

**Foxborough Planning Board
Meeting Minutes
September 8, 2011
Town Hall**

Members Present: Kevin Weinfeld, William Grieder, Gordon Greene, Shannon McLaughlin, Ron Bressé, Alternate John Rhoads

Also Present: Planner Sharon Wason

7:00 p.m. General Business

Planner's Report

Sharon Wason presented her report to the Board.

PWED Grant – contracts and plans for the Payson Road work will be hand-delivered tomorrow. Will have a kickoff meeting with contractor soon and will also have a neighbors' meeting. There is \$180,000 left in the grant and have discussed with Assistant AG Barbara Anderson who said that a change order can be done without rebidding if it “grows directly out of the original contract” for 20% or so (25% max.). Have discussed adding some drainage to North Street, but sidewalks should be a priority.

MassWorks applications – received the materials from Vanasse for the PWED application for the pedestrian bridge today.

Peter Pan Bus Line – found a contact person for the company. Town Manager Paicos thinks that the County Street lot could be used as a new bus stop.

Town Meeting – date will be set by the Selectmen at the meeting next Tuesday, could be in November.

Housing Production Plan – have not received any information on the grant request.

Cul-de-sacs discussion – have continued the research of cul-de-sacs. After the hurricane, it became obvious that safety and connectivity are of importance.

Administrative Manual – would like to set up a workshop to discuss ideas.

Discussion concerning goals

The department's budget states an objective to be: “Coordinate and facilitate a planning process for Downtown Foxborough and/or a comprehensive housing plan if funding becomes available.” This objective is being addressed as we have applied for a grant to fund a housing production plan.

Under Significant Changes is: “Coordinate and facilitate Town initiatives necessary to improve the community's Commonwealth Capital score.” The Commonwealth Capital application was phased out so there's no attention needed to that item.

FY12 Work Plan

Administrative Manual – need to prepare policies and guidelines.

Master Plan – need to prepare scope RFP for a Master Plan. This is also a priority for the Town Manager. The Board discussed creating a committee. William Grieder stated that the Planning Board should take the lead role. S.Wason agreed, she stated that public outreach is important also, community surveys should be done. John Rhoads asked if there is a sample RFP to review. S.Wason stated that there is a State law that tells what a master plan should include and can use that as a guideline for the RFP.

Important topics:

- Housing Production Plan
- Land Use coordination
- Cul-de-sac research

Other issues being addressed:

Energy efficiency – preparing a solar energy by-law

Wage Study – updated staff's job descriptions as part of the wage study

Update Town Hall technology – attending GIS departmental meetings

7:30 p.m. Public Hearing – Frontage Waiver Request 1,000 Washington Street Alan-Lawrence Realty Trust

Motion made by W.Grieder to waive the reading of the public hearing notice. Seconded by Ron Bressé. Unanimous Affirmative Vote (5:0)

Applicant Alan Antokal was present along with attorney Frank Spillane. F.Spillane stated that Mr. Antokal has received 3 variances from ZBA for lot 1, for frontage, lot width and access through a common driveway and now a frontage waiver needs to be approved by the Planning Board. W.Grieder stated that he has no issues with lot 1 but is concerned for the future use lot 2.

There were no comments from the public.

Motion by W.Grieder to close the public hearing. Seconded by Gordon Greene. Unanimous Affirmative Vote (5:0)

Motion by W.Grieder to grant the Frontage Waiver for 1,000 Washington Street as shown on the plans dated August 4, 2011 prepared by Bay Colony Group, Inc. Seconded by G.Greene. Unanimous Affirmative Vote (5:0)

7:50 p.m. Discussion concerning the “Highlawn Farm” subdivision

Attorney Bob Shelmerdine apologized to the Board the he was unable to follow up on work due to a family situation. He asked that the neighbors send emails with updated punch list items. He stated that there are 30-60 minutes of lawn repair to be done to finish the landscaping and assured the Board that this will be completed before next meeting.

Regarding street lights, B.Shelmerdine stated that they are still waiting for National Grid to create a work request order to connect the lights. He stated that he received an email from National Grid

that a work order would be issued shortly. He asked that the neighbors provide him with an updated list of incomplete items.

Sharon Wason asked about the removal of rocks. B.Shelmerdine responded that there are a lot of rocks onsite and rock crushing will begin in October or November. William Grieder stated that prior to releasing more lots, a discussion on the placement of rocks needs to take place and a location be designated.

