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Massachusetts

Community Planning

TOWN CLERK
NORTH READING, MA

MINUTES

Tuesday, December 3, 2019

Mr. Warren Pearce, Chairperson called the Tuesday, December 3, 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.

Mr. Bellavance left the meeting.

Zoning Board of Appeals

2 Orchard Drive – On the petition of William D’Orlando for a home occupation special permit to be a consulting business.

The CPC does not have any objections to the proposal as long as the Home Occupation regulations in the Zoning Bylaw are adhered to.

231 Central Street – On the petition of Michael Distasio for a home occupation special permit to be an excavation business.

The CPC would support the proposal only if the Home Occupation regulations in the Zoning Bylaw are adhered to.

164 Haverhill Street – On the petition of David DiFraia for a variance for a fence and a retaining wall per the setback requirements.

The CPC recommends considering any impacts to neighbors.

Mr. Bellavance returned to the meeting.

Planning Administrator Update

RFP – Main Street Evaluations

Mrs. McKnight stated that she informed Abacus Architects that they were chosen to do the work. She received a draft contract from Kopelman & Paige and will be working on that. She will also schedule a kick-off meeting.

Mr. Pearce asked what the three companies bid price was.

Mrs. McKnight stated that they all came in at or very near \$50,000.00

Capital Request - meeting

Mrs. McKnight stated that there was supposed to be a meeting on Monday for the Capital request for the Central Street sidewalk, but it was cancelled. It will probably be next Tuesday at 4:45pm.

Mrs. McKnight – Vacation

Mrs. McKnight informed the CPC that she will be taking vacation time, July 28th to August 11th, 2020.

Open Space Recreation Plan - meeting

The first public meeting will be this Thursday.

Census

Information is needed by the town for the census. (Building and demolition permits). Even though it comes from the building and assessor's department, it's in our best interest to make sure that it's correct because it affects our numbers for affordable housing proportions. So, she has been working with those departments quite a bit.

40B/Safe Harbor

Mrs. McKnight stated that she is going to have to testify sometime in February about the GIS and GLAM.

Master Plan

Mrs. McKnight stated that she received the final Master Plan document and she will put it on the website tomorrow. Town Administrator Mike Gilleberto thought that it would be a good idea for the CPC to attend a Select Board meeting in January to discuss the Master Plan and any funding articles related to it. Also, getting the Main Street re-construction project onto the TIP which would mean going to Town Meeting this spring and she thinks there will be a lot of support for the CPC to go to Town Meeting to ask for the 25% design funds. Then we can get a design done, send it to the State and possibly get the funding.

Mr. Bellavance stated that they should have a meeting to discuss where they need to go from here before going to the Select Board.

Budget Meeting

Mrs. McKnight stated that Mr. Pearce had suggested that they have a meeting with the Select Board to discuss what they might want us to request in regard to the budget. She spoke to the town administrator and they discussed the various possibilities of what they might change in our budget, but they kept coming back to the same thing, which is any extra project money would really be a warrant article and not operating money. She thinks at this point that they should probably submit the same basic budget that they have, because she can't really think of an expansion that makes sense as continuing operating money, but they should definitely be thinking of some funding article request. 1) Small capital – 10 or 15 thousand – to have the subdivision regulations reviewed because with the new MS4 permitting requirements and new standards we will need to have engineering and the firm they are working with New England Civil look at what we currently require and how it might need to change.

291 Main Street – SPR/Special Permit – (modification – Parking Restrictions along Pluff Avenue) – P.H. 8:00PM

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

Mr. James Clifford of REM Central LLC stated that they are requesting this modification because they are extremely tight with parking spaces and it's only getting tighter with the new construction. They have 3 to 4 meetings per month at the office building with their field people and the parking really gets jammed. They have been looking at different options and most of the public streets off of Main Street there is a 50' distance with no parking for safety reasons. On Pluff Avenue there are "No Parking" signs that go the distance of approximately 500' and 600'. They would like to remove one "No Parking" sign that is in front of the office building that would allow 5 to 6 parking spaces. Parking is legal past the office building in the residential area, but they really don't want their employees parking in the residential area. He discussed this change with Safety Officer Tim King, who had no issues with this change.

Mrs. McKnight stated that the rendering was produced by the police department showing where it would be okay to remove the sign.

Mr. Hayden stated that he believes that the "No Parking" signs were put there, so that the customers going into Dunkin Donuts would not park on the street and increase the traffic. The office building was supposed to have enough parking spaces and the new construction will have more parking spaces than required by the zoning bylaws. There is no curbing on Pluff Avenue and he knows that the vehicles are going to end up parking on the sidewalk which the kids use to go home when dropped off or picked up by the school bus.

Mr. Rudloff stated that the parking stalls are 9'x18' and if it's scaled over to the street, it is not a very wide street.

Mr. Pearce stated that it's approximately 24' or 28' wide.

Mr. Clifford stated that they noticed when they were having their meetings the employees were parking in the Dunkin Donuts parking spaces and then the customers would park on Pluff Avenue, close to the intersection and they are trying to keep this from happening.

Mr. Pearce stated that the other concern is that there would be an increase in traffic from customers parking in the area where they want to remove the sign.

