



TOWN of WILMINGTON

DEPARTMENT OF PLANNING & CONSERVATION

121 GLEN ROAD, WILMINGTON, MA 01887 www.wilmingtonma.gov (978) 658-8238

Planning Board Minutes

July 13, 2021

The Planning Board met on Tuesday July 13, 2021 at 7:30 p.m. in the Town Hall Auditorium. The following members were present: Michael Sorrentino, Chair; Randi Holland, Angela Marcolina, and Terence Boland. Valerie Gingrich, Director of Planning & Conservation was also present. Sean Hennigan was absent.

Minutes

March 2, 2021, March 16, 2021, April 6, 2021, May 4, 2021, and June 1, 2021

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the March 2, 2021, March 16, 2021 minutes as written.

Upon motion duly made and seconded, with three in favor and one abstention it was (M. Sorrentino)

VOTED: To approve the April 6, 2021 minutes as written.

Upon motion duly made and seconded, with three in favor and one abstention it was (R. Holland)

VOTED: To approve the May 4, 2021 minutes as written.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the June 1, 2021 minutes as amended.

Form A

190 Middlesex Avenue – Map 66 Parcel 17 – “Approval Not Required, (ANR) Plan, 190 Middlesex Avenue, Wilmington, Massachusetts, (Middlesex North County)” Jillian M. Thelen, Applicant

PRESENT IN INTEREST: Robert G. Peterson, Esq.

MATERIALS CONSIDERED:

PLAN “Approval Not Required, (ANR) Plan, 190 Middlesex Avenue, Wilmington, Massachusetts, (Middlesex North County)”, dated May 27, 2021

Attorney R. Peterson told the Board it is self-explanatory form A subdivision for 190 Middlesex Avenue located at the intersection of Middlesex Avenue and Glen Road. He said it's R10 zone. Both parcels have conforming frontage.

Upon motion duly made and seconded it was unanimously

RECEIVED
TOWN CLERK
2021 AUG -5 AM 10:57
TOWN OF WILMINGTON, MA

VOTED: To receive the ANR Plan and Application #21-07 for 190 Middlesex Avenue – Map 66 Parcel 17, “Approval Not Required, (ANR) Plan, 190 Middlesex Avenue, Wilmington, Massachusetts, (Middlesex North County)”, dated

Upon motion duly made and seconded it was unanimously

VOTED: That approval under Subdivision Control is not required for ANR Plan and Application #21-07 for 190 Middlesex Avenue – Map 66 Parcel 17, “Approval Not Required, (ANR) Plan, 190 Middlesex Avenue, Wilmington, Massachusetts, (Middlesex North County)”, dated May 27, 2021

Upon motion duly made and seconded it was unanimously

VOTED: To endorse plan entitled, “Approval Not Required, (ANR) Plan, 190 Middlesex Avenue, Wilmington, Massachusetts, (Middlesex North County)”, dated May 27, 2021

255-261 Ballardvale Street - Map R2 Parcels 26 A & 26B “Plan of Land in Wilmington, Massachusetts (Middlesex County)”, Jill Elmstrom Mann for Ballardvale Laboratories LLC, Applicant

PRESENT IN INTEREST: Jill Elmstrom Mann, Esq.

MATERIALS CONSIDERED:

PLAN “Plan of Land in Wilmington, Massachusetts (Middlesex County)”, dated May 4, 2021

Attorney J. Elmstrom Mann said the plan re-subdivides two existing lots. She said this is in the Highway District. The owner owns both lots and it’s a lot line change to create the 125’ width for frontage. The owner is contemplating a sale. He said associated is a special permit request for parking.

Upon motion duly made and seconded it was unanimously

VOTED: To receive the ANR Plan and Application #21-08 for 255-261 Ballardvale Street Map R2 Parcel 26A & 26B, “Plan of Land in Wilmington, Massachusetts (Middlesex County)”, dated May 4, 2021

Upon motion duly made and seconded it was unanimously

VOTED: That approval under Subdivision Control is not required for ANR Plan and Application #21-08 for 255-261 Ballardvale Street Map R2 Parcel 26A & 26B, “Plan of Land in Wilmington, Massachusetts (Middlesex County)”, dated May 4, 2021

Upon motion duly made and seconded it was unanimously

VOTED: To endorse plan entitled, ““Plan of Land in Wilmington, Massachusetts (Middlesex County)”, dated May 4, 2021

Matters of Appointment

Continued Public Hearing – Site Plan Review #21-01, Stormwater Management Permit #21-01 and Ground Water Protection District Special Permit #21-01 for 687 Main Street Map 39 Parcel 11A - Attorney John McKenna for U-Haul Real Estate Co., Applicant

PRESENT IN INTEREST: John McKenna, Esq.

MATERIALS CONSIDERED:

PLAN "Site Plan, 167 Main Street, Wilmington, Massachusetts" dated December 15, 2020

J. McKenna told the Board there is a need for a Ground Water Protection District Special Permit. He said the site consists of an existing building. He explained the flow of the drainage. He told the Board the roof runoff is also infiltrated. M. Sorrentino asked if the Engineering Department was satisfied and V. Gingrich said they are. There were no questions from the audience. V. Gingrich reviewed the decisions and said the Stormwater and Site Plan Review have all standard conditions. She said this is the first Ground Water Protection District decision. In the findings she listed the impervious area at 39.8%. T. Boland asked if the Ground Water Protection District Special Permit is linked to the Site Plan and M. Sorrentino said it is. V. Gingrich said the Site Plan is referenced in it.

Upon motion duly made and seconded it was unanimously

VOTED: To close the public hearing for Site Plan Review #21-01, Stormwater Management Permit #21-01 and Groundwater Protection District Special Permit #21-01 for 687 Main Street.

