



Truro Planning Board Agenda

Remote Meeting

Wednesday, August 5, 2020 – 6:00 pm

www.truro-ma.gov

Open Meeting

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website (www.truro-ma.gov). Click on the green "Watch" button in the upper right corner of the page. Please note that there may be a slight delay (approx. 15-30 seconds) between the meeting and the television broadcast/live stream.

Citizens can join the meeting to listen and provide public comment via the link below or by calling in toll free at 1-877-309-2073 and entering the following access code when prompted: 307-551-525. Citizens will be muted upon entering the meeting until the public comment portion of the hearing. If you are joining the meeting while watching the television broadcast/live stream, please lower the volume on your computer or television during public comment so that you may be heard clearly. Citizens may also provide written comment via postal mail or by emailing the Town Planner at planner1@truro-ma.gov.

Meeting link: global.gotomeeting.com/join/307551525

Public Comment Period

The Commonwealth's Open Meeting Law limits any discussion by members of the Board of an issue raised to whether that issue should be placed on a future agenda. Speakers are limited to no more than 5 minutes.

Board Action/Review

2019-006/PB – Abigail B. Schirmer, Audrey Schirmer, and Joseph M. Schirmer seek approval of a Preliminary Subdivision Plan of Land, pursuant to G.L. c. 41, §81S and §2.4 of the Town of Truro Rules and Regulations Governing the Subdivision of Land with respect to property at Route 6 and Amity Lane, Truro, MA, Map 46, Parcel 8.

The Board voted to approve the preliminary plan with conditions at its meeting on July 22, 2020, one of the conditions being a stamped plan. Review plan for conformity with discussion and vote of approval at last meeting.

2020-008/PB – David and Daisy Paradis seek approval of Form A – Application for Determination that Plan Does Not Require Approval (ANR) pursuant to Section 2.2 of the Town of Truro Rules and Regulations Governing the Subdivision of Land with respect to property at 14, 16 Mill Pond Road, Map 54, Parcels 56 and 54.

Authorization of Chair to Sign Plans on behalf of Board: (1) ANR Plan for 36, 38 Twine Field Road, Truro, *and* (2) Subsequent plans. Review of statutory process for authorizing individual to sign ANR and Subdivision Plans on behalf of the Board; vote; letter to Barnstable Register.

- Review memo
- Discussion by the Board
- Review draft letter to the Register, Barnstable County Registry of Deeds
- Vote to authorize Chair to sign plans on behalf of the Board
 - ◆ If vote in favor of Chair signing plans on behalf of the Board, then the second page of the letter will need to be signed by four (4) Board Members
 - ◆ Planning Department Administrator will forward to the Register

Review of the Cloverleaf Truro Rental Housing Comprehensive Permit application under MGL Ch. 40B to formulate comments for submittal to the Zoning Board of Appeals.

Discussion for setting dates for future Board public workshops.

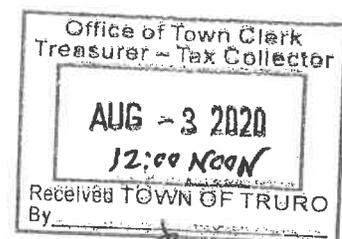
Minutes

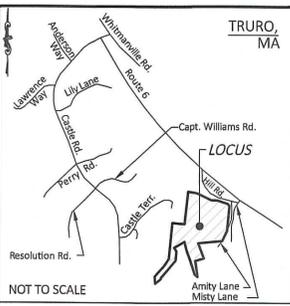
December 4, 2019 (original)
December 4, 2019 (partially revised with edit notes)
June 17, 2020

Next Meeting

Wednesday, August 19, 2020, at 6:00 p.m.

Adjourn





Plan Book 670, Page 36

REFERENCES:
 PLAN BOOK 670 PAGE 36
 ASSESSORS' MAP 46 PARCEL 8
 TOTAL AREA = 289,230 S.F.±

OWNERS OF RECORD
 AUDREY SCHIRMER
 ABIGAIL B. SCHIRMER
 JOSEPH M. SCHIRMER
 DEED BOOK 14422, PAGE 64

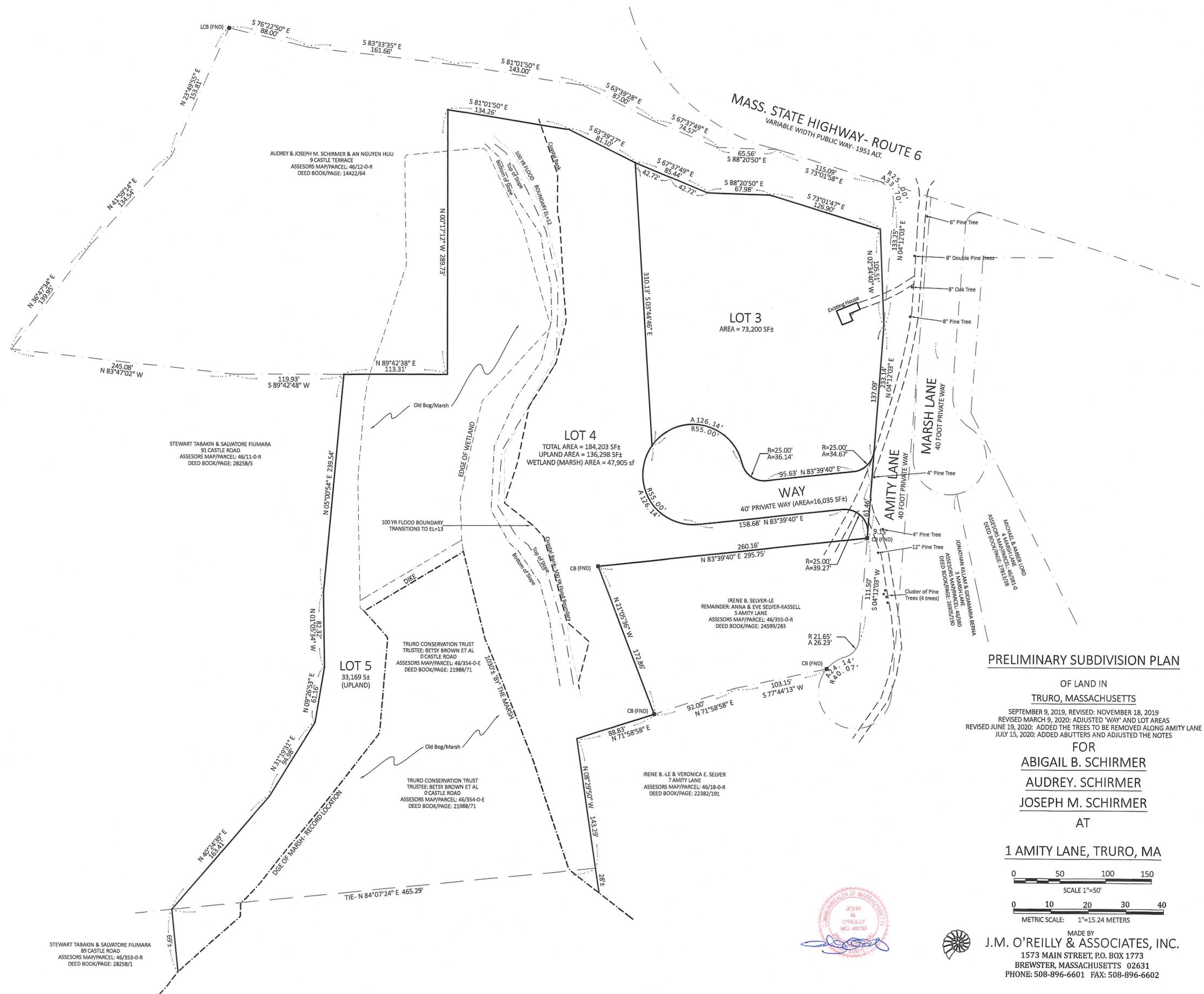
LEGEND

- CB CONCRETE BOUND
- LCB LAND COURT BOUND
- FND FOUND
- (TO BE SET) SURVEYORS BOUND TO BE SET

NOTES:

