



QUINCY PLANNING BOARD

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PLANNING BOARD MEETING MINUTES

Wednesday, February 12, 2014

MEMBERS PRESENT: Chairman William Geary, Coleman Barry, Glen Comiso, Richard Meade

MEMBERS ABSENT: James Fay

OTHERS PRESENT: Christine Chaudhary, Planning Board Recording Secretary
Kristina Johnson, Director of Transportation Planning

Meeting called to order and attendance roll call taken at 7:08 PM by
Chairman William Geary

7:09 PM VOTE TO ACCEPT JANUARY 15, 2014, PLANNING BOARD MINUTES

MOTION: by Member Barry to approve the January 15, 2014, Planning Board meeting minutes

SECOND: Member Comiso

VOTE: 2-0 MOTION CARRIES

(Note: There were 3 Members present at the 1/15/14 Planning Board Meeting: Members Barry, Comiso and Fay. Member Barry and Member Comiso constitute a quorum for 1/15/14 Minutes approval. Chairman Geary and Member Meade abstained from this vote.)

7:10 PM VOTE TO ACCEPT JANUARY 15, 2014, EXECUTIVE SESSION MINUTES

Chairman Geary and Member Meade left the meeting room, as they were absent from the 1/15/14 Executive Session.

Ms. Kristina Johnson, Planning Department, Director of Transportation Planning, asked Member Coleman Barry (who was Acting Chairman at the 1/15/14 meeting) if there would be deliberation of the 1/15/14 Executive Session minutes. Member Barry answered that there would not be any deliberation.

MOTION: by Member Comiso to approve the January 15, 2014, Executive Session minutes

SECOND: Member Barry

VOTE: 2-0 MOTION CARRIES

(Note: There were 3 Members present at the 1/15/14 Executive Session Meeting: Members Barry, Comiso and Fay. Member Barry and Member Comiso constitute a quorum for 1/15/14 Executive Session Minutes approval.

Chairman Geary and Member Meade entered the meeting room.

CONTINUED PUBLIC HEARINGS (2):

Continued Public Hearing, 6-8 Old Colony Avenue, Special Permit-Site Plan Review, Planning Board Case No. 2013-16

Chairman Geary read into the record: In accordance with the provisions of Chapter 40A, Section 11 MGL and Title 17 of the Quincy Municipal Code, the Quincy Planning Board will hold a public hearing on Wednesday, February 12, 2014 at 7:10 P.M. (actual start time 7:13 P.M.) in the 2nd floor Conference Room, Quincy City Hall Annex, 1305 Hancock Street, Quincy, MA, on the application of RL Estate Development, LLC, for approval under the Quincy Zoning Ordinance, Site Plan Review under section 17.9.5.1, Special Permit under 17.9.4 and 17.5.1.17 related to parking requirements, for the conversion of an existing Three (3) Family building located at 6-8 Old Colony Avenue, Quincy, into a seven (7) unit residential building with parking for seven (7) vehicles and related improvements. The subject property is located within a Business C zoning district and shown on City of Quincy Assessors' Map No. 5091, Lot 124, Plot 3.

Ms. Kristina Johnson, Director of Transportation Planning, and the project manager for this case, submitted a recommendation letter to the Board (2/12/14, and revised 2/18/14), which included an overview of the project, an explanation of the peer review process and recommended Conditions of Approval for this project. Ms. Johnson set the context for tonight's Continued Public Hearing, which has been carried over for several months while project plans were reviewed and revised. Ms. Johnson noted that this residential project is contiguous to the recently approved 68 Beale Street project of 22 residential units (Planning Board Case No. 2013-15). Ms. Johnson stated that this project is dimensionally challenged and will require variances from the Zoning Board of Appeals, including: minimum lot frontage, side setback, left side yard setback, number of parking spaces, parking setback. The building footprint will not change, but the site circulation is a little bit of a challenge, Ms. Johnson stated. Beals & Thomas was engaged to perform peer review—including review of the engineering plans, the site circulation, drainage, and submitted a total of three reports. Beals & Thomas, as part of their review, analyzed the peer review report prepared by Vanasse & Associates for the 68 Beale Street project, and Beals & Thomas also used the Re-Envisioning Wollaston report to guide its review of this proposed 7-unit residential project. Ms. Johnson stated that this project aligns with the Re-Envisioning Wollaston plan.

