

## NORTHBRIDGE PLANNING BOARD

**MEETING MINUTES**

Tuesday, February 14, 2017

Recognizing the presence of a quorum Chairman Brian Massey called the meeting to order at 7:00 PM with Mark Key, James Berkowitz, Pamela Ferrara, and Harry Berkowitz in attendance. R. Gary Bechtholdt II, Town Planner was also present. Cindy Key, Associate Member was absent.

The following members of the public were in attendance: Eric Bazzett (Heritage Design Group, LLC), Normand Gamache (Guerriere & Halnon, Inc.), Robert Knapik (Knapik Consulting, Inc.), Stephen O’Connell (Andrews Survey & Engineering, Inc.), Joseph Marinella (J&F Marinella Dev.), Bill Giannopoulos, Patty Giannopoulos, Normand Gadoury, Gary Moyer, Ross Smith, and Michelle Rogers

**I. CITIZENS FORUM**

None

**II. FORM A [ANR -81P plan] –Review/Decision**Joseph Circle (Assessor Map 16 Parcels 240 & 241)

Eric Bazzett of Heritage Design Group, LLC on behalf of Christopher Dauphinais (Owner/Applicant) reviewed with the Planning Board ANR plan entitled “Plan of Land in the Town of Northbridge –Joseph Circle” dated January 04, 2017.

*Upon motion duly made (H. Berkowitz) and seconded (P. Ferrara) the Planning Board voted (5-0) to grant ANR endorsement where Parcel A, a non-buildable lot is to be conveyed to Lot 27 as shown and described on the plan.*

**III. 149-159 BORDER STREET -Cont. Public Meeting**

[§173-49.1 –Site plan review by Planning Board]

12 Unit Multi-family dwelling (R-5 &amp; Aquifer Protection District)

Robert Knapik, on the behalf of Normand Gadoury (Owner/Applicant) reviewed with the Planning Board letter dated February 08, 2017, Operation & Maintenance Plan and the revised site development plan. Planning Board noted receipt of JH Engineering Group, LLC (Planning Board Consultant) report dated February 12, 2017, acknowledging prior comments being addressed.

The Planning Board reviewed the layout of and access to the rear parking area and the location of the existing deeded 10-foot wide easement across the subject property and adjacent property to the east. The Planning Board questioned if the proposed decks could be constructed within the easement area; the Building Inspector shall make a determination prior to issuing a building permit for the project.

Mr. Massey reminded the Applicant/Engineer that the Board had previously discussed the need to pave the rear parking area in addition to providing the grass swale and infiltration trench. Mr. Massey felt because the subject property is located within the town's Zone II the parking area should be paved to capture potential pollutants and not gravel. Mr. Bechtholdt agreed.

Mr. Knapik and Mr. Gadoury reviewed with the Board alternatives to asphalt paving that would address concerns of pollutant infiltration into the groundwater. After various discussions the Planning Board conceded and allowed for a re-ground asphalt treatment for the rear parking area.

Mr. Massey sought comment from the public; Michelle Rogers (abutter) inquired about the proposed screening and easement area; Mr. Gadoury explained that he plans to plant a series of Arborvitae along property line which will screen the parking area. After seeking additional input from the Board and public in attendance Mr. Massey looked to the Planning Board to conclude its review.

