

**STURBRIDGE PLANNING BOARD
MINUTES OF
TUESDAY, FEBRUARY 28, 2017**

Ms. Waters, the Clerk, called the regular meeting of the Planning Board to order at 6:30 PM.

Ms. Waters noted the members present.

Present: Charles Blanchard
Russell Chamberland
James Cuniff
Penny Dumas
Heather Hart
Susan Waters, Clerk

Also Present: Jean M. Bubon, Town Planner
Diane M. Trapasso, Administrative Assistant

Absent: Sandra Gibson-Quigley, Chair

Ms. Waters opened the meeting and read the agenda.

APPROVAL OF MINUTES

Motion: Made by Mr. Chamberland to approve the draft minutes of February 14, 2017.

2nd: Mr. Blanchard

Discussion: None

Vote: 6 – 0

ANR – JEFFREY & COLLEEN BONJA – 49 CRICKET DRIVE

Materials presented:

Plan of Land – 49 Cricket Drive – prepared by hs & t group, inc. – plan date 1/18/2017 – job #6133 – DWG #5093

Application for Endorsement of Plan Believed Not to Require Approval – Form A – 49 Cricket Drive

Mr. Bonja spoke on his own behalf. Mr. Bonja stated that the plan shows the combination of Parcel A and Lot 41. This is a paper street that had been donated to the Town, but after review by him and concurrence of Town Counsel it was determined that the property is owned by him and not the Town, but the Town has the right to pass over the land to access the land owned by the Town under the care, custody and control of the Conservation Commission.

Ms. Bubon recommends that the Board endorse the plan since it meets all the requirements.

Motion: Made by Mr. Blanchard to endorse the plan for Jeffrey & Colleen Bonja, 49 Cricket Drive.

2nd: Mr. Chamberland

Discussion: None

Vote: 6 – 0

Ms. Waters signed the plan.

WAIVER OF SITE PLAN APPROVAL – BEDROCK ASSOCIATES, LLC IS REQUESTING A WAIVER OF SITE PLAN APPROVAL FOR AN ADDITION ON THE EXISTING SINGLE STORY STRUCTURE (30'x31') WILL BE ADDED ON THE SOUTHEAST SIDE. THE PROPERTY IS LOCATED AT 139 MAIN STREET.

Materials presented:

Application for Site Plan Waiver – Thomas A. Dubrey, CPA – Bedrock Associates, LLC – 139 Main Street

Renovation for Bedrock – 139 Main Street – prepared by Jalbert Engineering – plan date 1/17/2017 – DWG #17007 – revision #2 – dated 2/24/2017

Ms. Waters acknowledged the following department memos:

- Ms. Bubon, Town Planner
- Ms. Terry, Interim BOH Agent
- Mr. Colburn, Conservation Agent
- Mr. Ford, Chief of Police
- Lt. Marinelli, Fire Inspector
- Mr. Morse, DPW Director
- Mr. Burlingame, Building Commissioner

Mr. Jalbert of Jalbert Engineering spoke on behalf of the applicant. Mr. Jalbert stated that the addition on the existing single story structure (30' X 31') will be added on the southeast side. The new office unit will be built in an area that is now paved. The current parking spaces will be moved to the rear of the building. Runoff from the new addition will drain into existing drainage network. No additional runoff will take place due to the existing conditions at the new building location. Connections to the existing Town Water and Sewer lines will be into the existing utility network within the building.

Mr. Jalbert stated that the addition will be wood framed and the finish will be clapboard to match the fenestration of the westerly side of the existing structure. The floor of the addition will be slab on grade with no basement.

Mr. Jalbert stated that parking in the rear of the building will be used for employees and access to the offices is located in the rear of the building.

Mr. Jalbert stated that landscaping was installed on the site with two new maple trees on the property. Planting areas around the patio area and small island at the southwesterly corner of the main parking area were planted. New planting areas at the entrance and around the sign will be added.

