

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

**July 11, 2012**

**WORCESTER CITY HALL – LEVI LINCOLN ROOM**

**Planning Board Members Present:** Anne O’Connor, Chair  
Andrew Truman, Vice Chair  
Satya Mitra, Member

**Staff Present:** Joel Fontane, Division of Planning & Regulatory Services  
Luba Zhaurova, Division of Planning & Regulatory Services  
Kathleen Donovan, Department of Inspectional Services  
K. Russell Adams, Department of Public Works & Parks  
Michael Traynor, Law Department

**BOARD SITE VISITS**

**REGULAR MEETING (5:30 PM)**

**CALL TO ORDER**

Chair Anne O’Connor called the meeting to order at 5:40 P.M.

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

- 1. Dudley Place – Private Street Removal (ST-2012-013):** Mr. Fontane stated that he received a request to postpone this hearing from Katherine Garrahan of Bowditch & Dewey and Jonathan Finkelstein, representatives for the petitioners. He stated that staff recommends the postponement to August 1, 2012. Upon a motion by Mr. Truman and seconded by Mr. Mitra, the Board voted 3-0 to postpone the hearing to August 1, 2012.

List of Exhibits.

- Exhibit A: Removal of Dudley Place Petition; dated June 14, 2012; signed by Jonathan Finkelstein and Katherine Garrahan on behalf of Michael Ushkurnis and South Middlesex Opportunity Council (SMOC), petitioners.
- Exhibit B: Memorandum from the City of Worcester Division of Planning & Regulatory Services to the Planning Board; re: Dudley Street – Removal of entire length of Dudley Street – a Private Street from Official Map; dated July 6, 2012.
- Exhibit C: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: Dudley place – Remove from the Official Map; dated June 22, 2012.
- Exhibit D: Request to Postpone from Katherine Garrahan of Bowditch & Dewey and Jonathan Finkelstein; dated July 11, 2012.

2. **21 Millbrook Street (aka 87 Gold Star Boulevard) - Parking Plan Approval (PB-2012-032):** Ms. Zhaurova stated that she received a request to postpone the meeting from Courtney Rheault of Graves Engineering, representative for the applicant, because the applicant needed more time to revise stormwater management report. Upon a motion by Mr. Truman and seconded by Mr. Mitra, the Board voted 3-0 to postpone the meeting to August 1, 2012.

List of Exhibits.

- Exhibit A: Parking Plan Application; received June 7, 2012; prepared by Cellular Sales of Massachusetts, LLC.
- Exhibit B: Parking Plan; dated May 7, 2012; prepared by Graves Engineering, Inc.
- Exhibit C: Memorandum from the City of Worcester Division of Planning & Regulatory Services to the Planning Board; re: 21 Millbrook Street (aka 87 Gold Star Boulevard) - Parking Plan; dated July 6, 2012.
- Exhibit D: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: 21 MILLBROOK STREET (AKA - 87 GOLD STAR BOULEVARD) Parking Plan – PB-2012- 032; dated July 2, 2012.
- Exhibit E: Request to postpone from Courtney Rheault of Graves Engineering; dated July 11, 2012.

### **APPROVAL OF THE MINUTES**

The Board held approval of the May 23, 2012 minutes.

Upon a motion by Mr. Truman and seconded by Mr. Mitra, the Board voted 3-0 to approve June 13, 2012 minutes, as amended.

### **OTHER BUSINESS**

**Chair O'Connor's Last Meeting.** Mr. Truman recognized Ms. O'Connor's 10 years on the Planning Board and thanked her for her leadership. Ms. O'Connor thanked the Board and the City for the opportunity to work with talented and dedicated people. Mr. Fontane stated that he enjoyed working with her, believed she made good decisions and led the Board well. He presented a certificate of appreciation on behalf of the City Manager. Mr. Mitra thanked Ms. O'Connor for her leadership and stated that he learned significantly from her while serving on the Board.

### **UNFINISHED BUSINESS**

#### **Public Meeting**

3. **195-197 Vernon Street and 7 Svea Street - Definitive Site Plan Amendment (PB-2012-027):** The Definitive Site Plan Amendment meeting and More Than One Building on a Lot hearing were taken up contemporaneously. Nick Antanavica of Coyle Engineering, Inc., representative for the applicant, stated that the meeting was continued at the last meeting due to an advertising error.  
  
Mr. Adams stated that the applicant needed to remove the catchbasin to catchbasin connections and provide an 8" DR-18 PVC pipe for all catchbasin to manhole connections.

