

# PLANNING BOARD

1 Liberty Lane  
Norfolk, MA 02056

## MEETING MINUTES

**Date of Meeting:** Monday, September 23, 2019

**Place:** Town Hall Room 124

### PLANNING BOARD MEMBERS ATTENDING:

**Chairman:** Walter Byron

**Vice-chairman:** John Weddleton (absent)

**Clerk:** Gary Searle

**Members:** Erin Hunt, Chad Peck (absent)

**Associate Member:** Peter Svalbe

**Others Present:** Rich McCarthy/Town Planner, Betsy Fijol/Administrative Asst., Josh Fiala/MAPC, Ilene Segal, Peter Chipman

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

### Public Hearings

None

### New/Old Business

#### **Discuss anticipated Zoning Bylaw amendments for Fall Town Meeting**

Mr. Byron explained that the special Planning Board meeting is to discuss anticipated Zoning amendments for November 19, 2019, Special Town Meeting. Amendments include Site plan approval; amendment to Aquifer and water supply and interim wellhead protection districts to add new Holbrook Street Zone II; amendments to the B-1 Zoning District, to include but not limited to use changes, building height, buffers, lot requirements, parking, building scale, building density, phased development, and building design.

Mr. McCarthy presented the following draft zoning amendments for discussion:

1. To see if the Town of Norfolk will vote to amend Section I.4.a.3. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

I.4.a.3. Phased Development. APPLICANTS shall be allowed to plan, plat and create proposed LOTS or BUILDING sites in anticipation of a known PLANNED MULTI-LOT DEVELOPMENT. **For any site with multiple buildings a phasing plan shall be required showing anticipated stages of partial completion and the timeframes associated with each stage. Multiple buildings that are part of the same development proposal may be phased provided the infrastructure required to support the full project is built in the first phase of the project. As part of the phasing plan assurance shall be provided** ~~or other proposal~~ which will furnish needed infrastructure for a particular property provided the Town is given surety or other binding assurance, ~~in a form and amount acceptable to the Planning Board,~~ that will insure that no construction occurs without the necessary infrastructure; or take any action relative thereto.

6. To see if the Town of Norfolk will vote to amend Section I.4.a.1 of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

I.4.a.1. Building Scale. ~~No Building FOOTPRINT, other than a GROCERY STORE, Municipal BUILDING, or VARIETY STORE, shall exceed 15,000 square feet. No GROCERY STORE or VARIETY STORE FOOTPRINT shall exceed 50,000 20,000 square feet. No Municipal BUILDING FOOTPRINT shall exceed 30,000 square feet; or take any action relative thereto.~~

7. To see if the Town of Norfolk will vote to amend Section I.4.a.4. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

I.4.a.4. ~~Pedestrian Ways and Street Trees. LOTS or BUILDING sites which are either newly developed from unimproved land or REDEVELOPED shall provide PEDESTRIAN WAYS and street trees in accordance with the Subdivision Regulations along the FRONTAGE SIDE(s) of the LOT. RESERVED;~~ or take any action relative thereto.

8. To see if the Town of Norfolk will vote to amend Section I.4.a.5. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

I.4.a.5. ~~Pedestrian Access. BUILDINGS shall generally be PEDESTRIAN WAY oriented and shall be physically and visually accessible to pedestrians from the PEDESTRIAN WAY. BUILDINGS shall provide pedestrian entrances that open to the front PEDESTRIAN WAY and may provide other entrances to the side or rear. Within the BUSINESS CORE, unless otherwise provided by Special Permit by the Planning Board, the FRONTAGE SIDE of each BUILDING, excepting a Municipal BUILDING, shall have not less than 70% of the length of its PEDESTRIAN WAY level street side facade comprised of doorways which provide physical access, and windows or other transparent elements of walls which provide visual access. Municipal BUILDINGS shall have not less than 30% of the length of its PEDESTRIAN WAY level street side facade comprised of doorways which provide physical access, and windows or other transparent elements of wall which provide visual access; RESERVED;~~ or take any action relative thereto.

9. To see if the Town of Norfolk will vote to amend Section I.4.a.6. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

I.4.a.6. Building Height and Facade. Within the B-1 District BUILDING HEIGHT shall not be more than ~~forty (40) feet~~ **forty six (46) feet** in height. ~~to the peak of the roof unless otherwise provided for by the Planning Board through a site plan approval process. In such cases, BUILDING HEIGHT may be extended up to forty-~~

~~six (46) feet to the peak of the roof for the purpose of accommodating pitched roof lines, but in no case shall the height exceed three and half (3 1/2) stories as measured from the street facing finish grade of the building or structure, including the third and half story within the pitched roof. All buildings shall have a pitched roof, or the look of a pitched roof (with a minimum of a 5:12 pitch) and consistent with architecture prevalent within Town Center. In the event that a flat roof is desired, the building shall have the look of a pitched roof, from the front, sides, and the rear, depending upon what may be visible from the street.~~

BUILDING HEIGHT shall not include any steeples, flag poles, weather vanes, or cupolas. The highest point of any such steeples, flag poles, weather vanes, or cupolas shall not exceed eighty (80') feet.

