

**RECEIVED**

By Karen Wilber, Town Clerk's Office at 11:31 am, Mar 30, 2022

TOWN OF NORTHBOROUGH PLANNING BOARD

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APPROVED 2/1/2022

Planning Board Zoom Meeting Minutes January 4, 2022

Members (Remotely): Kerri Martinek, Chair; Amy Poretsky, Vice Chair; Mille Milton, Michelle Gillespie

Members Absent: Anthony Ziton

Others (Remotely): Fred Litchfield (Town Engineer), Bob Frederico (Building Inspector)

The Chair opened the remote meeting at 6:03 p.m. and made the announcement that the open meeting of the Northborough Planning Board is being conducted remotely consistent with Governor Baker's Executive Order of June 16, 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency. All members of the Planning Board are allowed and encouraged to participate remotely. This Order allows the Planning Board to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along the deliberations of the meeting. The public is encouraged to follow along using the posted agenda unless the Chair notes otherwise. Members of the public who wish to view the live stream of this meeting can do so by going to Northborough remote meetings on YouTube via the link listed on the agenda. Ensuring public access does not ensure public participation unless such participation is required by law. This meeting may feature public comment. The process was explained.

Member and Staff roll call was taken: Millie Milton, Amy Poretsky, Michelle Gillespie, Kerri Martinek, Fred Litchfield (Town Engineer)

Continued Discussion RE: Proposed Zoning Bylaw Amendments for 2022 Annual Town Meeting:

Damon Amato RE: 75 Ridge Road (Revised Bylaw Proposal) – Withdrawn.

Letters in Support of Rezoning 37 South Street – Letters were received from the Hunts and Lelands. Ms. Poretsky had asked George Pember to check with the commercial tenant building as well (which is zoned Downtown Business). Ms. Gillespie felt he did his due diligence. The proposal is to change the zoning specific to 37 South Street. Ms. Poretsky asked if the amended zoning map needs to be presented at Town Meeting. Mr. Litchfield stated the map is amended by the GIS Department after it passes at Town Meeting and is approved by the Attorney General. Mr. Pember joined the meeting at this time and said he spoke with the commercial tenant. He was asked to send him an email; Mr. Pember did; there was no response. He will email him again.

Warrant Articles Due February 3, 2022:

Floodplain Language: Mr. Litchfield continues to work on the language. DCR is requesting to see a draft before Town Meeting so all municipalities have the same language, purpose, goals and objectives.

Breweries: Shrewsbury and Grafton definitions were used for the Bylaw and Use Table. Nanobreweries or brew pubs could be located in Downtown Business, Business East and Business West; both have food

and allow malt wine and hard cider. Mr. Frederico asked about the production capacity number in the definition; who sets that number and at what point is it in the planning process; who monitors on it? It needs more clarification. Ms. Poretsky will contact the towns for input. Mr. Litchfield suggested she also ask why they felt it was necessary. He said if 75% of their production has to be consumed on site, then it's more of a restaurant in a bar than it is a brewery to make the beer. A restaurant or the bar is limited by their seating and parking more so than their production. Ms. Poretsky showed the proposed Use Table of where breweries would be allowed. Ms. Gillespie requested that any information Ms. Poretsky receives from other towns is received in writing from the Town Planner or Town Engineer so we can understand their zoning. Ms. Milton asked if there are any restrictions that would prohibit the use of a food truck in industrial? Mr. Frederico said the way it is in the Use Table, you wouldn't have a hotel/motel/conference center without a commercial kitchen and food service. Ms. Poretsky placed the brewery definitions under Hospitality and Food Services. Mr. Frederico said it was appropriately placed in the Use Table.

Signs: Mr. Ziton submitted his changes which began with Basic Requirements. The proposed changes were discussed. Ms. Martinek noted Mr. Frederico's comments as well as the board's comments/feedback/amendments which will be shared with Mr. Ziton.

