Minutes of Meeting
Grafton Planning Board
September 26, 2016

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A regular meeting of the Grafton Planning Board was held on September 26, 2016 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman Michael Scully, Vice-Chair Robert Hassinger, Linda Hassinger, Tracy Lovvorn and Associate Member Sharon Carroll-Tidman. Staff present was Town Planner Joseph Laydon and Assistant Planner Ann Morgan.

Chairman Scully called the meeting to order at 7:00 p.m.

ITEM 1: PUBLIC INPUT

None.

ACTION ITEM 2A: APPROVAL NOT REQUIRED - 106 AND 110 OLD WESTBORO ROAD, TOWN OF GRAFTON (APPLICANT / OWNER)

Mr. Laydon reviewed the Application noting that the ANR plan is the result of Town Meeting action in October 2015 (Article 9). The Town voted to divide the parcel between both the abutters at 106 and 110 Old Westboro Road. A number of easements are still in effect. Mr. Laydon noted that the plan had been reviewed by staff and recommended endorsement. No public comment was received on this matter.

MOTION to endorse the ANR plan and authorize the Town Planner to sign it on behalf of the Board made by Mr. Hassinger, **SECONDED** by Mrs. Hassinger. **MOTION** carried unanimously 5 to 0.

DISCUSSION ITEM 3A: SITE ELIGIBILITY APPLICATION – 23 PRENTICE PLACE

It was noted that the Board received a copy of correspondence from the Massachusetts Housing Partnership stating that they were in receipt of an application for a site eligibility review for Prentice Place located at 23 Prentice Street. Mr. Laydon reviewed the project with the Board which consists of proposed 54 apartment units on a 2 acre parcel. The project concept had been discussed at an earlier Board of Selectmen's meeting which received public input. Now the developer has submitted a formal application. The letter notes a deadline for comments from the Town and that a site walk will be scheduled soon. Mr. Laydon stated that he had asked for and received an extension of the deadline for the submission of comments until early November to allow several boards and committees seek public input as well as the Board of Selectmen who will submit the formal response from input received over the next month.

Mr. Hassinger asked when the Planning Board would have an opportunity to review and comment. Mr. Laydon noted that the project will be reviewed in a development team meeting and a site walk will be conducted first. Then the information will be presented to the Board for comment. Issues raised in the past include the density as it relates to the surrounding neighborhood, traffic impacts particularly at the Prentice Street / Route 140 intersection, visual impacts and accommodation of emergency services.

Mr. Laydon noted that the project was intended to be for rental units and while only 25% are actually classified as affordable that the Town will receive full credit for all 54 units on the State's Subsidized Housing Inventory. Once counted, the Town would be afforded a one year "safe harbor" from Chapter 40B which enables the Town to be more selective in any new 40B applications for one year. It was noted that the Housing Production Plan illustrates the Town's need for rental housing. Mr. Hassinger asked if there were any metrics showing the need and current inventory for rental units. Ms. Carroll-Tidman noted that the density would have a significant impact on the neighbors and wondered if there was a more appropriate

location in Town for such a project. Mr. Scully noted that project of that size and scope would be a difficult sell an any part of Town. Mr. Laydon stated that there is a need for appropriate balance of development which will be a factor under consideration during the review process.

BILLS 4A:

The bills were circulated and signed.

STAFF REPORT 4B:

Mr. Laydon reviewed the following items:

