

STERLING PLANNING BOARD MINUTES – November 14, 2018

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Present: John Santoro ~ Chairman
Michael Pineo ~ Vice Chair & E.D.C. Member
Russ Philpot ~ ANR Agent
Craig Miller ~ Member
Betty Kazan ~ Administrative Assistant
Domenica Tatasciore, Town Planner
Absent: David Shapiro ~ Clerk

Mr. Santoro called the meeting to order at 7:01 P.M. in Room 202 of the Butterick Building.

Ken Williams

Mr. Santoro announced the passing of former Board Member Ken Williams. Mr. Williams had an abundance of knowledge about the Town and was greatly appreciated for his contributions.

Minutes ~ September 12, 2018

Ms. Kazan notified the Board that she had received an email from Mr. Shapiro regarding draft minutes for September 12, 2018 which stated: *The ANR on Clinton Road on the 9/12 minutes is missing a "to" on the bottom of page 1 "...relative to the driveways to be built *to* meet all of the requirements..." Aside from that edit, I agree and approve them.*

Mr. Pineo moved that the Board approve the minutes for September 12, 2018 with Mr. Shapiro's correction. Mr. Miller seconded the motion. The motion passed three in favor (including Mr. Shapiro) and two abstain (Mr. Philpot and Mr. Santoro).

Minutes ~ October 10, 2018

Mr. Pineo moved that the Board approve the minutes for October 10, 2018 as presented. Mr. Miller seconded the motion. The motion passed with four in favor and one abstain (Mr. Philpot).

Minutes ~ October 31, 2018

Mr. Pineo moved that the Board approve the minutes for October 31, 2018 with corrections. Mr. Philpot seconded the motion. The motion passed unanimously.

Warrants & Payroll

Board Members reviewed a payroll warrant. Members also signed a warrant for Haley & Ward for Review fees on Chacharone Properties, Chad Lane, 116 Pratts Jct. Road and Primrose Lane 2018. Board Members also signed a warrant for KP Law in the amount of \$846.00. Board Members rejected approving a payment for KP Law in the amount of \$414.00 the reason being the Board had not requested the assistance of Town Counsel.

ANR ~ 71 South Nelson Road, Map 61, Lot 4

Gary Lanpher, Jr., PLS and owner Henry F. Hulick were on hand requesting the Board's approval on their ANR.

Mr. Philpot moved that the Board vote to endorse ANR plans subject to the plans being resubmitted to the Board which will include abutter's property owner's names. Finding that the lot being created has an existing structure and the topographical lines are shown on the plan. The ANR does meet the three requirements for ANR; viable way, minimum frontage and vital access.

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Plans #459 prepared by Gary D. Lanpher, Registered Professional Land Surveyor, Petersham, MA. Plans dated August, 2018. Administrative Fees in the amount of \$425.00 have been received. Mr. Miller seconded the motion. The motion passed unanimously.

Mr. Philpot explained that once Mr. Lanpher drops off the revised plans, Mr. Philpot will swing by the office to sign the ANR plans.

33 Albright Road, Sterling National Country Club Request for Waiver of Technical Compliance per Sections 6.4.4 or 6.4.5

Janice Mathews, Vice President of Sterling National Country Club was on hand to request the Board's approval for a Request for Waiver of Technical Compliance for the Sterling National Country Club, 33 Albright Road.

Mr. Santoro mentioned that the Board will be looking at a change in the By-laws to (put a barometer on square footage) which will eliminate the need for requests such as this one to be heard by the Planning Board and go under the jurisdiction on the Building Commissioner instead.

After a discussion and review of the proposal to create a more beautiful entrance to their existing clubhouse. It will feature the construction a new lighted Porta-Cochere, covered canopy, in addition to covered walkways, new sidewalks, dormers, exterior doors, exterior lighting and other related site work on property located within the Rural Residential & Farming Zoning District.