Commercial Uses in Industrial: The board had talked about adding a commercial overlay in industrial districts; are there different uses that we could allow to give us more opportunities. Ms. Poretsky commented that the MPIC will be doing a market analysis for the types of uses that can be used in the downtown area and, while hiring a consultant for that, thought they could possibly obtain a quote to do a market analysis for the industrial district. Ms. Milton doesn't want to waste a lot of time or money on something that we don't have a sense of direction on. Ms. Gillespie felt it should be a discussion with the members on the MPIC. Ms. Poretsky stated that other boards are discussing the recommendations/goals that fall under their boards. This isn't a discussion the MPIC will be having in the near future as the focus right now is downtown. Ms. Poretsky mentioned Mr. Leif is asking for housing money through the CPC at this year's town meeting and that didn't go through MPIC. Ms. Joubert stated previously that the planning board has money for consultants and maybe this is something they can use it for. Not moving forward.

Warehouse and Trucking Moratorium: Ms. Martinek said there are two pathways; changing the definitions or having a moratorium. The moratorium process would be to investigate what the issues are and how to solve them. The board would have to decide if we think there are serious traffic or safety hazards that are impacting the town and find a solution. She didn't think definitions would solve the traffic and safety hazards. Ms. Milton felt it was important to have the data that would support our seeking a moratorium because residents at town meeting will want to know why we are doing this, what's happening, and what are we trying to accomplish. She also commented that towns phase in subdivisions so municipal services and schools are not overburdened and wondered if that was a possibility. Ms. Gillespie commented on the Solomon Pond Mall versus e-commerce; e-commerce is 70% of shopping. Ms. Poretsky said all warehouses are not created equal and therefore need to be defined. Ms. Gillespie said more information is needed; what are the traffic problems, where is the data, and how are you going to convince people at town meeting. If the board were to come up with definitions, it may be a way to come up with a solution without a moratorium. Ms. Poretsky mentioned the previous moratoriums, (Solar, Marijuana and Duplexes), and said the purpose of the moratoriums were to allow a brief hold while the data was gathered to write bylaws that were appropriate for Northborough. For the next meeting, Ms. Martinek will write additional definitions and reach out to CMRPC.

Use Variances: This does not impact dimensional variances. Ms. Martinek felt that you can never fully achieve what you want in zoning as long as use variances exist. Ms. Milton asked if the ZBA should be

involved. Ms. Martinek emailed the Chair inviting them to attend one of our meetings for feedback; she will reach out again.

Groundwater Advisory Committee: On hold until the GAC meets.

Enforcement: Ms. Poretsky will revise it for the next meeting.

Old/New Business:

Consideration of Minutes (11.16.21, 12.07.21) – Ms. Milton made a motion to approve the 11/16/2021 meeting minutes as amended; Ms. Poretsky seconded; roll call vote: Milton-aye; Poretsky-aye; Gillespie-aye; Martinek-aye; motion approved. Ms. Milton made a motion to approve the 12/7/2021 meeting minutes as amended; Ms. Poretsky seconded; roll call vote: Milton-aye; Poretsky-aye; Gillespie-aye; Martinek-abstained; motion approved.

Master Plan Implementation Committee – Scheduled to meet on January 20, 2022.

Continued Discussion RE: Newton Street Roadway Improvements Update – Mr. Litchfield sent the board a memo describing chronologically what had transpired. He also reiterated the summary he gave at the 12/7/21 meeting. The fairness of treating one developer the same as another is important. Mr. Litchfield's recommendations are not to release any bond money until all required easements are submitted and approved by Town Counsel, and to require Condition #2 (lowering Newton Street) be completed or they come back for an amendment. At this point it is up to the applicant to pursue an amendment for the 280 Newton Street Scenic Road Decision.

Subcommittee Updates – None tonight.

Upcoming Planning Board Meetings are scheduled for January 18, 2022 and February 1, 2022.

The next ZBA Meeting is scheduled for January 25, 2022.

The Annual Town Meeting is scheduled for April 25, 2022.

Ms. Poretsky made a motion to adjourn; Ms. Milton seconded; roll call vote: Gillespie-aye; Milton-aye; Poretsky-aye; Martinek-aye; motion approved.

The meeting was adjourned at 8:51 p.m.

Respectfully submitted,

Melanie Rich
Board Secretary