- 1.) A PORTION OF THE PROPERTY FALLS WITHIN A SPECIAL FLOOD HAZARD ZONE AS DELINEATED ON FLOOD INSURANCE MAP #25001C1391
- 2.) THE 100 YEAR FLOOD BOUNDARY RANGES FROM ELEVATION 12 TO ELEVATION 13 AND IS SHOWN ON THE PLAN VIEW.
- 3.) THE 10-FOOT CONTOURS, AS SHOWN HEREON, WERE TAKEN FROM THE TOWN G.I.S. MAPPING.
- 4.) THE EDGE OF WETLAND, BOTTOM AND TOP OF SLOPE AND THE COASTAL BANK WERE LOCATED BY FIELD SURVEY, COMPLETED BY J.M. O'REILLY & ASSOCIATES, INC ON 10-16-2019, 10-25-2019 AND 11-18-2019.
- 5.) THE TREES AS SHOWN ON THE PLAN VIEW SHALL BE REMOVED SO AS TO PROVIDE THE REQUESTED CLEARANCE FROM THE TRURO FIRE DEPARTMENT.
- 6.) THE PROPOSAL DOES NOT INCLUDE ANY DRAINAGE IMPROVEMENTS, AT THIS TIME. AT THIS TIME THERE IS NO ADDITIONAL DRAINAGE FACILITIES PROPOSED ALONG AMITY LANE OR THE PROPOSED WAY.
- 7.) THE EXISTING WIDTH OF THE ROADWAY WITHIN AMITY LANE IS 8'±

ZONING REQUIREMENTS	
RESIDENTIAL ZONE	
MINIMUM LOT SIZE	33,750 SF
MINIMUM FRONTAGE	150 FEET
MINIMUM FRONT YARD DIMENSIONS	25 FEET
MINIMUM SIDE AND REAR YARD DIMENSIONS	25 FEET

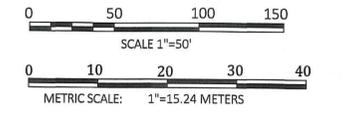


PRELIMINARY SUBDIVISION PLAN

OF LAND IN
 TRURO, MASSACHUSETTS
 SEPTEMBER 9, 2019, REVISED: NOVEMBER 18, 2019
 REVISED MARCH 9, 2020: ADJUSTED "WAY" AND LOT AREAS
 REVISED JUNE 19, 2020: ADDED THE TREES TO BE REMOVED ALONG AMITY LANE
 JULY 15, 2020: ADDED ABUTTERS AND ADJUSTED THE NOTES

FOR
ABIGAIL B. SCHIRMER
AUDREY. SCHIRMER
JOSEPH M. SCHIRMER
 AT

1 AMITY LANE, TRURO, MA



MADE BY
J.M. O'REILLY & ASSOCIATES, INC.
 1573 MAIN STREET, P.O. BOX 1773
 BREWSTER, MASSACHUSETTS 02631
 PHONE: 508-896-6601 FAX: 508-896-6602

TOWN OF TRURO



PLANNING BOARD

Office of Town Clerk
Treasurer - Tax Collector
\$275.00 Fee Paid
JUL 15 2020
2020-008/DB
Received TOWN OF TRURO
By [Signature]

FORM A
APPLICATION FOR DETERMINATION THAT
PLAN DOES NOT REQUIRE APPROVAL (ANR)

Date: 7.11.20

To The Planning Board of the Town of Truro Massachusetts,

The undersigned owners of all the land described herein submitted the accompanying plan entitled:
PLAN OF LAND - 14 MILL POND RD & 16 MILL POND RD, TRURO, MA.
LAND OF DAVID PARADIS & TANSY PARADIS and dated JUNE 23, 2020, requests a
determination and endorsement by said Board that approval by it under the Subdivision Control Law is not
required.

Property Location: 14 MILL POND RD. 16 MILL POND RD. Map(s) and Parcel(s): 54/56 54/5A

Number of Lots Created: NO NEW LOTS Total Land Area: 2.28 +/- AC

The owner's title to said land is derived under deed from SHIRLEY LONGO DAVID PARADIS dated 6/8/1992 and recorded in the Barnstable Registry of Deeds Book and Page: BK. 806A PG. 64 BK. 1195D PG. 242

or Land Court Certificate of Title No. registered in Barnstable County.

The undersigned believes that such approval is not required for the following reasons: (Check as appropriate)

- The accompanying plan is not a subdivision because the plan does not show a division of land.
The division of the tract of land shown on the accompanying plan is not a subdivision because every lot shown on the plan has frontage of at least such distance as is presently required by the Truro zoning by-law under Section 50.1 (A) which requires 150 feet for erection of a building on such lot; and every lot shown on the plan has such frontage on:
a public way or way which the Town Clerk certifies is maintained and used as a public way, namely MILL POND ROAD, or
a way shown on a plan theretofore approved and endorsed in accordance with the subdivision control law, namely on and subject to the following conditions; or
a private way in existence on December 8, 1955, the date when the subdivision control law became effective in the Town of Truro having, in the opinion of the Planning Board, sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon, namely

The division of the tract of land shown on the accompanying plan is not a "subdivision" because it shows a

proposed conveyance/other instrument, namely ALTERING ~~THE~~ COMMON PROPERTY LINE which adds to/takes away from/changes the size and shape of, lots in such a manner that no lot affected is left without frontage as required by the Truro zoning bylaw under Section 50.1 (A), which requires 150 feet.

The division of the tract of land shown on the accompanying plan is not a subdivision because two or more buildings, specifically _____ buildings were standing on the property prior to December 8, 1955 the date when the subdivision control law went into effect in the Town of Truro and one of such buildings remains standing on each of the lots/said buildings as shown and located on the accompanying plan. Evidence of the existence of such buildings prior to the effective date of the subdivision control law as follows:

Other reasons or comments: (See M.G. L., c.41, §81-L)

All other information as required in the Rules and Regulations Governing Subdivisions of Land shall be submitted as part of the application.

DAVID PARADIS
(Printed Name of Owner)

David Paradis
(Signature)

DAISY PARADIS
(Printed Name of Owner)

Daisy Paradis
(Signature)

14 MILL FORD RD.
16 MILL FORD RD.
(Address of Owner(s))

(Address of Owner(s))

PETER J. KANE
KANE LAND SURVEYORS
(Printed Name of Agent)

P. J. Kane
(Signature)

30 HIGGINS LA., WELLFLEET, MA 02667
(Address of Agent)
508-397-0360 P.O. BOX 1302

File twelve (12) copies each of this form and applicable plan(s) with the Town Clerk

TO: Truro Planning Board

FROM: Barbara Carboni, Esq.

RE: Designation of Individual to Sign Plans on Behalf of Planning Board and Notification to Registry

DATE: July 30, 2020

Summary

G.L. c. 41, s. 81P and s. 81X allow a Planning Board to authorize an individual to sign ANR and definitive plans, respectively, on behalf of the Board for recording in the Registry of Deeds (and Land Court side). During the current COVID-19 emergency, while the Board is meeting remotely, the Board may wish to use this mechanism to simplify the logistics of signing plans. While not modifying the Board’s substantive review of the plans, the mechanism allows the Board to carry out its statutory duties and enables landowners to file plans without undue complication. The Board can accomplish this by vote at a noticed meeting, followed by letter to the Registry.

