



TOWN OF WARE

Planning & Community Development

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 ext. 120

Planning Board

Meeting Minutes from

Thursday, July 7, 2022

Board of Selectmen's Meeting Room, Town Hall

Planning Board Members in Attendance:

Rick Starodoj, Chairman

Kenneth Crosby

Nancy Talbot, Clerk

Elizabeth Hancock, Alternate

Board Members Absent:

Ed Murphy, Vice-Chairman

Joseph Knight

Staff Members in Attendance:

Rob Watchilla, PCD Dept. Director

Laura White, Admin. Assistant to PCD Dept. (remote)

Members of the Public in Attendance:

Dan Allen (remote)

PLEDGE OF ALLEGIANCE

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

MOMENT OF SILENCE

R. Starodoj held a moment of silence for Gilbert "Gibby" St. George Sorel, the Department of Public Works Superintendent who recently passed away after decades of serving the Town of Ware.

ADMINISTRATIVE

Approval of Minutes from Planning Board meeting on Thursday, June 16th, 2022.

Motion made by N. Talbot to approve the minutes from June 16th. Seconded by K. Crosby. No additional discussion.

R. Starodoj	Aye
E. Murphy	Absent
N. Talbot	Aye
K. Crosby	Aye
J. Knight	Absent

All in favor. Approved 3/0/2.

SCHEDULED APPEARANCES

Minor Site Plan Review - McDonald's USA, LLC (1717-119 West Main Street)

R. Watchilla read the Permit Summary Report which stated, "The applicant is requesting minor site plan approval to convert a one lane (one menu display) drive thru into a two lane (two menu display) drive thru. This applicant has an active Special Permit from 1987 and the site plans submitted deviate from the 1987 plans." The Permit Summary Report also included comments from the Conservation Department as well as the Town Manager's Office. The Conservation Commission issued a Negative Determination, Number 2 granting permission to reconfigure the drive-thru area, modify the trash enclosure, and to create a landscape rain-garden area to the northwest of the site as shown on the approved plans. As part of the Determination, the Commission added the Special Condition that the property shall be maintained by removing trash throughout the site on a weekly basis or after major storm event. Unrelated to the Minor Site Plan Review, the Town Manager asks the applicant to trim their existing landscape along West Street.

Board members K. Crosby, N. Talbot, and R. Starodoj stated concerns about traffic issues caused by the current set up of the parking lot, and questioned whether the addition of a second drive-thru lane would help this, or create more traffic.

D. Allen stated he would speak with McDonalds about rearranging the parking lot set up. He added the intention behind adding a second drive-thru lane is to prevent traffic from over-flowing onto the street when a vehicle is placing a large order.

K. Crosby asked where they would store snow in the winter.

D. Allen stated snow would be stored in the landscape area toward the back of the property, but he will follow up with McDonald's on what they plan to do.

K. Crosby suggested adding the condition, "Signs and vegetation should not interfere with the line of sight, when entering or exiting the property." The Board agreed to add the condition.

Motion made by N. Talbot to approve the Minor Site Plan with the above stated conditions.
Seconded by K. Crosby.

R. Starodoj	Aye
E. Murphy	Absent
N. Talbot	Aye
K. Crosby	Aye
J. Knight	Absent

All in favor. Approved 3/0/2.

D. Allen thanked the Board and left the meeting.

PUBLIC HEARINGS

Permit Fee Schedule Hearing (continued discussion)

R. Starodoj stated this discussion should wait until all Planning Board members are present.

Motion made by N. Talbot to continue the Permit Fee Schedule Public Hearing at the next scheduled Planning Board meeting. Seconded by K. Crosby.

R. Starodoj	Aye
E. Murphy	Absent
N. Talbot	Aye
K. Crosby	Aye
J. Knight	Absent

All in favor. Approved 3/0/2.

NEW BUSINESS

Review of Newly Proposed Subdivision Regulations

R. Watchilla read from the newly proposed Subdivision Regulations.

N. Talbot suggested adding footnotes to show what year policies were adopted.

R. Watchilla informed the Board, after they review the regulations, they will be sent to Town Council.

The Board reviewed and discussed the definitions section of the proposed Subdivision Regulations.

TOWN PLANNER UPDATE

Bank Street Reconstruction Project

R. Watchilla informed the Board the Bank Street Reconstruction Project is now complete. It involved the installation of new water and sewer lines along Bank Street and Park Avenue. Bank Street received a new topcoat, sidewalks, and wooden guard rail along the eastern side of the Dog Park parking lot. The project took just over two months to complete.

Planning & Community Development Department Administrative Assistant Position

Interviews for the PCD Department Administrative Assistant position will be held next week. The Department is hoping to fill the position by the end of the month.

Planning Department Ongoing Projects

Initial research is still being done for the 2022 update of the Open Space and Recreation Plan.

New initiative by the PCD Department to provide a yearly report showing demographic information such as population (age, sex, race, income, education), housing, business and

workforce industry characteristics, and spatial analysis (vacant units, land development, land use, and population density).

West Street Corridor Study

The findings of the West Street Corridor study were recently presented to the Board of Selectmen and will soon be available to the Public on the Town website.

ADJOURN

Motion made by N. Talbot to adjourn the meeting at 9:00pm. Seconded by K. Crosby.

R. Starodaj	Aye
E. Murphy	Absent
N. Talbot	Aye
K. Crosby	Aye
J. Knight	Absent

All in favor. Approved 3/0/2.

NEXT PLANNING BOARD MEETING DATE:

Thursday, July 21st, at 7:00pm.

Minutes from Thursday, July 7th, 2022

Respectfully submitted by,

Laura White
Administrative Assistant
Planning & Community Development

Minutes Approved on:	<u>8/4/2022</u>
Starodaj	<u>RNS</u>
Murphy	<u>[Signature]</u>
Talbot	<u>[Signature]</u>
Crosby	<u>[Signature]</u>