At least 60% of the vertical wall area of the FRONTAGE SIDE facade of a BUILDING shall be made up of vertical BUILDING wall, dormers, or a parapet or false facade to a minimum height of 20 feet;

I.4.a.6.a. Notwithstanding the provisions of I.4.a.6. above, a TOWN HALL shall have at least ten percent (10%) of the vertical wall area of its FRONTAGE SIDE facade (excluding porches) parallel with and aligned to the BUILD-TO LINE, and at least sixty percent (60%) of its FRONTAGE SIDE facade shall be made up of vertical building wall, dormers, or a parapet or false facade to a height of at least twenty (20) feet but not more than thirty (30) feet; or take any action relative thereto.

10. To see if the Town of Norfolk will vote to amend Section B. DEFINITIONS of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

~~HEIGHT, BUILDING - The vertical distance measured to the average height between the peak and the eave of the roof. from the grade to the top of the highest roof beams of a flat roof, or to the mean level of the highest gable or slope of a hip roof. When a BUILDING faces on more than one (1) STREET, the height shall be measured from the average of the grades at the center of each STREET front; or take any action relative thereto.~~

11. To see if the Town of Norfolk will vote to amend Section I.4.a.11. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

~~I.4.a.11. Residential Density. Residential DWELLING UNITS, except for ASSISTED LIVING FACILITIES, shall not have more than two bedrooms per unit. Residential densities, except for ASSISTED LIVING FACILITIES, shall not exceed the ratio of sixteen bedrooms for any single LOT or entire PMLD except by special permit. Residential densities for ASSISTED LIVING FACILITIES shall not exceed the ratio of 16 bedrooms per acre for any single LOT except by Special Permit by the Zoning Board of Appeals. RESERVED;~~ or take any action relative thereto.

12. To see if the Town of Norfolk will vote to amend Section I.4.b.1.A. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

~~I.4.b.1.A. No BUILDING, STRUCTURE, Use, PARKING AREA, driveway, vehicle circulation area, or other vehicle access way shall be located less than 50 feet from an adjacent parcel within a Residential Zoning District unless otherwise provided by Special Permit by the Zoning Board of Appeals;~~ or take any action relative thereto.

13. To see if the Town of Norfolk will vote to amend Section I.4.b.2. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

I.4.b.2. Within the Business Core:

(A) BUILD-TO LINE: ~~the any distance from~~ between six (6) feet and nineteen (19) feet from, and parallel with, the frontage line(s) of the lot. ~~as approved by the Planning Board unless otherwise provided by Special Permit by the Planning Board through a site plan approval process as part of a comprehensive streetscape plan based on existing or planned buildings on lots within the same block on both sides of the street.~~ **In multiple buildings on a site, only one (1) primary building is required to be located within the build to distance.**

(A)1. Notwithstanding the provisions of I.4.b.2.(A) above, the BUILD-TO LINE of a TOWN HALL shall be at least nineteen (19) feet and not more than one hundred twenty-five (125) feet from the FRONTAGE line of the LOT.

(A)2. Notwithstanding the provisions of I.4.b.2.(A) above, the BUILD-TO LINE of a MUNICIPAL BUILDING which is used as a Library, shall be at least ten (10) feet and not more than thirty-five (35) feet from the FRONTAGE line of the LOT.

(B) Minimum front YARD setback: ~~none~~ **6 feet**;

(C) Minimum LOT size: 4,000 square feet\* or ~~30,000~~ **15,000** square feet;

(D) Maximum LOT COVERAGE: 80 percent;

(E) Minimum side YARD setbacks: zero (0) feet;

(F) Minimum LOT FRONTAGE: 20 feet\* or 75 feet; and

14. To see if the Town of Norfolk will vote to amend Section F.7.b.1.a of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

<del>F.7.b.1.a. DWELLING UNIT, other than a SINGLE FAMILY DWELLING</del>	<del>1.5</del> <b>1</b> per unit
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15. To see if the Town of Norfolk will vote to amend Section F.11 SITE PLAN APPROVAL of the zoning bylaws by deleting the strikethrough language and inserting the new language in bold print.

16. To see if the Town of Norfolk will vote to amend Section D.4.d.2. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

D.4.d.2. The boundaries of the Water Supply Protection District are delineated on the Zoning Map dated ~~November 27, 2018~~ **November 19, 2019** which is depicted 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; or take any action relative thereto.

Mr. McCarthy will make the revisions to the draft zoning amendments based upon tonight's discussion and comments from the Board and public and will continue the review at the October 8, 2019 meeting.

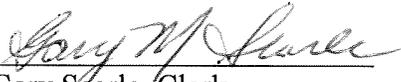
### **Meeting Schedule**

The next regular meeting was scheduled for October 8, 2019.

### **Adjournment**

Mr. Searle moved to adjourn the meeting at 9:40 pm. Mr. Hunt seconded the motion. The motion carried unanimously.

Respectfully submitted,

  
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Gary Searle, Clerk