The Board had the following questions, concerns and comments:

- The traffic flow is reversed - was counter clock wise – now will be clock wise – Mr. Jalbert stated better flow and safer – entrance and exit will be one way for each - Fire has no problem with the new traffic flow
- Will the visibility be impaired when exiting – Mr. Jalbert stated that because you are on the top of the mound it will be safer you have more range of visibility
- New walkway – end of the building a pedestrian can just walk out – feel it is not safe a car can just drive right on it – maybe a berm with crushed stone would make it safer – Mr. Jalbert stated that a berm with crushed stone can be done
- 20' access enough for Fire – Mr. Jalbert stated that actually the access road is 21' and plenty of room for Fire
- Is there an area for loading and unloading – Mr. Jalbert stated that deliveries are by small trucks and are through the front doors of the shops
- Can the addition of a berm and crushed stone around the new walkway be added as a condition – Ms. Bubon stated yes
- Exterior lighting – Mr. Jalbert stated that the lighting is already there

Motion: Made by Mr. Cunniff to grant the Waiver of Site Plan Approval to Bedrock Associates, LLC for an addition on the existing single story structure (30'X31') added on the southeast side with the following conditions:

1. All State and Local Zoning Bylaws, Building Codes and other Regulations must be adhered to.
2. All other necessary permits and approvals must be obtained prior to the start of construction. If any required approvals are not obtained and the plans must be modified, the applicant shall present revised plans to the Board for review and approval.
3. The Applicant shall install a berm with crushed stone on the southeast side if the new addition as discussed.
4. Exterior construction shall only occur during the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to Noon on Saturday. No exterior construction shall occur on Sundays or the following holidays – New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

2nd: Mr. Blanchard
Discussion: None
Vote: 6- 0

TOWN PLANNER UPDATE

Copy of the Trolley Study - FYI

Right of First Refusal for Douty has been filed again since it was not filed correctly the first time. Ms. Bubon would like the Board to confirm that they would like Ms. Bubon to re-date and resend the correspondence sent on December 14, 2016

Motion: Made by Ms. Dumas to notify the BOS that the Town should exercise its Right of First Refusal.

2nd: Mr. Chamberland

Discussion: None

Vote: 6 - 0

Department Head report to the BOS

Correspondence from CMRPC – The Regulation and Taxation of Marijuana Act

PUBLIC HEARING – ARLAND TOOL & MANUFACTURING IS REQUESTING SITE PLAN APPROVAL FOR THE CONSTRUCTION OF A NEW THREE-STORY MULTI-TENANT OFFICE BUILDING. THE PROPERTY IS LOCATED AT 198 CHARLTON ROAD.

Materials presented:

Application – Site Plan Approval – Arland Tool & Manufacturing – received 1/24/2017

Proposed Site Development Plan at 198 Charlton Road – plan date 12/1/2015 – prepared by Whitman & Bingham – revision # 1 dated 1/19/2016

Architectural Plans – 198 Charlton Road – prepared by Mangel Architects – Harvard MA – received 1/24/2017

Ms. Hart read the legal notice.

Ms. Waters acknowledged the following department memos:

- Ms. Bubon, Town Planner
- Mr. Burlingame, Building Commissioner
- Lt. Marinelli, Fire Inspector
- Ms. Terry, Interim BOH Agent
- Mr. Colburn, Conservation Agent
- Mr. Ford, Chief of Police
- Mr. T. Chamberland, Tree Warden
- Mr. Morse, DPW Direction
- Peer Review for Traffic Impact Analysis – prepared by Pare Corporation – Ms. Archer

- Traffic Impact Analysis – dated 10/4/2016 – prepared by Mr. Bristol of Bristol Traffic & Transportation Consulting

Mr. Milisci of Whitman & Bingham spoke on behalf of the applicant. Mr. Milisci stated that the 198 Charlton Road is a new structure clad in traditional materials including aluminum, glass, stone and brick. The massing, while properly articulated, is not contemporary or inconsistent with traditional office buildings. The facades include both vertical and horizontal material configurations including window configurations; and the facades are stepped back on all four sides, and the parking is at the rear of the property allowing for more open space in the streetscape.

Mr. Milisci stated that the building is designed to present the narrowest elevation to the street and the shortest elevations to the vehicular entrance, the building pedestrian entrance and parking area. The combination of two story and three story massing is an important design element consistent with the design guidelines.

