

MILLBURY PLANNING BOARD
MINUTES
August 14, 2023

The regularly scheduled meeting of the Millbury Planning Board was held on Monday, August 14, 2023 at 7:15 p.m. in the Large Conference Room, Millbury Town Hall, 127 Elm Street, Millbury, MA, and also available through Zoom.us/download. The meeting was recorded and streamed by Millbury Public Access Cable Television. Chairman Richard Gosselin presided.

Present: Chairman Rich Gosselin, Bruce DeVault, Fran DeSimone, Tony Ngo, Paul Piktelis

**7:15 p.m. Public Hearing Con't - Site Plan Review & Stormwater Management Permit
55 Sycamore Street**

Planning Director Conor McCormack stated that the applicant requested a continuance until the September 11, 2023 meeting.

Paul Piktelis made a motion to continue the public hearing to Monday, September 11, 2023 at 7:15 p.m., Bruce DeVault seconded, voted unanimously.

**7:19 p.m. 1497 Grafton Road– Major Modification – Site Plan Approval and Stormwater Management Permit
Parklund Place**

Mr. McCormack stated that the major modification is for an extension of time for the Site Plan Approval and Stormwater Management Permit.

Donna Manes, the applicant, stated that the request is due to a delay in the construction schedule and a difficulty securing a contractor for the project.

Paul Piktelis made a motion to modify the Notice of Decision for Site Plan Approval and a Stormwater Management Permit for 1497 Grafton Road to extend the deadline for substantial use or initiation of construction until August 14, 2025, Bruce DeVault seconded, voted unanimously.

**7:28 p.m. 192 Millbury Ave – Major Modification – Site Plan Approval and Stormwater Management Permit
Katherine Fairbanks**

Mr. McCormack stated that the modification is requested due to changes in the site plan that was approved.

Discussion ensued regarding the walkway to the lower part of the property. Chairman Gosselin suggested the installation of a wood ramp between the two levels.

Paul Piktelis inquired and Ms. Fairbanks stated that there will be tenant parking only overnight and the project will be ADA compliant.

Discussion ensued regarding the front parking and the sidewalk installation. Chairman Gosselin recommended signage be installed to the front of the building.

Terry Burke Dotson, 20 Salo Terrace, inquired about fencing requirements and Mr. McCormack confirmed the fencing height requirement is 6 feet.

Discussion ensued regarding the height of the fencing and Mr. McCormack reviewed the fencing regulations and clarified that height of the fence is based on its footing, not the retaining it sat on. He also noted that retaining walls of a certain height a required to have fencing for safety purposes.

Amy Rizika, 18 Manor Road, expressed concerns regarding any change in the drainage design, which would impact her abutting property.

Mat Askmankas, 5 Millbury Terrace, provided comment regarding the stormwater management on the site.

Steve Stearns, 12 Thomas Hill Road, asked for clarification regarding the paving layout in the front of the building and within the right-of-way.

Susan Schroeder, 186 Millbury Ave, expressed concern regarding the height of the fencing and site lines.

Mr. McCormack detailed the updated conditions included in the Notice of Decision.

Paul Piktelis made a motion approve the modification for Notice of Decision for Site Plan Review and Stormwater Management Permit for 192 Millbury Ave, subject to conditions A-I, seconded by Bruce DeVault. Rich Gosselin, Bruce DeVault, Tony Ngo, and Paul Piktelis voted in favor. Fran DeSimone abstained from the vote. Motion approved 4-0.

Other Business

Minutes

Paul Piktelis made a motion to approve the meeting minutes of July 10, 2023, Bruce DeVault seconded, voted unanimously.

Terry Burke Dotson, 20 Salo Terrace, commented that she would like to see meeting materials added to the town website further ahead of the meeting. Mr. McCormack acknowledged the comment and noted staff tries to get meeting materials upload as soon as possible.

Associate Member Discussion

Mr. McCormack stated that the Board received a letter of intent for an Associate Member of the Planning Board. He reviewed the role of an Associate Member to the Board and when they would be able to act as a member of the Board. Mr. Piktelis inquired whether there were any pending projects that would require an Associate Member, Mr. McCormack responded that he was not aware of any. He further asked if they would sit up with the Board and Mr. McCormack stated they typically would not but that is at the discretion of the Board. The Board discussed the merits of having an Associate Member. Mr. McCormack clarified the term is two years.

Steve Stearns, 12 Thomas Hill Road, inquired about the super majority voting thresholds.

Chairman Gosselin did not want to move to a vote without due to the fact that the person who submitted the Associate Member letter of intent and requested they review the matter next meeting when she is present.

Mr. DeSimone inquired about the status of the zoning recodification effort. Mr. McCormack noted staff is working with the consultant to finalize the draft and they hope to begin the public hearing process ahead of the fall town meeting. Mr. DeSimone noted he is also working on zoning bylaw amendments

Mr. McCormack updated the Board on issues encountered with the construction of the Greenleaf Terrace subdivision. The Planning Department has issued a cease and desist letter and the Conservation Commission has issued an Enforcement Order due to stormwater management and erosion concerns.

Bruce DeVault made a motion to adjourn, seconded by Paul Piktelis, voted unanimously.
Meeting adjourned at 9:10 p.m.

Respectfully submitted,
Stephanie Collins

ATTEST:

Francis P. O'Sullivan
[Signature]
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