Statutory Authority

G.L. c. 41, s. 81P provides, with respect to ANR plans:

“The planning board of a city or town which has authorized any person, other than a majority of the board, to endorse on a plan the approval of the board or to make any other certificate under the subdivision control law, *shall transmit a written statement to the register of deeds and the recorder of the land court, signed by a majority of the board, giving the name of the person so authorized.*” (emphasis supplied)

G.L. c. 41, s. 81X provides, with respect to subdivision plans:

“The planning board of a city or town which has authorized any person, other than a majority of the board, to endorse on a plan the approval of the board or to make any other certificate under the subdivision control law, *shall transmit a written statement to the register of deeds and the recorder of the land court, signed by a majority of the board, giving the name of the person so authorized.*” (emphasis supplied)

Procedure for Exercise

Posted agenda item. The Board must vote to take action under both statutes, so there must be a noticed agenda item at a meeting. No hearing is necessary. Suggested agenda item: “Designation of individual authorized to endorse ANR plans and definitive subdivision during COVID-19 state of emergency.”

Discussion and vote at meeting. The Chair should reference the current emergency and note that the Board has authority under the Subdivision Control law to designate an individual to sign plans on behalf of the Board. Discussion topics:

Whom to designate. The statute specifies, “name of the person so authorized,” so it should be an individual rather than a title (e.g., not “Chairman”).

Whether to limit practice to endorsements taking place during the emergency.

Review draft letter to send to Registry.

The Chair would accept a motion:

“Madam Chairman, I move that the Board authorize [name of individual] to endorse ANR plans on behalf of the Board as permitted under G.L. c. 41, s. 81P, and to endorse subdivision plans, on behalf of the Board as permitted under G.L. c. 41, s. 81X, and further move that the letter reviewed be transmitted to the Register of Deeds and Assistant Recorder of the Land Court as the notice required under both statutes.”

Second; Discussion; Roll call vote

Letter to Registry/Land Court

Both statutes require the signatures of a majority of the Board on the notices sent to inform the Registry that the designated individual may sign plans on behalf of the Board. In ordinary times, this would be accomplished at a meeting or other visits to Town Hall. At this time, unless it is possible and safe for four board members to visit Town Hall, each of the four Board members will print out and sign a signature page, and send it to Elizabeth Sturdy, who will assemble the pages with the letter and send to the Registry of Deeds.

After the Board’s letter is accepted by the Registry, ANR plans and subdivision plans may be endorsed by the individual authorized and submitted to the Registry for recording.

Resumption of standard endorsement practice

When the current state of emergency terminates, and assuming the Board seeks to revert to the prior practice of plan endorsement, the Board should vote to withdraw its authorization for

the individual to endorse plans on behalf of the Board. A second letter should be prepared and submitted to the Registry reflecting this vote and as notification of a reversion to the prior endorsement practice.

Draft letter

A draft letter to the Registry is attached for the Board's review when it discusses this matter at a meeting. Please let me know if you have any questions or if I can be of further assistance.

[Planning Board letterhead]

[date]

John F. Meade, Register and Assistant Recorder of the Land Court
Barnstable Registry of Deeds
3915 Main Street, P.O. Box 368
Barnstable, MA 02630

Re: Truro Planning Board
Notices pursuant to G.L. c. 41, s. 81P and s. 81X of authorization to endorse plans

Dear Register Meade,

At a properly noticed meeting on [date], the Truro Planning Board, pursuant to G.L. c. 41, s. 81P, voted to authorize [name of individual; title] to endorse, on behalf of the Board, “Approval Not Required” (ANR) plans under this statute. The vote of the Board was as follows:

Anne Greenbaum, Chair	Aye
Karen Tosh, Vice Chair	Aye
Jack Riemer	Aye
Steve Sollog	Aye
R. Bruce Boleyn	Aye
Paul Kiernan	Aye
Peter Herridge	Aye

At the same meeting, the Amesbury Planning Board, pursuant to G.L. c. 41, s. 81X, voted to authorize [name of individual; title] to endorse, on behalf of the Board, subdivision plans under this statute. The vote of the Board was as follows:

Anne Greenbaum, Chair	Aye
Karen Tosh, Vice Chair	Aye
Jack Riemer	Aye
Steve Sollog	Aye
R. Bruce Boleyn	Aye
Paul Kiernan	Aye
Peter Herridge	Aye

As required under G.L. c. 41, s. 81P and G.L. c. 41, s. 81X, the signatures of a majority of the Planning Board (four members) appear below.

Would you kindly update the records of the Registry of Deeds, and records of Registered Land, to reflect the above authorizations?

The Planning Board may be reached through the Truro Town Planner. If you have any questions, please contact [*individual*] at [*telephone number and/or email*].

Very truly yours,

Name

Date

Name

Date

Name

Date

Name

Date

DRAFT

Community Housing Resource, Inc. Cloverleaf Truro Rental Housing

Project Applicant: Community Housing Resource, Inc. Box 1015, Provincetown, MA 02657
Site Address: 22 Highland Road, Truro MA Parcel #36-238-0
Project Name: Cloverleaf Truro Rental Housing
Subsidizing Agency: Department of Housing and Community Development Funding Program:
Low Income Housing Tax Credits (LIHTC)
Contacts: Edward "Ted" Malone, 508-487-2426 x 1, tedmalone@chrgroup.net
Application Date: November 6, 2019
Other Waivers: July 9, 2020

Community Housing Resource, Inc (CHR) is submitting the following SUPPLEMENTAL INFORMATION regarding the application for the Cloverleaf Truro Rental Housing (the "Cloverleaf") development pursuant to G.L. c. 40B, §§20-23.

The Applicant affirms compliance with the following specific General Bylaws of the Town of Truro, as follows:

Section 3: Handicapped Parking

The applicant will comply with the requirements of this Section 3 of the General Bylaws which references provisions of *MGL Law Chapter 40, Sec21, cl. 23, as amended by St. 2002, c. 450, Sec.1* which requires all off-street public or private parking areas used by the public to provide reserved parking spaces for vehicles which bear an HP plate or placard or Disabled Veteran plate. Pursuant to 4-3-1, 4-3-2 the Cloverleaf development (designed with 81 spaces) will provide 4 designated accessible parking spaces with 5' wide unloading areas, 2 of which will be a pair of 10 foot wide spaces sharing a common aisle of 5 feet in width. In addition, two spaces are designated as "Lift Van Accessible", 12 feet wide by 20 feet long with cross hatched access aisle of 8 feet wide allowing a van to operate a lift.

Section 6: Outdoor Lighting

The applicant will comply with the requirements of this Section 6 of the General Bylaws. The applicant has provided post and wall lighting fixture "tear sheets" that comply with "Night Sky" requirements and will also limit illumination LED bulbs to maximum 75 Watt equivalent

The Applicant seeks relief from the following specific General Bylaws of the Town of Truro, as follows:

Section 8: Soil Removal

The applicant will comply with the requirements of this Section 8 of the General Bylaws with the exception that the applicants requests the waiver of the requirement that the Permit for Soil Removal be obtained from the Building Commissioner, and that the Permit for Soil Removal, with any conditions imposed, be issued by the Zoning Board of Appeals as part of the Comprehensive Permit under MGL Chapter 40B. The attached documentation of the amounts of Soil Removal from the Site as well as the amounts of Cut and Fill has been prepared by Williams Building Company and are revised to reflect plan changes as currently redesigned.

