



## TOWN of WILMINGTON

### DEPARTMENT OF PLANNING & CONSERVATION

121 GLEN ROAD, WILMINGTON, MA 01887 [www.wilmingtonma.gov](http://www.wilmingtonma.gov) (978) 658-8238

#### Planning Board Minutes

March 2, 2021

The Planning Board met on Tuesday March 2, 2021 at 7:30 p.m. via remote participation. The following members were present: Michael Sorrentino, Chair; Randi Holland, Angela Marcolina, Sean Henningan and Terence Boland. Valerie Gingrich, Director of Planning & Conservation, and Sierra Pelletier, Assistant Planner were also present.

M. Sorrentino read the Governor's statement as follows: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L.c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Wilmington Planning Board is being conducted via remote participation. **No in-person attendance of members of the public will be permitted,** but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. Members of the public who would like to participate in the meeting via Zoom can do so by going to this link:

<https://us02web.zoom.us/j/84116548344?pwd=d1Nvdzc5c20zV1R3RDdgTjFga1FmQT09>

Members of the public who would like to listen to this meeting while in progress may also do so via telephone by dialing 1-646-558-8656 and enter meeting ID 841 1654 8344 then press # and press # again at the next voice prompt. Members of the public attending this meeting virtually will be allowed to make comments if they wish to do so, during the portion of the hearing designated for public comment, by following the steps previously noted then press \*9 on their telephone keypad or using the "raise hand" function on Zoom. This will notify the meeting host that the caller wishes to speak. In the event that despite our best efforts, we are not able to provide for real-time access, we will post a record of this meeting on the Town's website as soon as we are able.

#### Minutes

The Planning Board reviewed minutes of February 2, 2021.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the February 2, 2021 minutes as written.

#### Form A

There were no ANR plans

RECEIVED  
TOWN CLERK  
2021 JUL 15 AM 9:45  
TOWN OF WILMINGTON, MA

## Matters of Appointment

**Public Hearing – Site Plan Review #21-02 and Stormwater Management Permit #21-02 for 269 Main Street - Map 43 Parcel 4C – Michael Coffman for Wilmington Main Realty LP, Applicant**

PRESENT IN INTEREST: Michael Coffman, Wilmington Main Realty LP  
Jonathan Coffman, Wilmington Main Realty LP  
Ben Hartley, Wilmington Main Realty LP  
Philip Henry, Civil Design Group

### **MATERIALS CONSIDERED:**

PLAN "Proposed Parking Lot Modification" dated January 21, 2021, "Fire Access Plan" dated January 21, 2021

TRAFFIC LETTER from Jeffrey S. Dirk, Vanasse & Associates Inc. dated January 12, 2021

