

**Town of Leicester Planning Board
Meeting Minutes**

MEMBERS PRESENT: Jason Grimshaw, Chair; David Wright, Sharon Nist, Debra Friedman, Alaa AbuSalah

ASSOCIATE MEMBER:

MEMBERS ABSENT:

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

MEETING DATE: **December 6, 2016**

MEETING TIME: 7:00PM

AGENDA:

- 7:00PM Public Hearing continued:
 Special Permit/Site Plan Review for Self-Storage units and Contractor's Yard
 (C&J Realty Trust)
- 7:30PM Application Discussion:
 Site Plan Review for commercial building at 93 Huntoon Memorial Highway
 (Kevin J. Menard)
- 7:45PM Approval of Minutes
- 8/23/2016
 - 10/4/2016
 - 10/25/2016
- 8:00PM Town Planner Report/General Discussion:
- A. Community Development Block Grant (CDBG) Application
 - B. Pondview Update
 - C. Associate Member Resignation (Carol Pappas)
 - D. Miscellaneous Project Updates

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

Public Hearing Continued:

Special Permit/Site Plan Review for Self-storage units and Contractor's yard
(C&J Realty Trust)

Mr. Marc Curtis, property owner, and Mr. Jason Dubois, DC Engineering in attendance.

Ms. Friedman acknowledged listening to the recording from the previous hearing, to be eligible to vote at tonight's hearing.

The concerns from the last meeting were:

- Showing the fence on the plan, they revised the plan to show a 6-foot high vinyl fence along the entire eastern boundary.
- Showing the changes to the landscaping, the Maple trees along the front were swapped out for Crabapple to avoid the Asian Longhorned Beetles. Along the abutters' side will be a mix of trees, White Pine, Washington Hawthorn, and Crabapple.

Conditions of Approval reviewed:

On page 6 of Draft Decision, under Project-Specific Conditions #11, the maximum number of construction vehicles that may be stored in Contractor's Yard.

Mr. Curtis said he has 20-25 construction vehicles and they would never all be there at one time.

Mr. Wright asked what type of contractor vehicle would be stored there. Mr. Curtis said he has 14 excavators, 4 log trucks, and 7 loaders.

Ms. Nist questioned whether the lot would be big enough. Ms. Buck noted there was 7,000 square feet of area.

Ms. Friedman asked for the physical maximum amount that would fit there. Mr. Curtis said his intention was to store up to 20-25 pieces of equipment. He noted some pieces being smaller than other pieces.

Ms. AbuSalah asked how often equipment leaves the site and how many vehicles were stored at his other property. Mr. Curtis explained some of the equipment stays at the work site and when finished goes to another work site. It's not usually long-term storage and it is not a daily operation. The vehicles are currently scattered among various work sites.

Ms. Buck asked how many vehicles there would be in one place at one time. Mr. Curtis said it could go as high as 20 between jobs.

Ms. Friedman explained the Board's concern was on how the access way would be maintained without going into the side and front setbacks and still allow for parking 20-25 pieces of equipment there.

Mr. Wright reviewed the layout plan showing the fence that will be right along the front.

Ms. Buck suggested instead of limiting the number of vehicles, stating construction vehicles can only be parked in the area specifically designated. Ms. Friedman agreed saying her main concern was, if the yard gets densely packed, what implications would it have for the fire department. Mr. Dubois explained there was a 90-foot access and wouldn't become blocked.

Mr. Curtis said the storage units business will be run in back and the last section to be built will be the front section of the storage units. They will be starting at the rear of the property, because the drainage needs to be installed because he will need to control the water. As he comes up to the front of the property, things may change due to site constraints.

Ms. Friedman asked if he was starting at the back, will the entire fence go in before the start of construction. Mr. Curtis said they first have to build the slopes along the side and install the privacy fence before the start of construction, as long as it doesn't interfere with the work on the upper side.

Ms. Friedman asked if they were proposing to phase the construction. Mr. Curtis agreed. Ms. Friedman asked if they would be using everything for parking the heavy vehicles before building any of the units towards the front. Mr. Curtis said he will start with the back storage units, the first 100 and see how it goes, as far as renting them. Get the complete infrastructure in, the pipe work in, the detention ponds built, all the fencing for the entire project.

