



CITY OF GLOUCESTER

PLANNING BOARD

MEETING MINUTES

December 5, 2013 - 7:00 P.M.

Kyrouz Auditorium, City Hall, 9 Dale Avenue, Gloucester

Richard Noonan, Chair

Members Present: Rick Noonan, Chair, Mary Black, Co Chair, Linda Charpentier, Henry McCarl, Karen Gallagher, Joe Orlando

Staff Present: Matt Coogan, Senior Planner, Pauline Doody, Recording Clerk

I. BUSINESS

- A. Call to Order with a Quorum of the Planning Board
- B. Introduction of Planning Board Members and Staff
- C. Approval of Minutes of November 21, 2013

Motion: to approve the minutes of November 21, 2013

1st: Linda Charpentier

2nd: Karen Gallagher

Motion: Approved 5-0 with Mr. Orlando abstaining.

II. PUBLIC COMMENT - None

III. CONSENT AGENDA

Site Plan Review

Planning Board to consider the Site Plan submitted by Poole Construction Company **for the construction of a 5,300 sq. ft. retail building and associated parking at 200 Eastern Avenue** (Assessors Map 193, Lot 23).

Presenter: John Judd, Gateway Consultants

Mr. Judd explained the site and building plan to the board and corrected the size to be 5000 sq. ft. The plan has been approved by the Conservation Commission. The plan before the board tonight is the same plan with some modifications. The building will serve 2-3 retail businesses. A five sheet plan has been submitted as requested which shows each layer of the project.

Ms. Gallagher asked if an update of traffic studies is needed since the curb cut was approved by Mass. DOT 10 years ago.

Mr. Judd stated that traffic studies were not done because it is a minor curb opening. The permit is approved for another two years until 2015.

Mr. Coogan read commentary stating the Planning Board staff has initially reviewed the plans dated November 12, 2013 and subsequent revision through November 25, 2013. The board has received another revision of the plan with today's date and due to late submittal it has not been reviewed by staff, engineering and building.

Mr. Judd stated that he had received Mr. Coogan's comments yesterday 12-4-13, and today's late submission was in response to those comments. He stated the site plan has not changed; there are several bullet items;

- Question on tenants, confirming that it is completely retail.
- Parking is exceeded; the requirement is 25 spaces and there are 34 spaces provided
- Signage is shown on the plan
- Snow removal is shown on plan and was approved by Conservation
- Rubbish removal; it now shown on the plan in a metal framed black wall enclosure
- Cost estimates are now shown
- The plan has been broken down into 5 sheets for clarity
- Pedestrian walkway

- Lighting

The hope is to have the work crew continue to work before the winter weather sets in.

Mr. Coogan reiterated that there has not been an opportunity for engineering or building to review this latest revision submitted today. The staff requested that the plans be broken down into 5 sheets because the original plan was consolidated on one sheet and was difficult to read. Since the revised plans were submitted late this afternoon the staff did not have the chance to review the plans.

Mr. Judd stated that Mr. Keene has already signed the building permit for the project and the last signature needed is from the Planning Board.

Mr. Noonan asked for a copy of the signed permit.

Mr. Noonan asked Mr. Coogan whether Mr. Keene signed a building permit for this project or whether any building permits have been issued for this project.

Mr. Coogan stated that to his knowledge no building permit had been issued for this project and that by protocol a building permits is not issued without site plan approval by the planning Board

Mr. Judd stated that the building permit mentioned was issued for the demolition of an existing foundation. No other building permits had been issued for this property.

Stan Poole, 1 Farm Lane, Rockport MA.

Mr. Poole explained to the board that he thought a plan review was done in 2009, but a final signature was needed from planning; however a site plan was never done. . That is why we are here to keep this project on track. My company did not take on any other winter work. The work that has been approved are being done on the site and that is almost completed. The mechanics of the plan have not been changes.

Mr. Noonan stated that the approvals the board leans on; engineering building etc. are not here and we don't have the traditional reporting that we are accustomed to seeing.

Mr. McCarl asked is a conditional approval can be considered.

Mr. Noonan stated there are too many items and concerns that need to be addressed.

Mr. Orlando asked Mr. Coogan what the city needs for it to be comfortable moving forward with the project.

Mr. Coogan read the feedback from Mr. Cademartori and himself and site plan approval guidelines. The plans will be reviewed at staff's earliest convenience. Mr. Coogan stated that while Mr. Judd had revised the plans based on staff comments on the November 12 and November 15 revisions, since the previous iterations were difficult to read there may be further revisions needed in order for the plans to comply with the Site Plan Ordinance.

Mr. Orlando stated he is always sympathetic to keep people working.

Mr. Judd stated all comments and concerns have been addressed. It is very frustrating to the applicant to get emails a day before the meeting with different comments.

Mr. Noonan stated this board wants to work with local businesses doing local work, but the board has to make sure that procedures are followed and problems are not created.

Mr. Judd asked the board if a traffic and lighting study need to be done.

Mr. Coogan stated that the lighting study could be conditioned. In Response to applicant's frustration, Mr. Coogan also stated that the staff held multiple in-house meetings and several meetings with the applicant. The staff also made suggestions to revise to the plan so it could comply with the Site Plan Ordinance and ultimately be approved by the Planning Board,

Mr. McCarl stated he does not see the necessity in doing a traffic study is not convinced that this project cannot be approved today.

Ms. Gallagher stated she was hesitant to approve the project without planning and engineering reviewing the project. It does seem like the plan is in place with some minor modifications.

Mr. Orlando asked if there were any significant issues that have to be addressed. If there are then the project should not be approved this evening. However, if the project cannot be approved because of "red tape" then it should be conditionally approved. He stated he does not want to see people put out of work.

Ms. Black stated when projects are conditionally approved it can fragment the process and then control is lost on the ultimate goal of the process.

Motion: To conditionally approve the Site Plan submitted by Poole Construction Company for the construction of a 5,300 sq. ft. retail building and associated parking at 200 Eastern Avenue (Assessors Map 193, Lot 23) subject to review and approval by the Engineering and Building Departments.

1st: Henry McCarl

2nd: Joe Orlando

IV. Other Business

1. Harbor Planning Update

Mr. Noonan reported that the Harbor Planning Commission are hosting a public workshop on Dec. 9 around the work being done. It will be held at 7:00 at City Hall. It will bring the body of work that the consultants have been doing to a public forum.

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2. CPA Update

Ms. Gallagher reported that City Council approved the recommendation submitted to them. City staff will write the grant agreements. Round 5 will be started in January

V. ADJOURNMENT

Motion: To adjourn

Vote: 6-0

VI. NEXT MEETING

Next regular meeting of the Planning Board December 19, 2013