



Town of Reading Meeting Minutes

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Board - Committee - Commission - Council:

Community Planning and Development Commission

Date: 2023-05-15

Time: 7:30 PM

Building: Town Hall

Location: Hybrid Meeting – Zoom and Select Board Meeting Room

Address: 16 Lowell Street

Session: Open Session

Purpose: Hybrid Meeting

Version: Final

Attendees: Members: Heather Clish, Chair; John Weston, Mark Wetzel, Tony D'Arezzo (remote), Pamela Adrian (remote)

Members - Not Present: None

Others Present:

Community Development Director Andrew MacNichol, Senior Planner Mary Benedetto, Jeff Sarra, Karen Herrick

Remote Participants: Frank Lanzillo, Giovanni Fodera, Jack Sullivan, Joe White, John Trenden, Kathlen Desmond, Kathy, Lina Zolock, Sarah Bacci, Beth Joyce, Susan Coram, S DaSilva, John, Daki, David

Minutes Respectfully Submitted By: Mary Benedetto

Topics of Discussion:

MEETING HELD IN THE SELECT BOARD ROOM AND REMOTELY VIA ZOOM

Ms. Clish called the meeting to order at 7:33 PM.

Mr. MacNichol gave an overview of the hybrid meeting set up and procedures.

Sign Permit Application, 47 Harnden St, Anton's Cleaners

Mr. Jeff Sarra from Batten Bros. Signs presented on behalf of Anton's Cleaners. He stated that their plan is to remove all the existing awnings on the front of the building and repaint all the trim black. Given that the front of the building is glass they will install the sign cabinet on the front of the building from the roof.

Mr. Weston asked if the intention was for the future tenant to have a similar sign and Mr. Serra confirmed that was the intention, although the tenant's sign was not included in this application.

Mr. D'Arezzo asked if there were plans to have the lighting go off at a specific time each night and Mr. Sarra confirmed that was possible, although he wasn't sure what the business specifically did in that regard. Mr. MacNichol confirmed that there is nothing in the bylaws about specific timing that the lights would need to be on. The Commission members discussed if there was a specific timing on the Northshore Bank and what type of lighting was included in their sign.

Ms. Clish asked for more information on the current hours of lighting on the current freestanding sign at Anton's. Mr. MacNichol indicated that he would send over the lighting



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specs to Jeff Sarra from the Northshore Bank application and the Commission confirmed that the lighting could be administratively approved if it was the same as Northshore Bank.

The Certificate of Appropriateness was conditioned that the lighting would be administratively approved and Mr. D'Arezzo asked to add that defunct business signs should be removed within the amount of time specific in the sign bylaw, with reference to the paint business tenant sign.

Mr. Weston made a motion to approve the Certificate of Appropriateness for the sign at 47 Harnden St., as amended. Mr. Wetzel seconded and it was approved 5-0-0.

Sign Permit Application, 565 Main St, Expression Hair Studio

Ms. Lina Zolock, the business owner of Expressions Hair Studio attended on Zoom to discuss her sign application and gave an overview of the proposed sign and window vinyls.

Ms. Adrian asked if there was sign off by the owner of the property on the sign application permit and Ms. Zolock clarified that the signature on the application was the owner of the property and staff stated that the signatures will be captured in the digital sign application process.

Mr. D'Arezzo asked if the window vinyls were internal or external and Ms. Zolock stated they were internal.

Ms. Adrian asked if there were multiple business in the building and Ms. Zolock clarified that the "green salon" referred to their marketing as a hair salon using green/eco-friendly products, not to a separate business. There was a brief discussion of the tenant on the other side of the building.

Mr. Weston made a motion to approve the Certificate of Appropriateness for the Expressions Hair Studio sign at 565 Main St. Ms. Adrian seconded and it was approved 5-0-0.

Mr. MacNichol asked the Commission to move on to take the two Approval Not Required Plan Endorsements next.

Approval Not Required Plan Endorsement 36 Arthur B. Lord Drive

Ms. Kathleen Desmond presented from Zoom on behalf of the Greater Boston YMCA. She went over the qualities of the lot and their plan to divide the existing parcel into two lots. She went over the details and that both lots parcels will have the required frontage and lot area required under the zoning district.