Mr. Philpot moved that the Board approve the Site Plan as submitted and grant Waivers of Technical Compliance, in accordance with Article 6, Sections 6.4.4, Items 3, 4 & 5 of the Protective Bylaws. Also, Article 6, Section 6.4.6 of the Protective Bylaws, the following Conditions of Approval:

Article 6, Section 6.4.6 of the Protective Bylaws,

1. Site plan approval shall lapse after one year from the grant thereof if a substantial use has not sooner commenced except for good cause. Such approval may, for good cause, be extended in writing by the Planning Board upon the written request of the applicant.
2. Within thirty (30) days of completion of the project and prior to the issuance of a Certificate of Occupancy, the applicant shall submit an As-Built Plan to the Planning Board in both paper and digital format.
3. Provided that the project is constructed in substantial accordance with the final revised plans on file with the Town of Sterling and in accordance with all applicable governmental codes.

Mr. Pineo seconded the motion. The motion passed unanimously.

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150 Clinton Road, Continuance of Site Plan Review

Mr. Philpot mentioned that the Board had already started this review and he had not been a part of it. Mr. Philpot stated he has familiarized himself with all the pertinent materials. Mr. Philpot agreed to sign a ‘Mullins Rule’ document for disclosure.

Attorney Melissa Robbins of Deschenes & Farrell, P.C. along with Matt Waterman of Land Tech Consultants and Jonathan Hall, Owner were on hand to review their responses to the Haley & Ward comments and to answer any questions the Planning Board might have.

The following are November 8, 2018 comments received from Haley & Ward:

Haley and Ward has completed a review of the site plan for Sterling Storage Solutions at 150 Clinton Road. The plans were prepared by LandTech Consultants and are dated August 31, 2018 with revisions through October 19, 2018. We offer the following comments. The applicant’s response is provided with outstanding items shown in a bold font.

1. *Proposed building elevations should be provided to your Board for an understanding structure massing, landscaping and screening.*
 1. *The applicant states that building elevations have been provided. **The elevation drawings were not in the filing we received. Your Board should confirm receipt and review the expected appearance.***
2. *The applicant is requesting a Special Permit to reduce the number of parking spaces to the six (6) marked spaces shown from the forty-seven (47) spaces required. The thirty-foot-wide, one-way access drives between the storage buildings allow for a 12-foot aisle with parallel parking spaces on either side of the aisle in conformance with the zoning bylaw design criteria. This would provide for up to 70 parking spaces on site. Rather than issuing a Special Permit, your Board may consider waiving the space striping requirement.*
 1. *The applicant is requesting a waiver of space striping within the storage facility access drive. **Your Board could reasonably grant this waiver without environmental or public safety risk.***
3. *A curb stop should be shown on the water service to the Office/Residence*
 1. *A curb stop has been added.*
4. *A valve should be provided on the fire service downstream of the Office/Residence tap.*
 1. *A valve has been added.*
5. *A hydrant should be provided on site for exterior fire suppression and to feed the sprinkler standpipe. An eight-inch main should be provided from the main at the street to the hydrant.*
 1. *A hydrant has been added with service by an 8-inch main.*
6. *The fire protection capacity of the water distribution system should be evaluated prior to construction approval. This evaluation should include the following components*
 - a. *Fire flow demand based upon proposed construction and NFPA standards. It should be noted if the structure will include fire sprinklers and the applicable code.*
 - b. *Fire flow capacity to the site through the connection to the distribution system. Capacity should be based upon hydrant flow tests conducted by the applicant.*
 1. *The applicant states that a fire flow test has been conducted however the results were not included in the filing we received. **The flow test results should be***

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*provided for your files. The applicant has described the expected building coverage by automatic sprinklers. **Your Board should consider a condition of approval requiring a fire protection analysis and design as part of the building permit application process.***

