



# Town of Leicester PLANNING BOARD

3 Washburn Square  
Leicester, Massachusetts, 01524-1333  
Phone: 508-892-7007 Fax: 508-892-7070  
www.leicesterma.org

1

## PLANNING BOARD AGENDA Tuesday June 15, 2021 @ 7:00PM

### *In-Person Participation:*

Meeting Room 3  
Leicester Town Hall, Lower Level

### *Virtual Participation:*

<https://global.gotomeeting.com/join/805620565>

United States (Toll Free): 1 877 309 2073

Access Code: 805-620-565

### ORDER OF BUSINESS\*

1. 7:00PM **ANR Plan**  
407 Pine Street (Assessors Map 40-B3.1), Applicant: Mark & Denise Hobby
2. 7:05PM **Public Hearing, Special Permit Application, Continued**  
SP2021-06: Blueberry Lane Self-Storage (Assessors Map 26A, Parcel B2), Applicant: Justin Zuffante
3. 7:30PM **Discussion, Request for Extension of Deadline to Complete Work,**  
SP2003-01, Briarcliff Estates, Applicant: Matthew Bassick/Briarcliff Estates SV LLC
4. 7:45PM **Discussion, Request for Zoning Map Amendment**  
18 & 18A Sargent Street, Applicant: Nancy Ford
5. 8:00PM **Board Re-Organization**
6. 8:15PM **Board Committee Appointments:**
  - A. Central Mass Regional Planning Commission (CMRPC)
  - B. Economic Development Committee
  - C. Capital Improvement Committee
  - D. Memorial School Committee
7. 8:30PM **Town Planner Report/General Discussion:**
  - A. Environmental Notification Form, 1603-1605 Main Street
  - B. Registry Form Signatures
  - C. Miscellaneous Project Updates
  - D. Board Member Committee Updates
  - E. Upcoming Meeting Dates
8. **Adjourn**

**\*Note: Agenda times for items that are not public hearings may be taken out of order.**

“The listings of matters are those reasonably anticipated by the Chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law”



# Town of Leicester PLANNING BOARD

3 Washburn Square  
Leicester, Massachusetts, 01524-1333  
Phone: 508-892-7007 Fax: 508-892-7070  
www.leicesterma.org

2

## Memorandum

**TO:** Planning Board Members  
**FROM:** Michelle R. Buck, AICP  
Town Planner/Director of Inspectional Services  
**DATE:** June 10, 2021  
**RE:** **June 15, 2021 Planning Board Meeting**

---

**We're finally meeting in-person!** There will also be a virtual option for the public. LCAC will broadcast and control the screen in the room; I'll display plans. I'll have a Chromebook available for the Chair so he can see participants. At future meetings, there will be Chromebooks available for all Board members. **We no longer need to do roll call votes.**

All application materials are also online (on Planning Board Page under Current Applications/Plans), and some plans may be easier to view directly online versus the version contained in your meeting packets.

### **Remote Meeting – Suggested Instructions:**

1. Ask the public participating to silence cell phones and mute their device during the meeting until called upon to speak
  2. Ask all members of the Board to identify themselves by name for the public at the start of the meeting
  3. When time for public comment, ask everyone to identify themselves before speaking.
- 

### **1. ANR Plan, 407 Pine Street**

The plan shows modification of lot lines to transfer a very small parcel from one property owner to another; the parcel is appropriately labeled as non-buildable. I requested small revisions to the plan (just a clarification), so a .pdf is not yet available. Brooke will post the revised plan online when available. I recommend endorsement.

### **2. Public Hearing, Special Permit, Blueberry Lane Self-Storage (SP2021-06), Continued**

Quinn Engineering comments enclosed. The applicant is still working on revisions to plans and will present them at the meeting. If available in advance, they'll be posted online. The applicant expects a continuance after going over the revisions, to allow time for staff and Quinn Engineering to review.

### **3. Discussion, Request for Extension of Deadline to Complete Work, Briarcliff Estates/Virginia Drive (SP2003-01)**

This project was originally approved in 2004, and is (unfortunately) still under construction. The Applicant's request for an extension and related information is enclosed, including a summary of votes and decisions for this project. We're currently holding a \$243,934 Letter of Credit for this project. Kevin Quinn is still evaluating the surety amount, because the applicant didn't submit any construction estimate information until a couple days ago.

