



John Souza  
Chairperson

Carol Vittorioso  
Vice Chairperson

Office of The Planning Board  
City of Leominster, Massachusetts  
City Hall  
25 West Street  
Leominster, MA 01453  
Phone: 978-962-3543  
<http://www.leominster-ma.gov>

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**MEETING MINUTES  
PLANNING BOARD MEETING  
MARCH 20, 2023 @ 6:30 P.M.**

**MEMBERS PRESENT**

John Souza, Chairman  
  
Salvatore Ciccone  
  
Patrick Perla  
  
Paul Weizer  
  
Dean Valliere  
  
Jason Pare

**MEMBERS EXCUSED**

Carol Vittorioso, Vice Chair  
  
Thomas Carignan

**STAFF PRESENT**

Elizabeth Wood Director  
  
Stephanie Whitten, Clerk

*Notes:*

- *Salvatore Ciccone is the acting Chairman for this 3/20/23 Planning Board Meeting.*
- *Scribe for this 3/20/23 Planning Board Meeting: Stephanie Whitten, Principal Planning Clerk*
- *John Souza, Chairman, participated remotely via Telephone.*

**SCHEDULED PUBLIC HEARINGS & OPEN PUBLIC MEETINGS**

- 6:30 Open Public Meeting for Site Plan Application for 8 Mohawk Drive, Map 323, Parcels 6,8,9, and 10; warehouse addition**
- o Mr. Ciccone opened this Open Public Meeting at 6:30 p.m.
  - o Jonathan Collette from Haley Ward is the representative for this application.



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- Mr. Collette stated that there is an existing industrial building at 8 Mohawk Drive at the corner of Mohawk Drive and Nashua Street.
- Mr. Collette stated that there are 2 existing entrances to the building, 1 off Mohawk Drive and 1 off Nashua Street.
- Mr. Collette stated that there is some existing pavement that wraps down and around the building.
- Mr. Weizer stated this was for lot 6, 8, 9, and 10 and asked Mr. Collette about lot 7.
- Anthony Cleaves from Haley Ward stated that the land itself is made up of 3 separate lots, assessors parcels.
- Mr. Weizer stated that there is not something else in the middle.
- Mr. Collette stated no.
- Mr. Collette stated that they are proposing a 36,700 SF warehouse addition.
- Mr. Collette stated that they are also proposing 31,500 of new pavement.
- Mr. Collette stated that they are proposing 3 loading docks and a dumpster pad with a fence.
- Mr. Collette stated that they are proposing landscaping along the road, it will be a mixture of shade trees and bushes.
- Mr. Collette stated that they show snow storage south to the existing pavement and to the north of the existing pavement.
- Mr. Collette stated that they are proposing 20 spaces to be striped on the existing pavement.
- Mr. Ciccone asked what the required spaces are for the warehouse.
- Mr. Collette stated that it is 10 spaces, and we are proposing 20 spaces.
- Mr. Collette stated that there is a stormwater basin to the south of the proposed pavement.
- Mr. Collette stated that the warehouse addition will utilize the existing utilities with the exception of a new 1-inch domestic water service.
- Mr. Ciccone asked if Mr. Collette had two handicap spots.
- Mr. Collette stated yes.
- Ms. Wood stated that there were some revised plans that came in on the 10th.
- Ms. Wood stated that she recommended that they get a waiver for needing a landscaping plan prepared by a registered landscape architect.
- Ms. Wood stated that she did not have a waiver request for that.
- Mr. Cleaves stated that he was not sure if the waiver is appropriate or not based on other language in the ordinance.