Mr. D'Arezzo asked about the restrictions placed on the lots and Ms. Desmond indicated that the YMCA is still working with the Town Manager on longer term plans. She clarified that Lot 2 has no wetlands, thus there are no conservation restrictions on it. Mr. D'Arezzo asked to clarify if the deed restrictions on the YMCA lot prohibited them from subdividing the lot and Ms. Desmond stated that they did not. The deed restrictions only place restrictions on the sale of the lot. He inquired as to the qualities of the lot and if the lot is mainly rock the same as the YMCA lot and Ms. Desmond indicated that the specific qualities of it were outside the scope of her work at this time. Ms. Clish asked if the conservation restriction line is the same as the new lot line and Ms. Desmond confirmed that it was. Ms. Desmond stated that



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when the property was flagged to be subdivided the YMCA made the choice to keep the wetland portion with 36 Arthur B. Lord Drive and subdivide just the upland portion into Lot 2.

Mr. Weston made a motion to Endorse the Subdivision Approval Not Required Plan for 36 Arthur B. Lord Drive. Mr. Wetzel seconded the motion and it was approved 5-0-0.

Approval Not Required Plan Endorsement 5 and 17 Lilah Lane

Mr. Jack Sullivan from Sullivan Engineering presented on behalf of the applicants and explained that the application is a land swap for the two owners to square up their lots.

Ms. Adrian asked if the land swap needs to be deeded and Mr. Sullivan explained that once the ANR is done that the deed swap will be written up and recorded together as required. Mr. D'Arezzo asked if the shed would be set back far enough from the new lot lines that it is well within required setbacks and if the lots were on the private part of Lilah lane and Mr. Sullivan confirmed that the shed location meets requirements and the lots are on the private part of the lane.

Mr. Weston made a motion to Endorse the Subdivision Approval Not Required Plan for 5 and 17 Lilah Lane. Mr. Wetzel seconded the motion and it was approved 5-0-0.

Continued Public Hearing, Preliminary Subdivision Application 45 Beacon Street, Angelo Salamone

Mr. Weston made a motion to accept the request for continuance per the email dated April 25 and move to the next meeting date on Monday June 12, 2023 at 7:30pm and extend the 45-day period to act to Thursday June 15, 2023. Mr. Wetzel seconded the motion.

Mr. D'Arezzo brought up that he believed the 45-day period should be extended longer than the 3 days in order to give staff more time. Mr. MacNichol clarified that the 45-day period would have expired shortly after the current meeting and so extending to that date is in line with what would have happened similar to this meeting and that staff can meet it, but the Commission members acknowledged that Mr. D'Arezzo's point was well made.

The motion was approved 5-0-0.

Public Hearing, Minor Site Plan Review 36 Arthur B. Lord Drive, Greater Boston YMCA

Mr. D'Arezzo read the notice into the public record.

Mr. Joe White presented on Zoom on behalf of the YMCA. He went over their application which is to improve and enlarge their external play area and turn it into a larger synthetic lawn play area. He indicated that the revised proposal is for the removal of a total of 7 spaces and replacement with 2, so a net loss of 5 spaces.

Ms. Clish stated that the improvements in the design of the parking spaces in the alternate proposal is much improved and she prefers it.



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Mr. Wetzel asked if dumpster access would be an issue in the revised plan and Mr. White indicated that it would be the same as it is currently as the only real change is the location of the fence, the drive aisles remain the same. Mr. Wetzel asked if the area was large enough for games like kickball and Mr. White indicated that the play area isn't that large. Mr. Wetzel asked about drainage and Mr. White stated that right now the entire area under discussion is all impervious area and switching it over to turf lawn should be an improvement as it will be a decrease in impervious area. Mr. Wetzel asked if they had tested the soil underneath and Mr. White stated that would take place only once they started ripping up the existing conditions, as it is currently in use.

Mr. D'Arezzo asked about emergency egress and Mr. White showed where there will be a fence gate. Mr. D'Arezzo asked for clarification about the guarding of the new play area and Mr. White reviewed that there will be vertical granite curbing, fencing, and bollards, and that the team wasn't sure what else to add on top of that. Mr. D'Arezzo asked about the spaces that currently exist up against the play area and there was a discussion about those spaces and traffic safety and the safety of the children. Ms. Clish brought up that her lingering concern is still just about the portion of fence that is opposite the new proposed parallel parking space. Mr. Weston and Ms. Clish asked about what the bollards would be like, and Mr. White indicated they would be concrete encased steel, standard parking lot bollards. Ms. Clish asked about the proposed parking lot striping and the space to the left of the proposed parallel parking space, asking that it should be painted or a concrete bumper put so that the spot also becomes easier to use and Mr. White said he could bring that up with the YMCA.

Ms. Clish asked about the spaces at the front of the building that are being used as an outdoor play area. Mr. White didn't have a specific answer on those spaces in the front. Ms. Clish wanted there to be specific language in the decision about the spaces and language was added with follow up needed from Mr. White as to the future use of them by the YMCA.

