

## NORTHBRIDGE PLANNING BOARD

**MEETING MINUTES**

Tuesday, August 08, 2017

Recognizing the presence of a quorum Chairman Brian Massey called the meeting to order at 7:00 PM with Mark Key, James Berkowitz, and Harry Berkowitz in attendance. Cindy Key, Associate Member and R. Gary Bechtholdt II, Town Planner were also present. Chairman Massey noted the one (1) Planning Board vacancy.

The following members of the public were in attendance: Normand Gamache; Michael Hassett; Byron Andrews; Francisco Lovera; Tarek Yatim; Kwahl Yatim; Caroline Frankel; David Brossi; Abdul Kafal; Ronald Platukis, Jim Gray; and Pat Mahoney. It shall be noted five (5) other individuals of the public attended the meeting however their names were not legible on the sign-in sheet.

**I. CITIZENS FORUM**

None

**II. FORM A –REVIEW/DECISION**934 Quaker Street –Review/Decision

ANR -81P plan

Byron Andrews from Andrews Survey & Engineering, Inc. reviewed with the Planning Board ANR plan entitled “Division of Land of 934 Quaker Street” on behalf of the Owner/Applicant Robert Koopman to create three (3) building Lots along Quaker Street. Mr. Andrews reviewed with the Board variance issued by the Zoning Board for accessory structure and the proposed driveway locations.

R. Gary Bechtholdt II, Town Planner recommended that the Applicant/Engineer may want to review proposed driveway locations (side setbacks) with the Inspector of Buildings, suggesting a Special Permit may be required per zoning. Mr. Andrews will check with the Building Inspector concerning the proposed new driveways.

Harry Berkowitz inquired about concerns raised by abutters. Chairman Massey noted receipt of letter dated August 08, 2017 to the Planning Board from Bruce MacLeod and Linda Locwin. Mr. Andrews reviewed driveway locations, existing and proposed. After some general discussion on lot layouts and driveway locations (easements) the Planning Board concluded its review.

*Upon motion duly made (H. Berkowitz) and seconded (J. Berkowitz) the Planning Board voted (4-0) to grant ANR endorsement.*

In taking such action, the Planning Board noted that the Owner/Applicant shall review with the Inspector of Buildings the proposed setback (side) of the proposed residential driveway for Lot 2, in reference to Section 173-27 E (2) Residential driveway requirements of the Zoning Bylaw.

110-112 Ash Street –Review/Decision

ANR -81P plan

Applicant/Engineer was unable to attend the meeting. Town Planner indicated that he reviewed the ANR plan with the Building Inspector who confirmed that proposed Lot 4R had sufficient frontage on Ash Street. Mr. Bechtholdt explained to the Board that his initial concern was whether or not the existing lot which contains a duplex by Special Permit had any restrictions or conditions that would prohibit the lot from being subdivided. Mr. Bechtholdt explained, according to the Inspector of Buildings the Special Permit issued by the Zoning Board had no such conditions.

*Upon motion duly made (H. Berkowitz) and seconded (J. Berkowitz) the Planning Board voted (3-0-1 [M. Key abstained]) to grant ANR endorsement to create Lot 4R and Parcel A, not a building lot. Mr. Key indicated that he would like to review additional information before voting on the application.*

**III. 4 & 16 NORTH MAIN STREET –CONT. PUBLIC MEETING**

§173-49.1 Site plan review by Planning Board

Chairman Massey explained he would like the Applicant/Engineer to provide an overview of the site proposal and note changes to the plan and then would like to have Francisco Lovera, PE from McMahon Associates, the traffic consultant engaged by the Planning Board to review the traffic study report prepared by the Applicant/Engineer (Gillon Associates).

Planning Board noted receipt of memorandum from the Conservation Commission encouraging the Applicant/Engineer to review the proposals with the Commission as it relates to the previous Order of Conditions issued for the site. Planning Board noted receipt of email communication from Owner/Applicant regarding parking arrangements with neighboring property across the street; receipt of Community Planning & Development memorandum dated July 13, 2017/August 03, 2017; opposition petition dated July 31, 2017 from concerned citizens of the Town of Northbridge; Gillon Associates technical memorandum dated July 26, 2017.

Normand Gamache, Guerriere & Halnon, Inc. on behalf of the Owner/Applicant reviewed with the Planning Board revisions made to the site development plan aimed to address previously noted concerns, including a lighting photometric plan.

Planning Board reviewed stormwater runoff, (revised) parking layout, parking sightlines, site circulation in/out of site, queuing for the proposed drive-thru, offsite improvements, and other comments received. Mr. Gamache then briefly reviewed responses to general traffic concerns. Planning Board acknowledged Inspector of Buildings determination that the site development, as proposed satisfies parking requirements of the Zoning Bylaw.

Mr. Gamache briefed the Planning Board on the Safety Committee recommendations. Mark Key reviewed vehicle circulation for the gas pumps vs. vehicle circulation for the drive-thru, etc. and suggested by allowing

the Main Street driveway access to be an entrance and an exit, as opposed to enter only would improve and increase the overall circulation of the site; other Board members agreed.

