



## Town of Reading Meeting Minutes

**RECEIVED**  
By Town Clerk GP at 10:33 am, Oct 08, 2024

### Board - Committee - Commission - Council:

#### Community Planning and Development Commission

Date: 2024-9-9

Time: 7:00 PM

Building: Town Hall

Location: Hybrid Meeting – Zoom and Select Board Meeting Room

Address: 16 Lowell Street

Session: Open Session

Purpose: Hybrid Meeting

Version: Approved

Attendees: **Members In person:** John Weston, Chair; Tom Armstrong, Associate; Hillary Mateev

**Members Present on Zoom:** John Arena; Guy Manganiello

**Members Not Present:** Heather Clish

**Others Present in person:** Andrew MacNichol, Community Development Director; Olivia Knightly, Senior Planner; Tony D'Arezzo;

**Present on Zoom:** Susan Coram; David Conti

**Minutes Respectfully Submitted By:** Olivia Knightly

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#### Topics of Discussion:

#### **MEETING HELD IN THE SELECT BOARD ROOM AND REMOTELY VIA ZOOM**

Mr. Weston called the meeting to order at 7:00 PM.

Mr. MacNichol gave an overview of the hybrid meeting procedures.

#### **Sign Permit Application, Marathon Sports, 668 Main Street**

Kevin Chiles represented the applicant in person. Mr. Chiles stated that he provided the sign and conducted the installation. Mr. Weston stated that the sign had already been installed. Mr. Chiles stated that there was a clerical error and the sign was installed prior to the issuance of a permit. Mr. Chiles continued to describe the signage dimensions and fabrication. Mr. Chiles stated that the prior signage and awning were removed.

Mr. Armstrong stated that there was feather signage outside the business and asked if there were time restrictions on how long this can be displayed. Mr. MacNichol stated that there are some restrictions, but feather banners are generally prohibited.

Mr. Arena asked if the lighting is original. Mr. Chiles confirmed that they are original. Mr. Arena asked about the on/off sequence of the lighting. Mr. Weston stated that Marathon Sports should be responsible for maintaining working lighting. Mr. Arena asked what the recourse is should the board find the signage not appropriate. Mr. Weston stated that there have been instances in the past when the removal or modification of signage has occurred.

Mr. MacNichol stated that the board has conditioned lighting shut off times Downtown in the past. Mr. Weston stated that it is appropriate to have the lighting turned off at 11 pm and the board agreed to condition this. Ms. Clish added that it may benefit the area if the lights are left on a little longer in the evenings.



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Mr. MacNichol described the draft certificate of appropriateness and the proposed conditions.

Mr. Armstrong asked about the feather signage and Mr. Weston responded that it does not relevant to the Certificate of Appropriateness and is an enforcement concern. Mr. Chiles stated that he will communicate this to the business.

Mr. Manganiello asked about the type of signage that is permitted during grand openings of businesses, and that he sees the signage as advantageous to new businesses. Mr. MacNichol responded that the Town tries to be understanding of temporary signage that is used to maximize opportunity and can work with businesses to seek full permits for permanent signage.

**Ms. Mateev made a motion to approve the Certificate of Appropriateness for 668 Main Street, Marathon Sports sign permit application, as conditioned. Mr. Manganiello seconded the motion, and it was approved 5-0-0. (Armstrong, Weston, Mateev, Arena, Manganiello)**

### **Minor Site Plan Review, Barell Company, 1 General Way Suite 40**

James Saunders, owner and founder of the New England Barrel Company, stated that he is looking to move distillery production to Reading to open a small retail shop and potential tasting room.

Mr. Weston stated that a minor site plan review is required because the applicant is proposing a change in use and this change in business use could result in certain impacts that the board may need to provide conditions for. He stated the applicant is not proposing any exterior alterations and the board's review is of potential impacts. Mr. Saunders stated that no major exterior alterations are being proposed, except for a sign and possibly roll up garage doors.

Mr. Weston stated that the applicant will need to obtain liquor licenses and Mr. Saunders stated that they have received the necessary federal and commonwealth permits necessary for operation.

Mr. Armstrong asked if the building has a sprinkler system, and that fire department approval should be obtained. Jody Hayward, a representative of the property owner, confirmed that there is a sprinkler system. Mr. Saunders stated that they will not be distilling anything on site and the amount of bulk alcohol held on site is less than what would be found in a mid-size liquor store. Mr. MacNichol stated that several town divisions are triggered for building occupation.

Ms. Mateev asked what the change of use being approved is for. Mr. MacNichol stated that the site has a mix of uses but was approved with a retail majority component and review of light industrial use may be needed for the site. Mr. Armstrong asked if food will be permitted on site. Mr. MacNichol stated that a full kitchen is not being proposed. Mr. Saunders said that he wants to support the local restaurants and will allow take out on site, depending on what is allowed in Town.

