

**STURBRIDGE PLANNING BOARD
MINUTES OF
TUESDAY, OCTOBER 27, 2015**

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

Ms. Gibson-Quigley noted the members present.

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

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

Absent: Penny Dumas

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

APPROVAL OF MINUTES

Motion: Made by Mr. Cunniff to approve the draft notes of September 9, 2015.
2nd: Ms. Hart
Discussion: None
Vote: 3 – 0

Motion: Made by Mr. Chamberland to approve the draft minutes of October 13, 2015.
2nd: Ms. Waters
Discussion: None
Vote: 5 – 0 – 1 (Mr. Blanchard)

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

Materials presented:

Application #5 from Tim Reardon requesting Release of Funds – dated 10/27/2015

Form P – Inspection Form – Draper Woods Subdivision – dated 10/27/2015

Ms. Bubon stated that the applicant has requested a release of funds in the amount of \$37,000.00 for work done on the electric, cable trench, paving gravel and engineering. Mr. Morse has signed the inspection forms.

Motion: Made by Mr. Blanchard to authorize the release of the amount of \$37,000.00 from the Lender's Agreement as requested and authorize the Town Planner to sign the release form and to submit that to Hometown Bank.

2nd: Mr. Cunniff

Discussion: None

Vote: 6- 0

REQUEST FOR ROADWAY NAME CHANGE AT DRAPER WOODS(CHANGE FROM ELIOT LANE TO MEREDITH WAY).

Materials presented:

Email from Mr. Reardon – requesting Draper Woods subdivision street name change – received 10/22/2015

Ms. Bubon stated that Mr. Reardon has submitted a request to change the name of Eliot Lane to Meredith Way. Eliot lane is a street currently under construction within the Draper Woods Subdivision. Ms. Bubon circulated this request to the Police Chief, Fire Chief and DPW Director; none of us have any concerns with this request. No lots have been sold on this street.

Ms. Bubon recommends that the Board vote to approve the change requested by Mr. Reardon.

Motion: Made by Mr. Blanchard to approve the change by Mr. Reardon to change the name of Eliot Lane to Meredith Way with the condition that road name be updated on the street acceptance plans and as-builts when submitted to the Town.

2nd: Ms. Waters

Discussion: None

Vote: 6 - 0

REQUEST AN EXTENSION OF TIME FOR DRAPER WOODS SUBDIVISION

Mr. Reardon requested an extension of time for final pavement to June 1, 2016.

Ms. Bubon stated that the only thing left is final pavement and the planting of the street trees which will occur in the spring. Ms. Bubon stated that when Mr. Reardon called for final pavement the construction company was all booked and could not set-up a time.

Ms. Bubon recommends that the Board grant the extension of time to June 1, 2016.

Motion: Made by Mr. Cunniff to grant the Extension of Time to Draper Woods Subdivision for final pavement and the planting of street trees to June 1, 2016.

2nd: Mr. Chamberland

Discussion: None

Vote: 6 - 0

MEACHAM HEATING, COOLING, ENERGY SYSTEM – REQUESTING AN EXTENSION OF TIME OF SITE PLAN APPROVAL ISSUED ON NOVEMBER 13, 2013. THE PROPERTY IS LOCATED AT 51 TECHNOLOGY PARK ROAD.

Ms. Bubon stated that the Board granted approval for Mark Meacham to construct an industrial building at 51 Technology Park Road on November 13, 2013. That project has a completion date of November 30, 2015. Due to unforeseen circumstances, Mr. Meacham has not started construction of this building and is requesting an extension of time until November 30, 2017 to complete this project.

Since there have been no zoning or other bylaws changes that would impact this property and since the site is a 43D Priority Development Site, Ms. Bubon recommends that the Board grant the extension.

Motion: Made by Mr. Blanchard to grant the extension as requested by Mr. Meacham to amend the completion date to November 30, 2017.

2nd: Mr. Chamberland

Discussion: Mr. Cunniff stated that he thought two year extension was too much and wanted a year. The Board didn't agree.

Vote: 6 - 0

REVIEW/DISCUSSION OF PROPOSED ZONING AMENDMENTS FOR THE ANNUAL TOWN MEETING WHICH MAY INCLUDE, BUT MAY NOT BE LIMITED TO

- WIRELESS COMMUNICATIONS
- CT DISTRICT

Chapter Twelve – Wireless Communications Facilities – Proposed Amendments

Ms. Bubon stated that she gave the final draft of the Wireless Communications Facilities Proposed Amendments as prepared by Isotrope on behalf of the Board in June. Ms. Bubon stated that she would like to be sure there are no errors, etc. so that this bylaw proposal will be ready for a Public Hearing for the Annual Town Meeting. Since the earliest this Hearing can be held is in January (no sooner than 6 months prior to the Town Meeting), Ms. Bubon will hold this for the Planning Board to act as the Petitioner of this proposed zoning amendment and to forward such to the BOS to begin the process until a December meeting.