Francisco Lovera, PE from McMahon Associates (Planning Board Traffic Consultant) reviewed with the Planning Board McMahon's evaluation report dated July 20, 2017. Mr. Lovera noted that a majority of concerns previously noted have been addressed. Mr. Lovera reviewed traffic movements, sight distances and the need to dedicate pedestrian access to/from the site. Mr. Lovera then reviewed with the Planning Board traffic queuing (storage space, etc.) for the proposed drive-thru. Mr. Lovera expressed concerns with having three (3) driveways on Arcade Street, suggesting the middle driveway be closed; Mr. Lovera reviewed potential (new) traffic patterns in/out of the site. Harry Berkowitz supported eliminating the middle drive on Arcade Street.

Brian Massey expressed concerns with potential traffic conflicts during the school day, noting Arcade Street and North Main Street are primary access points to the Balmer Elementary School on Crescent Street. Mr. Lovera reviewed traffic counts provided, noting there did not to be conflicts with peak hours and should not have a significant impact. McMahon Associates shall provide a follow up report to the Planning Board based upon the additional information received.

Board members reviewed revised site circulation; elimination of third driveway (middle) on Arcade Street and unrestricting access/egress for Main Street driveway. Planning Board discussed having the Owner/Applicant submit traffic data after one-year and allow the Board supplemental reviews of the site (circulation) in the event the public ways are negatively impacted.

Mr. Massey inquired about site lighting and proposed project sign noting he would like the Planning Board to be consistent with its signage reviews (Blackstone River Valley National Historical Park designation). Mr. Massey advised the Applicant/Engineer that the sign needs to be shorter than the 20-feet proposed. Harry Berkowitz recommended a monument-style sign. Mark Key suggested the sign recently installed for the Northbridge Self-storage on Douglas Road would be a good guide, noting the Board spent a good amount of time reviewing.

After some additional discussion regarding parking the Board agreed, that they will not restrict/dictate where or how many employee parking spaces are dedicate on the site, noting it's a function of the business. Mr. Massey echoed his previous concern with certain parking spaces; James Berkowitz suggested relocating the landscape tree to improve sightlines.

Chairman Massey sought comment from the public; having none the Planning Board reviewed Community Planning & Development memorandum dated July 31, 2017/August 03, 2017. Michael Hassett (Guerriere & Halnon, Inc.) reviewed planned offsite improvements (sidewalks) along Arcade Street and at the intersection of Main Street. Mr. Hassett then reviewed pedestrian crosswalk location and ADA design standards. The Planning Board agreed to have JH Engineering Group, Inc. review and confirm same, as well as any potential conflicts with existing utility poles along Arcade Street.

Planning Board will require approval of the project sign and gas canopy prior to the issuance of building permit(s). Having no additional comments the Planning Board concluded its review and closed the meeting.

*Upon motion duly made (H. Berkowitz) and seconded (M. Key) the Planning Board voted (4-0) to approve with conditions the site development plan for the construction of a gas station, Dunkin Donuts (with drive-thru) and convenience store. Conditions of Approval include the following: Owner/Applicant shall comply with all applicable laws, bylaws, rules, regulations, and codes and obtain all the necessary permits and approvals; including but not limited to blasting, water/sewer, street excavation, and/or access to public-way (curb cut), if so required. Planning Board Site Development Plan approval shall be subject to conditions, if any imposed by the NORTHBRIDGE FIRE DEPARTMENT; including 527 CMR 5.00 and 527 CMR 9.00. Planning Board Site Development Plan approval shall be subject to recommendations identified by the NORTHBRIDGE SAFETY COMMITTEE (May 17, 2017). Planning Board Site Development Plan approval shall be subject to conditions imposed by the NORTHBRIDGE CONSERVATION COMMISSION. Planning Board Site Development Plan approval shall be subject to conditions, if any imposed by the NORTHBRIDGE BOARD OF SELECTMEN regarding licensing of the underground storage tanks. A copy of this Certificate of Approval, endorsed Site Development Plan and Conservation Commission Orders of Conditions shall be maintained onsite during construction. The Planning Board and/or its designee(s) shall be permitted to access the project site for the duration of the project. Changes to the site development either prior to or during construction shall be administered through the Planning Board in accordance with Section 173-49.1 H of the Northbridge Zoning Bylaw. Any amendment/modification to this CERTIFICATE OF APPROVAL shall require a written description of the proposed modifications submitted to the Planning Board for review/approval. A significant alteration deemed by the Planning Board shall require the filing of a new site plan review. PRIOR TO ENDORSEMENT the Site Development Plan shall be revised addressing the following: a) Reference to Planning Board Certificate of Approval; b) Reference to Conservation Commission Order of Conditions; c) Elimination of second access driveway on Arcade Street; d) Allow for unrestricted access/egress at Main Street driveway entrance; e) Pedestrian walkways connecting sidewalks (North Main Street and Arcade Street); f) Notation "Prior to issuance of building permit the canopy and project sign shall be reviewed and approved by Planning Board"; g) Landscape (species) Plan Review; h) JH Engineering Group, LLC shall review proposed sidewalk improvements along Arcade Street for ADA compliance and wheelchair clearance at the three (3) utility pole locations, including pedestrian crosswalk and handicapped ramp; and i) Detail of proposed Dunkin Donuts menu board (noting size, material, lighting, etc.) shall be incorporated into the plan set. Landscaping/screening shall be provided pursuant to Section 173-27 F of the Town of Northbridge Zoning Bylaw. Site development shall provide appropriate screening (landscaping/fencing) to offer a visual buffer of the subject property and abutting residential properties. PRIOR TO ENDORSEMENT Landscaping Plan shall be review and approved by the Community Planning & Development office. PRIOR TO ENDORSEMENT of the Site Development Plan the real estate taxes owed for the subject property shall be paid; proof of satisfying outstanding balance (FY 2017) shall be provided to the Planning Board. Owner/Applicant shall coordinate installation of the water service(s) with the Whitinsville Water Company (508-234-7358). Reference is made to Whitinsville Water Company letter dated June 06, 2017 regarding water infrastructure and service for this project. Owner/Applicant shall coordinate installation of sewer service with the Department of Public Works –Sewer Division (508-234-2154); materials to be used shall be sized and installed to the specifications of the Sewer Department. Owner/Applicant shall coordinate Road Opening and Curb Cut Permits with the Department of Public Works –Highway Division (508-234-3581). Site Contactor shall work with the*

