

**STURBRIDGE PLANNING BOARD  
MINUTES OF  
TUESDAY, MAY 12, 2015**

Ms. Gibson-Quigley called the regular meeting of the Planning Board to order at 6:30 PM.

Ms. Gibson-Quigley noted the members were present.

**Present:** Russell Chamberland  
James Cunniff  
Heather Hart  
Sandra Gibson-Quigley, Chair

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

**Absent:** Charles Blanchard  
Penny Dumas  
Susan Waters, Clerk (**arrived at 7:26 PM**)

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

**APPROVAL OF MINUTES**

**Motion:** Made by Mr. Chamberland to approve the draft minutes of April 14, 2015.  
**2<sup>nd</sup>:** Mr. Cunniff  
**Discussion:** None  
**Vote:** 4 – 0

**ANR – BRYAN D. HILL – 224 & 226 BROOKFIELD ROAD**

**Materials presented:**

Form A Application for Endorsement of a Plan Believed Not to Require Approval – Bryan D. Hill – 224 Brookfield Road – received 5/6/2015

ANR Plan Content & Submittal Checklist

Plan of Land located at 224 & 226 Brookfield Road – owned by Bryan D. Hill – prepared by Land Planning Civil Engineers – 214 Worcester Street, North Grafton MA – plan date 5/6/2015 – job #G 6432

Mr. Hill, the property owner, stated that they are reconfiguring the two lots. Both lots meet the requirements.

Ms. Bubon stated that she recommends that the Board endorse the plan since it meets all the requirements.

**Motion:** Made by Mr. Chamberland to endorse the Plan of Land located at 224 & 226 Brookfield Road.  
**2<sup>nd</sup>:** Mr. Cunniff  
**Discussion:** None  
**Vote:** 4 – 0

The Board signed the plan.

**TIM REARDON – DRAPER WOODS – REQUEST RELEASE OF FUNDS FROM LENDER’S AGREEMENT FOR WORK COMPLETED**

**Materials presented:**

Application for Release of Funds – Draper Woods Lender’s Agreement- Application #1 – dated 5/8/20145

Form P – Inspection Form

Ms. Bubon stated that Mr. Reardon has requested release of the amount of \$31,400.00 from the Lender’s Agreement to pay for work completed. The work completed includes clearing of the right of way, installation of erosion controls and engineering baseline and control points. The work has been inspected by Mr. Morse and Mr. Colburn for erosion controls.

Ms. Bubon stated that she recommends that the Board to vote to authorize the release of the amount of \$31,400.00 from the Lender’s Agreement and authorize the Town Planner to sign the release form and to submit that to Hometown Bank.

**Motion:** Made by Mr. Cunniff to authorize the release of the amount of \$31,400.00 from the Lender’s Agreement as requested and authorize the Town Planner to sign the release form and to submit that to Hometown Bank.  
**2<sup>nd</sup>:** Ms. Hart  
**Discussion:** None  
**Vote:** 4 - 0

**CONTINUATION OF THE PUBLIC HEARING – TOWN OF STURBRIDGE/RECREATION IS REQUESTING SITE PLAN APPROVAL FOR THE CONSTRUCTION OF ONE (1) SOCCER FIELD, ONE (1) BASEBALL FIELD, TWO (2) BOCCE BALL COURTS, A CHILDREN’S PLAYGROUND, DRY CONCESSION STAND WITH PORTABLE RESTROOM AREA, AND RELATED SITE IMPROVEMENTS. THE PROPERTY IS LOCATED AT 69 ROUTE 84.**

**Materials presented:**

Email from Ms. Girouard, Recreation Coordinator, requesting a continuation to June 23, 2015

Ms. Bubon stated that she has asked Ms. Girouard to provide a realistic timeline for completion by that time so that we can reasonably project when this hearing should be continued at that time.

**Motion:** Made by Mr. Cunniff to continue the Public Hearing to June 23, 2015 at 6:35 PM.

**2<sup>nd</sup>:** Mr. Chamberland

**Discussion:** None

**Vote:** 4 - 0

**STURBRIDGE COFFEE HOUSE – MODIFICATION OF WAIVER OF SITE PLAN APPROVAL TO ALLOW RENTAL OF INDIVIDUAL OFFICE SPACE FOR THE PROPERTY AT 407 MAIN STREET.**

**Materials presented:**

Letter from Ms. Rogers – Re: Rental of office space – dated 4/23/2015

Email from Mr. M. Sosik, owner of the property – 407 Main Street – granting authorization for Ms. Rogers to sublease office space

Ms. Rogers, owner of Sturbridge Coffee House stated that she is asking for special permission regarding her rental units at her new location. She currently has five offices available that she will be renting and that need is just office space.