CUT & STOCKPILE: 1,280 cubic yards

CUT groundcover and “duff layer” for reuse CUT & FILL: 7,793 cubic yards

CUT from elevation 55’ to 62’ at center (east) of site; FILL at rear (north east) of site elevation 36’ to 46’

EXCAVATE & BACKFILL: 5,122 cubic yards for building foundations CUT & REMOVE: 8,918 cubic yards

CUT from access roadway and CUT from elevation 55’ to 62’ REMOVE / EXPORT from site

Also, the Applicant seeks relief from the provision that the Town may require a bond, certified check, or other security to insure compliance.

The Applicant seeks relief from the following specific sections of the Subdivision Control Regulations as follows:

The applicant will comply with the intent of the Subdivision Control Regulations with the exception that the applicants requests the waiver of the Planning Board role and this review be made by the Zoning Board of Appeals as part of the Comprehensive Permit under MGL Chapter 40B. In addition, specific relief / waiver is requested:

Roadway Standards (Section 3.6)

- Adjacent Properties: Access road is within 25 feet of side line, adjacent to Unit 21 (east), 13 feet provided, 25 feet required. (Section 3.6.7)
- Design standards for Appendix 2 – Table 2 - Type C
 - Roadway Width (not including berms):
Loop Road, 14 foot travel way, with 1 foot berms provided (one-way traffic)

- Radius at centerline of street
290 feet required, 100 feet provided at Highland Road entrance; 50 feet provided within the site,
 - Maximum Grade:
8% Maximum, Main Access Road 10% proposed
 - Curb Cut Radius:
30 feet required; 30 foot radius provided on main access road – exit lane
 - Dead-end Street:
1,000 feet maximum; loop roadway is 1,060 feet +/- long Specifications for Construction (Section 4)
- 4.1.8 Berms: 18 inch berms required; 12 inch berms proposed
 - 4.1.10 Vegetation: Trees within the proposed limit of work line shall be removed as needed to allow for the construction of the development, beyond the edge of clearing for the roadway.
 - 4.2.4 Drainage Treatment: Vegetated swales WILL be incorporated into drainage facilities; TWO larger vegetated swales included on the project and two small drainage facilities do not incorporate swales due to site constraints.

The Applicant seeks relief from the following specific sections of the Site Plan Review requirements and procedures of the Zoning Bylaws, as follows:

The applicant will comply with the requirements of the Site Plan Review, Section 70 of the Zoning Bylaws, as indicated in the attached Commercial Site Plan Review Checklist.

Notwithstanding, the applicants requests the waiver of the Planning Board role and this review be made by the Zoning Board of Appeals as part of the Comprehensive Permit under MGL Chapter 40B.

The applicant has submitted the checklist and questionnaire as evidence of substantial conformance with the Procedures and Plan Requirements of Site Plan Review.

Relief is requested from requirements, if any, to post a bond, cash, Letter of Credit, or impose Planning Board Covenants, related to site development.

The Applicant seeks relief from the following specific Section 50 Building Area and Height Regulations of the Zoning Bylaws, and specifically 50.2 regarding Building Gross Floor Area, if applicable.

Restated Relief from Truro Board of Health Local Regulations rev 7.9.2020

Relief from specific requirements of Article 14 of the Truro Board of Health regulations in excess of MA DEP Title 5 regulations is requested.

The Truro Board of Health regulation requiring 10,000 square feet of land per 110 gallons per day (gpd) would require total acreage of 17.8 acres to support the Title 5 flow from the Cloverleaf Rental Housing development. This could only be achieved through the inclusion of the acreage of the entire MA DOT layout of the Route 6 Highland Road Cloverleaf interchange, approximately 15.6 acres in addition to the 3.91 acre parcel that was separated as surplus land and transferred to the Town of Truro. Although this land remains under MA DOT ownership, not the Town of Truro, it is “buildable upland” that will not be developed and therefore can contribute to the aggregate nitrogen loading land area. Similarly, the abutting land of the Cape Cod National Seashore will not be developed and could also be considered as contributing to the aggregate nitrogen loading analysis. Since there is no easement or ownership of the MA DOT or Cape Cod National Seashore abutting land, this aggregate loading analysis is illustrative only to demonstrate the particular characteristic of this Cloverleaf parcel as it abuts substantial publicly owned undeveloped land.

While the alternative of denitrification Alternative / Innovative septic technology will be a significant cost that would burden the housing development budget as an upfront cost as well as ongoing annual system maintenance / monitoring expenses, the applicant has agreed to FAST technology to reduce nitrogen to 10 ppm.

Also, since the intent of bylaw is in part to protect private wells, it is noteworthy that the mapped ground water flow, confirmed by the Peer Review Consultant Report, indicates an southwest flow from the proposed Sewage Disposal System leach field away from wells on the abutting properties.

Section 50 - Area and Height Regulations: rev 7.9.2020

Dimensional Requirements Required Provided

Minimum Sideyard Setback 25 feet see chart for buildings requiring waivers**

Maximum Building Height 2 stories; 30 feet see chart for buildings requiring waivers**

Relief Required Building Number	Minimum Sideyard Setback – 25 feet Required	Maximum Building Height (definition of building height to ridge above existing grade) – 30 feet maximum	number of stories – two story maximum
1-3	conforming at 40.8 feet	conforming at 21.7 feet	conforming at two stories
5-7	**waiver required for setback at 12.3 feet	conforming at 24 feet	conforming at two stories
2-4	conforming at 91.2 feet	conforming at 28 feet	conforming at two stories
6-8	conforming at 34.2 feet	conforming at 28.5 feet	conforming at two stories
9-11	conforming at 33.3 feet	conforming at 24 feet	conforming at two stories
13-15	**waiver required at 24 feet to foundation excl. egress porch	conforming at 22.5 feet	conforming at two stories
10-12, 14-16, 18-20	**waiver required at 20' to foundation excl. egress porch	conforming at 26 feet conforming at 25.25 feet conforming at 27.25 feet	conforming at two stories conforming at two stories conforming at two stories
17-19	**waiver required at 14.8 feet to foundation excl. egress porch	conforming at 24.5 feet	conforming at two stories
22-24 23-25	conforming at 51.5' **waiver required at 14.6 feet to foundation	**waiver required at 36'11" **waiver required at 31'11" due to fill placed at rear of site above existing grade; appears 24'8" at roadway	**waiver required at three stories; definition of basement in terms of foundation exposure on more than one side will classify this basement as a third story; relief required

21	conforming at 61' west side and 40' east side	**waiver required at 41'5"; definition of building height above existing grade; visible height from road is 30'3" as compared to smaller structures at 26'6"	**waiver required at three stories; definition of basement in terms of foundation exposure on more than one side will classify this basement as a third story; relief required
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Although not required under Chapter 40B to follow the normally applicable review procedures or substantive provisions of a local bylaws and regulations, the applicant nevertheless, without waiving rights to relief from local bylaws and regulations under 40B, provides the following analysis of the proposed development’s substantial conformance with local regulations:

Conformance with Truro Environmental Protection Regulations

The location of the development parcel is not in the jurisdiction of the MA Department of Environmental Protection or Truro Conservation Commission as it is outside the boundaries of any resource area or buffer zone.

