

**TOWN OF NORTHFIELD  
PLANNING BOARD  
January 10, 2011  
MINUTES**

Members present: Wayne Crowley, Dick Maher, Todd Ryan, Kim Robichaud, Glen Brown, Doug Read, Fran LaBranche and Mike Murphy. Also present: Dave Jeffers, LPRC.

**Minutes:** Glen Brown moved, seconded by Dick Maher to accept the minutes of December 6, 2010 with clarification of Mr. Maher's comment relative to LRPC. Motion passed. Glen Brown moved, seconded by Mike Murphy to accept the minutes of December 18, 2010. Motion passed.

**Spaulding Youth Center: Application for a Major Site Plan for a 23,976 sq. ft Educational Facility with associated parking, utilities, septic system and drainage on 5.7 acres at 130 Shedd Road (Tax Map R10 Lot 3 and R14 Lot 1) in the Conservation zone.** Susan Calegari, CEO of Spaulding Youth Center introduced members of the team working on this project and stated that she has received a report from the Fire Department indicating there had been 10 calls for services in 2010. The Police Chief had 31 calls for services in 2010 which included anything from a locked car to a 911 emergency. The traffic study has been completed.

Erin Reardon, Nobis Engineering, reviewed the plan for the new building and 4 smaller parking lots replacing the current large one.

- 2 new driveway cuts will be required on Shedd Road as well as improving an existing driveway cut. Three driveway permits will be submitted to the Highway Superintendent.
- The traffic study summary shows that the project would generate 30 new trips in the morning, 27 new trips in the afternoon and 3 new trips in the evening. This is equivalent to one additional vehicle every four minutes which is very little impact.
- Storm water management – the plan creating 4 smaller parking lots helps with drainage issues. A waiver from the town's curbing requirement has been submitted in order to allow the water to sheet off the pavement into the bio retention vegetative buffer areas. If curbing is required it will be necessary to create retention/detention ponds with catch basins which require maintenance over the years.
- As more than 100,000 sq ft will be disturbed, an Alteration of Terrain permit application has been submitted to DES.
- The septic system design has been submitted to DES.
- A preliminary report indicates that there is sufficient water for fire suppression, but the complete report is forthcoming.
- The applicant has been in communication with the Fire Department from the beginning relative to driveway needs for fire trucks, etc.
- The lighting plan (not complete at this time) will provide minimum lighting required for safety without over lighting. All lighting will be down cast, respecting the night sky and will follow guidelines from LEED. Some lights can be turned off or down at night. There are no plans to rework the existing lighting except for removing the street lights that are currently in the parking lot area.

- Once drawings for utilities in the building are complete they are sent to both the Fire Department and the state for approval before the building is constructed. This will include assurance that there is an adequate supply of water for fire suppression.
- A Special Use Permit is required as there will be disturbance of the soil within the 50 foot wetlands buffer during construction only.

Completeness of the application:

Dave Jeffers indicated that all abutters have been notified. He recommended passage of a request for a waiver for the location map size and for showing community facilities. There are still items not complete at this time, but the application is essentially complete. Doug Read moved, seconded by Todd Ryan to grant the waiver as requested for the location map at the scale of 1:12,000 and from showing community facilities on the location map (SPR 6.B.3). Motion passed.

Mike Murphy moved, seconded by Doug Read to accept the application as complete with the above waiver. Motion passed.

Wayne Crowley listed items needed for approval of the plan:

1. Alteration of Terrain permit – can be condition of approval
2. Septic system permit – can be condition of approval
3. Driveway permits
4. Traffic study submitted and reviewed by the Highway Superintendent, Dave Jeffers and Planning Board members.
5. Fire Department report on sufficient water supply for fire suppression.

Public Hearing opened: Nancy Norris expressed concern about the impact of the project on property values and on wildlife in the area. Wayne Crowley briefly explained the process, noting that the Zoning Ordinance does not address wildlife issues, however the Conservation Commission has endorsed the plan. Dave Jeffers commented that the project is in the Conservation zone and the applicant has changed the design of the building in order to comply with the wetlands ordinance. Public hearing closed.

