

**MINUTES OF THE PROCEEDINGS OF THE
PLANNING BOARD OF THE CITY OF WORCESTER**

February 27, 2013

WORCESTER CITY HALL – LEVI LINCOLN ROOM

Planning Board Members Present: Andrew Truman, Chair
Stephen Rolle, Vice Chair
Satya Mitra, Clerk
Robert Ochoa-Schutz

Planning Board Members Absent: None

Staff Present: Joel Fontane, Division of Planning & Regulatory Services
Abby McCabe, Division of Planning & Regulatory Services
Marlyn Feliciano, Division of Planning & Regulatory Services
Kathleen Donovan, Department of Inspectional Services
K. Russell Adams, Department of Public Works & Parks
Alexandra Haralambous, Law Department

BOARD SITE VISITS

REGULAR MEETING (5:30 PM)

CALL TO ORDER

Chair Andrew Truman called the meeting to order at 5:42 P.M.

APPROVAL OF THE MINUTES:

Mr. Rolle stated that he wanted to propose a change on page 5 of 7 of the February 6, 2013 minutes. On the 7th paragraph, Mr. Rolle stated that the one concern that was relevant to the amendment was that the number to the noise hotline be posted visibly for neighbors to see. Upon a motion by Mr. Rolle and seconded by Mr. Ochoa-Schutz, the Board voted 3-0 to approve the minutes with the requested edits.

**REQUESTS FOR CONTINUANCES, EXTENSIONS OF TIME, POSTPONEMENTS,
WITHDRAWALS**

1. **0 Sarah Drive (aka Bittersweet Boulevard – Arboretum Village Subdivision – Phase IV) – Definitive Site Plan Approval (PB-2012-043)**

Ms. McCabe stated that prior to the meeting DPRS staff received a postponement request for 0 Sarah Drive (Bittersweet Boulevard) for March 20, 2013. Ms. McCabe also stated that the applicants also submitted the Definitive Subdivision Amendment and would like the Board to take both items up at the same time.

Upon a motion by Mr. Ochoa-Schutz and seconded by Mr. Mitra, the Board voted 4-0 to postpone the item to March 20, 2013.

NEW BUSINESS:

2. 595 Mill Street – Parking Plan Amendment, McDonald’s USA, LLC (PB-2013-001)

Luke DiStefano, Bohler Engineering, representing the applicant, McDonald’s USA, LLC, stated that this is a Parking Plan Amendment for the existing facility located at 595 Mill Street in Worcester. The applicant’s intent is to bring this facility to modern standards. They plan to gut and remodel the interior of the store and upgrade the exterior. The major change requested is to remove the existing drive through and some parking and install a dual drive through (side by side ordering stations) with an escape lane 75’ in length.

Mr. DiStefano stated that, if approved, the building will be slightly reduced in square footage and 19 parking spaces will be removed but there will be an additional 1,800 SF increase in green space on the site. He also stated that he has already obtained approval from the Zoning Board of Appeals and the Conservation Commission.

Mr. Adams stated that the plans should be updated to reflect the City of Worcester’s standards on all catch basins affected by this project and to provide 8” DR18 PVC for the catch basin connections.

Ms. McCabe stated that DPRS recommends approval with a condition that a total of 10 copies of the final revised plans be submitted to DPRS that include the conditions of the ZBA, that the privacy fence be maintained in good condition, and revisions outlined in the memo that include: labeling of construction materials, labeling of all site lighting, lot dimensions. Ms. McCabe asked if relocating the handicap parking spaces to be against the building instead of across the lane of traffic was possible. The 10 copies are needed to close out the Planning Board, Zoning Board, and Conservation Commission files as well as providing final revised plans to DPW and Inspectional Services.

Mr. DiStefano replied that he would need time to consider a closer location for the handicapped space since there are grading issues on the site. He also stated that he is amenable to the conditions from the Zoning Board and the conditions proposed in the DPRS memo.

Mr. Rolle stated that he could see why they placed the handicapped parking where they did.

Upon a motion by Mr. Rolle and seconded by Mr. Mitra, the Board voted 4-0 to approve the petition with the conditions in the DPRS memo (excluding relocating the handicapped space), and the two comment in DPW’s memo.

3. 1212 (aka 1220) Main Street – Definitive Site Plan Approval, Roman Catholic Bishop of Worcester (PB-2013-003)

Kevin Quinn, Quinn Engineering, representing the applicant, introduced the architect Jordan O’Connor and Father John Monroe, Pastor at Our Lady of the Angels Church. Mr. Quinn stated that the proposal is to construct a ~3,015 SF one-story addition that will house a meeting room, kitchenette, and restrooms. The use is to support the existing church’s population and to improve operations. Mr. Quinn stated that they need to reconstruct four existing accessible parking spaces and adjacent walkways (ramp) to comply with current accessibility standards.