Conformance with Truro Zoning Bylaws:

The development as proposed is in conformance with the Truro Zoning Bylaws Area and Height Regulations with the exception of minimum sideyard setback, building height and number of stories:

Section 50 Area and Height Regulations:

Dimensional Requirements – Required		Provided
Minimum Lot Size:	33,750 sq. ft.	170,320 sq. ft.
Minimum Lot Frontage:	209.61 feet	150 feet
Minimum Front yard Setback	25 feet	142 feet (rev 7.9.2020)
Minimum Sideyard Setback	25 feet	see chart for buildings requiring waivers**
Minimum Backyard Setback	25 feet	42 feet provided
Maximum Building Height	2 stories; 30 feet	see chart for buildings requiring waivers**

Section Parking Requirements –

Residential (2 spaces/unit) 78 required; 81 are provided.

CONFORMANCE WITH APPLICABLE MASSACHUSETTS REGULATIONS

Title 5 Regulations 310 CMR 15.000 *et seq.*

The Subsurface Sewage Disposal System proposed for the development is designed in conformance with Title 5 and requires no variances.

Wetland Protection Act, G.L. c. 131, §40 and 310 CMR 10.00 *et seq.*

The location of the development parcel is not in the jurisdiction of the MA Department of Environmental Protection or Truro Conservation Commission as it is outside the boundaries of any resource area or buffer zone.

REQUESTED RELIEF FROM LOCAL BY-LAWS, RULES AND REGULATIONS

Relief from Truro Zoning Bylaws as follows:

Section 30 Use Regulations

Only single-family residential use is permitted in the Residential District; therefore, relief is requested to allow multi-family and two-family residential use.

Permitted Accessory Use in Residential District does not include: On-site Management Office, Community Room or Storage, therefore relief is requested to allow such use as part of the multi-family building.

Section 40 Special Regulations

Special Regulations of this section are generally not applicable, except Section 40.6 Growth Management. This section limits residential building permits issued within any calendar year to 40, and further limits the total number to any one applicant to 4. Section 40.6.C.1 does provide for exemptions for “construction of affordable housing units provided such housing units have deed restrictions to ensure they remain affordable for the maximum period permitted under Massachusetts Law” however the definition of “Affordable Housing” in the bylaws refers only to housing certified as affordable by the Truro Housing Authority. The definitions in the Zoning Bylaw also defines “Affordable Households” as households earning no more than 80% of the AMI as determined by DHCD. These definitions are potentially contradictory with the mixed income nature of this rental housing development. Therefore, relief from this Growth Management section is requested to exempt all rental units in the development including the units that have deed restrictions up to 110% AMI and the unrestricted Market Rate units, so that building permits can be issued at once.

Section 70 Site Plan Review:

Applicant is presenting a site plan, landscape planting plan and site lighting plan that incorporates many Site Plan Review requirements. Applicant seeks relief from the requirements of Site Plan Review procedures and requirements; and, to allow the Comprehensive Permit to be issued in lieu thereof. Information is provided as to Soil Removal Calculations.

Curb Cut Permit Procedure:

The Applicant requests that the Comprehensive Permit substitute for Curb Cut Permit from the Town of Truro. MA DOT Curb cut Permit is being sought by Truro DPW.

Relief from Truro Board of Health Local Regulations

Relief from specific requirements of Article 14 of the Truro Board of Health regulations in excess of MA DEP Title 5 regulations is requested.

The Truro Board of Health regulation requiring 10,000 square feet of land per 110 gallons per day (gpd) would require total acreage of 17.8 acres to support the Title 5 flow from the Cloverleaf Rental Housing development. This could only be achieved through the inclusion of the acreage of the entire MA DOT layout of the Route 6 Highland Road Cloverleaf interchange, approximately 15.6 acres in addition to the 3.91 acre parcel that was separated as surplus land and transferred to the Town of Truro. Although this land remains under MA DOT ownership, not the Town of Truro, it is “buildable upland” that will not be developed and therefore can contribute to the aggregate nitrogen loading land area. Similarly, the abutting land of the Cape Cod National Seashore will not be developed and could also be considered as contributing to the aggregate nitrogen loading analysis. Since there is no easement or ownership of the MA DOT or Cape Cod National Seashore abutting land, this aggregate loading analysis is illustrative only to demonstrate the particular characteristic of this Cloverleaf parcel as it abuts substantial publicly owned undeveloped land. The alternative of denitrification Alternative / Innovative septic technology would be an excessive cost that would burden the housing development budget as an upfront cost as well as ongoing annual system maintenance / monitoring expenses. Also, since the intent of bylaw is in part to protect private wells, it is noteworthy that the mapped ground water flow indicates an eastward flow from the proposed Title 5 Septic System leach field away from wells on the abutting properties.

Also, it should be restated here that the site will be serve by municipal water extension through the site and the Title 5 System proposed is conforming under MA DEP Title 5 regulations.

The Applicant seeks relief from the Truro General Bylaws and Other Regulations, as follows:

Relief is requested from any other zoning bylaw, general bylaw or regulations or procedures that may be identified in the review process if full compliance is not physically or economically feasible.

Relief is requested from the applicability of such other sections of the Zoning By-law, the Subdivision Control Regulations, or of such other local rules and regulations that would otherwise be deemed applicable to this development.

Relief is requested from requirements, if any, to post a bond, cash, Letter of Credit, or impose Planning Board Covenants, related to site development.

Relief is requested from any requirements for paying fees for any regulatory review or for any permits related to the development of this project, including but not limited to fees for building permits and septic system installation permits;

The Applicant requests that the Comprehensive Permit be issued in lieu of all the aforementioned permits, inclusively.

**TOWN OF TRURO
Planning Board
MEETING MINUTES
December 4, 2019
TRURO TOWN HALL**

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

Members Absent: None

Others Present: Town Planner-Jeffrey Ribeiro, Linda Noons Rose

Chair Sollog called the meeting to order at 5:07 pm.

Public Comment Period: No public comments.

Temporary Sign Permit Applications

Outer Cape Chorale, for two (2) signs, 3' x 2 ½' to be located near the Library on Route 6 at Standish Way and near Aldrich Road on Route 6. The signs will be installed on December 5th and removed December 16th for a concert on December 13th and 14th.

Member Greenbaum made a motion to approve the two (2) signs for Outer Cape Chorale.

Member Herridge seconded.

So voted; 7-0-0, motion carries.

Public Hearing-Continued

2019-006/PB Abigail B. Schirmer, Audrey Schirmer, and Joseph M. Schirmer seek approval of a Preliminary Subdivision Plan of Land, pursuant to G.L. c. 41, §81S and §2.4 of the Town of Truro Rules and Regulations Governing the Subdivision of Land with respect to property at Route 6 and Amity Lane, Truro, MA, Map 46, Parcel 8.

Chair Sollog read from a staff report that stated the applicant requested to continue the hearing to December 18, 2019 to provide adequate time to receive comment from the Health Agent and the Board of Health.

Member Greenbaum asked if the Board had done a site visit. Member Kiernan stated they had not because this is a preliminary.

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Board Action/Review

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Town Planner Ribeiro stated that they have a 40B Comprehensive Permit project before the Zoning Board. The application was distributed to the Planning Board and it is customary that they provide comments to the ZBA. As part of the Comprehensive Permit process the ZBA is the sole permitting board for local regulations and the applicant has requested a waiver from Site Plan Review in favor of a general site review. The Planning Board can offer any comments it chooses. The comments which would be most useful, and appreciated, would be on the site plan review process.

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Town Planner Ribeiro states they've given the engineers (for the applicant) some basic details of the trucks which the Fire Department has so they can do a turning analysis. Member Kiernan asked to find out if the Fire Department currently has the equipment needed to fight a fire on the third floor.

