

**TOWN OF TRURO
Planning Board
MEETING MINUTES
August 14, 2019
TRURO TOWN HALL**

Members Present: Chair-Steve Sollog, Karen Tosh, Jack Riemer, Bruce Boleyn, Anne Greenbaum, Paul Kiernan

Members Absent: Peter Herridge

Others Present: Interim Town Planner-Jessica Bardi, Atty. Jonathan Silverstein

Chair Sollog called the meeting to order at 6:06 pm.

Public Comment Period: No public comments.

Discussion and approval of updated Truro Zoning Bylaw amended through April 2019.

Interim Planner Bardi reminded the Board that at their last meeting she was tasked with reviewing the Truro Zoning Bylaw amendments (as of the last certified Bylaw from the Clerk's office from 2010). She started going through 2011-2014 amendments which were approved at Town Meeting. She came across four or five small changes and she provided the Board with copies to review. The Board proceeded to review the issues with Interim Planner Bardi. There were several definitions voted to be removed from the Bylaw at Town Meeting (general housekeeping items) which for whatever reason never made it to the certified copy. There were also small additions (dates, omitted words) which were included in the new copy.

Member Riemer noted that backyard setbacks were missing from the table. Member Greenbaum stated that the table had the backyard setback in the 2010 certified copy. Atty. Silverstein added that most likely it was an omission. Interim Planner Bardi will check with the Town Clerk's office to be sure no amendment was made to drop the setbacks. In addition, Member Kiernan mentioned a spelling error he noticed that interim Planner Bardi shall correct.

Member Kiernan made a motion to approve the updated Truro Zoning Bylaw with amendments.

Member Boleyn seconded.

So voted; 6-0-0, motion carries.

Discussion and approval of Planning Department Residential Site Plan Draft Model Application Packet.

The Board began by going over the procedure for submitting an application for residential site plan review. Requirements for submittal were read through.

Chair Sollog stated that there was a discussion regarding at what point does the Board determine that an application is complete, and who would be the authority, and that starts a clock. He wants to be sure that it's done correctly. Atty. Silverstein stated that the bylaw doesn't designate anybody, and he feels it's appropriate if the Planning Board wants to designate the Planner to make an initial determination of completeness and to provide a process by which an applicant can be informed that an application is not complete. With site plan review it's slightly less of a concern than special permit or variance. Member Kiernan asked; if the Town Planner determines the application to be complete, does the clock start then? Atty. Silverstein agreed. Member Tosh agrees that the determination of a complete application should be delegated to the Planner. If additional information is needed, then the clock will stop.

Member Riemer asks if an applicant needs a continuance, should they state the “due cause”? Atty. Silverstein suggests that the Board provide a Continuance Request Form that includes language agreeing to extend the deadlines. Chair Sollog likes the idea, as it creates uniformity and a paper trail.

A discussion was then held regarding the 10-day deadline of applicants submitting additional information before a public hearing is held. Atty. Silverstein believes the 10-day deadline might be a bit strict. He suggested that the Board may want to add a sentence that says the Board reserves the right not to consider materials submitted at least 10 days prior to a public hearing. That will give them the ability to consider it if they wish to.

Chair Sollog went over the review criteria. Discussion occurred on various points; mainly centering upon whether the Board could require the listing of an easement. Since that is not included in the bylaw, the general consensus was that they would not include that as a checkpoint.

Member Riemer wished to talk about the abutter notification section. He noticed that the abutter request list for the Zoning Board of Appeals (under footnote 1) stated abutters were owners of land directly opposite on any public or private street, or way, and abutters to abutters within 300 feet of the property line. He wanted to know why the same thing was not asked for the Planning Board abutter notifications in site plan approval. Atty. Silverstein stated that the Planning Board was actually asking for more than what’s required for the ZBA. He continued to explain the difference between the Planning Board and Zoning Board abutter notification requirements. Member Riemer was satisfied with the explanation.

Chair Sollog asked if the Board was happy with the checklist, would they approve the concept and want to proceed with creating a similar package for all applications. Interim Town Planner Bardi interjected with a question regarding the filing fee. She believed that the amount has been \$250 and that the \$50 fee listed was a typo and asked if the Board wanted her to change that. Chair Sollog agreed. The Board agreed that they liked the concept and wanted to apply it to the other applications.

Member Tosh made a motion to adopt the procedure and application to be amended as discussed by the Interim Town Planner.

Member Boleyn seconded.

So voted; 6-0-0, motion carries.

Member Kiernan asked if the Board could have a list of potential conditions so that they have something to reference. Chair Sollog wished to confirm that he was asking for a list of previously approved conditions so the Board can refer to them. Atty. Silverstein mentioned that previous conditions are usually fact specific. Chair Sollog suggested that Member Kiernan compile the list.

Discussion of goals and objectives of the Truro Planning Board, including discussion of zoning amendments for 2020 Annual Town Meeting.

Chair Sollog read through something previously submitted by Member Kiernan.

- Food trucks are not defined in bylaws.
- Street definition.

Member Greenbaum suggests doing a work-session just on Goals and Objectives and potential bylaws. A date of August 21, 2019 at 2:30 pm is chosen.

Approval of Minutes

May 1, 2019 and July 23, 2019 minutes of site visits for 37 Old Outermost Road and 16 Glacier Drive.

Member Riemer made a motion to approve the minutes of May 1, 2019 with amendments.

Member Boleyn seconded.

So voted; 5-0-1 (Member Greenbaum abstained as she was not a member of the Board), motion carries.

Chair Sollog made a motion to approve the minutes of July 23, 2019.

Member Tosh seconded.

So voted; 5-0-1 (Member Greenbaum abstained as she was not a member of the Board), motion carries.

Member Tosh made a motion to adjourn at 8:00 pm.

Member Boleyn seconded.

So voted; 6-0-0, motion carries.

Respectfully Submitted,

Noelle L. Scoullar