Ms. Zhaurova stated that the More Than One Building on a Lot petition was properly advertised for the present meeting. She stated that no revised plans were submitted to staff and that staff recommends approval of both items with a condition that:

1. Six final revised plans are submitted to the Division of Planning & Regulatory Services with the following conditions of approval:
  - a. That no backing out of vehicles onto the street is allowed for the proposed use and is so shown on the plans;
  - b. That a landscaped buffer along Svea Street complies with the Zoning Ordinance with respect to landscaping (i.e. trees are provided every 20-25 feet on center with shrubs);
  - c. That usable open space location and size is shown on the plans providing minimum 40-60 SF per dwelling unit per Board's policy;
  - d. That a signature block is provided for the City Clerk's certification stating that no appeals have been filed for the More Than One Building on a Lot plan.
2. Six copies of the rendering of the proposed building showing exterior materials and its height are submitted to the Division of Planning & Regulatory Services prior to release of the decision.

Ms. Zhaurova stated that the applicant sought a \$660 fee waiver (Exhibit F) and that staff was amenable to the request because staff's review of the 2011 project version did not acknowledge a Zoning Ordinance compliance issue.

Upon a motion by Mr. Truman and seconded by Mr. Mitra, the Board voted 3-0 to approve the Definitive Site Plan Amendment and More Than One Building on a Lot with the following conditions of approval:

1. Six final revised plans are submitted to the Division of Planning & Regulatory Services with the following conditions of approval:
  - a. That no backing out of vehicles onto the street is allowed for the proposed use and is so shown on the plans;
  - b. That a landscaped buffer along Svea Street complies with the Zoning Ordinance with respect to landscaping (i.e. trees are provided every 20-25 feet on center with shrubs);
  - c. That usable open space location and size is shown on the plans providing minimum 40-60 SF per dwelling unit per Board's policy;
  - d. That a signature block is provided for the City Clerk's certification stating that no appeals have been filed for the More Than One Building on a Lot plan;
  - e. Remove the catchbasin to catchbasin connections;
  - f. Provide an 8" DR-18 PVC pipe for all catchbasin to manhole connections.
2. Six copies of the rendering of the proposed building showing exterior materials and its height are submitted to the Division of Planning & Regulatory Services prior to release of the decision.

*Standard Conditions of Approval*

1. All work must conform to the standards contained in the City of Worcester, Department of Public Works & Parks, Engineering Division, Construction Management Section, STANDARD SPECIFICATIONS & DETAILS, most recent edition.
2. The appropriate soil erosion and sediment control measures, including hay bales and silt fences, shall be installed and maintained throughout construction by the applicant to the satisfaction of the Commissioner of Inspectional Services.
3. All work shall be done in accordance with the final approved Parking Plan on file with the Division of Planning and Regulatory Services.

Upon a motion by Mr. Truman and seconded by Mr. Mitra, the Board voted 3-0 to approve the request for a \$660 fee waiver.

List of Exhibits.

- Exhibit A: Definitive Site Plan Application; dated May 10, 2012; prepared by AT O'Rourke, LLC dba Michael O'Rourke.
- Exhibit B: More Than One Building on a Lot Application; dated May 10, 2012; prepared by AT O'Rourke, LLC dba Michael O'Rourke.
- Exhibit C: Definitive Site Plan and More Than One Building on a Lot Plan; last dated May 10, 2012; prepared by Coyle Engineering, Inc.
- Exhibit D: Memorandum from the City of Worcester Division of Planning & Regulatory Services to the Planning Board; re: 195-197 Vernon Street and 7 Svea Street - Definitive Site Plan Amendment (PB-2012-027); dated June 8, 2012, revised July 6, 2012.
- Exhibit E: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: 195 VERNON STREET, Definitive Site Plan Amendment– PB-2012- 028; dated June 8, 2012, revised June 13, 2012.
- Exhibit F: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: 195 VERNON STREET, More Than One Building on a Lot Amendment – PB-2012- 028; dated June 8, 2012.
- Exhibit G: Request for a Planning Board's fee waiver by Coyle Engineering, Inc. on behalf of the applicant; dated May 21, 2012.

## NEW BUSINESS

### **Public Hearing**

4. **195-197 Vernon Street and 7 Svea Street – More Than One Building on a Lot (PB-2012-027):** The Definitive Site Plan Amendment meeting and More Than One Building on a Lot hearing were taken up contemporaneously. See above.

### **Public Meeting**

5. **67 Garrison Avenue – Definitive Site Plan Amendment (PB-2012-030):** Mohammad Djamshidi of Professional Group LLC, representative for Biagio Romeo, the applicant, stated that the applicant sought approval to construct a single-family detached dwelling with two off-street parking spaces on a property with 15% slope or more.

Mr. Adams requested that the applicant provide a 6” PVC sanitary connection to the main in the street.

