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**Planning Board
Meeting Minutes
May 2, 2017**

7:15 P.M. Call to Order

The May 2, 2017, meeting of the Norton Planning Board was held in the Board of Selectman's Meeting Room and was called to order at 7:15 P.M., by Joe Fernandes, Interim Chairman. Member(s) Present: Mr. Edward Beatty; Mr. Frank Durant; Mr. Joseph Fernandes; Mr. Timothy Griffin, Mr. Kevin O'Neil, Mr. Steven Hornsby and Mr. Stephen Jurczyk. Also present was Tabitha Harkin, Planning and Economic Development Director.

General Business

Out of order, due to the need for board restructuring. After discussion amongst members, the following positions were determined:

Chair position

MOTION was made by Stephen Jurczyk to appoint Mr. Fernandes as Chair of the Planning Board. Second by Kevin O'Neil. Vote: Unanimous. MOTION CARRIES (6:02)

Vice Chair position

MOTION was made by Stephen Jurczyk to appoint Mr. Beatty as Vice Chair of the Planning Board. Second by Kevin O'Neil. Vote: Unanimous. MOTION CARRIES (6:27)

Clerk position

MOTION was made by Mr. Frank Durant to appoint Mr. Hornsby as Clerk of the Planning Board. Second by Mr. Timothy Griffin. Vote: Unanimous. MOTION CARRIES (7:43)

B. Site Plan Review: SITE#17-01 379 Old Colony Rd. David Rossi

This was a review of a site plan to develop a 1-story commercial building housing one employee for small technology company. The applicant, Mr. David Rossi, presented his submitted site plan and went through the checklist of what his plan entailed. In his letter, he has requested a site plan review as well as waivers to the traffic and parking lot plan, the landscaping requirement and the outside lighting plan.

Mr. Rossi gave a background of the operation of the business, existing structure today and overall

intention. He stated the intention is to put a one story, 5,000 sf building in the rear of the lot. Currently on the site is a 900 sf commercially zoned house. It was previously used as an office building. Mr. Rossi would like to use the building for his circuit business, Precision Circuit that he has owned for about 5 years. He stated he wanted to own a building, as opposed to renting, and wanted to move the business location to Norton. The previous location was Taunton, MA. The building was closed on in December 2016. In response to a question from a member regarding his plan on the landscaping of the property, Mr. Rossi commented that he plans on improving the appearance but would prefer not to be tied to anything and instead do overall maintenance/cleanup.

The question was raised from a member regarding what Mr. Rossi plans on doing for a driveway to the back. Mr. Rossi has asked for a waiver from the parking requirements since he is the only employee of the Company. His engineer and he himself reviewed the Norton by-laws and they found that the proposed square footage of the building would require eight parking spaces. He has previously submitted a parking scheme for compliance with zoning requirements. He submitted this document to show the building has the capacity to have eight parking spaces but commented that there is no need for this business to have that many. Mr. Rossi added that by adding this many parking spaces, it adds almost 10,000 sf to the property. According to the storm water requirements, there is an important emphasis for low impact development and the parking would conflict with these prescribed management practices, by adding so much impervious pavement to the site. .

Mr. Beatty asked Mr. Rossi how he was planning on fixing up the existing structure and if he thought about leasing out the space in the future. Mr. Rossi commented he is looking to use it for an office for himself. Essentially, an office and a warehouse for his use only. This building will be used for storage operations. Mr. Hornsby asked if he had plans to grow his business to which Mr. Rossi commented that he is not ready to grow and has no plans to. He would like to operate by himself, build equity in the property and use it as a retirement source. When asked if he receives shipments, Mr. Rossi replied the Business receives UPS deliveries 2-3x/week and outgoing shipments are 1x/week. These outgoing shipments are hand carried by him to Staples. In essence, there are no trucks going in or out. There has yet to be a UPS delivery to the building.