LETTER from Philip Henry dated January 21, 2021

PLANNING REVIEW LETTER dated February 23, 2021

ENGINEERING MEMO dated February 26, 2021

B. Hartley said they are requesting to reconfigure the Starbucks drive-thru. He said when they first built the plaza the drive-thru was a new idea. They were not expecting many cars queuing. He said it has increased in time and with the pandemic the use of the drive-thru has exploded. The queue is not sufficient and it flows into the drive aisle and blocks access to the bank. The plan is to relocate the drive-thru around the back of the bank on the southerly property line which will provide more queue storage and get it away from the bank's parking. P. Henry, Civil Design Group, put the plan up and showed the current circulation is in front of the bank and in between the two buildings. They are proposing the circulation go around the south end of the bank. P. Henry said the new design reduces conflict points. He said the tradeoff is there were 9 spaces back there for employees or extra parking. He said they are showing 3 proposed spaces where the drive-thru currently is. He said there is a net loss of 6 spaces which still yields sufficient parking when looking at it as a whole. They will be removing 7,000 sq.ft. of asphalt. He said in terms of the drainage they are managing the micro-watersheds to the inlets. He said both inlets go into the same proprietary separator before connecting into Main Street. P. Henry said they are showing a reduction in impervious area. He said they had discussions with the Town Engineer and he received comments from the Town Engineer and Planning Department and he believes he can address all items. M. Sorrentino asked how someone would enter and exit the queue. P. Henry showed several directions that one could enter the queue. Once they come from the shared access drive they take a left or if they are already in the plaza they traverse to the main intersection and you can enter the bank queue as well. M. Sorrentino asked if there is a way to prevent someone from cutting across and cutting in line. P. Henry said there will be signage that needs to be modified as a result of a discussion with Town staff. M. Sorrentino asked how a person would exit. P. Henry said there is an existing curb-cut and people would exit the same as it is today. They are not proposing any improvements near the right-of-way. M. Sorrentino asked how many cars could be in the queue during peak time and P. Henry said 12. S. Hennigan asked how many cars were in the queue at peak time with the current arrangement and P. Henry said based off feedback from the tenants and the client, it encroached back to the parking spaces which was the genesis for this modification. S. Hennigan said this revised model seems like a better solution because people going to the bank can circle out. He said he's seen it backed up to the main entrance and it's a tough location. M. Sorrentino asked what's southerly of the bank. P. Henry said parking. S. Hennigan asked what they have for signage. P. Henry explained the proposed signage. M. Sorrentino asked V. Gingrich if the required number of

parking spaces is still being met and V. Gingrich said that the Planning Department asked the applicant to show the use of each tenant space so that they can confirm the numbers. M. Sorrentino asked if all the spaces on the side and in front of Starbucks are used and B. Hartley said yes. B. Hartley said the spaces they are losing are behind the bank and never used. S. Hennigan said the old route blocks a number of people parked on the side from backing up and getting put. M. Coffman said the reason they are before the Board is the bank has been complaining about the infringement of the drive-thru on its customers. T. Boland said he saw the queue wrapped around in front of Savers during the summer months and asked if that happened because the store was not open and asked what the protocol is if that happens. M. Coffman said that Starbucks ran a promotion to give free coffee for first responders during the beginning of the pandemic. He said they had to hire the Wilmington Police to do a detail. M. Sorrentino asked if there is a traffic memo. V. Gingrich said there is a traffic analysis. V. Gingrich said she and the Town Engineer are satisfied with the design. T. Boland said this is better than what they have now. M. Sorrentino asked what they've done historically with respect to accidents. B. Hartley said accidents have occurred but it's more of a problem of inconvenience. R. Holland said she sees the back-up every weekend. A. Marcolina said this design is much better than the current design. M. Sorrentino asked for an explanation of the Fire Access plan. P. Henry said the Deputy Chief wanted to see the largest Wilmington fire apparatus (ladder truck) get around the drive-thru. The Deputy Fire Chief was satisfied. S. Hennigan said it looks as though the truck goes over the island and P. Henry said the island will be removed. B. Hartley said they have a Zoning Board hearing to amend the special permit and he understands they look for Planning Board recommendation. He asked if he should request to continue that because he is not through the Planning Board process. V. Gingrich said it's up to him but he should check with the Zoning Board and explain what is happening. M. Sorrentino said he could say the Planning Board is looking favorable on it but details of the site plan are still being reviewed.

Upon motion duly made and seconded it was unanimously

VOTED: To continue the Public Hearing for Site Plan Review #21-02 and Stormwater Management Permit #21-02 for 269 Main Street to April 6, 2021 at 7:35 p.m.