Mr. MacNichol reviewed the Draft Decision with the Commission. Mr. White brought up that the parallel space should be 8' x 22' not 9' by 18'. It was determined that this language was from the Gateway Smart Growth District bylaw section, not the general parking bylaw but it was decided that those changes should be made in the Draft Decision.

Mr. Weston made a motion to approve the Minor Site Plan Review Decision for the Burbank YMCA at 36 Arthur B. Lord Drive, as amended. Mr. Wetzel seconded the motion and it was approved 5-0-0.

Public Hearing, Major Modification of Subdivision Application Grandview Road Extension, Michael Salamone

Mr. D'Arezzo read the notice into the public record.

Mr. Giovanni Fodera, the project engineer, attended on Zoom. He covered the history of the 4-lot subdivision and the changes. He went over the previously approved drainage plan and the changes they are proposing to it. He reviewed that the re-grading for the roadway will now have the lowest point at the end and that now all the water will just flow into the new infiltration basin. He discussed that they are asking for one new waiver, which is just for pipe cover and that the pipe is being placed shallower than is typical only because they have designed it to be above the infiltration basin that it is draining into. Mr. Fodera indicated that while Town Engineering isn't in favor of this waiver, he would prefer to have the pipe above the highest point of water in the basin. It is possible for it to be put lower, but it would not be his preference. He stated that the future development of a house on Lot 2



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would require its own dry-well, but everything else will be treated by the new drainage design.

Mr. Wetzel asked why they were changing the grading of the roadway. Mr. Fodera stated that the main reason was to better match the existing conditions. Mr. Wetzel stated that changing the grading of the roadway means steeper driveways and more grade on the road. Mr. Fodera pointed out that most of the grading matches what was on the previously approved plan, the only real changes are where the high and low points are and Mr. Wetzel indicated that the reasoning why they were asking to make these changes is unclear, other than wanting to save money. He pointed out the sheet drainage will now have to go larger distances and have faster flow, Mr. Fodera disagreed with him.

Mr. Wetzel asked about the proposed retaining wall on Lot 4 and that it is up against the lot line and wanted to know how they would be constructing it without cutting down trees. Mr. Fodera stated that the abutting neighbor is the owner's father so he didn't think it would be an issue, but Mr. Wetzel countered that the Commission couldn't take that into account, they needed to just consider the application. Mr. Wetzel asked why they eliminated the dry wells from Lots 3 and 4 and Mr. Fodera explained the new design and that everything now flows into the infiltration basin. Mr. Fodera extolled the virtues of the new design vs. the prior design and how the open basin would be an improvement.

Mr. Wetzel asked a series of questions about the design of the house on Lot 4 and the grading and height of it and Mr. Fodera indicated that the final design of the house would meet the District height guidelines.

The discussion turned to the questions raised from the Engineering Memo. Mr. Fodera stated that he didn't see that there would be runoff going to adjacent properties and that the roof drainage would be tied to the open infiltration basin. Ms. Clish asked if Lot 4 is connected to the system with a pipe and Mr. Fodera stated that yes, it daylights into the cul-de-sac. Mr. Wetzel stated that if they were going to do it, it should connect to the infiltration basin instead of the cul-de-sac. Mr. Weston asked about water flowing over the neighbor's property from Lot 4 to Lot 3 and there was a discussion amongst Commission members regarding water flowing over the neighbor's property. Mr. Fodera went over the water flow and stated that they could address the issue of it flowing over the neighbor's property. The Commission members indicated that they would want responses to all of the Engineering memo points before they would want to vote. Mr. Wetzel indicated that he would want the additional calculations requested in the Engineering memo before he would feel comfortable approving it.

Ms. Clish asked about the closeness of the infiltration basin in relation to the house and if there are any requirements about safety or fencing. Mr. MacNichol explained that there are no specific requirements for safety or fencing, it is a challenging area of regulation. Mr. Wetzel brought up that infiltration basins are usually maintained by the HOA, which is what would happen here, and that in order to do maintenance or mow with a tractor they would have to go in between the houses to get into the infiltration basin, and it looks like a tight area. Mr. Wetzel pointed out that the original drainage design would be more amendable to a homeowner as they would have more yard, and other Commission members agreed.

Mr. Weston asked about Lot 2 and that the subdivision plan needs to include the future home on Lot 2 and the infrastructure needs to accommodate that future home, even if it isn't being built at this time. Mr. Fodera clarified that the future driveway is already included in the calculations but that the runoff from the roof would need a future drywell. Mr. Weston and the Commission members indicated that they want the plans and decision to include the future home.