171 DEPARTMENT OF PUBLIC WORKS to ensure that services are installed properly. The site contactor shall work  
172 with the WHITINSVILLE WATER COMPANY and the DEPARTMENT OF PUBLIC WORKS to ensure that the water  
173 and sewer service lines are installed properly. Improvements to Arcade Street, North Main Street and Main  
174 Street including extending/replacing sidewalk, driveway aprons, curbing and repaving shall be done under the  
175 direction of the DEPARTMENT OF PUBLIC WORKS. Utility installation shall be permitted pursuant to the  
176 town's Road Opening Permit Rules & Regulations obtained from the DEPARTMENT OF PUBLIC WORKS. In  
177 recognition of the BLACKSTONE RIVER VALLEY NATIONAL HISTORICAL PARK designation the Owner/Applicant  
178 shall consider architectural features, landscaping and other design elements that enhance the visual  
179 appearance along Main Street, North Main Street and Arcade Street. Building façade shall include stone  
180 veneer, decorative siding and a cupola as shown on the Exterior Elevations provided. Project sign shall be  
181 monument-style, to be reviewed and approved by the Planning Board. Landscaping/screening shall be  
182 provided pursuant to Section 173-27 F of the Town of Northbridge Zoning Bylaw. Site development shall  
183 provide appropriate screening (landscaping/fencing) to offer a visual buffer of the subject property and  
184 abutting residential properties. Any illumination, including security lighting shall be arranged so as to reflect  
185 away from abutting properties. Lighting shall be directed in a manner to avoid glare onto adjacent properties  
186 and limit the amount of light trespass. Speaker(s) for the Dunkin Donuts menu/order board shall be volume  
187 controlled and arranged/directed in a manner to minimize impacts (noise) to abutting residential properties.  
188 Directional signage and pavement markings shall be installed as approved and as shown on the Site  
189 Development Plan. As part of site development, Owner/Applicant shall extend sidewalk along Arcade Street  
190 from current terminus through the corner of Arcade Street/Main Street. Vertical & sloped-granite curbing  
191 shall be installed along the westerly side of Arcade Street as directed by the DIRECTOR OF PUBLIC WORKS  
192 with Cape Cod berm installed along the easterly side of Arcade Street as may be required by the  
193 CONSERVATION COMMISSION. On-street parking shall not be permitted on Main Street, North Main Street  
194 or Arcade Street. Owner/Applicant shall install "No Parking Here to Corner" (or similar) signs on the easterly  
195 and westerly sides of Arcade Street. Such installation shall be done as directed by the DEPARTMENT OF  
196 PUBLIC WORKS. Drive-thru service lane (queue) shall not block or conflict with vehicle traffic on public ways.  
197 The Planning Board, at its discretion shall re-evaluate queuing and overall traffic circulation of the site  
198 development. In the event the public way(s) experience backup or disruptions as a result of the site  
199 development the Planning Board may require the Owner/Applicant to mitigate concerns. As part of this site  
200 development approval (CERTIFICATE OF APPROVAL), the Owner/Applicant hereby agrees to subsequent and  
201 secondary review(s) of the Planning Board specific to queuing of vehicles (drive-thru service lane) and traffic  
202 circulation in and around the subject property. If so determined by the Planning Board, the Owner/Applicant  
203 shall submit plan revisions and make physical alterations to the site entrances/exits to improve and promote  
204 safe pedestrian and vehicular travel on the public ways. A study shall be completed by the Owner/Applicant  
205 one year after the proposed site is open and occupied to determine actual traffic volumes, capacity and level  
206 of services, crash analysis of the intersections included in the traffic impact study, as well as evaluate the  
207 internal site circulation. Owner/Applicant shall provide the following; offsite work shall be completed under  
208 the direction of the Department of Public Works: a) All entrance and exits shall be illuminated; b) A traffic  
209 mirror shall be installed at the location of the pedestrian walkway and the building; c) Vehicular traffic exiting  
210 the site via North Main Street shall be restricted to Right-Turn Only; d) Existing pedestrian crosswalk (Arcade  
211 Street) shall be improved; satisfying accessibility design standards, including signage, pavement markings,  
212 handicap ramp and detectible warning surfaces; e) Arcade Street shall be improved; including curb-to-curb  
213 paving, pavement markings, stop bar, painting of a double-yellow line (approx. 60-feet) and installation of a

