

**MINUTES OF THE PROCEEDINGS OF THE  
PLANNING BOARD OF THE CITY OF WORCESTER**

**September 12, 2012**

**WORCESTER CITY HALL – LEVI LINCOLN ROOM**

**Planning Board Members Present:** Andrew Truman, Chair  
Stephen Rolle, Vice Chair  
Satya Mitra, Clerk  
Robert Ochoa-Schutz

**Staff Present:** Joel Fontane, Division of Planning & Regulatory Services  
Luba Zhaurova, Division of Planning & Regulatory Services  
Abby McCabe, Division of Planning & Regulatory Services  
Marlyn Feliciano, Division of Planning & Regulatory Services  
Kathleen Donovan, Department of Inspectional Services  
K. Russell Adams, Department of Public Works & Parks  
Michael Traynor, Law Department

**BOARD SITE VISITS**

**REGULAR MEETING (5:30 PM)**

**CALL TO ORDER**

Chair Andrew Truman called the meeting to order at 5:38 P.M.

**APPROVAL OF THE MINUTES**

The Board did not approve any minutes.

**REQUESTS FOR CONTINUANCES, EXTENSIONS OF TIME, POSTPONEMENTS,  
WITHDRAWALS**

1. **Dudley Place – Private Street Removal (ST-2012-013)** - Mr. Robert Longden, attorney for South Middlesex Opportunity Council, stated that he was contacted by Jonathan Finkelstein, attorney to the petitioner Michael Ushkurnis, who no longer wishes to have Dudley Place removed from the official city map. Mr. Traynor confirmed that because the co-petitioner, who has an interest in Dudley Place and is a direct abutter, objects to the removal of the street from the official city map the board does not have the authority to approve its removal. Upon a motion by Mr. Ochoa-Schutz and seconded by Mr. Mitra, the Board voted 4-0 to approve the petitioner's request to Leave to Withdraw without Prejudice the private street removal petition of Dudley Place.

List of Exhibits.

- Exhibit A: Removal of Dudley Place Petition; dated June 14, 2012; signed by Jonathan Finkelstein and Katherine Garrahan on behalf of Michael Ushkurnis and South Middlesex Opportunity Council (SMOC), petitioners.
- Exhibit B: Memorandum from the City of Worcester Division of Planning & Regulatory Services to the Planning Board; re: Dudley Street – Removal of entire length of Dudley Street – a Private Street from Official Map; dated July 6, 2012, revised July 27, 2012 & August 17, 2012.
- Exhibit C: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: Dudley place – Remove from the Official Map; dated June 22, 2012.
- Exhibit D: Request to Postpone from Katherine Garrahan of Bowditch & Dewey and Jonathan Finkelstein; dated July 11, 2012.
- Exhibit E: Letter of Support from South Middlesex Opportunity Council, Inc. and South Middlesex Non-Profit Housing Corporation; dated July 11, 2012.
- Exhibit F: Letter requesting a Leave to Withdraw from Attorney Jonathan Finkelstein, representative for petitioner Michael Ushkurnis, dated September 11, 2012.

2. **10 Claremont Street - Definitive Site Plan Approval (PB-2012-040)** – Ms. Zhaurova stated staff received a request from the applicant to postpone 10 Claremont Street to the next scheduled meeting on October 3, 2012 and to postpone the constructive grant deadline to October 24, 2012. The applicant indicated that he needed more time to respond to the staff’s comments and submit revised plans. Upon a motion by Mr. Mitra and seconded by Mr. Rolle, the Board voted 4-0 to postpone the meeting to October 3, 2012 and to extend constructive grant deadline to October 24, 2012.

List of Exhibits.

- Exhibit A: Definitive Site Plan Application; received July 26, 2012; prepared by Son Nguyen.
- Exhibit B: Definitive Site Plan; dated March 4, 2011, last revised April 1, 2012; prepared by Robert D. O’Neil Jr. and James F. Malley, Jr.
- Exhibit C: Memorandum from the City of Worcester Division of Planning & Regulatory Services to the Planning Board; re: 10 Claremont Street; dated September 6, 2012.
- Exhibit D: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: 10 CLAREMONT STREET - Special Permit – PB-2012-040; dated September 6, 2012.