- Business Forum – Scheduled for Thursday, 9/29 at the Community Barn. The initial results of Grafton's Economic Self-Assessment will be presented by the Dukakis Center from Northeastern University. The results are based on information submitted by staff. The next steps will be to use the information to compare with surrounding towns and within the context of the State. This is a good tool to help the Town create an economic development plan for the future. Mr. Hassinger asked if the results would be available on line. The forum will be taped and broadcast on GCTV. Staff will ensure that the collated data will be posted on line along with a link to the video.
- North Grafton Transit Village Master Plan – Staff has met with the consultant and is in the process to coordinating various public meetings to gather input. They are working with Tufts to find meeting locations for November. A kick off meeting for Town staff and officials will be held on October 13th at the Community Barn. Notices will be going out shortly. A second part of the contract includes the development of a small area concept plan for the Bolack property in North Grafton. The public meeting for that will likely take place after the new year.
- Pre-construction Meetings – Staff has held pre-construction meetings for the 103 Worcester Street development and the Gristmill Village subdivision. Coordination with emergency services and various utilities for work in Grist Mill Road will be completed soon with regards to a detour while work is underway. Mr. Laydon reviewed a photo showing that the fence on the corner of Grist Mill Road and Pleasant Street has been removed per the requirement of the Planning Board. It was noted that the sight lines are greatly improved which leads to better public safety.
- Open Space and Recreation Master Plan – A scope of services is in draft format. It is expected to be release for RFP in November.
- Annual Town Meeting 2017 – Staff continues to assess potential recommendations for changes to the Zoning By-Law for consideration at the May 2017 Town meeting.
- Affordable Housing Draft Action Plan – Ms. Morgan noted that the Affordable Housing Trust met with the Board of Selectmen to gather comments on the Draft Action Plan. The next steps are to meet with other key boards such as the Planning Board of input. The draft will also be released to all who attended last March's workshop. Once received, all comments will be reviewed and a final draft will be presented to the Trust for approval. The Trust will be seeking agenda time to meet with the Planning Board who will receive a copy of the Draft Action Plan well in advance.

MINUTES OF PREVIOUS MEETINGS 4C: OPEN SESSION MEETING MINUTES - SEPTEMBER 12, 2016

The Board reviewed the draft meeting minutes of September 12th and made minor edits.

MOTION by Mr. Hassinger, **SECOND** by Mrs. Hassinger to accept the minutes of September 12, 2016 as drafted and edited. **MOTION** carried unanimously 4 to 0.

MINUTES OF PREVIOUS MEETINGS 4D: OPEN SESSION MEETING MINUTES - SEPTEMBER 16, 2016

The Board reviewed the draft meeting minutes of September 16th and made minor edits.

MOTION by Mrs. Hassinger, **SECOND** by Ms. Lovvorn to accept the minutes of September 16, 2016 as drafted and edited. **MOTION** carried unanimously 4 to 0.

ITEM 4E: CORRESPONDENCE 4:

Ms. Morgan reviewed the information in the Board's packet as well as on line which includes legal notices from other Towns regarding their development projects, site visit reports from Graves Engineering and a brochure for training opportunities from the Citizen Planner Training Collaborative. Two Board members have already noted their interest in one session each. Staff will coordinate registration and payment.

Mr. Laydon noted that staff was investigating a potential for hosting a local workshop through CTPC called "Writing Defensible Dec ions" which guides boards and committees in drafting decisions in manner that protects the interests of the Town while remaining legally defensible. He noted that this workshop would be available to members of the Planning Board, Zoning Board of Appeals and the Conservation Commission. It might be possible to open it up to surrounding towns. Mr. Hassinger asked if this would be for staff only. Mr. Laydon noted that it would be best for members of the boards and committees to attend. Mr. Hassinger noted that the format of the Planning Board's decisions have evolved over the years based on critique and input from Town Counsel. Mr. Laydon noted that a workshop of this kind would enable everyone to better understand the process and help staff with more time efficient methods for drafting what, at times, now can take days.

PUBLIC HEARING 6F (7:30 P.M.) SPECIAL PERMIT (SP 2016-13) & SITE PLAN APPROVAL – REQUEST FOR TWO FAMILY DWELLING – THEODORE LESZCZYNSKI (APPLICANT/OWNER) – 13 SNOW ROAD.

Mr. Hassinger read the legal notice. Mr. Alfred Trefoni of Trefoni Design presented the Application on behalf of the Owner. He reviewed the site plan noting that they were seeking waivers for landscaping plan, lighting plan and traffic study. The site is ¾ of an acre. The house previously on the lot was demolished in Spring 2016. The site is serviced by Town water and sewer and is adjacent to the Grafton Housing Authority Maxwell Drive site.

