



TOWN OF EASTON
Department of Planning & Community Development

PLANNING & ZONING BOARD

Meeting Minutes
Monday, July 20, 2009

Present: Christine Santoro, Chair; Colin Gillis, Clerk; Gregory Strange, John Duggan, Peter Deschenes; Alice Savage, Town Planner; Pamela Almeida, Recording Secretary

Absent: Walter Johnson

Christine Santoro called to order at 6:30 p.m.

6:30 P.M. BOARD BUSINESS

1. Chair Report

Ms. Santoro wanted to look at the past year and the Board's accomplishments. Revising the rules & regulations and correcting some of the zoning rules & regulations. Looking forward inquiring to the Board of more areas that could be revised and work better. She discussed the joint meeting with the ConCom for Queset Commons went well and think should do more often, Her feeling is it gives a chance to learn from them and share information. Suggestions for the next year for the Board to work on include; accessory unit bylaw (AUB); rezoning the area from Hilliards to the Stoughton line, in particular the setbacks would need to be redefined; look at other areas in Town where the 40R zoning might apply; Mr. Strange's of idea building heights in comparison to surrounding area.

2. Election of Officers

Ms. Savage explains that the Board has to nominate a Chair and Clerk. The Chair then appoints the Capital Planning designee.

Mr. Santoro feels she has enjoyed her role as Chair and feels that if there are areas of change people would like to suggest or implement, please do so.

Motion to nominate Colin Gillis as Clerk, made by Gregory Strange, Christine Santoro seconded. Motion passes.

Motion to nominate Christine Santoro as Chair made by Gregory Strange, John Duggan seconded. Motion passes.

Motions to nominate to the Capital Planning and CPA committees suggested to continue to the next meeting to discuss in detail with the members of the Board. The current CPA is Christine Santoro and the current Capital Planning designee is Gregory Strange and will remain so at this time.

Mr. Strange explains that the Capital Planning Committee reports to the Finance Committee, all departments report to the committee and make suggestions for upcoming spending. Mr. Strange expresses that he has sat on this committee for the last three years and opens the opportunity to another Planning Board member.

Ms. Santoro explains that the CPA committee, which consists of members of other Town Boards look at applications for CPA funds and projects to recommend. Projects can consist of historical, affordable housing, conservation land and recreation usage. Peter Deschenes asked if anything has been done for the Prospect Street project. Ms. Savage reports a firm has been found and a draft contract has been drawn up.

3. Payment of Bills - Invoice for Smart Growth conference.

Ms. Savage explains the budget has been reorganized and the Board will need to vote on the upcoming conference to be attended by Gregory Strange in the amount of \$25.00.

Motion made to approved the \$25.00 invoice for the Smart Growth Conference, made by Colin Gillis, John Duggan seconded. Motion passes

Motion made to allow the Chair to sign the bills for appropriation of funds, Gregory Strange seconded. Motion passes.

4. Sign Approved Plans, Site Plan Review 646 Washington Street (D'Angelos - 08-22)

This plan was approved by the Board at their meeting held on January 14, 2009, however, the approved plan did not have a signature block. We have just received the mylar for signature, which the Board signs.

7:00 P.M. PUBLIC HEARING FOR AN ESTATE LOT (09-16)
312 Bay Road; Applicant: Kathy Humphrey, Bay Road Realty, LLC

Present: Frank Ribelin, Ribelin Land Surveyors.

Per plan entitled "Plan to Create Estate Lot, Easton, Ma", surveyed for William Humphrey and surveyed by Ribelin Land Surveyors, Inc., dated May 15, 2009, the purpose of this plan is to create Lot 1, which has 150' of frontage on Bay road, a contiguous upland area of 40,100 s.f. and contains an existing dwelling and to create Lot 2, which has 40' of frontage on Bay Road, and

contains a contiguous upland area of 80,490 s.f.. A Special Permit for an Estate Lot must be granted prior to the issuance of a building permit for Lot 2. A landscape restriction will be placed on Parcel "B", and a portion of Parcel "A" (see notes on plan listed above).

