

PLANNING BOARD MINUTES

February 23, 2015

**Call The Meeting to Order**

Chairman David Plunkett called the meeting to order at 7:00 P.M. in the Town Hall Auditorium. Present at the meeting were, Stephen Johnson, Robert Fowler, Nancy Reed, Vincent Fratalia, Director of Community Development Steve Sadwick and Recording Secretary Dawn Cathcart.

**(A) Committee Reports/Administrative Actions**

**(A1) Zoning Bylaw Subcommittee**

Mr. Sadwick stated that the Zoning Bylaw Subcommittee would be meeting tonight at 7:30 PM.

**(A2) Master Plan**

Mr. Sadwick stated that was expecting something tonight but he didn't receive it. As soon as he gets it, he will forward it to the Board.

Mrs. Reed stated that when we receive the draft Master Plan will we then be working with the consultant going forward or is that it. Mr. Sadwick stated that he would talk with Judy Barrett and let the Board know.

**(A3) Committee Reports**

There were no committee reports.

**(A4) Crystal Circle, Bond Reduction**

Mr. Sadwick stated that we received an email from Weston and Sampson and they agreed to reduce the bond to \$10,000. The street acceptance will be submitted at the Annual Town Meeting.

Mr. Fratalia asked if everything on the list is done. Mr. Sadwick replied yes.

**MOTION** - Mr. Fowler made a motion to reduce the bond for Crystal Circle to \$10,000 provided that the sidewalk contribution has been made. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

**(B) 1 Radcliff Road, VTH7, LLC Continued Site Plan Special Permit**

Steven Cox and Jeff Rider appeared for the continued Site Plan Special Permit. Mr. Rider stated that we are waiting on the final letter from the Town Engineer. Mr. Fowler asked if the January 21, 2015 the latest letter. Mr. Rider replied yes, the trench contractor has asked for a waiver of the Land Disturbance permit. Mr. Fowler asked if the slope was correct. Mr. Rider replied yes, the header pipe was designed that way to be level and it meets storm water management requirements.

Mr. Fratalia asked how long this permit process was started. Mr. Rider stated that it started with Conservation about a year ago. Mr. Fratalia stated that seems like a long time.

**MOTION** - Mr. Johnson made a motion to close the public hearing. The motion was seconded by Mr. Fratalia and unanimously voted 5-0.

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**MOTION** - Mr. Johnson made a motion to approve the requested waivers from the Cuoco and Cormier memo dated January 9, 2015. These waivers include: Section 6310, Section 4220, Section 6311, Section 5421, Section 5426, Section 5434, and Chapter 19 of the Tewksbury General By-Laws Stormwater Management & Erosion Control (Earth Disturbance Permit). The Board determined that it is in the best interest of the Town to approved the waivers and that the waivers are justified. The motion was seconded by Mr. Fowler and unanimously voted 5-0.

**MOTION** - Mr. Johnson made a motion to approve the Site Plan Special Permit for 1 Radcliff Road as submitted with the incorporation of the approved waivers and final approval from the Town Engineer. The motion was seconded by Mr. Fowler and unanimously voted 5-0.

(C) **20 Carter Street, Carter Street Realty Trust for Carter Street Sports Center Continued Special Permit**

**MOTION** - Mr. Fowler made a motion to continue the Special Permit for 20 Carter Street until March 9, 2015 at 7:20 PM. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

(D) **1390 and 1394 Main Street, Sullivan Family Trust – John Sullivan Continue Site Plan and Site Plan Special Permit**

Mr. Plunkett stepped down for this agenda item and Mr. Johnson became Chairman.

**MOTION** - Mrs. Reed made a motion to continue the Site Plan and Site Plan Special Permit for 1390 and 1394 Main Street until March 9, 2015 at 7:30 PM. The motion was seconded by Mr. Fowler and unanimously voted 4-0.

Mr. Plunkett returned to the meeting.

**Old Business**

Mr. Sadwick stated that Attorney Cutelis sent Town Counsel a letter dated January 20, 2015 regarding 25 Highland Ave. Town Counsel responded on February 10, 2015 and they have now filed a modification to the approved Special Permit. This modification is scheduled for the March 9, 2015 Planning Board meeting.

**New Business**

Mr. Sadwick stated that Wamesit LLC would be submitting an application for a Sign Special Permit. This will have an electronic reader board sign.

Mr. Plunkett stated that he noticed that the electronic sign at the Tewksbury High School has flashing multi-color signs and this is in violation of the approved Sign Special Permit. Mr. Sadwick stated that he would pull all the electronic signs and send them a letter reminding them of the conditions.

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**Director's Report**

Mr. Sadwick stated that there is a best management practice workshop for retail on March 25<sup>th</sup>, April 8<sup>th</sup> and April 21<sup>st</sup>. This is on the Town website.

**Adjournment**

**MOTION** - Mr. Fowler made a motion to adjourn the meeting at 7:25 PM. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

*Approved on: 4/27/15*

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*List of documents for 2/23/15 Agenda  
Documents can be located at the Community Development Office*

- A. 7:00** Committee Reports/Administrative Actions
- 1- Zoning Bylaw Subcommittee
  - 2- Master Plan
  - 3- Committee Reports
  - 4- Crystal Circle, Bond Reduction
    - *Email 2/16/15 from Weston & Sampson, James Pearson.*
- B. 7:00** 1 Radcliff Road, VTH 7, LLC  
Continued Site Plan Special Permit
- C. 7:05** 20 Carter Street, Carter Street Realty Trust for Carter Street  
Continued Sports Center, Special Permit  
*(Applicant requesting to be continued to March 9, 2015.)*
- D. 7:10** 1390 and 1394 Main Street, Sullivan Family Trust – John Sullivan  
Continued Site Plan and Site Plan Special Permit  
*(Applicant requesting to be continued to March 9, 2015.)*