*Upon motion duly made (H. Berkowitz) and seconded (P. Ferrara) voted (5-0) to approve with conditions, the site plan for the construction of a twelve (12) unit multi-family dwelling and twenty-four (24) off-street parking spaces.* 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; a copy of this Certificate of Approval and endorsed Site Development Plan shall be maintained onsite during construction. The Planning Board and/or its designee shall be permitted to access the project site for the duration of the project; any alteration(s) from this Certificate of Approval shall require a written description of the proposed modifications submitted to the Planning Board for review. A significant alteration deemed by the Planning Board shall require the filing of a new Site Plan Review application; Changes to the site development plan 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 By-Laws. The rear parking area shall be overlaid with reground asphalt a minimum of 3-inches in depth. The ten (10) American Arborvitae to be planted along the southerly property line shall be a minimum of 4 to 5-feet in height at the time of installation and spaced approximately 2-feet apart. Test pits within the vicinity of the proposed infiltration trench shall be required to verify assumptions on soil type, depth of groundwater, evidence of ledge, etc. Test pits shall be performed at the time of construction; results shall be reported to the Planning Board (Consultant). In the event observed conditions vary from assumed conditions, the infiltration system shall be redesigned as necessary and submitted to the Planning Board with a request to modify the site plan approval. Owner/Applicant shall be responsible for administering the Operation & Maintenance Plan dated February 01, 2017 during construction and post-construction. As noted therein, a maintenance log detailing the date and result of each inspection shall be kept by the responsible party (Owner/Applicant) and made available to the Planning Board upon request. Owner/Applicant shall coordinate installation of the water service(s) with the Whitinsville Water Company (508-234-7358); materials to be used shall be sized and installed to the specifications of the Whitinsville Water Company. Owner/Applicant shall coordinate installation of sewer service(s) 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. Any illumination, including security lighting shall be arranged so as to reflect away from abutting properties. Said lighting shall be directed in a manner to avoid glare onto adjacent properties and limit the amount of

light trespass onto the abutting properties. Outstanding invoices for services rendered by JH Engineering Group, LLC shall be satisfied prior to the issuance of building permit. Prior to issuance of building permit the Applicant/Engineer shall submit the following to the Planning Board: five (5) full-size prints of the endorsed Site Development Plan, two (2) fifty-percent (50%) reduced prints (11" x 17") and one (1) electronic copy; The Inspector of Buildings shall review and determine if the proposed decks are permitted to be constructed within the existing deeded "10-foot Wide Easement" [Plan Book 169, Plan 37] cited and delineated on the plan. Prior to issuance of certificate of occupancy the Owner/Applicant's Engineer shall provide the Planning Board with written certification/verification that drainage infiltration system has been constructed as approved and working as designed. Prior to issuance of certificate of occupancy the Owner/Applicant shall provide, execute and record an Access Easement providing access to the subject property over the northwesterly adjoining property known as and numbered 1630173 Border Street. Prior to the issuance of certificate of occupancy all conditions of approval noted herein and improvements described in the Site Development Plan shall be satisfied. The Owner/Applicant's Engineer shall provide the Planning Board with written verification.

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.

Reference is made to the following documents and correspondence received by the Planning Board from the Applicant/Engineer: Site Plan Review application dated October 14, 2016; Site Development Plan prepared by Knapik Consulting, Inc. dated September 13, 2016 (& revised through January 30, 2017), entitled "149-159 Border Street" consisting of one (1) sheet; Architectural Drawings prepared by Gary Moyer, Architect consisting of Front Elevation (A6), Rear Elevation (A8), Basement Plan (A1), First Floor Plan (A2), Second Floor Plan (A3), and Third Floor Plan (A4), letter dated February 08, 2017 from Knapik Consulting, Inc., including Operation & Maintenance Plan dated February 01, 2017 and Checklist for Stormwater Report.

Reference is also made to the following documents and correspondences received by the Planning Board: Review Report Form dated October 18, 2016 from Town Planner; Site Plan Checklist prepared by Town Planner dated October 18, 2016; Community Planning & Development memorandum dated October 18, 2016; Community Planning & Development memorandum dated October 19, 2016; Conservation Commission memorandum dated November 01, 2016; letter dated October 31, 2016 from the Inspector of Buildings; JH Engineering Group, LLC report(s) dated December 19, 2016 and February 12, 2017.

#### **IV. SELF-STORAGE FACILITY (Douglas Rd/Castle Hill Rd) –REVIEW/DECISION**

Site Plan Modification §173-49.1 H

Eric Bazzett, on behalf of the Owner/Applicant reviewed with the Planning Board proposed site plan modification, describing additional plan revisions as a result of the Planning Board's previous discussion.

The Planning Board expressed a desire to have the AC units appropriately screened. Mr. Key expressed concerns that the Planning Board is asked to consider site plan modification for improvements that are already underway and built (retaining wall installed, underground storage tanks, etc.).