Mr. Hayden stated that if you take down the "No Parking" signs anyone can park there. When they have their meetings they could park on the south side of the building, near the garage. They are all at the same meeting so they could block one another in.

Mr. Bellavance stated that they could ask the abutting neighbor TZE if they could use their property to park the cars.

Mr. Clifford stated that they did ask and were granted parking at both 265 and 303 Main Street, but were then asked to stop. They also asked the owner of the property if they could purchase some of the property, but it just recently sold.

Mr. Michael Kushakji of 1 Fairway Road stated that Pluff Avenue is a very narrow road and with the snow it becomes even narrower and two cars cannot pass one another. The other issue is that the sidewalks do not get shoveled and the kids end up walking in the road.

Mr. Peter Gluck of 6 Pluff Avenue stated that he lives right across the street from the office building. The reason that there are "No Parking" signs is because the prior building inspector requested it when they applied for a permit to construct a garage on the property for the owner's private use. The construction of the garage took out seven parking spaces and there was a fear that the parking would overflow onto the road. He also knows that commercial vehicles are not allowed to park on public roads.

Mr. Pearce stated that they are not commercial vehicles.

Mr. Peter Gluck stated that they were constantly calling the police because of the illegally parked cars and since he received the notice for this public hearing he has counted 17 vehicles parking illegally. They have already over used their property and the residents of Pluff Avenue should not have to carry the burden of their over use.

Mr. Peter Gluck Sr. stated that they were supposed to maintain the bus stop and add a fire hydrant which has not been done.

Mr. Pearce closed the public hearing. CPC members indicated they were likely to deny the request. Mr. Clifford requested to withdraw the application without prejudice and signed a written request to this effect.

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 December 3, 2019 to withdraw without prejudice.

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

Mr. George Delegas of REM Central submitted drawings of the pylon signs and the new signage for the building that is under construction.

Mr. Pearce stated that he has a few issues with the new signage. The rendering is showing three areas for signage and he was under the impression that only two businesses would be going into the new building.

Mr. Delegas stated that the dental office will be using 2/3 of the space and there will be enough space for one more business to occupy.

Mr. Bellavance stated that the last time Mr. Delegas was here he was asked to look closely at the bylaw regarding signage because there are six items required for Master Plan and none of them have been met. §200-81B.(1)(a)

[1] An accurate plot plan of the lot(s) at such scale as the Community Planning Commission may reasonably require:

[2] Location of buildings, parking lots, driveways, and landscaped areas;

[3] 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;

[4] An accurate indication on the plot plan of the proposed location of each present and future sign of any type, whether requiring a permit or not;

[5] Signage details to include: color scheme, lettering or graphic style, lighting, location of each sign on the buildings, material and sign proportions;

[6] Other provisions: The master signage plan may contain such other restrictions as the owners of the lots may reasonably determine.

Mr. Delegas stated that he has a plan showing the sign.

Mr. Bellavance stated that is not the site plan. The site plan should show everything on the site, old and new.

Mr. Pearce stated that the plan should also only show two areas for the signage on the front of the building, not three.

Mr. Rudloff stated that the 60' sign for the dental office should be placed in the middle of the building.

Mr. Hayden stated that the area in the middle should be removed.

Mr. Bellavance stated that §200-81B.(1)(e)(2) states: In addition, each individual business within the plaza or shopping center shall be allowed a wall sign having a total sign area not to exceed fifteen (15) percent of the wall area assigned to that business or one hundred fifty (150) square feet, whichever is less. Each sign shall be attached in its entirety and shall be parallel to the wall of the building. No such sign shall project horizontally more than fifteen (15) inches from said wall or beyond the roof or sidewall lines.

Mr. Pearce stated that Mr. Delegas needs to read the signage bylaw and submit a site plan with everything on the entire site.

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

that the Community Planning Commission vote to grant the requested continuance of the public hearing for Signage Master Plan/Special Permit, 291 Main Street until Tuesday, December 17, 2019 @ at 8:00PM.

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

Mr. George Delegas of REM Central stated that they have made the requested changes to the plans. 1) radius is wider, 2) snow removal storage, 3) removed one parking space, 4) proposed crosswalk in the front of the site, 5) proposed landscaping, 6) "Do not Enter" "Keep Right" signage for the Park Street entrance, 7) curb cut to be 22'.

Mr. Rudloff stated that on the vertical lines there are large trees, are they on the property?

Mr. Delegas stated that the trees are on the other property.

Mr. Pearce stated that painted lines should be put on the ground to keep the vehicles from travelling onto the abutting properties.

Mr. Hayden asked if the trees would be replaced.

Mr. Delegas stated that they would be adding trees to the property.

Mr. Hayden asked what material would be used for the enclosure of the dumpster.

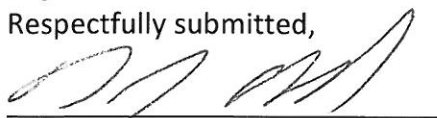
Mr. Pearce stated that the Board of Health will only approve a washable surface for the enclosure, such as vinyl fencing.

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

that the Community Planning Commission vote to grant the requested continuance of the public hearing for 9 Main Street until Tuesday, December 17, 2019 @ at 8:15PM.

Adjournment at 9:20PM

Respectfully submitted,



Ryan Carroll, Clerk