

**Planning Commission
Meeting Minutes
July 15, 2019**

ATTENDANCE: Henry Barrett, George Jack, Robert Turgon, Pete Reich, Benjamin Malesh, Dianna Battaglia Planning Director, Amanda Hickman Planning Coordinator.

Also in attendance: Mayor Ashby, Mitch Ensor, Baystate Land Services, Charles Burkins.

Meeting called to order at 6:30pm.

APPROVAL OF MINUTES:

Without objection minutes from June 17, 2019 Planning Commission meeting were approved.

Introduction of new member

Benjamin Malesh is introduced as the newest Commission member

New Business

A. SUP2019-02 Preliminary Plat Subdivision

Mr. Jack requests an update from staff regarding the request for subdivision.

Dianna Battaglia provides explanation, making note that all details can be found in the written staff report. Mr. Burkins is requesting a subdivision for his property on Richmond St. and a neighboring property on Cole St. that will consolidate three current parcels into two. This new formation will create cleaner lot lines and provide yard space for both properties, which is currently lacking.

Mr. Jack asks for any discussion.

Mr. Barrett asks if there are any other neighbors to consider.

Mr. Burkins explains that the only neighbor affected by this subdivision has provided a written agreement and is in favor of the change, she is also present this evening should you have any questions.

Mr. Barrett makes a motion to approve the proposed subdivision per the staff report provided. Commissioner Reich seconds.

All in Favor. Motion carried.

B. CP2019-01 Concept Plan-Richmond Hills

Mitch Ensor of Baystate Land Services makes presentation regarding the proposed concept development plan for the property on Charles St. The development will include 22 single family homes total, will be served by a public road, will connect to the Town water and sewer system with half of the homes being gravity fed and the other houses served with E1 pumps.

Commissioner Reich asks if stormwater has been addressed yet.

Mitch explains that stormwater has been considered but cannot be formally addressed until after concept so the plan can go to TAC with the County.

Mr. Turgon asks about the empty space between lots 11 and 12 and what, if any, plans were there for that area. He would also like to know if the cul-de-sac will be paved entirely or if there will be an area for vegetation.

Mitch says it will be paved entirely.

Mr. Malesh asks who will be responsible for the maintenance of the developments open space?

Mitch responds that it will be the responsibility of the homeowners association to maintain all open space.

Mr. Barret requests clarification regarding lot lines and the envelope depicted on the plans. Brief discussion regarding lot lines vs. build lines.

Mr. Jack asks for the staff report to be provided.

Ms. Battaglia notes that a copy of the written report has been provided and touches on basic points of the project. She believes that compared to previous concept plans, this provides for a better use of the property and considering its partial R3 zoning the 22 homes is more cohesive with the current neighborhood.

Commissioner Reich asks if a traffic impact study has been done yet. Ms. Battaglia says that a traffic impact analysis can be requested and addressed at a later date.

Mayor Ashby asks if street lighting will be addressed?

Mitch says yes and indicates where on the plan they intend to place pole lights.

Commissioner Reich asks for clarification regarding the E1 pumps and ownership. Mitch explains that the pumps will be maintained by individual property owners on their lots and will not be the Towns responsibility. He also briefly explains how the pumps themselves work.

Mr. Barrett makes a motion to approve the concept plan conditioned upon any further staff recommendations.

Commissioner Reich seconds.

All in favor. Motion carried.

C. SE2019-01 Special Exception

Ms. Battaglia explains that item C of the agenda no longer needs to be considered. Earlier in the day staff received an email from the applicant that they have cancelled their request and will be discontinuing their efforts to convert the home into a multi-family use. No further discussion.

She continues by explaining that there is a potential scheduling conflict regarding the next meeting and if the Board would consider holding the meeting on August 12th instead of the 19th.

All members agreed to get back to staff with an answer within the coming week.

Adjournment:

Without objection the Planning Commission meeting adjourned at 7:19 p.m.

Respectfully Submitted,

Amanda Hickman
Planning & Zoning Coordinator