



MEETING MINUTES

March 28, 2018

Members Present: Vincent Vignaly (Chair), Marc Frieden, Cheryl Carlson, Barur Rajeshkumar, Paul Anderson

Members Absent: None

Others Present: See Attached Sign-In Sheet

All documents referenced in these Minutes are stored and available for public inspection in the Planning Board Office located at 140 Worcester Street.

The regular meeting began at 7:03 p.m.

Police Station Screening Sketch Review – The board asked the status of the screening since they were looking for a final as-built review. The fence is to screen the properties to the north and the Horseshoe Drive area residents from the impoundment yard. The fence has not been installed yet and they are now proposing two fences. Mr. Vignaly received emails with a sketch and the company brochure, but it did not include much detail. He requested a sketch showing the fence locations on the plan and specific fence being proposed to review for the next meeting. The board did receive a copy of the signed plans as requested.

Comprehensive Master Plan (Land Use Chapter Update) – Ms. Carlson said the Town Wide Planning Committee met last night. The next chapters they want to review are Open Space & Recreation, Cultural & Historic, Land Use & Zoning, and Financial Strategies. They would like to be ready by the end of May/June for a possible public forum. Because Ms. Carlson's time is limited with her job, she has not completely reviewed the revisions that Chris Olson had incorporated when he was a member of the board. She said the process would be that after the next four chapters are reviewed and the municipal facilities plan (which has not been reviewed yet) if there are any conflict within the chapters, have committees meet to resolve the conflicts, and finally implement the plan. There was a question as to whether the implementation was the responsibility of the Planning Board. Mr. Vignaly said the Zoning Bylaws explain what the Town Wide Planning Committee is understood to do. The Planning Board approves the Master Plan, not the Town Wide Plan. Ms. Carlson is not sure what the Town Administrator is trying to do and finds it very confusing.

Article 6, Section 1 of the General Bylaws states that "the Town-wide Planning Committee shall encourage, assist and review long and short term planning efforts by boards, committees and officials of the Town and incorporate these plans into a comprehensive Town-wide plan." That is not the Master Plan. The Town Wide Planning Committee is an appointed position; therefore, they do not have the implementation authority; the Selectmen do the implementation. The board will work on incorporating Mr. Olson's changes and summarize it for the Town Wide Plan.

Old Site Plan Review Zoning Enforcement Status – Mr. Vignaly said the Permitting Board Chairs met and reviewed/discussed a portion of the updated list. The Building Inspector prioritized some locations and committed to enforcing the zoning requirements as they are written. 184-186 West

Boylston Street is still not complete with their Site Plan Review. The Planning Board letter from September still needs to be sent. Mr. Frieden will forward it to Mr. Vignaly for review tonight. The plan review for 21 Franklin Street was complete, but the shade trees still need to be planted. The board signed off during the winter with the condition that they plant some trees in the spring that were required near the parking areas. Finders Pub has been on the list for some time; there are some safety issues with the parking. The work is more than likely not going to get done since it dates back to 2005. A Certificate of Occupancy was issued years ago, but the board never received the final as-built plans that the work proposed was done. The Board of Selectmen will talk with Town Counsel about the possibility of putting a notice on the deed for future owners noting the zoning violations. Some of the work was done, but the as-built for 1500 Century Drive was not submitted at the time because they did not have the money to have the as-built plan prepared. They said they would do it when they had the money but never did it; the work was reviewed by VHB at the time and there were no issues. Regarding the VFW and parking unregistered vehicles on the property, the Building Inspector said campers are not vehicles. Mr. Vignaly questioned that because they do require a registration. Mr. Rajeshkumar asked if there was any discussion about closing out anything over seven years. Mr. Vignaly said that was not discussed; the only thing they could close out would be 1500 Century Drive because the work was completed, but the paperwork was not submitted over fifteen years ago.

Review and Approve Planning Board Application Forms – Mr. Rajeshkumar is in the process of revising the forms to make them PDF writable. He will send them to the members to review before the next meeting.