Mr. Jurczyk requested a building plan to which Mr. Rossi did not have this at this time. He would like to keep the driveway as existing since all deliveries are small and able to be moved by hand. Mr. Fernandes asked if the building has passed Title 5 and if the septic system need to be replaced. Mr. Rossi did not know this information. These were passed when he purchased the building with no financing. Based on the year this building was built, a member surmised that he would be surprised if the septic system does not need to be replaced. A comment from a member was that a UPS truck/van would have no availability to turn around when making a delivery. They would not be able to back out on Route 123. This raised a concern in regards to the landscaping. If the septic system needs to be replaced, this means the landscaping would need to be dug up and an alternative location would need to be planned.

Mr. Griffin commented that if a future commercial business were to buy this property/building, it may have multiple employees and they would be left to do all the work regarding the parking lot, lighting and driveway. If this is sold, a parking lot will be needed but this may need to be conditioned. This could be a condition that the appropriate eight parking spaces are added to who occupies the building in the future. Mr. Rossi may potentially need to replace the septic system. The Board needs this information to move forward and act. The Board would like a presentation of the building to make sure it is consistent with the dance studio next door. Mr. Rossi referenced his site plan and commented there would be just be water, heat and air conditioning, a requirement of the industry.

The board would like to see that the septic system does not have to be replaced. If it does, the driveway may need to change. Regardless, the driveway should have the capability for a truck to turn around and the parking lot should have the ability to house eight parking spots. Landscaping that dresses up the property was also requested to be part of the building plan. The septic tank is in the center of the front yard. There is also a metal lid at the turnaround inside of the property line. Since this is a cover that is about 24 inches and metal, it is assumed it is either water or sewer. Mr. Rossi will go to water department to inspect further.

Mr. Rossi asked if there was an issue if the driveway ended up extending across the line. A member commented that it could not be included on the site plan since it is on someone else's property. Mr. Rossi stated part of the agreement is that Mr. Rossi would be removing the area over the property line once construction begins. He will include this on the site plan. At the back of property, the wood line is very thick and old. After a concern was raised from a member regarding if this may raise an issue, Mr. Rossi commented there is a buffer in between. At the lot line, there is a stone wall and pretty heavily lined trees before you get to this stone wall so there should be no issue.

Mr. Rossi has asked for three waivers. These include traffic/parking lot plan; landscape plan; and outdoor lighting plan. According to the new storm water bylaw, the stormwater permit could be obtained via an administrative approval since he is disturbing less than an acre. Ms. Harkin and Mr. Rossi can work it out together but it may need peer review. Ms. Harkin will condition something for review. Ms. Harkin commented she is fine with the requested waivers.

In regards to the lighting, Mr. Rossi thinks wall mounted lighting on the building would suffice if there was not a large parking lot. This building is not open to the public and there will be no foot traffic. A member raised an issue about the location of doors within the building when the building sells, more specifically loading doors. Mr. Rossi commented that he was planning on putting a door in the back. He will include this in his plan. It was suggested to bring multiple designs for this door to be added.

This site plan review will be continued. For Mr. Rossi's benefit, Ms. Harkin will follow-up and assist him with follow up items. The Board is requesting more information on any entrances and exits for the building; any lighting associated with these entrances even with the waiver request; plans for a driveway and a proposed parking area with eight parking spots that can accommodate a truck; septic system plans; and some type of commitment regarding landscaping. Mr. Rossi will investigate the metal cover on the property and get a visual rendering of the obstructions. Mr. Rossi will include an operation and maintenance schedule in regards to the landscape plan. Mr. Rossi will submit these revised plans in one week and this will be continued on May 16, 2017 at 7:45 p.m.

MOTION was made by Stephen Jurczyk to continue Site Plan Review: SITE#17-01 379 Old Colony Rd. on May 16, 2017 at 7:45p.m. Second Mr. Beatty. Vote: unanimous MOTION CARRIES

B. Report of the Planning & Economic Development Director

Ms. Harkin presented the document she compiled for the board titled "*Report of the Department of Planning and Economic Development*" dated May 2, 2017. She gave an overview on the materials in each Planning Board member's binders and noted the status of previously issued decisions and other planning news, including a special permit Site plan review for 88-90 East Hodges Street for keeping chickens. The applicant is a small condo association. These are all on Dropbox and the notice already went out. There are Decisions that have been filed also uploaded to Dropbox. There is a minor modification for Mary Jo Estates that went through. The twenty-day appeal period ends on June 4, 2017.