The Board asked if there were other two family structures in the area. Several were cited but it was noted that it was not common occurrence in Town. Ms. Carroll-Tidman asked about the water service and number of meters. Mr. Trefoni stated that they will tie into the line within the street and then split it to create individual meters / service for each unit.

Mr. Laydon reviewed the proposed structure noting that it was single story with basement areas for both units. He noted that there was a more dense housing pattern further up Snow Road. Given the scope, scale and surrounding housing patterns, Mr. Laydon recommended that the Board approval the Application. No public input was received at the public hearing on this matter.

MOTION by Mr. Hassinger, **SECOND** by Ms. Lovvorn to close the public hearing and direct staff to draft a decision taking into consideration all submitted materials and testimony received at the public hearing. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING 6G (7:30 P.M.) REQUEST FOR MODIFICATION OF SPECIAL PERMIT (SP 1996-6.3) & SITE PLAN APPROVAL – EXTEND PERIOD TO CONSTRUCT – MARK

TROIANO D/B/A TROIANO REALTY, LLC. (APPLICANT/OWNER) – 109 CREEPER HILL ROAD.

Mr. Hassinger read the legal notice. Mr. Mark Troiano was present to discuss the Application. Mr. Laydon reviewed the history of the site development and permitting noting that the first Special Permit & Site Plan Approval was issued by the Board in 1996 (SP 1996-6). Since the first permit a number of modifications have been sought including the expansion of the building footprint which was approved as SP 1996-6.2. Mr. Troiano is seeking an extension for a period to construct for one more year. It was noted that Mr. Troiano has continued to work closely with the Town including the Planning Department, the Building Department and the Zoning Board of Appeals as well as Mass DEP. Some of the process was made complicated when the decision to run a gas line from Worcester up Creeper Hill Road to the site was made. Now that all outstanding permitting issues have been resolved with the ZBA and Mass DEP he is ready to move forward with the expansion of the building footprint.

Mr. Hassinger pointed that that he was dissatisfied with the locus plan that appears on the plan set. It does not adequately convey the actual location of the site. Mr. Scully asked if one year was the standard extension time generally discussed to which the answer was yes. Ms. Carroll-Tidman asked if the extension requested was for only one year to which the answer was yes. No public input at the hearing was received on this matter.

MOTION by Mr. Hassinger, **SECOND** by Ms. Lovvorn to close the public hearing and direct staff to draft a decision taking into consideration all submitted materials and testimony received at the public hearing. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARINGS 6A, 6B, AND 6C (SEE BELOW)

Mr. Hassinger read the legal notice for all three hearings as follows:

- Public Hearing 6A: (7:30 P.M.): ZBL 2016-10 – Proposed Amendment to Section 1.5.5 of the Grafton Zoning By-law to see if the Town will vote to amend the Zoning By-laws by inserting new Subsection 1.5.5.K.
- Public Hearing 6B: (7:30 P.M.): ZBL 2016-11 – Proposed Amendment to Section 9.4 of the Grafton Zoning By-law entitled Campus Development Overlay District (CDOD) – Permitted uses of the Grafton Zoning By-law to see if the Town will vote to amend the Zoning By-laws by inserting new language to the end of the existing Subsection 9.4.B.
- Public Hearing 6C: ZBL 2016-12 – Proposed amendment to Section 3.2.3.1 Use Regulation Table - Public and Semi-Public Use Category 10. Municipal Uses voted by Town Meeting to allow a change from Approved by Special Permit to Approved by Site Plan Review.

Assistant Town Administrator Doug Willardson was present to address the Board on Item 6C. The Board noted that items 6A and 6B are Planning Board initiatives and that 6C was submitted by the Town Administrator. It was noted that each of the ZBL proposals had now been assigned a Warrant article number.

