

**Sturbridge Planning Board  
Meeting Minutes  
Tuesday, February 13, 2024  
Virtual**

**Present:**

Charlie Blanchard  
Wally Hersee  
David Bourbeau  
Brad Goodwin  
Taylor Stedman  
Dane LaBonte  
Sue Waters  
Jean Bubon, Town Planner  
Jeneé Lacy, Administrative Assistant



**Also Present:**

Matt St. Laurent, NBM Realty  
Ron Mendes, Graves Engineering (Virtual)

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

**ANR – If Any**

No ANRs filed.

**Approval of Minutes**

January 23, 2024

**Motion: To approve the minutes of January 23, 2024 as written.**

**By: W. Hersee**

**2<sup>nd</sup>: D. Bourbeau**

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

- W. Hersee – Yes
- D. Bourbeau – Yes
- B. Goodwin – Yes
- T. Stedman – Yes
- D. LaBonte – Yes
- S. Waters – Yes
- C. Blanchard – Yes

**Town Planner Report**

J. Bubon discussed the following:

- She has not been able to get information from Verizon regarding the small pole attachment on Main Street, the contact is no longer with the company. She will continue to seek information.
- Report from the Building Inspector regarding the sign violations investigated. Nelson has been notified to reach out, they may need to update their site plan.
- Next meeting dates: February 27<sup>th</sup> – possible ANR for Blueberry Hills if not the meeting will most likely be canceled.

**Continuation of Public Hearing – Site Plan Review – STL505, LLC – 505 Main Street**

R. Mendez presented the revised plans to the Board. He discussed the parking lot revision and the changes to the stormwater system to eliminate infiltration from the bio-retention basin. An underground system has been proposed for roof runoff to provide groundwater recharge required.

He stated that they will be going back before the Conservation Commission on February 15<sup>th</sup>.

C. Blanchard asked about the parking spaces that were removed from the plan. R. Mendez stated that they did not get rid of any parking spaces but reconfigured the parking lot.

J. Bubon stated that she has spoken with the Conservation Agent and she will be recommending approval at Thursdays Conservation meeting.

J. Bubon stated that she has added a condition that states “If any minor plan changes arise as a result of the Conservation Commission review, updated plans and a memorandum explaining the proposed changes shall be provided to the Planning Department prior to the start of construction.” She stated that she recommends approval with the conditions noted in her report.

**Motion: To grant the Site Plan Approval to allow the demolition of the existing building and the construction of a new building, which will house 3 apartments and 5 artist live/work studios on the property located at 505 Main Street in accordance with the plans and materials submitted subject to the following conditions:**

1. **The Artist Studios shall only be rented to those tenants meeting the definition noted in the bylaw and a list of tenants and the occupation of the tenants shall be provided to the Planning Department for inclusion in the file. This list shall be updated as required.**
2. **All State and Local Zoning Bylaws, Building Codes and other Regulations must be adhered to.**
3. **All other necessary permits and approvals must be obtained prior to the start construction.**
4. **The applicant shall notify the Planning Department office forty-eight hours prior to the start of construction.**
5. **Exterior construction shall only occur during the hours of 7:00 am to 7:00 pm Monday through Friday and 8:00 am 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. 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.
7. All erosion and sedimentation controls shall be installed as shown on the plan and inspected prior to the start of site work.
8. All snow storage shall be in the location designated on the plan and snow shall be removed from site during large storm events if needed.
9. If any minor plan changes arise as a result of the Conservation Commission review, updated plans and a memorandum explaining the proposed changes shall be provided to the Planning Department prior to the start of construction.
10. An as-built and certification by the engineer of record that the project has been constructed as per plan must be provided for all site work including plantings when the work has been completed.

By: W. Hersee

2<sup>nd</sup>: S. Waters

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

- W. Hersee – Yes
- D. Bourbeau – Yes
- B. Goodwin – Yes
- T. Stedman – Yes
- D. LaBonte – Yes
- S. Waters – Yes
- C. Blanchard – Yes

*Documents Reviewed:*

- *An application for Site Plan Review dated November 4, 2023;*
- *Project Outline dated October 15, 2023;*
- *Building elevations and floor plans – un-dated;*
- *A plan entitled “Multi-Family Residential Project – 505 Main Street.” The plan is dated October 27, 2022 and is revised through November 3, 2023 and was prepared by Graves Engineering, Inc. – 100 Grove Street, Worcester, MA 01605.*
- *A document entitled “Stormwater Report for Multi-Family Residential Project – 505 Main Street”, prepared for STL Group, LLC, P.O. Box 638, Sturbridge, MA 01566, dated December 22, 2022, Revised October 30, 2023 and prepared by Graves Engineering, Inc. – 100 Grove Street, Worcester, MA 01605;*
- *Town Planner Report;*
- *Departmental memos;*

