

Planning & Development Committee
Wednesday, December 4, 2019 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor Valerie Gilman; Vice Chair, Councilor Jen Holmgren

Absent: Councilor Lundberg

Also Present: None.

The meeting was called to order at 5:30 p.m.

1. Memorandum from General Counsel re: Sewer Force Main Easement for the Fuller Project

Councilor Gilman, acknowledging the presence of Attorney Deborah Eliason, representing the Grantees of the Sewer Force Main Easement, she reviewed that General Counsel, Chip Payson, forwarded to the Committee an email (on file) dated December 4, 2019 relaying a narrative of the Easement for the Fuller Project from Mike Hale, Public Works Director, which was read into the record as follows:

“The nature of the sewer easement is relatively straightforward. The property, since the development of the St. Peter's High School, has discharged its waste via a pump station and force main that terminates at the top of Trask Street. Prior to the laying of School House Road and then, the disposition of the Fuller School, all lands were owned by the City of Gloucester. With a private development now under construction, the path of their waste remains relatively similar. The proposed easement will extend from the private property to the termination point in upper Trask Street. The new force main will be a dedicated private utility under property owned by the City of Gloucester. All operations and maintenance of this utility will be the sole responsibility of the owner of the utility.”

Councilor Holmgren offered that this is a straightforward easement, expressing her appreciation for the clarity of the drafted easement (on file).

COMMITTEE RECOMMENDATION: On a motion by Councilor Holmgren, seconded by Councilor Gilman, the Planning & Development Committee voted 2 in favor, 0 opposed, 1 (Lundberg) absent, to grant the City of Gloucester and Fuller Residential Holdings, LLC (FRH), GX-PH4, LLC (GX) and the Young Men's Christian Association of the North Shore, Inc. (YMCA), a perpetual, non-exclusive 20 foot wide easement in, under, upon, through and above the City Property referenced and depicted on the Easement Sketch Plan as “Prop Sewer Easement” for the benefit of and as appurtenant to the FRH Property, the GX Property and the YMCA Property, to become established by and upon the final installation of improvements therein by the Grantees for the consideration of \$1.00.

2. CC2019-041 (Gilman): request amendment to GZO Appendix A – Rule 25: Rules of Procedure – Special Permit Procedures

Councilor Gilman advised this action to amend GZO Appendix A – Rule 25: Rules of Procedure – Special Permit Procedures is a needed update to be consistent with what the public is being referred to. She noted that the Planning Board has been using this Ordinance for required necessary documents, and the Council needs to convey in their procedure the reference to the same, correct documents. She offered her thanks to the City Clerk's Office for their assistance in this matter.

Councilor Holmgren mentioned that this amendment is yet another way of communicating with the public.

COMMITTEE RECOMMENDATION: On a motion by Councilor Holmgren, seconded by Councilor Gilman, the Planning & Development Committee voted 2 in favor, 0 opposed, 1 (Lundberg) absent, to recommend that the City Council Amend GZO Appendix A – Rule 25: Rules of Procedure as follows:

- Under “**GENERAL PROCEDURE:**” STRIKE 1.4.2.2 in paragraph 1, where it appears twice and ADD “**1.5.5 Planning Board; Application Form and Content**” in place of 1.4.2.2;
- Under “**DECISION:**” STRIKE 1.4.2.2(e) and ADD “**1.5.5 Planning Board; Application Form and Content**”;
- Under “**PART II: COUNCIL RULES ON SPECIAL PERMIT PROCEDURES**”, “**Application for Council Special Permits**” “b.” STRIKE 1.4.2.2(e) and ADD **1.5.5 Planning Board; Application Form**

- and Content” AND under the same heading, section “d.” STRIKE 1.4.2.2(b) and ADD “1.5.5 Planning Board; Application Form and Content”;**
- Under “PART II: COUNCIL RULES ON SPECIAL PERMIT PROCEDURES “5. Council Action d.” STRIKE 1.4.2.2(e) and ADD “1.5.5 Planning Board; Application Form and Content”.

This matter will be advertised for public hearing.

A motion was made, seconded and voted unanimously to adjourn the meeting at 5:40 p.m.

Respectfully submitted,

Dana C. Jorgensson

Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.