



## Town of Reading Meeting Minutes

### Board - Committee - Commission - Council:

#### Zoning Advisory Committee

Date: 2014-02-27

Time: 7:30 PM

Building: Reading Town Hall

Location: Conference Room

Address: 16 Lowell Street

Purpose: General Business

Session:

#### Attendees: **Members - Present:**

Marsie West  
David Tuttle  
Eric Bergstrom  
Jeff Hansen  
George Katsoufis  
Erin Calvo-Bacci

#### **Members - Not Present:**

David Traniello

#### **Others Present:**

Jean Delios- Assistant Town Manager - Community Services  
Jessie Wilson - Community Development Administrator

**Minutes Respectfully Submitted By:** Jessie Wilson, Community Development Administrator

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#### **Topics of Discussion:**

There being a quorum the Chair called the meeting to order at 7:40 PM.

Ms. Delios reminded the ZAC that the ZAC will prepare a presentation for Annual Town Meeting to update Town Meeting Members on the process of the Zoning Update. In the ZAC packets, she included a timeline to Town Meeting. It is recommended a draft presentation be due by April 2<sup>nd</sup> and a review/dry run on April 16<sup>th</sup>. April 23<sup>rd</sup> will also serve as a preparation meeting for Annual Town Meeting.

#### **Review of Revised Table of Uses**

Ms. Wilson told the ZAC that the Community Planning and Development Commission (CPDC) reviewed the revised Table of Uses as prepared by Mr. Tuttle at their last meeting which was Monday February 24<sup>th</sup>. Although the CPDC was unable to recommend how the uses should be permitted (Special Permit, By-Right, or Not Allowed), the CPDC offered comments on the new uses proposed and existing uses in the Table.

Mr. Tuttle said he did revise the Table which was before the CPDC and the copy before the ZAC this evening reflects his updates. Ms. Wilson also said that a copy of the CPDC Comments were included in their packets.

It was agreed that the CPDC should review the Table again and make recommendations on how the uses should be permitted.

Mr. Katsoufis asked about the non-conforming residential properties in the Business B Zoning District. Ms. Delios said that the non-conforming section of the bylaw does need to be re-worked. The goal is that non-conforming uses should be able to complete renovations/improvements without a Special Permit provided the structure meets all the dimensional regulations. Currently, it is not written that way. Mr. Katsoufis agreed, but pointed out that the Town should be encouraging the use of the smart growth district. Mr. Tuttle reminded the ZAC that the 40R District does not cover all of the Downtown area and therefore there are many non-conforming residential properties not within the 40R overlay.

In regards to the Business and Service Uses, the ZAC agreed that the Consultant needs to re-look at those terms to see if they can be simplified.

As for Live/Work use, Mr. Katsoufis said he would recommend it in Business A and B, but not necessarily in Business C. Ms. Delios asked about whether it should be allowed in the Industrial District. Mr. Katsoufis said possibly. It was clarified that Live/Work was primarily a commercial activity with living secondary. Whereas for Home Occupation, it is primarily a residence with occupation use secondary.

Mr. Katsoufis asked why agricultural uses are allowed in all districts. He said that it should not be allowed in all districts. Mr. Tuttle said that the agricultural use for domestic use is allowed in all districts. As for agricultural use on 5+ acres, he suspected that it was allowed in all districts based on a state requirement. Ms. Delios agreed and also wanted to point out that these uses could be affected by the medical marijuana requirements. The Consultant should review this. However, in the meantime, the ZAC is recommending eliminating the Structure Accessory to Agriculture, Horticulture, Floriculture, and Viticulture on 5+ acres. Mr. Hansen also reminded the ZAC that definitions need to be added for horticulture, floriculture and viticulture.

Ms. West said that the ZAC should review the CPDC comments prior to the next meeting and then continue the review of the Table of Uses. Mr. Katsoufis suggested that the Business and Service Uses be included in the residential table because it may be confusing as it is not listed. Ms. West said at a minimum a sentence should be in the bylaw that indicates if a use is not specified in the Table then it is not allowed in Town.