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Mr. D'Arezzo asked how the stormwater could all be treated onsite if the riprap is up against the neighbors' property. Mr. Fodera explained that the infiltration basin would treat up to a 100-year storm and so that there are very few scenarios where water would go out through the rip-rap. Mr. D'Arezzo asked again about the location being so near the property line and Mr. Fodera indicated it had to do with the topography of the site and working with the topography. He stated that if it wasn't the topography, he wouldn't have placed it so near the property line. The Commission members pointed out that the applicant was changing topography elsewhere, so they could also change it for this piece of the design, and asked about the flow rate of water. There was a discussion that the new design has all the flow coming out at one place onto an abutter's property in the event of a large storm. Mr. Fodera indicated that the post-construction water flow will be much improved versus the existing conditions on the site. Mr. D'Arezzo summarized that the Commission is not supportive of having the discharge so close to the property line and that it was a point in the Engineering memo.

Mr. D'Arezzo asked about now leaving the shed and Mr. Fodera explained that the homeowner who currently lives at Lot 1 wanted to keep it and there was a discussion about why the homeowner is keeping it and an easement is being created specifically for the shed. The Commission members would have preferred a lot design without that easement.

The Commission discussed the applicant coming back at the next meeting. Mr. Fodera brought up asking for an extension to their original approval and putting that on the agenda for the next meeting. Mr. MacNichol stated they could do that for the June meeting.

Mr. MacNichol brought up that the applicant needs a stormwater permit and so they could come back in June and do the continuance, stormwater permit, and extension.

Susan Coram noted in the Zoom chat that tree clearing and grading has started. Mr. Fodera indicated that he believed only prep work had taken place. Mr. Wetzel stated that there is equipment out there. Mr. MacNichol indicated he would follow up with the Building Commissioner as there has been no preconstruction meeting, so no work should be taking place. Another person on the Zoom chat confirmed that tree clearing had begun.

Mr. Weston made a motion to continue the public hearing for the Major Modification to the Grandview Road Extension Subdivision to June 12 at 8pm. The motion was seconded by Mr. Wetzel, the motion was approved 5-0-0.

Continued Public Hearing, 40R Plan Review 25 Haven Street, 25 Haven Street LLC

Mr. D'Arezzo read the request for a continuance of the public hearing, submitted by the Applicant, into the record.

Mr. Weston made a motion to accept the request for continuance per the letter dated May 2 and move to the next meeting date on Monday June 12, 2023 at 9:30pm. Mr. Wetzel seconded the motion and it was approved 5-0-0.

Other Business

Master Plan Thoughts / Discussion – This was brought up as a topic because of the instructional motion passed at April Town Meeting. Mr. MacNichol stated that the last plan was completed in 2005/2006. It was 200 pages, lots of detailed data. He discussed relevant plans that already exist within Town. Mr. Weston stated that he thought this is the right time to move forward on it. Mr. Wetzel stated that he would want it to be a usable



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document. The Commission discussed the requirements that come from the state regarding Master Plan documents. Ms. Benedetto asked the Commission members what level of detail they were imagining as Master Plans can be very high level, very vision statement focused, or can be extremely detailed. Ms. Clish and other Commission members stated that they envision it having high level vision statements, with actionable goals, and medium level detail. The Commission discussed their support for the process, finding funding, and bringing this up at the upcoming Select Board presentation.

MBTA Communities Update – Ms. Benedetto presented on staff’s proposed engagement and research plan for the next 10 months. The Commission discussed staff’s intention to prepare to take the final proposals to the Town Meeting in April 2024.

Meeting Minutes

The Commission reviewed the minutes for December 12, 2022, and made changes. Ms. Clish made a motion to approve the minutes of 12/12/22 as amended. Ms. Adrian seconded the motion and it was approved 4-1-0.

The Commission reviewed the minutes for January 9, 2023, and made changes. Mr. D’Arezzo made a motion to approve the minutes of 1/9/23 as amended. Ms. Adrian seconded the motion and it was approved 4-1-0.

The Commission reviewed the minutes for February 13, 2023, and made changes. Ms. Clish made a motion to approve the minutes of 2/13/23 as amended. Ms. Adrian seconded the motion and it was approved 4-1-0.

The Commission reviewed the minutes for March 13, 2023, and made changes. Ms. Clish made a motion to approve the minutes of 3/13/23 as amended. Ms. Adrian seconded the motion and it was approved 5-0-0.

The Commission reviewed the minutes for April 10, 2023, and made changes. Ms. Clish made a motion to approve the minutes of 4/10/23 as amended. Ms. Adrian seconded the motion and it was approved 5-0-0.