Mike DiNunzio, 24 Lawton Lane stated that a lot of the punch list items have been done, but will ask his neighbors to send an updated list to Mr. Shelmerdine. He stated that the drainage basin needs to have grass cut down.

Discussion to continue September 22, 2011 at 7:15 p.m. at Town Hall.

8:00 p.m. Discussion concerning possible Sign By-Law changes

Attorney John Twohig was present for the discussion.

J.Rhoads stated that he represents the Planning Board in the Sign By-Law review committee. The committee also includes Building Commissioner Casbarra, Lee Estabrook representing the Zoning Board of Appeals and now S.Wason.

J.Rhoads stated that there will two criteria for freestanding signs by the side of a road: number of travel lanes and speed limit. Maximum area and height will be designated by zoning districts. He stated that billboards are allowed in S-1 district. There will be an update for wall signs in multi-tenant buildings. Each tenant space with separate entrance into a building facing a street shall be considered a separate building. K.Weinfeld asked how multiple tenants in multiple floors will be regulated. J.Rhoads responded that those buildings would need to be discussed. K.Weinfeld asked how older signs will be regulated. J.Rhoads responded that they will be considered pre-existing non-conforming to the new general by-law. S.Wason stated that many communities allow ground signs in commercial areas. J.Rhoads responded that the Zoning Board of Appeals needs to make determinations if the by-law is not clear; need to clarify so determinations can be made without needing the ZBA. K.Weinfeld asked about provisions for awnings. J.Rhoads responded that lettering is allowed but not explicit on where the lettering can be placed. W.Grieder asked that a benchmark be set for pre-existing, non-conforming signs adding that there are 2 businesses in town who installed awnings recently.

S.Wason stated that the committee has reviewed an integrated sign package article presented by J.Twohig. J.Rhoads stated that a site that is over 250,000 sf could have an integrated sign permit approved. S.Wason stated that wrapping buildings was proposed and wondered how much leeway can be given to Patriot Place. She stated that Building Commissioner Casbarra wants equality between the S-1 and EDA districts. Automated signs were discussed, if they don't distract traffic.

J.Twohig stated that a signage consultant was hired and determined that the signage plan is not working. He stated that they have an integrated package of color and design to be approved by Special Use Permit from the ZBA. S.Wason stated that the only problem with the proposal is having product logos. K.Weinfeld suggested allowing a product logo for a set amount of time. J.Twohig stated that the restriction should be part of the permit not the by-law. The signage will be themed to try to attract more customers.

S.Wason asked how is this change is processed since it's a General By-Law. J.Twohig responded that the Board of Selectmen would have a public hearing and sponsor the warrant article. S.Wason stated that this Board could make a recommendation of the article.

8:55 p.m. Continued discussion of goals

Usability of Laundry building – W.Grieder stated that even though Recreation has stated that they have no plans on using the building, the Town needs to get a full release of the restriction by the legislature for the building to be reused.

9:20 p.m. Zoning Articles

Solar Energy By-Law

S.Wason stated that she found a model solar energy by-law that will help in drafting the new by-law. The by-law meets requirement as a by right renewable energy by-law.

S.Wason stated that there are three tiers of solar energy:

- any array on a building, this use does not apply since it's covered by the building code
- on-site ground mounted, accessory to a permitted use
- on-site ground mounted, large scale main use

W.Grieder stated that he is concerned about security. S.Wason stated that security barriers can be added in design standards.

S.Wason stated that she has requested that the Board of Selectmen sign an agreement for the Town to join the MAPC Sustainable Committee Consortium. The Consortium consists of 55 of the MAPC member communities, state and federal agencies, and a number of non-profit organizations. The purpose of the Consortium is to advance smart-growth plans for the region and develop means to coordinate efforts. Consortium members are also eligible to submit proposals for Consortium projects and to receive program funds. [This year \$1.8 million are available to assist communities plan for growth.]

Renewable Energy Regulations

S.Wason stated that utility scale turbines should be listed under Public & Quasi-Public Facilities in the Table of Uses.

Other proposed changes in the zoning articles

Multi-family dwellings – The Board feels that this item should be removed.

Split lot – W.Grieder stated that the Board needs to obtain a copy of the map for the Kraft Group properties with the zoning lines within their property.

10:15 p.m. Meeting adjourned

Approved by: Kevin Weinfeld, Chairman

Date: January 19, 2012