Ms. Friedman asked the how the site was going to be constructed with the fence and units. Mr. Curtis said he would like to get the infrastructure done first, then build the back section of storage units and see how that goes. He said condition #13 stated everything needed to be in place before the units could be rented.

Ms. Buck said going back to Condition #11, the last sentence where it spoke on having a number of vehicles, can be deleted and in its place add "construction vehicles can only be parked in the

area specifically designated as the contractor's yard on the plan and may not block access to the self-storage area." All agreed.

Ms. Buck reviewed condition #12, Hours of Operation. Other storage facilities located in this district have 24-hour access and the hours of operation wasn't typically limited in this zone.

Mr. Curtis said he would like to have 24-hour access. An individual, who lives in the house on the property, worked for him and would watch over the facility. He said that if it was that important, the unit owner could contact him to let them in. Other than an emergency, he didn't think people would use the facility late at night.

Mr. Kevin Desaulnier, 1741 Main Street, agreed having the unit owners get in touch with Mr. Curtis to access the site after hours.

Ms. Friedman agreed and suggested to allow self-access from 6AM to 12 Midnight. Anyone with an emergency between 12 Midnight and 6AM to have a number available to call. Mr. Curtis agreed.

Ms. Buck said the hours of operation condition will state that "normal hours of operation for the self-storage facility shall be 6AM to Midnight. After-hour access shall be allowed by appointment only. All agreed.

Ms. Buck asked the hours for the Contractor's Yard. Mr. Curtis suggested 6AM to 8PM except for snow emergencies. All agreed.

Mr. Curtis asked about running the vinyl fence along the eastern end at the southwest corner of Mr. Rigiero's property and the remaining be chain-linked with slats. Mr. Grimshaw said if it's acceptable to the abutter, it's acceptable to the Board. Mr. Rigiero agreed.

Ms. Buck reviewed condition #13, Fencing. The existing language will be stricken and in its place, "The vinyl fence on the eastern boundary can end 20-feet past the southwest corner of the Rigiero property and the remainder shall be chain-linked with slats." She also noted she'll insert an Assessor's reference for the Rigiero property. All Agreed.

Mr. Rigiero asked about the site lighting and if they would be on all the time. Mr. Curtis said he wanted to have the majority of lights on a motion sensor, but there would be some 24-hour lighting for security and safety.

Ms. Friedman suggested the lighting facing the abutters could be motion activated would keep a lot of the light down.

Mr. Wright asked the height of the tallest building. Mr. Curtis said 10 feet. Mr. Wright felt the abutter wouldn't see the lighting because of the angle of the building.

Ms. Friedman said looking at this, having the lights motion activated, would not adversely impact the abutters, because of how high they would be. The concern would be having the lights on all the time.

Ms. Buck reviewed the site lighting condition. The units will have motion activated lighting and there will be 24-hour lighting strategically located for safety/security purposes.

Mr. Curtis asked the Board's preference on the color of the units. Mr. Grimshaw suggested a neutral color, such as beige. Hearing no further comments or concerns, Mr. Grimshaw asked for a motion to close the hearing.

MOTION: Ms. Friedman moved to close the hearing on Curtis Self-storage units and Contractor's yard at 1749 Main Street, Leicester, MA

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

MOTION: Ms. Friedman moved to approve the Special Permit/Site Plan Review for Self-storage units and Contractor's Yard located at 1749 Main Street, Leicester, MA, constructed by C & J Realty Trust

SECONDED: Ms. Nist – Discussion: None – VOTE: 4 – In Favor / 1 Abstained (Ms. AbuSalah)

Application Discussion:

Site Plan Review for commercial building at 93 Huntoon Memorial Highway

Mr. Robert Murphy, R.G. Murphy & Associates and Kevin Menard, property owner in attendance. They are proposing a commercial building that will be an office and warehouse for Mr. Menard's business, K.M. Kelly.

Mr. Murphy introduced Bill Curry, who is the general contractor for the site, also assisting in the design of the site and building requirements specific to obtaining a building permit.

The locus is located next to Missiewicz's property located on Route 56 and was previously owned by Clea Blair and before that Cooper's Farm. They are proposing to construct a 9,000 square foot steel building; 5,000 square feet would be used as a warehouse for electronic equipment and 4,000 square feet for offices specific to the business. They received tentative approval through Conservation, relative to being conditioned upon the Planning Board's approval and subject to not having any major revisions to the site. They will have a two-way entrance from the highway, with a 30-foot radius curb cut to allow for trucks entering the site and the trucks only deliver equipment once a month. The trucks will come in the site, go around back to the doors located on the western side of the building. They are proposing 20 parking spaces calculated specific to this use of the property.

