



**MEETING MINUTES**  
**December 13, 2017**

Members Present: Vincent Vignaly (Chair), Marc Frieden, Cheryl Carlson, Barur Rajeshkumar (8:23PM)

Members Absent: Paul Anderson

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 7:09 p.m.

184-186 West Boylston Street As-Built Plan Review Update – Mr. Frieden drafted a letter which the board reviewed and edited. He will make the revisions and forward it to Patrick Healy (Thompson-Liston Associates) with a copy to Mr. Surabian, the Building Inspector and the Town Administrator.

70 Hartwell Street (Curtis Industries) As-Built Plan Review – VHB is in the process of reviewing and will forward the board a report when it is completed.

21 Franklin Street As-Built Plan Review – VHB provided a report to the board. Mr. Amico stated that the developed improvements are in substantial conformance to both of the referenced plans with the exception of the omission of the proposed trees along the parking spaces. The board agreed to have Mr. Vignaly draft a letter to the Building Inspector with the Planning Board's recommendation to issue a Certificate of Completion noting that two shade trees are to be planted before June 30, 2018.

Zoning List and Development Coordination – Mr. Vignaly met with the Chairs of various boards; coordination aspects were discussed. The biggest priority for development and permitting is to clear up the grandfathering issue (some businesses have been on the list of zoning violations that is submitted annually for years with no action by the Zoning Enforcement Officer). Mr. Rajeshkumar said that during the liquor license renewals a selectman asked why some of the businesses have been renewed for years and why do they now have to come in with the paperwork. The Town Administrator, John Hadley and Town Counsel are evaluating a legal way to encourage compliance. The Zoning Bylaws need to be fair, followed and equally applied.

The Building Inspector is looking at the different sites from the zoning violations list he was provided on October 25<sup>th</sup>. The board has not received any response. There was also discussion on updating the GIS system. The data on the website is not always current or maintained. The Town Administrator said she is aware a position is needed to update the zoning, assessor's and other information.

**New Business/Review of Correspondence/Emails:**

Summit Engineering (Definitive Subdivision Application for Westland Circle Extension) – Present were Andy Baum (Summit Engineering) and Matt Watsky (applicant). The board reviewed and accepted the application. A public hearing is scheduled for January 24, 2018 at 7PM.

ANR Plan – 245 Woodland Street (Wachusett Woods Realty) – Joe Evangelista noted that another ANR plan was recorded prior to this plan. This is a reconfiguration of two lots. He received a Special Permit from the ZBA to reduce the frontage to 100' as noted on the plan. Having no issues, Mr. Frieden made a motion to endorse the Plan of Land located in West Boylston MA owned by Wachusett Woods Realty Trust dated November 28, 2017, prepared by Hub Survey Associates for 245 Woodland Street; Ms. Carlson seconded; all voted in favor; motion approved.

Briarwood Continuing Care Retirement Community discussion of the Final Phase – Attorney Robert Longdon, Bob Evans (Board of Trustees-Briarwood), Bob Chase (Board of Trustees-Briarwood) and Paul Bowler (CEO-Briarwood) were present. Attorney Longdon said they intend to proceed with the expansion of the Community Care Retirement Community (CCRC) with 24 independent living apartments and 12 memory apartments along with amenities (lap pool, wellness center, etc.). They were informed by their engineer that there was an amendment in 2008 to the Zoning Bylaws (Section 2.9.E) that required CCRC's with more than five units to provide a certain percentage of affordable housing. The Briarwood Community has been built out over 20 years (starting in 1984). The project is located in both Worcester and West Boylston. The first two phases were located in Worcester and consisted of 60 cottages and the Knollwood Nursing Home. The first phase of the project in West Boylston in 1992 (Phase 3 of the overall project) included 45 units. At that time a Special Permit and Site Plan Review was completed. A Master Plan was filed with the application that showed the entire project which contained 344 units; currently there are 193 units.

The Special Permit in 1992 shows 22 acres in West Boylston to build out. Attorney Longdon said the Special Permit application that was filed on January 6, 1992 contemplated a phased buildout of the whole property. The Decision granted on January 31, 1992 included the Master Plan. The Special Permit was granted for what exists in West Boylston. The last expansion of Briarwood occurred in 2004 with the addition of 18 independent living apartments to the Birches Building. Attorney Longdon said because the Special Permit was granted in 1992 and depicted a buildout of all the acreage in West Boylston, their position is that the amendment to the bylaw requiring affordable housing does not apply to the project. Mr. Frieden asked how we would establish a grandfathering situation. Mr. Vignaly said there would be no need to. The application will include the continuing phase, they will supply the prior approval, they will need to show compliance to the CCRC limits regarding certain uses, and they need to include a list of waivers. The board did not see any problems going forward with design of the final phase of construction. Mr. Vignaly also mentioned that there is a requirement (20% of the lot being set aside for Conservation land) that has not been done. Attorney Longdon said they will include it. They will prepare and submit an application soon.