#### **4. Discussion, Request for Zoning Map Amendment, 18-18A Sargent Street**

The property owner is requesting rezoning of these properties from Residential 2 (R2) to Business (B). The site is currently used for a retail furniture store and related warehouse. I put this on the agenda for an initial discussion and have enclosed maps of the area.

#### **7.A. Environmental Notification Form (ENF), 1603-1605 Main Street:**

The Town has received an Environmental Notification Form for 1603-1605 Main Street for commercial development consisting of a 10-vehicle position gas station with a 5,000 square foot convenience store/fast food restaurant with a drive-thru window. The ENF is online at the link below:

[https://www.leicesterma.org/sites/g/files/vyhlf781/f/uploads/1603-1605\\_enf\\_submittal\\_combined.pdf](https://www.leicesterma.org/sites/g/files/vyhlf781/f/uploads/1603-1605_enf_submittal_combined.pdf)

If you have trouble with the link, it's posted on the Conservation Commission page under Current Applications.

The ENF is required because the Project exceeds the ENF Transportation threshold of 2,000 or more average daily trips in conjunction with a Highway Access Permit from the Massachusetts Department of Transportation. No mandatory Environmental Impact Report thresholds apply to the Project. ENFs are provided to the Planning Board for comments, if any.

As always, if you have any questions about anything on the agenda, please feel free to contact me prior to the meeting at 508-892-7007 or [buckm@leicesterma.org](mailto:buckm@leicesterma.org).

QUINN  
ENGINEERING, INC.

P.O. Box 107  
Paxton, Massachusetts 01612  
Phone: (508) 753-7999  
Fax: (508) 795-0939

---

June 1, 2021

Leicester Planning Board  
Town of Leicester  
3 Washburn Square  
Leicester, Massachusetts 01524

Re: Proposed Self Store Facility  
Blueberry Lane  
Special Permit/Site Plan Review

To the Board:

We are in receipt of the following information in association with the above referenced project:

- Plans entitled “Proposed Site Plan for Self Storage, Blueberry Lane, Town of Leicester”, 5 sheets, dated 4-12-2021 without revision date, prepared by DC Engineering & Survey Inc of Charlton.
- Completed Site Plan Review & Special Permit Application Form, with project narrative letter attached, addressed to Leicester Planning Board, from DC Engineering & Survey Inc, dated April 13, 2021.
- Report entitled “STORMWATER DRAINAGE ANALYSIS, Justin Zuffante, Blueberry Lane, Leicester MA”, dated April 13, 2021, prepared by DC Engineering & Survey Inc of Charlton.

We have performed a review of the submitted plans for conformance with appropriate sections of the *Leicester Zoning By-Laws*, *Site Plan Review Regulations*, *Special Permit Regulations*, and *Landscaping Regulations*.

Our comments are found below:

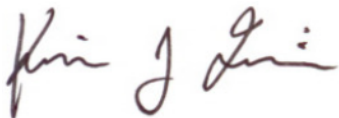
1. During a site visit conducted on June 3, 2021, the site was found to be cleared, and graded with gravel. If the proposed plan is not constructed, the site runoff characteristics may be affected by having been cleared and graded.
2. Parking spaces should be dimensioned, for clarity and to avoid contractor problems.

3. Sheet L-1 calls for landscape plantings in the same location as handicapped parking spaces in the front of the site. Plans must be revised to eliminate the conflict.
4. Engineer must document that plans comply with provisions of Section 4.4, including:
  - a.) Lot shall not contain more than 2/3 impervious area
  - b.) Lot shall contain not less than 1/3 “greenery”
  - c.) “Greenery” must extend 20 feet in from the boundary of the lot
5. In the plan set reviewed, elevation plans of the proposed structure were not found. (REF: Site Plan Review Regulations, II, F, 10)
6. Plans must show the locations of cuts and fills, and identify volume of materials moved (REF: Site Plan Review Regulations, F, 10)
7. It is recommended that the site be evaluated for wetland. Wetland vegetation appears to exist in the area of the site. Under the Massachusetts Wetlands Protection Act, any work which takes place within 100 feet of a wetland must be approved by Leicester Conservation Commission.
8. On Sheet S-1, the handicapped and van accessible spaces should have spot grades for elevation requirements, for clarity.
9. Pertaining to stormwater:
  - a.) Plans show a test pit located in the Infiltration Basin, but no record or log of the test pit is found in submitted information. Test pit log should be submitted.
  - b.) A roof runoff collection system is not called for on plan. Stormwater which falls from the roof to the ground surface will erode the gravel/asphalt grindings finish. It is recommended that some means of protecting the surface from erosion be called out on plan.  
  
