

## **Town of Leicester Planning Board**

### **Meeting Minutes**

MEMBERS PRESENT: Jason Grimshaw, Chair; Sharon Nist, Alaa AbuSalah, Debra Friedman, Andrew Kularski

ASSOCIATE MEMBER:

MEMBERS ABSENT: Robyn Zwicker

IN ATTENDANCE: Michelle Buck, Town Planner; Barbara Knox, Board Secretary; Harry Brooks, Board of Selectmen Liaison

MEETING DATE: **May 16, 2017**

MEETING TIME: 7:00PM

#### **AGENDA:**

- 7:00PM      Public Hearing Cont:  
                 Special Permit Application: Commercial use at 1205 Main Street (Jin & Ya Company LLC)
- 7:15PM      Public Applications:  
                 Briarcliff Estates Senior Village Development: change to streetlight design & review proposed tree plantings (Matthew Bassick)
- 7:40PM      Public Application:  
                 Green Street, Chapter 61A request (Gursky)
- 7:45PM      Approval of Minutes:  
                 • 3/21/2017  
                 • 4/4/2017
- 8:00PM      Town Planner Report/General Discussion:  
                 A. DLTA Grant (Housing Study)  
                 B. Miscellaneous Project Updates

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Mr. Grimshaw called the meeting to order at 7:00PM

#### **Public Hearing Cont.:**

Special Permit Application: Commercial use at 1205 Main Street (Jin & Ya Company LLC)

Liya Ma, applicant, in attendance. Ms. Ma submitted new parking plan showing 34 spaces and 2 handicapped spots. She was also asking for a waiver from the 41 spaces needed.

Ms. Friedman asked no parking signs be placed in areas where parking will not be allowed. Ms. Ma agreed.

Ms. Friedman asked whether parking spot #28 belonged to one of the homeowners in back. Ms. Buck explained there was a driveway there, but the parking space will not block the driveway. She said the decision contains language specifically addressing that parking space: "Parking spaces on the paved portion of the lot to the rear of the building shall not block the access driveway to the abutting landowner at the southeast corner of the property."

She said after calculating spaces for the present and future businesses in the plaza, the highest parking generated use would be retail and would require an additional 5 spaces in that plaza. She noted the Chinese restaurant doesn't actually use the 7 spaces required because it's primarily a take-out business.

Mr. Grimshaw had concern with the location of the handicapped spot #7 located at the driveway slope. Ms. Friedman asked if the handicapped spot was moved from #7 to #6, would the sidewalk still have handicapped accessibility. Ms. Ma agreed to move the spot and make the sidewalk handicapped accessible.

Ms. Nist asked if there would be exit and entrance signs posted. Ms. Buck said the applicant's intention was to mark the pavement with arrows.

Ms. Friedman asked if the fire department made any comment regarding parking spots #26 & #27. Ms. Buck said there were no comments received because a vehicle could still get around the building. She suggested having the rear parking area for employees only, so the front area could be for customers.

Ms. Nist asked about snow removal and the back parking spots becoming blocked. Ms. Ma said the snow gets pushed off to the side and won't block any parking spots.

Mr. Grimshaw asked the Board their opinion with the parking waiver request. All agreed to approve the parking waiver.

Mr. Kularski asked that the no parking areas (the west side of the building and the space to the east of space #15) be striped and have signs to indicate no parking. Ms. Friedman suggested moving the second handicapped spot from #14 to #15 and stripe the spot to the left, which would allow better accessibility for a sidewalk ramp.

Mr. Grimshaw reviewed the requested changes.

- 1) To stripe the side of the building No Parking;
- 2) move #14 handicapped spot to #15,
- 3) stripe the corner spot next to #15 No Parking;
- 4) move #7 handicapped spot to #6 and
- 5) paint In and Out arrows at the two entrance and exit ways.

Ms. Buck noted the following conditions are included; employee parking in the rear of the building, access to the rear of the building shall remain clear of vehicles, and employee parking on unpaved portions shall remain to the rear of the unpaved area to maintain building access for emergency vehicles. No parking signs on the west end of the building and to the east of space #15. Modify curb of sidewalk as needed to address handicapped accessibility.

Mr. Grimshaw asked for a sign posted stating, Do Not Block Driveway, to make sure parking spot #28 will not block driveway access to the home in back.

Ms. Buck said she narrowed down the number of uses requested in the draft decision from what was described in the application, such as, wholesale, research lab, and newspaper-printing establishment were left out. She asked if the Board had any preferences. The Board agreed to the uses described in the draft decision.

Ms. Buck asked the Board's consideration for a blanket approval on the requested uses, which would cover the entire building. If one of the tenants left and another business wanted to move in, Ms. Ma wouldn't have to come back before the Board for another special permit. After some discussion, all agreed to the request.

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

MOTION: Ms. Friedman moved to approve the Special Permit for 1205 Main Street, Jin & Ya Company, LLC, as discussed and amended.

SECONDED: Ms. Nist – Discussion: None – VOTE: All in Favor

### **Public Application**

#### **Briarcliff Estates Senior Village Development: Change to streetlight design & review proposed tree plantings (Matthew Bassick)**

Mr. Matthew Bassick was in attendance. He explained the original definitive plan from 2004 specified the street light was to be a municipal style light fixture mounted to a wood utility pole. He is proposing a new light that was more decorative and in keeping with the other developments in Town. It would be an all-black aluminum pole with a new style light fixture on top. The height, the size of the pole and fixture size will not change and he will stick to the original quantity proposed throughout the development. He noted there was a streetlight out by the road, at the beginning of the development; he pays a monthly fee on. All the remaining streetlights throughout the development will be on their own meter and kept separate from the one by the main road.