Upon motion duly made and seconded it was unanimously

VOTED: To approve with conditions Site Plan Review #21-01 as follows

This is to certify, at a public hearing of the Wilmington Planning Board (Board) opening on February 2, 2021 and closing on July 13, 2021, by a motion duly made and seconded, it was voted:

We, the Wilmington Planning Board, as requested by Attorney John McKenna on behalf of U-Haul Real Estate Co., under the provisions of Section 6.5 of the Zoning Bylaws of the Town of Wilmington and Board's Site Plan Review Rules and Regulations, to consider the contemplated site plan for the construction of a paved vehicle storage area and associated stormwater management and landscaping, as shown on plan entitled, "Site Plan, 687 Main Street, Wilmington, Massachusetts", dated December 15, 2020 and last revised May 5, 2021, prepared by Stephen R. Dresser, P.E., Dresser, Williams & Way, Inc., 572 Boston Road, Unit 5, Billerica, MA 01821, submitted on January 8, 2021, (the "Site Plan") (the "Project"), do hereby vote to **APPROVE** the Site Plan and the Project, subject to the Findings and Conditions below.

MATERIALS:

The following materials in addition to the Site Plan were submitted into the public record:

<u>Date submitted</u>	<u>Description</u>
January 8, 2021	Stormwater Drainage Report, prepared by Dresser, Williams & Way, Inc., dated November 15, 2019 and last revised December 8, 2020.
April 21, 2021	Response to Comments Letter, prepared by Stephen R. Dresser, PE, Dresser, Williams & Way, Inc., dated April 20, 2021.

FINDINGS:

1. The Project site is shown on Map 39 Parcel 11A on the Site Plan.
2. The Site Plan contains a design that is sufficiently developed to provide the basis for the Board's determinations regarding the provisions, requirements, standards, and guidelines of Section 6.5 of the Wilmington Zoning Bylaws and the Board's Site Plan Review Rules and Regulations.
3. The development of the site as set forth in the Site Plan and ancillary materials submitted by the Applicant complies with the provisions, requirements, standards, and guidelines of Section 6.5 of the Wilmington Zoning Bylaws and the Board's Site Plan Review Rules and Regulations.
4. The Applicant satisfactorily addressed the comments made or submitted by the general public and various Town of Wilmington departments except as contained in specific conditions that follow.

CONDITIONS:

The following Conditions shall be required at the Applicant's sole expense, unless otherwise noted:

GENERAL:

1. The Project shall be constructed and operated in accordance with the Site Plan.
2. The Project shall obtain approval pursuant to, and be constructed and operated in accordance with, all applicable local, state and federal bylaws, statutes, ordinances, rules and regulations.
3. If no substantial construction has commenced within two (2) years of a Site Plan approval, the approval shall lapse and a new application, fees and public hearing will be required, provided that if there is an appeal to the Board of Appeals and/or to the courts, the two-year period shall run from the date of the final decision on the appeal.
4. The provisions of this conditional approval shall apply to and be binding upon the Applicant, its employees and all successors and assigns in interest or contract.
5. The Project shall conform to all existing Massachusetts Laws, Regulations and Applicable Codes regarding fire protection and building safety standards.
6. Any revisions shall be submitted to the Director of Planning & Conservation for review. If these are deemed substantial, the Applicant must submit revised plans to the Planning Board for approval.

7. During construction, work shall not start before 7:00 a.m. and shall be completed by 7:00 p.m. No work is allowed on Sundays and holidays. Construction equipment shall not be started before 7:00 a.m.

PRIOR TO START OF CONSTRUCTION:

8. A pre-construction meeting shall be scheduled with the Department of Planning & Conservation and Town Engineer. The developer shall submit a construction schedule at the time of the pre-construction conference.
9. If applicable, a Stormwater Pollution Prevention Plan shall be submitted prior to the pre-construction meeting.
10. Erosion controls shall be installed in accordance with the Stormwater Management Plan and shall be inspected by the Department of Planning & Conservation at least two (2) business days prior to the start of construction.

DURING CONSTRUCTION:

11. The Applicant shall give reasonable notice to the Engineering Division for inspection prior to backfilling any proposed underground stormwater management system or installation of any other critical design components.

POST CONSTRUCTION:

12. All site work shall be substantially completed in accordance with the approved site plans.
13. The Owner shall maintain or replace landscaping and fencing as shown on the approved Site Plan for the duration of the use. The Owner shall use best practices to maintain the required landscaping and fencing in presentable and healthy condition.
14. The Owner shall maintain the Project site in a clean and tidy condition clear of debris and trash. All dumpsters located on the Project site shall be enclosed by a fence and be of a side entry design. Dumpsters shall remain closed and enclosures locked.
15. The Owner shall use good housekeeping practices as outlined in the Operation and Maintenance Plan to maintain the site and keep it in good working condition. The Owner shall provide copies of completed maintenance and inspection logs for the construction period and copies of logs of the long-term pollution prevention plan to the Department of Planning & Conservation.
16. The Project shall be operated in accordance with the Operation and Maintenance Plan. The operation, maintenance, repair and replacement of all drainage structures constructed pursuant to the Project shall be the Owner's responsibility.
17. Snow shall be stored in designated areas only. Any snow exceeding on-site capacity shall be removed from the site within five (5) days of a snow event. Snow shall not be pushed into stormwater management areas, and drainage structures shall remain clear of snow.
18. Final As-Built Plans shall be submitted to the Town Engineer and Director of Planning & Conservation in form(s) and format(s) acceptable to them.

Upon motion duly made and seconded it was unanimously

VOTED: To approve with conditions Stormwater Management Permit #21-01 as follows

**DECISION OF THE WILMINGTON PLANNING BOARD
AS PERMIT GRANTING AUTHORITY FOR STORMWATER MANAGEMENT PERMITS
UNDER SECTION 51 OF THE BYLAWS OF THE INHABITANTS OF THE TOWN OF
WILMINGTON**

July 15, 2021

ISSUED for Property located at 687 Main Street, Wilmington, Massachusetts (Map 39 Parcel 11A)

Case No.: Stormwater Management Permit #21-01

Applicant: Attorney John McKenna, 572 Boston Road, Suite 6, Billerica, MA 01821

The Wilmington Planning Board has reviewed and approved the Stormwater Management application and Site Plan entitled, , "Site Plan, 687 Main Street, Wilmington, Massachusetts", dated December 15, 2020 and last revised May 5, 2021, prepared by Stephen R. Dresser, P.E., Dresser, Williams & Way, Inc., 572 Boston Road, Unit 5, Billerica, MA 01821, for the property located at 687 Main Street and shown on Assessor's Map 39 Parcel 11A, material originally submitted on January 8, 2021, subject to the following conditions:

MATERIALS:

The following materials in addition to the Site Plan were submitted into the public record:

<u>Date submitted</u>	<u>Description</u>
January 8, 2021	Stormwater Drainage Report, prepared by Dresser, Williams & Way, Inc., dated November 15, 2019 and last revised December 8, 2020.
April 21, 2021	Response to Comments Letter, prepared by Stephen R. Dresser, PE, Dresser, Williams & Way, Inc., dated April 20, 2021.