The proposed driveway and dwelling location for Lot 2 are on a plan entitled "Sanitary Disposal Plan, Lot 2, Bay Road, Easton, MA", prepared for William Humphrey and prepared by Ribelin Land Surveyors, Inc., dated February 12, 2009 and revised April 14, 2009.

Mr. Ribelin reads comments from a letter he received June 1, 2009, entitled Supporting Data for an Application for a Special Permit, dated May 15, 2009.

Mr. Ribelin submits recording deeds for the two lots.

Staff Review Estate Lot —File #09-16

Documents Reviewed:

- Application Form
- "Supporting Data for an Application for a Special Permit," submitted by Bay Road Realty, May 15, 2009
- Plan entitled, "Plan to Create Estate Lot" surveyed for William Humphrey by Ribelin Land Surveyors, May 15, 2009
- Plan entitled, "Sanitary Disposal Plan Lot 2 Bay Road" prepared for William Humphrey by Ribelin Land Surveyors, May 15, 2009

Project Summary

Proposal to construct one single-family dwelling via a Special Permit for an Estate Lot at Lot 2, 312 Bay Road.

Staff Planner Comments

Missing Information

Proof of recording for recently approved ANR plan; proof of common ownership of proposed estate lot and front lot.

Waiver Requests

None.

Compliance

Under section 7-4 A and of the Zoning By Law, and the requirements for the creation of a new Estate Lot under section 7-4 C of the Zoning By Law:

- ❖ The applicant submitted an Approval Not Required Plan depicting the estate lot and the conforming lot, which was the Plan.
- ❖ The building area is shown on the Plan, and the width of the estate lot at the widest portion of the building area is shown to be wider than 150 feet.
- ❖ The Plan shows that the lot width is at no point less than 40 feet and has frontage on Bay Road.

- ❖ Front, rear, and side yard set backs are shown on the Plan, and exceed those required in the district, which are 25, 20, and 15 feet, respectively.
- ❖ The area of the Estate Lot is at least double the minimum area normally required in the district, which is 40,000 square feet. The actual lot area of Lot 2 shown on the Plan is 194,463 square feet.
- ❖ The Brief indicates that site distances in both directions from the proposed driveway, shown on the Plan, “exceed 500ft.” This is in well in excess of what is typically regarded as a minimum safe site distance for a driveway (between 150 and 250 feet, depending on traffic conditions).
- ❖ The Plan submitted by the Applicant includes a grading and sloping plan, which has been certified by a licensed Professional Engineer, shows that minimal grading is proposed along the driveway, which would be unlikely to noticeably alter the drainage pattern.
- ❖ Deeds have not been submitted by the Applicant indicating that the lots contained by the premises are contiguous and held in common ownership by the Applicant.

Under section 12-7 of the Easton By Law:

- ❖ The Premises are located entirely within the Residential Zone, where Estate Lots are permitted.
- ❖ The requested use will create new housing, which is essential to public welfare, and the form of the housing is as a single-family home, which is desirable.
- ❖ The requested Special Permit will allow for the construction of one additional single-family home than would otherwise be allowed by the Zoning By Law on the Premises. One single-family home will not have measurable impact on vehicular or pedestrian safety, and will not cause the overload of any water or drainage system, or any other municipal system, or subject any area of the Town to hazards affecting health, safety, or the general welfare.
- ❖ The requested use, which is a single-family home, meets the requirements for use of Section VII of the Zoning By Law, which relevant section is Section VII-IV, Estate Lots, in that an Estate Lot can only be allowed in a Residential zone and a single-family house is allowed in that zone.
- ❖ The requested use will not impair the integrity or character of the District, which is largely characterized by single-family homes, nor be detrimental to the health or welfare of its inhabitants.

Recommendation

The applicant should submit deeds indicating that the property is held under common ownership, and proof of recording of the ANR plan which forms the basis of this plan.