Ms. Bubon stated that Ms. Rogers is asking that the Waiver of Site Plan for the property she is currently located in (407B Main Street) be amended to allow her to rent five individual rooms as offices to entities not serving the public. The Waiver granted for this location (formerly the Scoop Deck) allowed up to 35 seats and 4 employees which would require 16 parking spaces. She currently has 25 seats and no more than 4 employees. This translates into 12.3 (13 spaces). Corporate offices require 1.1 space per office and therefore would require an additional 5.5 spaces. Although this slightly exceeds the parking allocated, it does not appear that it will be an issue, since these offices and the Coffee House are closed in the evening when the proposed steakhouse would be the busiest. There are 81 parking spaces on site.

Ms. Bubon stated that she does not have a concern with this request since it is reasonable to consider the shared use of the parking lot during the day. The Health Inspector has advised Ms. Rogers that if the office space goes in, she would need to complete renovations to move the dry food storage away from any public access areas. Additionally, the property owner would have to agree to this request and any necessary permits and approvals would need to be obtained prior to occupancy.

Ms. Bubon recommended the Board approve the modification of the waiver as requested to allow the renting of five additional corporate offices with the following condition:

1. All other necessary permits and approvals must be obtained prior to occupancy

**Motion:** Made by Mr. Chamberland to allow the modification of the Waiver of Site Plan Approval to allow rental of individual office space for the property at 407 Main Street with the following condition:

1. All other necessary permits and approvals must be obtained prior to occupancy

**2<sup>nd</sup>:** Mr. Cunniff

**Discussion:** None

**Vote:** 4 – 0

**CENTER OF HOPE IS REQUESTING A WAIVER OF SITE PLAN APPROVAL TO CONVERT THE EXISTING WAREHOUSE/MANUFACTURING BUILDING INTO A DAY HABILITATION CENTER FACILITY AND LIGHT PRODUCTION AREA FOR ASSEMBLY OF PRODUCTS TO BE OPERATED BY THE APPLICANT. THE PROPERTY IS LOCATED AT 23 MAIN STREET.**

**Materials presented:**

Application for Waiver of Site Plan Approval – Center of Hope Foundation, LLC – received 4/24/2015

Site Plan – ZBA – 23 Main Street – prepared by Bertin Engineering – dated 3/2/2015 – project #15-619 – DWG #S

Photos of the building – dated 4/1/2015

Ms. Gibson-Quigley acknowledged the following department memos:

- Mr. Colburn, Conservation Agent
- Lt. Marinelli, Fire Inspector
- Ms. Bubon, Town Planner
- Mr. Ford, Police Chief
- Ms. Rusiecki, BOH Agent
- Mr. Morse, DPW Director

Mr. Loin of Bertin Engineering spoke on behalf of the applicant. Mr. Loin stated that the property is the former TAG Manufacturing and warehouse and office space that has been used on a continuous basis over the years. The warehouse is a pre-existing non-conforming use since that use is not a permitted use within the Commercial District.

Mr. Loin stated that the single family house will remain as a residence and will be rented to a tenant. The applicant is aware that all building and fire codes will have to be adhered to when the property is renovated and full plans will be required by the Building and Fire Departments

Ms. Howard of the Center of Hope stated that the Center of Hope proposes to continue using the building for light production area for assembly of products by clients of the Day Rehabilitation Program, this portion of the operation will take place downstairs. The upstairs

portion of the building will be used as a Day Habilitation program providing educational and support services to people living with disabilities.