**NEW BUSINESS**

**Public Hearing**

3. **93 Grand Street - Special Permit (Article XVII - Adaptive Reuse Overlay District) (PB-2012-036)**

Chairman Truman opened the public hearing and Attorney Robert Longden asked the Board that the Definitive Site Plan approval meeting and Special Permit hearing be taken up contemporaneously. The board consented.

The application is for the renovation of the former Crompton & Knowles Loom Works headquarter building at 93 Grand Street. Mr. Longden introduced Michael Andrade, Site Engineer, Ryan Haggler, Project Architect, Michael Lozano, representative for Community Builders, and the Applicant, and Attorney Brian Beaton.

Mr. Longden stated that Community Builders already owns and manages affordable housing at Plumley Village in Worcester.

The building in question is currently owned by the Main South Community Development Corporation and is in an Adaptive Reuse Overlay District. The applicant is proposing to build 94 dwelling units on 5 floors with 104 parking spaces in a surface parking lot. The existing site contains four existing buildings (blg 1, 2, 28, 35). The plan is to demolish buildings 28 and 35 and convert it to surface parking. Buildings 1 & 2, which are interconnected, will be preserved and renovated.

The applicant stated that in 2006 the Planning Board had approved a similar request with more units and more parking spaces and proposed parts of buildings 28 & 35 to remain and converted to a parking garage. Nothing was constructed and those permits have since expired.

Mr. Longden presented a rendering that showed the remaining buildings to be preserved. The units will be affordable housing for low to moderate income households. The bedroom mix is expected to be 51 one-bedroom units, 40 two-bedroom units, and 3 three-bedroom units.

The scope of the work is as follows: demolition of buildings 28 & 35, renovations of buildings 1 & 2, grading and paving of the new surface parking area, new sanitary sewer, drain, water, and gas utilities, and landscaping. The total cost for the project is expected to be \$22.5 million and will provide approximately 150 construction jobs.

The building is on the MACRIS list and the applicant went before the Historic Commission to obtain a Building Demolition Delay Waiver for the demolition of buildings 28 & 35, which was approved on July 12, 2012.

Requested Waivers as part of the Special Permit Consideration: The applicant is seeking 4 waivers as part of the Special Permit consideration with respect to: 1) parking requirements; 2) front yard setback requirement; 3) rear yard setback requirement; 4) loading spaces requirements.

The fifth waiver originally requested by the applicant for front and side yard landscaping requirement has been excluded because DPRS staff memo found the proposed landscaping was compliant.

Access: The applicant is proposing to provide a vehicular access to the site from Grand Street and Hollis Street; a pedestrian access only from Tainter Street, and a pedestrian access from the parking lot in the rear of the site off of Hollis Street

Parking Requirements: Per Adaptive Reuse Overlay District regulations, the applicant can provide 1.5 parking spaces per dwelling unit by-right and 1 parking space per dwelling unit by grant of a Special Permit. The proposed 94 dwelling units and 104 parking spaces are provided resulting in a provision of 1.1 parking spaces per dwelling unit. The previously approved 2006 plan also provided 1.1 parking spaces per dwelling unit (109 dwelling units and 123 parking spaces).

Landscaping Plan: The plan presented included street trees on Tainter, Grand, and Hollis Streets. Interior landscaping will be provided for open areas; there is landscaped open space in 3 different sites: to the north of the building, to the west of the building, and on the corner of Hollis and Grand Street. The board has previously required a minimum of 40' - 60' SF of usable open space per dwelling unit, the proposed plan provides 65' SF per dwelling unit.

Lighting Plan: A photometrics plan was submitted demonstrating there is no spillover unto abutting residential properties in excess of what is allowed by the Ordinance.

Signage: 3 banners identifying the building and address are proposed. The Hollis Street & Grand Street entrances will have plaques with the building name.

Snow: The proposed snow storage area will be along the edge of the parking and the staff memo mentions that it does not appear to interfere with the required landscaped areas as shown.

