

Final

**STERLING PLANNING BOARD
MEETING MINUTES
September 25, 2013
– Rm. 202 Butterick Bldg.**

Present: Kenneth Williams– Chairman, Clerk
Ron Pichierri – ANR Agent
Michael Radzicki – MRPC Rep.
John Santoro - Member
Lucinda Oates – Administrative Assistant

Absent: Charles Hajdu – Vice-Chairman

Chairman Williams calls the meeting to order at 7:00 PM.

ANR's.

There are no ANR's

MINUTES APPROVED

Motion: Ron Pichierri

Second: Mike Radzicki

Motion made to approve September 11, 2013 minutes, with corrections, there was no further discussion, four to zero in favor, motion carried.

DISCUSSIONS/REPORTS/FYI

Post Office Regulations

Discussion was heard on the location of mailings from Sterling Post Office, whether it was to the home or to “cluster mail boxes”, or new proposed subdivisions. It was decided to ask the Sterling Postmaster to come to the October 9 meeting, to have a discussion with the board on the new regulation dealing with “cluster mail boxes”. There was a question as to why the Postmaster required “cluster mail boxes” on an existing town road, which was in place, prior to this new regulation.

The Sterling Postmaster will be contacted and invited to the October 9 Planning Board meeting, Lucinda will handle this.

Senior Center Building Committee

The Senior Center Building Committee presented a conceptual plan for a proposed Sterling Senior Center, located on Muddy Pond and Boutelle Road. The plan was drawn by Whitman & Bingham Associates, LLC, 510 Mechanic Street, Leominster, Ma 01453, and was presented by Associate Anthony Cleaves, on behalf of the Senior Center

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Building Committee. The committee hopes to have all their paper work completed by the next Annual Town Meeting date.

Anthony Cleaves understood that there is a process to go through with a site plan review, but was offering the board a chance to give a preliminary look at the conceptual plan for any suggestions that the Board might have to make things go more smoothly once the site plan is submitted for review.

It was suggested that there be a left hand turn only from the parking lot on Boutelle Road, and force cars to turn left down Boutelle Road, that way avoiding any conflict with the Chocksett Middle School and a possible hazard with school drop off and pick up.

Maureen Cranston suggested that the traffic study would address this issue. Mike Radzicki thought that the suggestion for a left hand turn only on Boutelle Road was a good one, but would like input from the police chief on his opinion.

Ken Williams stated that the Planning Board would waive its fee for the site plan review, but that the Senior Center Building Committee would be responsible for any review fees that may be needed by an outside consulting engineer.

Motion: Ken Williams

Second: John Santoro

Motion made to waive the site plan review fee (administrative fee) for the Proposed Site Plan Review for the Senior Center Building Committee, there was no further discussion, four to zero in favor, motion carried.

Proposed Site Plan 228 Leominster Road FISHCO, LLC

The submission for the application is complete, two checks were received (Administrative fee \$600.00 and Review Fee \$2,000.00), Site Plan Review Application form, five copies of site plan, five copies of an architectural drawing and drainage calculations. Plans were disbursed to the various town boards for comment and review with signatures of received, the Site Plan was date stamped as received September 25, 2013.

It was requested that an Agent for Applicant form be submitted, in the event that the owner would not be able to make a meeting, then Whitman & Bingham could represent the applicant.

Two sets of plans were presented by Whitman & Bingham; Existing Conditions Plan and Architectural Plan, drainage calculations and a business plan. The existing driveway, septic systems and parking lot will be utilized without changes. There will be a reduction in impervious surface because the new building is actually smaller than the previous building site. There will be a gravel entrance from the back access to the building and any disturbed areas will be loomed and seeded. There will be no new drainage added to the site. A new water line will be brought in off North Row Road; the new larger pipe

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will be used to provide water for fire protection at the site. The intent is to utilize the existing infrastructure that is already in place, therefore site work is minimal.

The intended use for the building is a function hall. It will not be an everyday restaurant as it was in the past. It will operate when it has a function to host. At the moment the building is “grandfathered” as a restaurant. The building department has not been presented with a building permit application, but Cleaves felt that the building serves the same function as a restaurant.

Ken Williams suggested that the “zoning issue” should be investigated as soon as possible.

The secondary driveway (off North Row Road) is half grass and half gravel and at this time there are no plans to alter the existing drive. There was discussion concerning this entrance from the road, and the possible paving of the apron and creating a swale for water migration on town property. The abutting neighbors are not in agreement with paving or changing anything concerning the entrance from North Row Road.

The parking lot will be sealed and restriped for individual spaces. The board is requesting that whatever occupancy is presented that there would be adequate paved parking spaces that meet the zoning regulations. One parking space is required for every two people; this would be the same for either a function hall or a restaurant. If necessary the existing parking lot can be expanded.

Wall mounted shielded lights will be used on the exterior building. Existing lighting will remain the same along the driveway off of Leominster Road. New lighting will be provided for the parking lot if necessary.

There will be no change to existing trees or bushes, there will be additional planting around the immediate building, but existing planting will remain the same.