Ms. Santoro asked how high the retaining wall is going to be, Mr. Ribelin reports it will be 5 feet high.

Motion to approve Estate Lot as submitted made by Colin Gillis, seconded by Gregory Strange. Motion passes.

7:20 P.M. SITE PLAN REVIEW STONEHILL COLLEGE (09-20)
Pilgrim Heights Modular Dorm Project

Present: Todd Pilling, Pilling Engineering; Bruce Boyer, Stonehill College

Per summary received from Pilling Engineering Group, Inc., dated June 29, 2009, the proposed project consists of installing five modular housing units to be utilized for student housing. The units are proposed to be located to the northeast of Casino Hall in the grass area between the existing walkway and parking lot 6. Parking for the modular units will be provided by the existing spaces located on campus. Existing lighting nearby at the walkways, building flood lights and parking lot poles will provide to serve the facilities. The proposed utilities, water, sewer and electric, will be accessed from the existing utilities which currently serve Flynn Hall and Casino Hall. Drainage for the site will be addressed by installing infiltration trenches to infiltrate roof runoff.

Staff Planner Review:

Documents Reviewed:

- “Pilgrim Heights Modular Dorm Project” prepared for Stonehill College by Pilling Engineering Group, June 29, 2009 revised July 14, 2009
- Application for Site Plan Approval, June 29, 2009, submitted on behalf of Stonehill College
- Stonehill College Base Map
- Comments from Fire Chief Thomas Stone, July 9, 2009 and July 16, 2009
- Letter from Todd Pilling, June 29, 2009
- Comments from Jack Marsh

Project Summary

The applicant has submitted a plan to construct 5 modular dorms at Stonehill College.

Staff Planner Comments

1. Proposed lighting is not shown on the plan.
2. Are any dumpsters proposed? If not, where will trash be taken?
3. Snow storage areas should be shown on the plan.
4. No landscaping is shown on the plan. Is none proposed?
5. If known, a note on the plan should indicate finished floor height.
6. The O&M Plan should amended to identify the party responsible for long-term maintenance.
7. Measures to be taken during construction (such as stabilization of adjacent areas prior to trench installation) to protect the stone trenches and other BMPs should be identified with a note on the plan
8. The detail for the stone trench should be amended to provide a provision for an overdig to remove the A and B soil horizons as well as other unsuitable materials in the event they are encountered below the proposed bottom of the trench.

Fire Chief Comments:

After reviewing the Site Plan submitted by Stonehill College for the “Pilgrim Heights – Modular Dorm Project”, I would like to submit the following comments at this time:

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1. The modular units will be equipped with residential type automatic fire sprinkler systems as well as smoke detectors and carbon monoxide detectors. The fire sprinkler systems will have to be tied into a water main feed source.
2. The modular unit fire sprinkler systems will have to be connected to a fire alarm radio master box in order to send a water flow alarm signal and or a sprinkler system tamper signal to the fire department. This may be accomplished by installing a separate radio fire alarm master box just for the modular units or, it may be connected to the radio fire alarm master box located in nearby Casino Hall as long as the fire alarm system in Casino Hall can support the additional signals.
3. Each individual modular unit must have an exterior alarm beacon visible from the access road to indicate the activation of any fire alarm system device (smoke detector, carbon monoxide detector, etc.).
4. The access road between the existing Pilgrim Heights Buildings and the proposed modular units must remain accessible to fire apparatus.
5. The existing fire hydrant located at the north/west end of the Pilgrim Heights parking lot (Lot # 6) must remain accessible to fire apparatus.