Mr. Quinn stated that he was requesting two waivers. The first was for the requirement to show boundary lines and dimensions of the entire subject property. The site is ~4.5 acres in size and the addition is a very small portion in comparison. The second waiver is for the site plan requirement showing vehicular and pedestrian circulation elements of the entire subject property, since no changes are proposed that will affect those.

Mr. Quinn stated that there is no site lighting proposed other than sconces to light the entrances and the courtyard. He also stated that the utilities will be re-positioned around the site.

Mr. Adams stated that the plans do not show the two foot radii on the driveway and that it should be added to the plans. He also asked that the applicant provide cleanout at least every 100 feet for the sanitary connection. Mr. Quinn stated that there are existing two foot radii on the curb cut and are not planning to alter those in any way and he was amenable to the other comment.

Ms. McCabe stated that after receiving DPRS staff's plan review memo about the waivers from the two plan requirements (complete site plan of land & the vehicular and pedestrian circulation for the entire property) a written request for these application requirements was submitted by the applicant and provided in the supplemental packets to the Board. DPRS recommends approval with a condition that 6 copies of the final revised plans be submitted to DPRS. The revisions included revising the title block on the cover sheet, verifying the Registry's plan reference provided on the plan, incorporating DPW's revisions, update the legend to show the lighting, and a couple of plan annotations that were missing on the original plan submission.

Mr. Rolle asked what the addition was going to look like and the architect Mr. O'Connor stated that the intent is to compliment the church with pitch roof and masonry but they are still in the design process.

Upon a motion by Mr. Rolle and seconded by Mr. Ochoa-Schutz, the Board voted 4-0 to approve the waivers for complete site plan of land & the vehicular and pedestrian circulation for the entire property.

Upon a motion by Mr. Rolle and seconded by Mr. Mitra, the Board voted 4-0 to approve the Definitive Site Plan with conditions as stated in the DPRS memo and per DPW&P's request that they provide cleanout at least every 100 feet for the sanitary connection.

OTHER BUSINESS:

4. Approval Not Required (ANR) Plans

a. 4 Farrar Ave (AN-2013-004)

Ms. McCabe stated that the site contains an existing single-family dwelling and garage in the RG-5 zoning district. The plan proposes to subdivide the lot into 3 lots (lots 4A, 4B, & 4C) for single-family attached dwellings. The RG-5 zone requires 20' frontage. The lots are proposed to have over 20 ft of frontage and meet the lot area requirements.

Upon a motion by Mr. Mitra and seconded by Mr. Ochoa-Schutz, the Board voted 4-0 to endorse the plan.

b. 278 Wildwood Ave (AN-2013-005)

Ms. McCabe stated that the proposal is to divide the existing vacant 70,000 SF lot into two lots for single-family dwellings in the RS-7 zoning district. As proposed, Lot 1 has 130' of frontage

and lot 2 has 70' of frontage in the RS-7 zone that requires 65' for single-family detached houses.

Upon a motion by Mr. Ochoa-Schutz and seconded by Mr. Rolle, the Board voted 4-0 to endorse the plan.

c. **450, 452 & 456 Park Ave (AN-2013-006)**

Ms. McCabe stated that the existing 3 lots are held in common ownership. The plan proposes to convey a 1,745 SF portion of the existing #452 Park Ave to the abutting lot at #456 (shown as parcel A). The properties are in the BG-3 zoning district which does require frontage per Zoning Ordinance. The smallest lot has 28 ft of frontage & the plan proposes to remove 5 ft.

Upon a motion by Mr. Mitra and seconded by Mr. Ochoa-Schutz, the Board voted 4-0 to endorse the plan.

d. **29 Lanesboro Road – (AN-2013-007)**

Ms. McCabe stated that in April there was a request before the Planning Board to discontinue a portion of Lanesboro Road and to convey it to the private property owners. The portion of the road is owned by the state. Ms. McCabe recommended denial because this should be submitted as an 81x plan, not an ANR plan, to discontinue a portion of Lanesboro Road. A note explaining the discontinuance of a portion of the road owned by the state should also be added to the plan.

Upon a motion by Mr. Mitra and seconded by Mr. Ochoa-Schutz, the Board voted 4-0 to deny the plan.

e. **24 Jolma Road (AN-2013-008)**

o **Fee Waiver Request**

Ms. McCabe stated that the Board denied a plan for 24 Jolma Road at the last meeting due to the access and length on the private way for the proposed new lot. The plan was revised on 2/21/13 to show the 73' of the private street with 34' of the proposed new lots frontage on the paved private way. The proposal to divide the existing 4.26 acre lot into two lots. The site contains two buildings proposed to be on two separate lots with this plan. Mr. Rolle stated that they viewed the site and that there seems to be suitable access.

Mr. Adams stated that he met with the Law Department regarding this plan and it was determined that the plan is endorsable as presented. They went to view the location to ensure that the road is physically there and it is. Mr. Adams also stated that they recommend that the fee waiver be granted.

