



PEMBROKE PLANNING BOARD MINUTES

MONDAY, OCTOBER 30, 2017

PRESENT: Rebecca Coletta (Board Chairman), Andrew Wandell (Board Vice-Chairman), Thomas Irving (Board Clerk), Paul Whitman (Board Member), Matthew Heins (Planning Board Assistant), Robert Galvin (Attorney), Justin Mosca (VHB), Brian McKenna (Cannon Design), Mark Clayton (CBRE), Emma Jones (CBRE) and Peter Palmieri (Merrill Associates).

Chairman Rebecca Coletta opened the meeting by reading the Chairman's statement.

DISCUSSION ABOUT PROPOSED MEDICAL BUILDING AT 15 CORPORATE PARK DRIVE

Attorney Robert Galvin, Justin Mosca (civil engineer with VHB), Brian McKenna (architect with Cannon Design), Mark Clayton (of CBRE), and Emma Jones (of CBRE) came before the board to discuss a proposed medical building at 15 Corporate Park Drive, near the intersection of Corporate Park Drive and Oak Street.

Mr. Galvin introduced the project. The user would be Harbor Medical Associates (part of the Partners medical group), which intends to construct a 30,000-square-foot new building, consisting of two floors, on a six-acre site. The site is part of a larger property, and a Form A (Approval Not Required) will be necessary to create the new parcel. The building would replace Harbor Medical Associates' existing facility at another location in Pembroke. The site plan application has not yet been submitted. Mr. Galvin explained that a variance will be requested from the Zoning Board of Appeals for a technical (and archaic) issue arising from the zoning bylaws, and that a waiver will be needed for the amount of glass on the building façade.

Mr. Mosca described the civil engineering aspects of the project. There will be about 185 parking spaces. The septic requirements will be substantial, and the soil is not ideally suited for it, so the septic system will be large and probably located below the parking lot. Therefore the parking lot will be at a rather high elevation, raised about seven feet above Corporate Park Drive. About 20,000 to 30,000 cubic yards of fill will be brought in.

Mr. McKenna described the design and layout of the building, which will include primary care, secondary care and urgent care. He explained that most of the glazing will face towards Oak Street, with only a few windows on the other three sides of the building. The building will not meet the requirement for windows to cover 50% of the side oriented to the street, and so a waiver will be

requested for this. The board and Mr. McKenna talked about the screening of the equipment and HVAC system on the roof. Various other aspects of the design were discussed. Mr. Mosca went into additional detail about how the site plan will control stormwater.

Ms. Jones described the anticipated staffing levels at the facility, with regard to the number of doctors and other employees. The building will be substantially larger than Harbor Medical Associates' current building in Pembroke, and will employ more people. The urgent care portion of the building would be open extended hours.

A discussion took place about the Form A that will be done, the current size of the entire property, the variance that will be needed, the town's zoning bylaws, and the traffic the project will generate.

DISCUSSION ABOUT ZONING BYLAWS, ZONING MAP, AND ONLINE G.I.S. MAPS

Peter Palmieri of Merrill Associates came before the board to talk about the town's zoning bylaws, the town's zoning map, and the GIS maps on the web.

It has previously been noted that some discrepancies exist between the zoning map and the text of the zoning bylaws, in terms of the geographic extents of the zones. Mr. Palmieri and the board discussed this situation. (In Pembroke it is the text of the zoning bylaws that has legal force, with the map being for representational purposes only.)

The board members and Mr. Palmieri talked about the complexities of how zoning bylaws are written, and the ways the spatial areas of zones can be described textually. Particular problematic locations and situations were discussed.

Mr. Whitman noted that the board should be receiving a digital file of the original plan and/or as-built plan for each subdivision. This led to a detailed discussion about the appropriate digital formats for these plans, the accuracy of these drawings versus the GIS maps on the web, the quality of the drawings at the Registry of Deeds, and various other issues. The board further discussed whether digital files should be received on disk, by email, or otherwise. The board asked Mr. Heins to communicate with D.P.W. and the Assessors about which digital format they would prefer.

A conversation took place about whether the town's zoning areas should be shown on the web-based GIS maps. The benefits and drawbacks of this were discussed. The discussion turned back to particular discrepancies between the zoning map and the text of the zoning bylaws, and also the location of the historic districts. Ultimately, the board decided not to try to make changes to the zoning map or the text of the zoning bylaws, and not to have the zoning areas shown on the online GIS maps.