Present on behalf of the Applicant: Attorney Henry S. Levin, Levin and Levin, LLP, Quincy; Mr. Dan Armstrong, Civil Engineer, Strong Civil Design, LLC, Braintree. Mr. Armstrong used plan displays to present both existing and proposed conditions. The general building footprint will not change except for the addition of a stairwell to access the units as required by building code. Mr. Armstrong pointed out the location—on the side of the building with steps and a walkway out to the front. The landscaping will be updated out front, and a planting plan was included in the proposal materials. Mr. Armstrong stated that the utilities from the street will be upgraded--new sewer/water connections. One of the bigger challenges, he stated, was trying to fit seven parking spaces to accommodate the development. Spaces were put underneath the building (the building was cantilevered) and extra space was allowed between each individual space to help cars deal with the tight turning radius. Mr. Armstrong

stated that a traffic parking analysis was submitted and was reviewed by the Board's peer reviewer.

In response to questions by Chairman Geary, project elevations were displayed for the Board's and public's review. The building was gutted on the inside and is getting a new exterior "facelift". Attorney Henry Levin and Mr. Armstrong answered the Members' questions about the drive coming in off Old Colony Avenue. Ms. Alyse Baker-Boncaldo, an abutting business owner, 72 Beale Street, also offered an explanation of the area around the proposed project. In response to questions by Member Barry, the new stairwell in the back of the building was described. The stairwell is the primary access to the middle units, stated Mr. Armstrong, as well as a fire escape. There are three egresses--front, back and the new "middle" stairwell. Chairman Geary confirmed that the existing three-family building will now become a seven-unit building: 3, 2-bedroom units; 4, 1-bedroom units. Mr. Armstrong explained the basement level areas, including where the fire suppression system would be located, as well as the basement unit with ½-size windows. In response to a question by the Chairman, Mr. Armstrong pointed out the two means of egress from the basement.

Member Comiso asked if cars could really navigate into the parking spaces. Yes, stated Mr. Armstrong, and the analysis was based upon the largest truck for measurements. The seven parking spaces are 9'x18' stated Mr. Armstrong. Attorney Levin stated that the intent is to make the units condominiums, in response to a question by Member Meade. In response to Member Barry's question, the 10'x5' plot landscaping plan and plant list was briefly discussed, and Attorney Levin stated it was approved by the Planning Department, to which Ms. Johnson concurred. There is no encroachment on the right-of-way—nor infringement on the sidewalk, Mr. Armstrong answered to Member Comiso's question. Attorney Levin and Mr. Armstrong responded to questions about the outside of the building—currently under construction covered with Tyvec. Materials information will be forwarded to the Planning Department, including schematic with colors and materials of the outside of the building. The Chairman asked if there were any community meetings, and Attorney Levin stated that he reached out to Councillor Hughes, but didn't connect with her. Ms. Johnson stated that she spoke with the Councillor who believes that the project fits in with the plan for Wollaston. Attorney Levin noted that the prior owner of the building was cited with code violations, and the building is being cleaned up. In response to Member Meade's question, Attorney Levin stated that they had filed with the Zoning Board of Appeals, but were instructed to go before the Planning Board first, based on a letter to the Zoning Board of Appeals from the Planning Director.

Ms. Alyse Baker-Boncaldo asked questions about water runoff. Mr. Armstrong explained the water flow route to the lowest point around the building, and some discussion ensued. Ms. Baker-Boncaldo asked questions about the space between their garage and the proposed project's stairs near the garage. Mr. Boncaldo (abutting business owner and husband of Ms. Baker-Boncaldo) asked questions about the lot line frontage requirements. There was discussion about setbacks between Mr. Boncaldo and Mr. Armstrong and discussion about pre-existing non-conforming lots. Mr. Armstrong explained typical Fire Department access, noting that he is not in any way speaking on behalf of the Quincy Fire Department.

Ms. Baker-Boncaldio asked if one of the trees on the site could be taken down due to its poor condition. Attorney Levin agreed that the tree would be taken down if found to be unhealthy.

There were no further questions from the Board.

