

**Town of Leicester Planning Board
Meeting Minutes**

MEMBERS PRESENT: Jason Grimshaw, Chair; Debra Friedman, Andrew Kularski

ASSOCIATE MEMBER:

MEMBERS ABSENT: Sharon Nist, Alaa AbuSalah, Robyn Zwicker

IN ATTENDANCE: Michelle Buck, Town Planner; Barbara Knox, Board Secretary

MEETING DATE: **June 20, 2017**

MEETING TIME: 7:00PM

AGENDA:

- 7:00PM Public Hearing:
 Amendment of Planning Board Regulations: Site Plan Review, Special Permit,
 Landscaping, Fees and Stormwater Regulations
- 7:30PM Board Reorganization and Committee Appointments:
 A. Board Reorganization
 B. Committee Appointments
- CMRPC
 - Economic Development Committee
 - Capital Improvement Committee
 - Special Bylaw Committee
- C. Associate Planning Board Member
- 7:45PM Town Planner Report/General Discussion:
 A. Miscellaneous Project Updates
 B. Sign Registry Form

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

Public Hearing

Amendment of Planning Board Regulations

Mr. Grimshaw read notice into record and opened the meeting to discussion.

Ms. Buck reviewed the Board's regulation changes.

Site Plan Regulations

Starting in Section II. Submission Requirements and Plan Form and Contents:

- Submission Requirements: the order of the submission requirements were changed and additional detail was added to try and lessen confusion with application submittals.
- Paragraph B – Certified Abutters List: A sentence was added regarding Certified Abutters Lists "Certified Abutter's lists are available from the Leicester Assessor's Office".

Ms. Friedman suggested including "may take up to 10-days to process", making it more user friendly. All agreed.

- Paragraph C –Fees; will emphasis there is a two-fee structure when submitting applications.
- Paragraph D – Digital/Electronic Submittal; this is a new section. The Planning Board been asking for this for about 2-years, but it wasn't in the regulations. Now it will be written into the requirements.

- Paragraph E – Project Narrative; emphasizes for the applicant to submit more detail in the Project Narrative describing the proposed project.

Number 1 under Paragraph E - General description of the proposed project, including the following information: sub-paragraphs a) through f) describes required information needed.

- Paragraph F – Site Plans; describes the number and the size of copies to be submitted and added a cross-reference to the Landscaping Regulations.
- Paragraph G – Locus Plan; added a sentence “Locus plans shall identify abutting residential structures.”
- Paragraph H – Stormwater/Drainage Report; adding a reference to the Stormwater Regulations.
- Paragraph K – describes the additional submittal requirements for Medium-Scale and Large-Scale Solar Energy Systems. This section defines the difference between Medium & Large scale systems, in addition to related documents to submit. This section is asking for more detail, which ties back to the Bylaw.
- Section III – Application Distribution; this section lists the Boards/Departments who receive copies of the applications for comment. A paragraph added emphasizing the requirements when submitting revised plans.

Hearing no further comments, questions or concerns, Mr. Grimshaw asked for a motion.

MOTION: Ms. Friedman moved to approve the Site Plan Review Regulation changes, subject to any corrections or changes needed for typographical errors or numbering.

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

Special Permit Regulations

Ms. Buck explained the special permit regulations having similar changes as site plan review regulations and will mirror the same changes. The changes will put things in order to priority and make the numbering system more consistent with Site Plan Review Regulations.

Hearing no further comments, questions or concerns, Mr. Grimshaw asked for a motion.

MOTION: Ms. Friedman moved to approve the Special Permit Regulation changes, subject to any corrections or changes needed for typographical errors or numbering.

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

Landscaping Regulations

Ms. Buck reviewed changes.

Item 4-referenced trees proposed not to include host species for Asian Longhorned Beetles. Under list of Street Trees recommended, all trees perceptible to the Asian Longhorn were deleted.

Hearing no further comments, questions or concerns, Mr. Grimshaw asked for a motion.

MOTION: Ms. Friedman moved to approve Landscaping Regulation changes, subject to any corrections or changes needed for typographical errors

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

Fee Regulations

Ms. Buck reviewed changes.

Hearing no further comments, questions or concerns, Mr. Grimshaw asked for a motion.

MOTION: Ms. Friedman moved to approve Fee Regulation changes, subject to any corrections or changes needed for typographical errors.

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

Stormwater Regulations

Ms. Buck reviewed the proposed typographical correction (changing “Spencer” to “Leicester” in first paragraph).

Hearing no further comments, questions or concerns, Mr. Grimshaw asked for a motion.

MOTION: Ms. Friedman moved to approve Stormwater Regulation changes, subject to any corrections or changes needed for typographical errors.

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

Board Reorganization and Committee Appointments

Board Reorganization

Nomination for Chair

MOTION: Ms. Friedman moved to nominate Jason Grimshaw as Chair

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

Nomination for Vice-Chair

MOTION: Mr. Kularski moved to nominate Debra Friedman as Vice-Chair

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

Committee Appointments

- CMRPC – Ms. Debra Friedman
- Economic Development Committee – Ms. Alaa AbuSalah
- Capital Improvement Committee – Ms. Sharon Nist
- Special Bylaw Committee – Mr. Andrew Kularski

MOTION: Ms. Friedman moved to approve the Committee Appointments as noted

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

Associate Planning Board Members

MOTION: Mr. Kularski moved to appoint Robyn Zwicker as Associate Planning Board Member.

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

Town Planner Report

Miscellaneous Project Updates

Mike’s Donuts

The office continues to receive complaints from the abutters to Mike’s Donuts. The most recent was a concern drivers will enter Mike’s Donuts from Pine Street between the guardrail and over the grass stripe to enter the site. The abutter was advised something can only be done if it became a problem in the future.

Moratorium

Ms. Buck suggested the Board consider putting something on the Fall Town Meeting Warrant regarding a temporary Moratorium until State Regulations are in place.

Hearing no further questions or concerns, Mr. Grimshaw asked for a motion to adjourn.

MOTION: Ms. Friedman moved to adjourn meeting

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

Meeting adjourned at 8:55PM

Respectfully submitted:

Barbara Knox

Barbara Knox

Approved at 8/1/2017 Planning Board Meeting

Documents included in meeting packet:

- Agenda
- Public Hearing Notice on Planning Board Regulations
- Proposed Regulations Amendments Table of Contents
- Site Plan Review Regulation changes
- Special Permit Regulation changes
- Landscaping Regulation changes
- Fee Regulation changes
- Stormwater Regulation changes

Documents submitted at meeting:

- Updated page 9 of Meeting packet, section III. Application Distribution; noting new Paragraph B. Revised Submittals.