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Community Planning

TOWN CLERK
NORTH READING, MA

MINUTES

Tuesday, November 19, 2019

Mr. Warren Pearce, Chairperson called the Tuesday, November 19, 2019 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
David Rudloff
Christopher Hayden

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

that the Community Planning Commission vote to approve the minutes of November 5, 2019 as amended.

Planning Administrator Update

25-29 Main Street

Mrs. McKnight stated that she spoke to the owner of 25-29 Main Street who stated that there are some delays with the water connection and curb cut, but he does have tenants ready to occupy the building.

Mallard lane

Mrs. McKnight stated that she has already spoken to Mr. Pearce in regard to Mr. Smith's request for a water main waiver. He wanted to do two separate services with no hydrant instead of the single water main and the fire department was fine with this as long as he installed sprinklers in the homes. Mr. Smith did not want to do this and after further discussion with the fire department and measurement of the distance of the existing fire hydrants and water testing with the water department, the fire department said that it would be fine to do the two water mains without installing sprinklers. Mr. Smith started the work without formally coming back to the CPC with the changes. They requested that it be noted on the as-built drawings and also asked Rich Williams of Williams & Sparages to draw up a sketch plan to show the change and record it with a written explanation. The other change is that an easement is needed to cross over one property to the other with the water line, this will also be added to the as-built and recorded.

Maple Road

The road has been paved to #20 Maple Road.

Open Space Recreation Plan

There is a public meeting planned for December 5th and a survey is being publicized. A suggestion was made that a booth could be set up to give out the brochures at the "Light Up Main Street" located at Kitty's Restaurant and also at the Tree lighting.

Mr. Bellavance stated that he would be able to attend the "Light Up Main Street".

Mr. Hayden stated that Damon Tavern will be open on December 1st and he can give out brochures at that time.

Central Street – sidewalk design

Millennium Construction has given costs estimates for the first phase. They have requested supplementary construction funds to go with the Complete Streets grant.

Mr. Pearce asked if it was all going to be on the west side.

Mr. Hayden stated that it's easier to do the west side than the east side.

Budget Hearings

The budgets will be due sometime in December and she asked the CPC if they have any thoughts of what they might want to see changed to let her know. She thought that there might be certain recommendations for the Master Plan that may create a need to request funding for.

Mr. Hayden stated that Mrs. McKnight is doing so many things and that it might be a good idea to hire someone to help her.

Mrs. McKnight stated that she was thinking about hiring someone part-time to help with the EDC. However, after speaking with others in this field they recommend waiting until a full time person can be hired, and also that it might be better to wait until the Town knows what it's doing with sewer.

Mr. Pearce suggested putting \$15,000 in for consulting help in case there is a project that comes up that we need assistance with.

39 Chestnut Street – Definitive Subdivision – cont. P.H. 800PM

Attorney Jill Mann stated that the applicant is in the process of purchasing the property on Flint Street and therefore they are asking to withdraw the current application without prejudice and will return in January with a new plan.

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

that the Community Planning Commission vote to grant the applicants request of November 19, 2019 to withdraw the Definitive Subdivision Plan for 39 Chestnut Street, without prejudice.

291 Main Street – Signage Master Plan – Special Permit – P.H. 8:15PM

Mr. Hayden read the public hearing notice into the record.

Mr. George Delegas of REM Central stated that they are proposing to remove the existing sign but leave the post and requesting an increase for the from the allowed 40' to 50', for the new sign. The new sign will also include the tenant's names at the retail building.

Mr. Hayden asked if it is an internally lit sign. Will it be a white light with dark letters? He would like them to look at the sign located at 265 Main Street because that is the signage preferred by the CPC.

Mr. Pearce asked if they knew who the tenants were.

Mr. Delegas stated that a dentist will be occupying more than half of the space. The construction should be completed by the end of January.

Mr. Hayden asked what was happening with the other third of the building.

Mr. Delegas stated that they don't have a tenant for that space, at this time.

Mr. Bellavance stated that he prefers subtle and externally lit signage. Is there any signage on the building?

Mr. Delegas stated that there is signage on the building, but they are within the regulations and do not need approval.