Upon a motion by Mr. Mitra and seconded by Mr. Ochoa-Schutz, the Board voted 4-0 to approve the fee waiver request.

Upon a motion by Mr. Ochoa-Schutz and seconded by Mr. Mitra, the Board voted 4-0 to endorse the plan.

f. **545 Salisbury Street (AN-2013-009)**

Ms. McCabe stated that the 14,436 SF Parcel C is to be removed from Parcel A/545 Salisbury Street and be conveyed to the abutting property owned by the Albanian Church per the plan note. The parcel is an unbuildable lot by itself and it is in the RS-10 zoning district.

Upon a motion by Mr. Rolle and seconded by Mr. Ochoa-Schutz, the Board voted 4-0 to endorse the plan.

5. **Plantation Street – Alteration of Public Street Layout (ST-2013-005)**

Ms. McCabe stated that the petition is from UMASS Medical Campus to alter the public street layout for Plantation Street. She stated that there is a DPW&P memo recommending the alteration.

Mr. Adams stated that DPW is recommending that the Planning Board give a favorable recommendation to the Council but it is not a priority.

Upon a motion by Mr. Rolle and seconded by Mr. Mitra, the Board voted 4-0 to give a favorable recommendation to Council to alter Plantation Street layout.

6. **Board Application Update for Submittal Requirements**

a. **Electronic copy of application and materials (PDF)**

Mr. Fontane stated that the proposal is to amend all of the Board's Rules and Regulations regarding application requirements to include electronic submissions of application materials. As part of an ongoing citywide effort to make more information available electronically, the City is implementing a unified land records management system that will greatly improve information sharing among City Departments and the outside world. The City's Land Use Boards and Commissions contribute important information to this system. As such, this proposed amendment to the Board's Rules & Regulations requires applicants to submit electronic versions of their application in addition to paper copies. This amendment will enable staff to incorporate this information into the City's database systems and implement other electronic tools to provide application information to the Board and the public electronically. The amendment also includes important exceptions to aid applicants who no longer have electronic access to documents, or do not have the software / technology needed to produce .pdf documents, or both.

This proposed amendment does not replace the paper documents yet. The language would be as follows:

“That all applications, plans and materials be submitted on one (1) CD-ROM, DVD-ROM, or other media acceptable to the Division of Planning & Regulatory Services and that all electronic files be in the following format:

- Portable Document Format .pdf, readable by Adobe Acrobat v.7.0 and later, named by project address and application type
- Minimum resolution of 200 dpi
- No single file should be greater than 10 MB (volumes may be broken into separate files)”

Mr. Fontane stated that when the Zoning Board was presented with this amendment they asked for some exceptions to be built into the language, and it was worded as follows:

“Exceptions:

- Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
- Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.”

Mr. Fontane stated that the applications are already available in a fillable .pdf format on the City’s website so all we ask is that they are submitted to DPRS in that format as well as hardcopy.

Mr. Fontane respectfully recommended that the Board formally considers this matter at their next regularly scheduled meeting by voting to advertise the proposed amendments to all applicable rules and regulations and applications. Changes can be made at the public hearing based on Board discussion, staff input, or testimony from the audience.

Mr. Mitra asked when these changes would be effective and if it would affect applications in process and Mr. Fontane responded that it would effective when the amended rules and regulations are filed with the clerk’s office. The new requirements would apply to new applications.

Upon a motion by Mr. Rolle and seconded by Mr. Mitra, the Board voted 4-0 to formally consider the amendment to all the applicable rules and regulations and applications at the March 20, 2013 meeting.

7. **Communication Items:**

a. **Electronic Communication sent to Planning from Christopher Seidler; re: Jewish Healthcare Center Parking Expansions; dated February 6, 2013.**

Chris Siedler, co-president of the Salisbury Heights Pond Association, stated that the JCC Healthcare Corporation informed abutters of their plan to build a 116 parking space parking lot up Moreland Street. The lot’s grade is 25° and would require 20 ft retaining walls. He stated he was concerned with light pollution as there are three shifts in the nursing home and the lights would have to be on all day. He stated he did not think it was appropriate for a residential neighborhood and was just stating his disapproval.

Mr. Fontane stated that DPRS has not received an application on this project yet but he is aware that the owner is planning to apply. He also stated that Mr. Siedler is on the DPRS email list and is receiving all the agendas from the department, which will be his notice.

Joseph Lastracco, abutter to the Jewish Community Healthcare Center, stated that he would be directly impacted by the project and objects. He stated that he believes a deed exists that restricts what they can do with that land.

8. **Decisions from prior meetings**

The decisions for Toronita Ave and CSX Definitive Site Plan Amendment were signed.

ADJOURNMENT:

Upon a motion by Mr. Ochoa-Schutz and seconded by Mr. Rolle, the Board voted to adjourn the meeting at 6:36 p.m.