rumble strip; f) Travel lane (pavement width) of Arcade Street shall be increased accordingly by eliminating the proposed grass strip; g) Vertical granite curbing shall be installed (Arcade Street) along the subject property from Main Street through to the existing asphalt sidewalk beyond the frontage of the subject property; and h) Sidewalk along Arcade Street shall be improved from Main Street through to the existing sidewalk beyond the frontage of the subject property. Erosion control measures to prevent siltation into wetlands, neighboring properties and roadways during construction shall be implemented. The Erosion Control plan and documentation submitted shall be implemented and followed during construction. During construction, if these plans are found to be inadequate by the Planning Board or its designee, a new erosion control plan shall be submitted to the Board for review and approval. In the event erosion and sedimentation problems arise during construction, the Planning Board may require that all work cease until measures necessary to ensure prevention are implemented. In order to secure the completion of the required landscaping as shown on the approved site development plan, the Owner/Applicant may post a PERFORMANCE BOND in an amount to be reasonably determined by the Planning Board. Such bond shall be posted with the Town Treasurer and shall be released upon certification by the Planning Board that all required landscaping improvements associated with this Certificate of Approval have been satisfied. In the event any landscaping does not survive the Owner/Applicant shall be responsible for its replacement; within 60-days of notice from the Planning Board, unless not feasible or practical due to weather conditions. Failure to comply with this requirement shall result in a violation of this Certificate of Approval. Prior to ISSUANCE OF BUILDING PERMIT architectural drawings of the proposed gas station canopy and project sign shall be submitted to the Planning Board for review and approval. Prior to ISSUANCE OF BUILDING PERMIT outstanding invoices, if any for services rendered by JH Engineering Group, LLC shall be satisfied. Prior to ISSUANCE OF BUILDING PERMIT outstanding invoices, if any for services rendered by McMahon Associates, Inc. shall be satisfied. Prior to ISSUANCE OF A BUILDING PERMIT the Applicant/Engineer shall submit the following to the Planning Board: five (5) complete prints of the endorsed Site Development Plan, two (2) fifty-percent (50%) reduced prints and one (1) electronic copy. Prior to ISSUANCE OF CERTIFICATE OF OCCUPANCY, the Applicant's Engineer shall provide the Planning Board written certification/verification that drainage system has been constructed as approved and working as designed. Prior to ISSUANCE OF A CERTIFICATE OF OCCUPANCY all conditions of approval and offsite improvements described herein shall be satisfied. Prior to ISSUANCE OF A CERTIFICATE OF OCCUPANCY the Applicant's Engineer shall provide the Planning Board written certification/verification that drainage system has been constructed as approved and working as designed. Said documentation shall be in the form of a letter signed/stamped by a Professional Engineer certifying and demonstrating that the drainage system has been constructed as approved and working as designed. Copy of same shall be provided to the Building Inspector, Department of Public Works and Conservation Commission. Prior to ISSUANCE OF A CERTIFICATE OF OCCUPANCY all conditions of approval noted herein and improvements described in the Site Development Plan shall be satisfied. Applicant/Engineer shall provide the Planning Board and Building Inspector with a letter describing status of the site improvements. Violation of any condition(s) noted herein or failure to comply with this site plan development approval shall subject the Owner/Applicant to zoning enforcement action in accordance with the remedies set forth in M.G.L. c. 40A and as otherwise provided in the Northbridge bylaws. Pursuant to Section 173-49.1 I (2) of the Northbridge Zoning Bylaw this site plan approval shall lapse in one (1) year, if a substantial use thereof has not commenced, except to good cause, which shall not include such time required to pursue or await the determination of an appeal. Based on its finding the Planning Board WAIVED the Development Impact Assessment; Section 173-49.1 E (2) of the Northbridge Zoning By-Laws. As provided for in Section

173-49.1 E (3) of the Northbridge Zoning By-Law the Planning Board may waive any requirements if it believes that the requirement is not necessary based upon the size and scope of the project.

