer is not happy about that.

Mrs. McKnight stated that they really wanted the whole thing completed, so that it would be functioning with the brand new drain pipe. The developer could do the cross country piece as far as the conditions go, but all of the street opening permits and licenses expired at the end of the year and the public works director is not going to renew anything at this time. First, he wanted a more detailed report from Dave, about the current state of Charles Street, but then

decided that he wants the board to consider making sure that it is a different contractor that does the cross country piece. Whether it is the town or someone is hired from the outside.

Mr. Pearce asked where the cross country piece would be placed.

Mrs. McKnight stated that it would run from Charles Street to the outfall, which is located behind 3 Charles Street.

Mr. Pearce stated that the old pipe is still there and the water runs into it constantly.

Mrs. McKnight stated that Dave wants flowable fill put in to be sure that it is completely out of use.

Mr. Hayden stated that he spoke to Mike Soraghan, Town Engineer and was very confident with what Dave Giangrande did on this project.

Mrs. McKnight wanted to know if the board would like to have the owner come in to speak about the status of the subdivision, and remaining off-site, and the possibility of amending the subdivision to put a time limit on it. The residents of Charles Street have also asked her if there was any chance that the developer could use Deerfield Place as an access to complete the remaining work to the subdivision because they have had to deal with this.

Mr. Pearce asked if she could check to see if any other communities that got permits received extended by the action of the State.

Mr. Hayden stated that the time frame would have kicked in if they had put a date on it.

Mr. Pearce stated that if there is a precedence of projects that dragged on and time frames were put on them.

Mrs. McKnight stated that there was nothing in the decision about a time frame, so she asked Town Counsel to see if there is anything that they can do.

Mr. Hayden stated that the owner Michael Bruno did come to a meeting and stated that it would be done in two years.

Mrs. McKnight stated that it actually shows this on the application, so they could have put an expiration date. When she spoke to Jonathan Eichman of Kopelman & Paige who stated that because there was no date in the original subdivision approval, but this does not mean that it cannot be amended with reasonable time frames. This would be appealable because it would need to be a new public hearing.

Mr. Pearce stated that if the owner requires a modification this would be the time to add a time frame. It could be presented as being a creating a public nuisance.

Mrs. McKnight stated that she still wants to follow the steps that were recommended to her by Jonathan Eichman. If the board is going to take a vote to actually send notice and advertise for a new public hearing, it needs to be put on the meeting agenda that the board is going to discuss and vote to modify the subdivision and at this point have the owner come in.

Mr. Hayden stated that they are still holding the off-site bond and if they need to take some of it to complete then they will.

Mrs. McKnight stated that this is something that she would like to speak to the owner about to let him know what the board is discussing before it is done.

Mr. Pearce stated that the town may be able to do this work, but is not sure if they have the equipment for the size of pipe that needs to be installed.

Mrs. McKnight asked the board if they would like to have the owner come in to discuss this amendment, and if so, is the board taking vote to modify the subdivision?

Mr. Pearce stated if he is almost done with the work, why he would agree to modify the time frame. If she thinks that he would be amendable to a time frame then she should mention it to him. It would definitely be a good idea to have him come in to discuss the time frame and get it on record.

The consensus of the CPC was that Mrs. McKnight should invite the owner in to discuss the status of the subdivision, but that they are not considering amending the timeframe for the subdivision at this time.

291 Main Street – Site Plan Review (kiosk) Public Hearing 8:00PM

Mrs. Romeo read the public hearing notice into the record.

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

Clark Brewer, Architect for Menemsha Solutions stated that the parcel is located at the corner of Main Street and Pluff Avenue. There is an existing Dunkin Donuts and a foundation that was permitted for a financial use, but was never fully constructed. The applicant is requesting to construct a 12' x 7½', standalone ATM facility. There is very little site work associated with it. There will be a walkway in, from two sides. The building will have glass store front on three sides and the only utility that will be used is electrical. One of the other site improvements that they are looking to make that is not on the original site plan, but based on their meeting with

Mass. DOT, they received their okay from a similar modification from a plan that was submitted to this board in 2014 widening the curb cut. They would like them to maintain the catch basin location and keep the work out of the State layout and hold the curb cut at the back edge of the layout, and then from that point expand the pavement which would allow them to get to 12' lanes for the bulk of this area. The left hand lane is marked for drive-thru use. There would be a seven vehicle queue to the sign board and then a full bypass lane, extending the retaining wall to bring the parking areas out so that they are still useable, allowing one way traffic circulation back around the building and out. They will create two ATM "only" parking spaces and the requirement is one space. They feel that they have come up with a compromise that will improve the current situation at this site.