Chairman Geary explained the Public Hearing process, where the public has the option to either speak or sign in favor or in opposition to a proposal, to comment or ask a question, or submit written comments.

Ms. Baker-Boncaldio stated that she is in support of the improvement of the property and that seven parking spaces are great. Her concern is the amount of space between the stairwell and her garage, as she is a direct abutter. She stated that the space between is very, very narrow. Her concern was also around potential water issues, and the safety of the tenants in her building who do access her building from the back. Mr. Baker-Boncaldio also brought up issues that arise during construction, such as air quality issues, and construction Code compliance. Ms. Kristina Johnson spoke about the Health Department's requirement for a dust control plan as a "standard" Condition upon the issuance of a Building Permit, as well as other construction/building requirements that fall under the purview of the Quincy Inspectional Services Department. Ms. Johnson stated that she would add a dust control Condition to the Departmental recommendation letter and to the Planning Board Decision document. Member Meade brought up drainage, and there was a brief discussion ending with Attorney Levin's and Mr. Armstrong's comments that landowners cannot artificially channel water off their land nor "negatively" impact water runoff, and the natural flow of water is to remain intact. The site's walkways will be constructed with permeable materials, Mr. Armstrong stated.

Ms. Kristina Johnson read her Departmental Recommendation letter (2/12/14) into the record--and noted that a dust control Condition would be added (letter revised 2/18/14):

Project Description

RL Estate Development LLC has proposed the conversion of an existing three-family (3) dwelling to seven (7) condominium units at 6-8 Old Colony Avenue in the Wollaston neighborhood of Quincy. Said property is located within a Business C zoning district and shown on the City of Quincy's Assessors' Map No. 5091, Lot 124, Plot 3. The proposed project is subject to Site Plan Review under 17.9.5.1 and the issuance of a Special Permit under 17.9.4 and 17.5.1.17 related to parking requirements. Further, the proposed project is subject to --under Tittle 17.4 --the issuance of the following of dimensional variances by the Zoning Board of Appeals:

- 1) Minimum lot frontage
- 2) Left side yard setback
- 3) Number of parking spaces
- 4) Parking setback

Peer Review—Engineering and Transportation review

Beals and Thomas assisted the City in its review of the proposed 6-8 Old Colony Avenue project and issued two peer review technical reports dated November 13, 2013 and a follow-up report dated January 24, 2013. In its review of this project, Beals and Thomas analyzed

the peer review report issued by Vanasse and Associates dated November 8, 2013 for the 68 Beale Street project and the City of Quincy's June 2013 Re-Envisioning Wollaston Report .

Recommendation

The Department recommends that the Board vote to approve the site plan review in accordance with Section 17. 9.5.1 and approve the issuance of a special permit in accordance with section 17.9.4 and 17.3.1.4 subject to the following conditions:

CONDITIONS

- 1) The applicant shall obtain the following dimensional variances from the Zoning Board of Appeals:
 - Minimum lot frontage
 - Left side yard setback
 - Number of parking spaces
 - Parking setback
- 2) The applicant shall comply with Article II of the State Sanitation Code (Minimum Standards of Fitness for Human Habitation).
- 3) The applicant shall install "post and ring" style bicycle racks on-site and shall ensure that racks do not impede pedestrian ingress and egress from the building and not place in the path of moving vehicles. It is strongly encouraged that the applicant consults with the City of Cambridge's Bicycle Parking Guide prior to installing the racks on site.
http://www2.cambridgema.gov/cityofcambridge_content/documents/bikeparkguide2013.pdf
- 4) The applicant shall follow, to the greatest extent feasible, the landscaping and planting plan contained in the engineered site/civil plans dated December 17, 2013.
- 5) The applicant shall work to eliminate conflicts between pedestrian and vehicular traffic on-site and shall construct pedestrian walkways as appropriate and feasible.
- 6) The applicant shall, to the greatest extent feasible— continue to coordinate with the proponent of the recently-approved 68 Beale Street project to enhance pedestrian connectivity between the two sites and to the Wollaston MBTA Station as recommended in the peer review report prepared by Vanasse and Associates dated November 8, 2013.
- 7) The applicant shall address issues raised by the Quincy Director of Inspectional Services outlined in a letter dated January 10, 2014, and any outstanding issues raised by the Quincy City Engineer in a comment letter dated October 30, 2013.
- 8) The applicant shall develop an adequate dust control plan prior to construction in order to ensure compliance with state and local regulations regarding air quality.