#### IV. FARNUM CIRCLE SUBDIVISION -REVIEW/DECISION

Request for Services /Construction

Selection –Awarding of Contract (Contractor)

Town Planner informed the Planning Board that no response was received for the Request for Proposal (RFP) issued for Farnum Circle [Scenario 1 –Underground Utilities]. Mr. Bechtholdt advised the Board that Joyce Augustus (14 Farnum Circle) would like the Planning Board to extend the timeline for contractors to submit price proposals. Chairman Massey clarified if the Board was to extend the timeline a new RFP would need to be issued and distributed accordingly.

Mark Key questioned what the Planning Board's options were at this point. Mr. Bechtholdt explained that Scenario 1 was focused on the underground utilities, noting if the Board feels they want to pursue other options they could reprioritize remaining punchlist items such as repairing the roadway and addressing the cul-de-sac and driveway concerns.

Harry Berkowitz stated he does not believe the Board will find anyone to do the underground utility work. Brian Massey felt the Board would be more likely to find a contractor to perform the roadway repair and cul-de-sac island work. Mr. Bechtholdt suggested if the Planning Board wants to solicit for services other improvements the Planning office will put together a Request for Proposals for Scenario 2 [Roadway Improvements].

*Upon motion duly made (H. Berkowitz) and seconded (J. Berkowitz) the Planning Board voted (4-0) to prepare a scope of work (RFP) for Farnum Circle roadway and island cul-de-sac and forego Scenario 1, underground utilities.*

The Planning Board will review revised request for services for Farnum Circle at its next scheduled meeting.

#### V. PRESIDENTIAL FARMS SUBDIVISION -REVIEW/DECISION

Wilson Street & Roosevelt Drive (portion of)

Street Acceptance -2017 Fall Annual Town Meeting

Planning Board met with David Brossi, Developer of Presidential Farms subdivision to review street acceptance request for Wilson Street and Roosevelt Drive (portion of); reference is made to letter dated August 02, 2017 from David Brossi.

Gary Bechtholdt explained to the Board that the Planning office has forwarded legal descriptions and copy of the layout/street acceptance plans to Town Counsel for review. Mr. Bechtholdt noted that the Developer will need to provide additional documents for review including Title Certificate for proposed conveyance of the roadways and associated easements. Planning Board noted receipt of letter from the Building Inspector, Highway Superintendent and Conservation noting no issues for acceptance. Board also acknowledged receipt of email communication received July 27, 2017 from the Sewer Superintendent; email

communication received July 27, 2017 from the Fire Chief; email communication received July 27, 2017 from the Highway Superintendent. Mr. Bechtholdt informed the Board that he is awaiting comment from the Water Company. Mr. Brossi explained to the Board the he has addressed concerns of the water company, noting he is scheduled to correct the driveways later in the week and the concerns raised by the Sewer Department have been addressed.

Mr. Bechtholdt inquired about the status of the streetlights. Mr. Brossi explained that he has done everything on his end; the lights have been installed and inspected. Mr. Brossi indicated the only thing holding this up is a letter from the town (DPW) to National Grid stating once the roads are accepted the town will assume responsibilities.

Chairman Massey offered to contact the Director of Public Works, noting this has been a long running issue that needs to be resolved. Mr. Massey will talk with the Director of Public Works and request that he provide the Planning Board with a copy of letters to National Grid for this subdivision, as well as the other active subdivisions in town. The Board expressed is continued frustration in the lack of coordination on the part of DPW.

Mr. Bechtholdt indicated that he drove through the subdivision the other day, noting the cul-de-sac island still needs so attention (weeds) and o. Mr. Bechtholdt questioned the location of the community mailbox. Mr. Brossi indicated that he always asks that they be installed on the sidewalk side, however he has no control as to where the Post Office puts them. Mr. Bechtholdt noted that it was his understanding that the DPW approached the Postmaster at the Rockdale Post Office regarding potential ADA concerns. Harry Berkowitz felt this is a Post Office issue. Mr. Bechtholdt suggested if the local Disability Commission was to take a visit the Post Office may need to address. Mark Key explained based upon discussions he has had with others there may be no ADA requirements with regard to community mailboxes.

Mr. Bechtholdt reviewed with the Board the overall status of Wilson Street and Roosevelt Drive, noting there are still a few outstanding issues. Mr. Bechtholdt reminded the Planning Board that they could withhold sponsoring the article and continue the discussion to its next meeting scheduled for August 22, 2017. The Board noted they would like to see the streetlights on, however appears to be a town issue at this point. Chairman Massey reviewed punchlist items; landscaped island; loam (back of sidewalk); driveway repair; removal of weeds along roadway; etc.

*Upon motion duly made (H. Berkowitz) and seconded (M. Key) the Planning Board (4-0) to sponsor for street acceptance Wilson Street and Roosevelt Drive. In taking such action, the Planning Board explained to Mr. Brossi that they will look for an update on remaining outstanding issues at its meeting of August 22, 2017.*

Mr. Brossi explained to the Planning Board that he spoke with his subcontractors regarding concerns of stockpiles and activities within Phase V currently under construction (concrete jackhammering).



