

1 **Georgetown Planning Board Meeting Minutes – October 22nd, 2014**

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3 The Meeting was opened by Chair, Rob Hoover, at 7:05 PM, and was held at Georgetown Memorial Town Hall, One
4 Library Street, Georgetown, MA.

5
6 Board Members Present: Rob Hoover, Bob Watts, Tillie Evangelista, Harry LaCortiglia
7 Absent: Tim Howard
8 *(Tim Howard arrived at 7:37 p.m.)*

9
10 Howard Snyder, Town Planner
11 Mary-Ellen Feener, Administrative Assistant

12
13 **Approval of Minutes**

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15 The Meeting Minutes of August 27th, 2014 and October 8, 2014 were reviewed.

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17 H. LaCortiglia: Motion to approve the Minutes of August 27, 2014 and October 8, 2014.
18 T. Evangelista: Second.
19 Motion Carries: 4:0 - Unanimous.

20
21 **Correspondence**

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23 Two Public Hearing Notices from the Town of Boxford were shared with the Planning Board. The notices were
24 mailed to the Planning Board Office as required under Mass General Law due to the fact that Boxford and
25 Georgetown are abutting towns.

- 26
27
 - Town of Boxford: Zoning Board of Appeals – Variance at 179C Lake Shore Road.
 - Town of Boxford: Zoning Board of Appeals – Special Permit at 1 Hemlock Road.

28
29
30 **Vouchers**

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32 The Board reviewed three vouchers.

- 33
34
 - Gate House Media: Legal Ads for Zoning Amendments.
 - Town Planner: Expense Claim.
 - H.L. Graham and Associates: Technical Review (To be paid from the Turning Leaf ‘M’ Account).

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38 H. LaCortiglia: Mr. Motion to approve the invoice for Gate House Media \$514.36 and H.L. Graham for \$375.00
39 for a total of \$889.36.

40 T. Evangelista: Second.
41 Motion Carries: 4:0 - Unanimous.

42
43 **Discussion**

44 H. LaCortiglia questioned the voucher of \$63.06 for the Town Planner to be reimbursed for the purchase of food
45 and drink items for a monthly Town of Georgetown Department Head Meeting.

46
47 T. Evangelista: Motion to approve the invoice of \$63.06 for a Department Head Meeting expense.
48 RH: Second.

49
50 More Board Discussion

51 The Board and the Town Planner discussed the monthly Department Head Meetings.

52
53 The Town Planner explained that each Town of Georgetown Department is responsible for providing food and
54 drinks for the monthly Department Head Meeting which is held the first Tuesday of the month

55
56 The Town Planner explained that there are benefits to the Planning Board office for having a representative at
57 these meetings since these meetings are a good time for the Planner to connect with other
58 Boards/Commissions regarding current plans, applications etc. before the Planning Board.

59
60 R. Hoover: There is a motion to approve the invoice of \$63.06 for a Department Head Meeting expense.
61 Motion Carries: 4:0 - Unanimous.

62
63 **ANR Application – 27 Andover Street – K.C. Acquisitions, LLC. – Assessors Map 6C - Lot 93**

64 Plan of Land: 27 Andover Street.

65
66 H. Snyder gives an overview of the ANR application and the Planning Office’s review of the submitted materials. In
67 particular, the Town Planner’s concern of the creation of what may be a non-conforming lot if the ANR is endorsed.
68 This information was also provided by the Town Planner to the applicant of the ANR.

69
70 For the record, Town Planner H. Snyder read an email from the applicant dated October 21, 2014, in which the
71 Applicant stated she has withdrawn without prejudice the ANR application for 27 Andover Street:

72
73 “Dear Mr. Snyder, This is to inform you and the Planning Board that we will be withdrawing our ANR lot application
74 for the 27 Andover Street property, which is scheduled for tomorrow evening, October 22, 2014 without prejudice.
75 Kindly remove our application from the Agenda for tomorrow evening’s meeting/ Thank you for your assistance and
76 cooperation in this matter. Diane DiSanto, Kenneth Wilson, 548 Cabot Street, Beverly MA 01915.”

77
78 H. LaCortiglia: Motion to accept the withdrawal without prejudice.

79 T. Evangelista: Second.

80 Motion Carries: 4:0 - Unanimous.

81
82 *At 7:18 p.m. a five minute recess was taken by the Board. The Board stated to the public the preference of the*
83 *Planning Board to wait for Board Member Tim Howard to be in attendance for the next agenda item; a Public*
84 *Hearing for the Site Plan Approval for 70 Main Street.*

85
86 *The Meeting was reopened at 7:30 p.m. and Tim Howard arrived at 7:37 p.m.*

87
88

89 **Site Plan Approval Public Hearing - 70 East Main Street -- Assessors Map 6C – Lot 117**

90 Present in the public was the Applicant Mohammad Jammader, Attorney Gary Evans of Evans Law & Assoc., 65
91 Central Street, Georgetown, MA representing the Applicant.

92

93 The Owner Steven Bournakis who signed Site Plan Approval Application was not present for the Public Hearing

94

95 Chair R. Hoover opened the Public Hearing at 7:30 p.m.

96

97 Town Planner H. Snyder read the Public Hearing Notice for the record.

98

99 Attorney Gary Evans shared an overview of the application and the reasoning for the submittal of the application. He
100 shared the outcome of a recent Public Hearing held by the Town of Georgetown Zoning Board of Appeals for this
101 property. The Zoning Board of Appeals approved a Special Permit for retail sales and services use in the IA District,
102 finding that the application met the prerequisites necessary to grant a Special Permit for a change of a pre-existing
103 non-conforming use with conditions.

