

**Sturbridge Planning Board  
Meeting Minutes  
Tuesday, March 23, 2021  
Virtual**

**Present:**

Charlie Blanchard  
Sue Waters  
Christopher Bouchard  
Russell Chamberland  
Dane LaBonte  
Michael Chisholm  
Jeff Adams  
Jean Bubon, Town Planner  
Jeneé Lacy, Administrative Assistant

**Also Present:**

Jeff Bridges, Town Administrator  
Robyn Chrabascz, Facilities Coordinator  
Peter Parent, CHA

**C. Blanchard called the meeting to order at 6:30pm and read the agenda and COVID notice.**

**Approval of Minutes**

March 9, 2021

**Motion: To approve the minutes from March 9, 2021 as written. By: S. Waters**

**2<sup>nd</sup>: C. Bouchard**

**Roll Call Vote: 5-0-2**

**C. Blanchard – Yes**

**S. Waters – Yes**

**C. Bouchard – Yes**

**R. Chamberland – Yes**

**D. LaBonte – Yes**

**M. Chisholm – Abstained**

**J. Adams – Abstained**

**ANR – 566 Route 15 – Silver Tree Realty**

J. Bubon stated that the ANR was to create Lot 3 from the remaining land of Silvertree Realty, Inc. on Route 15, both Lot 3 and the remaining land have sufficient frontage and since the

plan meets the requirements, she recommended that the Board endorse the plan as submitted.

**Motion: To endorse the ANR plan for 566 Route 15 as submitted. By: S. Waters**

**2nd: C. Bouchard**

**Roll Call Vote: All in Favor (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**

**C. Bouchard – Yes**

**R. Chamberland – Yes**

**D. LaBonte – Yes**

**M. Chisholm – Yes**

**J. Adams – Yes**

*Documents Reviewed:*

- *Form A – Application for Endorsement of Plan Believed Not to Require Subdivision Approval 566 Route 15;*
- *ANR Plan Content and Submittal Checklist 566 Route 15;*
- *A Plan titled Plan of Land 566 Route 15 Sturbridge, Massachusetts Prepared for Record Owner Silvertree Realty, Inc. Prepared by: Tauper Land Survey Inc. (710 Main Street, Oxford, MA), dated: 3/11/21*

### **Public Hearing – Site Plan Approval – 501 Main Street – Town of Sturbridge**

S. Waters read the public hearing notice published in the Southbridge Evening News.

J. Bubon stated that the applicant is requesting Site Plan Approval to construct a parking lot on the property located at 501 Main Street. The parking lot will be located on approximately .53 acres of the land recently re-zoned Commercial Tourist District. The parking lot will serve the existing Commercial Tourist businesses and eventually trail users with access to the Riverlands proposed in this location. The parking lot will have 25 parking spaces and one ADA compliant space. The property is located in the Groundwater Protection District but since the impervious area is being reduced to 10,210 sq.ft. impervious, a Special Permit is not required. J. Bubon also stated that the Conservation Commission has already issued an Order of Conditions for the project.

Peter Parent of CHA, the engineer for the project, presented the plans for the parking lot to the Board.

S. Waters asked P. Parent why there was only one ADA compliant parking space.

P. Parent stated that 1 ADA space per every 25 regular spaces is the building code requirement but state that they could add another ADA space if the Town wants more.

S. Waters asked if P. Parent could explain the rain garden.

P. Parent explained what a rain garden is and the benefits to the Board.

R. Chamberland suggested painted arrows be placed in the parking lot for entering and exiting and had concerns in regards to cars over night parking.

J. Bridges stated that the Town will need to work with the Police to monitor the parking lot.

D. LaBonte inquired as to where the snow storage would be, assuming it would be by the rain garden and asked P. Parent if he had any concerns in regards to snow storage and the rain garden.

P. Parent stated that the plantings around the parking lot and in the rain garden are hardy and salt tolerant.

D. LaBonte asked if the signage would match the other Sturbridge signage around town.

J. Bubon stated that the signs will match the town wayfinding signs.

D. LaBonte and P. Parent discussed the proposed rain garden in regards to how much rain it could hold.

C. Blanchard asked if the Board would like to look at the 2<sup>nd</sup> ADA space at a later date or now.

S. Waters stated that she would prefer to have the 2<sup>nd</sup> ADA space from the start.

J. Bubon suggested that the Board wait and have the monitor for a while to see if there is a need.

C. Blanchard stated that the proposed lot would be overflow for businesses who already have required ADA parking spaces, so he believed it would be better to wait and see if it is needed.

J. Adams asked how long the parking lot would need to be monitored and stated he is fine with waiting as long as the parking lots are monitored to see if there is a need.

S. Waters stated for the record that this parking lot is for the businesses in the Commercial Tourist area and not specifically for the trails near-by.