A roof runoff collection system would alleviate a lot of drainage problems, including icing of the surface and erosion of the gravel/asphalt grindings. A gutter and downspout system, which pipes roof runoff directly into the basin will improve the overall site drainage substantially.

- c.) On Sheet S-1, the outlet culverts are double noted, and likely to create confusion. Some of the information noted does not agree with the HydroCAD analysis. The notes must be corrected, and combined into a single complete accurate note.
- d.) Plans call for a 1:1 side slope on the detention area; the Massachusetts Stormwater Management Handbook recommends a maximum sideslope of 3:1.
- e.) The detention area/swale is designed without pre-treatment. The traffic surface, gravel/asphalt grindings, will likely contribute more particulate matter to the basin than conventional paved surfaces. Some form of pre-treatment is appropriate for this structure. A vegetated strip or other pre-treatment would capture a lot of deleterious material from washing into the detention area/swale.

Please contact this office should you have questions.

Respectfully Submitted,  
QUINN ENGINEERING, INC.

A handwritten signature in dark ink, appearing to read "Kevin J. Quinn". The signature is fluid and cursive, with the first name "Kevin" and last name "Quinn" clearly distinguishable.

Kevin J. Quinn, P.E.  
President

5/11/2021

Town of Leicester  
Attn: Michelle Buck - Planning Board  
3 Washburn Square  
Leicester, MA 01542

**RE: Briarcliff Estates Senior Village – Extension Application**

Greetings Michelle,

Enclosed please find a check made out for \$50 payable to the Town of Leicester as *Application Fee* for the *Extension Request* of the *Briarcliff Estates Senior Village* development project on Victoria Drive. This project is scheduled to expire on June 30, 2021.

I am requesting that this application be included on the Agenda for the June 2<sup>nd</sup> or June 15<sup>th</sup>, 2019 regular meeting of the Planning Board.

Respectfully,

Matthew Bassick

Briarcliff Estates SV LLC (Declarant)  
PO Box 832  
Hopkinton, MA 01748  
BESVLLC@verizon.net  
(508) 686-6817

5/11/2021

Town of Leicester  
Attn: Michelle Buck - Planning Board  
3 Washburn Square  
Leicester, MA 01542

**RE: Briarcliff Estates Senior Village – Victoria Drive  
2021 Status Update Report**

Greetings Members of the Town of Leicester Planning Board,

As the most recent Special Permit Extension nears its expiration on June 30, 2021, I submit to you the following Status Report on the Briarcliff Estates Senior Village project.

The past years virus pandemic brought a very noticeable increase of potential buyer activity to the development. This remains strong as I currently work with three new buyers.

Since the last extension in 2019, Two (2) units were sold. The first was the Model Unit shown as Unit 22 on the Definitive Plan. The other was a new construction unit shown as Unit 15 on the same plan.

There are currently Four (4) additional units under construction, or about to begin construction, three of which have buyers. The units with Buyers include, Unit 24 [Half of Duplex], Unit 17 [Single Unit], and Unit 18 [Single Unit]. The remaining half of the Duplex [Unit 23] is being completed without a Buyer.

Additionally, we have three more water wells installed for a second duplex [Units 33/34] and a single [Unit 10]. All of which we anticipate beginning construction this summer, with or without a buyer.

There are presently Eleven (11) units sold and occupied of the planned Thirty-Four (34) units in the development.

Please see attached plan for a better representation of this.

I intend to have four more water wells installed this year for duplex style units, so that construction may begin on those in Spring of 2022.

Streetscape Trees continue to be installed as new units are completed. Our plan remains to continue to install trees in the immediate area of the unit each time it is created.