Mr. Milisci stated that the site is a 43D Priority Development Site as designated by both the Town and State.

Mr. Milisci stated that the large tree in front will be protected by a fence during the construction of the site. Also he stated that the dumpster will have a solid white fence with trees around it.

Mr. Milisci handed to the Board a letter with responses to comments made by Mr. Morse and Mr. T. Chamberland. He went through each item with the Board and explained how the applicant will respond and make the revisions on the site plan.

The Board had the following questions, concerns and comments:

- Concern with the Police Chief's recommendation of "right turn only"
- Mr. Bristol stated that the study was done for two projects – 198 Charlton Road and 197 Charlton Road – Mr. Bristol stated that the proposed retail/restaurant and office development will only increase the Route 20 traffic volume by approximately 12% combined for the two projects, adding only 6% to each Route 20 directional flow to the existing roadway system for both projects combined. Recently constructed - MassDOT widening of the centerline stripe area and installing ribbed grooves on the pavement to warn drivers if they cross the line and extension of the westbound left turn lane striping at Hall Road should prove to be improved safety addition. The no "Left Turn" suggested by the Police Chief is something MassDOT is not in favor of and neither is Mr. Bristol. Mr. Bristol feels vehicles will be looking at alternative ways to make left turns and be more harmful
- Ms. Archer agrees with Mr. Bristol not to have "no left turn". She also agrees in general with Mr. Bristol's report

- Has MassDOT thought about reducing the speed limit in this area – Mr. Bristol stated that MassDOT is not in favor of reducing the speed and if they did it would only be five
- The driveway splits to allow right and left turns – Mr. Bristol stated that by the split the queuing for left turn will be in the driveway – no problems on the road
- Landscape is well done – Ms. Baker stated that they are proud of the landscape plan and will maintain it
- Snow storage – Ms. Bubon stated that there is no dedicated space - snow will be plowed to the outskirts but in the event of large snowstorms the snow will have to be removed from the site
- Office traffic is more favorable and a much better way for the Town to grow

Motion: Made by Ms. Dumas to close the Public Hearing.

2nd: Mr. Chamberland

Discussion: None

Vote: 6 – 0

Motion: Made by Mr. Cuniff to grant Site Plan Approval to Arland Tool & Manufacturing for the construction of a new three-story multi-tenant office building located at 198 Charlton Road; with the following conditions:

1. All construction and site improvements shall be in conformance with the plans submitted and approved by the Planning Board.
2. All State and Local Zoning Bylaws, Building Codes and Regulations must be adhered to.
3. All other necessary permits must be obtained prior to the start of construction including the necessary utility cut/install permit from MassDOT for water and sewer connections.
4. The applicant shall utilize the existing 6" sewer stub for the site and shall modify the plans accordingly.
5. The new sprinkler line shall be 8" CLDI to prevent hammer should the 4" sprinkler line and hydrant be utilized at the same time. The 4" sprinkler line shall be valved outside the building for isolation. The 2" copper shall be tapped onto the new 8" CDLI and cub stopped outside the building for isolation.
6. The grass swale on the northwest side of the property is shown with a 25% grade change between contour 598' + 596' due to the buffer line. This could cause water to be pushed onto the abutter's property at this location. Rip rap should be used to minimize velocity at this location.
7. Structures NCB 10 and NBC 14 are critical to the Storm Water Management system and should have their grates cleaned/checked after each storm to prevent any discharge into the vegetated wetlands.
8. All items requested by the Fire Department in its correspondence dated January 26, 2017 shall be provided prior to issuance of a building permit.
9. The site shall be kept in a neat and orderly condition throughout the construction process.

