



PEMBROKE PLANNING BOARD MINUTES

MONDAY, MAY 1, 2017

PRESENT: Daniel Taylor (Chairman), Rebecca Coletta (Vice-Chairman), Thomas Irving (Clerk), Brian VanRiper (Board Member), Andrew Wandell (Board Member), Matthew Heins (Planning Board Assistant), Peter Palmieri (Merrill Engineering), Donald McGill, John Duggan (Town Government Study Committee), Robert Clarke (Conservation Commission Field Agent), and Sabrina Chilcott (Executive Assistant to the Town Administrator).

Chairman Daniel Taylor opened the meeting by reading the Chairman's statement.

PUBLIC HEARINGS FOR PROPOSED SITE PLAN AT 220 CENTER STREET

Mr. Taylor re-opened the public hearings for Site Plan #SP1-17, a proposed mixed use project at 220 Center Street. These were two public hearings running concurrently, one for site plan approval, and one for architectural appearance or style. (Originally it was three public hearings running concurrently, but the hearing for special permits was closed on April 24, 2017.) The project as originally proposed consisted of fourteen (14) cottage-style condominium units, two (2) two-bedroom apartments, and 2,000 square feet of commercial space. The applicant (developer) is Donald McGill.

Mr. McGill presented the latest version of his proposed design to the board. The conversation focused mainly on the largest building of the project, facing Center St. and containing the commercial space and two apartments, and the site planning around it. Mr. McGill explained the new configuration of the building and its parking. He presented two options for the building, one with a 2,550-square-foot footprint and the other with a 3,000-square-foot footprint.

Mr. McGill and the board talked about the proposed location of the dumpster and the possible arrangements for trash pickup. The status of neighboring properties was discussed. Several board members and Mr. McGill went over the location and configuration of the sidewalk within the project. The discussion also encompassed the configuration of the landscaping and two condominium units further back, and the arrangements for fire protection.

A few board members and Mr. McGill conversed about the architectural design of the building, and the transition from brick to clapboard/shingle siding.

Ms. Coletta made a motion to approve proposed Site Plan #SP1-17 for a mixed use project at 220 Center Street, based on the plan submitted May 1, 2017, subject to conditions to be approved including but not limited to the board's approval of a landscape plan and final minor revisions to this plan as discussed at this meeting. Mr. Wandell seconded the motion, and the board voted unanimously in favor.

Mr. VanRiper made a motion to close the portion of the public hearing regarding site plan approval, Mr. Wandell seconded the motion, and the board voted unanimously in favor.

Mr. VanRiper made a motion that the architectural renderings submitted will remain open for review along with the aforementioned landscape plan, for the structure to be built at 220 Center St., a commercial building with residential apartments, with the renderings, elevations and drawings dated May 1 provided with agreed improvements. Mr. Wandell seconded the motion, and the board voted unanimously in favor.

Mr. VanRiper made a motion to continue the public hearing for architectural style and appearance to May 22, 2017 at 7:00 pm, Mr. Wandell seconded the motion, and the board voted unanimously in favor.

DISCUSSION OF PROPOSED ZONING BYLAW AMENDMENTS AFFECTING THE CENTER PROTECTION DISTRICT

The board members discussed the two proposed zoning bylaw amendments, on the warrant for annual town meeting, affecting the Center Protection District: the proposed zoning bylaw regarding the spatial extent of the Center Protection District, and the proposed zoning bylaw to disallow the mixed use option in the Center Protection District.

Looking over a map, Mr. VanRiper and the other board members went over the lots within the Center Protection District that extend back farther than 300 feet, of which there are only a few. The history of some of the properties, and their development potential, was explored.

The board members and Mr. Heins also conferred about how to present the proposed zoning bylaw amendments, and whether to adjust them, at annual town meeting.