Mr. Willardson provided an overview of the rationale for submission of ZBL 2016-12 citing a more responsive public process for municipal projects. He noted that the proposal would allow municipal projects to be approved by Town Meeting vote and still require site plan approval through the Planning Board. This would apply to all projects in all zoning districts. The change is being proposed to streamline a process to accommodate the unique nature of municipal projects that sometimes require advance approval prior to be applying for state and federal grants. He added that this process works well in other Towns. Mr. Laydon

added the process for approval of municipal projects. The proposed change does not exempt a project from other reviews and permitting such as wetlands and stormwater. A number of issues and concerns were raised by the Board:

- Municipal Uses – Broad Categorization: Mr. Hassinger noted that the use table does not clarify the broad range of potential municipal uses noting that the siting of a new school would have different impacts than transfer station. Impacts from various uses range significantly and the proposed change would not allow the public any opportunity to consider those impacts after the fact. He stated that he felt that the existing singular use category needed to be expanded to provide a broader spectrum of potential municipal uses and analyze each by appropriateness in each zone. Mr. Laydon noted that it would be very difficult to guess all the potential uses that could be considered "municipal" but that some broad categories could be established.

- Public Input Process – Town Meeting: Mr. Hassinger stated that the proposed change does not allow for propose a system whereby the public would have an opportunity to review the project in advance of Town Meeting prior to voting. Asking people to vote on proposed use with an early site plan with no advance public input at Town Meeting was not enough. Ms. Lovvorn asked if the Site Plan Review process would address the issues. It was noted that many of the questions raised during the Special Permit hearing process allows for public input on the specific use and could result in potential modifications to the plans. Mr. Laydon noted that in some towns there is a permanent building committee who vets all municipal projects in advance of Town Meeting vote which would enable the public to participate in the process prior to voting. Grafton currently does not have such a committee but there are several informal review processes currently in place that could be formalized to accomplish the same thing. Mr. Hassinger noted that the intent to ensure public process was expanded in 1986 ZBL revision by requiring more uses receive Special Permits. The proposed change would be an erosion of those rights and safeguards.

- Public Input Process – Surrounding Neighborhood: Mrs. Hassinger noted that she was uncomfortable with the proposed change as take away the rights of the neighbors where a potential project might be located. Town Meeting approval of a use does not take into consideration the impacts on the people who will be directly affected. Uses approved at Town Meeting would be final and the only recourse the immediate neighbors would have would be through the Site Plan Approval process. Any change that takes away the opportunity to have a direct say in the uses located in a neighborhood would be problematic particularly in residential neighborhoods. Mrs. Hassinger noted that the current system allows the public to provide information about part of Town that she is not completely familiar with. The Special Permit process allows for the gathering of all kinds of unforeseen information from the people who live near the site and would be most impacted.

- Site Plan Approval vs. Special Permit: The Board reviewed the nature of the review process. It was noted that the Special Permit review process requires the Board to consider uses on a contextual basis for broad factors outlined in Section 1.5 of the ZBL such as context within the surrounding neighborhood, impacts to resources, traffic impacts and other factors that evaluate the appropriateness of the use in a specific location. This process is more subjective and qualitative. Site Plan Approval deals with the site specific factors that would directly impact the neighbors such as lighting, noise, drainage, etc. and is a more quantitative process of refinement to affect the best possible project. Mr. Laydon noted that the ZBL grants the Planning Board powers to mitigate impacts and effect changes to improve projects based on information received from the public and staff review. Mr. Hassinger disagreed noting that Site Plan Approval is not as powerful to protect the public's right to determine not the appropriateness of the use in a particular location and not just the impacts after the fact. It was noted that the public notification process for both Special Permit and

Site Plan approval was the same – abutter notification within 300 feet of the site and two weeks of advertising in a newspaper prior to the start of a public hearing. It was further noted that a Special Permit requires a super majority vote meaning 4 out of 5 voting members must approve the project for it to advance. Site Plan Approval only requires a majority vote. There was some disagreement between Mr. Hassinger and Mr. Laydon regarding the Board's right to deny a Site Plan Approval application. Mr. Hassinger noted that he had always been told that the Board cannot deny such an application – just make modifications. Mr. Laydon stated no, the Board can deny a site plan if it is based on the standards set forth in ZBL which are fairly extensive.