The Board had the following concerns and questions:

- The Conservation Agent's comment about removing from the property the stored items – Ms. Howard stated that once the property is purchased the items will be removed
- What will the renovations be to the outside – Mr. Loin stated that the main entrance will be renovated and the overhang will be modified
- How many clients will be at the Center – Ms. Reyes stated that 40 clients will be there daily and about 10 clients at the vocational department

Ms. Bubon stated that Site Plan Approval can be waived in this instance because the proposed use will not substantially affect existing drainage, vehicular and pedestrian circulation patterns or any of the standards or criteria provided for in Chapter 25 – Site Plan Approval. She is therefore recommending that the Board waive site plan approval as requested by the applicant with the following conditions:

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.

**Motion:** Made by Mr. Cunniff to grant Waiver of Site Plan Approval to the Center of Hope as requested by the applicant because the proposed use will not substantially affect existing drainage, vehicular and pedestrian circulation patterns or any standards or criteria provided for in Chapter 25 – Site Plan Approval with the following conditions:

- 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.

**2<sup>nd</sup>:** Mr. Chamberland

**Discussion:** None

**Vote:** 4 – 0

## **BLUEWAVE – REQUEST EXTENSION TO COMMENCE CONSTRUCTION**

### **Materials presented:**

Letter from SunEdison – Re: Request for Extension of Site Plan Approval BWC – dated 5/2/2015

Mr. Campbell of SunEdison stated that Blue Wave has requested an extension to begin construction until July 1, 2015 and anticipates completion by November 30, 2015. The current extension was granted to begin construction by May 30<sup>th</sup>.

Ms. Bubon stated that she recommends that the Board grant an extension to commence construction even later than what the applicant is requesting because of the timing of pending permits. Ms. Bubon recommends a September date.

**Motion:** Made by Ms. Hart to grant an extension to commence construction to BlueWave to September 15, 2015.

**2<sup>nd</sup>:** Mr. Cunniff

**Discussion:** None

**Vote:** 4 - 0

## **TOWN PLANNER UPDATE**

Ms. Bubon stated that Pilot Travel has notified her that they will be working with MassDOT on the installation of guard rails in front of their property instead of adding the boulders as they initially suggested. They will repair the damaged landscaping while they work on this. Ms. Bubon has had no communication regarding the continued traffic backups caused by trucks parking in the new expanded opening and lack of the service champions taking corrective action when this occurs. Ms. Bubon will continue to request updated information on this situation.

Sweet Kiwi will be adding a couple of picnic tables on site. Since this will not displace any parking spaces or landscaped areas, approval is not required.

Jon Eichman from Kopelman & Paige has opined that it is appropriate for either the Planning Board or ZBA to be the SPGA for Telecommunications Facilities. He did note that there are practical advantages for both the Town and the applicant if the Planning Board issues all zoning permits. Ms. Bubon would like direction from the Board so that she can advise David Maxson.

The Board stated that they do want to be the SPGA – the Planning Board can build in standards and be more specific in the bylaw – remove infeasible sites and craft rules rather than expand the overlay district

The Draper Woods Tripartite was increased to \$519,383.00 as voted at a prior meeting.

Patel Project – Ms. Bubon stated that she has spoken to Mr. Patel and MassDOT has indicated that the access permit should be issued by May 15<sup>th</sup>. He hopes to start construction on the hotel by the end of May or start of June.

Ms. Bubon stated that she attended a wayfinding workshop sponsored by MDI (Mass Downtown Initiative) last week. At the end of the meeting Eric Smith and she were able to speak to Ms. Hahn regarding the program and eligibility for the CT District. Ms. Hahn indicated that in towns where there is no official downtown, she leaves it to the community the area they consider as such. She indicated that provided the Town considered the CT District a “downtown” business district, the

Town could apply for funding through the program. Ms. Bubon indicated that the Town really had two such areas, the CT District and the HC District were really small village centers.

40B Project – Ms. Bubon was notified by MassHousing that the applicant is revising plans to remove the fourth building that was across the wetlands on the ledge area. Revised plans will be provided to the town once ready. MassHousing will then allow time for additional comments if needed.

CMRPC – Annual Meeting – June 11, 2015 at Cyprian Keyes

Mr. Gaumond, the new Town Administrator, was present at the end of the meeting to introduce himself to the Board. He stated that he is happy to work with them.

### **OLD/NEW BUSINESS**

None

### **NEXT MEETING**

May 26, 2015 – Center Office Building

On a motion made by Mr. Chamberland, and seconded by Mr. Cunniff, and voted 5– 0, the meeting adjourned at 7:35PM