

**Minutes of Meeting
Grafton Planning Board
February 24, 2014**

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A regular meeting of the Grafton Planning Board was held on February 24, 2014 in the Finance Committee Meeting Room at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman David Robbins, Vice-Chair Michael Scully, Clerk Edward Prisby, Robert Hassinger, Sargon Hanna and Associate Member Mathew Often. Staff present was Town Planner Joseph Laydon and Assistant Planner Ann Morgan.

Chairman Robbins called the meeting to order at 7:00 p.m. and welcomed Mr. Laydon as the new Town Planner.

Mr. Prisby announced that he will not be seeking re-election and encouraged anyone interested in serving on the Planning Board to take out papers at the Clerk's office. Chairman Robbins noted that if the Associate Member decides to run for the Planning Board member seat, they frequently move into the vacancy which then creates an Associate Member vacancy.

ACTION ITEM 1-A – CALENDAR YEAR 2013 ANNUAL PLANNING BOARD REPORT

The Board discussed corrections to be made with Ms. Morgan. Mr. Prisby requested Ms. Morgan strike the statement regarding the Planning Board's on-going monitoring of implementation of the Grafton Comprehensive Plan with the reasoning that the Board has not actively pursued this agenda item during the year.

MOTION by Mr. Hanna, **SECOND** by Mr. Hassinger, to approve the draft Report of the Planning Board with the corrections and changes as discussed. **MOTION** carried unanimously 5 to 0.

Mr. Hassinger asked that Staff not routinely include the Discussion Item of Comprehensive Plan on the meeting agenda unless the Board has something specific to talk about. Chairman Robbins suggested that Planning Board members bring their thoughts to the next meeting for how they want to handle the Comprehensive Plan discussion.

Chairman Robbins received unanimous consent to defer the Discussion Item 2-A regarding Zoning By-Law Revisions until after the public hearings.

STAFF REPORT

Ms. Morgan informed the Board that they were scheduled for a 12:10 p.m. meeting on March 15 with the Finance Committee for the Planning Board Budget hearing.

Ms. Morgan remarked that there are four positions left to fill on the Mill Villages Advisory Committee, one of which will give the Committee a quorum. Ms. Morgan also added that the memorial brick orders have been extended to April 4, allowing time for completion by the June 14 Flag Day Concert.

Ms. Morgan stated that Attorney Antonellis had filed the Modification to MRSP 2013-2 “Grafton Hill” Subdivision this morning, submitting abutter notification requirements, the revised concept information and plans, and submission to Graves Engineering for peer review.

Ms. Morgan noted that copies of the Graves Engineering Scope of Services for the Tufts Grafton Campus Amended Master Plan submission were copied to the Board and that the peer review amount of \$3,400.00 had been coordinated between Jean Poteete, Senior Campus Planner for Tufts University and Jeffrey Walsh of Graves Engineering. The Board briefly discussed if more than one quote was required.

Ms. Morgan informed the Board that the Board of Selectmen have requested the Planning Board attend their March 11 workshop meeting for a general update/status with the new Town Planner Joseph Laydon. Mr. Hassinger asked if it was possible to set a definite time for the Board on the agenda.

MOTION by Mr. Hassinger, **SECOND** by Mr. Prisby, to schedule a joint meeting with the Board of Selectmen for Tuesday, March 11, 2014 at a pre-arranged time. **MOTION** carried unanimously 5 to 0.

Ms. Morgan reminded the Board that she needed the Board’s decision on the Graves Engineering Scope of Services for the Tufts University Grafton Campus Amended Master Plan.

MOTION by Mr. Hanna to authorize Graves Engineering to proceed with the Scope of Services for the Tufts University Grafton Campus Amended Master Plan.

DISCUSSION: Ms. Poteete stated she had no objection to the price and did not wish the Board to request another quote.

SECOND by Mr. Prisby. **MOTION** carried unanimously 5 to 0.

BILLS

The bills were circulated and signed.

MINUTES OF PREVIOUS MEETINGS

MOTION by Mr. Scully, **SECOND** by Mr. Hanna, to approve the draft open session minutes of February 10, 2014 with the corrections noted. **MOTION** carried unanimously 5 to 0.

REPORTS FROM PLANNING BOARD REPRESENTATIVES ON TOWN COMMITTEES AND CMRPC

Mr. Hassinger stated that he had attended a Community Development meeting with CMRPC regarding the DLTA Commission which supports Planning initiatives submitted by Towns. Mr. Hassinger noted that they spoke of a Housing initiative consisting of 17 communities, but that Grafton was not on the list. Mr. Prisby asked if there was a deadline for the applications and was told this round had ended, but that there will be opportunities for additional applications at a later date.