Mr. Longden stated that the applicant agrees to all the changes in the staff memo and responded to the following questions:

1. A Special Permit finding of fact stated that there will be no dumpster and all trash collection will be interior to the building. The plans show an 18ft x 18ft dumpster pad with a fence.
  - Mr. Longden explained that residents will have trash receptacles within the building and that staff will empty it in the dumpster and move the receptacles to the dumpster for pickup.
2. 25 Hollis Street is owned by the same owner as this project - Main South Community Development Corporation. The 2006 Planning Board's Special Permit condition of approval required the applicant to provide six additional parking spaces on the vacant site at 25 Hollis Street Is the applicant willing to comply with this requirement?
  - Mr. Longden stated that they are not acquiring 25 Hollis street as part of this project and cannot add parking at that location. They are proposing less units than the previous project so they are requesting that the condition not be imposed upon the applicant.

There were no comments from Inspectional Services, or from the Department of Public Works.

Ms. Zhaurova stated that staff respectfully recommends **approval** of the Special Permit and Definitive Site Plan and requested waivers for 93 Grand Street with a condition that six final revised plans are submitted with revised photometrics and landscaping plans to the Division of Planning & Regulatory Services that reflect minor annotation and labeling comments in staff's memo prior to release of the decision. There was also a recommendation made that a few benches be installed in the open landscaped areas and Mr. Longden agreed. The other condition is that the applicant would have to consult with DPW&P and the City Forester on the newly proposed street trees shown on the landscaping plan and that a note be added to the plans stating that street trees installation is pending DPW approval.

Mr. Ochoa-Schutz asked if any of the units will be handicapped-accessible and Mr. Haggler responded that there will be 7 handicapped-accessible units in the building.

Mr. Rolle stated that he liked that the applicant has chosen to preserve the most interesting and historically significant buildings in the lot. He also asked staff if a note was needed on the revised plans regarding the collection of trash inside the building. The applicant was amenable to adding this note.

Mr. Mitra thanked Mr. Longden for a meticulous and thorough application and presentation.

Mr. Truman asked if the lighting in the parking lot was going to be on a timer. The applicant responded that the plan was to have the lights on all night.

Jo Hart, Worcester resident, asked if there was a standard universal design for the entire project to be handicapped accessible. The engineer stated that the entire property will be accessible for people with physical disabilities. The handicapped accessible units are specifically designed with features, such as lower countertops, different style of plumbing fixtures, lower closet rods, to ease accessibility constraints.

Upon a motion by Mr. Rolle and seconded by Mr. Mitra, the Board voted to close the public hearing.

Upon a motion by Mr. Rolle and seconded by Mr. Ochoa-Schutz, the Board voted 4-0 to approve the Special Permit including the waivers for parking requirements; front yard setback requirement; rear yard setback requirement; and loading spaces requirements.

Upon a motion by Mr. Rolle, seconded by Mr. Mitra, the Board voted 4-0 to approve the Definitive Site Plan subject to the following conditions:

- That six (6) copies of final revised Definitive Site Plan including landscaping and photometric plans are submitted to the Division of Planning & Regulatory Services prior to the release of the decision with the following items included:
  - Name the plan "Amendment to the Special Permit and Amendment to the Definitive Site Plan for 93 Grand Street"
  - Provide the existing height of the 5-story building to remain
  - Provide total area of ground area coverage of the building to remain
  - Label the area of impervious and pervious surfaces
  - Label vehicular and pedestrian access points to the site and the building
  - Provide sign location, size and arrangement.
  - Provide 2 benches (in the lawn area along Grand Street and on the side of the Hollis Street entrance to the building) to improve usability of the open spaces.
  - Provide a proposed fence detail.
  - Provide a note stating that the proposed street trees will require Department of Public Works & Parks approval.
  - Provide a note that the trash collection will occur internally and that staff will be responsible for moving the trash to the dumpster pad.
- All work must conform to the standards contained in the City of Worcester, Department of Public Works & Parks, Engineering Division, Construction Management Section, STANDARD SPECIFICATIONS & DETAILS, most recent edition.
- The appropriate soil erosion and sediment control measures, including hay bales and silt fences, shall be installed and maintained throughout construction by the applicant to the satisfaction of the Commissioner of Inspectional Services.
- All work shall be done in accordance with the final approved Definitive Site Plan on file with the Division of Planning and Regulatory Services.