Member Kiernan continued. When the school was built in the early 1990's, a new well was installed behind the building. The water from there goes down the highway and off to Provincetown. At the time, someone asked if the Town could run water past the general business district and was told no, due to the limits of the water pressure. Provincetown has said Truro can tap into their water line for the affordable housing project. No one has been able to tell him what effect that will have on the water pressure. Is the Town going to have to put up a water tower behind the Police Station in order to keep the pressure up? How do they make sure that it's safe? Town Planner Ribeiro will reach out to DPW Director Cabral on those points. He added that the Provincetown Water Superintendent has been involved as well and may have information on those questions.

Member Riemer stated a Board of Fire Prevention Regulations recently promulgated revisions to 527 CMR 1.00 which is the Massachusetts Comprehensive Fire Safety Code. The revisions went into effect in October of 2019. He's asking if the plan has incorporated those recent changes. One thing about 40B2 is that you cannot get waivers from State requirements or building code requirements. The plan would have to meet the requirements. It is something they could put on the list of comments they are compiling. Member Riemer said that the State stormwater regulations have been updated as well and he wonders whether those updates have been addressed at the project site. Town Planner Ribeiro asked the Board if they had additional stormwater concerns in addition to what Member Riemer has discussed.

Member Greenbaum noted that there is no indication of any path, separate from the roadway, leading down to Highland Ave. She believes there will be people who do not have vehicles and there should be a path down to Highland Ave. for people to use to the bus. Town Planner Ribeiro said he'd add a suggestion to explore adding a pedestrian path. He also confirmed that the sidewalk does go all the way down to the street.

It was Member Herridge's understanding that one of the major purposes of this project was to provide workforce housing, but he sees the majority of the housing units are reserved for people who make less

than \$30,000 and less than 60% of median income which is \$66,000 in Truro. That is not anybody who is employed full-time. He'd like to know where the workforce housing is. Town Planner Ribeiro states that often a 60% and below income unit is cheaper to own than the more expensive one, because Federal subsidies are available. One of the big funding sources is the low-income tax credits. Member Herridge asked if the reason why there are so many units for under \$30,000 and less than 60% of median income was because they'd get more federal money. Town Planner Ribeiro stated yes. The average median income for a family of four is about \$90,000 in Barnstable County. Member Herridge believes many people are under the impression that there will be workforce housing in this development, and there isn't (or there are very few).

Member Herridge stated that the entire project would be owned by one man and run through a Massachusetts corporation that is a For-Profit corporation. Why? He went on to say that there is a written agreement about the limitations and dividends. He would like to see that agreement. Town Planner Ribeiro answered that it is very typical for affordable housing to be built, owned, and operated by For-Profit entities. There's a lot of them that operate Nationally. The time at which the Zoning Board would get involved in the numbers would be if there is a claim that a condition would make the project uneconomic. Until that stage that's not looked at. Member Herridge said that under 40B the Town can have a great deal of influence on the nature of the project. Member Kiernan says that in round figures the rental income for one year is around one million dollars. He's estimating 40 million to build with one million per year in return. He asked where do the government subsidies fit in. Town Planner Ribeiro said that the low-income tax credits more or less function like a cash subsidy and then the tax credit is sold, generally, to a corporation.

Member Herridge asked if the Board wanted to ask for more workforce housing. Chair Sollog answered that he's not sure as he doesn't think there are enough jobs to support workforce housing. Member Kiernan stated that there's a chance the "working-poor" that live in Truro may not fit into a category for this housing. They will be making too much money. Member Kiernan spoke of having a little garden area and a play area for kids. He's gone by Bridal Path in Provincetown and there is no place for children to play. Town Planner Ribeiro will add that to the list of comments. Chair Sollog pointed out that there needs to be additional parking for guests.

Member Riemer had a question in regard to the septic design. The developer offered the opportunity to incorporate not only the site, but the adjacent area within the Cloverleaf design, to mitigate the nitrogen loading requirements. If that were to be incorporated would that also be part of the 1.5% total land area that also is a means of qualifying meeting the quota. Town Planner Ribeiro thinks not but does not want to state that outright. The State, for a long time, had not issued guidance on the 1.5% of land area. There is a document which may have some information, but he thinks they'd be pretty far from the 1.5%. Member Herridge isn't sure because the 1.5% leaves out many things, for example, the seashore. The calculation has never been done for Truro, but it ought to be done because Truro may reach it, given all the exclusions that are allowed. Town Planner Ribeiro said they can quickly look at it. Chair Sollog states that the density for this project is larger than the density for any other project seen in Truro. Member Kiernan then read a paragraph from the Cape Cod Commission's comments about the project's sitewide nitrogen loading concentration. The comment points out that without local water table measurements it is not possible to more precisely determine the direction of the groundwater flow, and likely path, of septic system effluent. Member Herridge states they need a comprehensive engineering study and the legal liability of the Town needs to be considered. The Board decided to schedule a work-session to refine their comments for December 11, 2020 at 2:30 pm.

Town Planner Ribeiro brought out a plan for Edgewood Farm for the Board members to sign.

Approval of Minutes

Member Kiernan made a motion to approve the September 18, 2019 minutes as amended.

Member Boleyn seconded.

So voted; 7-0-0, motion carries.

Chair Sollog stated that he would like to place “the election of officers” onto the next agenda.

Member Riemer made a motion to adjourn at 7:19 pm.

Member Boleyn seconded.

So voted; 7-0-0, motion carries.

**Respectfully Submitted,
Noelle L. Scoullar**

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dosing system, then the septic system doesn't work. You don't want anyone stuck in an elevator. He believes there is a large checklist of items the Planning Board can create for the ZBA to go through. As far as Chair Sollog understands it, the project is planned to be rental units. Town Planner Ribeiro stated that was correct. Chair Sollog asked what you would call a building with multiple rental units. Town Planner Ribeiro stated, "an apartment house". Chair Sollog pointed out that they do not have a definition of an apartment house, and there is a section in their bylaw which states that if there is no definition, then it is prohibited. Town Planner Ribeiro states that this is always the first waiver on the list, and that's why 40B's are done.

Town Planner Ribeiro did let the Board know that there are sidewalks on the plan. Member Kiernan wants to know how the snow being plowed gets onto the other side of the sidewalk. Member Greenbaum believes she heard during the presentation that the DPW would be handling the plowing. Town Planner Ribeiro states that is unclear. Member Greenbaum had seen that the DPW submitted a report on drainage and she wondered if the Board can request that the DPW weigh in as to the adequateness of the ability to plow and store the snow. She believes the developer is working with Police and Fire to ensure that the road layout works. Town Planner Ribeiro told the Board that he has his first comments from the Fire Chief, who reached out to the State Board of Fire Engineers. They looked closely at the area around the common and they want a small portion of that drive to be widened. The question as to the turning points into, and out of, the site was discussed, and those comments will be coming in later. The Fire Chief has asked that all the buildings (including the duplexes) be sprinkled, and he's also asked for another fire hydrant be placed in the middle of the site.

Town Planner Ribeiro states they've given the engineers (for the applicant) some basic details of the trucks which the Fire Department has so they can do a turning analysis. Member Kiernan asked to find out if the Fire Department currently has the equipment needed to fight a fire on the third floor. Member Kiernan continued. When the school was built in the early 1990's, a new well was installed behind the building. The water from there goes down the highway and off to Provincetown. At the time, someone asked if the Town could run water past the general business district and was told no, due to the limits of the water pressure. Provincetown has said Truro can tap into their water line for the affordable housing project. No one has been able to tell him what effect that will have on the water pressure. Is the Town going to have to put up a water tower behind the Police Station in order to keep the pressure up? How do they make sure that it's safe? Town Planner Ribeiro will reach out to DPW Director Cabral on those points. He added that the Provincetown Water Superintendent has been involved as well and may have information on those questions.

