



TOWN OF WEST BOYLSTON PLANNING BOARD planningboard@westboylston-ma.gov
140 Worcester Street ** West Boylston MA 01583 ** Phone 774-261-4073

MEETING MINUTES

November 8, 2017

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

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 Chair opened the regular meeting at 7:04 p.m.

Jeff Bagg (CMRPC) Village Zoning Update – Mr. Bagg was following up on his presentation he gave in July. The DLTA funding will run through the end of December at which time he will submit a technical report outlining the next steps. He submitted a grant request on behalf of West Boylston (and five other towns) to the state through the Executive Office of Energy & Environmental Affairs for funding to continue the Village Zoning process. The grant will run for two fiscal years. The state is offering a range of funding amounts. The expectation is that the money will awarded by January.

Mr. Bagg gave a PowerPoint presentation. He suggested that there will be no change to single residence districts. He talked about a conceptual land use map, a civic core, a new village center business district, and examining the current Zoning Bylaw in contrast to a Village Zoning Bylaw. A new district or two could be created which would allow for more flexibility. Design, dimensional requirements and multi-family mixed use was discussed. He will do a comparison of where there are discrepancies and provide a background, illustrations and language which can be used at the town meeting. Some of his research focused on the Central Street area. He looked at the patterns of development and possible desirable redevelopment and will do an assessment of what type of uses are allowed in each area. A technical report will be prepared by the end of December to provide a foundation for creating a bylaw. Mr. Bagg said if the EEA state grant is not awarded, there will still be the option to seek the DLTA grant again. One of the requirements of the state grant is to bring zoning articles to the town meeting, but the outcome is not contingent to receiving the grant. Mr. Vignaly said zoning articles are usually brought to town meeting in the fall so we would need an aggressive timeframe to have it ready for the October town meeting. When the grant is awarded, a timeline will be prepared. It was suggested that zoning should be moved to match the lot lines to lessen the amount of split lots in the civic core. Mr. Bagg wants to explore the possibility of a Village Center Residential Bylaw and/or Village Center Business Bylaw in that area. Mr. Bagg asked the process to rezone a parcel. He was told the board follows the state requirements and notifies abutters to get their feedback. Dave Femia suggested that once a Village Zoning Bylaw is implemented in a town comparable to West Boylston, the board should do a site visit and get their feedback. He thought it would be beneficial to bring that information to the town meeting. Mr. Bagg will bring back more information in December or January.

Senior Center Discussion – William Murray, Project Manager (Places Associates) was in attendance. He provided a handout for the members. The design has not been finalized but is moving forward. It will be a single-story building, no grade changes. He met with various department heads (Fire, Police, Water & Sewer, DPW) and received good information. It will be served with public water off of Prescott Street, they will tie into the existing sewer on Horseshoe Drive as well as the gas, and the electric and communications. He explained where they will cut the existing paving. The driveway will be widened and the sidewalks relocated. A stormwater drainage basin will be installed as well as a rain garden. Mr. Murray said although that is all they will need to achieve the stormwater quality standards, the caveat is that they are saying that the old Mixter school is the predevelopment condition and comparing it to the proposed development; it reduces the size of the storm drainage system. There will be 51 parking spaces, 3 parking spaces for the staff in the back, 12 parking spaces are accessible, it will be one-way circulation, vertical granite curbing will be around the parking lot, snow plowing will occur above the basin. They need to file with the Conservation Commission as well as with the Earth Removal Board. They are not sure yet where the water will be coming in. The operations of the senior center will coincide with the use of the playground; parking will be available to the playground. He explained the lighting which will shine inward and be shielded. There will be no altering of the tree line or the existing parking around the west side of the circle, the island will remain, and the flagpole will be updated. The outdoor play area will be removed. There will be an area reserved for senior activities. They will maintain the access for Horseshoe Drive. Mr. Murray was not sure whether it would be an emergency warming shelter or full shelter (the Building Committee will decide) so he could not say if there will be a generator to support the building. There will be a fire pump which will have its own dedicated generator. It is hoped to go out to bid in mid to late December or early January. Mr. Vignaly said according to the zoning bylaw they are required to do drainage based on undeveloped conditions. Mr. Murray said the zoning bylaw reads “the conditions in place at the time of the submission of the plan or if it is a phased development”. He said it is clearly a phased development because the town planned the process of demolishing the building in preparation for developing another municipal use. Mr. Vignaly noted that seemed a stretch. Mr. Murray said it meets DEP stormwater standard requirements. Shade trees are noted on the plan to be put along the parking. There will be some landscaping in the back for deliveries to reduce noise for neighbors. Prior to the public hearing, Mr. Murray will provide the photometric plan. A schematic design will be provided for the sign. The board felt they are moving in the right direction and were very pleased that they came to the board.