DISCUSSION ABOUT PROPOSED DEPARTMENT OF MUNICIPAL INSPECTIONS

John Duggan, of the Town Government Study Committee, came before the board to describe the proposed Department of Municipal Inspections, an article on the warrant for annual town meeting. The article has been modified so as not to include the Planning Board, but Mr. Duggan explained how

planning functions and the Planning Board would be impacted if they were included within the department.

Mr. Duggan argued that this proposed department (which would comprise the Building Department, the Board of Health, the Conservation Commission and the Zoning Board of Appeals, as per the current article on the warrant) would help town hall run more efficiently, streamline services and consolidate files. Staff would be cross-trained so that certain offices could always be open even if a staff member was out.

The board members, Mr. Heins and Mr. Duggan talked about whether it is appropriate for planning functions to be merged with a department of building inspections. The conversation also dealt with the history of the position that reports to the Planning Board. Mr. Wandell pointed out that there would be benefits to having a more streamlined review process for applicants.

The board members, Mr. Heins and Mr. Duggan discussed how such a proposed department would change the roles of the staff and the boards, and what the Planning Board's authority would be if planning functions were included in the department. Mr. Duggan gave an account of how his committee developed the idea for a consolidated department.

The board members and Mr. Duggan discussed how development could be streamlined through one application. Mr. Wandell questioned what benchmarks could be used to gauge a new department's success. A broader discussion followed about how staffing would be organized and allocated under such a department. There was a conversation about the process of hiring the current Planning Board Assistant, Mr. Heins.

DISCUSSION WITH ROBERT CLARKE ABOUT PROPOSED BRISAN WAY EXTENSION SUBDIVISION

Robert Clarke, Conservation Commission Field Agent, came before the board to explain an issue that relates to the proposed Brisan Way Extension subdivision and stems from the original Brisan Way subdivision (officially known as 37 Old Washington St.).

The Conservation Commission's order of conditions was originally written for the one large property that was eventually subdivided into three lots for the original Brisan Way subdivision, so it still applies to the lot that currently contains the house. The potential seller of the house now wishes to have a certificate of compliance in order to make the deed "clean," but the existing order of conditions still applies and would stay with the deed unless the Conservation Commission "releases" it. For this reason, Mr. Clarke wanted to be sure that the Planning Board regards the original Brisan Way subdivision as acceptably completed, because once the Conservation Commission "signs off" on the conditions, one cannot enforce them any longer.

The Planning Board and Mr. Clarke had a detailed discussion of the relevant issues. The board advised Mr. Heins (Planning Board Assistant) to write up a memorandum to the Conservation Commission stating that the Planning Board has no open issues with the original Brisan Way subdivision. Mr. Clarke indicated his satisfaction with this approach.

REVIEW OF ROUTINE ADMINISTRATIVE MATTERS

Mr. VanRiper made a motion to approve the minutes of Monday, April 24, 2017, as written. Mr. Wandell seconded the motion, and the board voted unanimously in favor.

Sabrina Chilcott (Executive Assistant to the Town Administrator) briefly talked with the board about using zoning to promote economic development and the challenge of bringing a hotel into town.

Mr. Heins and the board briefly discussed his upcoming vacation plans.

Mr. Heins explained that the developer of 593 & 595 Washington St. (also known as Jefferson Square) had requested an extension of the time for completion. Mr. VanRiper made a motion to approve the developer's extension request for Site Plan #SP2-13, entitled 593 & 595 Washington St., until June 1, 2018, as submitted. Mr. Wandell seconded the motion, and the board voted unanimously in favor.

Mr. Heins and the board discussed the draft conditions for the Brisan Way Extension subdivision, and where the project currently stands.

Mr. VanRiper made a motion to adjourn the meeting, Mr. Irving seconded the motion, and the board voted unanimously in favor.

The next regular meeting of the Planning Board will be held on Monday, May 8, 2017 at 7:00 pm.

Respectfully submitted,

Matthew Heins, Planning Board Assistant