STANDARD CONDITIONS

1. Waivers granted: None
2. The development shall not alter the flow of stormwater runoff leaving the site, nor shall it alter the stormwater flow to any adjoining properties, public ways or wetland resource areas.
3. The development shall comply with the performance standards of the most recent version of the Massachusetts Department of Environmental Protection (DEP) Stormwater Management Handbook and the Town of Wilmington Comprehensive

Stormwater Management Regulations adopted February 2, 2010 and last amended on June 2, 2020.

4. The Applicant shall provide and maintain erosion and sedimentation controls until the site is permanently stabilized.
5. The Applicant shall inspect and maintain the site and stormwater management systems. Maintenance requirements for the site shall remain in perpetuity with the parcel.

SPECIAL CONDITIONS

1. If applicable, a Stormwater Pollution Prevention Plan shall be submitted prior to the pre-construction meeting.
2. Erosion controls shall be placed around all areas of disturbance and shall be inspected by the Department of Planning & Conservation two (2) business days prior to the start of any land disturbing or land altering activity.
3. The Applicant shall give reasonable notice to the Engineering Division for inspection prior to installing any stormwater management system or any other critical design components.
4. Snow shall not be pushed into stormwater management areas and drainage structures shall remain clear of snow.

Upon motion duly made and seconded it was unanimously

VOTED: To approve with conditions Groundwater Protection District (GWPD) Section 6.6.7.7 Special Permit #21-01 for 687 Main Street as shown on plan entitled, "Site Plan, 687 Main Street, Wilmington, Massachusetts", dated December 15, 2020 and last revised May 5, 2021, prepared by Stephen R. Dresser, P.E., Dresser, Williams & Way, Inc., 572 Boston Road, Unit 5, Billerica, MA 01821. Said property is located at 687 Main Street, Wilmington, MA 01887 and shown on Assessor's Map 39 Parcel 11A.

This is to certify, at a public meeting of the Wilmington Planning Board (Board) on July 13, 2021, following the public hearing of the Board opening and closing on July 13, 2021, by a motion duly made and seconded, it was voted:

We, the Wilmington Planning Board, as requested by Attorney John McKenna, under the provisions of Sections 6.6.8.1 and 6.6.7.7 of the Zoning Bylaws of the Town of Wilmington to consider GWPD Special Permit #21-01 as shown on plan entitled, "Site Plan, 687 Main Street, Wilmington, Massachusetts", dated December 15, 2020 and last revised May 5, 2021, prepared by Stephen R. Dresser, P.E., Dresser, Williams & Way, Inc., 572 Boston Road, Unit 5, Billerica, MA 01821, and do hereby vote to GRANT the Special Permit as shown on the submitted plan, subject to the Findings and Conditions below.

MATERIALS:

The following materials in addition to the Site Plan were submitted into the public record:

<u>Date submitted</u>	<u>Description</u>
	None

FINDINGS:

1. The proposed project renders the site more than 15% impervious at 39.8% (47,269 square feet).
2. An infiltration system is proposed on the site to recharge runoff from the roof of the existing building.
3. The site is limited in its capacity to recharge groundwater due to a high groundwater table.
4. The Applicant satisfactorily addressed the comments made by the Planning Board.

CONDITIONS:

The following Conditions shall be required at the Applicant's sole expense, unless otherwise noted:

1. This Special Permit for GWPB Section 6.6.7.7 of the Zoning Bylaws allows 39.8% impervious surface at 687 Main Street shall be valid for this use only.
2. The Project shall be constructed and operated in accordance with the Site Plan.
3. The Project shall obtain approval pursuant to, and be constructed and operated in accordance with, all applicable local, state and federal bylaws, statutes, ordinances, rules and regulations.
4. The provisions of this conditional approval shall apply to and be binding upon the Applicant, its employees and all successors and assigns in interest or contract.
5. All recharge areas and systems shall be maintained in full working order by the owner.

Upon motion duly made and seconded, it was unanimously

VOTED: To endorse plan entitled: "Site Plan, 687 Main Street, Wilmington, Massachusetts", dated December 15, 2020 and last revised May 5, 2021

Continued Public Hearing – Site Plan Review #21-05, Stormwater Management Permit #21-05 and Parking Relief Special Permit #21-01 for 225 Andover Street - Map R1 Parcel 108 American Maplewood Properties LLC, Applicant

PRESENT IN INTEREST: Robert G. Peterson, Esq.

MATERIALS CONSIDERED:

E-MAIL from Attorney Robert G. Peterson dated June 27, 2021

Attorney R. Peterson told the Board he is requesting a continuance. He said he received comments from the CDTR meeting in March. There was insignificant parking, but they have increased the parking spaces. He briefly described the project. He said he submitted the revised plans. He said they decreased the size of the building and increased the parking. He said he submitted revised stormwater.

Upon motion duly made and seconded it was unanimously

VOTED: To extend the deadline for action for Site Plan Review #21-05 and Stormwater Management Permit #21-05 to August 31, 2021

Upon motion duly made and seconded it was unanimously

VOTED: To continue the public hearing for Site Plan Review #21-05, Stormwater Management Permit #21-05 and Parking Relief Special Permit #21-01 for 225 Andover Street to August 3, 2021 at 7:30 p.m.