Mr. Arena stated that the concentration of the alcohol on site is more than a traditional liquor store and asked if the Select Board needs to approve the use. He continued to ask if there are parameters for determining a change in use from retail to restaurant. Mr. MacNichol stated that it would depend on the definition of the principal use on site and if there was a change in operation that would be considered a change in the principal use.



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Mr. Arena asked what the physical capacity of the site is. Mr. Saunders stated that the company's inventory is dispersed across the country at distilleries, and he does not anticipate surpassing the 200-barrel limit on site at any time. Mr. Arena asked how frequently the inventory is replenished and Mr. Saunders stated that barrels are brought in every three to six months. Mr. Arena asked how the product is processed and Mr. Saunders stated that they are processed in stainless steel tanks.

Mr. Weston opened for public comment.

Tony D'Arezzo, 130 John Street, stated that all proposed signage should be reviewed as part of the application and asked whether the business will occupy both commercial spaces displayed on the plans and Mr. Saunders stated that they will be occupying the left space shown. Mr. D'Arezzo asked about the staircase shown on the plans and Mr. Saunders said that the stairs lead to second floor office space. Mr. D'Arezzo stated that parking requirements should be reviewed.

Jodie Hayward, representative of the property owner, stated that they work with the town on signage requirements and all tenants to secure sign permits to remove and install any proposed signage. She stated that they also coordinate with the Town building department and update them on tenant activity.

Mr. Weston asked what occupied the space prior and Ms. Hayward said that Liquor Junction used to occupy the space and has since moved. Mr. Weston stated that parking requirements for retail space is higher the proposed light industrial use will require less parking than the prior use. Mr. Weston stated that the signage does not need to be reviewed by the board if it is compliant with the master signage plan.

The board acknowledged the legal notice that was provided.

Mr. MacNichol reviewed the Draft Decision with the board. Ms. Clish asked if the business use should be categorized as a restaurant if they are not preparing food on site. The board discussed the definition of a restaurant and whether it is applicable to the proposed use.

Mr. Arena stated that the decision should require the applicant to seek approval from the select board. Mr. MacNichol stated that the board is only overseeing a minor site plan review and Mr. Weston stated that the applicant would need to seek select board review prior to retail sales and tasting activities.

Mr. Manganiello asked if the applicant will be offering anything beyond what is being produced in the facility and Mr. Saunders stated that they are not allowed to offer anything that is not produced in the facility, per Massachusetts statute. Mr. Manganiello asked what type of alcohol they will producing, and Mr. Saunders said that they produce a variety of spirits, and they do not plan to expand to a brewery.

Mr. MacNichol reviewed the conditions of the decision with the board, and they provided revisions.

Mr. Manganiello asked if there was a food truck component whether this would need to come back before the board. Mr. Saunders said that they would come back to the board as needed and Ms. Hayward said that the property owner is not looking to host food trucks at this time. Mr. MacNichol stated that any outdoor dining component would need to be reviewed by the board. Mr. Weston asked if there is a process for outdoor dining permitting and Mr. MacNichol stated that there is and businesses can submit a plan to the town if they are interested.



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Mr. Arena had to leave the meeting early but stated his support for the applicant and the draft decision under review.

***Ms. Mateev made a motion to approve the Minor Site Plan Review decision for 1 General Way Suite 40 for the New England Barrel Company, as amended. Mr. Armstrong seconded the motion, and it was approved 5-0-0. (Manganiello, Mateev, Armstrong, Weston)***

### **Continued Public Hearing, Major Modification to a Definitive Subdivision, Grandview Road Extension**

Mr. Giovanni Fodera, the project engineer, stated that he has been in contact with the engineering department regarding their minor comments. He stated that engineering requested the design maintain all stormwater on site, or that they create a berm to protect neighbors from stormwater overflow. Mr. Fodera stated that there will be overflow in extreme cases, such as the 100-year storm, which will be diverted to the wetlands north of the property. He added that the site is matching pre-construction conditions and generally is being improved. Mr. Fodera stated that the engineering department requested a catch basin at the driveway of future lot 2 with the primary concern for potential ponding at the entrance of the driveway, and he stated that the Town engineering staff were satisfied with the proposed changes. Mr. Fodera added that they addressed all Town comments and concerns regarding stormwater.

Mr. Armstrong asked for clarification on the public comment provided by Ms. Penny Jean and Mr. Weston stated that the engineers are aware of the concerns raised and feel that they have been addressed appropriately in the updated plans.