Additionally, the Board did discuss removing two of the areas on the Wireless Communications Overlay District Map T4 and C which are both part of the Leadmine Mountain Property which is under the Care Custody and Control of the Conservation Commission. These properties also have Conservations Restrictions which would prevent a Wireless Communication Facility from being constructed on the property.

The Board stated that they had no edits or comments on the Wireless Communications Facilities and stated that they are ready for the next step.

Commercial Tourist District – Chapter 8

Ms. Bubon stated that many of our recent planning efforts have focused on steps that need to be taken on a town wide basis in terms of zoning updates, and additionally, on steps that should be taken to update the bylaw for Commercial Tourist District. It is hoped that some of these changes will encourage redevelopment and continued use of properties within the Commercial Tourist District, and will also make the bylaw more current in terms of permitted uses. The purpose of this report is to provide suggested changes based upon the recommendations of these recent planning efforts with the hope that we can have a proposal ready for the Annual Town Meeting.

The Master Plan (2011), Commercial Tourist District Revitalization Plan (2009), the Town of Sturbridge: Commercial Tourist District PDA DLTA Project (FY2014), and the Addendum to the Town of Sturbridge: Commercial Tourist District PDA DLTA Project (FY2014) prepared by Eric R. Smith, AICP on July 1, 2015, all have a variety of recommendations. Below I will list some of the goals and then provide some recommended bylaw changes that are consistent with these goals.

As a starting point, I would like to restate the Project Vision as defined in the Town of Sturbridge Commercial Tourist District Improvement Plan (2014). This statement found on page 4 of the report states in part "The conceptual designs were prepared with the following vision:

- Create a pedestrian friendly environment
- Establish a CTD that caters to tourists and local residents alike
- Offer a variety of shopping opportunities, restaurants, and inns, as well as establishments offering family entertainment during the day and night throughout the CTD
- Provide adequate parking within short walking distances to these facilities
- Protect and take advantage of the Quinebaug River."

The Board had the following concerns and questions:

- Permitted Uses – if not listed, does that mean can't have – Ms. Bubon stated that can re-word to be not so restrictive – like not limited – things change through the years
- Need a better definition of amusement
- Do not want to see buildings in the district torn down to make space for some types of amusements, such as mini-golf – if it fits in a building fine – if not maybe it belongs in another district
- Delete #4 – Brew Pub
- Delete #7 – Nightclub
- #10 – re-enforce that the rental is only for sporting apparatus
- #6 – Farmer's Market – not limited to outdoor only – should be allowed and encouraged – Waiver of Site Plan
- Drive thru in the district – Board felt no need of drive thru

Ms. Bubon stated that with this input from the Board, she can continue to work on revisions that will be consistent with the recently adopted plans and studies by CMRPC.

TOWN PLANNER UPDATE

604b Grant – Ms. Bubon stated that she will be meeting with Eric Smith of CMRPC on October 29th to revise the timelines for the work under this grant. Since there was a delay in getting signatures on the proposal, we will need to shift our timeframes. Ms. Bubon will keep the Board up to date.

Wayfinding – The workgroup met on October 26th and the task was to narrow design selections down to one sign design including shape and color. Mr. Faverman will now, prepare a family of signage and bring forth to the workgroup. Ultimately, the final design selections will go to the Board of Selectmen for approval. Ms. Bubon will notify the Board it will be scheduled for the BOS.

The 40B application for 152 Main Street has been submitted and the materials are in the office or may be accessed in the Dropbox. This will be an agenda item for November 17th. If any members wish to provide input in advance to Ms. Bubon, Ms. Bubon will try to compile comments into a memorandum to the ZBA that can be reviewed at the meeting. Ms. Bubon stated that we have technical assistance from MassHousing, Judi Barrett, to help with this process.

Special Municipal Employee Designation

OLD/NEW BUSINESS

Ms. Bubon stated that she has a meeting scheduled with Dr. Restrepo and Mrs. Sosik to discuss the parking issues at 419 Main Street.

The Board felt that the sign on the side of the building for T.J. O'Briens' should be taken down.

NEXT MEETING

November 17, 2015 – Center Office Building

On a motion made by Mr. Blanchard, and seconded by Mr. Chamberland, and voted 6– 0, the meeting adjourned at 7:50 PM.