## List of Exhibits.

- Exhibit A: Definitive Site Plan Amendment & Special Permit Amendment Application; received June 28, 2012; prepared by The Community Builders.
- Exhibit B: Definitive Site Plan Amendment & Special Permit Amendment Plan; dated June 26, 2012; prepared by Graves Engineering, Inc.
- Exhibit C: Rendering; titled “Worcester Loomworks;” dated June 27, 2012; prepared by The Architectural Team.
- Exhibit D: Memorandum from the City of Worcester Division of Planning & Regulatory Services to the Planning Board; re: 93 Grand Street - Amendment to a Special Permit (Article XVII - Adaptive Reuse Overlay District) and an Amendment to Definitive Site Plan (PB-2012-036); dated July 26, 2012.
- Exhibit E: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: 93 Grand Street, Special Permit Amendment – PB-2012-036; dated July 27, 2012.
- Exhibit F: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: 93 Grand Street, Definitive Site Plan Amendment – PB-2012-036; dated July 27, 2012.
- Exhibit G: Email from Atty. Brian Beaton of Bowditch & Dewey, LLP to Joel Fontane, Director, City of Worcester Planning & Regulatory Services; re: 93 Grand Street; dated July 27, 2012.
- Exhibit H: Request for postponement and extension of the constructive grant deadline from Robert Longden, applicant’s representative; dated August 1, 2012.

## Public Meeting

### 4. 93 Grand Street - Definitive Site Plan (PB-2012-036A)

**This item was taken up contemporaneously with the Special Permit request. See above.**

Upon a motion by Mr. Rolle and seconded by Mr. Ochoa-Schutz, the Board voted 4-0 to approve the Special Permit including the waivers for parking requirements; front yard setback requirement; rear yard setback requirement; and loading spaces requirements.

Upon a motion by Mr. Rolle, seconded by Mr. Mitra, the Board voted 4-0 to approve the Definitive Site Plan subject to the following conditions:

- That six (6) copies of final revised Definitive Site Plan including landscaping and photometric plans are submitted to the Division of Planning & Regulatory Services prior to the release of the decision with the following items included:
  - Name the plan “Amendment to the Special Permit and Amendment to the Definitive Site Plan for 93 Grand Street”
  - Provide the existing height of the 5-story building to remain
  - Provide total area of ground area coverage of the building to remain
  - Label the area of impervious and pervious surfaces
  - Label vehicular and pedestrian access points to the site and the building

- Provide sign location, size and arrangement.
- Provide 2 benches (in the lawn area along Grand Street and on the side of the Hollis Street entrance to the building) to improve usability of the open spaces.
- Provide a proposed fence detail.
- Provide a note stating that the proposed street trees will require Department of Public Works & Parks approval.
- Provide a note that the trash collection will occur internally and that staff will be responsible for moving the trash to the dumpster pad.
- All work must conform to the standards contained in the City of Worcester, Department of Public Works & Parks, Engineering Division, Construction Management Section, STANDARD SPECIFICATIONS & DETAILS, most recent edition.
- The appropriate soil erosion and sediment control measures, including hay bales and silt fences, shall be installed and maintained throughout construction by the applicant to the satisfaction of the Commissioner of Inspectional Services.
- All work shall be done in accordance with the final approved Definitive Site Plan on file with the Division of Planning and Regulatory Services.

#### **5. 265 Grafton Street - Definitive Site Plan Approval (PB-2012-034)**

Attorney Peter Keenan, representing the petitioner First Westborough Realty Trust, introduced Trustees Brian Marino and Michael Marino, and the development team: William Hannigan from Hannigan Engineering and Ron Muller, traffic engineer from Muller Associates.

Mr. Keenan stated that the applicant proposes to demolish an existing commercial warehouse building and construct 2 buildings on site – a 4,338 SF building with a food-service with a drive-through (allowed by a Special Permit) and a food service use (allowed by-right); and a 9,600 SF warehouse & office space building (allowed by-right).

