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Planning Board Meeting Minutes January 9, 2018

7:15 P.M. Call to Order

The January 9, 2018 meeting of the Norton Planning Board was held in the Selectman's Meeting Room and was called to order at 7:16 P.M., by Mr. Joseph Fernandes, Chairman. Member(s) present: Mr. Frank Durant, Mr. Timothy Griffin, Mr. Kevin O'Neil, Mr. Steven Hornsby and Mr. Stephen Jurczyk. Also in attendance: Tabitha Harkin, Planning and Economic Development Director.

A. Planning Board Business & Policies

The following dates were determined for upcoming meetings: February 13, 2018, February 27, 2018, March 13, 2018, April 3, 2018 and April 17, 2018.

Special Permit/Site Plan Review Modification SP476, SP477 – 324 East Main Street – Office/Warehouse

The applicant, Mr. Bill Buckley, Project Manager, Bay Colony Group, Inc. on behalf of his client, 324 Main Street Realty Trust, is requesting approval of a 12,500 sf facility located at 324 East Main Street. Mr. Buckley came before the Board and gave a description of the modifications made addressing the outstanding issues from the previous meeting in December, 2017. The following materials were distributed to the Board: DPED Review #2; Applications and letter of transmittal; Peer Review Report, Hurlsey Witten Engineers; Traffic Impact Report/Truck turning diagram; Stormwater Report Checklist; Architects Zoning Analysis 12/15/17; and the Site Plan and Renderings. Mr. Buckley distributed a model of the proposed signage and stated it shall be 48 sf with a maximum height of 12 feet. The proposed building will consist of nine bays, all to be sized accordingly. The Deputy Fire Chief and the Building Commissioner questioned whether the building needed to be compliant with sprinkler code use. A memo provided from Deputy Fire Chief Myles stated sprinkler systems were not needed, but a double wall holding tank needs to be installed to be compliant with regulation.

In regards to the traffic entering and exiting the property, there were some concerns noted. A traffic consultant visited the property and monitored the traffic flow. This inspection included levels of service at the existing intersection. The average speed was 1mph slower than previous reports. There were no problems found. Other modifications included a modified lighting design as well as clarification on storm water issues. Ms. Harkin stated she doesn't see any other major outstanding items.

**MOTION was made by Mr. O'Neil to close the hearing. Seconded by Mr. Hornsby. Vote: Unanimous
MOTION CARRIES**

Mr. Fernandes reviewed the conditions contained in the report. Mr. Buckley stated there would be

no problem meeting these proposed conditions. Mr. Jurczyk confirmed the hours of the property had been moved to open beginning at 6:00 a.m. and tractor trailers are prohibited on-site. Mr. Fernandes expressed concern for truck deliveries. Mr. Buckley stated he will not allow companies who use tractor trailers for deliveries but visitors will be harder to control. The Board agreed to include an addition to special condition number five to read: "Tractor trailer access to and from the site shall not be permitted." Ms. Harkin stated she will work with Mr. Buckley on the signage.

MOTION was made by Mr. Hornsby to approve Special Permit SP476 with the stated conditions included. Seconded by Mr. O'Neil. Vote: Unanimous MOTION CARRIES

MOTION was made by Mr. Griffin to approve Site Plan SP477. Seconded by Mr. Jurczyk. Vote: Unanimous MOTION CARRIES

B. Report of the Planning & Economic Development Director

Ms. Harkin read the "*Report of the Department of Planning & Economic Development*". She stated the current applications include 3 Lopes Drive, which is in the appeal period. An application was received for a Special permit for keeping chickens. To minimize the amount of these requests going to the Planning Board, Ms. Harkin thinks it may be useful to change the use table which would result in a necessary adjustment to the By-laws. A discussion ensued regarding the value of bringing this topic to the Town meeting, the current verbiage in the By-laws and how to correct the language to reflect necessary changes.

Ms. Harkin stated a Vice-Chair needs to be appointed to the Planning Board. Mr. Jurczyk stated his interested. This will be included on the agenda of the January 23, 2018 meeting. Included in the materials was the Town election schedule. The warrant is due to close on February 8, 2018. Potential articles for drafting include Recreational/Medical marijuana, short term rentals/rooming houses and codification. Mr. O'Neil inquired about the action steps needed from a Planning Board perspective. Ms. Harkin referred to the document, "DPED Review: *Regulating Marijuana*" and stated the issues/comments contained within. She stated there shall be a subcommittee developed at the state level to resolve these issues. A discussion ensued regarding social consumption, what the definition of consumption entails in public places and individual consumption regulations being adopted. The next steps would be to create proposed changes to the By-laws and develop regulations to where this would be located in the Town. Ms. Harkin proposed changing Article 2, 4 and 21 to encompass both recreational and medical uses. A discussion ensued regarding appropriate next steps. The Board agreed the need to establish where usage will be permitted. Ms. Harkin stated some options include surveying the community or having a public meeting to get the town's opinions. Mr. O'Neil requested a memorandum stating the expectations from the Board of Selectman.

After an inquiry from a member, Ms. Harkin stated she will confirm if this issue covers hemp products. The Board concurred to mirror the medical marijuana guidelines. Ms. Harkin will draft language for both commercial and industrial zones. The language to be sent to the Board of Selectman will state the Planning Board is proposing to allow marijuana activities in all industrial zones with a possibility to include commercial zones. Both possibilities will be brought to Town meeting. Ms. Harkin will speak with Counsel about the possibility of both articles not passing and if having a multiple choice ballot question would be allowed. This discussion will be continued at the next meeting.

Ms. Harkin went on to explain the article regarding short term rentals and rooming houses. The Fire Chief is concerned about individuals misusing the facilities. A licensing process will be developed

with the Board of Selectman and an inspection schedule will be set. Mr. Harkin stated the Town manager concurs and is actively contributing to this effort. Ms. Harkin stated the Board's role would be to define what each item means (rooming house, hotel, etc.) and a possibility of including something in the By-laws. Ms. Harkin will bring draft language regarding this topic to the next meeting.

Ms. Harkin explained the article regarding codification is still in the early phases and a draft has not been shared with the Planning Board as of yet. Ms. Harkin will draft a letter to the Board of Selectman requesting a copy of the draft language.

Lastly, Ms. Harkin stated the request regrading Pine Needle Way and its use as a public way Has been found as inappropriate Ms. Harkin will forward KP Law's written opinion stating it does not fit the dimensions suitable.

C. Approval of Minutes

MOTION was made by Mr. Durant to approve the minutes of the December 19, 2017 meeting, as written. Seconded by Mr. Hornsby. Vote: Unanimous MOTION CARRIES

D. Bills and Warrants

MOTION was made by Mr. Jurczyk to approve the bills payable in the amount of \$3,400.51. Seconded by Mr. Hornsby. Vote: unanimous MOTION CARRIES

I. Adjournment

MOTION was made by Mr. Jurczyk to adjourn at 8:58 p.m. Seconded by Mr. Hornsby. Vote: Unanimous MOTION CARRIES

Respectfully Submitted by:

Kayleigh Correira
Recording Secretary

Minutes Approved by Committee

on: 1/23/18
(Date)
Signature: [Signature]