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- Mr. Cleaves stated that he has the letter, whatever the appropriate procedure is.
- Mr. Cleaves stated that we are asking that the Board accept our plans as the landscape plans, and we have the letter if that is the best way to approach that.
- Ms. Wood stated that the only other thing was that the architectural elevations were going to be provided at the meeting.
- Mr. Collette stated that the engineer was not able to provide them with elevations, but they do know it is going to be a pre-engineered metal industrial building.
- Mr. Collette stated that they should have those elevations within the week.
- Mr. Cleaves stated that it is going to be a standard metal siding.
- Mr. Ciccone reviewed the Department Head comments.
- Mr. Weizer stated that all of the comments have been addressed.
- Ms. Whitten stated that the revised plans were sent to the DPW, and they had no additional comment and were all set with the revisions provided.
- Ms. Whitten stated that the Fire Department was also good with their revisions.
- At 6:41 p.m. Mr. Ciccone opened this Open Public Meeting to the audience.
  - No comments were received from the audience.
- Mr. Valliere stated the only thing still pending is the architectural elevation plans.
- Mr. Weizer asked if we could close the hearing if we have to take in new information.
- Mr. Cleaves stated that you can make it a conditional approval.
- Mr. Souza stated that you have to see it in order to accept it.
- Mr. Weizer stated that if we close the meeting, we cannot take any new information in.
- Mr. Cleaves stated that if it is an item that is not going to generate any review or comment it becomes informational for the record, but that is up to the Board.
- Mr. Ciccone asked Mr. Souza if he had any thoughts on this.
- Mr. Souza stated that it is on the elevation of the building, and he thinks it is a major thing.



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- Mr. Collete submitted a written waiver for the landscaping plan being prepared by a registered landscape architect and the Board has accepted it at this meeting.
- **Mr. Weizer made a motion to continue this Public Meeting for Site Plan Application for 8 Mohawk Drive, Map 323, Parcels 6, 8, 9, and 10; warehouse addition, to 4/3/23 at 6:30 p.m. to provide architectural elevations. Mr. Pare seconded. Roll Call Vote was taken. Mr. Souza stated yes. Mr. Pare stated yes. Mr. Ciccone stated yes. Mr. Weizer stated yes. Mr. Perla stated yes. Mr. Valliere stated yes. Ms. Vittorioso was not present, and Ms. Wood stated excused. Mr. Carignan was not present, and Ms. Wood stated excused. Motion carried. Vote 6-0.**

### **6:35 Open Public Meeting for Major Modification of Site Plan Application for 791 Research Drive, Map 503, Parcels 3-11; Manufacturing/office/retail.**

- Mr. Ciccone opened this Continued Open Public Meeting at 6:45 p.m.
- Christopher Anderson of Hannigan Engineering is the representative for this application.
- Mr. Anderson stated that most recently this was approved for a Modification of Site Plan in 2020.
- Mr. Anderson stated that the building is currently under construction.
- Mr. Anderson stated that the overall footprint of the building has remained the same.
- Mr. Anderson stated that the change is that the first 50 feet of the building will be split into 2 stories.
- Mr. Anderson stated that it is the intent of the applicant to propose a 2-story building with the top floor to be for office space and the bottom floor to be for retail space and a show room area.
- Mr. Anderson stated that there would be a new sewer connection required for the addition and an overall new drainage design has been reviewed by DPW.
- Mr. Anderson stated that the overall warehousing footprint dropped by 10,000 SF.
- Mr. Ciccone asked if that curb cut was part of the first approval.
- Mr. Anderson stated that that curb cut was approved back in 2017.
- Mr. Ciccone reviewed the Department Head comments.
- Mr. Weizer stated that only the Fire Department had comments.



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- The Fire Department Comments were as follows:
  - *The sprinkler system will it need to be modified to cover the office space, will original calculations need to be recalculated, will the parking modification compromise the apparatus access per 527 CMR 1.00?*
- Mr. Anderson stated that the sprinkler system is a building question when they go forward with doing the design, they will have to re-evaluate that to make sure everything is still good.
- Mr. Anderson stated that the parking modification will not compromise the apparatus access.
- At 6:53 p.m. Mr. Ciccone opened this open public meeting to the audience.
  - No comments were received from the audience.
- **Mr. Weizer made a motion to close this 6:35 p.m. Open Public Meeting for this Major Modification of Site Plan Application for 791 Research Drive, Map 503, Parcels 3-11; Manufacturing/office/retail. Mr. Pare seconded. Roll Call Vote was taken. Mr. Souza stated yes. Mr. Pare stated yes. Mr. Ciccone stated yes. Mr. Weizer stated yes. Mr. Perla stated yes. Mr. Valliere stated yes. Ms. Vittorioso was not present, and Ms. Wood stated excused. Mr. Carignan was not present, and Ms. Wood stated excused. Motion carried. Vote 6-0.**

### **REGULAR MEETING**

#### **1.0 CALL TO ORDER**

- Call to Order was done at 6:54 p.m. Roll Call Vote was taken. Mr. Ciccone stated yes. Mr. Souza stated yes. Ms. Vittorioso was not present, and Ms. Wood stated excused. Mr. Weizer stated yes. Mr. Perla stated yes. Mr. Carignan was not present, and Ms. Wood stated excused. Mr. Pare stated yes. Mr. Valliere stated yes. Motion carried. Vote 6-0.