As I had indicated at the time of the last extension in 2019, work to the road and its supporting infrastructure has been slow, and would remain slow as construction of new units impedes that work being completed properly. The base course asphalt road continues to receive maintenance as needed until such time that it has been completely trenched to bring underground utilities across it from the existing power transformers. There are still four more of the eight transformers where this needs to happen. The eventual plan is to completely replace the existing base course, and start fresh when nearing completion of the project. Until that time, we monitor the road for areas that are degrading, and replace these sections when necessary.

It is my intention to have the fencing installed around the detention pond this year.

In light of the slower progress to the road work, and other infrastructure on the site as it pertains to the Performance Agreement, Ms. Buck has requested that I provide an updated cost to these items. I have been attempting to provide this information now to be include with this update, however due to many trades having staff reductions and their work on current projects, I have not actually been able to get any of these contractors out here to review the project. I will continue to do so, and hope to have this information shortly.

Throughout, we have maintained the active Letter of Credit on the Surety Amount, which renewed again at the beginning of 2021.

The grounds continue to be maintained, and all real estate taxes are paid. I myself continue to be on site each day during the week.

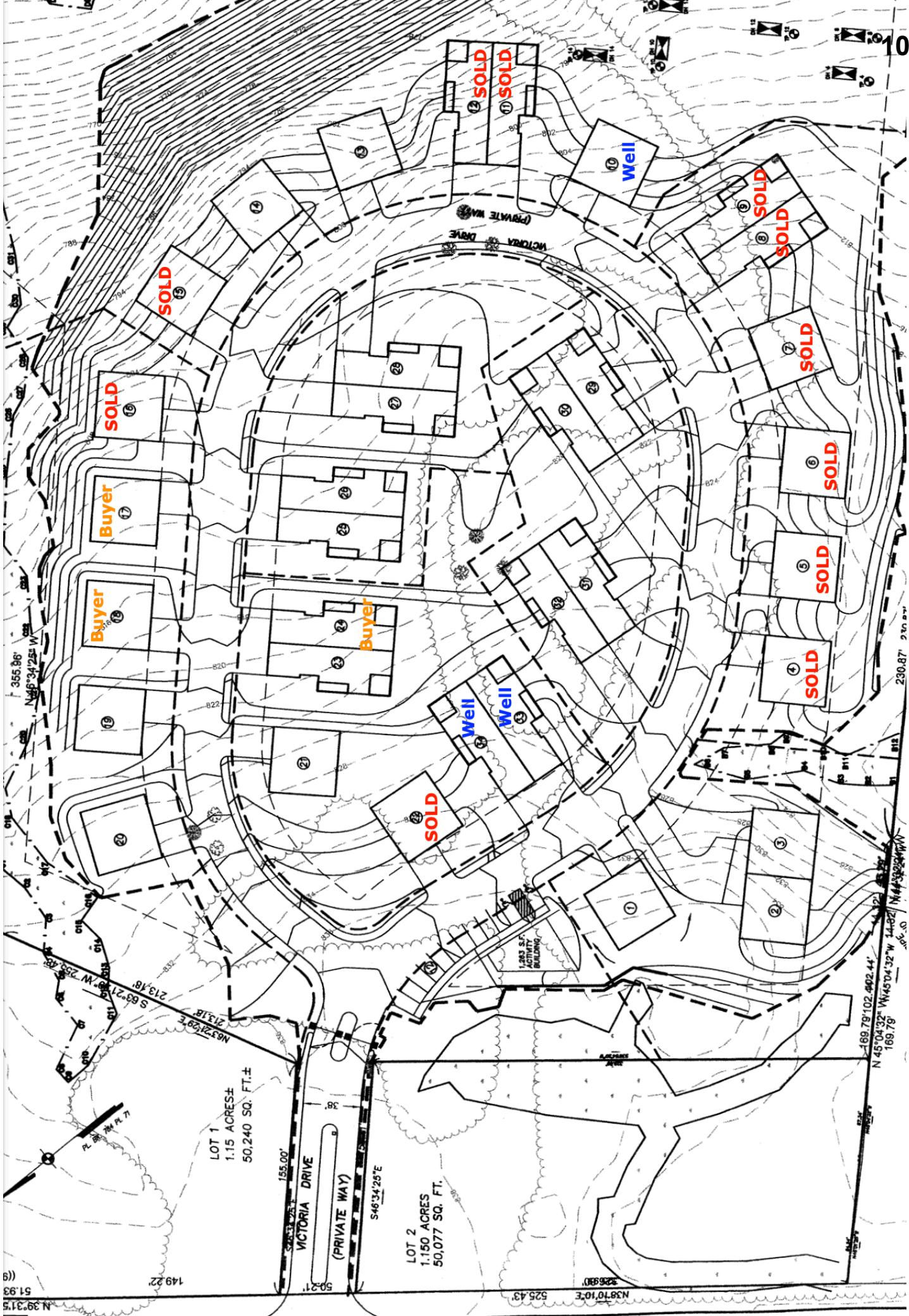
The first of the seven Member-Trustees for the Condominium Association has been appointed, as that particular Lot II is now completely built out. This now gives the members living here, representation among their peers, as I continue to operate as Trustee to the remaining incomplete associations, and Chairman of the Board overall.