- 9) The applicant address any other outstanding issues raised in the interdepartmental review of the proposed project.
- 10) Minor changes to the Final Development Plans may be allowed subject to the review by the Director of Transportation Planning and the approval of the Planning Director. Substantial changes and/or plan revisions are subject to the review and approval of the Planning Board.
- 11) The terms and conditions of this Site Plan Review, Special Permit shall inure to the benefit of, and be binding upon, all successor owners of the project site.
- 12) The hours for construction activities and delivery of materials will be as follows:
 - 7:00 am to 5:00 pm Monday thru Friday
 - 8:00 am to 4:00 pm Saturday.
 - All construction and deliveries shall be prohibited on Sunday unless same are approved by the Building Commissioner.

There were no further questions or comments.

7:50 PM

MOTION: by Member Meade to close the public hearing

SECOND: Member Barry

VOTE: 4-0 MOTION CARRIES

7:51 PM

MOTION: by Member Meade to approve the site plan review in accordance with Section 17.9.5.1 and approve the issuance of a special permit in accordance with section 17.9.4 and 17.3.1.4 subject to the Conditions listed in the Planning Department's 2/12/14 recommendation letter to the Board as amended to add the dust control plan Condition. (Note: Revised Recommendation Letter dated 2/18/14.)

SECOND: Member Barry

VOTE: 4-0 MOTION CARRIES

Continued Public Hearing, 20 Fort Street, Special Permit-Site Plan Review, Planning Board Case No. 2013-17

7:52 PM: The Continued Public Hearing was not opened. Acting Chairman Geary read into the record: In accordance with the provisions of Chapter 40A, Section 11 MGL and Title 17 of the Quincy Municipal Code, the Quincy Planning Board will hold a continued public hearing on Wednesday, February 12, 2014 at 7:20 P.M. in the new City Council Chambers, 2nd Floor, Quincy City Hall Annex, 1305 Hancock Street, Quincy, MA, on the application of Austin Realty Proprietorship South, LLC, Steven Austin, Manager, for a Special Zoning Permit, Site Plan Review, Finding and Parking Waiver under Quincy Zoning Ordinance Title 17, Sections 5.1.17, 8.1, 8.3, 9.4 and 9.5. The proposed work site is located at 20 Fort Street and the proposal is to convert the existing 5,679 square foot office building into 14 studio apartments. The lot is 7,344 square feet. The land is within the QCD-10 District and Flood Plain Overlay District and is shown on Assessors' Map 1166 as Pt. Lot 6, Plot 44.

Ms. Kristina Johnson stated that Attorney Christopher Harrington, the project attorney, requested a further continuance. Mr. Robert Stevens, Quincy Urban Renewal Planner, and the project manager for this proposal, informed the Board via letter dated 2/12/14 that the Applicant's project team needs additional time to revise its plans to address flood plain issues. Also, it is the Planning Department's recommendation that the Applicant provide a new certified abutters list and re-advertise the continued public hearing.

7:55 PM

MOTION: by Member Meade to continue the public hearing to a future designated date and that the Applicant is to supply a new certified abutters list and must re-advertise the continued public hearing

SECOND: Member Comiso

VOTE: 4-0 MOTION CARRIES

BUSINESS MEETING:

2. Review of Proposed Revisions to Planning Board Rules and Regulations, as adopted in December 2011, including but not limited to Site Plan Review Rules and Regulations

Ms. Kristina Johnson stated that Mr. Robert Stevens, Quincy Urban Renewal Planner, arranged a demonstration meeting with GeoTMS, the digital provider used by Inspectional Services to automate their permitting process, as well as their complaint tracking.

Ms. Johnson stated that GeoTMS may not be a feasible option right now due to cost issues as well as GeoTMS portal access not being available for most Department Heads, whose input is vital to our review process. Mr. Stevens will continue working on revisions to the Rules and Regulations, also incorporating process efficiencies along the way.

8:00 PM

MOTION: by Member Meade to adjourn

SECOND: Member Comiso

VOTE: 4-0 MOTION CARRIES