



**Planning Board
Meeting Minutes of March 7, 2022**

Board Members:

Present: Casey Campetti, Chuck Walkovich, Joyce Morrow, David Ganong, Al Patenaude

Not Present:

Staff: Jenny Gingras, Cheryl Lutcza

Attendees: Pepperell Community Media, Ken Chaplin, Stephen Mayer, Keith Bell, Lora Woodward

1. Call To Order:

7:00P.M. The remote public meeting (recorded for future broadcast by Pepperell Community Media) was called to order by Mx. Campetti.

2. Acceptance of Minutes:

- a. February 22, 2022 (tabled)

3. Action Items:

- a. Minor Modification Determination for Special Permit SP-2020-002 – Common Driveway 1-4 Chamberlain Way (Complete Home Improvement – Peter Montesanti) – Continuation from February 22, 2022 (Applicant has requested to continue to March 21, 2022):

Mx. Campetti provided an overview of the February 22, 2022 meeting. She also stated that the Planning Board conducted a Site Visit to the property on March 2, 2022. The Applicant has requested to continue to March 21, 2022, to get materials together.

Mx. Campetti asked for a motion to continue this matter to 3/21/22. Mr. Walkovich made a motion to continue to March 21, 2022, seconded by Ms. Morrow. All in favor. None opposed.

b. Minor Site Plan Review – 116 Main Street – Domino’s (KAB Properties, LLC):

Mx. Campetti gave an overview of what the Board has received to date in regard to the Minor Site Plan Review. Mx. Campetti invited the Applicant to address the Board.

Stephen Mayer of Allen and Major Associates, Inc., the engineer and surveyor for the project, addressed the Board and said that the owner, Ken Bell, was also present. Mr. Mayer provided a screen share of the proposed Minor Site Plan Review, for a reorganization of the parcel out by the Cottage Street and Mill Street intersection to allow for an additional four parking spaces at the rear of the site. Domino’s is still using the window, which is used for the pick-up of orders by customers ordering their food off-site. There are typically only 1-2 cars at the window during peak time. The project is going to result in a removal of about 84 square feet of impervious cover by taking some pavement near the Cottage/Mill Streets intersection that is not needed and replace it with grass. The project will also relocate a light pole, so they have provided a photometric plan.

Ms. Gingras said that the Board received comments from the Historical Commission, DPW/Town Engineer and Fire Chief, which were read into the record by Ms. Gingras. Ms. Gingras stated that abutters, within 300-feet of the subject property, were mailed notification that this meeting was occurring with instructions for accessing plans on the Town website.

Ms. Gingras read her staff review memo into the record.

Mx. Campetti asked if the Board Members had any questions.

Discussion ensued regarding outdoor lighting.

Mr. Walkovich asked about light trespass. Mr. Mayer said that a grass strip is proposed between the edge of the travel way and site and that cars would park facing towards Cottage Street. Mr. Walkovich asked if they would consider putting in a light deflector/shielding. Keith Bell, owner of the property, said he would be open to that, however that the parking would be for the employees, so he doesn’t see a customer parking there and he felt that the light-trespass would be at a minimum. Mr. Ganong said he would be more concerned about the light trespass from the street light being upgraded. Mr. Bell said he is open to Mr. Mayer’s suggestion for lights that are of minimal impact. Mr. Mayer said one of the recommendations in the staff memo were for a shorter light pole, if the Board would like to make that a condition. Mr. Ganong said an updated photometric plan, showing how that is reduced would be worthwhile.

Mr. Patenaude asked Mr. Mayer about the old entrance that comes into the dumpster for loading/unloading (upper left-hand corner of the plan) and asked about the arrow to the left of the dumpster. Mr. Mayer said there is an easement from a neighboring parcel that passes through the site (for the old Dunkin’ Donuts). Mr. Patenaude said that he has an issue with multiple cars trying to squeeze in and creating conflicting traffic. Mr. Bell said he agreed and has no issue with keeping it as a one way. Discussion ensued regarding snow storage and the removal of the guard rail. Discussion ensued. Mr. Bell said he has no issue with any of this. Mr. Mayer agreed.

Ms. Morrow asked if this is more of a major rather than minor review. She said that she doesn’t want to see any more lights or problems for the residents on Cottage and Mill Streets. She would also like to see input from the residents of the area. She wants to ensure that Domino’s parking and infrastructure does not create issues down the road. Mr. Mayer responded and said he did try to follow draft lighting regulations and comply. Ms. Morrow asked if exterior lighting could be put on motion detectors, on the Cottage Street side, near the employee parking. Mr. Mayer said the problem with motion detectors is that it could cause the lights to flicker on constantly. Discussion ensued on motion detectors and parking.