Member Riemer stated a Board of Fire Prevention Regulations recently promulgated revisions to 527 CMR 1.00 which is the Massachusetts Comprehensive Fire Safety Code. The revisions went into effect in October of 2019. He's asking if the plan has incorporated those recent changes. One thing about ~~40B's~~ is that you cannot get waivers from State requirements or building code requirements. The plan would have to meet the requirements. It is something they could put on the list of comments they are compiling. Member Riemer said that the State stormwater regulations have been updated as well and he wonders whether those updates have been addressed at the project site. Town Planner Ribeiro asked the Board if they had additional stormwater concerns in addition to what Member Riemer has discussed.

Member Greenbaum noted that there is no indication of any path, separate from the roadway, leading down to Highland Ave. She believes there will be people who do not have vehicles and there should be a path down to Highland Ave. for people to use to the bus. Town Planner Ribeiro said he'd add a suggestion to explore adding a pedestrian path. He also confirmed that the sidewalk does go all the way down to the street.

It was Member Herridge's understanding that one of the major purposes of this project was to provide workforce housing, but he sees the majority of the housing units are reserved for people who make less

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than ~~\$30,000~~ 30% of median county income or less than 60% of median income which is \$66,000 in Truro. That is not anybody who is employed full-time. He'd like to know where the workforce housing is. Town Planner Ribeiro states that often a 60% and below income unit is cheaper to own than the more expensive one, because Federal subsidies are available. One of the big funding sources is the low-income tax credits. Member Herridge asked if the reason why there are so many units for under ~~\$30,000~~ 30% of median county income or less than 60% of median income was because they'd get more federal money. Town Planner Ribeiro stated yes. The average median income for a family of four is about \$90,000 in Barnstable County. Member Herridge believes many people are under the impression that there will be workforce housing in this development, and there isn't (or there are very few).

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Member Herridge stated that the entire project would be owned by one man and run through a Massachusetts corporation that is a For-Profit corporation. Why? He went on to say that there is a written agreement about the limitations and dividends. He would like to see that agreement. Town Planner Ribeiro answered that it is very typical for affordable housing to be built, owned, and operated by For-Profit entities. There's a lot of them that operate Nationally. The time at which the Zoning Board would get involved in the numbers would be if there is a claim that a condition would make the project uneconomic. Until that stage that's not looked at. Member Herridge said that under 40B the Town can have a great deal of influence on the nature of the project. Member Kiernan says that in round figures the rental income for one year is around one million dollars. He's estimating 40 million to build with one million per year in return. He asked where do the government subsidies fit in. Town Planner Ribeiro said that the low-income tax credits more or less function like a cash subsidy and then the tax credit is sold, generally, to a corporation.

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Member Herridge asked if the Board wanted to ask for more workforce housing. Chair Sollog answered that he's not sure as he doesn't think there are enough jobs to support workforce housing. Member Kiernan stated that there's a chance the "working-poor" that live in Truro may not fit into a category for this housing. They will be making too much money. Member Kiernan spoke of having a little garden area and a play area for kids. He's gone by Bridal Path in Provincetown and there is no place for children to play. Town Planner Ribeiro will add that to the list of comments. Chair Sollog pointed out that there needs to be additional parking for guests.

Member Riemer had a question in regard to the septic design. The developer offered the opportunity to incorporate not only the site, but the adjacent area within the Cloverleaf design, to mitigate the nitrogen loading requirements. If that were to be incorporated would that also be part of the 1.5% total land area that also is a means of qualifying meeting the quota. Town Planner Ribeiro thinks not but does not want to state that outright. The State, for a long time, had not issued guidance on the 1.5% of land area. There is a document which may have some information, but he thinks they'd be pretty far from the 1.5%. Member Herridge isn't sure because the 1.5% leaves out many things, for example, the seashore. The calculation has never been done for Truro, but it ought to be done because Truro may reach it, given all the exclusions that are allowed. Town Planner Ribeiro said they can quickly look at it. Chair Sollog states that the density for this project is larger than the density for any other project seen in Truro. Member Kiernan then read a paragraph from the Cape Cod Commission's comments about the project's sitewide nitrogen loading concentration. The comment points out that without local water table measurements it is not possible to more precisely determine the direction of the groundwater flow, and likely path, of septic system effluent. Member Herridge states they need a comprehensive engineering study and the legal liability of the Town needs to be considered. The Board decided to schedule a work-session to refine their comments for December 11, 2020 at 2:30 pm.

Town Planner Ribeiro brought out a plan for Edgewood Farm for the Board members to sign.

Approval of Minutes

**Member Kiernan made a motion to approve the September 18, 2019 minutes as amended.
Member Boleyn seconded.
So voted; 7-0-0, motion carries.**

Chair Sollog stated that he would like to place “the election of officers” onto the next agenda.

**Member Riemer made a motion to adjourn at 7:19 pm.
Member Boleyn seconded.
So voted; 7-0-0, motion carries.**

**Respectfully Submitted,
Noelle L. Scoullar**

**TOWN OF TRURO
PLANNING BOARD**
Meeting Minutes
June 17, 2020 – 6:00 pm
REMOTE MEETING

Members Present (Quorum): Anne Greenbaum (Chair); Karen Tosh (Vice Chair); Jack Riemer (Clerk); R. Bruce Boleyn; Peter Herridge; Paul Kiernan; Steve Sollog

Members Absent: None

Other Participants: Jeffrey Ribeiro, AICP – Truro Town Planner

Remote meeting convened at 6:03 pm, Wednesday, June 17, 2020 by Chair Greenbaum. Town Planner, Jeffrey Ribeiro, reiterated that this is a remote meeting which is being broadcast live on Truro TV Channel 18 and is being recorded. He gave the details of where to watch this meeting, how to access it, and to provide comment during the meeting by calling toll free 1-877-309-2073 and entering the access code 960-189-533. The telephone number and access code were repeated, and he noted that a slight delay of 15 to 30 seconds between the meeting and the live stream television broadcast might be experienced. He also noted that if you are calling in to please lower the volume on your computer or television during public comments so they may be heard clearly and to also identify yourself so multiple calls can be managed effectively. Citizens may provide public comment for this meeting by emailing jribeiro@truro-ma.gov with your comments. The emails are being checked live during the meeting, so this is another way to contact us.

Public Comment Period

No public comment.

Temporary Sign Permit Applications

Chair Greenbaum reiterated the application information, asking Town Planner Ribeiro about the property owner which is the state; it is state land but typically reviewed by the Board. Chair Greenbaum asked the Board if they had any comments or questions and asked for a motion. Member Boleyn voted to accept. Member Herridge seconded. Voted all in favor by roll call vote; Member Tosh absent for the vote. So voted: 6-0-1.

Public Hearing – Continued

Chair Greenbaum asked Town Planner Ribeiro for the status of the Schirmer public hearing. He gave a brief synopsis. The Fire Chief was able to get the fire truck down there and mark the trees to be removed/trimmed. Town Planner Ribeiro continued stating that we're having the engineer mark those trees in the plan, this Board will review, and then we'll be able to get back to the discussion on potential approval, conditions, etc. I have spoken with the applicants and my recommendation is that we continue the public hearing to July 8th. Chair Greenbaum moved to continue the Schirmer public hearing to July 8th. Member Kiernan seconded. Voted all in favor by roll call vote; Member Tosh absent for the vote. So voted: 6-0-1.