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

MOTION: Ms. Friedman moved to approve the revised Streetlight Design for Briarcliff Estates Senior Village Development as presented.

SECONDED: Ms. Nist – Discussion: None – VOTE: All in Favor

Briarcliff Estates landscaping and tree-planting plan reviewed. Ms. Buck had reviewed the plan and felt it was a good plan as presented since it proposed a variety of trees and did not include tree species susceptible to Asian longhorned beetles; she recommended approval.

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

MOTION: Ms. Friedman moved to approve the landscaping and tree-planting plan for Briarcliff Estates Senior Village Development as presented.

SECONDED: Ms. Nist – Discussion: None – VOTE: All in Favor

### **Public Application**

#### **Green Street, Chapter 61A Request (Gursky)**

Property owner Kurt Gursky served notice to the Town that he intends to have property taken out of Chapter 61A protection and to sell off as lots. He was giving notice to the Town on exercising first right of refusal. After brief discussion, the Planning Board had no objection to the request.

### **Approval of Minutes**

3/21/2017

Ms. AbuSalah pointed out she was not present at this meeting

MOTION: Ms. Nist moved to approve the minutes of March 21, 2017 with noted corrections

SECONDED: Mr. Kularski – Discussion: None – VOTE: All in Favor

4/4/2017

MOTION: Ms. AbuSalah moved to approve the minutes of April 4, 2017

SECONDED: Ms. Nist – Discussion: None – VOTE: All in Favor

### **Town Planner report**

#### **A. DLTA Grant (Housing Study)**

The Town received a Technical Assistance Grant. Two weeks ago, Ms. Buck met with representatives from CMRPC to discuss the scope of the study and timeline. The project will be starting soon and is required to finish by the end of the 2017 calendar year.

#### **B. Miscellaneous Project updates/General Discussion**

##### Bylaw change inquiry

An inquiry was received about changing the zoning in BR-1, which is located along Stafford Street, to allow multi-family housing. The new owner to the strip mall was interested in converting the building to multi-family housing. Ms. Buck advised the new owner that she felt the Planning Board wouldn't entertain an amendments related to multi-family housing until the Housing Study was completed.

##### Green Communities

The Stretch Code passed at Annual Town Meeting and was the 5<sup>th</sup> criteria to meet, so the Town can now move forward and complete work on the other 4 criteria. Two of the criteria are related to zoning meeting the Green community requirements, and the criteria that will require the most work is an energy analysis on all Town buildings. CMRPC has been contracted to the energy analysis.

##### Mikes Donuts, 1181 Main Street

The owner came into the office requesting a minor project change. The approved plans show a solid wood fence around the dumpster and they asked to change it to a chain-link fence. Ms. Buck told the owners it needed to be a solid fence and suggested if they didn't want to do wood that vinyl would be acceptable. Therefore, the fence will be vinyl and the gate will be chain-link.

##### Eastern Pearl, 1060 Main Street

This is scheduled for June 6, 2017.

##### Next Meetings (summer scheduling)

The Board discussed meeting schedules. Ms. Nist will not be available for the June 20<sup>th</sup> meeting. The July 4<sup>th</sup> meeting falls on a holiday. Mr. Grimshaw will not be available the month of July. Ms. AbuSalah & Mr. Kularski will not be available the 2<sup>nd</sup> week in July. The Board decided to cancel the 1<sup>st</sup> meeting of the month and meet on July 18, 2017.

##### New solar application (408 Stafford Street)

The public hearing will be scheduled for July 18, 2017.

##### Regulation Amendment/submittal requirements

Ms. Buck noted that she's working on amending Site Plan Review and Special Permit Regulations, adding submittal requirements for solar farms as well as miscellaneous improvements. Possible hearing for June 22, 2017.

### Other possible Zoning Amendments

*Temporary Recreational Marijuana Moratorium:* to allow additional time for the State to complete their Regulations.

*Chicken Bylaw:* to allow the keeping of chickens (no roosters) without having to get a special permit from the Zoning Board.

*Outside Storage/Rental Storage:* In terms of rental storage, the Planning Board specifically prohibits outside storage. Ms. Buck asked if the Board was open to reconsider outside storage for items such as boats, RVs, and cars. There have been a few inquiries about it. Ms. Friedman felt once it's allowed, it was very hard to monitor and the site ends up looking like a dump. All agreed.

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

MOTION: Ms. Friedman moved to adjourn meeting.

SECONDED: Ms. AbuSalah – Discussion: None – VOTE: All in Favor

Meeting adjourned at 8:15PM

Respectfully submitted:

*Barbara Knox*

Barbara Knox

### **Documents included in mailing packet:**

- Agenda
- Memo to the Planning Board from Michelle Buck, Town Planner regarding May 16, 2017 meeting
- Parking calculations for 1205 Main Street
- Parking plan for 1205 Main Street dated 5/11/2017
- 2-memos dated 5/10 & 5/11/2017, from Liya Ma to Michelle Buck regarding parking lot plan at 1205 Main Street
- Narrative regarding 1205 Main Street parking plan
- Draft copy of Special Permit Order of Conditions for 1205 Main Street
- Letter from Matthew Bassick, Briarcliff Estates regarding a minor project change
- Copy of original street light design from definitive plan dated 5/18/2004
- Copy of proposed new street light design
- Copy of landscaping & tree planting plan
- Planning Board minutes of 3/21/2017 & 4/4/2017

### **Documents submitted at meeting:**

- 1205 Main Street parking plan dated 5/15/2017