

# PLANNING BOARD

1 Liberty Lane  
Norfolk, MA 02056

## MEETING MINUTES

**Date of Meeting:** Monday, November 19, 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 (absent)

**Associate Member:** Gary Searle

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

Mr. Byron called the meeting to order at 7:07 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 10/24/18**

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

Comments: Mr. Byron called the continued public hearing to order at 7:18 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.

Erin moved to continue the hearing to December 18, 2018 at 7:00 pm. Mr. Weddleton seconded the motion. The motion carried unanimously.

**Project: 3 David Road Site Plan-cont'd from 10/24/18**

Comments: Mr. Byron called the meeting to order at 7:19 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 December 18, 2018 at 7:10 pm. Mr. Hunt seconded the motion. The motion carried unanimously.

**Project: Cranberry Heights Definitive Open Space Subdivision-Cont'd from 10/24/18**

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

Comments: Walter called the continued public hearing to order at 7:20 pm for the Cranberry Heights Definitive Open Space Subdivision.

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

Mr. Hunt moved to continue the public hearing for Cranberry Heights to December 18, 2018 at 7:20 pm. Mr. Damiano seconded the motion. The motion carried unanimously.

**Project: 5 Shire Drive (Lot 22 Shire Industrial Park) Site Plan, Stormwater Management Permit, Earth Removal Permit, Special Permit for Outdoor Storage**

Applicant: Charlie Sheppard-CDW Engineering

Mr. Byron called the hearing for 5 Shire Drive to order at 7:30 pm. Mr. Hunt read the notice of hearing into the public record.

Mr. McCarthy said the plans have been sent over to BETA Group and are currently undergoing a peer review.

Mr. Shepard presented the proposed site plan to construct a new 5,280 square foot warehouse/storage building with 2,200 square feet of office space above on a 35,900 square foot lot at 5 Shire Drive, which is lot 22 in the Shire Industrial Park. The plan also includes 5,600 square feet of outdoor storage, a driveway, parking, underground utilities, landscaping and lighting. It is proposed to install a septic tank with pumping system to connect to the existing sewer system.

Bob Nicodemus from the Design Review Board said that the DRB reviewed the architectural and landscaping plans for this project and were deemed to be incomplete because there were no building color or façade materials noted on the elevations provided. The landscaping plan indicates 4 deciduous trees and other shrubbery landscaping on the Shire Drive property line and facing Dedham Street. It was discussed that the existing trees along Shire Drive be confirmed such that the proposed trees would be consistent with the existing approach with regard to species. The DRB recommends that the landscaping plan be revised to provide plant sizes and calipers and that there be some evergreen shrubs and climbing vines to screen the concrete retaining wall which faces Dedham Street.

Zachary Silvia from Dennis J. Swart Architecture presented the architectural plans for the proposed prefabricated metal building. Mr. Silvia explained the proposed finish will be gray insulated metal panels on the single story warehouse side and a bronze split face block veneer at the entrance and two-story office space with a built out metal edge around the windows.

The Board will continue this hearing to the next meeting when the engineering peer review is completed.

Mr. Hunt moved to continue the hearing for 5 Shire Drive to December 18, 2018 at 7:30 pm. Mr. Damiano seconded the motion. The motion carried unanimously.

**Other Business**

**Norway Farms Subdivision/33 Medway Street-Temporary Access Road discussion**

Rob Cain explained that, due to a delay by the electric company in designing the electrical service to the development, he is proposing to create a temporary one way entrance binder road surface with a “turn around box” a short distance in from Medway Street. Exiting the property would be a cross over configuration leading back to Medway Street. The temporary roadway system would be for contractors use only. At the time the new electrical service is completed, the roadway work will be completed in the area of the intersection with Medway Street. Mr. Cain said that the Fire Chief thought this was a satisfactory solution. The Board agreed to support Mr. Cain’s request for the temporary access road.

### **Town Planner Updates**

**Complete Streets Update-**Mr. McCarthy said that the Complete Streets Workshop is on December 6, 2018 at 7:00 pm at the Freeman Kennedy School Cafeteria. He said the wikimap will remain up on the town website for a while longer for public comment.

**Town Center Grant-**Mr. McCarthy said that he is proposing to create a steering committee that will consist of a member from the Planning Board, ZBA, Advisory Board, Board of Selectmen, Board of Health, 2 business owners and 2 property owners. The steering committee will work with MAPC on the town center grant and reviewing the zoning and regulatory requirements for development.

**Fox Run Subdivision Update-**Mr. McCarty explained that the paving is completed and there are a few driveway aprons that still need to addressed. The stamping of the asphalt around the landscaped islands in the roundabouts may need to wait to be completed in the spring.

### **Next Meeting & Schedule**

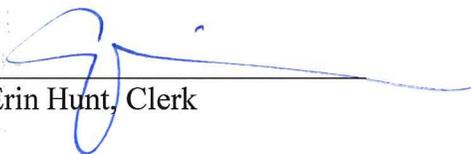
The next regular meeting is scheduled for Tuesday, December 18, 2018 at 7:00 pm.

The Board set a meeting schedule for 2019 and will typically meet on the second Tuesday of every month. The 2019 dates are as follows: Jan 15, Feb 12, March 12, April 9, May 14, June 11, July 9, Aug 13, Sept 10, Oct 8, Nov 12, Dec 10.

### **Adjournment**

Mr. Hunt moved to adjourn the meeting at 8:35 pm. Mr. Damiano seconded the motion. The motion carried unanimously.

Respectfully submitted,

  
Erin Hunt, Clerk