Mrs. McKnight stated that they need approval for the pylon sign because they want to enlarge it.

Mr. Bellavance stated that if this is a Master Plan for the signage why they don't need approval for all of the signs.

Mrs. McKnight stated that they are not increasing the signage on the buildings, only the pylon sign.

Mr. Rudloff stated that he would like to have sign drawings submitted before they make a decision.

Mr. Bellavance stated that he would like to have drawings of all of the signs.

Mr. Pearce stated that he is limited by size of what he can put on the building. If the CPC wants to see what the sign is going to look like that is another matter.

Mr. Hayden stated that Master signage plan bylaw §200-81B.(1)(a)[3] states "Computation of the maximum total sign area, the maximum area for individual signs, the height of signs and the

number of freestanding signs allowed on the lot(s) included in the plan under this bylaw." All we are seeing is one sign and he would like to see all of them.

The consensus of the CPC is that they would like to have design standards and renderings submitted for all of the signage.

Public hearing continued to December 3, 2019 at 8:15PM.

9 Main Street – Site Plan Review Special Permit – P.H. 8:30PM

Mr. Hayden read the public hearing notice into the record.

Mr. George Delegas of REM Central stated that the proposal is to extend the existing drive-thru lane deeper into the site, in order to substantially increase the capacity of the vehicular stacking. A passing lane has also been added to the drive-thru in accordance with the fire department's request. They have also met with the Board of Health, who is satisfied with how they are addressing the proximity of the drive-thru to the edge of the septic field.

Mr. Pearce asked how much width is being added to the north side.

Mr. Delegas stated that they are pulling back the curb to widen it to 18'.

Mr. Rudloff asked why parking spaces are being added and what the width of the queue line is.

Mr. Delegas stated that it is take-out and a sit down restaurant, they are adding five spaces to accommodate. The queue line is approximately 8' to 9'.

Mr. Rudloff stated that he knows this parking lot well and they are solving a problem, but where you come in from Park Street, unless they drop a parking spot and shift the entire set up left or towards Rte. 28, they are not providing enough room for someone entering from Park Street to go around, into the front parking area. What he foresees is a queuing problem on Park Street.

Mr. Delegas stated that they have several Dunkin Donuts with multiple entries and it has never been a problem.

Mr. Rudloff stated that he drives by there around 7:00am and there are vehicles bumper to bumper with queuing. It's not a passing lane, a normal radius for a vehicle is 14½' and they have 10'.

Mr. Delegas stated that the radius is actually 24'.

Mr. Rudloff stated there is only a 10' radius for the vehicle.

Mr. Hayden stated that they are removing approximately 8 to 9 trees. Do they plan to add greenery somewhere else on the property?

Mr. Pearce stated that they should see if they can drop one of the parking spaces.

Mr. Delegas stated that they are renovating both inside and outside and they can certainly add some greenery. The awnings are being replaced with a less colorful design.

Mr. Hayden stated that he would prefer a different color than the orange and pink.

Mr. Delegas stated that those are the colors for Dunkin Donuts.

Mr. Pearce stated that renderings need to be submitted.

Mr. Delegas stated that they would like to get an approval so that they can start construction this year.

Mr. Bellavance stated that he wants to see a plan for snow removal.

Mrs. McKnight stated that Meg Robertson of the Commission on Disabilities asked if a walkway could be installed from the McLaughlin house to the driveway behind Dunklin's.

Mr. Delegas stated that that property is owned by Cota Funeral Home.

Public Hearing continued to December 3, 2019 @ 8:30PM.

RFP – Main Street - Evaluations

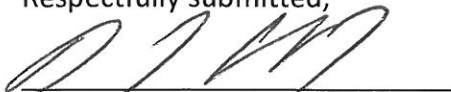
The CPC discussed the proposals submitted by Abacus Architects + Planners with Onsite Engineering, Dodson & Flinker with Horsley Witten Group and Weston & Sampson.

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

that the Community Planning Commission accept the proposal dated October 2, 2019 from Abacus Architects + Planners with Onsite Engineering.

Adjournment at 9:30PM

Respectfully submitted,



Ryan Carroll, Clerk