

Approved *2/13/24*

Town of Westminster
Planning Board
Phone: (978) 874-7414
Tracy Murphy, Town Planner

Jodi Snyder, Chair Isaiah Grigos, Vice Chair Jaclyn Nally, Clerk Michael Ferris Amy Fantoni

November 28, 2023

MINUTES

Members present: Jodi Snyder, Isaiah Grigos, & Michael Ferris
Town Planner, Tracy Murphy

Absent: Jaclyn Nally, Amy Fantoni

Additional Attendees: Brian Marchetti

J. Snyder called the meeting to order at 7:00 PM.

Administrative Matters

First item on the agenda, Approve Minutes - October 24 & November 14, 2023

Tabled

Next item on the agenda, Extension of 69 West Street site plans by 6 months

M. Ferris made a motion to extend the site plans 6 months. I. Grigos seconded. All in favor, motion carried (3-0-0).

Public Hearings:

5 East Main St -

The Special Permit, Site Plan Approval, & Storm water applications submitted by Eric Callahan of 8 East Gardner Rd, Westminster, MA 01473 for property located at 5 East Main St, Westminster, MA 01473, owned by the same, for a multi-use building. The subject parcel of land is located on Map 111, Parcel 23 and in the Commercial I (CI) zoning district.

R. Forgues read the notice into the minutes.

M. Ferris made a motion to open the public hearing. I. Grigos seconded. All in favor, motion carried (3-0-0).

B. Marchetti presented and explained the project. The following are the main points of the project:

- One access point per MassDOT.
- The lot was walked with the Conservation Commission and the Town Planner in 2019.
- The building footprint is 4500 square feet.
- 4000 square feet of restaurant space.
- 2 - 1250 square feet of retail space.
- 2500 square feet of office space.
- 52 parking spaces.
- Tetra-Tech's comments have been responded to.
- Sewer stub is existing.
- Traffic study completed.
- Parking lot is One Way with parking in the front.
- Outdoor seating for the restaurant.

M. Ferris asked about lighting. B. Marchetti stated they are mainly pole mounted lights with a few mounted on the building.

M. Ferris asked about the regulation regarding restricting parking in the front. B. Marchetti stated the regulation reads if it were unavoidable, the Planning Board could waive the requirement.

M. Ferris asked if the applicant could get relief from the ZBA for the front setback and locate the parking in the back, T. Murphy said it is possible to go to the ZBA.

I. Grisos indicated an email was received concerning the siteline from the co-op area and the implementation of a visual barrier.

T. Murphy asked about the easement plan. B. Marchetti explained there will be an easement plan to access the utilities, the process has been started with MassDOT.

T. Murphy asked about the material for the walkway. B. Marchetti stated it is a modular material.

J. Snyder suggested possible having the exterior maintain a colonial look. I. Grisos suggested a nicer looking roof rather than architectural shingles.

A site walk is scheduled for 8 am Friday, December 1, 2023.

M. Ferris made a motion to continue the public hearing to December 14, 2023 at 7 pm. I. Grisos seconded. All in favor, motion carried (3-0-0).

Planners Updates

MBTA Communities

T. Murphy stated MBTA Communities were unable to meet with MRPC .

Earth Removal Bylaw

T. Murphy and the Board discussed the Bylaw.

Next Meeting December 12, 2023 7:00pm

Adjourned 8:13 pm

Andrea Mastrototaro, Recording Secretary

Materials Discussed:

69 W Main ST extension request & email

5 E Main St Legal Notice

5 E Main St Site Plan, Stormwater, & Special Permit applications

5 E Main St 300' abutters list

Context Plan showing location and layout of proposed building

Review Memo containing DPW, Fire, Board of Health, & Police comments

Tetra Tech site plan review comments dated November 17, 2023

Email from Erin Sibley dated November 27, 2023 regarding farmer's co-op

Map of potential compliant MBTA community parcels

MBTA communities zoning action plan

Email from Jill Normandin dated October 21, 2023 regarding the Earth Removal Bylaw amendment

Copy of chapter 97 Earth Removal Bylaw

Annual Town Meeting vote results dated June 20, 2023