

PLANNING BOARD

1 Liberty Lane
Norfolk, MA 02056

MEETING MINUTES

Date of Meeting: Wednesday, October 24, 2018

Place: Town Hall Room 124

PLANNING BOARD MEMBERS ATTENDING:

Chairman: Walter Byron

Vice-chairman: John Weddleton

Clerk: Erin Hunt

Members: Gregg Damiano, Kevin Kalkut

Associate Member: Gary Searle

Others: Rich McCarthy/Town Planner, Betsy Fijol/Administrative Asst.,

Mr. Byron called the meeting to order at 7:00 pm and informed the audience that the meeting is being audio and video taped.

Public Hearings

Project: 134 Main Street Site Plan & Special Permits-Cont'd from 7/25/18

Applicant: Dan Merrikin/Merrikin Engineering, John & George Primpas

Comments: Mr. Byron called the continued public hearing to order at 7:00 pm for the 134 Main Street Site Plan and Special Permits.

The Board is in receipt of a request for a continuance of the hearing to the next meeting.

Mr. Hunt moved to continue the hearing to November 19, 2018 at 7:00 pm. Mr. Weddleton seconded the motion. The motion carried unanimously.

Project: 3 David Road Site Plan-cont'd from 9/19/18

Comments: Mr. Byron called the meeting to order at 7:24 pm for the 3 David Road site plan.

The Board is in receipt of a request from the applicant for a continuance of the hearing.

Mr. Kalkut moved to continue the hearing for the 3 David Road site plan to November 19, 2018 at 7:10 pm. Mr. Hunt seconded the motion. The motion carried unanimously.

Project: Cranberry Heights Definitive Open Space Subdivision-Cont'd from 9/19/18

Applicant: Bella Rosa Stables, LLC, Steve O'Connell/Andrew Survey & Engineering

Comments: Walter called the continued public hearing to order at 7:25 pm for the Cranberry Heights Definitive Open Space Subdivision.

The Board is in receipt of a request for a continuance.

Mr. Weddleton moved to continue the public hearing for Cranberry Heights to October 24, 2018 at 7:20 pm. Mr. Damiano seconded the motion. The motion carried unanimously.

Public Hearing for proposed amendments to Zoning Bylaws for Fall Town Meeting

Mr. Byron called the meeting to order at 7:30 pm. Mr. Hunt read the notice of hearing into the public record. The articles are as follows:

1. To see if the Town of Norfolk will vote to amend Section F.11 Site Plan Approval of the Norfolk Zoning Bylaws by removing any reference to “Building Commission/Zoning Enforcement Officer” and replace with “Planning Board”; or take any other action relative thereto.

Mr. McCarthy explained that F.11.a is a process where the Building Commissioner makes a determination if a project is subject site plan review by the Planning Board or not. An amendment to this bylaw would have the Planning Board make this determination, rather than the Building Commissioner. Mr. McCarthy said he recommends that the Board vote to recommend postponement of this article to allow additional time to make further improvements to this bylaw.

Mr. Kalkut moved to recommend indefinite postponement of this article to allow additional time to make further improvements to this bylaw. Mr. Hunt seconded the motion. The motion carried unanimously.

2. To see if the Town of Norfolk will vote to amend Section F.11.b. Procedure for Approval of the Norfolk Zoning Bylaws by making the following revisions to the first paragraph, with underline type indicating additions and strike through type indicating deletions; or take any action relative thereto:

Any person desiring approval of a site plan under this Section shall submit ~~fifteen (15) copies~~ of said plan with application for approval and appropriate fee in accordance with the Site Plan Approval Rules and Regulations as most recently amended thereof directly to the Planning Board. The Board shall, within fifteen (15) days after the receipt thereof, transmit one (1) copy of such plan to the following: Building Inspector, Board of Health, Conservation Commission, Water Commissioners, Police Chief, Fire Chief, Highway Superintendent.

Mr. McCarthy explained that we are moving to an on line permitting this will reduce the number of paper copies that are submitted to the office. He said the Planning Board Site Plan & Subdivision Rules and Regulations will also be revised to be consistent with the number of paper copies that are required to be submitted.

Mr. Hunt moved to recommend approval of this article. Mr. Weddleton seconded the motion. The motion carried unanimously.