**VI. PLANNING BOARD CANDIDATE(S) –INTERVIEW/RECOMMENDATION**

Vacancy –Term to expire May 2018

Planning Board conducted interview(s) of candidates for the Planning Board vacancy; Abdul Kafal and Ronald Platukis, who was in attendance earlier however unable to stay for the interview. Board members welcomed Abdul Kafal and reviewed his talent bank application submitted. Mark Key thanked Mr. Kafal for his interest. Mr. Kafal reviewed with the Board his background and what he may bring to the Board. The Planning Board reviewed their 2017 meeting schedule, noting the Board typically meets the second and fourth Tuesday every month. Board members stressed the importance of making the time commitment required, including conducting site walks and visits to the various projects under construction. Mark Key noted that he met Mr. Kafal at the town's Business Breakfast earlier this summer when he expressed an interest in participating on the Planning Board. After some general discussions, the Board concluded its interview.

*Upon motion duly made (M. Key) and seconded (H. Berkowitz) the Planning Board voted (4-0) the nomination of Abdul Kafal for the Planning Board vacancy; term to expire May 2018.*

Arrangements shall be made with the Board of Selectmen for the joint-appointment at its meeting of Monday, August 21, 2017 (7PM –Town Hall) or September 11, 2017.

**OLD / NEW BUSINESS**

Approval of Meeting Minutes –July 25, 2017

*Upon motion duly made (M. Key) and seconded (H. Berkowitz) the Planning Board voted (4-0) to approve the minutes of July 25, 2017 as amended.*

2017 Fall Annual Town Meeting (FATM) –Tuesday, October 24, 2017

Chairman Massey reviewed with the Planning Board upcoming schedule for Town Meeting.

2017 FATM –Warrant Closes (Friday, August 25, 2017)

Point of information -no discussion.

2017 FATM –Vote to Sponsor Warrant Article(s)

No discussion at this time.

355 Main Street –Proposed Reuse (former Potpourri facility)

Steven Breault reviewed with the Planning Board proposal to reuse the vacant, under-utilized warehouse building located at 355 Main Street (former Potpourri facility) for indoor motocross; reference made to letter dated July 05, 2017. Mr. Breault reviewed a business plan he prepared and how the vacant portion of the building (westerly-side) is ideal with high ceilings and large open areas. Mr. Breault noted the proposed use however is not currently allowed in the industrial zoning district. Mr. Breault explained that he reviewed his proposal with the Building Inspector who determined the use as being classified as "Commercial Sport" but not listed in the town's approved uses. Mr. Bechtholdt informed the Planning Board that he met with the Building Inspector, who considers the proposed use as commercial sport which is under the general

classification of Amusement and recreational services. Mr. Bechtholdt explained the Amusement and recreational services is allowed by special permit within the Business One, Business Two and Business Three zoning districts. Mr. Breault asked the Planning Board if they would be willing to consider sponsoring a zoning amendment for Town Meeting. The Planning Board expressed a general interest in pursuing however expressed concerns with potential noise impacts. Mr. Breault indicated to the Board that he has had discussion with the current owner. Harry Berkowitz felt the concept made sense and believed it would be a positive for economic development, bringing in visitors to the town. The Planning Board directed the Town Planner to prepare and review with the Inspector of Buildings proposed amendment to allow Amusement and recreational services in the Industrial One and Industrial Two by special permit of the Planning Board. Mr. Massey suggested before the Board considers sponsoring a zoning amendment article they seek input and confirmation from the Inspector of Buildings. Harry Berkowitz reviewed with Mr. Breault the process of local zoning adoption, Town Meeting, etc. The Planning Board tabled action until its next scheduled meeting.

#### Upton Ridge North & Upton Ridge South –Review/Comments

Planning Board welcomed Patricia Mahoney and Jim Gray; reference made to copy of letter dated July 27, 2017 to the Upton Planning Board from Patricia Mahoney (211 Fairway Drive) and copy of letter dated July 12, 2017 to the Upton Planning Board from Peter and Mary Bransfield (216 Fairway Drive). Patricia Mahoney thanked the Board for allowing her to speak, noting the Upton Planning Board was not as welcoming. Ms. Mahoney noted concerns with the proposed Upton Ridge North and Upton Ridge South subdivision proposal currently before the Upton Planning Board including reduced buffers (clearing of trees from 100 to 20-feet), construction traffic, construction sequence, width of Fairway Drive (narrow), amount of additional traffic at buildout, type of curbing, private road, location of utilities, and overall safety. Mr. Massey explained that the layout for Fairway Drive provided for access into Upton as originally approved by the Northbridge Planning Board at the time (Shining Rock Golf Community). Harry Berkowitz felt the Northbridge Planning Board may not have a lot to say to influence a decision as the roadway was designed to be a throughway connecting Fairway Drive to Upton. Mr. Massey suggested the town may have some say when a curb cut/road opening permit is sought for accessing Fairway Drive through the Northbridge Department of Public Works. The Town Planner offered to contact the Upton Planning office regarding the status of Upton's review. Board members reminded Ms. Mahoney and Mr. Gray that the Planning Board in Upton is their own entity, suggesting Northbridge may share its concerns however may be somewhat limited. The Board encouraged Ms. Mahoney and Mr. Gray to continue to attend Upton Planning Board meetings to stay informed and express concerns.