**Public Hearing – Site Plan Review #21-03 and Stormwater Management Permit #21-03 for 100-110 Fordham Road – Map 91 Parcel 121 – Fordham Park LLC, Applicant**

PRESENT IN INTEREST: Jeff Merritt, Granite Engineering

**MATERIALS CONSIDERED:**

PLAN "Non-Residential Site Plan, 100-110 Fordham Road Building 'D' Canopy, Tax Map 91 Lot 121, 100-110 Fordham Road, Wilmington, Massachusetts" dated January 22, 2021 and "Overview Plan As-Built Survey, 100-110 Fordham Road, Map 91 Lot 121, Wilmington, Massachusetts, Northern Middlesex County" dated August 17, 2020  
STORMWATER MANAGEMENT REPORT dated January 22, 2021  
NARRATIVE by Granite Engineering, LLC received February 4, 2021  
PLANNING DEPARTMENT REVIEW LETTER dated February 23, 2021  
ENGINEERING MEMO dated February 26, 2021

J. Merritt said the applicant was before the Board last year for Site Plan approval. They reworked much of the paving on the site and the work to Building D was for the tenant Amazon. This is for a small amendment to Building D. He said the Amazon vans go around the building to wait for their loading. The vans move up to the overhead doors for loading but

there is no canopy over the vehicles so the tenant would like to add a canopy over that loading area. It would help when loading the vans during rain or snow. He said a roof will be added over existing pavement. J. Merritt said with respect to stormwater, there were significant improvements made site-wide. He said there is a subsurface filtration system in the loading area that the roof will tie into. M. Sorrentino asked if they resolved the issue with the firetruck. J. Merritt said the Fire Department is concerned with the tightness of a corner so they will work on a solution between now and the next meeting. M. Sorrentino asked if all the parking spaces in that area are needed and J. Merritt said they are van parking and he is trying to preserve what is part of the lease. T. Boland asked if the area to the left of the canopy has a good enough circulation and J. Merritt said no circulation was shown in that area but the Fire Department did ask for a simulation. J. Merritt said he thinks the Fire Department should be ok with what they are doing. He said that lane is 30' wide. He showed the Board the pinch point on the plan and said they will probably lose a space or two. M. Sorrentino asked if this is a 24 hour a day operation. J. Merritt did not know the answer. He said he did not think they load 24 hours. M. Sorrentino asked if the vans park overnight. J. Merritt said the vans park in the designated striped areas. M. Sorrentino asked what the canopy will be. J. Merritt said it would be lower than the existing roof line and there are columns on top of concrete piers. It will have a sprinkler system. He said it is a pretty standard canopy. M. Sorrentino asked about the drainage. J. Merritt showed the flow and said there is an internal roof drain which picks up the roof runoff and it's piped to downspouts along the canopy columns. He said there is a trunk line and the downspouts connect to it. R. Holland asked how the loading works under the canopy. She said it looks like there are oversized bays. J. Merritt said the van is not as long as the loading space. He said the dispatching is in a controlled fashion. R. Holland asked if they gave thought to having the end column inboard a bit instead of at the very end of the canopy so the fire truck has more space. J. Merritt said he hasn't explored that. He said he will look at it when he runs the circulation.

Upon motion duly made and seconded it was unanimously

VOTED: To continue the public hearing for Site Plan Review #21-03 and Stormwater Management Permit #21-03 for 100-110 Fordham Road to April 6, 2021 at 7:45 p.m.

### **Board of Appeals**

At its meeting on March 2, 2021, the Planning Board (Board) voted to recommend as follows:

#### **Case 1-21 for 129 Aldrich Road – Map 9 Parcel 55**

Upon motion duly made and seconded, it was unanimously

VOTED: To recommend approval. Groundwater recharge via the existing infiltration system is sufficient to mitigate the impervious area in the Groundwater Protection District.

#### **Case 2-21 for 269 Main Street – Map 43 Parcel 4C**

Upon motion duly made and seconded, it was unanimously

VOTED: The proposed queue redesign appears to allow for greater capacity and is an overall improvement to circulation. The Board makes a positive recommendation but reserves further comment as the details of the site plan are being worked out through Site Plan Review.

### Old Business

There was no Old Business

### New Business

**Request to waive Site Plan review #21-01 for 200 Ballardvale Street – Map R2 Parcel 2 Griffith Properties LLC, Applicant**

PRESENT IN INTEREST: Donna Pennino, Griffith Properties  
Marci Loeber, Griffith Properties  
Chris McCarthy, Highpoint Engineering, Inc.