Ms. Zhaurova stated that the original Site Plan showed an existing tree at the property’s southwest corner adjacent to N/F Anthony & Judith Jarvis but not on the current plan. Mr. Djamshidi stated that the intent was to preserve as many trees as possible and that the site had not been altered since the last Board approval. The Board agreed with the staff’s recommended conditions to preserve that tree.

Upon a motion by Mr. Mitra and seconded by Mr. Truman, the Board voted 3-0 to approve the Definitive Site Plan Amendment for 67 Garrison Avenue with the following conditions of approval:

That six (6) copies of final revised full plan sets are submitted to the Division of Planning & Regulatory Services prior to release of the decision with the following conditions of approval:

- a. Provide a 6” PVC sanitary connection to the main in the street;
- b. Label Gateway B LLC as owner in the title block;
- c. Show an existing tree at the property’s southwest corner adjacent to N/F Anthony & Judith Jarvis with a note that the tree will be retained;
- d. Label dimensions of proposed masonry wall;
- e. Label dimensions and materials to be used for the proposed structure, landing and stairs;
- f. Show building envelope and label minimum yard dimensions;
- g. Provide dimensions and materials to be used for the driveway.

#### *Standard Conditions of Approval*

- All work must conform to the standards contained in the City of Worcester, Department of Public Works & Parks, Engineering Division, Construction Management Section, STANDARD SPECIFICATIONS & DETAILS, most recent edition.
- The appropriate soil erosion and sediment control measures, including hay bales and silt fences, shall be installed and maintained throughout construction by the applicant to the satisfaction of the Commissioner of Inspectional Services.
- All work shall be done in accordance with the final approved Parking Plan on file with the Division of Planning and Regulatory Services.

List of Exhibits.

- Exhibit A: Definitive Site Plan Application; received June 6, 2012; prepared by Biagio Romeo.
- Exhibit B: Definitive Site Plan; dated May 22, 2011; prepared by The Professional Group LLC.
- Exhibit C: Memorandum from the City of Worcester Division of Planning & Regulatory Services to the Planning Board; re: 67 Garrison Avenue; dated July 6, 2012.
- Exhibit D: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: 67 Garrison Avenue; dated July 6, 2012.

**6. 500 Salisbury Street – Definitive Site Plan Amendment (PB-2012-031):** Matthew Chase of VHB, representative for Assumption College, the applicant, stated that the applicant sought to:

- a. Construct a new entry-only drive approximately 140' east of the existing driveway on Salisbury Street;
- b. Shift the egress approximately 75' east of the existing driveway;
- c. Demolish existing guard house and construct a new one further into the site to provide 190' of vehicle queue/storage or space for approximately 10 vehicles;
- d. Improve existing stormwater management facilities within the project limits (e.g. rain garden);
- e. Install additional landscaping;
- f. Construct five (5) parking spaces along easterly side of the entrance driveway following the guard house.

He stated that the purpose of the amendment was to improve the sight lines and the queue on site and that the applicant worked closely with DPW&P on developing the proposal. He stated that a traffic study was submitted with the filing. Mr. Chase stated that there would be no increase in peak water runoff and requested a waiver from the application requirement showing the entire campus site plans. He stated that the "in" and "out" signs would be maintained and are shown on the detail sheet. He listed one change to the proposed signage by relocating the proposed sign at the entrance to its original location to improve a sight line.

Mr. Chase stated that proposed double-head lighting from the entrance to the guardhouse would be changed to single-head light poles and that amendments will be made to the plan and photometric plan to reflect that, which reduces 5 poles with 10 fixtures to 8 poles with 8 fixtures.

Mr. Adams stated that the applicant would need to arrange a meeting with the City Forester for any trees proposed to be removed on the public right-of-way. Mr. Chase stated that some trees will be removed to improve sight lines and safety. Mr. Truman asked if at least 1 of the proposed 3 trees to be removed can be saved. Mr. Chase stated that the trees are in the line of sight and that one of them was previously hit and is growing over utility wires.

Upon a motion by Mr. Truman and seconded by Mr. Mitra, the Board voted 3-0 to approve the requested waiver for a site plan showing the boundary lines and dimensions of the entire subject property (a 140-acre Assumption College campus) and to approve the Definitive Site Plan Amendment with the following conditions:

- That six (6) copies of revised photometric plans are submitted to the Division of Planning & Regulatory Services prior to release of the decision;

- That six (6) copies of final revised full plan sets are submitted to the Division of Planning & Regulatory Services prior to release of the decision with the following conditions of approval:
  - Label Salisbury Street as a public way on all plan sheets;
  - Label zoning district;
  - Provide parking table of proposed number of regular, compact and handicap parking spaces;
  - Provide dimensions of proposed lighting and signs.

