



For Planning Office Use:
File #: _____

Leicester Planning Board
Site Plan Review & Special Permit Application Form

PERMIT TYPE: ☐ Special Permit ☒ Site Plan Review

CONTACT INFORMATION

Owner Information					
Name:		KEVIN J. MENARD			
Signature:					
Address:		447 Rawson Street, Leicester, MA 01524			
Phone:	(508) 892-8117	Fax:	(508) 892-8136	Email:	kmenard@kmkellyinc.com
Applicant Information					
Name:		Kevin J. Menard			
Signature:					
Address:		447 Rawson Street, Leicester, MA 01524			
Phone:	(508) 892-8117	Fax:	(508) 892-8136	Email:	kmenard@kmkellyinc.com
Primary Contact Person <i>(The person that will be contacted by Planning Board staff during the application process.)</i>					
Name:		Kevin J. Menard			
Address:		447 Rawson Street, Leicester, MA 01524			
Phone:	(508) 736-8280	Fax:	(508) 892-8136	Email:	kmenard@kmkellyinc.com

PROJECT INFORMATION

Project Address:		Huntoon Memorial Hwy.	Zoning District:	SABR1
Assessors Map & Parcel #	Map 44 Parcel B6.0		Deed Reference (Book & Page):	Bk: 55293 Pg: 337
Applicable Zoning Bylaw Section(s):		5.2		
Proposed Land Use:		Office & Warehouse		
Existing Land Use:		Vacant Lot		
Size of Proposed Structure(s):		9000 sf		

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PROJECT INFORMATION, Continued

Total Lot Area:	219,959 sf more or less (5.05 acres)
Water Source: (If "public" water, identify applicable water district)	Cherry Valley Rochdale Water District
Sewer Source: (If "public" sewer, identify applicable sewer district)	<i>Oxford Rochdale Sewer District</i>
Brief Project Description: Please include a description on this form (i.e. do not write "see attached"). Commercial building to be utilized as office and warehouse for a service company in the business of electrical and mechanical contracting.	

Application Checklist

Use this checklist to ensure you have provided all required information See Planning Board Site Plan Review & Special Permit Regulations for details.

- | | | |
|---|---|---|
| <input type="checkbox"/> 13 copies of plans (3-full-size & 10- 11"x17") | <input type="checkbox"/> Full Project Narrative including any waiver requests (13 copies) | <input type="checkbox"/> Drainage Analysis/ Stormwater Report, (3 copies) |
| <input type="checkbox"/> Documentation of Availability of Water & Sewer | <input type="checkbox"/> Certified Abutters List* | <input type="checkbox"/> Traffic Study (3 copies) |

* certified abutters lists are required for all Special Permits applications and for Site Plan Review Application for projects involving new construction over 30,000 s.f.

Applications will not be accepted without the applicable Application Fee (please refer to the Planning Board's Fee Regulations).

For Planning Board Use:				
Date of Submittal:				
Public Hearing/Meeting Date(s):				
Date of Planning Board Vote:				
Date Decision Filed with Town Clerk:				



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PROJECT DESCRIPTION

K.M. Kelly, Inc.

93 Huntoon Memorial Highway, Leicester, MA

The applicant, Kevin J. Menard proposes to relocate the existing business found at 106 Huntoon Memorial Highway to this location in order to meet the need for additional storage space as required by the growing business. K.M. Kelly, Inc. has been doing business in the Leicester area since 2004. Providing construction and installation expertise specific to electrical & mechanical instrumentation and control for use within commercial, industrial and educational facilities, the business has grown substantially by developing an excellent reputation within several fields of advanced technology. The proposed building at 93 Huntoon Memorial Highway will allow Mr. Menard to provide the above described services as a locally owned and operated small business.

As shown on the submitted Site Plan, the applicant wishes to develop the front portion of the property with a 9,000 square foot steel building, paved parking lot, landscaping and associated stormwater management practices within the HB-2 zone. The majority of the 5.05 acre lot is to remain undeveloped due to the amount of wetland resources found here. A Notice of Intent has been filed with the Leicester Conservation Commission showing the need to fill and replicate 4,000 square feet of bordering vegetated wetland. It should be noted that the areas to be filled have previously been altered by logging and land clearing activities during the previous century.

The majority of the proposed building is to be used for the storage of electro-mechanical equipment and supplies. There is to be no storage of hazardous materials within this building and there will be no major maintenance of business vehicles performed here. The building is to be divided up into two main segments where 5,500 square feet will be designated as equipment storage and 3,500 square feet developed as office space. Following the Zoning Bylaw; Section 5.5.02.1,B.2, the applicant requests to have the required parking limited to 20 spaces to provide for employees and other customary needs. The parking spaces shall be 200 square feet.

Approximately once a month there will be deliveries of equipment by a trailer truck to the site. The majority of traffic will be generated by the employees and service vehicles. There is virtually no customer generated traffic to and from this site due to the nature of the industrial service oriented business. Traffic will be similar to the existing patterns found at 106 Huntoon Memorial Highway. Due to these conditions, there should be no need for a traffic study.

Due to time constraints, the applicant wishes to start construction as soon as possible. It now appears that this will be a phased season project with the construction of the building in winter and the final grading and landscaping completed in the spring of 2017. All site work will be subject to the Order of Conditions as issued by the Leicester Conservation Commission. Other required permits will include a building permit, water permit and sewer connection permit. The Massachusetts DOT will be contacted to determine the need for a State Highway driveway permit. Currently, there is an existing road opening shown on the Route 56 Highway plans.