Mr. Willardson stated that he understood the concerns of the Board but that the Site Plan Approval process allows for a strong public review process even without the Special Permit requirement. Noted that the intent of this proposed change was to improve the process for the benefit of the Town and not to eliminate public input. Mr. Hassinger noted that he could not support the proposed change for the October Town Meeting, that it needs to be reconsidered based on the issues raised during the hearing. Mr. Scully stated that while the Special Permit process can be considered burdensome the current proposal was too generic to strike a balance.

The Board discussed the nature of a draft Planning Board Report which needed to be reviewed and voted upon at next Monday's meeting on October 3, 2014. Mr. Willardson noted that the warrant had already been signed so the article could not be removed at this time. Staff was directed to draft a report for the Board's consideration. Mr. Laydon asked for more specific direction from the Board as to whether they recommend to pass over the article or to pass over and refer back to the administration for further consideration. The nuances of each option were discussed with regards to procedure and the ability to resubmit revised language in the future. Ms. Carroll-Tidman noted that a referral back to the administration does not adequately convey the Board's overall disapproval of the proposed change as presented in the warrant article and that the Board should consider recommending a straight path of passing over. Mrs. Hassinger agreed. Mr. Hassinger disagreed noting that recommending passing over with a referral back to the administration was the only path towards refining the concept. It was recommended that Mr. Laydon confer with Town Counsel as to the appropriate language to achieve the goals of not recommending the language as proposed and to create an avenue for refinement and resubmission if the administration so desires.

The Board noted that the other two articles were developed and proposed by the Board. No comments from the Board were received on the language proposed for language advertised for Public Hearings 6A and 6B..

No public input on any of the three proposed ZBL changes was received during the public hearing.

MOTION by Mr. Hassinger, **SECOND** by Mrs. Hassinger to close the public hearing **MOTION** carried unanimously 4 to 0.

MOTION by Mr. Hassinger, **SECOND** by Mrs. Hassinger to direct staff to draft favorable Planning Board reports to Town Meeting on ZBL 2016-10 and ZBL 2016-11 for consideration at the October 3, 2016 Planning Board meeting. **MOTION** carried unanimously 4 to 0.

MOTION by Mr. Hassinger, **SECOND** by Mrs. Hassinger to direct staff to draft a Planning Board report to Town Meeting on ZBL 2016-12 and to confer with Town Counsel on the appropriate verbiage based on their discussion during the public hearing to achieve the desired outcome. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING 6D (7:30 PM): SPECIAL PERMIT (SP 2016-3) & SITE PLAN APPROVAL – "SUPER PARK" RECREATIONAL FACILITIES - TOWN OF GRAFTON (APPLICANT/OWNER) – 4-6 UPTON STREET

Mr. Scully noted that the Board had received a request from the Applicant to withdraw the Application without prejudice.

Mr. Hassinger reviewed the nuances of withdrawing an application with or without prejudice. He noted that typically the Applicant is present to discuss the request and that no one from the Super Park Committee or the Town was present to provide that information. Mr. Laydon reviewed the nature of the request stating that there was additional work to be presented to the Conservation Commission that may further alter the plan which has already been modified multiple times during the course of the public hearing. He further noted that the cost estimates for construction had caused the Super Park Committee to reevaluate the work plan which necessitated a modified approach to site plan development. By withdrawing the application and resubmitting at a later time many of the issues to be addressed by the Conservation Commission and the phasing of construction will have been be worked out. In addition a new hearing will be advertised and abutters will be notified again which is important as this hearing has been extended by the Applicant many occasions.