137 Shrewsbury Street (SPR Change Discussion and Abutting Lot Discussion) – Rob Fuller provided a revised plan that includes a baseball field. The plan the board approved did not have a baseball field, only grass. The board was asked to consider whether or not it is a minor change that can be incorporated on the as-built plan. Mr. Fuller was asked the status with the DCR letters that the board was copied on; he said that has all been taken care of. He was asked when he might be submitting the as-built plan and said in mid-January. He will receive a temporary Occupancy Permit until the Planning Board conducts a review. Mr. Frieden made a motion to accept the modified plan, Self Storage Facility 137-151 Shrewsbury Street dated February 17, 2017, revision date 8/7/2017, as a minor change that will be documented on the as-built plan; Ms. Carlson seconded; all voted in favor; motion approved.

Bethlehem Bible Church (307 Lancaster Street) draft Disapproval Letter – The Disapproval Letter was reviewed and signed and will be forwarded to the applicant as well as the Town Clerk’s office.

184-186 West Boylston Street As-Built Review Update (draft letter to Mr. Surabian) – Mr. Frieden will draft the letter for the December meeting.

Zoning Map Update (Assessor Info vs. Official Authority) – There was discussion about the interpretation of zoning that was done based on the online assessor maps and information. Chairpersons of the ZBA, Conservation Commission, Board of Selectmen, Board of Health, Planning Board and Building Inspector met and talked about how to improve communication and streamline the permitting process to help improve permitting questions and responses. The question that came up was, where does the Building Inspector's office look for the true zoning interpretations? In the past they have used the assessor's information, but that is not the official record, and many errors have been found. Since the meeting, they are using the official zoning map which is in the Town Clerk's office. The zoning map that is on the town website reflects the zoning but has not been confirmed. The Selectmen will discuss contacting CMRPC to research the zoning map they prepared for the Open Space and Recreation Plan Update since they have the GIS data, and have them provide the town with a detailed zoning map that shows the lots as well as zoning lines and all zoning information so it can be uploaded to our GIS database. Mr. Vignaly talked to Karen Pare and found that currently no one is responsible to make sure our database gets updated with the most current information. Mr. Rajeshkumar asked how we could better communicate with other boards. Mr. Vignaly said sending the agenda to all boards is a good step to start with. In addition, before the Building Inspector issues a Certificate of Occupancy, he agreed to contact the Planning Board if a Site Plan Review was done. There are more meetings of this group planned for the future.

Zoning List and Development Coordination – The spreadsheet was reviewed and revised. Mr. Vignaly will edit and forward to the Building Inspector, Town Administrator and the board.

Mr. Frieden commented on the paving that took place at Gerardo's. They originally received a permit for the building construction and parking under Site Plan Review. If they plan to park more than fifteen cars on the north side, a Site Plan Review (SPR) is needed. They came before the board some time ago saying they were going to submit a SPR to make the road go all around, but never came back with a plan. It was never officially a parking area, but a grassed area on the old plan. It is an unknown ownership lot. No letter from the attorney was ever received indicating the ownership. The Building Inspector needs to enforce the zoning. The assessors have a process to take property of unknown ownership to collect outstanding taxes; it can be put up for auction for the back taxes.

New Business/Review of Correspondence/Emails:

100 Century Drive (Request to Extend Time to Commence Construction) – Mr. Rajeshkumar recused himself from the matter. Attorney Brian Falk (Mirick O'Connell) was present and submitted a letter requesting an extension to the start of construction to January 11, 2019. Having no issues, Mr. Frieden made a motion to grant an extension to the start of construction to January 11, 2019; Ms. Carlson seconded; all voted in favor; motion approved. A letter will be sent to the Building Inspector (and VHB) notifying him of the board's approval to extend the construction deadline.

Email regarding Girl Scouts Project – Mr. Denato will be informed that he can come to the December meeting. It was not an agenda item and just received today.

Email from Nancy Lucier regarding renewal of Selectmen's Licensing – The board discussed that these sites are included in the Zoning Violations listed discussed earlier and suggested that Mr. Vignaly review and send the Zoning List to the Selectmen which notes applicable issues with each site.

Reports from Other Boards – Mr. Anderson said the Transportation Committee will be meeting tomorrow night.

Citizens' Comments – None tonight.

Invoices were approved for payment. Ms. Carlson made a motion to approve the draft October 25, 2017 Regular Meeting Minutes; Mr. Rajeshkumar seconded; all voted in favor; motion approved. Mr. Rajeshkumar made a motion to approve the draft October 25, 2017 Public Hearing Meeting Minutes (307 Lancaster Street); Ms. Carlson seconded; all voted in favor; motion approved.

Ms. Carlson made a motion to adjourn; Mr. Rajeshkumar seconded; all voted in favor; motion approved. The meeting was adjourned at 9:32 p.m.

Date Accepted: _____

By: _____
Paul Anderson, Clerk

Submitted by: _____
Melanie Rich