

## PLANNING BOARD MINUTES

October 17, 2016

### **Call The Meeting to Order**

Chairman Stephen Johnson called the meeting to order at 7:05 P.M. in the Town Hall Meeting Room. Present at the meeting were Vice Chairman Robert Fowler, Nancy Reed, Vincent Fratalia, Director of Community Development Steve Sadwick and Recording Secretary Dawn Cathcart. Keith Anderson was not present.

#### **(A) Approval of Minutes – September 12, 2016 and September 26, 2016**

**MOTION** - Mr. Fratalia made a motion to approve the Planning Board minutes of September 12, 2016 as submitted. The motion was seconded by Mr. Fowler and unanimously voted 4-0.

**MOTION** - Mr. Fratalia made a motion to approve the Planning Board minutes of September 26, 2016 as submitted. The motion was seconded by Mr. Fowler and unanimously voted 3-0. Mr. Johnson abstained from voting as he was not present.

#### **(B) Committee Reports/Administrative Actions**

##### **(B1) Committee Reports**

There were no committee reports.

##### **(B2) 743 Main Street – Tewksbury Village Condominium – Non-Substantial Change**

Dick Cuoco and Joseph Laliberte appeared for a non-substantial change. They wish to install an asphalt berm on Jerome Road in front of the residential units. The original plan did not address this area. This will improve drainage and esthetics on Jerome Road. Mr. Cuoco stated that the DPW did a site visit and it was not on the plan but they had no problem with it. They will complete the installation if approved by this Board.

Mrs. Reed was all set.

Mr. Fowler was all set and he looked at the site today and this makes sense.

Mr. Fratalia stated that he was all set and agreed that it would make the Jerome Road side similar to the Marshall Street side. This is a good looking site. Mr. Fratalia asked how the occupancy of the units was going. Mr. Laliberte stated that the three units on Marshall Street are all sold and occupied. The five units on Jerome Road are all sold and they should be getting occupancies within the next three weeks. Mr. Fratalia asked if there have been any complaints from the abutters. Mr. Laliberte replied no, they are happy since the grass strip was added.

Mr. Johnson stated that he is all set except that he would like to confirm that the rocks that are part of the landscape will be maintained by the condo association. Mr. Cuoco replied that was correct, they will be part of the landscaping.

**MOTION** - Mr. Fowler made a motion to approve the change of an installation of an asphalt berm on the Jerome Road side of the property in front of the residential units as a non-substantial change and that it will be incorporated into the final as-built plan. The motion was seconded by Mrs. Reed and unanimously voted 4-0.

##### **(B3) 1777 Main Street – As-Built and Bond Release**

Mr. Sadwick stated that they have received a letter from the Town Engineer and he recommends the release of the bond subject to the Building Commissioner approval. The Building

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Commissioner has had issues with them with outside storage. We run into outside seasonal storage like Home Depot and Wal-Mart as well as this type of business. Mr. Johnson stated that they were told that we didn't want outside storage that is why the fenced area was done.

Mr. Fowler stated that he is not so concerned with the storage on the sidewalks but he is concerned with taking up parking spaces. We should look at a formula to allow for outside seasonal storage.

Mr. Fratalia stated that he is concerned with any safety issue.

**MOTION** - Mr. Fowler made a motion to accept the as-built and release the bond for 1777 Main Street. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

### **Correspondence**

Mr. Sadwick handed out the documents that were given at the Zoning Bylaw Subcommittee meeting. He will continue to give the Planning Board all the documents from this subcommittee to keep them up to date. Mr. Sadwick stated that they have a tentative meeting setup for October 26<sup>th</sup> to discuss Main Street zoning. The consultants will not be in attendance.

Mrs. Reed stated that they covered a lot of ground during the meeting and they are talking about substantial changes in format, overlays and Site Plan Special Permit vs. Site Plan Review, which is non-discretionary. She also wanted the Planning Board input on how this affects them as the SPGA.

Mr. Johnson stated that we need to look at streamlining the process especially for smaller items but we still want to have a say of how projects are approved. He would need more details.

Mrs. Reed stated that they are looking at removing some overlays and comparing the original Master Plan zoning and perhaps changing the underlying zoning along Main Street. Mrs. Reed added that after the last meeting, she hopes the consultants understand the waivers allowed in each overlay.

Mr. Fratalia asked what Mr. Sadwick's opinion is. Mr. Sadwick stated that we have great consultants with over 60+ years of experience with planning and zoning. They are also adjunct professors. Mr. Sadwick added that team of consultants assembled are good as well as experienced committee members. Mr. Fratalia asked how much have we set aside for the consultants in this process. Mr. Sadwick replied between \$40,000 - \$60,000.

Mr. Johnson stated that he is not in favor of rubber stamping projects and added that if they are looking at another town process as the standard he would like to review that bylaw. Mr. Sadwick stated that they are looking at best practices from different towns. Mr. Sadwick stated that we have been looking at performance zoning with performance criteria standards. For example, if there are 12 criteria that need to be met to issue a permit and they can only meet 9, then they would have to come before the Planning Board, but if they can meet all 12 criteria that you set up, they can get their approval. It would add clarity to the process and fix the inconsistencies. Mr. Johnson stated that significant amount of time needs to be spent on the performance criteria.

Mrs. Reed stated that the residents have confidence in the Planning Board and we need to find a balance between business development and residents.

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**Old Business**

There is no Old Business.

**New Business**

There was no New Business.

**Director's Report**

There was no Directors Report.

**Adjournment**

**MOTION** - Mr. Fowler made a motion to adjourn the meeting at 7:30 PM. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

**Approved on:** November 7, 2016

*List of Documents for 10/17/16 Agenda*

*Documents can be located at the Community Development Office*

- A. 7:00** Approval of Minutes: September 12, 2016; September 26, 2016
- B. 7:00** Committee Reports/Administrative Actions
  - 1- Committee Reports
  - 2- 743 Main Street (Tewksbury Village Condominium): Non-Substantial Determination
    - Application packet for Non-Substantial Change
  - 3- 1777 Main Street: As-Built and Bond Release
    - As-Built Plan: Propane Filling Station and Outdoor Storage dated 9/21/16
    - Letter dated 10/14/16 from Town Engineer