#### Subdivision/Site Developments –Update(s)

Mark Key explained prior to tonight's meeting he visited the Northbridge Self-storage facility off Douglas Road and advised the Board that there is zero screening of the AC units as required by the Planning Board. Mr. Massey and Mr. Bechtholdt indicated that they too made similar observations earlier. Mr. Key showed a picture. Mr. Bechtholdt explained to the Board that he did reach out to Dirk Koopman a few weeks back to check on the status in satisfying remaining punchlist items. Board members directed the Town Planner to notify the Building Inspector about the lack of screening in violation of the Planning Board's approval. Mr. Key stated he is offended that the screening is not in place given the concession the Board provided in its review. as this was Harry Berkowitz felt the Building Inspector should be reviewing the sites and plan

approvals before issuing occupancies. Mr. Bechtholdt informed the Board that he met with a few residents from Fir Hill Lane (Hemlock Estates), concerns with drainage, erosion and the overall status of construction. Mr. Bechtholdt added some of their concerns may have to do with individual lot development and the home construction (leaky roof, yards, etc.). Mr. Bechtholdt explained that he provided his contact information and invited them to distribute to their neighbors and contact the Planning office with concerns, suggesting he would distribute to the Building Department for concerns focused on building construction. Mr. Bechtholdt suggested the Board should schedule a site walk with the Developer (J&F Marinella Dev) and look to create 30, 60, 90-day milestones similar to Camelot.

#### Planning Board Concerns –Discussion

Harry Berkowitz inquired about the status of the sewer pump station in the Camelot subdivision; Mr. Bechtholdt advised that he has reached out to the Sewer Superintendent for an update. Board members expressed concerns and the need for the Sewer Division to take a more active role as the pump will eventually be turned over to the town. Mr. Bechtholdt informed the Board when the Sewer Superintendent and Director of Public Works met with Mr. Massey they agreed to incorporate as part of their weekly/monthly inspections the sewer pumps stations within Camelot and Hemlock Estates; Mr. Bechtholdt is not aware of any concerns.

#### Mail –Review

In addition to the mail listed (attached) the Planning Board noted receipt of the following communications: Planning Board Agenda for August 08, 2017; Draft Agenda for August 22, 2017; Form A Application dated August 1, 2017 for Robert Koopman, 934 Quaker Street to divide the land into 3 separate lots; ANR Checklist dated August 2, 2017 for 934 Quaker St; Plan showing the 3 separate lots at 934 Quaker Street; Locus plan of 934 Quaker St; Form A Application dated July 26, 2017 for Equinox Properties Realty Trust to modify existing Lot 4 leaving it with at least the minimum required frontage and creates “Parcel A” labeled as not a buildable lot with frontage on Fowler Avenue; Deed of property owned by Dirk and Susan Koopman & Anthony and Denise Brookhouse for Lots 1, 2, 3, and 4 and Parcel A on Ash Street Extension; ANR Checklist dated August 3, 2017 for 110-112 Ash Street; Plan of land for Equinox Properties Realty Trust on Ash Street; Locus map of 110-112 Ash Street; Notice of Decision from ZBA for a Special Permit for Robert E. Koopman for a Variance to allow an accessory building to be located on a separate lot from the principal structure; Memo dated July 31, 2017 & August 3, 2017 to Planning Board and Guerriere & Halnon, Inc. with a cc: to JH Engineering and McMahon Associates from Town Planner regarding 4 & 16 North Main Street site plan review; Technical Memo dated July 26, 2017 to Guerriere & Halnon from Gillon Associates regarding 4 & 16 North Main Street –Traffic Response Comments; Gillon Associates Figures 1 through 17; Gillon Associates Appendix; Letter dated July 20, 2017 to Town Planner from McMahon Associates regarding 4 & 16 N Main Street gasoline station and convenience store peer review; Site Plans for 4 & 16 North Main St; Request for Services Price Proposals with a cc: to Town Clerk, Town Manager/BOS, Planning Board, DPW, T. Lambert (21 Farnum Circle) and J. Augustus (14 Farnum Circle) for Farnum Circle with Attachment A; Email dated July 27, 2017 to J. Augustus (14 Farnum Circle) with a cc: to Mr. Konicki (14 Farnum Circle) from Town Planner regarding Farnum Circle –Follow Up Excavators; Email dated July 31, 2017 to Town Planner with a cc: to Mr. Konicki (14 Farnum Circle) from J. Augustus (14 Farnum Circle) concerning Private Way/Town Bond Funds – Prevailing Wage Project Assessment; Letter dated August 2, 2017 to Planning Board from Presidential Farms, Inc. regarding Street Acceptance Wilson St and Roosevelt Drive; Memo dated July 25, 2017 to DPW Director,