10. Exterior construction shall only occur during the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to Noon on Saturday. No exterior construction shall occur on Sundays or the following holidays – New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
11. The applicant shall notify the Planning Department office forty-eight hours prior to the start of construction.
12. Snow storage shall not be permitted within any of the delineated parking areas or traveled ways and may only be stored as shown on the plan submitted. If required, excess snow shall be removed from site during heavy snow events to prevent a loss of on-site parking.
13. An emergency contact phone list with at least two names and numbers on it be supplied to the Sturbridge Police Dept. and Planning Department to be used by the dispatchers, in case of an off hour emergency, prior to the start of the project. The list must be updated whenever necessary for the duration of the project.
14. All erosion and sedimentation controls shall be installed as shown on the plan and inspected prior to the start of demolition or site work.
15. The following dust control measures shall be adhered to throughout the entire demolition/construction process:
 - a. Spray disturbed areas with water on dry and windy days as needed;
 - b. Periodically clean surrounding roadway near the entrance to the site if needed;
 - c. An anti-tracking pad shall be installed and maintained throughout the construction process.
16. The landscape plan and grading plan conflict – the 18' of rip rap versus the planting schedule must be rectified.
17. There are 52 trees proposed. The Town requires only 25% maximum of one variety of tree. Therefore the landscaping plan shall be modified to include at least one additional deciduous tree type and one evergreen type be added to the mix as the Red maples and white pine's #'s exceed the 25%. Based on site conditions there shall be no more than 12 or 13 red maple trees with either or both White Oak and Princeton Elm being substituted and for the white pine, either Scotch Pine or Con Color Fir be substituted to bring all tree types to less than 13 each. The landscaping plans shall be amended to reflect this change and submitted to the Tree Warden and Planning Department for review and approval.
18. The Protected Root Zone fence to be installed around the protected oak tree shall be inspected by the Tree Warden for suitability before construction begins. As noted on the plan a minimum of 8' out is required, or to the tree drip line, whichever is greater.
19. The contractor shall submit a copy of the required soil test to the town for review prior to plant installation.
20. A landscape maintenance plan must be provided prior to the start of construction and shall address at a minimum the following:
 - a. Tree guying removal plan after two years of growth
 - b. Watering over the next three years starting at date of final occupancy permit

- c. Proper mulching monitoring for three years starting at date of final occupancy permit
 - d. Dead/poor plant material replacement for three years starting at date of final occupancy permit.
21. Landscape notes reference "Planting soil mix" the details must be provided to the Planning Department and Tree Warden for review and approval.
 22. For both deciduous and evergreen tree planting detail a correction needs to be made, the third down from the top on the right note needs to be removed (planting at soil line).
 23. The 4th note on landscaping details must be changed to read after the word "exposed" add:" shall be 2" above finished grade"
 24. At least 48 hour notice shall be given the Tree Warden and Town Planner before plant material is install for a site visit to go over proper planting and locations, suitable soil materials, etc.
 25. Copies of the environmental monitor reports shall be provided to the Planning Department monthly.
 26. All plan revisions required by these conditions shall be provided to the Planning Department, DPW Director and Tree Warden for review and approval prior to issuance of a building permit and prior to the start of any site work.
 27. An as-built must be provided for all site work including plantings when the work has been completed.

2nd: Mr. Blanchard

Discussion: None

Vote: 6 – 0

KEVIN FILCHAK – ECONOMIC DEVELOPMENT/TOURISM COORDINATOR

Mr. Filchak introduced himself to the Board and provided a brief overview of his role and some things he has been working on since starting in his new position. Also, what he and STA plans for the future.

DISCUSSION OF PROPOSED ZONING AMENDMENTS TO ALLOW “FAST CASUAL” WITH DRIVE THRU BY SPECIAL PERMIT IN THE VILLAGE GATEWAY DISTRICT

Materials presented:

Restaurant/Drive Thru – Village Gateway District for 2/28/2017

The Board had the following comments, concerns and questions:

- Safety is a big issue
- Worked a long time to rezone this property - restricted drive thru/ fast food – it defies what we worked for
- The site just can't handle the drive thru traffic

- Can deny by Special Permit because of the constraints in the criteria
- Afraid if Planning Board denies – the applicant can appeal and win
- Feels Planning Board should not support in the Gateway Village District

No Action Taken.

OLD/NEW BUSINESS

Center of Hope – renovations being done on the outside– have building permit – been working on the inside

NEXT MEETING

March 14, 2017

On a motion made by Mr. Chamberland, and seconded by Ms. Hart and voted 6 - 0, the meeting adjourned at 8:50 PM.