The public line did not have anyone that wanted to comment.

**Motion: To close the public hearing. By: J. Adams**

**2<sup>nd</sup>: C. Bouchard**

**Roll Call Vote: All in Favor (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**

**C. Bouchard – Yes**

**R. Chamberland – Yes**

**D. LaBonte – Yes**

**M. Chisholm – Yes**

**J. Adams – Yes**

**Motion: To approve the request for Site Plan Approval for 501 Main Street with the following conditions:**

- 1. All construction and improvements shall be in conformance with the plans submitted and approved by the Planning Board. A copy of the approved Site Plan shall be on site or in the possession of the contractor at all times during construction.**
- 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.**



4. The site shall be kept in a neat and orderly condition throughout the construction process.
5. 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.
6. The applicant shall notify the Planning Department office forty-eight hours prior to the start of construction.
7. An emergency contact phone list with at least two names and numbers on it be supplied to the Sturbridge Police Department 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.
8. All erosion and sedimentation controls shall be installed as shown on the plan and inspected prior to the start of site work.
9. A pre-construction meeting shall be held at least one week prior to the start of work. Present shall be the applicants and other appropriate designees, the Town Planner, DPW Director, Police Chief, Fire Chief, Building Inspector or their designee. The purpose of the meeting shall be to discuss the construction process, appropriate traffic and safety control measures during construction, stockpile of materials, and inspection of erosion controls.
10. An as-built must be provided for all site work including plantings when the work has been completed.
11. The second parking space from Main Street on the Westerly side of the lot shall be graded to accommodate an additional ABA parking space. The parking lot shall be monitored for use and if it is deemed necessary that space shall be marked for handicap use only.

**By: S. Waters**

**2<sup>nd</sup>: M. Chisholm**

**Roll Call Vote: All in Favor (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**

**C. Bouchard – Yes**

**R. Chamberland – Yes**

**D. LaBonte – Yes**

**M. Chisholm – Yes**

**J. Adams – Yes**

*Documents Reviewed:*

- *Application for Site Plan Approval dated February 11, 2021;*
- *Site Plan Approval Checklist;*
- *Certified list of abutters;*
- *Town Planner Report with Staff Review Comments;*

- A document entitled "Drainage Report – Municipal Parking Lot, 501 Main Street, Sturbridge, MA prepared for Town of Sturbridge – 308 Main Street, Sturbridge, MA". Prepared by CHA – 33 Wilbur Cross Way, Suite 105, Mansfield, CT 06268. Document is dated October 29, 2020 and Revised December 10, 2020;
- A plan entitled "Site Development Plan Prepared for: Town of Sturbridge, 501 Main Street, Sturbridge, MA". Plan prepared by CHA – 33 Wilbur Cross Way, Suite 105, Mansfield, CT 06268. Plan Date: October 29, 2020, Revised Date: January 21, 2021;
- A document showing renderings of site amenities.

### **Codification Update**

J. Bubon discussed the Codification project and stated that the Town is 8 months ahead of schedule in the project and that the Planning Board will need to vote to be the Petitioner for the changes to renumber and clean up the zoning bylaw for Annual Town Meeting. J. Bubon stated that the Planning Board could hold a Public Hearing on April 13<sup>th</sup> and still meet the deadline for submission of Zoning Article recommendations.

**Motion: For the Planning Board to serve as petitioner for the proposed renumbering and revision of the zoning bylaws and to forward the same to Board of Selectmen to begin the Public Hearing process. By: S. Waters**

**2<sup>nd</sup>: J. Adams**

**Roll Call Vote: All in Favor (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**

**C. Bouchard – Yes**

**R. Chamberland – Yes**

**D. LaBonte – Yes**

**M. Chisholm – Yes**

**J. Adams – Yes**

### **Town Planner Update**

J. Bubon discussed the following:

- Ribbon cutting at the Pilot Travel Center
- Next meeting date: April 13<sup>th</sup>
  - Fiske Hill Subdivision Continuation
  - Floodplain Bylaw Amendment
  - Codification

### **Old/New Business**

Discussion regarding the Fiske Hill First Right of Refusal that will be going before the Board of Selectmen.

### **Adjournment**

**Motion: To adjourn meeting. By: S. Waters**

**2<sup>nd</sup>: J. Adams**

**Roll Call Vote: All in Favor (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**

**C. Bouchard – Yes**

**R. Chamberland – Yes**

**D. LaBonte – Yes**

**M. Chisholm – Yes**

**J. Adams – Yes**

**Meeting adjourned at 7:05 PM**

**Minutes prepared by: Jeneé Lacy**

On behalf of  
Clerk of the Board: Juan M. Buxton

Date signed: 5-19-2021