The Board had a brief discussion concerning the success of the meeting at the South Grafton Community House with Secretary Bialecki in regard to the Mill Village Park site.

PUBLIC HEARINGS

SPECIAL PERMIT (SP2014-1) JOHN CARLSON (APPLICANT/OWNER) – 42 OLD UPTON ROAD – ACCESSORY APARTMENT

Mr. Prisby read the legal notice and Chairman Robbins opened the public hearing. Applicant John Carlson was present for the hearing.

Mr. Carlson reviewed the his plan for the accessory apartment, informing the Board that his son will be purchasing the property in the future and that he understands he will be required to revisit the Planning Board for a new special permit in his own name. The Board reviewed the conditions typically attached to an accessory apartment. Mr. Carlson stated he understood the Board's position regarding accessory apartments. Mr. Hanna noted the Town Engineer's comment regarding a road opening permit being required.

MOTION by Mr. Scully, **SECOND** by Mr. Hanna, to close the public hearing and direct Staff to draft a decision, taking into consideration all the information received and the findings and conditions discussed. **MOTION** carried unanimously 5 to 0.

SPECIAL PERMIT (SP 2014-2) JOHN A. GEMME (APPLICANT) – PAUL SERRA (OWNER) – 7 LAKEVIEW DRIVE – ACCESSORY APARTMENT

Mr. Prisby read the legal notice and Chairman Robbins opened the public hearing. Applicant John Gemme was present for the hearing.

Mr. Gemme informed the Board the owner was creating an accessory apartment on the second floor of their home for their two daughters, that they will use the main entrance, and that a small deck will be added from the apartment as a second means of egress. Mr. Gemme noted that he was waiting for a Zoning variance on the property and was unsure if this would affect the Planning Board moving forward with a decision on his application. Chairman Robbins stated that the Board can either move forward with a decision and hold off on the voting or address the ZBL variance results in the conditions. The Board reviewed with the applicant and the owner the conditions that are typically attached to an accessory apartment decision.

MOTION by Mr. Scully, **SECOND** by Mr. Hassinger, to close the public hearing and to direct Staff to draft a decision, taking into consideration all the information received and the findings and conditions discussed. **MOTION** carried unanimously 5 to 0.

SPECIAL PERMIT (SP 2014-3) CHARLES R. MONTGOMERY, JR. (APPLICANT/OWNER) – 18 TAFT MILL ROAD – ACCESSORY APARTMENT

Mr. Prisby read the legal notice and Chairman Robbins opened the public hearing. Michael Weaver of Guerriere & Halnon, Inc. was present at the hearing for the applicant.

Mr. Weaver reviewed the submitted application and plans for the accessory apartment, noting it was for family members. The Board reviewed the Board's conditions typically attached to the accessory apartment decisions. Mr. Weaver acknowledged that the applicant was fully aware of the conditions.

MOTION by Mr. Scully, **SECOND** by Mr. Hassinger, to close the public hearing and to direct Staff to draft a decision, taking into consideration all the findings and conditions discussed. **MOTION** carried unanimously 5 to 0.

SPECIAL PERMIT (MRSP 2013-9) CASA BUILDERS & DEVELOPERS CORP. (APPLICANT) – MAINTANIS REALTY TRUST (MAP 97, LOT 22A) AND WILLIAM J. & MARY J. MAINTANIS & STEPHEN A. WILSON (MAP 98, LOT 2), (OWNERS) – “GRISTMILL VILLAGE” SUBDIVISION – 4 GRISTMILL ROAD & 102 PLEASANT STREET

Chairman Robbins opened the public hearing. Present for the hearing were Julie Venincasa of Casa Builders & Developers Corp. and John Grenier of J. M. Grenier Associates.

Mr. Grenier stated that as requested at the last meeting, he has examined the potential alternatives to the Conventional Plan submitted which had 15 building lots using two access roads. Mr. Grenier presented the Board with a conceptual layout plan of 10 lots with one access off of Pleasant Street (Road A) and a second cul-de-sac (Road B) off of Road A. Mr. Grenier noted this layout would require waivers to allow a roadway length of 600 feet for Road A, with a total roadway length of 650 feet from the center of Road B cul-de-sac to Pleasant Street. Mr. Grenier added that this revised layout will not require any waivers for cut or fill within the right-of-way, and will gain sewer service off Pleasant Street with some easements for sewer and drainage.

Mr. Hassinger expressed concerns for the 600 foot road length, suggesting eliminating one lot to cut down Road A length to under 600 feet and cutting Road B down by 50 feet.