APPROVAL OF COVENANT RELEASES FOR THREE LOTS IN BRISAN WAY EXTENSION SUBDIVISION #1603

Mr. Galvin came before the board to seek covenant releases for three lots within Brisan Way Extension Subdivision #1603, which was approved by the board several months ago. The relevant

parcels are Lot 1A, Lot 2A, and the Open Space Lot, as shown on the subdivision drawings. Lots 1A and 2A are already accessible by the road that currently exists, and so there is no need to restrict their development or resale by covenant. The Open Space Lot is meant to be donated to the town.

Mr. Whitman made a motion that the board release the three lots requested [Lot 1A, Lot 2A, and the Open Space Lot]. Mr. Wandell seconded the motion, and the board voted unanimously in favor. Mr. Galvin presented the relevant paperwork he brought, and the board discussed the mechanics of signing and notarizing the covenant releases. Ms. Coletta and Mr. Galvin went over the verbiage of the covenant releases.

Ms. Coletta, Mr. Whitman and Mr. Irving signed the covenant releases, and it was agreed that Mr. Wandell would sign them the next day at town hall in the presence of a notary.

The board and Mr. Galvin talked about the prospect of a hotel being built someday on one of the properties in Pembroke near Route 3.

DISCUSSION ABOUT MODIFIED DESIGN OF BRISTOL ESTATES SUBDIVISION #1701

The board discussed Bristol Estates Subdivision #1701 at 73 Taylor Street, with a modified plan now consisting of seven (7) single-family houses which was previously approved by the board. Mr. Heins had prepared the revised final conditions of approval for the subdivision, but it was not possible to have a vote on it, because the four board members who voted in favor of the original final conditions of approval were not all present. The board agreed to take this up again at its next meeting.

DISCUSSION ABOUT TIMELINE OF CONSTRUCTION FOR SITE PLAN #SP2-17 AT 260-280 OAK STREET

The board discussed the timeline of construction work for Site Plan #SP2-17, consisting of two buildings of modular units and landscaping at 260-280 Oak Street, and whether to sign the building permit routing slip for the project. The board members expressed concern about when (or if) the landscaping and fencing will be done, and Mr. Whitman noted that it is especially important to ensure the new entrance road be constructed, as per the drawings. The board decided not to sign the routing slip at this time, and directed Mr. Heins to ask Brian Murphy, the developer, to come before the board at its next meeting to discuss the project's construction timeline in detail.

REVIEW OF ROUTINE ADMINISTRATIVE MATTERS

Ms. Coletta noted that Mr. Heins was suggesting the dates of the upcoming board meetings be November 13, December 4 and 18, and January 8 and 22. The board members agreed this was acceptable.

Mr. Heins and the board members discussed a detail in the covenant document for Bristol Estates Subdivision #1701.

Ms. Coletta noted that a Strategic Planning Retreat will be held on November 18 for all the town's board and commission members.

The board and Mr. Heins discussed the possible application from Kevin Sealund to finish the mixed use project at 204 Center Street, and the schedule of how this could proceed and whether it can be done before the change to the zoning bylaw takes place eliminating the mixed use option.

Ms. Coletta noted that the deadlines for completion for the Corporate Park Drive and Corporate Park Drive Extension subdivisions are in January, and the board agreed it was appropriate for Mr. Heins to remind Brian Murphy of his option to request extensions of these deadlines.

The board considered whether to pay the final portion of the road bond back to the developer of Equestrian Estates Subdivision, and decided to check if the final digital files of the plans have been received before returning any funds.

Ms. Coletta mentioned that the building permit routing slip for the renovation of the existing building into a single-family house at Macomber Lane Subdivision #1702 was ready to be signed. Mr. Wandell made a motion that the board's clerk sign the building permit routing slip for the renovation of the existing building at Macomber Lane Subdivision, Mr. Whitman seconded the motion, and the board voted unanimously in favor.

Ms. Coletta noted that RK Centers was requesting the return of the engineering review balance for the Panera Bread/Taco Bell project, Site Plan #SP5-13, now that the board has reviewed the traffic study. The board briefly discussed this. Mr. Wandell made a motion that the board return the engineering review funds that it is holding for RK Centers, Mr. Whitman seconded the motion, and the board voted unanimously in favor.

Ms. Coletta noted a few more items very briefly: the Irving Oil public hearing with the ZBA was continued to November 20; Mr. Palmieri is reviewing the as-built drawings for the Bridges at Pembroke; there is an option to apply for Downtown Revitalization Technical Assistance; the conceptual plans of RK Centers for the site on Old Church Street and associated tree clearing were received; a site plan application is expected soon for a new Smith Excavating facility on Washington Street; and a solar array is being considered for a former cranberry bog near Standish Street.

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

The next regular meeting of the Planning Board will be on Monday, November 13, 2017, at 7:00 pm.

Respectfully submitted,

Matthew Heins, Planning Board Assistant