

**Town of Maynard
Planning Board meeting, Room201
September 8, 2015 7 p.m.**

In attendance: Bernie Cahill, Andrew D'Amour, Linda Connolly, Greg Tuzzolo, William Gosz

Bernie Cahill opened the meeting to order at 7:05 p.m.

77 Nason Street (Library) a) Special Permit request by Samuel Jones/Town Staff for relief from Section 6.2.10.7 of the Zoning By-laws regulating signage setbacks for the Maynard Town Library, located at 77 Nason Street.

Chair Cahill opened the hearing by reading the legal notice. Aaron Miklosko (Maynard Facilities Director) provided a drawing of the sign with dimensions, the sign lettering, style and location which is changing, he has worked with the DPW on the location.

Chair Cahill asked for questions from the board: Greg stated there should be a minimum setback from the sidewalk, Aaron stated it would be about 3 ft back from the sidewalk, Andrew asked what the sign is made of since it is white and would need cleaning. Aaron it is a vinyl side can be pressure washed. Linda Connolly asked if they would be trimming the trees around the sign so it would be visible. Chair Cahill agreed the Board should specify a setback and asked if the sign was lit.

A motion was made by Linda Connolly to close the hearing, seconded by Andrew D'Amour. The Board voted 5 to 0 in favor of the motion.

A motion was made by Andrew D'Amour to grant the special permit from Section 6.2.10.7 of the Zoning Bylaw at 77 Nason Street, for waiver of front setback to be no closer than 2 ft seconded by Greg Tuzzolo. The Board voted 5 to 0 in favor of this motion.

Saracen Properties Update – Chair Cahill opened the discussion. The Director of Construction Henry St. Hillaire and Jill Minken were present to give the Board an update on Phase A. Mr. St. Hillair handed plans showing the design for the first phase of the master plan. Phase 1A consists of demolition of Building 10 and 1A, new lobby of Buildings 2, 12, new entrances for Building 5 and a few other minor things which will require design review and site plan approval. They will create entrances that are similar in design, adding to parking garage cladding also working on a signage package. Mr. St. Hillaire stated they have met with Bill Nemser about a comprehensive sign plan, are working on the master plan and will be coming in a few weeks with a formal application. Mr. St. Hillaire hopes to have a request for a residential component of the project in next summer. He also plans to work with neighbors in the meantime to help shape design specifics. Bill stated that he feels work on the buffer between the subject property and the abutters are a good place to start.

Chair Cahill asked for questions from the Board. Board members asked about the signage, façade of the garage, accessibility, integration from Main Street, phasing and stated it would be helpful to have a current conditions plan.

Bill Nemser stated he had made a list of the Phase 1 processes, how the Planning Board is involved and approximate public hearing timelines. He also stated the Board can decide if they want to hire a peer reviewer for design but he thinks they have the expertise on the Board. In planning ahead for the proposed renovations, the Zoning By-laws are going to require several amendments. Bill stated HCI has some provisions that are addressed twice: once in the HCI Zoning and also in the current development agreement. Bill also stated there is a new development agreement in the works. To prepare for future phases on the project, Bill recommends the Board sponsor removal of several of the limitations that are in the code and use the development agreement for future development. Bill proposed removing the minimum of retail square footages for retail, restaurant or grocery store uses. He also suggested considering a rezoning because several parts of the property are not HCI but GR, changing the southern portion parcel to HCI zoning. There are complications working with split zoning on parcels and any development restrictions can be controlled by development agreement. Furthermore, every structure in the HCI requires Special Permit. This would unify the developable area and allow the development agreement to control density and development details. If provided a request from Mr. St. Hillaire, Bill will prepare a memo to the Town Administrator requesting the Board of Selectmen refer the requests back to the Board. The Special Town Meeting will be in January and if desired, the Planning Board can sponsor the articles.

There were no public comments.

Approval of minutes 6-23-15

The Board reviewed the minutes.

A motion was made by Bernie Cahill to approve the minutes of 6-23-15 as presented, seconded by Andrew D'Amour. The board voted 5 to 0 in favor of this motion.

Planning Board Rules and Regulations:

Bill Nemser handed out the latest draft of the proposed changes he stated a lot of what was removed was repetitive and he took out all landscape since they are now covered in the landscape regulations. Bill stated there is two documents one is a clean document with all the changes, the second shows everything that has been stricken. The Board will review the changes and sent comments to Bill.

Election of Chair, vice chair/clerk:

A motion was made by Bernie Cahill to nominate Andrew D'Amour as vice-chair /clerk, seconded by Greg Tuzzolo. The Board voted 5 to 0 in favor of this motion.

A motion was made by Andrew D'Amour to nominate Bernie Cahill as Chair for the next twelve months, seconded by Linda Connolly. The Board voted 5 to 0 in favor of this motion.

Town Planner Updates:

Veterans Memorial Park proposal to redesign the park is moving forward, the goal to increase the pedestrian circulation, this was passed at Town Meeting in May, the Request for Qualifications (RFQ) went out for that project. Bill would like to have a committee comprised of representatives from Planning Board, Public Works, Facilities and an engineer. Greg Tuzzolo volunteered to be the Planning

Board representative. Bill talked about the three sources of possible funding CDBG grant, Massworks awards and Downtown Enhancement Fund (administered through the “Business Environment Enhancement Program”). Assistant Town Administrator Andrew Scribner-MacLean talked about the different sources of funding and phasing of the project.

Other business:

Greg Tuzzolo stated the Board needs to discuss the role of the Board and Design Review requirements. Bill read the Design Review Bylaw statement and when it is required. Design review has not changed much in the Planning Board Rules and Regulations. Bill stated the board should talk about whether to bring in a design review engineer. Every structure in the HCI requires Special Permit. The Board looked at the Design Review requirements in the proposed changes to the Planning Board Rules and Regulations.

Greg one of the critical concerns is how the project is reviewed. Wayne (Town Engineer) goes thru and reviews and comments. If there is a design review they can be fully focused on the number of documents that are going to be presented with the Mill and Main project, a report from the reviewer of what the issues are.

Linda asked if there had been design consultation on 129 Parker, not applicable because it falls under Site Plan review. If it is zoned business falls under design review. Design review standards have to be met, when it becomes subjective. Is there money to pay for this, Bill stated the applicant would pay for the peer review. Bill stated typically the engineering review for a site plan typically runs 5K. Bill stated the first phase of the Mill and Main project is fairly small; demolition of buildings should not need review for that phase maybe for the latter phases. Hard to visualize what it will look like till the buildings are down, will be easier to see how landscaping will be done once demolition is done. After further discussion the Board felt they should hire a peer reviewer for landscape design and façade review. Bernie Cahill directed on behalf of the Board to have Bill inform Saracen that the Planning Board will be looking for a peer review design consultant architect to review the submittals and advise the Board on the submittals for Mill and Main project and draft a scope of work

The Board talked again about the Zoning By-law amendments and felt they should start scheduling public hearings, so there is plenty of time for public input.

Public comment: Tim Hess asked for a summary of the zoning changes that are being considered. Reductions of s.f. retail, restaurant supermarket and rezoning of the GR zoning line that goes thru the parking lot of Mill and Main, Bill will provide a copy.

A motion was made by Bernie Cahill to adjourn seconded Andrew D’Amour.

Meeting adjourned at 9:21.p.m