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Planning Board Meeting Minutes August 22, 2017

7:15 P.M. Call to Order

The August 22, 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 Mr. Edward Beatty, Vice - Chairman. Member(s) present: Mr. Frank Durant, Mr. Timothy Griffin, Mr. Steven Hornsby and Mr. Stephen Jurczyk. Also present was Tabitha Harkin, Planning and Economic Development Director. Not in attendance: Mr. Joseph Fernandes and Mr. Kevin O'Neill.

General Business

1. Subdivision Approval Not Required (ANR) – Bay Road

Mr. Joseph Cogliano is requesting approval to add parcels G, F and E, as shown on the proposed map, to the Eleanor E. Cogliano Realty Trust property. These parcels make up buffer land between the current farm, Fairland Farm LLC and the neighboring property, Joseph D. Cogliano Realty Trust.

MOTION was made by Mr. O'Neil to approve the ANR on August 22, 2017 at 7:17 p.m. Seconded by Mr. Durant. Vote: unanimous MOTION CARRIES

2. Special Permit/Site Plan Modification – SP351A – Woodlark Park Condominiums

Ms. Harkin provided materials outlining the request of the applicant, Woodlark Condominium Trust, to construct four parking spaces. Ms. Melanie O'Donnell came before the Board and gave a review of their request. Since the Board's request of a formal application in April, 2017, Ms. Fisher presented a request for modification to their earlier permit. She described how narrow the parking lot and parking spots are currently. She is asking for an additional four spaces. There is currently fifteen units, most occupants of these units own at least two cars. Because of the limited parking, residents and guests are parking in front of the mail boxes which does not allow enough clearance for cars to back out, resulting in accidents. Ms. O'Donnell confirmed there are no other committees or groups that will be parking on the property. She also stated that in order to put in these parking spots, one tree will be moved, depending on the contractor, signage directing people is currently posted and there will be no assigned parking. Mr. Hornby commented that he would like to include a stipulation regarding the tree removal. It would state if the tree is removed, it would be replaced.

MOTION by Mr. Jurczyk to approve the Special Permit #351A including a new modification stating if a tree is removed it will be replanted on August 22, 2017 at 7:25 p.m. Seconded by Mr. Griffin. Vote: unanimous MOTION CARRIES

4. Discussion: Autumn Lane Street Acceptance

The applicant, Mr. Jay Zola, is requesting a release of surety in the amount of \$14,921.65 due to the completion of work. Mr. Zola came before the Board. Mr. Zola commented the roadway has been completed and inspected. Mr. Keith Silver has submitted his approval to Ms. Harkin as well as a spreadsheet that outlines the work completed.

MOTION made by Mr. Durant to release the surety in the amount of \$14,921.65 on August 22, 2017 at 7:54 p.m. Seconded by Mr. Hornsby. Vote: unanimous MOTION CARRIES

Mr. Zola is also requesting the Town accept the street per the procedure outlined in the provided material and as a result, have it added to the agenda for Town meeting on October 23, 2017.

MOTION made by Mr. Hornsby to set a date and time for this hearing for September 12, 2017 for notification to the residents. Seconded by Mr. Hornsby. Vote: unanimous MOTION CARRIES

5. Discussion: Clapp Street Solar Abutter Landscaping

The applicant, Ms. Janice Heyden is requesting a release of surety to implement landscaping improvements. Plans were provided. Ms. Heyden came before the Board. She stated she had reached out to three companies and Landmarc Landscaping were the only company to submit a bid. In addition, she is requesting a meeting to address the other landscaping near her property. Ms. Heyden stated she reached out to Wheaton College regarding the incomplete landscaping maintenance.