7. *The truck turning plan shows that the trailer of a departing truck will interfere with the site fencing and pass off the traveled way. The entrance should be widened to allow for a clear exit. This will also eliminate the need for trucks entering from the east to cross into the Clinton Road westbound lane.*
 1. *The access drive and shoulder have been widened to allow for improved truck access. The applicant is requesting a waiver of maximum width of the access drive. **Your Board could reasonably grant this waiver without environmental or public safety risk.***
8. *The parking and drive areas for nonresidential properties should be constructed to the functional standards of the Subdivision Rules and Regulations [3.205 (b)]. A 24-inch depth gravel base should be provided in the parking areas and travelled ways with 8-inch gravel base shoulders. The following details should be modified to reflect this depth:*
 - a. *Bituminous Concrete Curb*
 - b. *Pavement Matching Detail*
 - c. *Typical Pavement Detail*
 - d. *Crowned Roadway Cross Section*
 1. *The revised drawing details show an appropriate base depth.*
9. *The expected hours of operation and exterior illumination schedule should be provided.*
 1. *The applicant has provided this information in a transmittal letter.*
10. *The proposed lighting fixture manufacturer and model number should be noted on the Lighting Fixture Schedule. The model information on the photometric diagram is not legible.*
 1. *The lighting fixtures have been clearly noted.*
11. *The invert elevation of the Underdrain Bed Detail should be corrected.*
 1. *This detail has been eliminated as it is no longer applicable.*
12. *At the Rain Garden Section, the dimensions of the pea gravel diaphragm should be clarified*
 1. *This detail has been eliminated as it is no longer applicable.*
13. *A sewer/water utility crossing detail should be provided noting the relative position and vertical separation of 18 inches per Mass DEP Drinking Water Guidelines. The proposed force main will cross the water service main at the front of the site.*
 1. *The detail has been provided.*
14. *A post mounted handicapped parking sign should be shown at the accessible space as a durable designation of the space.*
 1. *The sign has been noted on the plans.*
15. *An impervious core should be noted within the berm of the Infiltration Basin Detail and Sediment Forebay & Wet Basin Detail.*
 1. *The impervious core has been detailed.*
16. *The Trench Drain detail references the possible need for expansion joints along their length however none are noted. Reinforcement of the concrete is also not noted. Consideration should be given to these items give the proposed trench drain length to maintain alignment and system integrity.*

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1. *A note regarding the proposed crack control has been added to the detail notes. The detail notes state that reinforcement will be added subject to the recommendation of the manufacturer.*
17. *The drainage system Operation and Maintenance plan references sumps for sediment collection on the trench drains. These sumps should be noted on the plans. As the trench drains will be shallow, a deeper precast structure should be considered to prevent freezing. The removal of the sump may also be considered if all required sediment removal will take place through the stormwater management ponds.*
 1. *The reference to sumps in the trench drains has been eliminated from the O&M plan.*
18. *The size of the grate at the rain garden outlet structure should be noted on the section detail.*
 1. *This detail has been eliminated as it is no longer applicable.*
19. *The proposed plantings in the rain garden should be provided. The Landscaping Plan references the Rain Garden Detail and that detail references a plan by Norse Environmental Services.*
 1. *This detail has been eliminated as it is no longer applicable.*

Scott Miller of Haley & Ward further commented in an email dated November 13, 2018 as follows:

I got a call from Matt Waterman regarding an outstanding question from the ZBA regarding the location of the entrance/exit from Sterling Storage Solutions. The question related to the appropriate location on to Clinton Road versus the Pratts Junction/Chocksett Road frontage.

We concur with the submitted design approach on to Clinton Road. The access on to Clinton Road provides for a cleaner traffic flow. The entrance as proposed is visible and reasonably expected for east and westbound traffic on Clinton Road. It also provides smoother access for emergency vehicles responding from the Sterling center area.

Traffic exiting the site through an alternate entrance on the Pratts Junction/Chocksett frontage would be required to right turn only and reverse direction at the Chocksett/Leominster Road roundabout or use Albright Road for east bound travel. The turning and entering traffic from the alternate access drive location could also be unexpected for traffic coming off Clinton Road at speed.

Ms. Robbins requested that they be put on the agenda for November 28, 2018. This will allow them time to update the plans and send to Haley & Ward for their review.

Ms. Robbins submitted a request for an extension of time for the 150 Clinton Road Site Plan including the filing of the decision with the Town Clerk, up to and including December 30, 2018.

The Board expressed concern about trucks entering/exiting the facility with the current layout and asked the applicants to investigate alternate designs which would enable semi-trucks to turn right onto Route 62W/Chocksett Road and to exit the facility with minimal interference to on-coming traffic. There was general agreement amongst the Board and Applicant this was a worthwhile exercise to improve traffic safety at the entrance and the Board offered a

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commitment to allow the applicant to increase the width of the driveway entrance and/or increase the turning radii into the facility to accommodate this goal.