Drainage from the site is self-contained. There will be a detention basin on the western side of the site. They are using stormceptor catch basins that are vortex units, which swirls the water, separates the solids and removes the sediments.

Quinn Engineering, in his written comments, requested a gated fence around the dumpster unit and called for a 6-foot wood stockade fence. Mr. Murphy said there was a typo on the site plan and it shows the fence as a chain-link fence. It shows the hardware for a chain-link fence and they put stockade wood fence on that because it makes it stronger.

There is an additional storm scepter unit right at the entrance of the site to assure that 100% of the drainage on the site is treated. All the roof top drainage will be directed through downspouts into the basin where it will be infiltrated.

Ms. AbuSalah asked about the parking plan. Mr. Murphy said after further review of the requirements, they are proposing 12-foot wide by 20-foot deep parking spaces, with an 8-foot wide access and provided over 400-square feet of area for van access.

There will be no grading needed to the site. The maximum grade is at 2%, with the handicapped parking at a 1% grade.

Ms. AbuSalah asked what kind of electronic equipment would be brought into the building. Mr. Menard said it's more tool equipment. They currently rent property on Route 56, the site is only

6,000 square foot, and they have outgrown that site. They are currently renting 3 storage units to store all the equipment they carry. They are an electrical/mechanical installation service business. The office staff is approximately 11 people inside the building. There are people who come in and out, such as project managers, who work out in the field on projects.

Ms. Friedman asked if the contractors go directly to the job. Mr. Menard said all the personnel go directly to the job and the only ones in the building are the office manager and staff.

Ms. Friedman noted the business being a quiet operation. Mr. Menard agreed. They have been in operation there for 10 years and no one really knows they are there.

Ms. AbuSalah asked where the loading docks were located. Mr. Menard said there were two overhead doors at grade and most of the deliveries are received through Fed-Ex or UPS. They have a truck with a hydraulic platform that they used regularly.

Mr. Wright asked about comment #7 of the November 16, 2016 letter from Quinn Engineering relative to the Stormwater Management Policy. He asked if the soil testing required for the infiltration basin, documented the 2 feet separation to the groundwater and was provided in the revised plans just submitted. Mr. Murphy said yes it was.

Mr. Wright asked about comment #13 relative to the hydrology analysis. Mr. Murphy said he updated the report for a 100-year storm and explained originally they showed 100 feet as the overflow, because with a 100-year storm, they have to allow for the overflow. Quinn Engineering requested they put it from the outlet pipe, which was 65 feet, and a little bit less, so they corrected that, but the outflow does not change from the site or the basin.

Ms. Friedman said her concern was because there were several things missing and several typos noted in the site plan, she wanted to make sure the Board knows what that were approving. She asked that the Board receive an entire set of the final approved plan that shows exactly what was being approved. Mr. Murphy agreed and submitted a complete set he had.

Ms. Friedman asked if Quinn Engineering reviewed the revisions. Ms. Buck said no.

Ms. Buck said in the narrative it mentions a split between the warehouse and office is 3,500 and 5,500 and on the plan, it has 4,000 and 5,000. Mr. Menard said it's 4,000 and 5,000.

Ms. Buck noted not having a problem with the parking, but Quinn Engineering's comment was asking the applicant to review the Parking Regulations and do the calculations for an office building. Mr. Murphy said he did review the parking and ultimately the number of parking spaces was to be determined by the Board for the proposed use. He did look at warehouse space versus parking and office space versus parking and ended up with enough area for parking.

Ms. Buck reviewed the landscaping. They changed the buffer in front to be 20 feet and to have a mix of shrubs and trees and the street trees are shown to be placed every 50 feet along the front.

Ms. AbuSalah asked about a business sign. Mr. Menard said they do have a sign in front of the current location and would like have the same sign at the new location, as well as a shipping and receiving direction sign.

Ms. Buck said the revised plans need to be reviewed Quinn Engineering and if they sign off, this can be voted on at the next meeting. Ms. Friedman said just about everything had been addressed and the revised plans are now going back to Quinn Engineering for review. She

suggested the Board approve the application contingent upon Quinn Engineering's review and approval of the revised plan.

