

**Town of Leicester Planning Board
Meeting Minutes
October 2, 2018**

MEMBERS PRESENT: Jason Grimshaw, Chair; Debra Friedman, Vice-Chair; Sharon Nist, , Alaa Abusalah, Andrew Kularski, Robyn Zwicker, Associate Member.

MEMBERS ABSENT: None

IN ATTENDANCE: Michelle Buck, Town Planner

MEETING TIME: 7:00 PM

AGENDA:

1. 7:00PM **Mulberry Street Solar Farm (SP2018-03)**
(Applicant: 101 Huntoon LLC)
 - a) ANR Plan
 - b) Decommissioning Bond
2. 7:15PM **Discussion, Site Plan Review Application, continued**
101 Huntoon Memorial Highway/SPR2018-03 (Applicant: 101 Huntoon LLC)
3. 7:30PM **Discussion, Site Plan Review Application**
88 Huntoon: East Coast Organics, LLC (SPR2018-04) and CannAssist, LLC (SPR2018-05). Use of Existing Building for marijuana cultivation.
4. 8:00PM **Town Planner Report/General Discussion:**
 - A. LaFlash Boutilier Solar/SPR2016-03: gate issue
 - B. Complete Streets Grant Update
 - C. Municipal Vulnerability Preparedness Grant Update
 - D. Marijuana Zoning Issues
 - E. Department Assistant Vacancy Update
 - F. Miscellaneous Project Updates
 - G. Board Member Committee Updates
5. **Adjourn**

Jason Grimshaw called meeting to order at 7:02PM

Mulberry Street Solar Farm (SP2018-03), Applicant: 101 Huntoon LLC

ANR Plan

Ms. Buck noted that the Applicant was unable to attend. She explained the ANR Plan, which combines lots for the solar farm on the property.

MOTION: Ms. Friedman moved to approve the ANR plan as presented.

SECOND: Ms. Nist. Discussion: None

VOTE: 4 in favor (Alaa Abusalah absent)

Decommissioning Bond

The Applicant requested that discussion on the decommissioning bond be postponed until the next Board meeting on 10/16/2018.

Ms. Abusalah arrived at the meeting.

Discussion, Site Plan Review Application, continued

101 Huntoon Memorial Highway/SPR2018-03 (Applicant: 101 Huntoon LLC)

No one was present at the meeting for the Applicant. The Board will return to this item later if someone arrives on behalf of the Applicant.

Town Planner Report/General Discussion:

Department Assistant Vacancy Update

Ms. Buck informed the Board that the Town has offered the position to Wanda Merced. She has a lot of administrative experience.

LaFlash Boutilier Solar/SPR2016-03: gate issue

This is regarding the Applicant's request to eliminate the gate requirement. The Board had previously agreed to reconsider the issue when/if a solar farm application was submitted. They've applied for a solar farm [hearing scheduled for 11/13/2018]. Ms. Friedman asked about the Definitive Subdivision Plan that was submitted. Ms. Buck said she doesn't believe they intend to build a subdivision. The plan was submitted so they'd be exempt from the solar farm moratorium that will be voted on at Town Meeting on 10/30/2018.

Complete Streets Grant

The Complete Streets Tier 3 grant application was submitted last week, with the help of Howard Stein Hudson. The application was for \$353,540 for a series of town common improvements, crosswalks, and sidewalks on portions of Paxton St.

Municipal Vulnerability Preparedness Grant Update

The Core Team meeting was held on 9/22/2018, and it was well attended. The next step is a "listening session" hosted by the Town. There will be a presentation and opportunity for comment. It will be scheduled at an upcoming Select Board meeting.

Marijuana Zoning Issues

The Board has previously discussed the issue of greenhouses. The way the Bylaw is currently written, greenhouses aren't allowed (the bylaw states that it must be in a fully enclosed building). Ms. Buck explained that she had a recent request about a metal buildings with glass roofs. Mr. Kularski noted concern with potential odor problems with neighbors. After discussion, the consensus of the Board was that metal buildings with glass roofs would be acceptable if suitable odor control measures were included.

Miscellaneous Project Updates

Chapel Street ANR Plan

Ms. Buck informed the Board that she'd received an ANR plan that appears to be intended to secure a zoning freeze from the pending solar farm moratorium. She'll be referring the issue to Town Counsel.

Pending Applications

Ms. Buck noted that several new applications are pending, including the following: Mayflower-Holcomb Definitive Subdivision Plan, Oak Bluff Estates Definitive Subdivision Plan, marijuana cultivation facilities (new construction and reuse of existing buildings).

November Meeting Date:

The first November meeting has been re-scheduled to November 13, 2018 because of elections on November 6, 2018. The Board will only have a second November meeting on November 20, 2018 if needed.

CPTC Workshops

Ms. Buck distributed brochures for the Citizen Planners Training Collaborative Fall 2018 workshops.

Board Member Committee Updates

Capital Improvement

Ms. Nist noted the next meeting will be October 16, 2018.