116 Pratts Junction Road ~ Review As-Built Plans

John Kilcoyne, Son of Sean Kilcoyne was on hand to answer any questions on his Father's behalf regarding the As-Built plans.

Mr. Santoro read the following email from Haley & Ward dated October 26, 2018 regarding their review of the As-Built Plans submitted for 116 Pratts Junction Road:

The revised as built plan adequately responds to our comments to date and documents the modifications to the approved site plan.

Mr. Pineo moved that the Board accept the As-Built Plans for Sean Kilcoyne, 116 Pratts Junction Road, plans prepared by GRAZ Engineering, LLC, dated August 29, 2018 with revisions through October 23, 2018. Mr. Pineo further moved to approve refunding the balance in the Review Fee account and close out the project. Mr. Miller seconded the motion. The motion passed with three in favor and one abstain (Mr. Philpot).

Chairman's Report/Notices/Discussions

December 26, 2018 Meeting

Mr. Pineo moved to cancel the December 26, 2018. Mr. Philpot seconded the motion. The motion passed unanimously.

MAP Services MRPC

Mr. Santoro mentioned that Ross Perry had send an email on November 14, 2018 asking the board if they have requirements for MRPC's service or is it OK to let the OSIC use this time for mapping. The Board agreed to have OSIC use the time for mapping. The Board asked Ms. Kazan to contact MRPC to inquire about what is included in the annual billing.

Off Flanagan Hill Road Subdivision

Mr. Santoro acknowledged a letter dated November 1, 2018 from DWP Superintendent Bill Tuttle as follows:

The DPW has received plans for a proposed 18, 2 bedroom condominium development Off Flanagan Hill Road by the applicant Sterling Real Estate Development, Inc. It has been the practice of our Department to have the street drains as close to the intersections as possible. I would rather the basins not be moved upgradient further from the intersection with Flanagan Hill Road.

Administrative Assistant's Report/Notices

FY20 Budgets

The Board asked Ms. Kazan to put the FY20 Budget as an agenda item for their December 12, 2018 meeting.

New Performance Review

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Ms. Kazan informed the Board that the Town Administrator had distributed a new Town of Sterling Employee Performance Review Policy. Mr. Perry has asked that all Performance Reviews be submitted by December 31, 2018. The Board agreed to conduct a performance review for Ms. Kazan during their December 12, 2018 meeting.

### **Sterling Ice Cream Bar**

Ms. Kazan informed the Board that she had spoken to Bill Hannigan the Engineer for this project and Sterling Ice Cream Bar has not responded to the proposed contract of October 3, 2018. Mr. Philpot agreed to draft a letter imposing the fines for violation of the Bylaws.

### **North Cove Update**

Ms. Kazan informed the Board that she had received a letter from Haley & Ward dated November 8, 2018 as follows:

*Haley & Ward has visited the area of North Cove Road between Swett Hill road and Park Street on November 1, 2018 to review the status of surface paving. We offer the following comments:*

- 1. The roadway has been recently paved with minor grading apparent along the edge of the roadway.*
- 2. The completed work was in conformance with the general design intent of the plan entitled North Cove road Improvement Plan, Exhibit A, dated February 27, 2015 and prepared by McCarty Engineering, Inc.*

The Board asked Ms. Kazan to schedule this for the next agenda of November 28, 2018.

### **Town Planner**

Ms. Tatasciore asked the Board if they would like her to continue dropping off packets at their home. Mr. Santoro suggested that pdf files be emailed to the Board Members.

Ms. Tatsciore asked the Board to give some thought to any Zoning changes to the upcoming Annual Town Meeting. Mr. Philpot stated that Ms. Kazan has been gathering recommendations and to touch base with her.

### **9:27 P.M. MOTION TO ADJOURN**

Mr. Philpot moved that the Board adjourn. Mr. Pineo seconded the motion. The motion passed unanimously.

### **APPROVED BY:**

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