Handicap parking places will be in the front of the building with a ramp provided and all will be within the ADA regulations.

A new sign will be erected at the Leominster Road main entrance, and will be smaller in size than the existing one.

A site visit is planned for Sunday, October 6, 2013, at 10:45 am, at 228 Leominster Road; the gate will be open from Leominster Road. Scott Miller will be contacted to join the board on the site visit. An email will be sent this evening to invite Scott Miller to the site visit.

Motion: John Santoro

Second: Ken Williams

Motion was made to continue the Site Plan Review meeting until October 30, at 8:00 PM. Discussion followed, Ron Pichierri said that Scott Miller might be able to review the plans within the next two weeks and holding off on a Planning Board meeting date for three weeks was unreasonable. Mike Radzicki felt that we should move the meeting

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along if possible and would vote against the motion. John Santoro and Ken Williams both agree that they were of the opinion that Scott Miller could not review the site plan prior to the October 9th Planning Board meeting.

A vote was taken:

Ron Pichierri – against
Mike Radzicki – against
Ken Williams – for
John Santoro – for
The motion failed.

Motion: Ron Pichierri

Second: Mike Radzicki

Motion was made to continue the Site Plan Review meeting until October 9, at 8:00 PM. Forward plans to Scott Miller to decide if there is a review needed or not, and if a review is needed if he is able to do so in a timely fashion and join the Planning Board for a site visit on October 6, at the site.

A vote was taken:

Ron Pichierri – for
Mike Radzicki – for
Ken Williams – against
John Santoro – against
The motion failed.

Motion: John Santoro

Second: Ken Williams

Motion made to continue the Site Plan Review meeting until October 30, at 8:00 PM. Ron Pichierri questioned if the October 30 date would close the door on the applicants ability to come back to the Planning Board and iron out any outstanding concerns brought up by the Planning Board, rather than waiting for three weeks until the 30th of October. Does this action assume that the applicant cannot come to the board and not get on the agenda for a discussion relative to the site visit?

A vote was taken:

Ron Pichierri – for
Mike Radzicki – for
Ken Williams – against
John Santoro – against
The motion failed.

Motion: Ron Pichierri

Second: Mike Radzicki

Motion made to continue the Site Plan Review meeting until October 9, at 8:00 pm for 228 Leominster Road, Sterling.

A vote was taken:

Ron Pichierri – for
Mike Radzicki – for
Ken Williams – abstained
John Santoro – for
The motion carried three to zero.

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An email was forwarded to Scott Miller requesting his attendance at the site visit on October 6, at 10:45 am, at 228 Leominster Road, Sterling, for a site visit for the proposed site plan presented by FISCHO, LLC. Site Plans will be available for Scott Miller to pick up on the outside of the Planning Board door prior to the site visit on October 6th.

Solar Energy, LLC 18 Wiles Road

Anthony Cleaves, Whitman & Bingham, requested on the behalf of his client, Solar Energy, LLC, that the Planning Board release the guarantee funds for Solar Energy, LLC, in the amount of five thousand dollars. Solar Energy, LLC is willing to sign off on any maintenance liabilities regarding the brick apron and with this in mind, they are asking the Planning Board to reconsider its recent request to remove a portion of the brickwork.

Ken Williams said that the board should stand by the words of the first letter sent to the Solar Energy, LLC. The pavers will be removed from the first ten feet from the road edge, the proper swale to be placed and then the entire disturbed area be paved.

There will be no release from the guarantee funds until the work has been completed.

ZBA

There were no notices received.

CHAIRMAN'S REPORT

There is no chairman's report.

ADMINISTRATIVE ASSISTANT REPORT

Motion: Ken Williams

Second: Ron Pichierri

Motion was made to allow Lucinda to attend the Municipality Training Module in West Boylston, October 15, at 1:00 pm. There was no further discussion, four to zero, motion carried.

Lou Abbondanzo, 90 Clinton Road, requested an additional house number. After research it was determined (from the current Assessor's records) that the house is a single family home. The Building Inspector will need the proper documentation before an additional house number will be assigned.

MAIL

Miscellaneous mail was not reviewed but made available to any one that wanted to read it.

NOTICES FROM OTHER TOWNS

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Notices from other Towns were made available for review and were passed on to the Zoning Board of Appeals.

INVOICES

The board members signed an invoice for office supplies from Quill Office Supplies and one for payroll.

OLD BUSINESS

An email was received from Carl Corrinne regarding his “private way” sign. Mr. Corrinne responded to a letter sent to him on September 11, 2013, telling him to install a sign within two weeks, stating that the street was a private way. Mr. Corrinne’s email stated that he had installed the proper signage at the intersection of Chad Lane with Redstone Hill Road.

MOTION TO ADJOURN

Motion: Ron Pichierri

Second: Mike Radzicki

Motion made to adjourn, there was no further discussion, four to zero in favor, meeting closed at 9:14 pm.

The next regularly scheduled Planning Board Meeting is October 9, 2013 at 7:00 PM.

APPROVED BY:
