

**Draft Minutes for Northfield Development Review Board
January 26, 2017**

Meeting Called to order at 7:00 PM by Chairman Smith.

Roll Call: DRB members Smith, Bailey, Bright, Donahue, Skinner, in attendance.

Attendees: Jeff Schulz, Interim Zoning Administrator; Michele Braun, Town Hazard Mitigation Planner; and Bobbie and Carle Underhill, adjoining property owners.

Approval of Minutes of December 22, 2016

Motion by Bright to approve the 12-22-16 minutes, seconded by Donahue. Donahue that stated that the minutes should be changed to reflect that the applicant is the Estate of Hollis Ricker.

Motion approved with changes 5-0-0.

Applications - Site Plan and Conditional Use Review – Town of Northfield – Water Street

Chair Smith stated that this is an application by the Town of Northfield for site plan and conditional use approval for floodplain restoration measures, and low intensity recreational uses. Michele Braun spoke on behalf of the Town and presented an overview of plans that were prepared by the firm of Milone & McBroom (MM), dated 1-26-17. Michele Braun stated that the project includes flood hazard mitigation measures and park amenities on land on Water Street the Town acquired through the FEMA buyout and acquisition process. The project includes excavation and grading of the property, and approximately 8,000 cubic yards of material will be removed from the site to create more floodplain and reduce flood frequency in this area. Low intensity recreation activities consisting of walking paths and a pavilion building for small gatherings are proposed on the site. Also, tree and shrub plantings will be installed through the property.

Next, the DRB asked about a construction schedule and truck and equipment traffic during construction. Ms. Braun stated that construction will start in late May or June and will last two weeks. She added that a construction staging area will be established on the site. A neighboring property owner, Carl Underhill, asked about parking. Ms. Braun noted that there will be six off-street parking spaces on the site. Next, the DRB discussed project landscaping and suggested that the proposed trees on the westerly side of the site be shifted closer to the neighboring property, and that additional trees be added in this area to increase site screening.

Motion by Bright to approve the Town's request for Site Plan and Conditional Use approval, seconded by Bailey. **Motion passed 5-0.**

Other Business. None.

Motion by Bailey to adjourn the meeting, seconded by Bright. **Motion passed 5-0.**

Recording Secretary,

Jeff Schulz, Interim Zoning Administrator