On August 27, 2012, the Zoning Board of Appeals approved the requested Special Permit to allow a food-service with a drive-through and a Special Permit to modify parking layout with respect to the landscape buffer with conditions. The Board also granted a request to Leave to Withdraw Without Prejudice a Special Permit to allow retail sales in MG-2.0.

On September 6, 2012, the applicant submitted revised plans (dated August 22, 2012) substantially altering the layout of the site as compared to the originally submitted plans (by providing 2 instead of 1 building, removing one of the proposed uses – a food service, and altering parking lot configuration and flow.)

Mr. Keenan stated that there will be signage on the east façade of the front building. The west façade includes false windows and dormers in the plan to improve aesthetic look of the Dunkin Donuts property. There will be signage space for the tenant on the same façade. Mr. Keenan stated that the applicant met with Ms. Donovan who determined that the proposed signage is compliant with the sign ordinance.

Mr. Hannigan stated that the site will be served by city water and sewer. Each restaurant will require an onsite grease trap for connection to the kitchen flows. Both buildings will be connected to the domestic sewer line and the warehouse will also need sprinklers. The warehouse building, proposed to be 9,600 SF, of which 8,700 will be used for warehousing. The applicant will consolidate all other storage areas into this one. The drainage is designed to accommodate all parking and driveway access on site. It will pitch towards the back and be collected by a series of catch basins. They will

be connected to the existing sewage system within Grafton St. and will create adequate peak rate of runoff mitigation. In order to aid with the volume, the applicant will use perforated piping that goes out to Grafton Street so in smaller storms they can infiltrate that water into the ground.

The lighting diagram shows a foot-candle light spillover onto abutting residential properties - ~0.5 light foot candle in the vicinity of the property line since the abutters are on higher ground. Along the residential boundary a tall fence will be installed to further minimize impact to residential abutters.

There are two lanes on the plans, one is the drive-thru lane and one is the bypass lane, which can be used for traffic that wants to go through the site. There will be designated truck parking for delivery trucks along the westerly property line and a sign identifying it as truck parking per the DPRS's recommendation.

There is a painted walkway between the escape lane and truck parking in order to provide safe pedestrian access to the building. There is a sidewalk all around the building and a full connection from the warehouse building to the front building creating safe pedestrian access through painted walkways and crosswalks. There is also safe access to and from the dumpsters, noted on plan.

Ms. Donovan from Inspection Services had no comments.

Mr. Adams asked for clarification on the catch basin. He thought it was a double catch basin and Mr. Hannigan clarified that it was a single catch basin on the design.

Ms. Zhaurova stated that staff met with the applicant several times and they were amenable to changes recommended by staff. The following conditions of approval are recommended:

- That eight (8) copies of final revised plans be submitted to the Division of Planning and Regulatory Services prior to issuance of a Building Permit addressing the following changes: change the plan's title, correct property owner's name and include ZBA conditions of approval, specifically the moving of the westerly driveway subject to DPW's approval.

Mr. Hannigan stated the change in the driveway location has already been shown on the plans. There was a 4' separation originally and now there is 14' separation between the applicant's and the abutter's driveways.

Ms. Hart, Worcester resident, encouraged the applicant to make the site a truck stop. The applicant replied that because of lack of space and absence of fueling station onsite that is not possible.

Mr. Mitra asked when the project is scheduled to start. The applicant replied that they would begin as soon as the appeal period is over. Their plan is to open by summer/fall 2013. Mr. Mitra stated he was supportive of the project.

Mr. Rolle stated he liked the pedestrian accessibility and the extra windows and dormers to break up the façade. He also asked if the applicant has considered the one driveway access alternative. Mr. Hannigan responded that they decided on the scheme presented in order to keep the building fronting the street. Mr. Rolle stated that the two curb cuts spaced so close together was not ideal but agreed that it seemed to be the best they could do due to site constraints.

Mr. Ochoa-Schutz asked if both driveways allowed left and right turns out. Mr. Muller, traffic consultant, replied that both driveways did allow right and left turns because that would help split the traffic and help reduce the congestion of both driveways. Mr. Muller explained that the traffic



study done during peak hours showed that because of the location of the I-290 ramp the traffic is expected to be predominantly right in and right out.