- *Memorandum to the Conservation Commission dated January 24, 2024;*
- *Stormwater Report Narrative (revised 1/24/2024);*
- *Long Term O & M Plan (revised 1/24/2024);*
- *Stormwater Report for Multi-Family Residential Project – 505 Main Street, Sturbridge, MA 01518 – Prepared for STL Group, LLC – P.O. Box 638, Sturbridge, MA 01566. Date December 22, 2022, Revised October 30, 2023, Revised January 24, 2024;*
- *Site Plan entitled “Multi-Family Residential Project – 505 Main Street, Sturbridge, MA 01518. Plan date December 22, 2022 revised through January 24, 2024.*

**Continuation of Public Hearing – Site Plan Review – Sturbridge PV, LLC – 200 Haynes Street**

J. Bubon stated that the applicant has requested the public hearing to be continued to March 12, 2024 at 6:35 PM.

**Motion: To continue the public hearing for 200 Haynes Street to March 12, 2024 at 6:35 pm.**

**By: S. Waters**

**2<sup>nd</sup>: W. Hersee**

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

- **W. Hersee – Yes**
- **D. Bourbeau – Yes**
- **B. Goodwin – Yes**
- **T. Stedman – Yes**
- **D. LaBonte – Yes**
- **S. Waters – Yes**
- **C. Blanchard – Yes**

*Documents Reviewed:*

- *Correspondence from BSC Group to the Planning Board dated January 31, 2024;*
- *Site Plan entitled “Ground-Mounted Photovoltaic System – 200 Haynes Street, Sturbridge, Massachusetts – August 1, 2023, revised January 31, 2024, prepared by BSC Group (349 Main Street, Route 28, W. Yarmouth, MA 02673);*
- *Email from Brian Yergation to Jean Bubon titled: “RE: FW: 200 Haynes Project/Sturbridge Crossing Questions and Concerns” dated 2/12/24 at 9:03 AM, requesting a continuation;*
- *Town Planner Report.*

**Zoning Bylaw Proposed Amendments**

J. Bubon discussed the proposed amendments to the Zoning Bylaw including, Accessory Dwelling Units, Intensity Regulation footnotes, and definitions in regards to Trailer coach inconsistencies. She stated that she recommend the Board vote to be the petitioner for

these proposed changes that that they be forwarded to the Board of Selectmen to being the process for Annual Town Meeting.

**Motion: To be the petitioner for the before mentioned proposed Zoning Bylaw amendments and to pass over to the Board of Selectmen for the Public Hearing process.**

**By: S. Waters**

**2<sup>nd</sup>: W. Hersee**

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

- W. Hersee – Yes
- D. Bourbeau – Yes
- B. Goodwin – Yes
- T. Stedman – Yes
- D. LaBonte – Yes
- S. Waters – Yes
- C. Blanchard – Yes

*Documents Reviewed:*

- *A document entitled: "Zoning Clean-Up – Proposed Changes for FY25 Annual Town Meeting";*
- *Town Planner Report;*

**Right of First Refusal – 38 & 40 Hamilton Road**

J. Bubon discussed the received intent to convert the above noted land from Chapter Land. The parcels combined total 7.65 acres and are located in the Rural Residential zoning district. She stated that she recommends that the Board vote to notify the Board of Selectmen that they do not recommend exercising right of first refusal in this case.

B. Goodwin asked if the request was also sent to the Open Space Committee. J. Bubon stated that the requests are usually sent to Planning, Conservation and Open Space but that she will follow up.

**Motion: To notify the Board of Selectmen that the Planning Board does not recommend exercising the right of first refusal for 38 & 40 Hamilton Road.**

**By: S. Waters**

**2<sup>nd</sup>: W. Hersee**

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

- W. Hersee – Yes
- D. Bourbeau – Yes
- B. Goodwin – Yes
- T. Stedman – Yes
- D. LaBonte – Yes
- S. Waters – Yes
- C. Blanchard – Yes

*Documents Reviewed:*

- *A document entitled: "Re: 38 Hamilton Road Sturbridge, MA 01566 and 40 Hamilton Rd Sturbridge, MA 01566" from Hanh Nguyen, dated 1/22/24.*

**Old/New Business**

- T. Stedman wished everyone a Happy Valentines Day!

**Adjournment**

**Motion: To adjourn meeting.**

**By: S. Waters**

**2<sup>nd</sup>: D. LaBonte**

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

- **W. Hersee – Yes**
- **D. Bourbeau – Yes**
- **B. Goodwin – Yes**
- **T. Stedman – Yes**
- **D. LaBonte – Yes**
- **S. Waters – Yes**
- **C. Blanchard – Yes**

Meeting adjourned at 6:56 PM

Minutes prepared by: Jeneé Lacy