

**STURBRIDGE PLANNING BOARD
MINUTES OF
TUESDAY, APRIL 8, 2014**

Ms. Gibson-Quigley called the regular meeting of the Planning Board to order at 6:30 PM. On a roll call by Ms. Dumas the following members were present:

Present: Charles Blanchard
Russell Chamberland
James Cunniff
Penny Dumas, Clerk
Heather Hart
Sandra Gibson-Quigley, Chair
Susan Waters

Also Present: Jean M. Bubon, Town Planner
Diane Trapasso, Administrative Assistant

Ms. Gibson-Quigley opened the meeting and read the agenda.

APPROVAL OF MINUTES

Motion: Made by Mr. Cunniff to accept the amended minutes of March 25, 2014.
2nd: Mr. Chamberland
Discussion: None
Vote: 7– 0

**WAIVER OF SITE PLAN APPROVAL – BJ MONOPOLI IS REQUESTING A
WAIVER TO OPEN AN ADULT LEARNING AND WELLNESS CENTER. THE
PROPERTY IS LOCATED AT 212 MAIN STREET.**

Materials presented:

Application for waiver of Site Plan Approval – BJ Monopoli – 212 Main Street – received 3/18/2014

Parking Plan for Barbara Monopoli – 212 Main Street – prepared by Jalbert Engineering – plan date 3/13/2014 – DWG #14039 – received 3/18/2014

Ms. Gibson-Quigley acknowledged the following department memos:

- Ms. Bubon, Town Planner
- Lt. Marinelli, Fire Inspector

- Mr. Colburn, Conservation Agent
- Mr. Morse, DPW Director
- Mr. Suhoski, Town Administrator

Ms. Monopoli, the property owner and applicant spoke. Ms. Monopoli stated that she proposes to use a portion of the building for an adult learning and wellness center with limited enrollment (maximum twelve members). The center will introduce members to the Internet to explore and communicate, answer questions relating to health and medication, download information for reference, participate in games to stimulate memory and socialization. Learn something new every day.

Ms. Monopoli stated that there will be no food provided and participants must be self-sufficient in daily living activities. There will be two employees on site at all times and she expects that many members will be dropped off at the site and others may drive themselves to the activities.

Ms. Bubon stated that it is expected that the seven spaces nearest the building will be sufficient for members and there is overflow parking behind the line of existing boulders which will be used by the employees and others if required. No other exterior changes are proposed at this time.

The Board had the following questions and concerns:

- What about signage – Ms. Bubon stated that Ms. Monopoli is not proposing to install a freestanding sign, but does plan to install a lettered awning over the front entrance and that will need to be reviewed by DRC prior to installation
- Is the rest of the building going to be used – Ms. Monopoli stated there are no plans for expansion – just office space
- Educational uses are allowed in the Commercial District
- Will there be food provided – Ms. Monopoli stated that no food will be provided – members will bring their own

Ms. Gibson-Quigley read the following three conditions for approval:

1. All State and Local Zoning Bylaws, Building Codes and other Regulations must be adhered to.
2. All other necessary permits and approvals must be obtained prior to the start of construction. If any required approvals are not obtained and the plans must be modified, the applicant shall present revised plans to the Board for review and approval.
3. The parking lot must be re-striped prior to opening of the learning and wellness center.

Motion: Made by Ms. Waters to grant the Waiver of Site Plan Approval to BJ Monopoli to open an adult learning and wellness center for the property located at 212 Main Street with the three conditions as stated above.

2nd: Mr. Blanchard

Discussion: None

Vote: 7 - 0

TOWN PLANNER UPDATE

Ms. Bubon stated that she has been reviewing Site Plan Approvals and Special Permits granted and will be conducting a series of follow up inspections. There are some sites that have not been completed and she will be working with the applicants/owners to develop a time frame for completion. She will also be noting any areas of non-compliance and will work to ensure compliance with approvals. A report detailing these activities will be provided to the Board when the inspections are complete.

Ms. Bubon stated that a great deal of her time lately has been spent on GIS and Permit Software activities. She has been working with the Trails Committee, Fire Department and Tree Warden on several projects that are very time consuming. She has also been working with staff to update GIS software and implement permitting software and provide additional training where needed. These projects have limited the time that she has to work on planning projects such as zoning bylaw revisions. Ms. Bubon just wanted the Board to realize that although we may not have many active applications, the Departments is very busy working on these other necessary items.

Ms. Bubon & Ms. Trapasso participated in a Webinar – Using Community & Economic Development Strategies to Build Disaster Resilient Economies on April 8, 2014. Ms. Bubon will provide a link to the Webinar for the Board when it becomes available.

New material for the 21 New Boston project will be available in the office on April 9, 2014

OLD/NEW BUSINESS

Mr. Chamberland asked if the department received the As-Builts for the project for Burgess – Ms. Bubon stated not yet – Mr. Blanchard was going to check with the project manager

Cumberland Farms – Ms. Bubon stated that she and Mr. Colburn will be going on Thursday, April 10, 2014 for a site visit – striping and stormwater – they are opening Friday, April 11, 2014 and the Grand Opening will be May 20, 2014

Ms. Dumas stated that she wishes to step down as Clerk of the Planning Board. Ms. Bubon asked that she remain until the Board reorganization in the summer due to the paperwork needed to register Board signatures, etc. with the Registry. Ms. Dumas agreed, but stated she no longer wishes to read the roll or Public Hearing notices.

NEXT MEETING

April 22, 2014

On a motion made by Mr. Cunniff, seconded by Mr. Blanchard, and voted 7– 0, the meeting adjourned at 6:55 PM.