We will be making application for an Extension of this Special Permit at the first meeting date of the Planning Board in June 2021. We remain encouraged that the Planning Board will approve this Extension and allow for us to continue to work towards completing this project.

Respectfully,

Matthew Bassick

Briarcliff Estates SV LLC (Declarant)  
PO Box 832  
Hopkinton, MA 01748  
[BESVLLC@verizon.net](mailto:BESVLLC@verizon.net)  
(508) 686-6817



LOT 1  
1.15 ACRES±  
50,240 SQ. FT.±

LOT 2  
1.150 ACRES  
50,077 SQ. FT.

VICTORIA DRIVE  
(PRIVATE WAY)

N 38° 10' 10" E  
525.43'

N 45° 04' 32" W 144.02'  
189.79' 102.402 44'  
189.79'

230.87' 230.87'

355.86'  
N 48° 34' 25" W

SOLD

Buyer

Buyer

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

SOLD

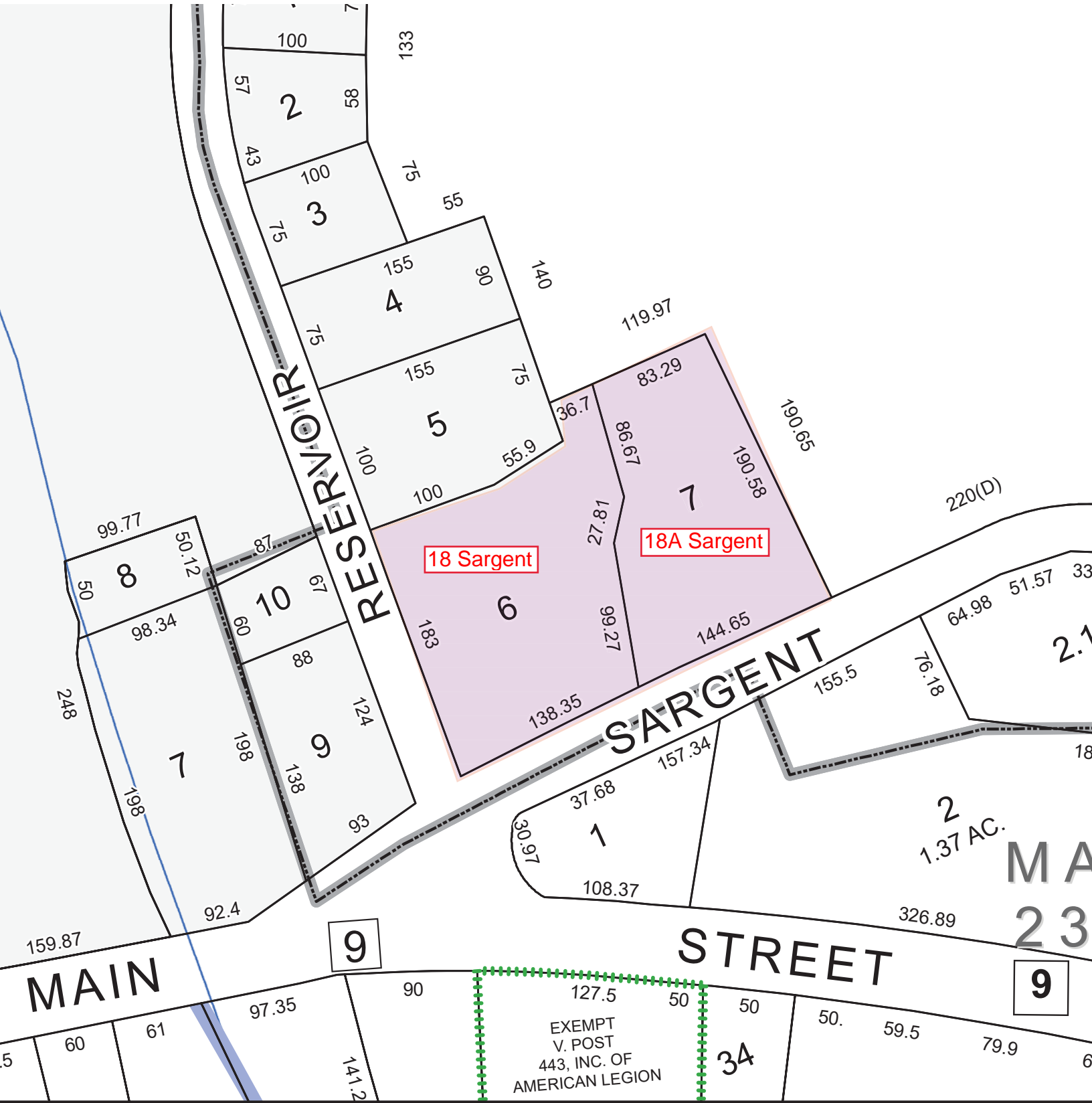
## Summary of Briarcliff Estates Decisions/Actions