Board members questioned if utilization of a picket-fence to screen the AC units was appropriate for the area. Harry Berkowitz indicated that he was fine with the fencing, noting the area is industrial. Mr. Key reminded Mr. Berkowitz and others that the property is on a scenic road and that the Board had been in agreement to try to enhance the area as part of redevelopment of sites. The Applicant/Engineer agreed to reduce the height of the AC units (below grade) and will provide for more appropriate screening such as flowers or other landscaping.

Mr. Massey asked if the proposed Cape Cod Berm along the far back driveway (exit) could be revised, cut back slightly and tie into the landscaping area and the existing utility pole. Mr. Bazzett noted this was something he discussed with the Town Planner and will look to revise the plan accordingly. Mr. Massey felt pulling the berm back would improve the turning movements exiting the driveway onto Castle Hill Road.

Planning Board acknowledged that JH Engineering Group reviewed proposed changes and had no concerns with drainage.

*Upon motion duly made (P. Ferrara) and seconded (H. Berkowitz) voted (5-0) to grant modification pursuant to Section 173-49.1 H of the town's Zoning Bylaw, thereby altering the site layout by reconfiguring the driveways, creating off-street parking directly off Castle Hill Road, repositioning the gate(s) and adding a retaining wall, underground propane tanks and the installation of the AC units.*

In making its decision the Planning Board allowed for an increase in curb cut widths to accommodate and promote turning movements in and out of the site.

#### **V. SHINING ROCK GOLF COMMUNITY –Cont. Public Hearing**

Certificate of Completion [Form O]

*Upon motion duly made (M. Key) and seconded (P. Ferrara) the Planning Board voted (5-0) to issue a Certificate of Completion and Release of Municipal Interest in Subdivision Performance Security [Form O] for the Shining Rock Golf Community subdivision development. The Developer (Norwood Bank) is to record the Certificate of Completion with the Worcester Registry of Deeds.*

#### **OLD / NEW BUSINESS**

##### Approval of Meeting Minutes –July 26, 2016 & February 06, 2017

*Upon motion duly made (M. Key) and seconded (P. Ferrara) the Planning Board voted (5-0) to approve as amended the meeting minutes of July 26, 2016. Upon motion duly made (P. Ferrara) and seconded (J. Berkowitz) the Planning Board voted (4-0-1 [M. Key abstained]) to approve as amended the meeting minutes of February 06, 2017.*

2017 Spring Annual Town Meeting (SATM) –Tuesday, May 02, 2017

Point of information –no discussion.

2017 SATM Warrant Closes –Friday, March 03, 2017 (12:00 PM)

Planning Board acknowledged receipt of memorandum dated January 25, 2017 from the Executive Assistant to the Town Manager.

2017 SATM –Vote to Sponsor Planning Board Warrant Article(s)

Planning Board reviewed memorandum dated January 31, 2017 from the Town Planner regarding recreational marijuana and the adoption of a temporary zoning moratorium. The Board also reviewed correspondence prepared by KP Law (Town Counsel) entitled “The Regulations and Taxation of Marijuana Act” and a model zoning warrant article. *Upon motion duly made (M. Key) and seconded (H. Berkowitz) the Planning Board voted (5-0) to sponsor a zoning amendment article for the 2017 Spring Annual Town Meeting (Temporary Moratorium on Recreational Marijuana Establishments).* Planning Board also discussed amending (increasing) the minimum lots size for Residential-One, Residential-Two and Residential-Three Zoning Districts. Mr. Massey suggested (1) increasing the Residential-One (R1) from 30,000SF to 40,000SF where serviced by public sewer and from 40,000SF to 60,000SF when not serviced by sewer; (2) increasing the Residential-Two (R2) for one-family and two-family dwelling from 20,000SF to 30,000SF where serviced by public sewer and for one-family and two-family dwelling from 40,000SF to 60,000SF when not serviced by sewer, and (3) increasing the Residential-Three (R3) for one-family dwelling from 20,000SF to 30,000SF where serviced by public sewer and for two-family dwelling from 30,000SF to 40,000SF. Mr. Key asked what change the minimum lot size would do to lots in town available for building. Mr. Massey stated fewer houses would be built. Mr. Key questioned if a zoning amendment such as this has ever passed before. Mr. Massey and Mr. Berkowitz noted it had been considered before however failed at Town Meeting. Mr. Massey suggested there may not be a lot of undeveloped land anyway, suggesting the majority may be zoned Residential-One (R1) where lots will likely not be serviced by public sewer. Mr. Massey noted a number of residents have questioned the future buildout in town, as observed most recently during the review of Sunrise Estates preliminary subdivision. Mr. Massey suggested the density for multi-family (R2 & R3) is relatively high. Harry Berkowitz suggested what is left for developable land is not very good with a lot of ledge and wetlands. Mr. Key felt it would be good to have a better understanding of what increasing the lot area minimums would mean for the potential buildout for the town, i.e. how many number of homes would be reduced by increasing the lot area from 40,000 square-feet to XX-sf. No action was taken to sponsor an article at this time; discussion and consideration will be taken up again at the February 28, 2017 meeting.