Public Hearing - Site Plan Review #21-09 and Stormwater Management Permit #21-07 for 201 Lowell Street (Parcel A) – Map 48 Parcel 73A – Michael Kieran for Textron Systems Corp, Applicant

Public Hearing - Site Plan Review #21-10 and Stormwater Management Permit #21-08 for 201 Lowell Street (Parcel B) – Map 48 Parcel 73A – Andrew Gallino for ND Acquisitions LLC, Applicant

PRESENT IN INTEREST: Dave Fenstermacher, VHB
Vinod Kalikiri, VHB Traffic Engineer
Sherry Clancy, National Development
Liz Oltman, TEC

MATERIALS CONSIDERED:

PLAN "Textron Building Remodel and Proposed Warehouse", dated May 6, 2021
STORMWATER MANAGEMENT REPORT dated May 2021
NARRATIVE dated May 4, 2021
TRAFFIC EVALUATION dated May 5, 2021
PLANNING REVIEW LETTER dated May 25, 2021
ENGINEERING & FIRE DEPARTMENT MEMO dated June 1, 2021

S. Clancy introduced herself and D. Fenstermacher talked about the meetings they have had with other departments and the fact that there were issues with traffic. He said he received a letter from TEC today. He said the Town Engineer is still reviewing the revised information. He said they received a letter from Arcadis today regarding sewer. S. Clancy said they had 4 comments and they replied back to them. S. Clancy said one of the requests was to camera the sewer line. D. Fenstermacher said there is also a peer review for the wetlands. D. Fenstermacher told the Board this is the Textron site and is 61 acres. He said they are treating it as one project. He said there are 6 buildings. Textron will maintain building 9 and the rest of the buildings will be demolished. He showed the site plan they presented at the last meeting and said most of the focus was on stormwater. He briefly talked about landscaping plans. He said they will stripe the parking area that was previously shown for trailer parking. He talked about the concerns with stormwater and said they have reduced impervious area. M. Sorrentino asked if there was change from previous. D. Fenstermacher said most of the concerns to stormwater. He said they are increasing the wildlife habitat areas and there is a nice buffer of trees to the street. V. Kalikiri talked about traffic. He said the original application included site generation traffic. He said the site has not been fully occupied for many years. V. Kalikiri said he looked at all traffic analysis from the past and he received comments from TEC and will be happy to make some changes. He said they looked at crash data and traffic counts and future conditions. He said the comments from TEC require different impact analysis. He said they will look at crash data at the intersection. They also look at the state

guidelines as a general practice. He said they looked at an analysis with full occupancy and how the new warehouses will impact the site. He said they came up with an improvement plan for Lowell Street. He said the pavement width at the intersection of Lowell Street is quite wide. T. Boland asked if the TEC letter came in today. V. Gingrich confirmed and said Liz Oltman from TEC was present to go over the peer review letter.

L. Oltman, TEC, said there are some technical issues that can be worked out. She said the applicant did not study the intersection of the site driveway with Woburn Street and suggested they take a look at it. She said TEC is concerned about them taking credit for the reoccupation of the Textron buildings. She said it was over five years since the building was fully occupied. Usually it's in the two to three year range that reoccupation is acceptable. L. Oltman said the concern is the project impact is not properly represented. She said they should show the impact on the roadway. She requested data on the end-user since it would be helpful. She said the driveways they are moving should be opposite the existing roadways to minimize the curb-cuts and conflict points. She said there are 5. L. Oltman said TEC has concerns of their calculated impact on the adjacent roadway system. She told the Board she believes it can all be worked out with VHB.

S. Clancy said they did a little homework and asked V. Kalikiri to respond. V. Kalikiri said with respect to how much credit they can take for the reoccupation, they reached out to Textron. He said they can quantify the numbers associated of how the site has been used in the past year.

M. Sorrentino asked about the rendering and S. Clancy said it does not have the landscaping on it but it has the architecture. S. Clancy said they do not have a tenant. M. Sorrentino asked R. Holland what she would like to see. R. Holland said she would like to see what is on the roof and elevations. S. Clancy said they have elevations of all four sides of the building and a listing of the materials. M. Sorrentino said there is residential up the street from the site and asked about the noise level from units on top of the roof and S. Clancy said the units will be screened. S. Clancy said they have been meeting with Howland. A. Marcolina asked if the development across the street is considered when discussing the traffic. M. Sorrentino said yes.

M. Sorrentino asked if there were questions from the audience and there were none. He read an e-mail from S. Sullivan.

S. Clancy asked for a copy of the resident's e-mail and said they are planning to be part of the community. She said they can make it solar ready. She said at the next meeting she will discuss water saving things and S. Sullivan doesn't know that some of the landscaping has already been increased. S. Clancy said they are working with the Town with respect to the fields that are on their property that they will make available. She said they are trying to be part of the community. She said they will do a better landscaping for the next meeting. She said they will show the landscape features as well. She said they will provide bike racks and charging stations. She said they are easy.

Upon motion duly made and seconded it was unanimously

VOTED: To extend the action deadline for Site Plan Review #21-09 & #21-10 and Stormwater Management Permit #21-07 & #21-08 for 201 Lowell Street to August 31, 2021.

Upon motion duly made and seconded it was unanimously

VOTED: To continue the public hearing for Site Plan Review #21-09 & #21-10, Stormwater Management Permit #21-07 & #21-08 and GWPD Special Permit #21-03 for 201 Lowell Street to August 3, 2021 at 7:40 p.m.

Public Hearing, Close Public Hearing & Decision

Sign Special Permit #21-02 for 230 Lowell Street - Map 58 Parcel 30 - John Hunt, Applicant

PRESENT IN INTEREST – John Hunt, Leonardo Physical Therapy
Joe Juliano, Signverse

MATERIALS CONSIDERED:

Sketch "LEONARDO, PHYSICAL THERAPY", dated March 2, 2021

J. Hunt said he is proposing a sign over his office suite windows facing the east bound side. He said he is proposing a 13.5' x 3.5' wall sign. M. Sorrentino asked if it is on the Woburn Street side and J. Hunt said it is on the Woburn Street side facing the busses. He said the sign aesthetically fits over their windows. T. Boland asked if there is a sign in the front of the building and V. Gingrich said there is a sign for each but on the side he is requesting, it will be above the bank drive-thru. J. Hunt said it is low-key lit to be seen at night. He said he did not install the sign on the front of the building. V. Gingrich said this will be the second sign. J. Hunt said his patients have said they didn't know his business was open because they never saw a sign. T. Boland expressed concern and asked if the signs in front are lit. J. Hunt said the nail salon is lit. T. Boland asked if the other tenants will ask for the same thing. J. Hunt said they would need to get permission from the building owner, J. Lucci. V. Gingrich asked where his office layout was in the building. J. Hunt said the signage will be directly over his office windows. There are three bay windows that are Leonardo's facing the bus parking lot. V. Gingrich said the Board needs to consider the fact that other tenants may come before them for additional signage. T. Boland asked if the special permit is based on the size or the fact that it is on the side of the building. V. Gingrich said both. She said it has two frontages. J. Hunt said the sign is directly over his suite. T. Boland justified the approval based on the fact that the sign is above the applicant's own suite as well as on a street.