Adjournment

Ms. Clish made a motion to adjourn at 10:55 PM. Ms. Adrian seconded and it was approved 5-0-0.

Documents Reviewed at the Meeting:

- Sign Permit Application, 47 Harnden St
 - Sign Rendering and site photos, dated 3/10/23
 - Draft Certificate of Appropriateness, dated 5/15/23
- Sign Permit Application, 565 Main St
 - Sign Rendering and site photos, dated 3/3/23
 - Draft Certificate of Appropriateness, dated 5/15/23
- Preliminary Subdivision Application, 45 Beacon St
 - Request to Continue hearing, dated 4/25/23
- Minor Site Plan Review Application, 36 Arthur B. Lord Drive
 - Application and Application Memo, dated 4/10/23
 - Site Plan, dated 3/6/23
 - Alternate Site Plan, dated 5/15/23
 - Draft Decision, dated 5/15/23



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- Major Modification of Subdivision Application, Grandview Rd
 - Plan Set, dated 4/20/23
 - Memo, dated 3/10/23
 - Memo from Town Engineer to CDD, dated 4/27/23
- 40R Plan Review, 25 Haven Street
 - Request to Continue hearing, dated 5/2/23
- Approval Not Required Plan Endorsement, 36 Arthur B. Lord Drive –
 - Plans & Maps, dated 3/15/23
 - Memo from CDD to CPDC, dated 5/15/23
 - ANR Certificate, dated 5/15/23
- Approval Not Required Plan Endorsement, 5 and 17 Lilah Lane –
 - Plan, dated 5/1/23
 - Memo from CDD to CPDC, dated 5/15/23
 - ANR Certificate, dated 5/15/23
- Draft Minutes
 - 12/12/22
 - 1/9/23
 - 2/13/23
 - 3/13/23
 - 4/10/23

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Town of Reading
Community Planning & Development Commission

2023 JUL 10 AM 10:33

CERTIFICATION PURSUANT TO G. L. c. 39, SECTION 23D OF
PARTICIPATION IN A SESSION OF AN ADJUDICATORY HEARING WHERE
THE UNDERSIGNED MEMBER MISSED A SINGLE HEARING SESSION


[Note: Can only be used for missing one single hearing session; cannot be used for missing more than one hearing session. Inquiries concerning this form and your ability to participate in a matter where you missed a single hearing session should be addressed to Town Counsel.]

I, Hillary Mateev (name), hereby certify under the pains and penalties of perjury as follows:

1. I am a member of said board.
2. I missed a hearing session on the matter of _____ Not having been a member of the board at the time of the meeting _____ for the property located at _____ 4 Cold Spring Road _____ which was held on _____ 5/15/2023 _____.
3. I reviewed all the evidence introduced at the hearing session I missed, which included a review of (initial which one(s) applicable):
 - a. _____ audio recording of the missed hearing session; or
 - b. _____ HM _____ video recording of the missed hearing session; or
 - c. _____ a transcript of the missed hearing session.

This certification shall become a part of the record of the proceedings in the above matter.

Signed under the pains and penalties of perjury this 10 day of
July, 2020.

Name Hillary Mateev 

Received as part of the record of the above matter:

Date: 7/10/23
By: Andrew Raczko
Position: Community Development Director

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Town of Reading
Community Planning & Development Commission

2023 AUG 14 AM 10:44

CERTIFICATION PURSUANT TO G. L. c. 39, SECTION 23D OF
PARTICIPATION IN A SESSION OF AN ADJUDICATORY HEARING WHERE
THE UNDERSIGNED MEMBER MISSED A SINGLE HEARING SESSION

[Note: Can only be used for missing one single hearing session; cannot be used for missing more than one hearing session. Inquiries concerning this form and your ability to participate in a matter where you missed a single hearing session should be addressed to Town Counsel.]

I, Thomas Armstrong (name), hereby certify under the pains and penalties of perjury as follows:

1. I am a ^{alternate} member of said board.

2. I missed a hearing session on the matter of -
modification of Subdivision/Stormwater Permit for
the property located at Grandview Rd Extension which was
held on MAY 15, 2023.

3. I reviewed all the evidence introduced at the hearing session I missed, which included a review of (initial which one(s) applicable):

- a. _____ audio recording of the missed hearing session; or
- b. ZMA video recording of the missed hearing session; or
- c. _____ a transcript of the missed hearing session.

This certification shall become a part of the record of the proceedings in the above matter.

Signed under the pains and penalties of perjury this 11th day of
August, 2020.

Thomas Armstrong
Name

Received as part of the record of the above matter:

Date: 8/14/23
By: May Beattie
Position: Senior Planner