

**Town of Leicester Planning Board
Meeting Minutes
June 16, 2020**

[Note: This meeting was held remotely using GoToMeeting]

MEMBERS PRESENT: Jason Grimshaw, Chair; Debra Friedman, Vice Chair; Sharon Nist; Andrew Kularski; Jaymi-Lyn Souza

MEMBERS ABSENT: None

IN ATTENDANCE: Michelle Buck, Town Planner, Tiffany Peters Department Assistant

MEETING TIME: 7:00PM

AGENDA:

1. 7:00PM **Special Permit (SP2020-01) Hillcrest Water District 12 Lehigh Rd.**
Reduced lot size requirements for water tank (§4.3.02, municipal utility)
2. 7:15PM **Board Re-organization**
3. 7:20PM **Board Committee Appointments**
 - A. Central Mass Regional Planning Commission (CMRPC)
 - B. Economic Development Committee
 - C. Capital Improvement Committee
 - D. Memorial School Committee
4. 7:30PM **Release of Old Performance Agreement, Oakridge Estates**

Mr. Grimshaw called meeting to order at 7:03PM

Special Permit (SP2020-01) Hillcrest Water District 12 Lehigh Rd.

Mr. Grimshaw reads the public hearing notice for the 12 Lehigh Road Special Permit application. Ms. Buck states that our zoning bylaw has a provision that public utilities can apply for a special permit to vary from the standard dimensional requirements. She states the water tank was originally on a leased parcel of land that was owned by the Town of Leicester and they now intend to purchase the land as part of a land swap. They need a special permit from the Planning Board to allow the reduced lot size which is a little over 15,000 square feet. Mr. Grimshaw asks if there are any questions or comments from the Board. There are none.

Motion: Ms. Friedman moved to approve the special permit for Hillcrest Water District

Second: Ms. Nist

Discussion: None

Roll Call Vote: All in favor (5-0-0)

Board Re-organization

Motion: Ms. Nist moved to appoint Mr. Grimshaw for Chair and Ms. Friedman for Vice Chair

Second: Mr. Kularski

Discussion: None

Roll Call Vote: All in favor (5-0-0)

Board Committee Appointments

Motion: Ms. Friedman moved to approve the Board Committee Appointments slate as stated by Mr. Grimshaw:

Central Mass Regional Planning Commission (CMRPC) – Ms. Souza

Economic Development Committee – Mr. Grimshaw

Capital Improvement Committee – Ms. Nist

Memorial School Committee – Mr. Kularski

Second: Ms. Nist

Discussion: None

Roll Call Vote: All in favor (5-0-0)

Release of Old Performance Agreement, Oakridge Estates

Ms. Buck states that an attorney involved with this project contacted her. She states that the developers filed a Performance Agreement with the Registry in 2007 and they now need it released. She states that we have a new Performance Agreement that the Board signed in 2015 which is still valid along with a Letter of Credit in effect for the project. Ms. Buck states she sees no issue releasing this. She states she needs a motion from the Board to release it.

Motion: Ms. Friedman moved to release the 2007 Performance Agreement for Oakridge Estates

Second: Ms. Nist

Discussion: None

Roll Call Vote: All in Favor (5-0-0)

Approval of Minutes

May 5, 2020

Motion: Ms. Nist moved to approve the minutes of May 5, 2020

Second: Mr. Kularski

Discussion: None

Roll Call Vote: All in favor (5-0-0)

Town Planner Report/General Discussion:

Miscellaneous Project Updates

Ms. Buck states that we may be receiving two applications soon. One is a preliminary subdivision plan for Parker Street. The other is a Special Permit for reuse of the old fire station at 15 Water Street for a landscaping company. We can decide on a meeting date once those applications are received.

Chick-Fil-A

Ms. Buck states she met with representatives from Chick-Fil-A who are planning to operate a food truck in Leicester. It would be located at the Joe's Drive-In Location, 2 or 3 days per week. She states that they are still reviewing the permitting issues involved and Board of Health permits. Ms. Buck states that because the site has already been used for a drive-in restaurant, she does not foresee any issues with it. She also states that the representatives from Chick-Fil-A have been very cooperative and seem willing to address any concerns regarding traffic. Ms. Buck states that because the Joe's Drive-In location is owned by the same people who own the

Leicester Drive-In, they do not plan to operate the food truck during movie nights because the movie theater makes its revenue from food concession sales.