#### **2.0 MINUTES OF PREVIOUS MEETINGS**

2.1 None

#### **3.0 PLANS SUBMITTED**

3.1 Site Plan Application for 840 North Main Street, Map 153, Parcel 206A, Reconfigure parking area



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- **Mr. Weizer made a motion to schedule this on 4/3/23 at 6:35 p.m. Mr. Perla seconded. Roll Call Vote was taken. Mr. Ciccone stated yes. Mr. Souza stated yes. Ms. Vittorioso was not present, and Ms. Wood stated excused. Mr. Weizer stated yes. Mr. Perla stated yes. Mr. Carignan was not present, and Ms. Wood stated excused. Mr. Pare stated yes. Mr. Valliere stated yes. Motion carried. Vote 6-0.**

### **3.2 Site Plan Application for 10 Jungle Road, Map 300, Parcel 13A, Bank with drive-thru, Restaurant with drive-thru, and retail**

- **Mr. Weizer made a motion to schedule this on 4/3/23 at 6:40 p.m. Mr. Perla seconded. Roll Call Vote was taken. Mr. Ciccone stated yes. Mr. Souza stated yes. Ms. Vittorioso was not present, and Ms. Wood stated excused. Mr. Weizer stated yes. Mr. Perla stated yes. Mr. Carignan was not present, and Ms. Wood stated excused. Mr. Pare stated yes. Mr. Valliere stated yes. Motion carried. Vote 6-0.**

## **4.0 OLD BUSINESS**

### **4.1 None**

## **5.0 NEW BUSINESS**

### **5.1 Site Plan Application for 8 Mohawk Drive, Map 323, Parcels 6,8,9, and 10; warehouse addition**

- **Mr. Ciccone stated this has been continued to 4/3/23.**

### **5.2 Major Modification of Site Plan Application for 791 Research Drive, Map 503, Parcels 3-11; Manufacturing/office/retail.**

- **Mr. Perla made a motion to accept the waiver from using a landscape architect. Mr. Weizer seconded. Roll Call Vote was taken. Mr. Ciccone stated yes. Mr. Souza stated yes. Ms. Vittorioso was not present, and Ms. Wood stated excused. Mr. Weizer stated yes. Mr. Perla stated yes. Mr. Carignan was not present, and Ms. Wood stated excused. Mr. Pare stated yes. Mr. Valliere stated yes. Motion carried. Vote 6-0.**
- **Mr. Weizer made a motion to approve the Major Modification of Site Plan Application for 791 Research Drive, Map 503, Parcels 3-11; Manufacturing/office/retail with the condition that all Department Head**



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comments be met, the Planning Director completes an inspection prior to Certificate of Occupancy, and including the above granted waiver. Mr. Perla seconded. Roll Call Vote was taken. Mr. Ciccone stated yes. Mr. Souza stated yes. Ms. Vittorioso was not present, and Ms. Wood stated excused. Mr. Weizer stated yes. Mr. Perla stated yes. Mr. Carignan was not present, and Ms. Wood stated excused. Mr. Pare stated yes. Mr. Valliere stated yes. Motion carried. Vote 6-0.

### 6.0 COMMUNICATIONS

#### 6.1 155 Tanzio Road, Site Plan – *Director to provide updates*

- Ms. Wood stated that she communicated with the Building official to write a letter and he wrote a letter.
- Ms. Wood stated that there is a letter from the Building Inspector in everyone's packets dated 3/10/23.
- Ms. Wood stated that the letter stated that the applicant was in violation of their Site Plan and that they need to come back for a Site Plan and Special Permit for a vehicle storage lot 60 days from receipt of this order.
- Ms. Wood stated that he has until 5/10/23.

#### 6.2 1771 Locke Drive, Site Plan – *Director to provide updates*

- Ms. Wood stated that she communicated with the Building official to write a letter and he wrote a letter.
- Ms. Wood stated that there is a letter from the Building Inspector in everyone's packets dated 3/10/23.
- Ms. Wood stated that the letter stated that the property owner needs to come forward with a Site Plan or a Site Plan Modification and that he has 30 days to do that.
- Ms. Wood stated that he has until 4/10/23.

