



TOWN OF WARE

Planning & Community Development

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Planning Board

Meeting Minutes from

Wednesday, October 16, 2019

Select Board Room, Town Hall

Planning Board Members Present:

Rick Starodoj (Chairman), Fred Urban, Edward Murphy, Josh Kusnierz, Joseph Knight and Jennifer Muche (Alternate)

Staff Present:

Rebekah DeCoursey, Director of Planning & Community Development; and Nicole Croteau, Assistant to the Director

Public in Attendance:

Edward Van Zandt, Mary Van Zandt, Terrance Smith, Damien Berthiaume, Jim Fountain, Mark Andrews, Calisto Bertin (Bertin Engineering, Inc.), Becky Bash (PVPC)

Pledge of Allegiance:

Chairman R. Starodoj called the meeting to order at 7:00 pm and the Board led the Pledge of Allegiance.

Administration:

- **Meeting Minutes**

Approve minutes from October 2, 2019.

F. Urban made a motion to approve the minutes as presented. J. Kusnierz seconded, no discussion. Approved 5-0.

7:05 PM. Minor Site Plan Review (SPR-2019-04) – Mark Andrews, 167 West Street.

To construct a self-storage parking area (for example: trailers/boats/campers) behind the existing self-storage units.

C. Bertin introduced him and presented the minor site plan review application to the Board. The site currently consists of 6 self-storage buildings. The proposed area for large recreational vehicles such as trailers, campers, flatbeds, etc. will be behind these existing buildings. A 5 to 6-foot-tall fence will enclose the area for security. Also installed will be a 12-foot tall light installed directing downwards on the parking lot. Access to the parking area will be through the existing main keycard gate and then through another separate keycard gate to the parking area within the main site. Currently, there is a hill about 15-ft tall on the right side of the site and to the left there is 30-ft hill. The intent is to remove approximately 50,000 cubic yards of earth material from the hills to expand the width of the existing gravel area. At the same time, removing material to lower the site in elevation so it is visually hidden from Main Street (Route 32). M. Andrews would like to receive the approval for the Minor Site Plan

Review application and to come again before the Board, if need be, with an Earth Removal Permit application.

Discussion between the Board and Applicant was made about the elevation of the site. Talk of the balance the cut and fill and having the site totally hidden will not be favorable for renters because then the area will not be monitored by passing police and vandalism could take place. Discussion continued about the ideal elevation of the site. Possibly not remove as much of material and rather install a natural buffer such as Crabapple trees.

T. Smith addressed the Board and asked why can't the existing buildings be a visual barrier, and keep the area of parking as proposed down at the existing grade? He suggested to let the material out and lower the grade to have the existing buildings be a barrier.

As discussion continued about the elevation of the site, M. Andrews was willing to do what the Board suggested for approval to be granted. Chairman suggested to add a swale/detention basin to the south side of the parking area.

Parking Spaces: how many spaces, the size of each space and will the spaces be painted or have other indicators. M. Andrews stated there will be 100 based on a normal car width and 50 at 12' wide with painted lines.

Hours of the site to start engines and other operations: M. Andrews was unsure, the purpose of the site is not to have vehicles running, but rather be stored. Chairman stated quiet hours shall be 9:00 pm to 7:00 am with no idling of vehicles allowed during these hours.

Repair and maintenance of vehicles done on site: It was a clear understanding from all parties, this will not take place.

Lights on site: 12-ft tall lights are to be installed and shall be downward as to not be a nuisance to the surrounding residences/businesses.

Motion: E. Murphy made a motion to approve the Minor Site Plan Review Application with conditions as discussed above, J. Knight seconded, no further discussion, All in Favor 5-0.