Ms. Delios told the CPDC that there is an upcoming application for a Paint and Sip business and the Building Inspector was not sure how to classify the use. The proposal is to serve alcoholic beverages (malt liquor and wine) and then also serve packaged food. The business will not involve cooking on-site, but it was agreed that this use would fall under the restaurant uses. However, this seems to be a unique use and maybe it is something our Consultant should look at for a more suitable term such as Artist Café. Ms. Calvo-Bacci agreed, but expressed concern with calling the Paint and Sip a restaurant because then the business would be subject to building code requirements related to restaurant uses. The ZAC continued to discuss this type of use and how the Building Code would impact the project.

It was agreed to have the Consultant incorporate CPDC comments and then have CPDC continue filling in the blanks as to how the uses will be permitted. Then the Table of Uses will be presented back to the ZAC for final review.

#### Public Forum Discussion

Ms. Delios recommended that a representative from the ZAC kick-off the forum. Ms. West agreed to do a short introduction. Ms. Delios said that Consultant will then do a presentation on work completed thus far including Sections 1 and 2 and then a quick intro to Section 3 and 4. He will briefly touch on Site Plan Review and PRD/PUD. However, most of the time we do want to save for discussion.

Ms. Calvo-Bacci asked if there will be time to discuss accessory apartments. Ms. West said that there should be some discussion on it because currently the bylaw makes it very difficult to permit accessory apartments. Ms. Delios said that there will be some Turning Point questions on this topic to gain a sense of what people want in terms of allowing accessory apartments. The big question is whether it should be allowed by-right or Special Permit. Then if it is allowed should it be limited to renting to family members or extend it to anyone. Ms. Calvo-Bacci agreed these are questions that need to be asked and she pointed out that this issue will be a hot topic since the cost of health care has increased so much over the past years. Mr. Katsoufis said that certain issues need to be considered when thinking of accessory apartments, including traffic, water/sewer supply, school impacts, emergency services, and trash removal. Ms. Delios added that there could also be impact on the neighborhood contexts. Mr. Hansen said he would do some research on this topic and follow up with the ZAC at the next meeting. Ms. Delios said that she will forward the Turning Point questions to the ZAC once they are submitted by the Consultant. Ms. West also suggested preparing a handout on what a Table of Use is and how it is used. It was agreed to do a snapshot of the residential table as the example on the handout.

### **Update on Draft Permitting Flow Chart**

The ZAC reviewed the updated flow chart. Mr. Katsoufis explained the changes noting that he will break the chart into commercial and residential permitting paths and then re-evaluate how to try and put them back onto one page. Ms. Delios agreed to meet with him again on this topic.

### **Continue Review on Section 2 - Definitions**

#### **Lowest Floor**

There was some concern on how this is used in zoning. Ms. Wilson said that it could be related to the Board of Health Regulations. She will follow-up with the Building Inspector on this definition.

#### **Major Street**

Ms. West asked about the 10,000 vehicle limit. Mr. Katsoufis said it is likely an AASHTO standard. It was agreed to make minor changes to the definition.

#### **Minor Street**

The ZAC agreed no changes are needed.

#### **Manufacturing**

The ZAC recommended some minor changes to this definition.

#### **Medical Facility**

Mr. Katsoufis asked if this was inclusive of all medical facilities including hospitals, minute clinics, doctors' offices, etc.

It was agreed to delete the last sentence in this definition.

#### **Mixed Use Development Project**

It was agreed to make minor changes to the definition.

#### **Multi-Family Dwelling Units**

Ms. Wilson said that this definition came from the Smart Growth Districts, and that the ZAC decided to re-term Apartment to Multi-Family Dwelling. It was recommended to use the definition selected for Multi-Family Dwelling.

#### **New Construction**

Mr. Katsoufis said he would like to evaluate this definition and will recommend a new definition.

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Nonconforming Building, Structure or Lot

The ZAC agreed that this needed further clarification from the Consultant. It was thought that there should be a definition for Nonconforming Use in addition to Nonconforming Structure.

**Approval of Minutes**

The ZAC reviewed the minutes of February 12, 2014 and suggested minor edits.

On a motion by Mr. Katsoufis, seconded by Mr. Tuttle, the ZAC moved to approve the February 12, 2014 minutes as amended. Motion carried 5-0-0.

**Adjournment**

On a motion by Mr. Katoufis, seconded by Ms. Calvo-Bacci the ZAC moved to adjourn at 10:10PM. Motion carried 5-0-0.