Upon motion duly made and seconded, it was unanimously

VOTED: To close the public hearing for the Sign Special Permit #20-02 for one 13.5' x 3' (40.5 sq. ft.) wall sign reading "Leonardo Physical Therapy" above the first floor on the Woburn Street side of the multi-tenant building.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the Sign Special Permit #20-02 for one 13.5' x 3' (40.5 sq. ft.) wall sign reading "Leonardo Physical Therapy" above the first floor on the Woburn Street side of the multi-tenant building. The application was filed with the Planning Board on June 11, 2021. Said property is located at 230 Lowell Street and shown on Assessor's Map 58 Parcel 30.

**Public Hearing - Parking Relief Special Permit #21-02 for 255-261 Ballardvale Street
Map R2 Parcels 26A & 26B – Jill Elmstrom Mann for Ballardvale Laboratories LLC,
Applicant**

PRESENT IN INTEREST – Jill Elmstrom Mann, Esq.

MATERIALS CONSIDERED:

PLAN “Special Permit Plan”, dated April 13, 2021

LETTER/NARRATIVE from Jill Elmstrom Mann dated June 16, 2021

Attorney J. Elmstrom Mann told the Board this is the permit she spoke about during her presentation for the ANR plan. She said the crosshatch area is what is created by the ANR plan lot line change. She said that as a result of that creation, there are parking spaces that are off site and that is the reason they are seeking a parking special permit. Attorney J. Elmstrom Mann said they don’t pose any threat to the public. She said there are no physical changes being proposed. M. Sorrentino asked if they are in the process of recording the easement and Attorney J. Elmstrom Mann said they will and she provided the easement language to the Planning Director. She said the Special Permit is not effective until the parcel is conveyed. Attorney J. Elmstrom Mann said parking requirements would be met but there is another plan requesting Parking Relief Special Permit.

Upon motion duly made and seconded, it was unanimously

VOTED: To close the public hearing for Parking Relief Special Permit #21-02 for 255 & 261 Ballardvale Street as shown on plan entitled, “Special Permit Plan, 255 & 261 Ballardvale St.”, dated April 13, 2021, prepared by Brenton Cole, P.E., Granite Engineering, 150 Dow Street, Tower 2, Suite 421, Manchester, NH 03101.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve with conditions the Parking Relief Special Permit #21-02 for 255 & 261 Ballardvale Street as shown on plan entitled, “Special Permit Plan, 255 & 261 Ballardvale St.”, dated April 13, 2021, prepared by Brenton Cole, P.E., Granite Engineering, 150 Dow Street, Tower 2, Suite 421, Manchester, NH 03101. Said property is located at 255 & 261 Ballardvale Street, Wilmington, MA 01887 and shown on Assessor’s Map R2 Parcels 26A and 26B.

This is to certify, at a public meeting of the Wilmington Planning Board (Board) on July 13, 2021, following the public hearing of the Board opening and closing on July 13, 2021, by a motion duly made and seconded, it was voted:

We, the Wilmington Planning Board, as requested by Attorney Jill Elmstrom Mann, under the provisions of Section 6.4.3.2 (Parking Relief) of the Zoning Bylaws of the Town of Wilmington to consider Parking Relief Special Permit #21-02 as shown on plan entitled, “Special Permit Plan, 255 & 261 Ballardvale St.”, dated April 13, 2021, prepared by Brenton Cole, P.E., Granite Engineering, 150 Dow Street, Tower 2, Suite 421, Manchester, NH 03101, and do hereby vote to GRANT the Parking Relief as shown on the submitted plan, subject to the Findings and Conditions below.

MATERIALS:

The following materials in addition to the Site Plan were submitted into the public record:

<u>Date submitted</u>	<u>Description</u>
	None

FINDINGS:

1. A lot line change results in seven existing parking spaces that were previously on 255 Ballardvale Street are now located on 261 Ballardvale Street. No physical changes are proposed and the parking space will be subject to an easement to allow 255 Ballardvale Street to continue using the parking spaces now located on 261 Ballardvale Street.
2. The Planning Board determined that in accordance with Section 6.4.3.2, the provision of offsite parking spaces through an easement on 261 Ballardvale Street to benefit 255 Ballardvale Street can be granted without substantial detriment to the neighborhood.
3. The Applicant satisfactorily addressed the comments made or submitted by the Planning Board.

CONDITIONS:

The following Conditions shall be required at the Applicant's sole expense, unless otherwise noted:

1. This Special Permit granted for Parking Relief for 255 & 261 Ballardvale Street shall be valid for this use (office) only. Any change in use shall meet the parking requirements or apply for a Special Permit.
2. All provisions of the Wilmington Zoning Bylaw pertaining to parking (Section 6.4) shall be met unless an exception is specifically provided in this decision.

Public Hearing - Parking Relief Special Permit #21-03 for 200 Ballardvale Street Map R2 Parcel 7 - Nik Shah, Applicant

PRESENT IN INTEREST – Nik Shah, Fast Signs
Jennifer Bozec, tracelink

MATERIALS CONSIDERED:

SIGN SPECIFICATION received June 17, 2021

N. Shaw told the Board the proposed sign would be channel letters. He said they are located next to Target facing I-93. He said tracelink would like channel letters similar to other channel letters already on the building and they will be inside the parking lot facing Ballardvale Street. He said the size proposed is 137 sq.ft. versus 120 sq.ft. which is allowed. It's also 27 ft. long versus 10 ft. which is allowed. He said they made these letters for their building in North Reading a year ago, so they are hoping the Board approves of them. V. Gingrich said this is the exact same spot Agfa had their sign facing Rte. 125. M. Sorrentino asked what tracelink does and J. Bozec said it's a software company that tracks and traces pharmaceutical drugs.