There are 3 special permits that end on May 15, 2017. These include Ryder Truck, Norton Self Storage and East Hodges Shared Driveway. Regarding the Wheaton Solar project on Clapp Street, Ms. Harkin is looking to arrange a conference call with the new project manager about completing the remaining landscaping to screen the panels from Abutters.. Oak Hill Multifamily Project has ongoing construction inspections by BETA. BETA is doing the construction inspections and will have an update on the septic install. New England Ice Cream (NEIC) is getting a peer review on the detention pond, sound wall and landscape buffer with the upcoming surety release. They will send a self-inspection out again and inspect with the sound wall. Ms. Harkin is working with Campanelli at Alnylum Pharma. They are still working on the building. Not much site work has been done.

Other planning news: SRPEDD had a commissioner meeting on April 26, 2017. Ms. Harkin attended. At the meeting, the regional economic development plans were presented. There was a lot of discussion regarding the South Coast Rail Transportation Improvement plan. Tri-town Chamber of Commerce held its Regional Economic Development Forum Friday, April 28, 2017. Mr. Yunits attended on behalf of the Town of Norton, giving a presentation on Economic Development in Norton. Interesting discussion topics included Foxboro's 2016 APA Award Winning Master Plan won an EPA award and the benefits of placing a Farmers Market downtown.

Ms. Harkin discussed the various upcoming workshops. These include the SRPEDD Annual meeting held at LeBaron Hills Country Club in Lakeville, MA on May 24, 2017; Affordable Housing Workshops are being held on June 6 & 7, 2017; and Social Media is continuously being updated.

A member inquired about the Tri-town Chamber of Commerce meeting and if they indicated any cost around the placement of the Farmers Market. Ms. Harkin responded that it was close to \$250K (later research indicated it was closer to \$150k).

C. Planning Board Business and Policies

There will be a Town meeting on Monday, May 8, 2017 and someone is needed to represent the Planning Board. Mr. Fernandes and Mr. Beatty will compare notes and come to a decision.

The upcoming meeting dates were discussed. Due to the Special election on June 6th, the Board agreed to schedule meetings for the dates of June 13; June 27; July 11; July 25; August 8; and August 22.

The Board discussed the possibility of voting via conference call if attendance at the meeting is not possible. At this time, the Town of Norton does not have that capability.

D. Approval of Minutes

Motion was made by Mr. Frank Durant to approve the Planning Board Minutes of Meeting dated March 21, 2017 as amended. Second by Mr. Beatty. Vote: (4-0-3)

MOTION CARRIES

Motion was made by Mr. Beatty to approve the Planning Board Minutes of Meeting dated April 4, 2017 as amended. Second by Mr. Durant. Vote: (4-0-3)

MOTION CARRIES

E. Bills and Warrants

Mr. Fernandes read Bills and Warrants. Total is \$ 6, 091.27, part of which \$2,565 is review money that is paid for by Norton Self Storage. The other two expense are under Planning Board budget. Based on a request from Kevin O'Neil, Ms. Harkin will make the accounting information available for future meetings

MOVED by Stephen Jurczyk to approve the Bills and Warrants of May 2, 2017 in the amount of \$6, 091.27 Second by Mr. Durant. Vote: Unanimous.

Adjournment

Mr. Beatty asked about meetings coming up, for May and June.

The board held a discussion about upcoming meetings, and the regular schedule being 1st and third of the month, there was discussion about the summer schedule. The board decided to meet again on May 16th, and with the elections, meetings were shifted to the second and 4th of each month. The group agreed on meetings on June 13, June 27, July 11, and July 25, August 8, and August 22nd.

MOTION was made by Mr. Fernandes to Adjourn at 8:25 p.m. Second by Mr. Beatty Vote: Unanimous. MOTION CARRIES.

Respectfully Submitted by:

Kayleigh Correria
Recording Secretary

Minutes Approved by Committee

on: 6/13/17
(Date)

Signature: 