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By Karen Wilber, Town Clerk's Office at 11:33 am, Mar 30, 2022

TOWN OF NORTHBOROUGH PLANNING BOARD

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APPROVED 3/15/2022

**Planning Board
Zoom Meeting Minutes
February 15, 2022**

Members (Remotely): Kerri Martinek, Chair; Amy Poretsky, Vice Chair; Mille Milton, Anthony Ziton

Members Absent: Michelle Gillespie

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

The Chair opened the remote meeting at 6:02 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: Amy Poretsky, Anthony Ziton, Millie Milton, Kerri Martinek, Fred Litchfield (Town Engineer), Robert Frederico (Building Inspector).

Old/New Business:

Norm Corbin, NHDC, DRAFT Preservation Plan – Mr. Corbin gave a very informative presentation of the draft Historic Preservation Plan for the Town of Northborough specific to Chapter 7: 1) Resources; 2) Education Needs; 3) Reference to the 2020 Master Plan; 4) Maintain and expand the protection of historic resources; 5) Repurpose surplus town-owned buildings and facilities; 6) Coordinate efforts among cultural, historical and environmental organizations; and 7) Preserve and enhance the natural landscapes of the community. Members agreed that it was thorough and well written. Ms. Martinek asked what the board could do to help support the plan, e.g., with bylaws or guidelines. Mr. Corbin thought the board could be helpful with that. She asked how the board could help with the application process to help preserve the properties. Mr. Corbin said they currently only get notified of the demolition when the request is put into the Building Inspector; sometimes, but not always, it is early in the process so there is an opportunity for discussion.

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

Moratorium/Definitions: Questions were asked of Town Counsel. Regarding if a committee could be created as part of the bylaw, Town Counsel said it could be formed pursuant by authorization in the bylaw but only after bylaw approval by the Attorney General. As far as defining specific staff in the bylaw, Town

Counsel said the board could request input from staff, who could do so without being members. To the question of should the board specify both special permit and building permit, Town Counsel left both in the language. Regarding the question of whether the board should write two moratorium amendments or one because there were two uses involved, Town Counsel said a single moratorium on the related uses could be proposed. Ms. Poretsky questioned changing the wording of “within 30 days” to form a committee since we have to wait for the Attorney General’s approval. Ms. Martinek said Town Counsel added “of adoption of the moratorium provided for herein”.

There were no specific questions about definitions, but Town Counsel did make edits and comments. He said by positioning warehouses with distribution, we would eliminate the warehouse use and the restrictions proposed may cause non-conforming uses for the existing warehouses and storage facilities. A suggestion was that if the existing warehouse item was amended as opposed to adding a new line for warehouse and distribution, that would eliminate warehouse without distribution from the bylaw. Does the board want to keep the original definition as well? Town Counsel input is needed about non-conforming uses and clarification on interstate commerce issues that could be created. Ms. Milton said we need to make sure we have the right definitions and what changes have what impact before we move forward with them.

Use Variance: Town Counsel suggested adding General Provisions.

Breweries: Town Counsel suggested combining the definitions and the use table in one warrant article. Outdoor “dining” will be used instead of outdoor “seating”.

Signs: Clarification from Town Counsel is needed regarding 35% of the physical size of the sign being destroyed, or is it the cost of the sign. Mr. Frederico said it has to be very clear and concise. Town Counsel was asked for input on LED or strip lighting language. Mr. Ziton suggested if it’s over a certain brightness level it not be allowed. Mr. Frederico hasn’t seen that procedure done. He asked if there is any history of these bylaws being enforced, how was it handled, and how was it measured. He said there are different types of LEDs; how would he enforce it. Mr. Frederico recommended reaching out to the Zoning Enforcement Officers in other towns; Ms. Poretsky will follow up. She will update the bylaw with the final changes.

Staff Bylaws: Rezoning 37 South Street – Town Counsel said there is no spot zoning issue. Section 7-03-50 Site Plan A.(4)(b) was clarified.

Enforcement: Town Counsel changes will be incorporated.

Floodplain Bylaw: The bylaw has been forwarded to Town Counsel for review.

The public hearing will be March 15th.

Consideration of Minutes (1.18.22, 2.1.22) – Tabled to the next meeting.

The next Master Plan Implementation Committee meeting is scheduled for February 17th.

Subcommittee Updates – Ms. Poretsky said Design Review met. They will meet once a month on the second Thursday. Mr. Ziton said the Groundwater Advisory Committee met. A lot of time was spent on a particular application before a non-recommendation was made agreeing that from a groundwater

perspective technically it passed all the requirements but dimensionally it did not; it is up to the granting authority to make their decision.

Upcoming Planning Board Meetings are March 1st and March 15th.

Ms. Martinek announced that Laurie Connors has been hired as the new Town Planner; she will be starting on March 7th.

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

The meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Melanie Rich
Board Secretary