Chairman Robbins suggested the possibility of exploring a revised flexible plan, noting that the Board may be more inclined to relax constraints with a flexible plan over a conventional plan. The Board discussed with Mr. Grenier the possibilities of flexible plan bonuses.

Mr. Hassinger wished to note that Staff had received CMRPC support while between Town Planners and they had agreed with the Planning Board opinions on the subdivision.

Mr. Scully pointed out that although there is better site configuration with the revised layout, there is still road intersection distance to contend with to the right and to the left of Road A.

James Holland of 6 Gristmill Road asked if the road intersection distances for two separate sides would require two waivers from the Planning Board.

Lee Kaufman of 96 Pleasant Street asked whether the traffic study information for Gristmill Road take into consideration the viewing obstruction to Road A, which is even worse at a lesser distance. Mr. Grenier noted that the Board had previously reviewed the materials submitted for the sight line issues which were associated with Gristmill Road and not for Pleasant Street. Mr.

Kaufman stated that there is a significant dip in the roadway at 92 to 94 Pleasant Street which affects the sight line significantly. Mr. Hassinger added that the Planning Board will go and view the sight lines associated with the project plans as soon as the weather is better.

Chairman Robbins informed Mr. Grenier that he should have sufficient information from the Planning Board to get to the next step of what the Board is looking for. Mr. Grenier responded that he will talk to his client concerning the alternative of going with a flexible plan and will prepare a modified conventional and flexible plan to present at the next meeting.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully, to accept the applicant's written request to continue the public hearing to Monday, March 10, 2014. **MOTION** carried unanimously 5 to 0.

Chairman Robbins received unanimous consent to return to Discussion Item 2-A – ZBL Revisions.

The Board resumed their discussion from the previous meeting on the Sign By-Law provisions for the temporary signs for profit/nonprofit and portable signs, including sandwich board and shark fin signage. The Board acknowledged issues to be resolved with clarification of definitions and specific guidelines. Mr. Scully suggested the Board move forward in more incremental baby steps of addressing issues that will pass at Town Meeting rather than one larger group of issues that may fail. Mr. Hassinger added that he still sees the importance of dealing with the inconsistencies that need to be fixed also.

In conclusion, Chairman Robbins suggested the Board members write down a list of things that they feel need to be identified/fixed and bring it to the next Planning Board meeting at which time it can be figured out how the Board wants to handle the issues needing to be addressed and to propose solutions. Chairman Robbins asked Board members to write down their thoughts for the Master Plan and their thoughts for the Sign By-Law issues.

Mr. Scully suggested Board members submit their ideas for discussion to the Planning Office Staff, who will consolidate comments received and submit the information for the next Planning Board meeting.

MOTION by Mr. Scully, **SECOND** by Mr. Prisby, to adjourn the meeting. **MOTION** carried unanimously 5 to 0.

The meeting was adjourned at 9:02 p.m.

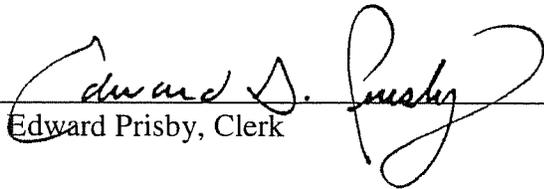
EXHIBITS

- **Action Item 1A - 2013 Annual Planning Board Report (Calendar Year)**
 - Draft, Report of the Planning Board 2013, 3 pages.
- **Item 3 – Staff Report**