Mx. Campetti asked Mr. Mayer about traffic flow for the drive thru. Mr. Mayer said customers would come straight through the parking lot to the drive-thru pick-up window. Mx. Campetti asked what type of signage they would have to direct traffic through the lot. Mr. Mayer said there is "Do Not Enter" signage where the drive thru exits onto Main Street and that there is no other signage proposed. He said that there are painted traffic arrows to direct traffic flow. He asked if there is something else the Board would like to see. Mx. Campetti asked if employees are parked and then leaving/backing out of spaces, how would they exit the site. Mr. Bell said that he believes they would exit via Main Street, however there is the possibility that they may need to exit via Mill Street, if need be.

Mx. Campetti asked about another pole-mounted light that the applicant is not proposing any changes to, and said that she would like to understand what the aggregate lighting for the site looks like. She asked if they would consider doing a revised photometric plan with all of the exterior lighting. Mr. Mayer said that it could be difficult to model that. They are just trying to show what they are changing and what the impact would be. Mr. Bell said overall it is a reduction in light. Discussion ensued. Mr. Mayer said the new LED fixtures are more efficient and have technology to direct the light.

Mr. Ganong asked about what color temperature they are looking at. Mr. Mayer said they are 3,000 (warm light) which is about the lowest. Mx. Campetti said that the Board has requested other applicants to look at 2700 kelvins or lower, but these are pretty close.

Mx. Campetti asked how the site traffic currently works for deliveries and how would that change, if at all, with this plan. Mr. Bell said that he is not sure where they are parking for deliveries right now, as he is not at that store. He doubts they are bringing large trucks through the queuing line. Mx. Campetti asked about the granite curb running all the way out to the street on the northern end. Mr. Mayer said they are looking to mimic current curbing.

Mx. Campetti said after reviewing the existing Special Permit for the site, the question at the time was the drive-thru queuing for the Dunkin' Donuts. One of the items in that Permit was that there was no entrance to the drive thru from Mill Street. She wondered if this is a clear-cut case of a minor site plan review, and she was curious what the other Board Members thought on this. Mr. Ganong said the window is a pickup window, not a drive-thru window, and there is no kiosk for placing an order. Mx. Campetti said that the Board may consider a Condition that if the type of business changes from this type of application, that the Board could come back and look at it again. Discussion ensued about wording. Mr. Patenaude said this is just a pick-up window, not an order and pick-up window.

Mx. Campetti said that she would like to see some plantings, for screening, on the grass strip that is proposed to be installed. Ms. Morrow said she agreed.

Ms. Morrow asked if they have any statistics on pickup versus delivery of orders. Mr. Bell said it is about 50/50. Ms. Morrow asked about hours of operation. Mr. Bell said that they are open from 10:30a.m. to 12:00a.m. during the week, and that they close at 1:00a.m. on weekends. He said that they are not very busy after 8:00p.m.

Discussion ensued on landscaping of grass strip that is proposed to be installed.

Discussion ensued regarding traffic flow on the site.

Mx. Campetti said she liked the dedicated employee parking and that she understands that it is a small site.

Mx. Campetti asked the Board Members what they thought of the recommended Conditions in Ms. Gingras memo.

Mr. Patenaude said he would like to see a note for a shorter light pole; adding a sign for the drive-thru; and a sign (“Not a Thru Access”) at the dumpster location. Mr. Walkovich said he agreed.

Ms. Morrow would add that the Conditions apply to the Domino’s business and not be in perpetuity for that property. Discussion ensued.

Mr. Ganong agreed with the above.

Mx. Campetti asked about recommendation for pole height. Ms. Gingras suggested 14-feet or less. Mx. Campetti asked if the Applicant would be okay with 14 feet. Mr. Mayer and Mr. Bell agreed. Mr. Bell said that he didn’t want any high landscaping near the employee parking area, as the employees leave at 1: 00a.m, and he is concerned for their safety if the plantings are too high. He also doesn’t want the site to look like it had in the past. Mx. Campetti said the Board could put in some parameters for height, maybe some low shrubs or grass. Discussion ensued. Ms. Gingras said that the site plan for 112-114 Main Street had proposed planters, she doesn’t know the height, however where the sites are so close together maybe that could be considered for that area too and that the planters were probably a couple of feet high. Mr. Mayer said he was concerned with the longevity of a planter, especially during snow removal. Mr. Patenaude commented that planters also have to be watered, where a low-water consumption, in-ground plant would feed off the groundwater. Discussion ensued on plantings vs. planters.