Town Manager Screening Committee –Planning Board Appointment

*Upon motion duly made (P. Ferrara) and seconded (J. Berkowitz) the Planning Board voted (4-0-1 [M. Key abstained]) to appoint Mark Key, Planning Board Vice Chairman to the Town Manager Screening Committee in accordance with 4-321 of the Code of the Town of Northbridge General Bylaws.*

2016 Annual Report & FY2018 Planning Budget Request –Review

Planning Board noted receipt of the 2016 Annual Report of the Planning Board and the Planning budget requested for Fiscal Year 2018.

135 Providence Road –Status of Approval (Site plan review)

Normand Gamache, on behalf of the Owner/Applicant reviewed letter dated January 30, 2017. *Upon motion duly made (H. Berkowitz) and seconded (P. Ferrara) the Planning Board voted (5-0) to consider the site plan approval active and still valid as work associated with the site development had commenced within one-year of the Planning Board's decision in accordance with the Zoning Bylaw.*

Hemlock Estates & Camelot Subdivision –Developer/Construction Update

Stephen O'Connell and Joseph Marinella reviewed with the Planning Board an updated construction schedule for the Hemlock Estates subdivision; Applicant/Engineer is to refine the schedule for installing the curbing, sidewalks and streetlights. Mr. Bechtholdt suggested if the improvements to Gendron Street and the looping of the waterline are not completed within the timeline presented to the Board, the Planning Board should consider including the cost (construction value) into the surety bond held by the town. Mr. Bechtholdt also explained to Mr. Marinella that he will need to provide the Planning Board with monthly status reports. Stephen O'Connell and Joseph Marinella reviewed with the Planning Board an updated construction schedule for the Camelot subdivision; Applicant/Engineer is to revise the schedule to include Phase 1C, the remaining portion of Joseph Circle. The Board explained to Mr. Marinella that they would like to see Phase 1 (A, B & C) further along and completed before opening up more of the subdivision. Mr. Bechtholdt reminded Mr. Marinella of the need to contact and coordinate construction of the remaining portion of Rebecca Road with the property owners at the corner of Hillcrest Road. Mr. Bechtholdt indicated that he would look to schedule a meeting with abutters and the Developer to review planned improvements; to review how the existing driveways will be modified to access/egress from the new roadway (Rebecca Road). Similar to Hemlock, Mr. Bechtholdt noted monthly status reports shall also be required for the Camelot subdivision.

Recreational Marijuana Establishments –Zoning Moratoria

See Discussion/Vote noted above [2017 SATM –Vote to Sponsor Planning Board Warrant Article].

Upton Ridge North & Upton Ridge South –Review/Discussion

Planning Board briefly reviewed proposed layout of subdivision planned for Upton which abuts the Shining Rock Golf Community in Northbridge and proposes to connect to Fairway Drive and Clubhouse Lane. The Town Planner shall contact the Upton Planning Board requesting that the Applicant (Pulte Homes) and its Traffic Engineer meet with the Northbridge Planning Board to discuss traffic impact projections and sequence of construction. Arrangements shall be made for the Planning Board to meet with the Applicant/Engineer in March/April 2017.