104

105 The Board reviewed the plan.

106

107 T. Evangelista asked if there were comments from the Fire Department.

108

109 H. Snyder explained that to date there was no comment from the Fire Department.

110

111 There was comment from the Police Department and the Water Department. Those comments had been shared
112 with Planning Board Members and the Applicant. The comments from both Departments are public record and are
113 available for review in the file at the Planning Board Office.

114

115 T. Evangelista asked about the dumpster located in the front of the building.

116

117 Attorney Evans stated that if the dumpster were to stay in the front of the building the owner would install a fence
118 around the dumpster.

119

120 H. LaCortiglia shared the Zoning Board of Appeals Decision and the specific Conditions of the Decision with the
121 Board and the Public.

122

123 Attorney Evans and the Planning Board reviewed each of the Conditions as stated in the Zoning Board of Appeals
124 Decision.

125

126 There were discussions between the Attorney Evans and the Planning Board about no idling signs, no loitering signs,
127 lighting, security cameras, parking spaces, the location of the dumpster and the fence/screening/sound barrier to be
128 erected between 70 Main Street and the abutting property located at 68 West Main Street.

129

130 There is a proposed Shared Use Trail on the property. The Town Planner explained the design for the Shared Use
131 Trail was at about 75% and the easement shown on the plan for the trail was estimated. The path alignment may be
132 subject to change and the limits of the easement may be changed.
133

134 The Town Planner suggested wording written on the plan could be “the 10 foot wide easement will follow the center
135 line of the future Rail Trail as determined by the final design.”
136

137 The Board asked that existing items currently on the property be labeled as existing on the Site Plan.
138

139 The Board requested the proposed fence and the proposed planting material be shown on the Site Plan.
140

141 The Board stated the Site Plan should show the fence with an elevation; showing the height and the construction
142 material.
143

144 The Board requested the Site Plan show the permanent placement of the dumpster and the screening/fencing for
145 the dumpster. The concrete pad for the dumpster should be shown on the Site Plan.
146

147 The Board and the Attorney Evans discussed the parking spaces.
148

149 The Board said the location of the Septic System should be shown on the Site Plan.
150

151 The Planning Board requested that the Applicant produce an updated Site Plan which illustrated that the conditions
152 as listed in the Decision written by the Zoning Board of Appeals were met.
153

154 R. Hoover said the parking spaces are not ADA compliant (American with Disabilities Act).
155

156 There was discussion between the Board, the Town Planner and the Attorney Evans if the parking has to be ADA
157 compliant.
158

159 The Town Planner suggested the Board state the responsibility of the Applicant to find out if the parking spaces
160 need to be up to current ADA standards. He further suggested that the Board simply state, in general terms, the
161 Board requires that all construction be completed to current requirements and standards.
162

163 R. Hoover asked if the legend on the Site Plan be reviewed by the Applicant and the Applicant’s Engineer and
164 suggested that they may choose to make changes.
165

166 The Board and the Attorney Evans did review the waivers listed on the plan; edits were suggested by the Board.
167

168 The Board and the Attorney Evans discussed the current signs. The current signs are light boxes.
169

170 The Town Planner suggested that if there was approval for the signs as they are shown on the current Site Plan that
171 the approval be shared with the Planning Board.
172

173 The Chair asked if there were any comments from the public.
174
175 The Applicant Mohammad Jammader asked about the proposed fence. Attorney Evans answered his question.
176
177 The Applicant said he would put the cameras up for his safety and that he may even exceed the proposed two
178 cameras. He asked what the Board would require if he added more cameras. H. LaCortiglia said optional camera
179 sites shown on the plan would be acceptable.
180
181 The Applicant asked about the specifications for the lighting.
182
183 R. Hoover reminded the Applicant of Georgetown's Bylaws regarding lighting and light trespass.
184
185 The Board asked if there were any further comments from the Board or the Public; there were none.
186
187 H. LaCortiglia: Motion to continue this public hearing to December 10th, 2014.
188 T. Evangelista: Second.
189 Motion Carries: 5:0 - Unanimous.
190
191 **Turning Leaf Definitive Subdivision Plan**
192 The Appeal Period for the Planning Board Decision for the Turning Leaf Definitive Plan Application is complete and
193 there were no appeals. During this meeting the Board would be signing the Mylar Plans for recording and two
194 required forms.
195
196 H. LaCortiglia: Motion to approve a Form M for the Turning Leaf Subdivision; date of issue October 24, 2014.
197 B. Watts: Second.
198 Motion Carries: 5:0 - Unanimous.
199
200 H. LaCortiglia: Motion to approve a Form G Covenant dated November 12, 2014 for the Turning Leaf Subdivision
201 B. Watts: Second.
202 Motion Carries: 5:0 - Unanimous.
203
204 H. LaCortiglia, B. Watts and R. Hoover signed the Mylar Plans which will be recorded at the Registry of Deeds.
205
206 H. LaCortiglia: Motion to adjourn.
207 B. Watts: Second.
208 Motion Carries: 5:0; Unanimous.
209
210 The Meeting was adjourned at 9:05 PM.
211 The Next Regularly Scheduled Meeting will be held on November 12th, 2014
212 in Georgetown Memorial Town Hall.