#### **MATERIALS CONSIDERED:**

PLAN "200 Ballardvale Street, Wilmington, Massachusetts" dated February 10, 2021  
TENANT ENTRY DRAWING received February 10, 2021  
RENDERING received February 1, 2021  
COVER LETTER FROM Donna Pennino dated February 9, 2021  
E-MAIL from Chris McCarthy dated February 16, 2021 regarding Open Space justification

D. Pennino said they have a tenant and she told the Board the reason for the waiver request is to install a tenant entrance. S. Hennigan asked for the plan to be pulled up. R. Holland said it looks fine. V. Gingrich described the project which included two ADA parking spaces, a new exterior door, and a new walkway. She said they are making a walkway to make up for the decrease in open space. S. Hennigan asked if the entrance is towards I-93 and D. Pennino said that is correct. M. Sorrentino asked if it is designated employee entrance and D. Pennino said yes. S. Hennigan asked if there will be lighting and D. Pennino said there would be lighting on the canopy and the existing lighting is sufficient. M. Sorrentino asked if there will be signage and D. Pennino said there was a rendering submitted and there is a small sign next to the door. V. Gingrich said they advised them the sign would need a separate special permit or would have to meet the requirements of the bylaw.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the request to waive Site Plan Review for proposed work at 200 Ballardvale Street. The project includes a new tenant entry door and concrete walkway, removing 513 sf of walkway and replacing with loam and seed, installing two ADA parking spaces, and converting painted area into two parking spaces as shown on plans entitled "200 Ballardvale Street, Wilmington, Massachusetts" dated February 10, 2021.

### Discussion

V. Gingrich said there was legislation passed in January which made some changes to the Zoning Act. She said she provided everyone with a summary from KP Law which is a good review of the changes. She said all zoning changes previously had to be by 2/3 vote at Town Meeting. They changed it so certain things can be done by simple majority vote. She said there is a list and some of the things are establishing the multi-family housing as of right and accessory dwellings. She said they also changed special permits; certain special permits no longer have to be by 2/3. Some of these things are up for interpretation. She said they include multi-family within a half-mile of transit if there is an affordable component and the affordable units as outlined in the legislation. M. Sorrentino asked if this is affecting anything at this Town Meeting. V. Gingrich said no. M. Sorrentino asked if the zoning bylaws needed to be adjusted. V. Gingrich said as a MBTA community, the Town needs to have an as of right

multi-family zoning district within a half mile from transit with a minimum gross density of 15 units per acre and no age restrictions and suitable for families with children. M. Sorrentino asked what the definition of multi-family is since there are already buildings within a half-mile of transit. He asked if the new condos on Main Street will be considered as multi-family and V. Gingrich said she thinks the definition is three or more but she would need to double check. T. Boland pointed out that multi-family are by special permit. V. Gingrich said yes and the Town needs an as of right multi-family district would be at the North Wilmington train station or Main Street Station. She said over the next year these are things that will be looked at. M. Sorrentino asked if areas in North Wilmington should be considered for rezoning and V. Gingrich said that it would be a good idea to start thinking about that. T. Boland asked what size the district needs to be and V. Gingrich said a reasonable size per the legislation. M. Sorrentino asked what density the Langone project on Lowell Street is and V. Gingrich said 10 units per acre and at 15 per acre you are looking at a different style of housing. There was a brief discussion about the Central Business District.

M. Sorrentino asked if there is a new bridge going to Butters Row so he won't have to beep his horn. V. Gingrich said they are at 25% design. She said the link for the plan will be sent as soon as it is received.

There being no more business to come before the Board, it was unanimously

VOTED: To adjourn the meeting at 8:45 p.m.

NEXT MEETING IS JOINT WITH THE FINANCE COMMITTEE: March 16, 2021

Respectfully submitted,



Cheryl Licciardi  
Recording Clerk