

PLANNING BOARD

1 Liberty Lane
Norfolk, MA 02056

MEETING MINUTES

Date of Meeting: Monday, August 24, 2015

Place: Town Hall Room 214

PLANNING BOARD MEMBERS ATTENDING:

Chairman: Steve McClain

Vice-chairman: Michelle Maheu

Clerk: John Weddleton

Members: Jeff Palumbo, Walter Byron

Associate Member:

Others: Betsy Fijol/Administrative Asst, Ray Goff/Town Planner

Steve called the meeting to order at 7:50 pm.

New Business

Project: Planning Board Workshop

Comments: The purpose of the workshop was the discuss ways to improve on the process and product that the town receives from the Planning Board.

Topics of discussion:

- Processing applications:
 1. Submission of materials-electronic or hardcopy. How much time do we need to get information from the applicant and then to the Planning Board? What does the Board want for time? *Ray will review submissions and sign off for completeness.*
 2. Setting the agenda-who decides? *Chairman to set agenda.*
 3. Materials circulated to the Planning Board prior to meetings-*Provide Board members with 11"x17" plans at the meeting.*
 4. Submission deadlines-*The submission deadline is 3 weeks prior to the hearing for initial review and 1 week prior for a revision.*
 5. Staff roles to the Planning Board. Town Planner as well as Administrative Assistant. How can we improve the communication and thus the product for our customers? *Continue to email agendas, decisions & minutes so that the Board members have read them and are prepared for the meeting. Send Planning Board minutes to other boards, obtain, circulate and read their minutes. Publish our minutes within one month or at our next meeting.*
 6. Planning Board -Review of materials
 7. Other Boards and Commissions-What is the need for communication between and how can we effectively provide the information in a timely manner.

8. Planning Board decision-writing and signing of decisions. Is there a more streamlined method? Would providing a draft decision help in expediting the application? *Send draft decision to members by Thursday prior to a meeting for review.*
- Subdivision:
 1. Street Trees-Spacing, caliper, location all have been discussed recently as being issues for various reasons. Can we reach consensus on these issues? *Regulations are inconsistent with 35' in one place and 45' in another. Steve is adamant about keeping the trees in the grass strip. Revise 2 1/2" to 3" tree caliper to 3". (present size allowed is a range of 2 1/2" to 3" and Board wants 3" minimum.)*
 2. Grass Strip-Currently we require an 8 foot strip. This has been an issue in two developments. Do we wish to change this? Does the right of way need to be increased from 50 feet to 60 feet to give more room for street trees? *Regulations need to be updated to require only one sidewalk with utilities located on opposite side of the street. This will leave room for street trees on both sides.*
 3. Street maintenance bonding-Maybe a revision to this may be helpful to avoid future issues.
 4. Curbing-Cape Cod, monolithic vs. granite vertical or sloped? *The board deferred discussion on this subject until a later time.*
 5. Requiring CAD files for all subdivisions to help with transition to GIS and integrated permitting at Town Hall.
 6. Acceptance of improvements by Town. Ray and Bob McGhee to look at the list of unaccepted roads; develop a plan for each road toward acceptance by the Town so as to increase the Chapter 90 monies we receive from the State.
 - Zoning:
 1. Southwood Hospital-update, development agreement, Fall Town Meeting. *Add luxury apartment definition and protection to ensure the Town collects the fiscal impact money from the developer.*
 2. B-1 Zoning – Density, height limits-*The Board will discuss at a later date.*
 3. Signs-Town Planner has been working with the Building Commissioner for Fall Town Meeting. *The objective is to revise a number of sign bylaws into a single sign bylaw.*
 4. Uses by Special Permit-Adds an additional layer of approvals and public hearings that may not be necessary in some cases.

Project: Review draft decision for Alexander Estates/Fredrickson Rd-Open Space Special Permit

Comments: The Board reviewed the revised draft decision. Walter moved to grant the Alexander Estates Open Space Special Permit #2015-09 as amended. Jeff seconded the motion. The vote on the motion was as follows: Steve McClain-No, Walter Byron-Aye, Jeff Palumbo-Aye, John Weddleton-Aye, Michelle Maheu-Recused.

This vote falls short of the supermajority of 4 votes required to grant the Special Permit. No decision was reached.

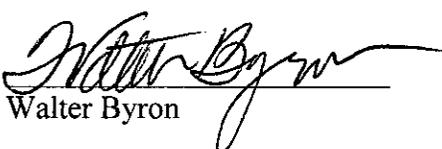
Next Meeting & Schedule

The next regular meeting was scheduled for Tuesday, September 15, 2015 at 7:30.

Adjournment

John moved to adjourn the meeting at 9:45 pm. Walter seconded the motion. The motion carried unanimously.

Respectfully submitted,


Walter Byron