*Standard Conditions of Approval*

- All work must conform to the standards contained in the City of Worcester, Department of Public Works & Parks, Engineering Division, Construction Management Section, STANDARD SPECIFICATIONS & DETAILS, most recent edition.
- The appropriate soil erosion and sediment control measures, including hay bales and silt fences, shall be installed and maintained throughout construction by the applicant to the satisfaction of the Commissioner of Inspectional Services.
- All work shall be done in accordance with the final approved Parking Plan on file with the Division of Planning and Regulatory Services.

List of Exhibits.

- Exhibit A: Amendment to Definitive Site Plan Application; received June 6, 2012; prepared by Assumption College c/o Christian McCarthy.
- Exhibit B: Definitive Site Plan; dated June 1, 2012; prepared by Vanasse Hangen Brustlin, Inc.
- Exhibit C: Memorandum from the City of Worcester Division of Planning & Regulatory Services to the Planning Board; re: 500 Salisbury Street; dated July 6, 2012.
- Exhibit D: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: 500 Salisbury Street; dated July 6, 2012.

**Public Meeting**

7. **67 Garrison Avenue – Definitive Site Plan Amendment (PB-2012-030):** Joseph Kittredge of 60 Oneida Avenue, an abutter, requested to be heard on the matter. Chair O’Connor stated that the Board already voted on the item but allowed him to be heard. Mr. Kittredge expressed concern with the slope of the lot and potential drainage impact on his property which is located down-slope from 67 Garrison Avenue. He was also concerned with the site not having enough parking. He stated that “not every lot in the City has to be built on.” Chair O’Connor stated that the applicant proposed a 2-car garage on site. Mr. Adams stated that the contours of the lot are not proposed to be altered significantly, rear of the lot will be slightly graded, roof runoff is to be connected to the drainage system, and surface water runoff will not increase.

*Standard Conditions of Approval*

- All work must conform to the standards contained in the City of Worcester, Department of Public Works & Parks, Engineering Division, Construction Management Section, STANDARD SPECIFICATIONS & DETAILS, most recent edition.

- The appropriate soil erosion and sediment control measures, including hay bales and silt fences, shall be installed and maintained throughout construction by the applicant to the satisfaction of the Commissioner of Inspectional Services.
- All work shall be done in accordance with the final approved Parking Plan on file with the Division of Planning and Regulatory Services.

List of Exhibits.

- Exhibit A: Definitive Site Plan Application; received June 6, 2012; prepared by Biagio Romeo.  
 Exhibit B: Definitive Site Plan; dated May 22, 2011; prepared by The Professional Group LLC.  
 Exhibit C: Memorandum from the City of Worcester Division of Planning & Regulatory Services to the Planning Board; re: 67 Garrison Avenue; dated July 6, 2012.  
 Exhibit D: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: 67 Garrison Avenue; dated July 6, 2012.

**OTHER BUSINESS**

- 8. Street Petition – Valley View Lane – Convert to Public (ST-2012-012):** Mr. Adams recommended priority 1 for a conversion of the Valley View Lane to a public street. Upon a motion by Mr. Truman and seconded by Mr. Mitra, the Board voted 3-0 to recommend a Priority #1 designation based on a recommendation from the Department of Public Works and Parks.
- 9. Sewer Petition – Merchant Street (ST-2012-014):** Mr. Adams recommended priority 1 for a sewer extension along a portion of Merchant Street. Upon a motion by Mr. Truman and seconded by Mr. Mitra, the Board voted 3-0 to recommend a Priority #1 designation based on a recommendation from the Department of Public Works and Parks.
- 10. 25-50 Eastham Street (PB-2012-021) – Frontage Subdivision Mylar signing:** The Board signed the mylar plan that was certified as having no appeals by the City Clerk.
- 11. Approval Not Required Plans:**
- a. **Bittersweet Boulevard (developer’s street) (AN-2012-020):** Upon a motion by Mr. Truman and seconded by Mr. Mitra, the Board voted 3-0 to approve the Approval Not Required Plan.
  - b. **3A & 3B Tyson Terrace (private street) (AN-2012-021):** Upon a motion by Mr. Mitra and seconded by Mr. Truman, the Board voted 3-0 to approve the Approval Not Required Plan.
  - c. **Aurilla Street (private street) (AN-29120922):** Upon a motion by Mr. Mitra and seconded by Mr. Truman, the Board voted 3-0 to approve the Approval Not Required Plan.
- 12. Decisions from prior meetings:** The Chair signed the Jasmeen Place Subdivision Definition Subdivision Plan Amendment (PB-2011-051).

**ADJOURNMENT:** The Board adjourned the meeting at 6:30 PM.