- **Complete Streets**

Becky Bash from PVPC presented the draft Complete Streets Policy. She stated there is an online WikiMap created for citizens to indicate where sidewalks need repair and/or installed. She then continued with a slide show presentation indicating timelines, possible areas for improvements within the Town, and benefits of adopting this Policy. Chairman agreed the Town is in need of sidewalks but personally unsure about bike paths. T. Smith stated in a different Town, there was a design in which a bike lane crossed vehicle traffic in order for the biker to turn and this was dangerous and hopes to avoid that in Ware. B. Bash stated there are exceptions that can be followed and we don't necessarily need to install the bike lanes everywhere. Chairman had concerns about maintenance of sidewalks such as snow clearing. J. Knight likes the overall idea of the Policy. R. DeCoursey stated there is a Complete Streets Committee working on this, but tonight PVPC is looking for a motion to accept the Complete Streets Policy so then it can be passed onto the Select Board and adopted by the Town.

Motion: J. Knight made a motion to approve the Complete Streets Policy as discussed tonight, J. Kusnierz seconded, no further discussion, All in Favor (5-0-1 J. Muche).

New Business

Right of First Refusal – 313 Palmer Road, Parcel 10-0-105

R. DeCoursey stated the owner would like to take the parcel out of Chapter land in order to have solar installed (change of use).

Right of First Refusal – Greenwich Road, Parcel 43-6-3

R. DeCoursey stated there is no value of this property for the Town to act on. Chairman would like to see land taken out of Chapter to be preserved as Open Space or into a Land Trust.

Motion: J. Kusnierz made a motion to take no action (Waive) Right of First Refusal for both properties listed above, F. Urban seconded, no further discussion, All in Favor 5-0.

Old Business

R. DeCoursey confirmed the site walk for Babcock Tavern Road on October 19 at 9:00 am. J. Kusnierz will have the permission forms for site access for the Board to sign at the site on Saturday. Chairman wanted clarification from S. Beckley, Town Manager if anyone can go onto the site just by signing the form even if the Owner did not want such person to enter. R. DeCoursey will follow up with the answer prior to the site meeting. Chairman stated the Board can take notes but not deliberate.

Town Planner Updates

Scenic Road Bylaw – R. DeCoursey stated the Scenic Road Bylaw will be postponed until the Annual Town Meeting in the spring.

Wildflower Subdivision – the roads are ready to be accepted by the Town of Ware as a public roadway. R. DeCoursey stated the punch list is updated and the contractor has indeed installed the sidewalk as required. In regards to Condition 9 – stating the Homeowners Association (HOA) is to be established – according to the Bank this is already established simply by having the document recorded at the Registry of Deeds. The Board was concerned about the HOA presenting Annual Reports to the Town as a requirement and wanted to inquire about having an attachment of some sort if the HOA did not follow procedures. Chairman stated that if things are not done properly, then file a complaint against the HOA, not the Town. R. DeCoursey stated the drainage issue by house number 4 can be addressed after the road is accepted and the Town can take an easement to fix this drainage issue. R. DeCoursey is asking the Board to make a motion to approve the road acceptance request for the Select Board to act upon this request.

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Motion: F. Urban made the motion to have Wildflower Subdivision roads, Wildflower Drive and Briar Circle, accepted as a Town of Ware public roadway, J. Knight seconded, no further discussion. (Roll call):

Fred Urban Aye
Joshua Kusnierz No
Richard Starodoj Aye
Joseph Knight Aye
Edward Murphy, III Aye

Road Acceptance passes with the required super-majority vote 4-1-0.

End of Discussion at 8:40 pm.

Unfinished Subdivisions – winter plowing. – R. DeCoursey asked the Board whom plows any unfinished subdivisions and Chairman stated its usually the Highway Department.

End of Discussion.

• **Adjourn**

J. Kusnierz made the motion to adjourn, F. Urban seconded, no further discussion, All in Favor 6-0. Adjourned at 8:45 pm.

Next meeting is scheduled for November 6, 2019 at 7:00 pm.

Minutes from October 16, 2019
Respectfully submitted by,

Nicole Croteau
Assistant to the Director

Minutes Approved on: <u>11/6/2019</u>	
Starodoj	<u>[Signature]</u>
Kusnierz	<u>[Signature]</u>
Urban	<u>[Signature]</u>
Murphy	<u>[Signature]</u>
Knight	<u>[Signature]</u>
Muche	<u>[Signature]</u>