Informal Discussion (Century Drive Concept Plan for the Girl Scouts of America) – Anthony Donato (Bohler Engineering), Lawrence Tuttle (Architectural Insights), Donna Truex (Bowditch & Dewey) and Suzanne Smiley (GSA) were in attendance. Mr. Donato explained that they want to move the location from Worcester to the West Boylston/Worcester line (Century Drive). A survey was done. The difference of the elevation between the northeast end of Century Drive to the southwest end does not allow for a cut-through. The facility will include office space and warehouse space; it will

accommodate a trailer truck delivery for the cookie drive. They have met with the Building Inspector who thought it was permissible. The only issue was the retaining wall along the edge of Century Drive. The Building Inspector will consider it a 10' side setback which they cannot meet; the wall will have to be moved. Mr. Donato said they have sufficient parking and landscaping, there will be a 4' engineered wall along the front with a foundation; they are contemplating installing a guardrail. Mr. Tuttle said the building will be a single-story building with a pitched roof. The uses will be for an office, cookie warehouse space and program space. There was discussion as to where the front of the building is located. Zoning does not allow parking in the front. Ms. Smiley said she was told by the Building Inspector that they could pick which side was the front of the building and explained where they would enter and the location of the sign. Mr. Vignaly said it appears that they will need a variance for the parking shown in the front yard. Mr. Femia (ZBA Chair) said to review the bylaws fully before submitting an application to the ZBA. Mr. Donato explained where the roof water in the front of the building will be directed and the overflow connection into the street; sewer and drainage are on the south end. He was told to check with the DPW Director to see if a drainage connection for stormwater is allowed in West Boylston. They will file with the ZBA for their January 18<sup>th</sup> meeting to happen concurrently with the SPR application. The major concerns are the parking variance and drainage issues.

Comprehensive Master Plan – Land Use Chapter Update – Ms. Carlson said the Town Wide Planning Committee (TWPC) recently met. The Land Use Chapter is a continuation of what Chris Olson (former PB member) prepared and forwarded to the Town Administrator before he left the Planning Board. It needs to be condensed for the Master Plan update that was discussed. The TWPC will move forward with some of the chapters that are ready. Mr. Vignaly noted that Article 5 of the General Bylaws defines the Town Wide Planning Committee. Their job is not to update the Master Plan, but to report every three years to town meeting on short-term planning, e.g., how to implement the Goodale Park Master Plan along with the senior center, fire department and other facilities needs; assess the priorities of projects to move forward. The Planning Board is required to update the Master Plan. He reads Article 5 to say that the TWPC does the shorter-term implementation. Ms. Carlson said the next TWPC meeting is scheduled for January 2, 2018. Mr. Rajeshkumar said there is a public hearing scheduled for January 22, 2018, but more information on the issues to be raised is needed.

Reports from Other Boards – Mr. Rajeshkumar said he was at the FISP Committee tonight. The Special Town Meeting for the senior center is February 26, 2018 with the election the following day, February 27, 2018. The backup date for the Special Town Meeting is February 28, 2018.

Mr. Frieden said the Affordable Housing Trust met and the engineer is preparing new plans for the Maple Street housing proposal.

Mr. Vignaly said the Open Space Implementation Committee met. They received a conditional approval from the state for the Open Space and Recreation Plan; they can now apply for grants. There was brief discussion about locations for a dog park; a portion of the brush dump (Laurel Street) and possible coordination with the cemetery trustees to acquire the Ahlstrom land Laurel Street to service both needs was mentioned as a possibility.

Citizens' Comments – None tonight.

Invoices were approved for payment. Ms. Carlson made a motion to approve the draft November 8, 2017 Regular Meeting Minutes; Mr. Rajeshkumar seconded; all voted in favor; motion approved.

January 10, 2018 at 7:00 p.m. was confirmed as the next meeting date and time.

Ms. Carlson made a motion to adjourn; Mr. Rajeshkumar seconded; all voted in favor; motion approved. The meeting was adjourned at 9:25 p.m.

Date Accepted: \_\_\_\_\_

By: \_\_\_\_\_  
Paul Anderson, Clerk

Submitted by: \_\_\_\_\_  
Melanie Rich