

**Planning Board
Minutes of Meeting
July 12, 2007**

***** Approved August 8, 2007**

Members Present: Richard Dennis Jr., Vice Chairman; Gregg Champney, Clerk; and Janet LaVigne, and Steve Wheaton, Members

Members Absent: Mark Montanari, Chairman

The meeting was called to order at 7:00 p.m.

Informal Discussion – 550 King Street – National Development – Mark Paris of National Development and Rich Hollworth of VHB were present for this discussion. Mr. Paris stated that they are planning on improvements to 550 King Street; they are getting closer to re-tenanting the site. He stated that the current site has a parking ratio of 2.85 spaces per 1,000 square feet of office space, but the demand is more for 4 spaces per 1000 square feet, so they will propose to increase the parking. He stated that they just finished permitting the 21 Taylor Street site to move the VFW, so they will renovate, and relocate the VFW club to that site and then demolish the existing VFW building. He showed a plan to the Board, stating that the dark gray areas show the expanded parking. He stated that drainage calculations would be submitted with the Aquifer Special Permit. He stated that the other major component of the project is to move the existing Tuttle House; HP and Digital used it for a conference center, but neither possible tenant wants to use it. He stated that it seems to have significant historical value to the town in relation to the old pear orchard; they propose to relocate it towards King Street and renovate it for commercial uses, perhaps a professional office. They would continue to have the house on the wastewater treatment plant; there would not be a new septic system on the property. He stated that there is a barn behind the Tuttle house that is structurally not in good shape and they are not proposing to relocate the barn. He stated that with the new parking areas, they would bring the site up to current runoff regulations.

Rich Hollworth stated that the site is in the aquifer overlay district and they were bringing the site into better conformance for stormwater management. The roof runoff would be directly recharged; that compensates for the additional impervious with almost an equal swap. For the relocation of the Tuttle House, it would be more prominent on the site and would become a more prominent feature of the Common. He stated it would restore the historic nature of King Street, since now the building was away from King Street and not very visible. He stated that they are looking to preserve the landscape buffer and mature trees along King Street and along the building. He stated that generous landscape islands are proposed in the parking lots. He stated that they do not anticipate an increase in population of the building, but would bring it back to a first class office park. Mrs. LaVigne asked about the impervious cover of the site. Mr. Hollworth stated that it is at about 42 percent now and would be approaching 52 percent. He stated that they would be able to achieve better particulate removal from runoff as well.

Mr. Wheaton stated that this might be a nice site to use the LID, with a rain garden area. Mr. Hollworth stated that they would pursue that. Mr. Paris stated that they are trying to bring a 20-year old facility into the 21st century. Mr. Wheaton asked about the parking

Planning Board Minutes – June 12, 2007

requirements, stating that it was interesting that most applicants wanted to reduce the parking, and now this site was proposing using the numbers required by the Town. Mr. Paris stated that it would meet the current market and the code. Mr. Wheaton asked about the Tuttle House. Mr. Hollworth stated that it is not on the National Historic Registry. Mr. Dennis noted that there was a demolition delay bylaw. Mr. Paris stated that he was aware of that.

Mr. Wheaton stated that any visible use of the LID systems would be a plus. Mr. Hollworth stated that they would improve what was there now; there was a galley system for the wastewater treatment plant under a portion of the site, so they would need to evaluate if they can use the LID. Mrs. LaVigne stated that a combination of the new and the old would work. Mr. Paris stated that with the old VFW building coming out, there was more area and less septic flow. Jim Clyde asked about the existing driveway to the house, noting that plowing the sidewalk along King Street was a problem in that area. Mr. Paris stated that they were looking at narrowing the drive, and leaving a 6 to 8 foot wide walkway with the fieldstone walls. He stated that they could also remedy the curb cut/plowing issue. The discussion turned to the location of the existing sidewalk. Mr. Clyde noted that it ends at the first driveway to the HP site. Mr. Wheaton noted that a sidewalk to the Chinese restaurant and to Kimball's in Westford would be heavily used.

Mr. Paris stated that the driveway for the Tuttle House would be closer to the CVS driveway than shown on the sketch plan; he indicated that this would be a great professional building. He noted that they expect to file the applications formally early in August.

Orchard Square South Site Plan – John Nidzgorski of Bob Moran Development was present for this discussion. He stated that there was an outdoor storage area proposed outside of the space rented by Aubuchon Hardware on the south side of the development. He noted that they wanted to eliminate the 1,500 square feet of outdoor storage on the north side, and in exchange, move it to the south side, further away from the street. He stated that the previous outdoor storage site was 80 feet from the street and in front of the building; the new site was 260 feet from the street and located to the side of the building. He showed some photos of the location. Mrs. LaVigne stated that her only concern is to not crowd the sidewalk in front of the building, as access would be an issue. Mr. Nidzgorski stated that Aubuchon could put the shovels in the outdoor storage area. Mr. Wheaton asked if any parking spaces were affected. Mr. Nidzgorski stated that there were none. Mr. Wheaton stated that they had done a nice job on the rock walls. Mrs. Toohill asked if this change would be a red-line change or was a formal site plan modification needed. The Board indicated that with the location proposed, this could be done with a red-line change. The Board asked that the new outdoor storage area be shown on the as-built plan, with a copy of the plans shown at the meeting for the files.

Mr. Clyde asked about the sidewalk that had been at the front of the site prior to development. Mr. Nidzgorski stated that they were spreading bark mulch there now as a temporary fix, but the sidewalk would be reinstated when the Mass Highway road work was completed. Mrs. LaVigne asked that be put in a letter for the files so it was not overlooked at a later date.