Upon review and discussion on the Draft Decision & Conditions of Approval, the following motion was made:

MOTION: Ms. Friedman moved to approve Site Plan Review for Kevin Menard to construct a commercial building on property located at 93 Huntoon Memorial Highway, contingent upon Quinn Engineering's final review and approval of the revised plan dated 12/6/2016.

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

Approval of Minutes

8/23/2016

MOTION: Mr. Wright moved to approve the minutes of August 23, 2016

SECONDED: Ms. Nist – Discussion: None – VOTE: 3 In Favor / 2 Abstained (Ms. Abusalah & Mr. Grimshaw)

10/4/2016

MOTION: Mr. Wright moved to approve the minutes of October 4, 2016

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

10/25/2016

MOTION: Ms. Nist moved to approve the minutes of October 25, 2016

SECONDED: Ms. AbuSalah – Discussion: None – VOTE: 4 In Favor/1 Abstained (Ms. Friedman)

Town Planner Report/General Discussion:

Community Development Block Grant

The Board reviewed the summary of the project that was in the Board's Meeting packet. The Town has applied for this Block Grant and to help the Town's application, they need to show that the public has been made aware of this Community Block Grant in multiple forms. It would also be helpful if the Board made a motion in support of FY17 Community Development Block Grant Application.

MOTION: Ms. Friedman moved that the Planning Board support the Town of Leicester's FY17 Community Development Block Grant Application.

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

Pondview Update

A letter was sent to the applicant by Certified Mail/return receipt and by email, asking they provide the Board with a project update. To date, there has been no response.

Associate Member

An email letter was sent to Carol Pappas, noting she had missed a number of meetings and asking if she wanted to continue on Board. Ms. Pappas resigned. Ms. Buck will post on the web page that there is another opening. She noted there was another application received a couple of weeks after appointing Ms. Pappas, and will contact that person directly as well.

Miscellaneous Project Updates

- McNeil Solar and 1603-1605 Main Street
Have both expired in October and have both since contacted the office asking about extending their deadline. Ms. Buck noted they would both have to reapply.
- Parker Street
Ms. Buck met with the Engineer for the bank on the Parker Street ANR/Subdivision. She encouraged them to submit something similar to the preliminary subdivision plan approved in 2011, which showed a 24-foot roadway, one sidewalk and emergency access.
- Briarcliff estates
The Project Status Report was received and the applicant is requesting an extension of time to complete work. This will be on the January 3, 2017 meeting agenda.
- Verizon
The court date was November 30th, with oral arguments yesterday. The matter is currently under review by the judge.
- Bus depot, (100 South Main Street)
Ms. Nist expressed concern about the parking lot and asked Ms. Buck to do a site inspection.
- Second December meeting
Ms. Buck noted no new applications submitted, a second meeting was not needed.

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

MOTION: Mr. Wright – moved to adjourn meeting

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

Meeting adjourned at 8:55PM

Respectfully submitted:

Barbara Knox

Barbara Knox

Documents included in meeting packet:

- Agenda
- Memo to the Planning Board from Michelle Buck regarding December 6, 2016 Planning Board Meeting
- Draft copy of Special Permit, Site Plan & Stormwater permit Approval Order of Conditions for C & J Realty Trust, Curtis Self-storage facility and Contractor's yard
- Site Plan Review application for 93 Huntoon Highway, KM Kelly, Inc Office Warehouse
- Project description for 93 Huntoon Highway, KM Kelly, Inc
- Comment letter from Quinn Engineering regarding 93 Huntoon Highway dated 11/16/2016
- Comments received from Board of Health, Highway Department, Historical Commission, Police Department regarding 93 Huntoon Highway, KM Kelly, Inc.
- Comment letter from Michelle Buck to Kevin Menard, property owner regarding 93 Huntoon Highway, KM Kelly, Inc.
- Comment letter from Michelle Buck to Robert Murphy, Engineer regarding 93 Huntoon Highway, KM Kelly, Inc.

- Copy of the Town of Leicester's Community Development Program FY17
- Planning Board Minutes of August 23, October 4 & October 25, 2016

Documents submitted at meeting:

- Comment letter from Quinn Engineering regarding 93 Huntoon Memorial Highway dated 12/6/2016