Waivers:

Request for waiver from the Site Plan Regulation 7.6 to allow 58 of the total 169 parking spaces be Compact Parking spaces and request for a waiver from the wheel stop requirement (SPR 7.5.B.2). The compact parking space plan is recommended by LEED with the overall goal of reducing the impervious surface and storm water runoff. The applicant feels it is in keeping with the Conservation Zone and is practical as so many compact cars are utilized.

Not placing curbing in the parking lots allows the water to sheet flow into the bio retention area. Dick Maher asked how the pollutants are handled if there are no catch basins and retention ponds. The plan calls for specific plants that will not be damaged by petroleum products but instead act as pre-filters before reaching the soil which is the filter. Todd Ryan asked if this system works during a 25-50 year storm. The plan is designed for a 50 year storm and the storm water report indicates that this system actually reduces run off. Wayne Crowley asked if there are any parking locations near a steep slope. The parking lots have approximately 2% slope.

Fran LaBranche moved, seconded by Dick Maher to grant the waiver from the Site Plan Regulation 7.6 to allow 58 of the total 169 parking spaces be Compact Parking spaces. Motion passed

Fran LaBranche moved, seconded by Mike Murphy to grant the waiver from the wheel stop requirement (SPR 7.5.B.2). Motion passed.

Dave Jeffers explained to the Board that there are no specific parking regulations for educational facilities in the Zoning Ordinance. The applicant has provided the number of spaces based upon other town ordinances. He added that Northfield's regulations say the number of parking spaces is to be determined by the Planning Board, but if it is not in the Zoning Ordinance it also needs to be addressed by the ZBA. Erin Reardon stated that Spaulding's letter explaining the number of spaces provided was part of their presentation to the ZBA. Wayne Crowley will speak with the ZBA to see if they want to make a decision on the parking spaces or are comfortable with the PB making that decision.

Dick Maher asked about parking for visitors. There are 5 designated visitor parking spaces. Susan Calegari stated that an annual meeting is held with approximately 50 people and the parking is adequate.

Items needed for completion:

1. Updated lighting plan
2. Typographic corrections on plan
3. 2 large propane tanks are shown on the plan – needs clarification
4. On sheet C6A it appears to be a temporary driveway entrance, but in fact is drainage – needs clarification
5. Fire Department input relative to fire suppression
6. Highway Superintendent input relative to driveway cuts, permits and traffic study.
7. Confer with ZBA relative to number of parking spaces
8. Review of traffic study by Dave Jeffers and Planning Board.

Doug Read moved, seconded by Mike Murphy to continue the application to February 7, 2011. Motion passed.

**Spaulding Youth Center: Application for a Special Use Permit for the temporary disturbance of soil within the 50 foot wetlands buffer during construction of a 23,976 sq. ft. Educational Facility at 130 Shedd Road (Tax Map R10 Lot 3 and R14 Lot 1) in the Conservation Zone.**

Wayne Crowley inquired what the applicant means by "disturbance". Erin Reardon explained that the foundation of the building and the driveway bed will need to be dug down at least 4 feet. During that construction trucks will be driving over approximately 4,000 sq ft of the wetlands buffer. A silt fence will be installed to limit the amount of area disturbed. When construction is complete the area will be restored to its original grade and vegetation. Where the culvert is installed on Shedd Road a small area will be cleared out for drainage.

Dick Maher moved, seconded by Glen Brown to grant the Special Use Permit. Motion passed.

**Other:**

- Dick Maher moved, seconded by Glen Brown to change meeting dates to July 11 and September 12 due to holidays. Motion passed.
- Impact fee discussion.
- Doubleday and Foster plans signed to be recorded.
- PB Rules of Procedure need changes to address the new state regulations on alternates.

Meeting adjourned at 8:50 PM.

Respectfully submitted,

Eliza Conde, Secretary

*Minutes approved 02-07-2011*