Economic Development Strategic Plan –Review/Discussion

Planning Board acknowledged receipt of Central MA Regional Planning Commission (CMRPC) memorandum dated February 13, 2017 detailing scope of services to assist the Town (Planning Board) in preparing an Economic Development Strategic Plan. Arrangements shall be made for representatives of CMRPC to attend the next scheduled meeting of the Planning Board (Tuesday, February 28, 2017).

Subdivision/Site Developments –Updates

Planning Board noted receipt of (copy of) letter dated January 18, 2017 to the Board of Selectmen regarding the Planning Board's recommendation on the conveyance of Open Space Parcels A & B within the Presidential Farms subdivision. Planning Board noted receipt of JH Engineering Group report dated December 29, 2016 (Construction Estimate) for Presidential Farms Phase III & IV. The Planning Board instructed the Town Planner to notify the Developer (Joe Leonardo) and the consulting engineering (JH Engineer Group) to resume site inspections of Leonardo Estates.

Planning Board Concerns –Discussion

None noted at this time.

Mail –Review

In addition to the mail listed (attached) the Planning Board noted receipt of the following communications: Planning Board Agenda for February 14, 2017; Draft Agenda for February 28, 2017; Form A application dated January 5, 2017 for 53 Joseph Circle; Checklist for ANR plan dated January 26, 2017 for 53 Joseph Circle; Portion of plan showing Lots 27 & 28 Joseph Circle; Letter dated December 19, 2016 to Town Planner from JH Engineering regarding 149-159 Border Street Site Plan "Peer Review;" Plan of 149-159 Border Street; Stormwater Management Calculations for 149-159 Border Street; Memo dated October 18, 2016 to Planning Board with a cc: to Building Inspector, Fire Chief, Conservation Commission, Whitinsville Water Company, DPW Highway, Owner/Applicant, and DPW Sewer from Town Planner concerning 149-159 Border Street Site Plan Review; Site Plan Review Checklist dated 10/18/2016 for Border Street Multifamily Dwelling (12 units); Memo dated October 19, 2016 to Planning Board and Knapik Consulting with a cc: to Building Inspector, Conservation Commission, DPW Highway, Whitinsville Water Company, and Owner/Applicant from Town Planner regarding Aquifer Protection District 149-159 Border Street; Document not dated to Planning Board from Dirk Koopman regarding Northbridge Self-Storage, Castle Hill Road; Northbridge Self-Storage plans revised date of January 30, 2017; Letter dated February 2, 2017 to Planning Board from Heritage Design Group regarding Northbridge Self-Storage Proposed Plan Changes; Letter dated January 6, 2017 to Planning Board from Heritage Design Group regarding Northbridge Self-Storage Proposed Plan Changes; Letter dated December 15, 2016 to Planning Board from Heritage Design Group regarding Northbridge Self-Storage Proposed Plan Changes; Letter dated January 3, 2017 to Planning Board from Heritage Design Group regarding Northbridge Self-Storage Proposed Plan Changes; Northbridge Self-Storage Landscape Plan Approved dated June 22, 2016; Northbridge Self-Storage Landscape Plan Proposed dated August 24, 2016; Plan of Approved Entrance/Exit for Northbridge Self-Storage; Plan of Proposed Modification of Entrance/Exit of Northbridge Self-Storage; Reduced Copy of Landscape Plan of Northbridge Self-Storage dated January 30, 2017; Form O Certificate of Completion and Release of Municipal Interest In Subdivision Performance Security dated February 14, 2017 for Shining Rock Golf Community; Draft Minutes of July 26, 2016; Memo dated January 25, 2017 to All Town Departments, Committees, Boards, Commissions & Town Moderator from Executive Assistant to Town Manager concerning Spring Annual Town Meeting on May 2, 2017 with sample documents attached; Memo dated January 31, 2017 to Town Manager and Board of Selectmen with a cc: to Planning Board, Board of Health, Building Department, and Police Chief from Town Planner regarding Regulations & Taxation of Marijuana Act; Document from Kopelman & Paige regarding the Regulation & Taxation of Marijuana Act; Letter dated January 18, 2017 to Town Clerk in West Bridgewater from Office of the Attorney General concerning the adoption of a temporary moratorium on recreational