Signing of Registry Form

Ms. Buck explains that the Board members will be contacted by the Department Assistant to set up an appointment to come to Town Hall and sign a Registry form. She states that the form requires original signatures by all Board members on the same piece of paper.

Makerspace

Ms. Friedman asks if there are any updates on 11 Hankey Street (the WorcShop makerspace) and states they need to understand that there is more to the process besides Town Meeting. Ms. Buck states that she has not been contacted by them, she states that she will check with Bryan Milward, Economic Development Coordinator, to see if they have reached out to him and will follow up with them if they have not reached out.

760 Pleasant Street

Ms. Buck states she received a public records request for 760 Pleasant. She states they are doing a site assessment of the property and it is her understanding that the WorcShop owners were looking to purchase or had already purchased the property. Ms. Nist asks if this is the site where they wanted to build housing units. Ms. Buck confirmed that it was and that we will need to get more information on this.

Complete Streets

Mr. Grimshaw asks for an update on the Complete Streets project, specifically regarding placement of the stakes around the Common. Ms. Buck states that the consulting firm, Howard Stein Hudson will be submitting their full design plans and she will forward them to the Board once they are available. Ms. Bucks says she will reach out to the consulting firm regarding the placement of the stakes and if they are marking the limits of work. Mr. Grimshaw states that the stakes appear to be further into the Common than presented previously. Ms. Friedman agrees with this observation. Ms. Friedman states that it was her understanding that the only place they would be cut in further was where they were putting the handicap viewing. Ms. Buck states she will get more information on this and update the Board.

Board Member Committee Updates

Economic Development Committee

Ms. Grimshaw states that the Economic Development Committee met recently online to touch base with local businesses. Ms. Buck states they were also meeting because Leicester is the lead community on a multi-community regional grant related to economic development. She states that the EDC's recent meeting was a joint public hearing with some other towns related to the grant.

Memorial School

Mr. Kularski states that there is no change in the disposition of Memorial School. Ms. Friedman states that it was discussed at the most recent Select Board meeting that the Town Administrator is looking to have the Town Meeting for the school at the DCU Center in order to be able to accommodate everyone and socially distance.

Eastern Pearl 2

Ms. Friedman asks about the status of Eastern Pearl [SP2017-02, 1060 Main Street]. Ms. Buck states that their permit with the Planning Board will expire again this August. She states that the Town Administrator met with the water district to discuss the issues they are having including the connection fee. The connection fee is apparently the biggest impediment to the project moving forward, but she does not know what the results of that meeting were. Ms. Friedman wants it noted that the Planning Board is not the impediment, it is the Town water district.

Route 56 Outdoor Storage

Ms. Nist states that there was a sign for available outdoor storage space. Mr. Grimshaw states the sign was up last year and came down after the individual was contacted. The sign is back up again. Ms. Buck states that they are overdue with amending the bylaw related to this issue.

Fall Town Meeting

Ms. Buck states that the Fall Town Meeting will be earlier than normal this year and they do not currently have good means of citizen participation. Ms. Friedman asks what else would potentially be on the Fall Town Meeting agenda. Ms. Buck states that the Neighborhood Business (NB) district re-write would be. Friedman does not think that this should be done as a virtual meeting as there will likely be opposition.

Motion to Adjourn: Mr. Kularski

Second: Ms. Nist

Discussion: None

Roll Call Vote: (5-0-0)

Meeting adjourned at 7:36PM

Respectfully Submitted,
Tiffany Peters, Department Assistant

Documents included in meeting packet:

- Agenda
- Memo to the Board from Town Planner dated 6/10/2020
- Public Hearing Notice for Hillcrest Water District Water Storage Tank
- Letter to the Town Planner from Hillcrest Water District Superintendent dated 1/3/2020
- Planning Board Special Permit Application for Hillcrest Water District Water Tank
- Project Narrative from Hillcrest Water District
- Site map from Jarvis Land Survey
- Special Permit Decision Approval dated 6/16/2020
- Draft Lot Release Performance Agreement dated 6/15/2020
- Meeting Minutes from 5/5/2020 Planning Board meeting

Documents submitted at meeting: None