Mr. Hassinger stated that multiple public hearing continuances can be problematic and unwieldly from a procedural perspective. He noted that this particular hearing has been extended so many times that the newest members weren't present for the original presentation. Mr. Laydon agreed that the process for this Application should not have taken as long as it has. Mrs. Hassinger noted that these types of ongoing continuances is counterproductive to the Boards best efforts to expedite applications in a reasonable and responsible time frame. Granting the withdrawal without prejudice will enable the Applicant the necessary time to get their act together prior to resubmission.

MOTION by Mrs. Hassinger, **SECOND** by Ms. Lovvorn to grant the Applicant's request to withdraw the application without prejudice. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING 6E (7:30 P.M.) REQUEST FOR DEFINITIVE PLAN APPROVAL – "BULL MEADOW" SUBDIVISION – OFF APPALOOSA AND BRIDLE RIDGE DRIVE – BULL MEADOW, LLC (OWNER/ APPLICANT)

Mr. Scully noted that the Board had received a request for continuance to October 24, 2016. It was noted that there have been a number of continuance requests from the Applicant / Owner without any project update. Mr. Hassinger noted that multiple extensions are problematic for the same reasons noted in Item 6D. The Board agreed that the Applicant needed to be present at the October 24th meeting to provide a project update and to evaluate any future requests for continuance. No public input was received at the public hearing on this matter.

MOTION by Mr. Hassinger, **SECOND** by Ms. Lovvorn to grant the Applicant's request to continue the public hearing to October 24, 2016 at 7:30 p.m. and to direct staff to contact the Applicant to relay the request to have a project update at that meeting for the purposes of evaluating any future requests for continuance. **MOTION** carried unanimously 4 to 0.

ITEM 5: REPORTS FROM PLANNING BOARD REPRESENTATIVES ON TOWN COMMITTEES AND CMRPC

Mr. Scully reported that there had been a recent meeting at CMRPC for members of local Economic Development Commissions. It provided an opportunity for people to network and share best practices with an eye towards future collaboration. He also noted that Grafton's Economic Development Commission has

reorganized and that Mr. John LaPoint is the new chairman. In addition, there has been discussion amongst various parties to eliminate the Planning Board representative from that Commission. Mr. Hassinger stated that he thought that it was a bad idea as coordination between the two groups is important for a number of reasons. Ms. Carroll-Tidman asked why this was under consideration to which Mr. Scully replied that it was personal and would answer that question off air without violating the open meeting law.

ITEM 7: ANY OTHER ITEMS WHICH MAY LAWFULLY COME BEFORE THE BOARD

None.

ITEM 9: ADJOURNMENT

MOTION to adjourn the meeting made by Mr. Hassinger, **SECONDED** by Ms. Lovvorn. **MOTION** carried unanimously 5 to 0.

The meeting was adjourned at 8:57 p.m.

EXHIBITS

- Approval Not Required - 106 and 110 Old Westboro Road, Town of Grafton (Applicant / Owner); Includes the Following:
  - Application for Endorsement of Plan Believed Not to Require Approval (ANR); Signed by Norman Hill on January 28, 2016; Received on September 22, 2016; 2 Pages.
  - Plan of Land Located Between House #106 and #110 on Old Westboro Road Grafton, MA; Submitted by Land Planning, Inc.; 11" x 17"; Black and White; Dated January 27, 2016; No Received Date; 1 Page.
- Site Eligibility Application – 23 Prentice Place; Includes the Following:
  - Letter of Correspondence From Laura Shufelt, Community Assistance Manager at the Massachusetts Housing Partnership to Jennifer Thomas, Chair of the Grafton Board of Selectmen; Re: Prentice Place, 23 Prentice Street, Grafton, Massachusetts (the "Property"); Dated September 14, 2016; Received September 16, 2016; 3 Pages.
  - Email Correspondence From Laura Shufelt, Community Assistance Manager at the Massachusetts Housing Partnership to Joseph Laydon, Grafton Town Planner; Re: Prentice Place, Grafton MA – Project Eligibility Letter; Dated September 21, 2016; No Received Date; 1 Page.
- Draft Minutes of Meeting, Grafton Planning Board, September 12, 2016; 1 Page.
- Draft Minutes of Meeting, Grafton Planning Board, September 16, 2016; Drafted September 20, 2016; 11 Pages.
- Letter of Correspondence From Sandy Spinella, Administrative Assistant for Westborough Planning Board To Wendy Mickel, Westborough Town Clerk; No Date; Received September 12, 2016; 2 Pages.
- Certificate of Approval of Modification to Definitive Plan Decision – Autumn Gate Estates; From Millbury Planning Board; Dated August 29, 2016; Received September 13, 2016; 1 Page.