Upon motion duly made and seconded, it was unanimously

VOTED: To close the public hearing for the Sign Special Permit #20-03 for one 61.07" x 324" (137.4 sq. ft.) wall sign reading "tracelink" above the first floor of the building.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the Sign Special Permit #20-03 for one 61.07" x 324" (137.4 sq. ft.) wall sign reading "tracelink" above the first floor of the building. The application was filed with the Planning Board on June 17, 2021. Said property is located at 200 Ballardvale Street and shown on Assessor's Map R2 Parcel 7.

The public hearing was opened and closed on July 13, 2021. By a motion duly made and seconded, the Board voted to approve the Special Permit, as presented, under the provisions of Section 6.3.2 of the Zoning Bylaws of the Town of Wilmington. Approval is subject to the following Findings and Conditions.

MATERIALS:

No materials in addition to the Sign Specifications were submitted into the public record.

FINDINGS:

1. The signage to be erected is on a parcel on Map R2 Parcel 7 on the Town of Wilmington's Assessor's Map.
2. The Planning Board determined that the sign should be permitted in the public interest.
3. The application materials comply with the requirements of Section 6.3 of the Wilmington Zoning Bylaws and the Board's Special Permit Rules and Regulations.
4. The Applicant satisfactorily addressed the comments made or submitted by the general public and various Town of Wilmington departments except as contained in specific conditions that follow.
5. The proposed sign is in harmony with the building's appearance.

CONDITIONS:

The following Conditions shall be required at the Applicant's sole expense, unless otherwise noted:

1. This Special Permit shall be valid for this applicant and this proposed sign only. Any change in applicant or change in signage shall be reviewed by the Planning Board.
2. The Project shall obtain approval pursuant to, and be constructed and operated in accordance with, all applicable local, state and federal bylaws, statutes, ordinances, rules and regulations.
3. If the sign has not been erected within two (2) years of a Special Permit approval, the approval shall lapse and then a new application, fees and public hearing will be required, provided that if there is an appeal to the Land Court within twenty (20) days after the decision has been filed in of the office of the Town Clerk, and/or the two-year period shall run from the date of the final decision on the appeal.
4. This decision in no way invalidates any of the previous conditions required by the Planning Board on this property through Site Plan Review or other Special Permits.
5. The provisions of this conditional approval shall apply to and be binding upon the applicant, its employees, and all tenants.
6. Bylaw Exception: (Section 6.3.6.1.a) "Granted" a sign measuring 137 sq. ft. where 120 sq. ft. is the maximum wall sign size.
7. Bylaw Exception: (Section 6.3.6.1.a) "Granted" a 27 ft. long sign above the first floor where 10 ft. is the maximum length.

8. All provisions of the Wilmington Zoning Bylaw pertaining to signage (Section 6.3) will be met unless an exception is specifically provided in this decision.

Board of Appeals

At its meeting on July 13, 2021, the Planning Board (Board) voted to recommend as follows:

Case 18-21: 25 Taplin Ave – Map 44 Parcel 120

Upon motion duly made and seconded, it was unanimously

VOTED: To recommend approval. Groundwater recharge is proposed to mitigate the impervious area in the Groundwater Protection District.

Old Business

There was no Old Business

New Business

Draft decision for Site Plan Review #21-08 - 625 Main Street - Map 40 Parcel 2A
Matthew Luther, Applicant

MATERIALS CONSIDERED:

PLAN "Map 40 Lot 2A, Existing Conditions, Site Plan of Land, 625 Main Street, Wilmington, Mass. (Middlesex County)" dated May 4, 2021

PLANNING REVIEW LETTER dated May 24, 2021

ENGINEERING COMMENTS dated May 24, 2021

ENGINEERING and FIRE DEPARTMENT MEMO dated May 25, 2021

V. Gingrich reviewed the conditions. Dumpster and trash service shall take place during normal business hours. There will be no outdoor storing of materials permitted and no vehicles are allowed in the building without appropriate floor drains. She talked about new condition #16 that the Fire Department wanted added "Applicant shall perform and provide a radio signal strength survey to the Wilmington Fire Department to ensure proper Emergency Responder Radio coverage." M. Sorrentino said he is not happy with condition 25 "Snow shall be stored in designated areas only. Any snow exceeding on-site capacity shall be removed from the site within five (5) days of a snow event". He said there are other sites that have this requirement but don't comply.

Upon motion duly made and seconded it was unanimously

VOTED: To approve with conditions Site Plan Review #21-08 for 625 Main Street as shown on plan entitled, "Site Plan of Land, 625 Main Street, Wilmington, MA", containing Sheets 1-3, dated May 28, 2021 and last revised June 1, 2021, prepared by Richard J. Meade Jr., P.L.S., Medford Engineering & Survey, 15 Hall Street, Medford, MA 02155. Said property is located at 625 Main Street, Wilmington, MA 01887 and shown on Assessor's Map 40 Parcel 2A as follows:

This is to certify, at a public hearing of the Wilmington Planning Board (Board) opening on June 1, 2021 and closing on July 13, 2021, by a motion duly made and seconded, it was voted:

We, the Wilmington Planning Board, as requested by Matthew Luther, under the provisions of Section 6.5 of the Zoning Bylaws of the Town of Wilmington and Board's Site Plan Review

Rules and Regulations, to consider the contemplated site plan for the construction of parking lot improvements associated with a change of use to manufacturing, as shown on plan entitled, "Site Plan of Land, 625 Main Street, Wilmington, MA", containing Sheets 1-3, dated May 28, 2021 and last revised June 1, 2021, prepared by Richard J. Meade Jr., P.L.S., Medford Engineering & Survey., 15 Hall Street, Medford, MA 02155, submitted on May 6, 2021, (the "Site Plan") (the "Project"), do hereby vote to **APPROVE** the Site Plan and the Project, subject to the Findings and Conditions below.

