

**Leicester Planning Board Meeting Minutes
November 03, 2015**

MEMBERS PRESENT: Jason Grimshaw, David Wright, Sharon Nist, Adam Menard
ASSOCIATE MEMBERS: Alaa Abusalah
MEMBERS ABSENT: Debra Friedman
IN ATTENDANCE: Michelle Buck, Town Planner; Barbara Knox, Board Secretary
MEETING DATE: November 03, 2015
MEETING TIME: 7:00 pm
AGENDA:

7:00PM Public Application:
Request for Lot Releases, Oakridge Estates
7:15PM Approval of Minutes
10/6/2015
7:30PM Public Hearing:
Special Permit, Restaurant (Eastern Pearl)
8:00PM Town Planner Report/General Discussion:
A. Economic Development Self-Assessment Tool (EDSAT)
B. Department Head Meeting
C. Miscellaneous Project Update

Mr. Grimshaw called the meeting to order at 7PM

Public Application

Request for Lot Releases, Oakridge Estates

Ms. Buck reviewed from the last meeting that the applicant could not get any lot releases approved until the amount of the Letter of Credit increase was approved by the Bank. The Board had asked for a status update from the applicant, which was submitted. They've started the road paving process and requested that the Board act on the lot release request. Ms. Buck noted that before any sign off, the work will need completed and be inspected by the Town Engineer. The applicant also agreed to the paperwork being held in the Planning Office until the paving was actually finished. The two requests being made were: 1) for a release of all the lots in Phase 3; and 2) releasing the new/revised unit numbers in Phase 1 approved at the amendment hearing.

Hearing no further discussion; Mr. Grimshaw asked for a motion.

MOTION: Ms. Nist moved to: 1) approve the Conditional Partial Release of Covenant (the Release) for units 1, 2, & 75 of Phase 1 Oakridge Estates; and 2) approve the Conditional Partial Release of Covenant (the Release) for all units in Phase III Oakridge Estates, conditioned upon completion of the base coat of pavement in Phase III. The original Release document for Phase III will be held in the Planning Office until this work is completed to the satisfaction of the Town Engineer.

SECONDED: Mr. Menard – Discussion: None - VOTE: All in Favor

Approval of Minutes

10/6/2015

MOTION: Ms. Nist moved to approve the minutes of October 6, 2015, correcting minor spelling error.

SECONDED: Mr. Menard – Discussion: spelling correction

VOTE: All in Favor

Town Planner Report

Economic Development Self-Assessment Tool (EDSAT)

A reminder given on the meeting at high school on Tuesday, 11/17/2015 at 6PM.

Department Head Meeting

Ms. Buck reviewed the meeting. Discussion at the meeting was focused on the FY2017 Budget process. The Town Administrator is looking to have everyone's budget in by December 15, 2015.

Ms. Buck also noted that the Town Administrator had also commented on the draft Vision & Mission statements. She'll work on revision.

Miscellaneous Project Updates

- Boutilier Solar
The project is completed & area looks good ---Kevin Quinn will be checking with the Highway Department regarding the entrance and as long as that was done correctly, the Board can sign off on occupancy.
- Cumberland Farms
The demolition permit to take down the old Exxon building will be applied for soon.
- Central Mass Crane
Ms. Buck signed off on the occupancy permit after a site visit was done. A complaint was later received by a neighbor regarding the site lighting. Ms. Buck noted that what was approved by the Board was what the applicant installed. She and Mr. Grimshaw did a night-time site visit and they felt the lighting on the property was not excessive and placed as shown on the plan. Kevin Quinn will be asked to check out the lighting on the site.
- 104 Huntoon Memorial
Mr. Wright asked for an update. Several calls have been received on the property owner possibly cutting into the wetlands. The Conservation Commission has asked the property owner to file a Request for Determination of Applicability (RDA) to review the work being conducted on that site. That meeting is on November 18, 2015. Planning Board Site Plan Review will also be needed for a proposed new building.
- New Application
A site plan review application was received [from Verizon Wireless] for a cell tower to be placed at 30 Huntoon Memorial Highway and that will be heard at the Board's December 15, 2015 meeting.

Public Hearing

Special Permit, Restaurant (Eastern Pearl)

Mr. Grimshaw read the Notice into the record and then opened the hearing to the applicant.

Alaa Abusalah, Associate Planning Board member, will be a voting member on this application (due to absence of regular member Debra Friedman).

There was no one present representing the application. Ms. Buck explained that the applicant had indicated they were considering continuing, but they didn't indicate a day or time to continue. She expected someone to be at the meeting to present the request. She recommended, because the applicant was not present, for the Board to continue the public hearing to the next regular meeting on December 1, 2015 at 7:30PM.

MOTION: Ms. Nist moved to continue the public hearing on 1060 Main Street Special Permit to, Tuesday, December 1st at 7:30PM

SECONDED: Mr. Menard – Discussion: None

VOTE: All in Favor

Hearing no further discussion; Mr. Grimshaw asked for a motion to adjourn.

MOTION: Mr. Wright moved to adjourn the meeting

SECONDED: Ms. Nist – Discussion: None

VOTE: All in Favor

Meeting adjourned at 8:45PM

Respectfully submitted:

Barbara Knox

Barbara Knox

Included in meeting packet:

- Meeting Agenda
- Memo to the Board from Michelle Buck regarding November 3rd Planning Board Meeting
- Copy of public hearing notice for 1060 Main Street, Eastern Pearl Restaurant
- Copy of letter from Mark Erlich, Attorney for Eastern Pearl dated 10/21/2015
- Copy of Special Permit Decision for Eastern Pearl
- Copy of Planning Board Minutes of 10/6/2015
- Copy of Special Permit Application and plan for 1060 Main Street, Eastern Pearl Restaurant
- Copies of comments received from Historical Commission; Fire Department; Board of Health and Building Inspector regarding 1060 Main Street, Eastern Pearl Restaurant
- Two letters sent to Mark Erlich from Michelle Buck regarding Eastern Pearl Special Permit Application; one dated, 10/8/2015 and the second dated 10/27/2015

Submitted at meeting:

- Nothing

Approved at the 12/1/2015 Planning Board Meeting