Chair Greenbaum asked Town Planner Ribeiro for an update of the Nickerson public hearing. He stated this had not be opened substantively yet; the Agenda states that it is continued to the 22nd. It was previously discussed and decided not to do more than one case at any meeting, but there is a motion to continue. Member Kiernan moved to continue the Nickerson matter. Member Boleyn seconded. Chair Greenbaum stated that this would be to continue to July 22nd knowing that we won't actually have the hearing then as we haven't even done a site visit yet. Chair Greenbaum asked Town Planner Ribeiro if he had spoken to them about staking? Town Planner Ribeiro stated that he had not, but there was still time, and he believed that they would be able to go forward on the 22nd to do a site visit. Chair Greenbaum stated we have a motion and a second. Member Riemer stated that he just wanted to ensure that we have an extension in writing from the applicant to which Town Planner Ribeiro replied that because of the special dispensation, we actually do not need any extension. Voted all in favor by roll call vote; Member Tosh absent for the vote. So voted: 6-0-1.

Board Action/Review

Review of the Cloverleaf Truro Rental Housing Comprehensive Permit application under MGL Ch. 40B to formulate comments for submittal to the Zoning Board of Appeals. Chair Greenbaum asked Town Planner Ribeiro for an update on the Cloverleaf. He responded that some updated plans came in, and they will be going to Town Counsel to forward to the Horsley Witten Group, to the Board, and to the public. The next ZBA hearing will probably be a week after July 4th. Given the timeline there, we should probably be talking about having a special meeting work session to discuss potential comments to submit. This Board, the Board of Health, and the public need a chance to respond to the updated plans. Chair Greenbaum asked what will happen at that hearing - is that when the applicant will submit, or we'll go through the new plans? Town Planner Ribeiro responded they will present their new plan, their septic system, etc. We're getting it to Horsley Witten, but I don't know if they'll have a full comment back to us. There will be more meetings after that. The Board discussed the timeframe for their next Cloverleaf work session. Chair Greenbaum would like the Board to be part of the Cloverleaf discussion. Monday, July 6th at 2:30 pm was scheduled for the work session to discuss the Cloverleaf looking at both the new plans and Horsley Witten response and the Board's response to the ZBA, if any.

Board update/discussion about the potential to hold public hearings remotely. Technology issues were discussed: getting on the remote meetings early allows time for troubleshooting; everyone should have the call-in information which is on the Agenda; the access information and link are on the email that comes with the Agenda; please mute yourself unless you are speaking; if your audio is not working, after a couple minutes just go ahead and call in which would be helpful. Town Planner Ribeiro stated he thought it was important, especially for you as the Board members, to at least be able to view the meeting on your screen even if you're not doing audio or video that way so that, if we're putting up a plan, you are able to see it.

Vice Chair Tosh asked why they weren't using Zoom. Town Planner Ribeiro stated he would find out why the GoToMeeting platform was chosen over Zoom. Vice Chair Tosh also stated that we can't have a public hearing when people can't talk, and when we don't know if the platform is going to shut down to which a few of the Board Members readily agreed. The Board discussed the issue

of how long do we wait if there are technical issues with a Board Member before continuing a meeting and also under what conditions do we stop a hearing and continue to the next meeting.

Discussion for setting dates for future Board public workshops. Chair Greenbaum stated that there is a work session on Monday, July 6, at 2:30 pm.

Approval of Minutes

December 4, 2019 – Town Planner Ribeiro stated that the corrected minutes were not included in the packet and suggested discussion wait until next meeting. Chair Greenbaum concurred.

March 4, 2020 – Chair Greenbaum asked if anyone had any corrections to these minutes. Hearing no changes offered, Chair Greenbaum asked for a motion. Member Kiernan moved to approve. Member Boleyn seconded. No further discussion. Member Sollog and Vice Chair Tosh were not present at that meeting and would not be voting. Chair Greenbaum asked for a roll call vote. Voted all in favor; Member Sollog and Vice Chair Tosh abstained. So voted: 5-0-2.

March 11, 2020 Work Session – Chair Greenbaum asked if anyone had any corrections to these minutes. Member Boleyn stated that a correction was needed on page 3, second paragraph: replace “uses as resources” with “used as resources”. Chair Greenbaum also had a correction to page 3: revise sentence to read “asked the Board to think about and start listing places where people all can meet”. Chair Greenbaum asked for a motion to accept the minutes as corrected. Member Boleyn moved to approve as amended. Member Kiernan seconded. No further discussion. Members Sollog and Herridge were not present at that meeting and would not be voting. Chair Greenbaum asked for a roll call vote. Voted all in favor; Members Sollog and Herridge abstained. So voted: 5-0-2.

March 18, 2020 – Chair Greenbaum asked if anyone had any corrections to these minutes. Hearing no changes offered, Chair Greenbaum asked for a motion. Member Boleyn moved to approve as written. Member Kiernan seconded. No further discussion. Members Boleyn and Herridge were not present at that meeting and would not be voting. Chair Greenbaum asked for a roll call vote. Voted all in favor; Members Boleyn and Herridge abstained. So voted: 5-0-2.

April 1, 2020 – Chair Greenbaum asked if anyone had any corrections to these minutes. Hearing no changes offered, Chair Greenbaum asked for a motion. Member Sollog moved to approve as written. Member Kiernan seconded. No further discussion. Member Boleyn was not present at that meeting and would not be voting. Chair Greenbaum asked for a roll call vote. Voted all in favor; Member Boleyn abstained. So voted: 6-0-1.

May 6, 2020 – Chair Greenbaum asked if anyone had any corrections to these minutes. After discussion, it was decided to add clarification on page 2, paragraph 2 by restating: If “the Planning Board believes that the” meeting. Member Boleyn stated that a correction was needed on page 5, last paragraph: replace “bee” with “been”. Chair Greenbaum asked for a motion to accept the minutes as corrected. Member Sollog moved to approve as amended. Member Herridge seconded. No further discussion. Chair Greenbaum asked for a roll call vote. Voted all in favor. So voted: 7-0-0.

May 20, 2020 – Chair Greenbaum asked if anyone had any corrections to these minutes. Member Boleyn moved to approve as written. Member Herridge seconded. No further discussion. Chair Greenbaum asked for a roll call vote. Voted all in favor. So voted: 7-0-0.

June 3, 2020 – Chair Greenbaum asked if anyone had any corrections to these minutes. Member Riemer stated that a correction was needed on page 4, second paragraph, Form D (Covenant): replace language “that there is nothing in this covenant that holds the applicant” with “that there is nothing in this covenant form that holds the applicant to any kind of timeframe”. Chair Greenbaum asked for a motion to accept the minutes as corrected. Member Kiernan moved to approve as amended. Member Herridge seconded. No further discussion. Chair Greenbaum asked for a roll call vote. Voted all in favor. So voted: 7-0-0.

Chair Greenbaum stated that their work session is Monday, July 6th at 2:30 pm on the Cloverleaf, and the next meeting is July 8th at 6:00 pm to hear the Schirmer application. Town Planner Ribeiro stated he would be getting them materials on the Cloverleaf and also the ZBA packet.

Chair Greenbaum asked if there were any other items for discussion but there were none. Chair Greenbaum then asked if she could have a motion to adjourn. Motion made by Member Boleyn with a second by Member Kiernan. No further discussion. Chair Greenbaum asked for a roll call vote. Voted all in favor. So voted: 7-0-0.

Meeting adjourned.

Respectfully submitted,

Elizabeth Sturdy