MATERIALS:

The following materials in addition to the Site Plan were submitted into the public record:

<u>Date submitted</u>	<u>Description</u>
-----------------------	--------------------

None

FINDINGS:

1. The Project site is shown on Map 40 Parcel 2A on the Site Plan.
2. The Site Plan contains a design that is sufficiently developed to provide the basis for the Board's determinations regarding the provisions, requirements, standards, and guidelines of Section 6.5 of the Wilmington Zoning Bylaws and the Board's Site Plan Review Rules and Regulations.
3. The development of the site as set forth in the Site Plan and ancillary materials submitted by the Applicant complies with the provisions, requirements, standards, and guidelines of Section 6.5 of the Wilmington Zoning Bylaws and the Board's Site Plan Review Rules and Regulations.
4. The Applicant satisfactorily addressed the comments made or submitted by the general public and various Town of Wilmington departments except as contained in specific conditions that follow.

CONDITIONS:

The following Conditions shall be required at the Applicant's sole expense, unless otherwise noted:

GENERAL:

1. The Project shall be constructed and operated in accordance with the Site Plan.
2. The Project shall obtain approval pursuant to, and be constructed and operated in accordance with, all applicable local, state and federal bylaws, statutes, ordinances, rules and regulations.
3. If no substantial construction has commenced within two (2) years of a Site Plan approval, the approval shall lapse and a new application, fees and public hearing will be required, provided that if there is an appeal to the Board of Appeals and/or to the courts, the two-year period shall run from the date of the final decision on the appeal.
4. The provisions of this conditional approval shall apply to and be binding upon the Applicant, its employees and all successors and assigns in interest or contract.
5. The Project shall conform to all existing Massachusetts Laws, Regulations and Applicable Codes regarding fire protection and building safety standards.

6. Any revisions shall be submitted to the Director of Planning & Conservation for review. If these are deemed substantial, the Applicant must submit revised plans to the Planning Board for approval.
7. During construction, work shall not start before 7:00 a.m. and shall be completed by 7:00 p.m. No work is allowed on Sundays and holidays. Construction equipment shall not be started before 7:00 a.m.

PRIOR TO ISSUANCE OF A BUILDING PERMIT:

8. Building plans shall be reviewed by the Wilmington Fire Department.
9. The applicant shall provide an independent peer review of the building plans to the Wilmington Fire Department ensuring all applicable codes for Fire Alarm and Fire Sprinkler System are met.

PRIOR TO START OF CONSTRUCTION:

10. A pre-construction meeting shall be scheduled with the Department of Planning & Conservation and Town Engineer. The developer shall submit a construction schedule at the time of the pre-construction conference.
11. A Construction Period Stormwater Pollution Prevention Plan shall be submitted prior to the pre-construction meeting.
12. Erosion controls shall be installed in accordance with the Stormwater Management Plan and shall be inspected by the Department of Planning & Conservation at least two (2) business days prior to the start of construction.

DURING CONSTRUCTION:

13. The Applicant shall give reasonable notice to the Engineering Division for inspection prior to backfilling any proposed underground stormwater management system or installation of any other critical design components.
14. The applicant shall coordinate with the Town's Cross Connection Consultant for review of the interior plumbing plans for the water recycling system and the consultant shall perform a survey of the interior plumbing at the Proponent's expense.
15. Signage shall be installed for the accessible parking space.

PRIOR TO ISSUANCE OF OCCUPANCY:

16. The Applicant shall perform and provide a radio signal strength survey to the Wilmington Fire Department to ensure proper Emergency Responder Radio coverage.

POST CONSTRUCTION:

17. All site work shall be substantially completed in accordance with the approved site plans.
18. The Owner shall maintain or replace landscaping and fencing as shown on the approved Site Plan for the duration of the use. The Owner shall use best practices to maintain the required landscaping and fencing in presentable and healthy condition.
19. The Owner shall maintain the Project site in a clean and tidy condition clear of debris and trash. All dumpsters located on the Project site shall be enclosed by a fence and be of a side entry design. Dumpsters shall remain closed and enclosures locked.
20. Dumpster/trash service shall take place within normal business hours.
21. The Owner shall use good housekeeping practices as outlined in the Operation and Maintenance Plan to maintain the site and keep it in good working condition. The Owner

shall provide copies of completed maintenance and inspection logs for the construction period and copies of logs of the long-term pollution prevention plan to the Department of Planning & Conservation.

22. No overnight outdoor storage of materials is permitted.
23. No vehicles shall be allowed in building without the appropriate floor drain, connected to sanitary sewer via an oil/gas separator. If an oil/gas separator is required on the site, the applicant shall submit the plans to the Director of Planning & Conservation for a determination of whether the change is substantive and will require review by the Planning Board.
24. The Project shall be operated in accordance with the Operation and Maintenance Plan. The operation, maintenance, repair and replacement of all drainage structures constructed pursuant to the Project shall be the Owner's responsibility.
25. Snow shall be stored in designated areas only. Any snow exceeding on-site capacity shall be removed from the site within five (5) days of a snow event. Snow shall not be pushed into stormwater management areas, and drainage structures shall remain clear of snow.
26. Final As-Built Plans shall be submitted to the Town Engineer and Director of Planning & Conservation in form(s) and format(s) acceptable to them.

Upon motion duly made and seconded it was unanimously

VOTED: To endorse Site Plan Review #21-08 for 625 Main Street – Map 40 Parcel 2A entitled, "Site Plan of Land, 625 Main Street, Wilmington, MA", containing Sheets 1-3, dated May 28, 2021 and last revised June 1, 2021, prepared by Richard J. Meade Jr., P.L.S., Medford Engineering & Survey, 15 Hall Street, Medford, MA 02155. Said property is located at 625 Main Street, Wilmington, MA 01887 and shown on Assessor's Map 40 Parcel 2A.

**Request to waive Site Plan Review #21-05 for 625 Main Street - Map 40 Parcel 2A
Tim Greene with Crown Castle for Verizon, Applicant**

PRESENT IN INTEREST: Timothy Greene, Terra Search Real Estate Group

MATERIALS CONSIDERED:

PLAN "Verizon Site Number 443222, BU# 806612, BOS Wilmington 959042, 625 Main Street, Wilmington, MA 01887, Existing 152"-0" Self Support Tower" dated May 25, 2021

STRUCTURAL ANALYSIS REPORT dated March 22, 2021

LETTER from Timothy Greene dated June 10, 2021

V. Gingrich told the Board the waiver is to replace 9 antennas, 6 remote radio units and remove 3 remote radio units. She said there are no ground changes proposed. V. Gingrich told the Board this is an existing tower.

