

## PLANNING BOARD MINUTES

Wednesday, September 27, 2023, at 7:00 p.m.

### Remote Public Meeting

**Members Present:** Michael Gorr (Chair), Bob Roemer, Austen Groener, Michael Lau, Robert Roemer, James Barr, Erik Neyland (entered meeting at 7:15)

**Members Absent:**

**Also Present:** Pamela Harding (Town Planner)

## ADMINISTRATIVE

## PUBLIC HEARINGS

**1<sup>st</sup> Item: Special Permit Hearing – 580 Main Street** - Assessing Map 004.C-0000-0024.0 Applicant seeks to amend an existing Special Permit issued by the Board of Selectmen in 1986 for the construction of an office complex and associated parking. The Board of Selectmen referred the application for an Amendment to the Planning Board for decision. This is a continued public hearing from the September 13, 2023 Planning Board Meeting.

Representing the Applicant were Jeff O'Neil, Condylne Associates; Matthew Snell, Attorney; Brandon Carr, DiPrete Engineering.

James Barr reviewed the meeting minutes of September 13, 2023 and signed an affidavit. The property was divided in 2022 to accommodate a Chapter 40B development. This division resulted in the need to demolish a portion of the current office building. The applicant is also petitioning the Board to amend certain conditions of approval issued in 1986 that are no longer relevant.

Brandon Carr reviewed plan revisions which included the addition of a bicycle rack, stockade fencing around the dumpsters, reduction of installed pole heights, revisions to landscaping plan, labeling of two EV charging stations and the addition of a *No Parking Off Site* sign at entrance to the office park. The project is decreasing impervious area and the Board agreed that a review of the stormwater system was not necessary due to the extensive peer review that occurred during the 40B application.

Construction hours were discussed the Board agreed to allow for Saturday construction with the provision hours could be revisited at a future meeting upon notification to the applicant if abutter complaints were received.

The applicant agreed to notify tenants in lease agreements that parking is not permitted offsite.

Michael Gorr made a motion to close the public hearing, received a second by Robert Roemer—Roll call vote; Michael Gorr, yes; Robert Roemer, yes; Austen Groener, yes; Michael Lau, yes. James Barr, Motion passes 5-0.

Michael Gorr made a motion to approve an amendment and reinstatement of the Special Permit with the following conditions of approval;

1. Two EV charging spaces are notated on the plan. The applicant must provide conduits for an additional 17 spaces (15% of total)
2. Revise plans to incorporate directional signage for loading vehicles.

3. Parking enforcement must be included in the lease and easement agreement and clearly disclosed to tenants.

### **Stormwater Basin**

4. The Stormwater Operation and Maintenance plan must be submitted to the Planning Office and incorporated into the easement agreements between the two property owners with responsible parties clearly identified.
5. An existing conditions report of the detention pond must be provided to the Planning Office prior to the start of construction. A post construction inspection of the detention pond must occur and be provided to the Planning Office after site stabilization, removal of any accumulated sediment is required.

### **Phasing**

6. Provide a phasing plan to the Board clarifying erosion controls, parking availability and traffic flow through various stages of construction (a general plan is acceptable until a plan is finalized prior to building permit). The Plan must clearly delineate the limits of work for each phase which must be delineated in the field and approved prior to the start of construction.
7. Dust control measures during construction are required.
8. The applicant must provide a copy of the Stormwater Pollution Prevent Plan, all required inspection reports must be made available upon request of the Planning Office.

### **Hours of construction**

9. Hours of construction will be limited as following Mon - Friday from 7:00 a.m. to 5:00 p.m. Saturday 8:00 a.m. – 5:00 p.m. with no construction permitted on Sundays. The Planning Board retains the right to revisit the permitted hours of construction at a future meeting upon notification to the applicant.

### **Completion of Construction**

10. The applicant must provide a Certified stamped copy by a professional engineer verifying the stormwater system was installed and is operating as designed. If it is found this system is not operating as designed the applicant is responsible for providing alternate measures to rectify the stormwater system.
11. The applicant will notify the Planning Board when construction is complete requesting a Certificate of Completion be issued by the Board verifying all conditions of approval have been satisfied.

the motion received a second by Austen Groener–Roll call vote; Michael Gorr, yes; Robert Roemer, yes; Austen Groener, yes; Michael Lau, yes. James Barr, Motion passes 5-0 the project was unanimously approved with conditions.

### **TOWN PLANNER REPORT**

**Enforcement - Inadequate Erosion Controls Lots 4, 7 & 8 Meadow Road** – the Board was informed about enforcement orders that were issued for violation a driveway permit on Lot 4 and a Wetlands Violation i for Lots 7 & 8 Meadow Road. Stormwater Regulations are applicable to the maximum extent practical because five lots were created from one parcel, the Board requested a copy of the DEP reference.

**Land Use Planning Grant Open Space Development Bylaw and Regulation Review** – The Town received permission to proceed from the State the final scope of work is being finalized, the workshop and outreach will be targeted for residents townwide. The Board will be provided with a schedule once finalized.

**Master Plan Steering Committee Update – Community Forum** The Board was informed of a community forum planned for October 23, 2023 to discuss the goals of the Master Plan if members were unable to attend it was encouraged comments be provided. The agenda item will be placed on the October 25, 2023 meeting.

### **Zoning Bylaw Amendment topics Review and Discussion**

**The Board was distributed a list of topics intended for review of the Zoning Bylaw.** The Board was waiting for major changes to the Bylaw after goals and recommendations were completed for the master plan but will prioritize the list based on current information and keep it open for consideration.

Michael Gorr made a motion to approve the minutes of September 13, 2023 the motion received a second by Austen Groener–Roll call vote; Michael Gorr, yes; Robert Roemer, yes; Austen Groener, yes; Michael Lau, yes; Erik Nyland, yes. James Barr abstained, Motion passes 5-0.

### **ADJOURN**

Michael Gorr makes motion to adjourn the meeting, seconded, motion passes unanimously 5-0.

The September 27, 2023 meeting minutes were approved at the October 25, 2023 meeting.