marijuana establishments; Section 173.19 Table of Area Regulations Minimum required where serviced by public sewer system; Northbridge Zoning Map; Northbridge PC/CodeBook for Windows page 1; Article 4 Town Manager Screening Committee; Planning Board Annual Report 2016; Memo dated January 18, 2017 to Town Manager from Town Planner regarding Community Planning & Development FY18 Planning Budget Request; Letter dated January 30, 2017 to Planning Board from Guerriere & Halnon concerning 135 Providence Road Site Plan Approval; Email dated February 3, 2017 to J & F Marinella with a cc: to Andrews Engineering, JH Engineering, Planning Board & Planning Administrative Assistant from Town Planner regarding the Camelot and Hemlock Estates subdivision status reports; Letter dated February 2, 2017 to J & F Marinella Development Corp. with a cc: to Planning Board, Applicant/Engineer, Building Inspector, Whitinsville Water Company, JH Engineering, Conservation Commission, DPW Highway, DPW Sewer and DFPW Director from Town Planner concerning Hemlock Estates Status Report & Updated Construction Schedule; Letter dated February 3, 2017 to J & F Marinella Development Corp. with a cc: to Planning Board, Applicant/Engineer, Building Inspector, Whitinsville Water Company, JH Engineering, Conservation Commission, DPW Highway, DPW Sewer, & DPW Director from Town Planner regarding the Camelot subdivision status report & updated construction schedule; Notice of Planning Board Public Hearing for the Town of Upton concerning Upton Zoning Bylaw Section 7.4 Senior Housing Community and Approval of Definitive Subdivision Plan for Upton Ridge North and Upton Ridge South filed by Pulte Homes of New England (applicant) and Rufin Van Bossuyt, Jr (owner) to be located off Hartford Avenue South; Memo dated February 3, 2017 to Town Manager from CMRPC concerning Northbridge Economic Development Strategic Plan; Letter dated January 18, 2017 to Board of Selectmen with a cc: to Presidential Farms, Inc. from Planning Board regarding Presidential Farms Open Space Parcels A & D; Letter dated December 29, 2016 to Town Planner with a cc: to Presidential Farms, Inc. from JH Engineering concerning Presidential Farms Phases III & IV Engineer's Construction Estimate; Letter dated January 24, 2017 to Town Clerk from Office of the Attorney General regarding Northbridge FATM (October 25, 2016) Warrant Articles #10 (Zoning) and #6 (General); Letter dated December 14, 2106 to Town Planner from Terreno Realty, LLC regarding Leonardo Estates Peer Review Site Inspection Visits; Blackstone River Valley National Historic Park Newsletter; Planning Board 2017 Meeting Schedule.

#### Other

Planning Board reviewed signage variance application [01-V-2017] for 25 Castle Hill Road (Northbridge Self-storage facility). Upon review of the conceptual drawing prepared by Sunshine Sign Company the Planning Board questioned the overall size (height), color and proposed internal illumination. It is the Board's position that the proposed sign and electronic message board is not consistent with the goals discussed during the site plan review and the understanding to incorporate design elements that enhance the visual appearance along Douglas Road and Castle Hill Road. The Planning Board would like to see a project similar to the monument-style sign installed for the Whittin Mill (Alternatives Unlimited). The Planning Board shall provide the Zoning Board with a correspondence noting that they do not support the application and will need to approve the sign per the site plan approval. Planning Board acknowledge receipt of Attorney General letter dated January 24, 2017 approving zoning amendment article (#10) acted on at the 2017 Fall Annual Town Meeting.



342 Adjournment

343 Having no additional business the Planning Board adjourned its meeting of Tuesday, February 14, 2017 at or  
344 about 9:45 PM.

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346 Respectfully submitted,

347 Approved by the Planning Board –

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350 R. Gary Bechtholdt II  
351 Northbridge Town Planner

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354 Cc: Town Clerk

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