Economic Development Committee

Ms. Abusalah noted that the EDC had received 110 responses to the survey distributed at the Harvest Fair. The EDC is still seeking sponsors for their “open for business” event, currently planned for 11/14/2018

Discussion, Site Plan Review Application, continued

101 Huntoon Memorial Highway/SPR2018-03 (Applicant: 101 Huntoon LLC)

MOTION: Ms. Friedman moved to continue discussion to the October 16, 2018 Planning Board meeting

SECOND: Mr. Kularski. Discussion: None

VOTE: All in favor

Discussion, Site Plan Review Application

88 Huntoon: East Coast Organics, LLC (SPR2018-04) and CannAssist, LLC (SPR2018-05).

Present for the Applicants: Scott Fenton, Seyfarth Shaw LLP (representing East Coast Organics, LLC); Richard Rafferty, Jane Eden, and John Napoli, all of East Coast Organics, LLC; Jon Napoli, CannAssist; and John Grennon, LAN-TEL Communications, Inc.

Mr. Fenton provided an overview of the project. The property is zoned Highway-Business 2, which allows marijuana cultivation with Planning Board Site Plan Approval. The site meets the buffer requirements for marijuana cultivation. East Coast Organics signed a Host Agreement with the Town of Leicester in May of 2018. They are not doing anything outside the building. There are 340 parking spaces on site; roughly half will be used for each cultivation company. They have more than enough parking on-site, and they are willing to re-stripe the lot and provide handicapped parking. Each of the two cultivation companies will have 50 – 60 employees. Lighting will be updated for security. They will be using the current sign on the site. They have a state-of-the-art charcoal filtration air ventilation system. Though their planned hours are 7AM – 11PM, they are asking the Board not to limit hours of operation. The Host Agreement proposes a 24-hour operation.

Comments from Quinn Engineering and the Police Department were addressed. Their revised plan shows water and sewer. They’ve asked for waivers on showing topography and submittal of a drainage report. The parking space sizes and drive aisle widths are pre-existing.

Mr. Grennon said they agree to provide all items requested by the Police Department.

Ms. Buck said she doesn’t object to the waivers requested as they’re using an existing building. The two projects will have identical decisions, except for the project descriptions. She went over the project-specific conditions (parking to be re-striped; handicapped parking shall be provided in accordance with Architectural Access Board, applicant shall meet conditions requested by the Police Department). She noted that the Applicant had requested changing the word “building” to “premises” in condition #19 as there will be 2 tenants in the building.

Ms. Friedman asked if there will be an onsite manager. Mr. Fenton said yes they'll have a manager on-site whenever they're open, and they'll do whatever the Cannabis Control Commission requires.

Ms. Abusalah asked if floor plans had been prepared yet. Mr. Fenton said not yet.

MOTION: Ms. Friedman moved to approve the requested waivers on showing topography on plans and the drainage report.

SECOND: Ms. Nist. Discussion: None

VOTE: All in favor

MOTION: Ms. Friedman moved to approve the Site Plan Review Application for East Coast Organics at 88 Huntoon Memorial Highway with conditions as discussed.

SECOND: Ms. Nist. Discussion: None

VOTE: All in favor

MOTION: Ms. Friedman moved to approve the Site Plan Review Application for CannAssist at 88 Huntoon Memorial Highway with conditions as discussed.

SECOND: Mr. Kularski. Discussion: None

VOTE: All in favor

Miscellaneous Project Updates, Continued

Davis Self-Storage

Mr. Grimshaw asked about outside storage at Davis Self-Storage. Ms. Buck will check on this.

Parker Street

Ms. Buck said she'd informed the Applicant's attorney regarding the vote, and he was upset he wasn't notified of the meeting date.

Eastern Pearl

Ms. Buck noted she'd been contacted by a paving company today. She provided him with a copy of the approved plan and the MassDOT permit.

Sign Bylaw

The Board briefly discussed the need to address temporary signs in the Zoning Bylaw. Ms. Friedman noted that we should have time limitations on temporary signs, and that we should address removal of signs for abandoned businesses.

Adjournment

MOTION: Ms. Friedman moved to adjourn.

SECOND: Ms. Nist.

VOTE: All in favor.

The meeting adjourned at 8:10PM.

Respectfully submitted:

Harry Brooks, Select Board Member and Michelle Buck, Town Planner

Documents included in meeting packet:

- Agenda
- Memo from Town Planner to the Planning Board dated 9/27/2018 regarding 10/2/2018
- Draft Site Plan Approval Decision for 101 Huntoon
- Documents related to 88 Huntoon (East Coast Organics/SP2018-04 & Cann Assist/SPR2018-05)
 - Application materials from each applicant
 - Comment letters
 - Draft Site Plan Approval Order of Conditions
- Letter from Borrego Solar to Planning Board dated 9/6/2018 (request for continuance for 515 Henshaw Street)

Documents submitted at meeting:

- Email from Peter D'Agostino to Michelle Buck regarding the draft decision, dated 10/2/2018
- Citizen Planner Training Collaborative Fall 2018 Workshop Brochures
- Plans for East Coast Organics (color, 11"x17") dated 10/2/2018