New Business/Review of Correspondence/Emails:

Doug Andrysick to discuss Flagg RV Site Plan Review – Doug Andrysick, Mike Himmer and Mike Flagg were in attendance. Mr. Andrysick explained that the work was done 16 years ago and was unclear what the Planning Board needed. He explained that they had a building permit and the building was constructed; they staked it out and prepared an as-built plan. His understanding was that there was a question about an increase in the number of units parked on the site. Mr. Flagg said the Board of Selectmen limited the number of RVs and motorhomes to 100. Mr. Andrysick said the smaller lot is restricted to 25 recreational vehicles; the larger lot to 100. Mr. Vignaly said if they have a layout that incorporates all the changes under a Site Plan Review, the BOS may allow an increase in the number of recreational vehicles. Mr. Andrysick marked the area of the parking lot and RV parking in red on the 2005 plan and added the conditions today with the new building; there were 201 units in total. They have internal circulation that works with traffic. The pavement and gravel today are the same as in 2005; the change is the new building. The area between the two buildings is now paved and there is an increase of approximately 3,000 square feet of impervious area. The area and storage for parking and storage of RVs is consistent to 2005. In summary, he said they have not made any significant changes in increasing areas of usage on the site. Mr. Frieden asked if the 2005 plan was approved. Mr. Andrysick did not have any signed plans, but the Flaggs said they had gone to the appropriate boards and VHB did the review. Mr. Frieden asked about the drainage; Mr. Flagg said it was all taken care of. Mr. Vignaly commented that at the Chairs Committee meeting the property was discussed and Bill Chase (Conservation Chairman) said he tried to contact them to discuss the drainage changes that were made. Neither Mr. Flagg nor Mr. Himmer have heard from him.

Mr. Frieden said the last time they were in they were advised to include any parking changes and the number of vehicles allowed on site since there is currently some limitation. Mr. Vignaly said what triggered the need for a Site Plan Review was the construction of building which is still in violation of

zoning. No one disputes the fact that the Building Inspector made the error issuing a Building Permit. The building is up, and the drainage has changed, the board needs a plan that incorporates all the changes. Mr. Flagg was upset and said at the last meeting the board said that if he brought Mr. Andrysick in, the board would approve it. Mr. Andrysick understands that the board is looking for a SPR application to show what was done. Mr. Vignaly said it also clears the title because currently if it were to be sold, it is in violation of zoning. Mr. Flagg stated that “at the last meeting, all you guys said if Doug draws that on the drawing, you will approve it”; he guaranteed the board said it. Mr. Vignaly thought Mr. Andrysick was here to review a preliminary site plan in order to have the process followed. The board cannot just accept an as-built plan; it needs to go through the process (application, abutter notification and public hearing). The board is not asking the Building Inspector to enforce it or issue fines. Ms. Carlson said they can request specific waivers. It will not need VHB review. They were advised to contact Bill Chase and provide something from him so he can confirm the site is okay. Mr. Vignaly also suggested they ask the BOS to change their permit to tie it into the SPR so there will be no limits to the number of vehicles allowed to park.

Briarwood Community Special Permit/Site Plan/Stormwater Amendment Application Submittal/Public Hearing Date – John Gelcich (Beals & Thomas) was present. The board reviewed and accepted the application. Mr. Gelcich will submit an additional \$2,000 for the review fee process. A public hearing is scheduled for May 11, 2018 at 7:00 p.m. Mr. Gelcich was reminded to address the 25% open space requirement.

Reports from Other Boards – Mr. Anderson said the Transportation Committee is scheduled to meet next week. He said that the Route 12 & Route 140 intersection will be milled and paved soon; there will not be any changes to the roadway geometry or signs.

Mr. Frieden said the CMRPC gave two presentations; the first topic was economic development. They are working on completing a survey that could result in grant money for the towns. The second topic was the WRTA. It is being level funded. At this time there is no consideration to cut either of the West Boylston routes.

Ms. Carlson said the CPC has approved the application from the Affordable Housing Authority. The \$250,000 shows the town is committed to the work and is an incentive for developers to build affordable senior housing. Not only would there be more housing in the area of Maple Street, but they would be able to offer more senior housing. Pat Halpin attended Leominster’s Housing Authority meeting and received their endorsement since they are the authority.

Citizens’ Comments – None tonight.

Invoices were approved. Mr. Rajeshkumar made a motion to approve the draft March 14, 2018 Regular Meeting Minutes; Ms. Carlson seconded; all voted in favor; motion approved. Mr. Rajeshkumar made a motion to approve the draft March 14, 2018 Westland Circle Extension Public Hearing Minutes; Ms. Carlson seconded; all voted in favor; motion approved.

April 11, 2018 at 7:00 p.m. was confirmed as the next meeting date and time.

Mr. Rajeshkumar made a motion to adjourn; Ms. Carlson seconded; all voted in favor; motion approved. The meeting was adjourned at 8:23 p.m.

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Date Accepted: _____

By: _____
Paul Anderson, Clerk

Submitted by: _____
Melanie Rich