- Shrewsbury Zoning Board of Appeals September 19, 2016 Meeting Agenda; Received September 13, 2016; 3 Pages.
- Public Hearing Notice From Sutton Planning Board; Published September 12 & 19, 2016; Received September 14, 2016; 1 Page.
- Sutton Planning Board Special Permit Decisions; No Date; Received September 16, 2016; 1 Page.
- Shrewsbury Planning Board Legal Notice; Published September 21 & 28, 2016; Received September 19, 2016; 1 Page.
- Sutton Zoning Board of Appeals Public Hearing Notice; Filed on September 19, 2016; Received September 21, 2016; 1 Page.
- Letter of Correspondence; Graves Engineering, Inc.; Site Visit Report from September 13, 2016; No Date; Received September 19, 2016; 2 Pages.
- Letter of Correspondence; Graves Engineering, Inc.; Site Visit Report from June 23, 2016; No Date; Received September 13, 2016; 1 page.
- Citizen Planner Training Collaborative Fall 2016 Workshops Brochure; Mailed September 20, 2016; 4 Pages.
- Public Notice of Balloon Test; From Sutton Zoning Board of Appeals; No Date; Received September 23, 2016; 1 Page.
- ZBL 2016-10 Proposed Amendment Section 1.5.5 Of The Grafton Zoning By-Law To See If The Town Will Vote To Amend The Zoning By-Laws By Inserting New Subsection 1.5.5.K; Proposed Zoning Amendment – Annual Town Meeting – October 17, 2016; Article 15 – Amendment to Section 1.5.5 Conditions for Granting Special Permits; No Received Date; 1 Page.
- ZBL 2016-11 Proposed Amendment To Section 9.4 Entitled Campus Development Overlay District (CDOD) Permitted Uses Of The Grafton Zoning By-Law To See If The Town Will Vote To Amend The Zoning By-Laws By Inserting New Language To The End Of The Existing Subsection 9.4.B; Proposed Zoning Amendment; Proposed Zoning Amendment – Annual Town Meeting – October 17, 2016; Article 16 – Amendment to Section 9.4 Campus Overlay District Permitted Uses; No Received Date; 1 Page.
- ZBL 2016-12 Proposed Amendment To Section 3.2.3.1 Use Regulation Table – Public And Semi-Public Use Category 10. Municipal Uses Voted By Town Meeting To Allow A Change From Approved By Special Permit To Approved By Site Plan Review; Proposed Zoning Amendment – Annual Town Meeting – October 17, 2016; Article 14 – Use Table Amendment For Municipal Uses Voted By Town Meeting; Submitted by: Town Administrator; No Received Date; 1 Page.
- Special Permit (SP 2016-13) & Site Plan Approval – Request For Two Family Dwelling – Theodore Leszczynski (Applicant/Owner) – 13 Snow Road; Includes the Following:
    - Letter of Correspondence; From Alfred Trifone of Trifone Design Associates, Inc.; Re: Special Permit, New Two Family Home 13 Snow Road; Dated August 30, 2016; Received August 31, 2016; 1 page.
    - Application for Site Plan Approval; Signed by Theodore Leszczyski On July 12, 2016; No Received Date; 1 Page.