Upon motion duly made and seconded it was unanimously

VOTED: To approve the request to waive Site Plan Review. This project involves the replacement of 9 antennas, 6 remote radio units and the removal of 3 remote radio units in accordance with plan entitled, "Verizon Site Number 443222, BU# 806612, BOS Wilmington 959042, 625 Main Street, Wilmington, MA 01887, Existing 152"-0" Self Support Tower.

**Request to waive Site Plan Review #21-06 for 433B Main Street - Map 42 Parcel 22F
Partel Management LLC for Maker Woodworker LLC, Applicant**

PRESENT IN INTEREST: Keton Patel

MATERIALS CONSIDERED:

PLAN "Site Plan, 433 Main St., Wilmington, Mass." dated August 3, 2005 and last revised December 12, 2005

SUPPORTING PICTURES received July 1, 2021

LETTER from Keton Patel received July 1, 2021

K. Patel told the Board there are two buildings on the property. He said there is an 800 sq. ft. restaurant, and the other building was a liquor store. He said there is a woodworking shop that would like to occupy that building. K. Patel told the Board this is a change in use that meets the parking criteria in accordance with the zoning bylaw. He said there is a total of 12 parking spots and the required uses only require 8. M. Sorrentino asked if the restaurant was currently open and K. Patel said it is but for takeout only at this time.

Upon motion duly made and seconded it was unanimously

VOTED: To approve the request to waive Site Plan Review for a change in use from a liquor store to a craft shop/building trade. Parking requirements have been met for the change in use.

**Request to waive Site Plan Review #21-07 for 251 Ballardvale Street - Map R2 Parcel 25
Pete Trocco, Applicant**

PRESENT IN INTEREST: Peter Troco, Charles River Laboratories Inc.
John Cloutier, Callahan Construction, Managers

MATERIALS CONSIDERED:

PLAN "251 Ballardvale Street, Proposed Site Plan" dated June 9, 2021

LETTER from Charles River dated June 10, 2021

J. Cloutier told the Board the waiver request is so that Charles River can put a small addition against the existing building. He said it doesn't affect any driveways or parking spaces or eliminate any green space or impact the fire lane and is not seen from the street. It will be used for storage.

Upon motion duly made and seconded it was unanimously

VOTED: To approve the request to waive Site Plan Review for the construction of a 650 sq.ft. storage area in accordance with plan entitled "251 Ballardvale Street, Proposed Site Plan" dated June 9, 2021.

**Request to waive Site Plan Review #21-08 for 1 Jewel Drive - Map 24 Parcel 205
Michael Woronka for Action Ambulance Service Inc., Applicant**

PRESENT IN INTEREST: Michael Woronka, Action Ambulance

MATERIALS CONSIDERED:

PLAN "ALTA/NSPS Land Title Survey in Wilmington, Mass." dated October 30, 2019 and last revised November 25, 2019

FLOOR PLAN dated June 2, 2021

SKETCH of building garage door received June 15, 2021

DESCRIPTION OF WORK received July 6, 2021

PARKING ANALYSIS received June 16, 2021 and revised June 18, 2021

PLUMBING SPECIFICATIONS dated July 1, 2021

PLUMBING FLOOR PLAN dated July 1, 2021

M. Woronka, told the Board Action Ambulance has been in operation for the last 20 years. He said they have an oil water separator. The 3 garage doors will be added on the Eames Street side of the building because the Main Street side is too small. The building currently has more than 250 parking spaces. M. Woronka said they are adding the garage doors and eliminating three (3) parking spaces. R. Holland asked if there are 3 existing bays on the Jewel Drive side of the property. M. Woronka said they are on Eames Street. He said there is already an existing cut. V. Gingrich said the Town Engineer will be look for a letter confirming the compliance with the MWRA standards for the oil/water separator and that it is sized appropriately before he signs the building permit. M. Woroka said he believes his engineer already certified that but he will follow up.

Upon motion duly made and seconded it was unanimously

VOTED: To approve the request to waive Site Plan Review for a change of use from repair facility/offices to repair/vehicle garage/offices with an oil/water separator that is compliant with MWRA standards and is sized appropriately.

Discussion

Housing Choice Legislation Multi-Family District

V. Gingrich told the Board that the Housing Choice Act has a requirement for MBTA communities which Wilmington is. The requirement is to have an as of right multi-family district and it has to be within ½ mile from a train station, minimum gross density of 15 units per acre, no age restrictions and suitable for families and DHCD will be providing detailed guidance. V. Gingrich said there are two train stations in town. V. Gingrich said the North Wilmington has challenges with rezoning. She thinks that an easier option is that the Town already has a Central Business District which has multi-family by special permit. The special permit criteria has a mix of different things. She said for new construction of residential and commercial, you can follow the zoning chart to do the allowed density but if you are doing only residential and it's a single building, you have a different density than residential with multiple buildings. V. Gingrich said the Board could allow multi-family in Central Business by right. She said they could get rid of all the special permit criteria, and just follow the dimensional chart you would follow for a commercial building. She said you could as of right build a multi-family building the same way you build a commercial building. She asked the Board if they could build a vanilla box building and it could be either multi-family or commercial and it will be allowed to be the same size building, would you want it to be a different size if it were multi-family? R. Holland said probably not. She said you can build denser commercial than you can build mulit-family

right now. She explained the design criteria that could be added to multi-family residential in place of requiring a special permit. She said there is potential for positive things to be built in that area. V. Gingrich said if the town is not in compliance, it will not be eligible for certain state money. T. Boland asked where else in Town is it Central Business, and V. Gingrich said the registry building in North Wilmington. She said this can be addressed at another meeting but she wanted to introduce the topic and idea to the Board.

Election of Officers – Chair and Clerk

Upon motion duly made and seconded it was unanimously

VOTED: To table the Election of Officers

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

VOTED: To adjourn the meeting at 9:35 p.m.

NEXT PLANNING BOARD MEETING: August 3, 2021

Respectfully submitted,~

A handwritten signature in cursive script, reading "Cheryl Licciardi".

Cheryl Licciardi
Recording Clerk