Planning Board Minutes – June 12, 2007

Mr. Nidzgorski presented copies of the landscape plan. Mrs. LaVigne thanked him for the new information, stating that was what the Board had asked for.

Mrs. Toohill asked if Mr. Nidzgorski had the information yet for the propane tank pad. Mr. Nidzgorski stated that they told the tenant that they would have to get approval from the Town. Mrs. LaVigne asked the location of the pad. Mr. Nidzgorski showed a location for the pad, and a traffic barrier proposed. Mr. Wheaton stated that would be a good spot for the pad. Mrs. LaVigne suggested turning the traffic barrier to protect the site from any stray vehicle; she noted that they would need specific approval from the Fire Department to install a propane tank, but the location of the pad looked good. Following a brief discussion, the board noted that no additional approval was needed from the Planning Board.

Board Business – Sherrill Gould stated she was present at the Zoning Board chairman. She stated that they had numerous recent applications for variances from the sign bylaw, and asked if a committee could be formed to look at reworking it. She noted that some people interested included Jeff Yates, Bill Farnsworth, Joe Knox, and Cheryl Hollinger. The Board suggested adding a discussion time to an upcoming agenda and all interested could participate. Mrs. LaVigne asked if anyone had a sample bylaw to bring it for discussion.

ANR – 245 Foster Street – Mark Donohoe was present for this discussion. He stated that this ANR separates the commuter parking lot into its own lot. The Board reviewed the plans presented. **REFERENCE PLANS:** “Plan of Land 265 Foster Street Littleton, Massachusetts” Prepared for Littleton Development Trust, dated June 22, 2007, by Acton Survey & Engineering, Inc. File #5026ANR.DWG. Mrs. LaVigne made a motion to approve the ANR in accordance with the reference plans. Mr. Champney seconded this motion and the Board voted 4 to 0 in favor of this motion.

Nancy’s Way Completion – Jim Clyde, Littleton Highway Department, stated that he was not present when the contractor worked at the site; he had been to the site Monday at 9 a.m., but the contractor was not onsite. He stated that on Tuesday he revisited the site, and work had been done, but there was still a puddle and the concern is that it is still right in front of the driveway. Mr. Dennis noted that the road was not yet to the satisfaction of the Highway Superintendent. Mrs. LaVigne asked where the flat area was and if the catch basin had been lowered. Mr. Clyde stated that he could not tell that the CB had been moved, so he thinks the structure was the same. Mr. Sweeney stated that he would keep working to get the drainage right. Mrs. LaVigne asked that the contractor call the Highway Department prior to working. Mr. Sweeney asked if the discussion could be rescheduled for the next meeting, July 26. Joe Collentro, a resident of Nancy’s Way asked if the manhole were lowered if that would put a bump in the road. Mr. Clyde stated that would depend on how the work was done, noting that a bump in the road would not be allowed.

Whitetail Way Completion – Roddy Palmer of Tidan Corp. was present for this discussion. He provided an update on the status of the construction of both the Gray Farm Subdivision and Whitetail Way. Mr. Palmer stated that the drainage installation is complete at the Gray Farm subdivision and about one third of the septic systems are permitted. He

Planning Board Minutes – June 12, 2007

stated that the 5 lot that needed approval from the Conservation Commission were now permitted, with the approvals issued Monday.

Mr. Palmer stated that the houses are mostly complete; they are working on 2 and Roger Kanniard is working on 2 or 3 and they will leave a couple lots open for a couple years after the street is accepted. He stated that there are only a few items left to be done before the street is accepted. Mr. Palmer asked about street lighting, noting that he had ordered the poles from Gil Finch at the Light and Water Department, but the question was if all the lights were needed at this sit or if the Town would prefer lighting to be donated at another location instead. He stated that the trees are pretty intense, and between the trees, electric pedestals, and mail boxes, the light poles will end up illuminating mostly the leaves. He stated that they are happy to install them, but felt it was worth asking the question, as they may not be really effective.

The Board discussed the option of not having street lights on Whitetail Way. Mr. Clyde noted that the Town had switched to low-wattage bulbs on all the street lights. Mr. Palmer stated that most houses have their own lawn lights; in response to a question he stated that the plans show only 8 lights. The Board determined that the street lights should be installed as called for in the approved plans, as this was a safety issue. Mr. Champney stated that as a worst case, neighbors could ask that some of the lights could be turned off.

Mr. Clyde asked about the sight distance at the intersection with Spectacle Pond Road. Mrs. LaVigne asked for more information on this, noting that the Board would need to look at the overall plan.

Board Business – The Board reviewed their meeting schedule for the upcoming months. Mrs. LaVigne noted that she would be available for the 1st and 4th Thursday of the month. Mr. Champney stated that with his travel schedule, Wednesdays would not work. Mr. Montanari asked that a response be sent to Comcast stating that the Planning Board would not be able to move meeting nights, based on the schedules of the people on the Board and that Room 103 was needed for the numerous Public Hearings held.

Draft minutes from the meetings of May 24 and June 14 were approved as drafted. Payroll was approved for payment. Mrs. Toohill stated that Town Counsel had provided a brief update, stating that settlement of the ongoing litigation was proceeding forward and that there was no news on the completion of the Mary Shepherd Estates Subdivision.

The meeting adjourned at 8:45 p.m.

Signed,

Gregg S. Champney, Clerk