- Application for Special Permit; Signed by Theodore Leszczyski On July 12, 2016; No Received Date; 1 Page.
- Copy of Checks; No Date; No Received Date; 1 Page.
- Certified Abutters List; Signed by Assessor's Office on June 28, 2016; No Received Date; 1 Page.
- Certificate of Good Standing; Signed by Treasurer/Collector's Office on June 23, 2016; Received on June 23, 2016; 1 Page.
- Site Photos; Southerly, Easterly, Westerly, and Northerly Views; 8.5" x 11"; Black and White; No Date; No Received Date; 2 Pages.
- Floor Plans; Lower Level and Main Floor; 8.5" x 11"; Black and White; No Date; No Received Date; 2 Pages.
- Building Drawing; 8.5" x 11"; Black and White; No Date; No Received Date; 1 Page.
- GIS Locus Plan; Scale Unknown; 8.5" x 11"; Black and White; Printed Date Unknown; No Received Date; 1 Page.
- Assessor's Map with Site Circled; Scale Unknown; 11" x 17"; Black and White; Printed Date Unknown; No Received Date; 1 Page.
- Proposed Site Plan at 13 Snow Road Grafton, MA; Submitted By Trifone Design Associates, Inc.; 24" x 36"; Black and White; Dated July 11, 2016; No Received Date; 1 Page.
- Interdepartmental Review Email Correspondence; Re: 13 Snow Road; From Grafton Zoning Board of Appeals; September 7, 2016; Received on September 7, 2016; 1 Page.
- Interdepartmental Review Email Correspondence; Re: Special Permit SP 2016-13 & Site Plan Approval – Request for Construction of a Two Family Dwelling – 13 Snow Road; From Grafton Board of Health; September 8, 2016; Received on September 8, 2016; 1 Page.
- Interdepartmental Review Email Correspondence; Re: Special Permit (SP 2016-13); From Grafton Police Department; September 16, 2016; No Received Date; 1 Page.

- Request For Modification Of Special Permit (SP 1996-6.3) & Site Plan Approval – Extend Period To Construct – Mark Troiano D/B/A Troiano Realty, LLC. (Applicant/Owner) – 109 Creeper Hill Road; Includes the Following:
  - Application for Modification of a Special Permit; Signed by Mark Troiano on August 30, 2016; Received August 31, 2016; 1 Page.
  - Letter of Correspondence; From Mark Troiano of Troiano Trucking, Inc.; No Subject Stated; Dated August 30, 2016; No Received Date; 1 page.
  - Certificate of Good Standing; Signed by Treasurer/Collector's Office on August 30, 2016; No Received Date; 1 Page.
  - Request for Abutters List; Requested On August 30, 2016; Received August 31, 2016; 1 Page.
  - Certified Abutters List; Signed by Assessor's Office on August 31, 2016; Received August 31, 2016; 1 Page.
  - Interdepartmental Review Email Correspondence; Re: Mod. Of a Special Permit (SP 1996-6.3) & SPA – Extend Period to Construct a Recycling Transfer Station – 109 Creeper Hill Road –

Troiano Realty, LLC; From Grafton Conservation Commission; September 8, 2016; Received on September 8, 2016; 1 Page.

- Interdepartmental Review Email Correspondence; Re: Modification of a Special Permit (SP 1996-6.3) & Site Plan Approval; From Grafton Police Department; September 16, 2016; No Received Date; 1 Page.
- Interdepartmental Review Email Correspondence; Re: Request for Department Comments – Mod. of a Special Permit (SP 1996-6.3) & SPA – Extend Period to Construct a Recycling Transfer Station – 109 Creeper Hill Road – Troiano Realty, LLC; From Grafton Board of Health; September 19, 2016; No Received Date; 2 Pages.
- Building Addition Site Plan For 109 Creeper Hill Road Grafton, MA; Submitted By ASA Engineering; 24" x 36"; Black and White; Revised August 11, 2014; Received August 31, 2016; 1 Page.

These minutes were approved by the Planning Board on: <u>October 3, 2016</u>