Updated January 17, 2019

Date	Description	Notes
5/4/2004	Special Permit Approval and Definitive Subdivision Approval	Decision Dated 5/18/2016; filed with Town Clerk 5/20/2016.
8/3/2004	Date of Plan Endorsement	
5/2/2006	Amendment to Gate Deadline	Must be installed prior to the issuance of occupancy permits for the final 6 units
5/2/2006	Lot Release	All units ( <b>later revoked</b> )
8/3/2009	Deadline to complete Construction	5 years from date of endorsement
11/17/2009	Vote to Extend Deadline	<b>Conditioned upon recording of new Covenant because surety amount was insufficient</b>
11/17/2009	Date of New Covenant	recorded at the Worcester Registry of Deeds, Book <u>45419</u> , Page <u>300</u> .
1/15/2011	Deadline to Complete Construction	Based on vote of 11/17/2009
1/15/2013	Deadline to Complete Construction	Extended by Permit Extension Act
<b>1/28/2013</b>	<b>Property Purchased by Current Owner</b>	<b>Book 50355, Page 82</b>
2/5/2013	Date of current Performance Agreement*	Amended 1/6/2015 to extend deadline. Amount is \$243,934.
6/4/2013	Lot Releases	All remaining lots released
1/6/2015	Extension of Deadline Vote	Also amended Performance Agreement. Deadline extended to 1/15/2017
1/15/2015	Deadline to Complete Construction	
4/9/2015	Project Change	Change in unit type
12/1/2016	Deadline to report status of work and request extension of Deadline	Request received 11/15/2016
1/3/2017	Vote to Extend Deadline and set revised Surety Amount	Extended to 1/15/2019. Revised surety amount of \$249,352
1/15/2017	Deadline to Complete Construction	Voted 1/6/2015
<b>1/17/2017</b>	<b>Vote to amend Performance Agreement &amp; Accept new L.O.C.</b>	
1/15/2019	Deadline to Complete Construction	Voted 1/3/2017

<b>Date</b>	<b>Description</b>	<b>Notes</b>
5/16/2017	Vote to modify type of streetlight	Private streetlights.
5/16/2017	Vote to accept street tree planting plan	Original plans didn't show street trees. Detailed plan approved.
1/15/2019	Vote to Deadline to Complete Construction	Voted to extend deadline for completion to 6/30/2021.

\*Previous Performance Agreements dated 5/2006, 5/2011, 8/2012, & 9/2012



LEGEND



