

PLANNING BOARD
MEETING MINUTES
January 9, 2024

7:00PM

Remote Meeting

Members Present: Scott Carlson, Otto Lies, Frank Doyle, Brynn Zawada, and James Parker

Others Present: David George, Town Planner, Sam Malafronte, Solli Engineering, Amy Allen, Green International, Danny Hannoush, DDMNS Realty

S. Carlson called the meeting to order at 7:02 pm.

1. **ANR:** Lot 4B, River Street.

S Carlson noted that the February 22, 2022 ANR wasn't signed; it needs to be approved and signed to get on the public record. D George suggested re-endorsing it.

Motion by F Doyle, seconded by J Parker to REENDORSE THE PREVIOUSLY APPROVED ANR FOR PUBLIC RECORD. APPROVED 5-0.

O Lies commented that the applicant asked to waive the fee; D George explained that the fee was paid last year and suggested the applicant apply for a fee waiver from the Board.

Motion by O Lies, seconded by J Parker to WAIVE THE APPLICANT FEE. APPROVED 5-0.

2. **788 Main Street** (Continued Hearing from 11/14/23 and 12/12/23: 7:00 PM) Special Permit with Site Plan Review for Restaurant, including associated drive through lane.

D George commented that the outstanding issue has to do with traffic; both the applicant and the Board agreed to a peer review of the traffic impact study which was submitted to the Board last Friday by Green International.

A Allen of Green International presented a power point to the Board highlighting initial findings that were submitted to the applicant from whom she is currently awaiting a response (response due January 12). Peak traffic hours were examined, initially identifying 7:30AM-8:30AM and 4:00PM-5:00PM as the peak hours; however, 2:30PM-3:30PM more so than 4:00PM-5:00PM were evaluated to be most busy so the applicant was asked to revise the peak afternoon hours.

A Allen explained that site distances left to right exiting the site driveway were met. A trip generator used found that 51 trips are made during the morning peak hour and 24 are made in the afternoon peak hour while 52 trips are made during the Saturday peak hour. The traffic analysis evaluates the level of service at each intersection and quantifies how the operations at each intersection work. This analysis showed an increased delay exiting the site in the afternoon; however, the signalized intersection at Industrial Drive suggests that this increase will not make the intersection worse, however, awaiting revised peak hours analysis to make final determination.

A Allen explained that analysis was done on the existing intersection and how there will be more traffic should there be a build. J Parker asked why there is an existing grade of C when there is nothing on site with minimal traffic; A Allen will re-evaluate.

Discussion regarding the 23 parking spaces, with 2 ADA compliant spaces which meets ADA and Town guidelines. The ADA spots should be shifted south to be closest to the main entrance.

Reviewing the site plan there is concern by members that the drive through queue will not be contained on site and will spill out onto Main Street. This was not addressed in the analysis and A Allen requested a queue length review. O Lies questioned whether the site is big enough to be accessed by turning delivery trucks. A Allen is requesting loading zone clarification from the applicant.

A Allen reported that there will be approximately 25-50 new trips during peak hours. F Doyle asked how Main Street can support turning out of site; A Allen reported that instead of two lanes each way there will be a left turn lane in the middle which will enable those exiting southbound to exit and wait for an opening in the traffic.

S Carlson mentioned concerns about longer wait times from order to pick up and overflow and whether the site can manage the traffic load; A Allen has concerns about the queues and has requested more information.

S Carlson questioned if any land was available within standard development and approval. S Malafronte reported the site has no special requirements; the land behind the building is not part of the lot. This parcel has a right of way to Sherwood Hill Drive via frontage but is not owned by the selling party. S Carlson will learn who owns the land via town records.

S Malafronte asked if the Board has a preference on the location of building; discussion was had on where the model for the new build came from. S Malafronte explained he will look at other stand-alone buildings with the same site criteria as proposed here and report back at the next meeting. S Malafronte will be analyzing the queue of existing facilities between 7:00AM-9:00AM: Haverhill on 1/10/24 and Northborough on 1/11/24 and has already examined two CT locations, the more data the better looking at time from order point to pick up window; J Parker is interested in visiting Northborough; S Malafronte will send the address of the Northborough store.

S Carlson inquired about the 15 minute intervals between 6:15AM-6:45AM that have higher numbers than 7:00AM on; A Allen agreed that some of the 15 minute intervals are higher but overall the highest hourly volume is 7:30AM-8:30AM. S Carlson stated the public will have the ability to make comments at the next meeting.

An extension is needed until the next meeting January 23, 2024. D Hannoush asked if a quorum is expected; S Carlson replied yes.

Motion by F Doyle, seconded by J Parker to CONTINUE UNTIL JANUARY 23, 2024.
APPROVED 5-0.

3. Zoning Diagnostic: update on project.

S Carlson reported that this is done and paid, the next phase of the project is being awarded to the town currently. D George explained that the original planning commission's goal was to go into the bylaw and make recommendations to what could come later in terms of a zoning reclassification/overhaul for which the town received a grant. The zoning diagnostic was completed and the deliverable shared via power point at the last meeting.

D George reported that the grant is for recodification of the zoning bylaw with a section for MBTA zoning should it be needed. The update to the zoning bylaws is based on recommendations made through the zoning diagnostic. After recodification and what is brought to town meeting will then inform the town's decision.

4. Jefferson Village Center Zoning: discussion and update.

J Parker asked for an update on the overlay process; D George presented to the Board at the November meeting section by section and is requesting any comments, if any, from the Board. The map has to be updated with the overlay to the zoning plan to be brought to Town Meeting.

S Carlson asked if people are allowed to maintain their land if they do not want the overlay; D George reported the overlay is completely optional, not mandatory. All members agreed to have the zoning overlay be given to counsel then it will be reviewed again by the Board (warrant for Town Meeting closes March 25th).

5. Minutes: December 12, 2023. Parker – next meeting – coffee shop response – open to public

6. Recording Secretary: Introduction new recording secretary Tina McAndrew

Adjourn Meeting

Motion by O Lies, seconded by J Parker to APPROVE THE DECEMBER 12, 2023 MINUTES. APPROVED 5-0.