Mr. Weston stated that the board had previously discussed the concern about whether a slope easement was obtained for regrading of Town land. Mr. Weston stated that he feels the easement is necessary, but the engineering department does not feel it is needed. Mr. MacNichol stated that the Town understands the concerns raised to ensure that the Town is not losing the ability to maintain the land and that they are able to handle the concern adequately.

Mr. Weston opened for public comment.

Mr. D'Arezzo stated that he finds it concerning that a developer made a change to Town Property which may impact the Town's potential future use of the land. Mr. Weston stated that he believes it is the applicant's risk. Mr. MacNichol said that engineering has completed inspections of the cul-de-sac.

Mr. MacNichol reviewed the Draft Decision with the board, including findings and conditions.

Mr. D'Arezzo requested that Waiver 11 (eleven) explicitly states that the cul-de-sac was constructed without a slope easement from the Town. Mr. Manganiello asked if the cul-de-sac will become a public way upon completion and Mr. MacNichol responded that it is not. Mr. Weston stated that the waivers have already been granted. Mr. MacNichol stated that for a major modification in a public hearing, changes are necessitated to stormwater, general plan improvements, and waiver revisions.

Mr. Manganiello asked if the Town engineer ever perceived a necessity to do any work to the area that would impact the roadway. Mr. MacNichol stated that any future engineer would not seek to undermine the roadway and that this work was completed to avoid construction of a retaining wall on town property and if the town seeks to improve the land,



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then future considerations for drainage will be raised. Mr. Weston stated that the applicant should have paid for a retaining wall or should compensate the town for modifying the slope.

Mr. Weston stated that according to subdivision regulations a 20-foot slope easement shall be provided beyond the layout of the road. Mr. MacNichol stated that a waiver was not granted for this requirement and the board can waive from the requirement or seek to require it.

Mr. Armstrong stated that the homeowner's association should maintain the road, but they should determine which lots are included in the association.

The board deliberated on whether the applicant should be required to obtain a slope easement and continued to discuss the language of this condition. Mr. Weston stated that there needs to be documentation that states that the applicant is not complying with the subdivision regulations and is seeking a waiver that is acceptable to the town.

***Ms. Mateev made a motion to approve the Major Modification to a Definitive Subdivision Plan, Decision of Approval for 4 Cold Spring Road (Grandview Road Extension), as amended. Mr. Armstrong seconded the motion, and it was approved 3-0-1. (Weston, Mateev, Armstrong) Mr. Manganiello abstained.***

### **Continued Public Hearing, Definitive Subdivision Application, 0 Harold Ave**

Application Continued to Monday October 7, 2024 at the Request of the Applicant.

***Ms. Mateev made a motion to continue the public hearing for the Definitive Subdivision of Zero Harold Ave to October 7, 2024. Mr. Armstrong seconded the motion, and it was approved 4-0-0 (Manganiello, Armstrong, Weston, Mateev).***

### **Other Business**

Mr. D'Arezzo stated that the Select Board has MBTA communities on their upcoming agenda and asked if CPDC knows what will be discussed. Mr. Weston stated that no new material will be discussed.

### **Review of Meeting Minutes**

***The Commission reviewed the minutes for 5/6/24. Mr. Armstrong made a motion to approve the minutes. Ms. Mateev seconded the motion, and it was approved 3-0-1 (Armstrong, Weston Mateev) Mr. Manganiello Abstained.***

***The Commission reviewed the minutes for 8/12/24. Mr. Armstrong made a motion to approve the minutes. Ms. Mateev seconded the motion, and it was approved 4-0-0 (Manganiello, Armstrong, Weston Mateev).***

### **Adjournment**

***Ms. Mateev made a motion to adjourn at 8:40 PM, and it was seconded by Mr. Armstrong. It was approved 4-0-0. (Armstrong, Weston, Mateev, Manganiello)***



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### Documents Reviewed at the Meeting:

- **Marathon Sports**
  - Build height measurements, dated 8/22/24
  - Sign Plan, dated 8/12/24
  - Sign Permit Application, dated 8/12/24
  - Draft Certificate of Appropriateness, dated 9/9/24
  
- **New England Barrel Co.**
  - Indoor and Outdoor Site Photos, dated 8/12/24
  - Sign Permit Application, Dated 8/12/24
  - Authorization from Property Owner, dated 8/12/24
  - Floor Plan, Dated 4/30/24
  - Draft Decision, dated 9/9/24
  
- **Grandview Road**
  - Updated Plan Set, dated 8/29/24
  - Grandview Engineering Responses, dated 8/22/24
  - Town Engineering Memo, dated 8/8/24
  - Draft Decision, dated 9/9/24
  
- **Draft Minutes:**
  - 5/6/24 and 8/12/24