- FY2015 Budget – Town of Grafton, Massachusetts, Planning – 175 Summary; no date; 3 pages.
- Scope of Services, Peer Review – Tufts University Amended Master Plan; prepared by Graves Engineering, Inc.; dated and received February 21, 2014; 1 page.
- **Item 5 – Minutes of Previous Meeting**
 - Draft Meeting Minutes, Grafton Planning Board, February 10, 2014; 8 pages.
- **Public Hearing 9A –Special Permit (SP 2014-1) John Carlson (Applicant/Owner) –** Application for Special Permit / Site Plan approval for an accessory apartment on property located at 42 Old Upton Road.
 - Application for Special Permit, dated August 12, 2013, received January 10, 2014; 1 pages
 - Application for Site Plan Approval, dated August 12, 2013, received January 10, 2014; 1 page.
 - Correspondence from Application, project description; dated and received January 10, 2014; 1 page.
 - List of Waiver Requests; received January 10, 2014; 2 pages.
 - Plan, 11” x 17” black & white, Proposed Addition Plot Plan Located at 42 Old Upton Road, Grafton, Massachusetts; prepared by Land Planning, Inc., dated July 26, 2013; received January 10, 2014; 1 page.
 - Plan, proposed addition layout, no author, no date; received January 10, 2014; 1 page.
 - Town of Grafton GIS color map, 8 ½ " x 11"; showing site – 42 Old Upton Road; received January 10, 2014; 2 pages.
 - Return Memorandum, Departmental Project Review, Town Engineer; received January 28, 2014; 2 pages.
 - Plan set, Proposed Addition for Carlson Residence, 42 Old Upton Road; 11" x 17", black & white; prepared by John Marro III, A.I.A.; 5 sheets including elevations, floor plans & construction details; dated December 31, 2012, received January 10, 2014.
- **Public Hearing 9B: Special Permit (SP 2014-2) John A. Gemme (Applicant) – Paul Serra (Owner) –** Application for Special Permit / Site Plan approval for an accessory apartment on property located at 7 Lakeview Drive.
 - Application for Special Permit, dated January 6, 2014, received January 30, 2014; 1 pages
 - Application for Site Plan Approval, dated January 6, 2014, received January 30, 2014; 1 page.
 - Correspondence from Application, project description; no date; received January 30, 2014; 1 page.
 - List of Waiver Requests; no date; received January 30, 2014; 1 page.

- Plan, 8 ½ x 11”, black & white; Proposed 2nd Story, Plot Plan of Land, 7 Lakeview Drive; prepared by Chappell Engineering Associates, LLC; dated January 24, 2014; received January 30, 2014; 1 page.
- Map, 8 ½ x 11”, black & white; site location; generated by the Town of Grafton GIS system; submitted by the Applicant; received January 30, 2014; 1 page.
- Property Record Card, 7 Lakeview Drive; generated from the Town of Grafton GIS system; submitted by the Applicant on January 30, 2014; 1 page.
- Proposed floor plans and elevations; black & white, 8 ½ x 11”; no author; no date; received January 30, 2014; 6 pages.
- Return Memorandum, Departmental Project Review, Zoning Board of Appeals; received January 30, 2014; 2 pages.
- **Public Hearing 9C: Special Permit (SP 2014-1) Charles R. Montgomery, Jr. (Applicant/Owner)** – Application for Special Permit / Site Plan approval for an accessory apartment on property located at 18 Taft Mill Road.
 - Application for Special Permit, dated January 30, 2014, received January 31, 2014; 1 pages
 - Application for Site Plan Approval, dated January 30, 2014, received January 31, 2014; 1 page.
 - Correspondence from Guerriere & Halnon, Inc., Special Permit / Site Plan Review Application - #18 Taft Mill Road, Lot 40, for an accessory apartment; dated January 30, 2014; received January 31, 2014; 3 pages.
 - Correspondence from Guerriere & Halnon, Inc., #18 Taft Mill Road, Lot 40; dated January 30, 2014; received January 31, 2014; 1 page.
 - Correspondence from Applicant and Owner., #18 Taft Mill Road - Lot 40 Special Permit / Site Plan Review Application; dated January 30, 2014; received January 31, 2014; 1 page.
 - Plot Plan, 8 ½ x 11”, black & white Plot Plan of #18 Taft Mill Road in Grafton Mass.; prepared by Guerriere & Halnon, Inc.; dated January 30, 2014; received January 30, 2014; 1 page.
 - Foundation Plan and Modified First Floor Plan for The Blackstone model; 11 x 17”, black & white; prepared by WBG Construction; dated December 2006; received January 31, 2014; 2 pages.
 - Color Photographs of a house, 8 ½ x 11”; no reference; no date; received January 31, 2014; 4 pages.
- **Public Hearing 9D: Special Permit (MRSP 2013-9) Casa Builders & Developers Corp. (Applicant) – Maintanis Realty Trust (Map 97, Lot 22A) and William J & Mary J Maintanis & Stephen A. Wilson (Map 98, Lot 2), (Owners)** – Application for a Major Residential Special Permit for a Residential Development (15-lot Conventional / 18-lot Flexible) on property located at 4 Gristmill Road & 102 Pleasant Street. (Con’t from 01/27/14)

- Correspondence from J.M. Grenier Associates, Inc., Major Residential Development Special Permit, “Gristmill Village”; dated and received February 21, 2014; 1 page.
- Plan, 24” x 36” black & white; “Gristmill Village” Major Residential Development, Conventional Development Plan, Grafton, Massachusetts, Conceptual Layout Plan; prepared by J. M. Grenier Associates, Inc.; dated and received February 21, 2014; 1 page.


Edward Prisby, Clerk