

Approved 8/22/23

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

Jodi Snyder, Chair	Isaiah Grigos, Vice Chair	Jacklyn Nally, Clerk	Michael Ferris, Member
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July 11, 2023

MINUTES

Planning Board

Members present: Jodi Snyder, Jaclyn Nally, Isaiah Grigos, and Michael Ferris.
Town Planner, Tracy Murphy

Absent: none
Andrea Mastrototaro, Recording Secretary

Additional Attendees: Pete Normandin, Arthur McGee, James Green, Peter Normandin, and Wesley Flis.

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

Administrative Matters

Minutes of June 27, 2023

J. Nally made a motion to approve the minutes of June 27, 2023 as presented. M. Ferris seconded. All in favor, motion carried (4-0-0).

Public Hearings:

Con't 150 State Road E – Continued from April 11, 2023

Site Plan & Stormwater applications submitted by Victor Abdo of 8 Taymax Rd., Westminster to construct a 7,500 sq. ft. mixed use building at 150 State Rd. East. The property is owned by the applicant, is also known as Assessors map Map 92 parcel 9, and is located in the Commercial II district

T. Murphy read the notice into the minutes.

M. Ferris made a motion to open the public hearing. J. Nally seconded. All in favor, motion carried (4-0-0).

W. Flis explained the changes that have been made to the plan are as follows:

- The turn movements for the Fire Truck.
- More screening along the street.
- Updated architectural plan have been submitted.
- No pads for the mechanicals.
- Decks will be cantilevered.

W. Flis indicated the evaluations for water resources, landscape, and traffic have all been submitted.

M. Ferris asked if temporary construction fencing could be used along the abutters property.

W. Flis agreed.

W. Flis stated they have responded to Tetra-Tech.

M. Ferris asked if the Planning Board could have input on the facade of the building. T. Murphy stated yes.

M. Ferris made a motion to close the public hearing. J. Nally seconded. All in favor, motion carried (4-0-0).

I. Grisos asked about signage. W. Flis stated it needs to meet with zoning.

Waivers requested are as follows:

1. Scale of the plan, required 1":40' scale, the scale is 1":20'

Conditions of Approval are as follows:

1. Other approvals or permits from other departments or boards are not assumed or implied
2. Any modifications must be submitted in writing to the Planning Board.
3. Site Plan Approval shall lapse July 11, 2025.
4. Site Plan Approval applies to the site that is the subject of the Application.
5. Develop a construction inspection schedule.
6. A copy of Stormwater Pollution Prevention Plan (SWPPP) to be provided before construction.
7. Prior to obtaining a building permit the Applicant must:
 - a. Obtain an access permit from Mass DOT naming the town as the applicant (town must sign) for connection to town water/sewer utilities
 - b. All water and sewer materials shall be per Westminster DPW specifications. Shop drawings shall be submitted and approved by the DPW.
 - c. A cross connection survey shall be conducted by a Westminster Public Works consultant with the design review fee for peer review paid by the Applicant. Fee to be determined once plan is submitted to Public Works.
 - d. All Water and sewer connection applications and fees must be submitted and paid.
 - e. All proposed signage shall conform to Article X, §205-44 of the Westminster Zoning Bylaw and be part of the Building Permit application.
 - f. The Applicant must submit a mounding analysis for the basin.

8. The Applicant is responsible for providing/paying for an appropriately sized water meter
9. Public Works shall be given 48-hours prior notice for inspections of all work related to water and sewer construction.
10. All water and sewer work shall be performed by a contractor approved by the town.
11. The applicant shall install all proposed utilities underground per Section 3.9 of the Westminster Site Plan Regulations.
12. The Applicant shall submit details on proposed façade, fencing or vegetation placement along the eastern side of the site
13. All proposed lighting shall be dark sky type.
14. Applicant to coordinate with the Board of Health for existing well and septic.
15. The Applicant shall provide a plan for the proposed residential spaces prior to construction.
16. The Applicant will coordinate with Mass DOT for a driveway access permit
17. The Applicant shall provide the Town an easement for runoff
18. The Applicant shall consult with the Fire Department when designing the fire suppression System.
19. The Applicant shall consult with the Fire Department when numbering the units
20. The Applicant shall install fencing along the front and eastern side of the construction area for safety purposes.

I. Grisos made a motion to accept the plan with the listed conditions. M. Ferris seconded. All in favor, motion carried (4-0-0).

97A Main Street

Site Plan Approval and Low Impact Development applications submitted by 97 Main St Realty, LLC of 15 Laurie Lane Westminster MA 01473 for property located at 97A Main St Westminster, MA 01473 for removal a 2,087 sf residential/commercial building to construct a 1,827sf car wash at 97A Main St. The property is owned by the applicant, is also known as Assessor's Map 109, Parcel 40 and located in the Village Center zoning district.

T. Murphy read the notice into the minutes.

W. Flis presented the revised plan and explained the following changes:

- Pedestrian traffic discussed, crosswalks and sidewalk added
- Existing parking has been redesigned.
- Possible patio outside
- Dumpster pads added
- Parking increase from 188 to 202
- LID bylaw will be looked into
- Additional stripping added

W. Flis requested obtaining the MassDOT permit before the occupancy permit.

J. Snyder asked if speedbumps. I. Grisos asked to have the sidewalk extended in length.

I. Grisos asked to install a fence to prevent litter.

J. Snyder asked the hours of operation. P. Normadin would like it to be 24 hours but will operate on the current plaza hours which close 1 am-4 am.

M. Ferris made a motion to continue the public hearing to August 8, 2023. J. Nally seconded. All in favor, motion carried (4-0-0).

New Business:

Vacant Position Interest:

J. Snyder asked the interested party to give a brief explanation of why there are interested in the position.

Amy Fantoni - A. Fantoni stated she is a business owner in Gardner and has a background with landscape architecture and civil engineering. Experience with working on Boards.

Old Business

Vacant Position Recommendation

The Board voted their recommendations with a resulting split decision on A. Fantoni (Snyder/Nally) and Arthur McGee (Grigos/Ferris). The recommendations will go to the Select Board

Next Meeting July 25 7:00 pm

Meeting adjourned 8:38pm

Materials Discussed:

July 11, 2023 Meeting Agenda

June 27, 2023 Draft Minutes

150 Sate Rd E Site Development Plans prepared by Haley Ward, Sheets 1 – 9, dated January 12, 2023 revised May 9, 2023

150 State Rd E Stormwater Permit Application – January 19, 2023

150 State Rd E Stormwater Management System Report – January 12, 2023 revised May 9, 2023

150 State Rd E Legal Notice – published Feb 7, 2023

150 State Rd E Review Memo – February 9, 2023

Distribution Memo – January 26, 2023

Tetra Tech Review- February 7, 2023 revised May 19, 2023

Fire Dept. Letter dated January 31, 2023

File # 2336-0999 Order of Conditions issued April 24, 2023

Building Façade proposal for 150 State Rd E

97A Main Set of Site Plans prepared by Haley Ward dated March 24, 2023

Car Wash building rendering prepared by Damon McQuaid

300' abutters list

Planning Department review memo dated May 18, 2023

Planning Board consulting engineer review dated May 4, 2023