

## STERLING PLANNING BOARD MINUTES ~ June 26, 2019

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**Present:** Russ Philpot ~ Chairman  
John Santoro ~ Vice Chairman  
David Shapiro ~ Clerk  
Patty Page ~ ANR Agent  
Craig Miller ~ Member  
Betty Kazan ~ Administrative Assistant  
Domenica Tatasciore, Town Planner

### **Call to Order**

Philpot called the meeting to order at 7:00 P.M. in Room 205 of the Butterick Building.

### **61A Release ~ Heywood Road, Map 43, Parcel 1**

Philpot mentioned that at the direction of the Town Administrator, the Planning Board has been encouraged to make their recommendation.

Miller moved that the Board vote to recommend not purchasing the Heywood Road property as the Town has enough open space. Santoro seconded the motion. The motion passed unanimously.

### **Site Plan Review – 20 Pratts Junction Road, TSHAY, LLC. Map 29 Lot 25**

On behalf of the applicant and owner, T Shay, LLC, James Tetreault of Thompson-Liston Associates, Inc. presented and reviewed the Site Plan for development of property at 20 Pratts Junction.

After a discussion Shapiro moved that the Board grant a waiver to allow the placement of a 24-foot-wide access drive. Santoro seconded the motion. The motion passed unanimously.

After a review of the Site Plan and feedback from Haley & Ward, Town Planner, and most of the Departments/Boards, Tetreault requested a continuance to the next Planning Board meeting on July 10, 2019, in order to give him time to submit the revised Site Plans based on tonight's discussions and respond to any concerns.

Shapiro moved that the Site Plan for TSHAY be continued until July 10, 2019 Planning Board Meeting. Miller seconded the motion. The motion passed unanimously.

### **Site Plan Review – 287 Leominster Road, Continental Stone, Marble & Granite, Inc., Manoel L. Leite, Map 24, Lot 13**

Chris Anderson, EIT of Hannigan Engineering was on hand representing Continental Stone, Marble and Granite, Inc. Anderson presented and reviewed the Site Plan for development of property at 287 Leominster Road.

After a review of the Site Plan and feedback from Haley & Ward, Town Planner and most of the Departments/Board, Anderson requested a continuance to the next Planning Board meeting on July 10, 2019, in order to give him time to submit revised the revised Site Plans based on tonight's discussions and respond to any concerns.

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Shapiro moved that the Site Plan for Continental Stone be continued until the July 10, 2019 Planning Board Meeting. Miller seconded the motion. The motion passed unanimously.

### **As-Built Plans – Cider Hill Estates, Sterling Real Estate Development, Inc.**

Philpot recused himself as he has a professional relationship with the applicant.

Jim Simpson was on hand to review his As-Built Plans for Cider Hill Estates.

After a review of the As-Built Plans and comments from Haley & Ward Santoro agreed to have a discussion with Scott Miller regarding his review comments. After the discussion, Santoro will reach out to Simpson.

Philpot returned to the meeting.

### **Minutes**

Shapiro moved that the Board approve the minutes of June 12, 2019 as printed. Page seconded the motion. The motion passed unanimously.

### **Warrants & Payroll**

Board Members reviewed a payroll warrant (FY19) and a warrant for MRPC annual assessment (FY20).

### **Sterling ZBA Notices**

Philpot acknowledged a notice from the ZBA granting a variance with conditions for Serrato Signs, 100 Leominster Road.

Philpot acknowledged a notice from the ZBA denying a request for a Special Permit for NEADS, Inc. 104-108 Leominster Road.

### **ZBA Notices from surrounding Towns**

Philpot acknowledged notices of hearings from various surrounding Towns.

### **Discuss and take any action thereto regarding Site Plan Review for Cream Crock, 50 Worcester Road**

After a discussion, the Board agreed to have Philpot draft a memo to the Zoning Enforcement Officer requesting a cease and desist order on this project until such time as the Site Plan has been approved by the Planning Board.

### **Roles & Responsibilities of individual Planning Board Members**

Philpot explained to Page that in the past ANR Agents on this Board had a tendency to come into the office, review plans and approve them which is legal but sometime put the Board in a very bad light.

Philpot explained he would never ANR a lot unless the Board review, discussed and approved the ANR first which is a policy of the Board.

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After a brief discussion, it was agreed to alleviate confusion, that applicants would be referred to the Planning Office when submitting their applications.

### **Chairman's Report/Notices/Discussions**

#### **Street Number Assignment**

Philpot acknowledged a notice from the Fire Department assigning the address for map 50, parcel 15 to 112 Pratts Junction Road.

#### **Town Planner Information Update**

Philpot acknowledged a report received from the Town Planner.

#### **Meeting with Town Administrator**

Philpot asked the Board to consider the written information relative to the Town Planner that was given to him by the Town Administrator and this will be discussed at the July 10<sup>th</sup> meeting.

Philpot also asked Board Members to consider and send him a list of any tasks they would like to see the Town Planner work on.

#### **Criteria for Master Plan Committee**

Shapiro suggested the Board discuss the criteria for the Master Plan Committee. Philpot suggested Shapiro put his thoughts in writing and have an agenda item for the next meeting.

### **Administrative Assistant's Report/Notices**

#### **FYI**

Kazan informed the Board that she anticipated Site Plan reviews on the next agenda for 0 Pratts Junction Road, Sterling Masonry and ANR for Heywood Road.

#### **Chacharone Properties**

Kazan also mentioned that she had recently received an email from Brian Milisci indicating that they are getting ready to submit As-Built Plans for the Chacharone Properties Site Plan which will expire on June 30, 2019.

#### **Earth Removal Committee**

Board Members agreed that Philpot should send a memo to the BOS that the Planning Board will 'handle the ball' regarding the Earth Removal Board.

#### **9:01 P.M. MOTION TO ADJOURN**

Page moved that the Board adjourn. Shapiro seconded the motion. The motion passed unanimously.

#### **APPROVED BY:**

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