Mr. Hayden asked if they are showing the original site plan that was overwritten. He would like to have a clean site plan from the as-built because this is much too complicated to read.

Mr. Bellavance stated that he drives by this Dunkin Donuts every day and the biggest issue in this area is the traffic between 8:00am and 9:00am. He does like the idea of having a bypass, but there is a lot of greenspace going away and he is not too fond of having an ATM right next to a bus stop. Most people are just stopping to get money and leave and he sees them using Pluff Avenue as an exit and entrance. He has seen this happen at most ATMs.

Clark Brewer stated that they did do traffic counts between 6:00am and 8:00am. The peak 15 minute increment entering the site was 21 vehicles, coming from the north. The peak increment coming from the south was at 6:45am to 7:00am with 17 to 19 vehicles entering the site. The way the current configuration is on the site is that once they hit the seven car queue people cannot get on the site.

Mr. Hayden stated that the board was aware of this when the original site plan came in and now it has come to fruition. Now more stuff is being added to the site that will produce more vehicles and one vehicle more is too much. This is a large parcel and the board permitted three businesses here. He believes that they should look at this as more of a Master Plan for this property and locate the ATM to the other side. The customers will be a lot happier being able to enter a site where the businesses are not open until 9:00am. Parking on Pluff Avenue is not acceptable; there are already issues with this road. Greenspace was removed in 2014 and now more greenspace is going to be removed for the sidewalks.

Clark Brewer stated that the reason for not looking at the other site was because that was a pad for another bank and they did not want to interfere with that banking operation. In terms of reviewing the site and what the possibilities might be before the repurposing or change of use was on the table. They did receive a letter from the owner approving the proposed development and curb cut.

Mr. Hayden stated that it was approved for a bank, but they are now changing it.

Tony Capachietti of Hayes Engineering stated that he does not know what the percentage of the loss of greenspace would be at this time.

Mr. Hayden stated that the steel and glass kiosk does not fit within this district.

Mrs. McKnight stated that she did mention in her memo that it was in the overlay, but did not go through all of the details of what is usually required for the architecture. She will email the Site Plan Review regulations to Mr. Ogren.

Mr. Veno asked what the intention is for the retaining wall.

Clark Brewer stated that they would be extending the existing retaining wall approximately 6', to allow the additional space. It does not affect the 8' angled handicap space with the hash mark.

Mr. Hayden stated looking at the aerial photo that was submitted he noticed that the red glass of the kiosk takes away from the Dunkin Donuts and colonial building. This is what the board is trying to get away from with architecture.

Clark Brewer stated that they have a little bit of ability with the side wall panels, but he does not believe that they would go with a wood finish because they want it to be fairly low maintenance. They could possibly go with a wainscot panel to the overall form, but it is still going to be an ATM with a red sign on it. From a security perspective, they want it to be as visible as possible.

Mr. Hayden stated that the ATM located at the China Cuisine was constructed before the overlay was established, but the ATM on Winter Street was just going to be free-standing without a roof and the board asked them to put a roof on it which softened the look.

Clark Brewer stated that they would look at the ATM. They would need to speak to the owner of the site in regard to the request to move the ATM to another location.

Mr. Hayden stated that the people who want to use the ATM, but do not want to go to Dunkin Donuts will avoid a lot of traffic if the ATM is moved to the other side.

Mr. Pearce stated that it is a terrible location to get in and out of when Dunkin Donuts is busy, but adding the by-pass lane will allow the people who just want to use the ATM access to the parking spaces. He did want to know if the ATM was moved to the other side of the site, would they still do the by-pass lane.

Clark Brewer stated that they would not have to do the by-pass lane. If it's a part of an overall Master Plan as Mr. Hayden stated, it would still be on the table, but would not be a part of the kiosk plan.

Mr. Hayden stated that they have to remember that this is all one property. With or without the bank, there is still an issue with the queuing.

Mr. Pearce stated that this issue was re-visited in 2014 and Mass. DOT did not want to open another lane at the curb cut, but it does not mean what is being proposed this evening could be done.

Clark Brewer stated that Mass. DOT also said that because it is not in the public way, the changes are reserved on locust and there would be no additional permitting needed.