#### 6.3 Day Street Subdivision, Sawyer Way, New England Land Co. –*Director to provide updates.*

- Ms. Wood stated that after the last meeting the Board had ordered her to notify the developer that they were in default and the Planning Board was going to seize the financial surety for ~ \$84 k to make improvement to the street/road.
- Ms. Wood stated that she would like to wait until the next meeting until Ms. Vittorioso is present, because we need her legal mind.



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- Ms. Wood stated that she will put this on the 4/3/23 agenda.
- Mr. Ciccone stated that makes sense.
- Sean Rivetti, of 66 Sawyer Way, asked if Ms. Vittorioso will be present at the next meeting.
- Mr. Ciccone stated yes.
- Mr. Weizer stated that if you want to speak you can speak.
- Mr. Rivetti stated that he is curious for updates and further stated that it has been a battle so far.
- Mr. Rivetti stated that the road is covered with potholes, it is a mess, and trying to get it plowed is difficult.
- Mr. Rivetti stated that there was one snowstorm and the ice storm we did not get it plowed for a while and it was tough getting in and out of the neighborhood.
- Mr. Rivetti stated that we got kids running around in the neighborhood and there are no streetlights, and it would be nice to get some closure on that.
- Mr. Ciccone stated that there is a legal process we need to follow now.
- Mr. Ciccone stated that we had an estimate that was given to us by the DPW, and what we are holding is approximating ~ \$100,000 short of what it costs to finish the road.
- Mr. Ciccone stated that the legal process has to take place and then we have to figure out what we do from there.
- Mr. Rivetti stated that we know that the Planning Board is working on it.
- Mr. Rivetti stated that they tried reaching out to the developer quit a bit over the years and he stopped responding.
- Mr. Rivetti stated that he kept saying that it was going to get done in the fall or it is going to get done in the spring.
- Mr. Rivetti stated that he understands that money has been in the account since 2006 and costs have gone up.
- Mr. Souza asked Mr. Rivetti for a copy of any of the emails for the correspondence with the developer.
- Ms. Wood asked Mr. Rivetti to provide that correspondence to her directly.
- Mr. Rivetti stated that he will get ahold of everybody and try to pool everything that we got.





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### **6.4 Communication added at this meeting: DPW changes to Subdivision Regulations**

- Ms. Wood stated that she needs a motion to reschedule the Open Public Meeting for the Subdivision Regulation from the DPW.
- **Mr. Weizer made a motion to reschedule the Subdivision Regulation Updates from the DPW to 5/1/23 @ 6:30 p.m. Mr. Pare seconded. Roll Call Vote was taken. Mr. Ciccone stated yes. Mr. Souza stated yes. Ms. Vittorioso was not present, and Ms. Wood stated excused. Mr. Weizer stated yes. Mr. Perla stated yes. Mr. Carignan was not present, and Ms. Wood stated excused. Mr. Pare stated yes. Mr. Valliere stated yes. Motion carried. Vote 6-0.**

### **7.0 DIRECTOR'S REPORT**

#### **7.1 Planning & Development Directors Report for March 20, 2023**

##### **7.1.1 7.1.1 Zoning Amendment, Lot Width in RR, Certificate of Clerk**

- Ms. Wood provided this *Lot Width* Zoning amendment copy to the Board members to put in their own Zoning Books.
- Ms. Wood stated that she will also be working with the MRPC to get the digital version.

### **8.0 EXECUTIVE SESSION**

#### **8.1 None**

### **9.0 ADJOURN**

**9.1** The next meeting is currently scheduled for April 3, 2023, at 6:30 PM, at City Hall in the T.A. Conference Room/2<sup>nd</sup> Floor. Deadline for Application Submittal for this meeting is March 27, 2023 @ noon.

- **Mr. Weizer made a motion to adjourn at 7:07 p.m. Mr. Souza seconded. Roll Call Vote was taken. Mr. Ciccone stated yes. Mr. Souza stated yes. Ms. Vittorioso was not present, and Ms. Wood stated excused. Mr. Weizer stated yes. Mr. Perla stated yes. Mr. Carignan was not present, and Ms. Wood stated excused. Mr. Pare stated yes. Mr. Valliere stated yes. Motion carried. Vote 6-0.**