Mr. D. Marcus Dennett, owner of Landmarc Landscaping, came before the board. He stated he is planning on removing eight trees to allow for the sunlight to filter in better and allow for more growth. Mr. Beatty inquired about planting below the existing trees rather than removing them. Mr. Dennett responded most plants that can withstand shade are more prone to damage from local deer. Using the planting he selected, the plants will flourish in the sunlight, not be eaten by deer and will block the view of the solar field. Mr. Dennett then described the additional landscaping he plans on doing. The cleanup will be done by the homeowner prior to the landscaping beginning. Mr. Dennett stated the other side of the property line needs to be maintained to not overshadow the newly planted trees. This is on Wheaton College property. Mr. Dennett would have this landscaping completed by the end of September, 2017. Mr. Jurczyk confirmed the warranty Mr. Dennett included in the proposal. This warranty states a 90-day guarantee. Mr. Dennett uses 50/50 compost gator bags. These bags are about 40 inches across, holds 25-30 gallons of water and naturally drips onto the plants. Landmarc Landscaping will provide these bags and it is the homeowner's responsibility to fill the bags with water. Ms. Heyden agreed to the items she would own to maintain the property. She is comfortable with the plan.

Mr. Jurczyk inquired about the process of releasing the surety. Ms. Harkin will provide the entire process document. There were no further comments from abutters.

MOTION made by Mr. Griffin to approve the surety release request on the following two conditions: 40% released on placement of the order and the remaining 60% will be released once written notification is received the work has been completed on August 22, 2017 at 8:16 p.m. Seconded by Mr. Griffin. Vote: unanimous MOTION CARRIES

A. Planning Board Business & Policies

1. Mr. Griffin requested Wheaton College be contacted about the landscape maintenance that has not been completed. Ms. Harkin will follow-up.
2. Mr. Durant inquired about opportunities to include students who want to pursue the field of landscaping in similar meetings.
3. Agreed upon Planning Board meetings for October include: October 10, 2017 and October 24, 2017.
4. Agreed upon Planning Board meetings for November include: November 14, 2017 and November 28, 2017.

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 August 22, 2017. Items discussed were the following:

Current Application in Process:

1. Special Permit/Site Plan Review Modification: Woodland Park – This was previously discussed.
2. Special Permit/Site Plan Review: 0 South Washington – Spears Manuf. – This was previously discussed.

Other Planning News:

1. Proposed Zoning Change: Recreation Marijuana Moratorium – This will be discussed on September 12, 2017 at the library.
2. Proposed Zoning Change: Non-conforming Residential Structures - This will be discussed on September 12, 2017 at the library.
3. Complete Streets/Safe Routes – This will be discussed at the September 26, 2017 kickoff meeting.

Recent Decisions Issued:

1. Special Permit 473: Keeping Horse in R40 Zone – decision was issued on August 22, 2017 and the appeal period ends on September 12, 2017
2. Special Permit/Site Plan Review 474: 3 Lopes Drive - decision was issued on August 22, 2017 and the appeal period ends on September 12, 2017
3. Subdivision: Modification for Mary Jo Road – Decision was issued on August 8, 2017 and includes an extension

Active Construction Administration Items/Peer Review:

1. Wheaton Solar – This was previously discussed.
2. Oak Street Multifamily Housing – the landscaping for this property was not put in according to the approved plan. Ms. Harkin asked for the plan to be completed correctly. She will then complete another site visit.

Other Planning News:

1. Technology Updates – the TVs are in and site plans will be provided next meeting for their uses.
2. Environmental Notification Form (ENF) – Step one of the Leonard Street Development has been completed and is currently on dropbox. Ms. Harkin will be issuing staff comments.
3. De-Icing Materials – the recommendation is to include a condition which included a 2:1 ratio of magnesium and sodium.
4. Town meeting – more articles are due August 23, 2017 and is currently on schedule.

C. Approval of Minutes

Motion was made by Mr. Durant to approve the Planning Board Minutes of Meeting dated August 8, 2017 as stated on August 22, 2017 at 8:27 p.m. Second by Mr. Jurczyk Vote: unanimous MOTION CARRIES

B. Bills and Warrants

MOVED by Mr. Hornsby to approve the Bills and Warrants of August 22, 2017 in the amount of \$12,376.45 at 8:29 p.m. Second by Mr. Durant. Vote: Unanimous. MOTION CARRIES

Adjournment

MOTION was made by Mr. Beatty to Adjourn at 8:27p.m.

Respectfully Submitted by:

Kayleigh Correia
Recording Secretary

Minutes Approved by Committee

on: 9-12-17
(Date)

Signature: 