3. To see if the Town of Norfolk will vote to amend Section D.4.d.2. of the Norfolk Zoning Bylaws by making the following revisions, with underline type indicating additions and strike through type indicating deletions; or take any action relative thereto:

D.4.d.2. The boundaries of the Water Supply Protection District are delineated on the Zoning Map dated November 27, 2018 which is depicted a map available on the Mass GIS Oliver Maps, Aquifer and Zone IIs for aquifer and water supply zone IIs.” and is hereby made a part of this Bylaw. These boundaries reflect the best hydrologic information available as of the date of the map(s). In the event of a discrepancy between the map and the criteria that follow, the criteria shall govern.

Mr. McCarthy presented a proposed zoning map and explained that the Norfolk Zone II water supply protection districts are overlaid on the zoning map. He said the town needs to adopt the new Holbrook Street Zone II boundary for the Holbrook Street well that is going through the approval process with DEP. The Zone II water supply protection district requires 10,000 square feet of land per bedroom for new construction and existing homes would be grandfathered for the current number of bedrooms that exist in the home.

Mr. Weddleton suggested that residents in the new Zone II area be notified of the amendment and the potential impact to their property.

Mr. Kalkut moved to recommend approval of this article. Mr. Damiano seconded the motion. The motion carried unanimously.

Mr. Weddleton moved to close the public hearing for proposed amendments to Zoning Bylaws for Fall Town Meeting. Mr. Damiano seconded the motion. The motion carried unanimously.

Other Business

Design Guidelines for B-1 Zoning District

Mr. McCarthy explained that the Design Review Board was invited to have a discussion about the Design Guidelines for the B-1 zoning district. This was a recommendation that came out of the Housing Production Plan that was done by the town last fall. The town has engaged the services of MAPC to develop the Design Guidelines from a grant through MassHousing.

Mr. McCarthy presented examples of Design Guidelines that were done for Wrentham and Marlboro to get a flavor for what the Town is hoping to achieve.

David LaPointe from the Design Review Board said that the goal of the Design Guidelines is to direct any perspective any developer coming before the town with a project in the B-1 district. It would also be helpful to include in the guidelines things not to do.

Mr. McCarthy said there are two deliverables for the grant. One is looking at the zoning for the B-1 district and the second is the Design Guidelines.

Mr. Hunt said that he prefers the Marlboro document over the Wrentham document. Mr. McCarthy said he can look for more examples.

Mr. McCarthy suggested including some sign regulations in the design guidelines.

Town Planner Updates

Toils End Farm/Fox Run Subdivision-Drainage Improvement Update

Mr. McCarthy said that the paving working has been completed and driveway aprons still need to be cut in. He said that there is a punch list of items to attend to and some of the landscaping items will be done in the spring.

Mr. Byron asked if there was an issue with the waste water treatment plant. Mr. Searle said the homeowners association has taken ownership of the wastewater treatment plant and piping.

Mr. Weddelton said he would not like see this brought to town meeting for street acceptance for at least 3 years to make sure everything settles in and then have the pipes re-inspected and videotaped. He said the bond would be held in place during that time.

Complete Streets Update-Mr. McCarthy said that the Complete Streets Public Workshop will be held on December 6, 2018 at 7:00 pm at the Freeman Kennedy cafeteria.

Grant for Creating Town Center Design Guidelines-Mr. McCarthy said that he would like to put together a 7-9 member sub-working committee that consists of a representative from the Board of Health, ZBA, Design Review Board, business owners, property owners and residents.

Meeting Minutes

Mr. Hunt moved to approve the 9/19/18 meeting minutes as written. Mr. Kalkut seconded the motion. The motion carried unanimously.

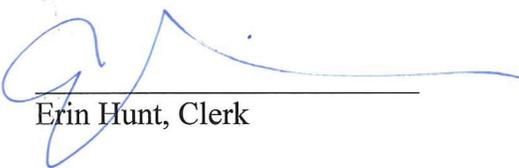
Next Meeting & Schedule

The next regular meeting was scheduled for Monday, November 19, 2018 at 7:00 pm.

Adjournment

Mr. Hunt moved to adjourn the meeting at 8:33 pm. Mr. Weddleton seconded the motion. The motion carried unanimously.

Respectfully submitted,


Erin Hunt, Clerk