Mx. Campetti asked Mr. Bell about snow removal. Mr. Bell said if they were to eliminate one or two of the five employee parking spaces for 24-hours snow removal. He said that the area labeled No. 5 labeled on plan would be a good area for snow storage. He would not want to block off the easement area with snow. Discussion ensued on giving 72 hours to remove snow off the site (same as Uma Flowers). Mr. Patenaude said he doesn’t like No. 5 for snow storage. Mr. Bell said he was fine with that. Discussion ensued.

Discussion ensued on deliveries. Mr. Bell said they only receive deliveries from Domino’s Commissary and Coca-Cola and that he will discuss the proper way to park with them.

Mx. Campetti asked for a motion to approve the minor site plan as presented. So moved by Mr. Patenaude. Seconded by Mr. Walkovich

Roll Call Vote taken as follows:

Ms. Morrow:	Aye
Mr. Ganong:	Aye
Mr. Walkovich:	Aye
Mr. Patenaude:	Aye
Mx. Campetti:	Aye

Mx. Campetti said this was a unanimous approval.

- c. 17, 19, 19B Tucker Street (Echo Knoll Estates) – Review of Homeowner’s Documents per Special Permit Decision, dated May 12, 2008.

Mx. Campetti asked Ms. Gingras if she had anything to add. Ms. Gingras said that she had reviewed the draft site and homeowner’s documents.

Mx. Campetti asked if the Board Members had any questions. None.

Mx. Campetti asked for a motion to approve the Homeowner's Documents for 17, 19, 19B Tucker Street (Echo Knoll Estates) – as provided. So moved by Mr. Walkovich, seconded by Mr. Ganong

Roll Call Vote taken as follows:

Ms. Morrow:	Aye
Mr. Ganong:	Aye
Mr. Walkovich:	Aye
Mr. Patenaude:	Aye
Mx. Campetti:	Aye

4. **Reports/Correspondence/Discussion:** *(Matters may arise that the Chair didn't reasonably anticipate)*

a. **Stormwater Regulations Review:**

Ms. Gingras said that she had sent Town Counsel comments on the Stormwater Regulations a couple of hours ago and he didn't have any substantial comments and that the Board should consider putting this on the upcoming meeting or the second April meeting to adopt the regulations, as it would be beneficial to adopt prior to Town Meeting in May. Ms. Gingras asked the Board to let her know how they wanted to address this. Mx. Campetti asked if the Board had any questions. None. Mx. Campetti said we could address this at the second meeting in April. Mx. Campetti asked Ms. Gingras to check with the consultant to make sure that date works for them.

b. **NMCOG Update/DLTA Funding Request:**

Ms. Gingras said she had an initial meeting with NMCOG regarding the technical assistance grant for the 40R Zoning and update to the subdivision regulations and special permit and site plan regulations. She said if this could be done by the Fall that would be ideal. They will meet once a month to get that done. They wanted to know if anyone, aside from Ms. Gingras, would like to be involved with the meetings, as it would be beneficial to have a Planning Board Member at these meetings. Mr. Walkovich said he would be willing to volunteer to do this. Ms. Gingras said the 40R process will involve some public meetings.

c. **Master Plan Implementation Team Update:**

Mr. Walkovich said that Mx. Campetti, Ms. Gingras and he had met to go over the Status Report. A lot has been accomplished by the Planning Board, and other committees.

d. **Adaptive Reuse Article Review:**

Ms. Gingras said she doesn't have any updates on that. She has not heard from any other Boards and Committees yet. They have until next week to get back to her. She will send a follow-up reminder email.

e. Inclusionary Zoning Article Review:

Ms. Gingras said that after meeting with the Affordable Housing Committee (AHC) there were some changes that they suggested. Ms. Gingras shared her screen to show what changed, and what it applied to. Discussion ensued on definitions and wording of the different sections. Lora Woodward (liaison from the AHC to the Planning Board) was present and also spoke. Discussions ensued regarding the affordable housing table and the fee in lieu. Ms. Gingras will work with Ms. Woodward and the AFC. Discussion ensued.

d. Staff Updates: (continuation from section taken out-of-order at beginning of meeting)

Ms. Gingras said that she had submitted the Shared Street and Spaces Grant that was due March 2, 2022. We received final survey for RR Square. It will take 4-6 weeks to see if we receive the grant. She will next be working on the MA Historical Grant for Town Hall, which is due March 18, 2022.

e. Future Meetings:

- a. March 21, 2022
- b. April 4, 2022
- c. April 19, 2022 (Tuesday)

Adjournment:

Mx. Campetti asked for a motion to adjourn the meeting. So moved by Ms. Morrow, seconded by Mr. Patenaude. All in favor. Meeting adjourned at 9:27p.m.

Respectfully submitted by Cheryl Lutcza, Planning Assistant