Water Department Comments:

The Water Division has reviewed the plans for Stonehill College - Pilgrim Heights Dorm Project and would like to offer the following comments:

1. The existing 8 inch water main located near Flynn Hall must be extended to run parallel to the proposed Modular Dorms and connect to the existing water main that is installed in the main roadway. This will allow for shorter water services and also improve water quality as it eliminates the existing dead end water main at Flynn Hall.
2. Each Dorm will be required to have a separate services for domestic and fire:
 - a. Each domestic service shall consist of a corporation stop, curb stop, curb box, main valve and water meter. The service pipe shall be at ¾" Type K copper in accordance with Water Divisions Rules and Regulations. If the project requires the installation of a meter pit(s) it shall be at the owner's expense.
 - b. Each fire service will be required to have appropriate backflow prevention devices to comply with the Drinking Water Regulations of Massachusetts 310 CMR 22.22. A Cross Connection Survey of each unit will be required by this department prior to the issuance of an occupancy permit.

Police Department had no comments.

Ms. Savage reports that in addition to the above comments the Water Department is requesting the town should be notified in writing as to the length of time these units will be

utilized. If the units were to become permanent the Water Division would require individual fire service lines to each unit.

Mr. Pilling refers to a revised plan dated July 20, 2009 which show the snow storage areas, and grass is proposed around all units, also the FEE (finished floor elevation) is noted.

Mr. Pilling submits a revised O&M plan dated July 20, 2009.

Ms. Savage further recommends:

1. In the O&M plan, the roof infiltration trenches have been properly installed prior to certificate of occupancy.
2. Approval of building permits timing to be the same as the previous approved modular units (5 years)
3. An annual report submitted to the Board indicating proper successful completion of the O&M, dated July 20, 2009.

Motion to a record of inspection of the roof infiltration trenches has been properly installed within 60 days of certificate of occupancy. The building permit shall be issued for no more than 6 years (to expire as the previously approved modular units; the stone trenches should be constructed last or else the earthen berm should be constructed to protect them, and the an annual report shall be made to the board indicating proper successful completion of the O&M plan, made by Colin Gillis as based on submitted revised plan dated July 20, 2009, seconded by John Duggan. Motion passes.

The Board signs the mylar (for our records) and a paper copy of the plan for the developer.

DECISION: PRELIMINARY SUBVISION PLAN (09-14)

(Continued from 6-22-09) Puddingstone Estates

Present: Todd Pilling

Project Summary

The applicant has submitted an application for Preliminary Subdivision Approval for a 5-lot Residential Compound off of North Main Street (across from Harvey Estates). A Definitive Subdivision Plan based on this Preliminary Subdivision Plan would require a Special Permit for a Residential Compound.

Ms. Savage reports the decision for a preliminary subdivision plan does not need to be recorded, however she drafted a summary of the Board's approval.

Todd Pilling submitted a revised plan based on discussion of the 6/22/2009 meeting, the plan is revised through June 23, 2009 (vegetated buffer).

Motion to approve preliminary plan with revisions through June 23, 2009 (A 25-wide, densely vegetated buffer is required around the perimeter of the project area (except where the 75's

buffer is required in the zoning) should be shown on the plan) made by Colin Gills, seconded by Gregory Strange. Motion passes.

DISCUSSION - Amendments to Rules & Regulations

Ms. Savage reports to the Board that changes made to the Administrative Rules & Regulations should be reviewed each July and would like to put these items on the August 17, 2009 meeting.

Ms. Savage asks the Board to review the memo she submitted, dated July 20, 2009, (see the following) and would like input from the Board on her recommendations and submit any other recommendations for changes. She furthers that a public hearing would be needed to address any proposed changes.

Motion to schedule a public hearing to review administration Rules & Regulations and Subdivision Rules & Regulations for August 17, 2009, made by Colin Gillis and seconded by Gregory Strange. Motion passes.

APPROVAL OF MINUTES

Motion to approve meeting minutes of June 8, 2009, was made by John Duggan, seconded by Colin Gillis motion passes. Gregory Strange and Walter Johnson unable to vote.

Motion to approve meeting minutes of June 22, 2009, was made by Peter Deschenes, seconded by John Duggan. Gregory Strange and Colin Gillis cannot vote, Walter Johnson absent.

ADJOURN

Motion to adjourn made by Gregory Strange, seconded by Peter Deschenes.

Respectfully submitted by Pamela Almeida, Recording Secretary

Signed by,

Date