Upon a motion by Mr. Mitra and seconded by Mr. Rolle, the Board voted 4-0 to approve the Definitive Site Plan Application at 265 Grafton with the following conditions of approval:

- That six copies of the revised plan must be submitted to the Planning and Regulatory Services Division prior to release of the decision with the following:
  - Include the property owner's name;
  - Label the plans: "Definitive Site Plan";
  - Per Zoning Board of Appeals' condition of approval, provide a greater separation of the westerly driveway from the abutting property.
- All work must conform to the standards contained in the City of Worcester, Department of Public Works & Parks, Engineering Division, Construction Management Section, STANDARD SPECIFICATIONS & DETAILS, most recent edition.
- The appropriate soil erosion and sediment control measures, including hay bales and silt fences, shall be installed and maintained throughout construction by the applicant to the satisfaction of the Commissioner of Inspectional Services.
- All work shall be done in accordance with the final approved Definitive Site Plan on file with the Division of Planning and Regulatory Services.

#### List of Exhibits.

Exhibit A: Definitive Site Plan Application; received June 27, 2012; prepared by Michael V. Marino & Brian Marino, Trustees of First Westborough Realty Trust.

Exhibit B: Site Development Plan; dated May 10, 2012, last revised August 22, 2012; prepared by Hannigan Engineering, Inc.

Exhibit C: Drainage Analysis; dated May 10, 2012; prepared by Hannigan Engineering, Inc.

Exhibit D: Traffic Impact & Access Study; dated March 21, 2012 & revised August 8, 2012; prepared by Ron Muller & Associates.

Exhibit E: Memorandum from the City of Worcester Division of Planning & Regulatory Services to the Planning Board; re: 265 Grafton Street – Definitive Site Plan; dated July 27, 2012, revised September 6, 2012.

Exhibit F: Memorandum from the City of Worcester Department of Public Works & Parks to the Zoning Board of Appeals; re: 265 Grafton Street; dated August 22, 2012.

Exhibit G: Memorandum from the City of Worcester Department of Public Works & Parks to the Planning Board; re: 265 Grafton Street; dated July 27, 2012.

Exhibit H: Request for Postponement to August 22, 2012 from Atty. Peter Keenan of the Keenan Law Firm, representative for Marino & Brian Marino, Trustees of First Westborough Realty Trust to the Planning Board; dated August 1, 2012.

Exhibit I: Request for Postponement to September 12, 2012 from Atty. Peter Keenan of the Keenan Law Firm, representative for Marino & Brian Marino, Trustees of First Westborough Realty Trust to the Planning Board; dated August 20, 2012.

Exhibit J: Rendering of the proposed building and signage; dated August 9, 2012; prepared by Aharonian & Associates, Inc.

Exhibit K: Letter from Jason T. Adams of McMahan Transportation Engineers and Planners to Luba Zhaurova, Senior Planner; re: Review of Dunkin Donuts/Retail Project; dated August 17, 2012.

Exhibit L: Letter from Ron Müller & Associates to Joel Fontane, Planning Director; re: Response to McMahan Associates August 17, 2012 Letter - Proposed Dunkin Donuts, 265 Grafton Street, Worcester, MA; dated August 27, 2012.

## **OTHER BUSINESS**

### **5. LaChapelle Subdivision – Bond Reduction Request**

Mr. Adams did not provide a recommendation because DPW&P hadn't received the status of the subdivision or a formal request for the bond reduction. He did not feel prepared to make a recommendation at that time and asked for it to be postponed. Ms. Zhaurova stated that the owner has contacted her with a verbal request, but did not follow-up with a written request. She stated that the owner was seeking to sell the property. Ms. Zhaurova requested that the item be postponed. The Board consented.

### **6. Park Avenue – Alteration of a Public Street (ST-2012-015)**

Worcester Polytechnical Institute has filed a petition to alter the Park Avenue layout to include a part of the sidewalk that is on WPI property. The petitioner did not submit plans and a request to postpone this item was submitted prior to the meeting in order for the applicant to have additional time to submit the plans.