Highway Superintendent, Sewer Superintendent, Whitinsville Water Company, Conservation Agent, Building Inspector and Northbridge Fire Department with a cc: to Presidential Farms, Inc., Town Treasurer, Planning Board, and JH Engineering Group from Town Planner regarding Wilson St and Roosevelt Dr (portion of) Street Acceptance (Presidential Farms); Memo dated August 1, 2017 to Town Planner from Conservation Agent concerning Presidential Farms; Email dated July 27, 2017 to Town Planner from DPW Sewer Superintendent regarding Presidential Farms –Roosevelt Drive & Wilson St (street acceptance); Email dated July 27, 2017 to Town Planner from Fire Chief concerning Presidential Farms Roosevelt Drive & Wilson St (street acceptance); Email dated July 27, 2017 to DPW Highway Superintendent from Town Planner regarding Roosevelt and Wilson; Email dated August 01, 2017 to Presidential Farms, Inc. with a cc: to Guerriere & Halnon, Planning Board Chair, and Planning Administrative Assistant from Town Planner concerning Presidential Farms Street Acceptance; Street Acceptance Checklist; Plans of Roosevelt Drive and Wilson Street; Email dated July 31, 2017 to Town Manager's Executive Assistant from Town Planner regarding the Planning Board Vacancy; Talent Bank Application of Ronald Platakis; Talent Bank Application of Abdul Kafal; Memo dated July 18, 2017 to All Town Departments, Committees, Boards & Commissions and Town Moderator from Town Manager Executive Assistant concerning the Fall Annual Town Meeting; Memo dated July 18, 2017 to All Departments, Boards, Committees and Commissions from Town Manger Executive Assistant concerning the Warrant Article Submission Procedure; Letter dated July 5, 2017 to Planning Board from Steven Breault regarding a permit for a new business at 355 Main Street (zoning amendment); Letter dated July 27, 2017 to Town of Uxbridge (Upton) with a cc: to Jim Powers, Trustee, Jim Gary, Trustee and Northbridge Town Planner from Patricia Mahoney, Trustee regarding Upton Ridge North & Upton Ridge South; Letter dated July 12, 2017 to Northbridge Planning Board with a cc: to Pat Mahoney, Trustee, Fairway Condominium Association from Peter & Mary Bransfield concerning Upton Ridge North & Upton Ridge South; Upton Ridge North and Upton Ridge South Suggestions; Letter dated February 16, 2017 to Upton Planning Board with a cc: to Upton Planning Board Department Coordinator and Northbridge Community Planning & Development Office from Northbridge Planning Board Chairman regarding Upton Ridge North & Upton Ridge South Definitive Subdivision Plan & Senior Housing Community Application(s); Plans of Upton Ridge North & Upton Ridge South; Letter dated July 26, 2017 to Building Inspector with a cc: to Town Planner from Lane & Hamer concerning Large Scale Solar Photovoltaics, 263 Purgatory Road, Sutton; Letter dated July 28, 2017 to Zoning Board of Appeals Chairman with a cc: to Planning Board from Building Inspector regarding Whitinsville Christian School sign application; Letter dated July 15, 2017 to Planning Board & Development with a cc: to Building Department from David Crocker, Eileen Harris, Michael Hendrikse, Jean Jones and Neil Newton concerning Pine Knoll Condominiums; and the Planning Board 2017 Meeting Schedule.

#### Other

Planning Board acknowledged receipt of letter dated July 26, 2017 from Henry Lane regarding the proposed solar facility in Sutton (Purgatory Road/Northbridge); correspondence dated July 28, 2017 from the Inspector of Buildings regarding the Whitinsville Christian School sign application (Dover Amendment); memorandum dated August 02, 2017 from the Conservation Agent concerning proposed construction changes for the Camelot subdivision; and letter dated July 15, 2017 from residents of Pine Knoll Condominiums. Mr. Bechtholdt indicated that the Conservation Agent will be meeting on site with Joe Marinella to review drainage concerns. Mr. Bechtholdt invited Board members to complete the Hazard Mitigation Plan Public Survey available online. Planning Board reviewed correspondence dated August 01, 2017 from the Highway

Superintendent regarding the need to a public shade tree on Hill Street, a designated Scenic Road; Planning Board consented to request due to public safety and shall require a new public tree be planted at location to be determined. Planning Board noted receipt of Ashton Place, site plan addition for 2358 Providence Road; Planning Board scheduled review for September 12, 2017.

Adjournment

Having no additional business the Planning Board adjourned its meeting of Tuesday, August 08, 2017 at or about 10:20 PM.

Respectfully submitted,

Approved by the Planning Board –

R. Gary Bechtholdt II  
Northbridge Town Planner

Cc: Town Clerk