Mrs. Romeo stated that the original discussion the board had when permitting the Dunkin Donuts project was the concern of the residents about the children on Pluff Avenue and the traffic. The board discussed an area for the bus stop which is where the kiosk is proposed. She is also concerned about losing the greenspace and she does not feel that the board is achieving their goal for Main Street.

Mrs. McKnight suggested that they refer to the North Reading Zoning Bylaws to determine how much green space should be provided and provide calculations showing whether the regulations are met.

Clark Brewer agreed that this could be done and stated that one way they could alleviate the loss of greenspace, is that there is an overage of parking on the site and they could take one or more of the spaces.

Mr. Pearce stated his opinion on the traffic and the inability to get in and out of this site easily is going to limit the amount of use that this ATM gets. Moving it to the other side where there will be adequate parking and no queuing, would make the ATM much more accessible.

Clark Brewer stated that from the bank's perspective this was the best place to put the ATM because it is the most visible with a modulated greenspace and parking right next to it.

Randi DeLoreto of 299 Main Street stated that the bus stop is no longer at this location; it was moved to Fairway Road and there are "no parking" signs on Pluff Avenue, but no one pays attention to them.

Mr. Veno asked if the Board of Selectmen approved these signs. He would like to have the planner check to see if they were approved.

Mrs. McKnight stated that Chief Murphy is aware of these signs.

Randi DeLoreto of 299 Main Street stated that they also use this corner of Main and Pluff to pile the snow.

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

that the Community Planning Commission vote to continue the public hearing for 291 Main Street until Tuesday, January 19, 2015 @ 9:00PM.

3 Wren Circle – Definitive Subdivision cont. Public Hearing 8:30PM

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

that the Community Planning Commission vote to continue the public hearing for 3 Wren Circle until Tuesday, to January 19, 2016 @ 7:30p.m.

Planning Administrator Updates

MAPC Public Workshop – Main Street

Reminder: January 13, 2016 @ 6:30pm, Flint Memorial Library/Activity Room

RFP- JT Berry site

The RFP for commercial brokerage services for the JT Berry site has been sent out. There have been three requests for the RFP at this time, and the deadline was extended to January 15, 2016.

Permitting Guide draft

She put another draft into the dropbox for the board's review. The response from the CPC on the draft was positive.

Chamber of Commerce

The Town Administrator and Mrs. McKnight have been invited to speak at a lunch presentation on Friday to discuss what has been happening in town and the J.T. Berry site.

DLTA Grant Proposal

The grant proposal for the transportation paratransit grant has been submitted. After submitting the grant they found out through the Community Compact with the State, were being given 5,000.00, so this will supplement anything that MAPC may give to the Town and should strengthen the application.

Sub-Region

Every town that is in the MAPC North Suburban sub-region will be participating in a grant application to do a larger suburban mobility study. A support letter was submitted today and she has also volunteered to be one of the project leads on this project.

Environmental Impact

The town will be receiving approximately \$25,000.00 to \$30,000.00 through the Community Compact program to help supplement the sewer feasibility draft environmental impact report on Concord Street to the MWRA.

Mr. Pearce stated that 25 years ago, he and Brad Jones brought this to the State legislature to hook Concord Street, only, up to Wilmington. It died in committee because they did not have the money to bond.

Mrs. Romeo asked if anything that they do now, will eventually tie the town into MWRA water.

The consensus of the board was that it is being worked on and it will eventually happen.

Mrs. Romeo stated that this is a concern to her because she has heard that the price of water from MWRA is very high.

Mr. Hayden stated that the water is inexpensive from MWRA, the sewer is what is expensive.

Zoning Board of Appeals

8 Gordon Road – On the petition of Stephen Covell for a variance for an addition per the setback requirements.

- The Community Planning Commission recommends assessing the potential impact of the proposed addition on neighbors.

16 Wright Street – On the petition of Cody Hall for a variance for an addition per the setback requirements.

- The Community Planning Commission recommends assessing the potential impact of the proposed addition on neighbors.

29 Main Street – On the petition of Francine Coughlin for a special permit to operate a business for dog training, daycare and a boarding facility on the property.

- The proposal should undergo Site Plan Review by the Community Planning Commission pursuant to §200-95 (A)(3) as a change in use. The Community Planning Commission would like to review vehicle access, parking, waste management, noise, hours of operation and other aspects of the project.

Adjournment at 9:50PM

Respectfully submitted,

A handwritten signature in cursive script that reads "Patricia Romeo". The signature is written in dark ink and is positioned above a horizontal line.

Patricia Romeo, Clerk