### **7. Lancaster Terrace - Discontinue Portion of the Street (ST-2012-016)**

A petition was submitted to discontinue and abandon a portion of Lancaster Street, near WPI. DPW recommended that the Planning Board give a favorable recommendation to the City Council. It will become WPI property and will be incorporated into their building footprint. Upon a motion by Mr. Rolle to discontinue a portion of Lancaster Street and seconded by Mr. Mitra, the Board voted 4-0 to give a favorable recommendation to the City Council.

### **8. Ideal Road - Convert to Public (ST-2012-017)**

Mr. Adams stated that DPW recommends Priority #1 to convert Ideal Road from Sunderland Road to Ideal Terrace to a public street. Upon a motion by Mr. Ochoa-Schutz and seconded by Mr. Mitra, the Board voted 4-0 to recommend to the City Council Priority #1 for the petitioned conversion.

### **9. Tatnuck Gardens - Convert to Public (ST-2012-018)**

Mr. Adams stated that DPW recommends Priority #1 to convert Tatnuck Gardens to a public street. Upon a motion by Mr. Ochoa-Schutz and seconded by Mr. Mitra, the Board voted 4-0 to recommend to the City Council Priority #1 for the petitioned conversion.

## **10. Dodge Avenue – Convert to Public (ST-2012-019)**

Mr. Adams stated that DPW recommends Priority #3 for its conversion to a public street. Upon a motion by Mr. Mitra and seconded by Mr. Ochoa-Schutz, the Board voted 4-0 to recommend to the City Council Priority #3 for the petitioned conversion.

## **11. Board Communication:**

### **a. Update to the Permit Extension Act (August 8, 2012)**

Ms. Zhaurova informed the Board that the extension period has been extended two more years and that they would likely not see extension of time requests as frequently as in the past. Mr. Truman asked if 40-B projects are exempt and Mr. Traynor stated that they are not exempt.

## **12. Approval Not Required Plans**

### **a. 30 Rena Street (public street) (AN-2012-030)**

Ms. McCabe presented the proposal to subdivide the existing lot into two lots. An existing dwelling already exists on one of the lots and the lot is in an RL-7 zone, which requires 65' of frontage. The proposal shows both lots would comply with required frontage. Staff recommended endorsement. Upon a motion by Mr. Rolle, seconded by Mr. Mitra, the Board voted 4-0 to approve the Approval Not Required Plan.

### **b. 130 Orient Street (public street) (AN-2012-031)**

Ms. McCabe presented the proposal to subdivide the existing lot into two lots. There is an existing one story dwelling on one of the lots and the lot is in an RL-7 zone, which requires 65' of frontage. The proposal shows both lots would comply with required frontage; the existing dwelling has 85' of frontage and the proposed lot would have 104' of frontage. Upon a motion by Mr. Ochoa-Schutz, seconded by Mr. Rolle, the Board voted 4-0 to approve the Approval Not Required Plan.

### **c. 604 & 610 Burncoat Street (public street) (AN-2012-032)**

Ms. McCabe presented the proposal to subdivide two lots into four lots. There is an existing dwelling on lot 3 that will be relocated to lot 1. Lot 4 will create Parcel A and Parcel B to give to Lot 3. The lot is in a RL-7 zone, which requires 65' of frontage. The proposal shows all four lots would comply with required frontage. Mr Truman asked to be shown the setbacks and staff showed that the lots would have the required setbacks. Upon a motion by Mr. Rolle, seconded by Mr. Ochoa-Schutz, the Board voted 4-0 to approve the Approval Not Required Plan.

### **d. 25 Baltic Road (private street) (AN-2012-033)**

Ms. McCabe presented the proposal to subdivide the existing lot at 25 Baltic Road into two lots. This lot is in an RG-5 zone, which requires 50' of frontage. The proposal shows both lots would have 75' frontage. Mr. Ochoa-Schutz went on site visit and stated that he believed the proposed increase in density would not be detrimental to the neighborhood. Upon a motion by Mr. Rolle, seconded by Mr. Ochoa-Schutz, the Board voted 4-0 to approve the Approval Not Required Plan.

### **Decisions from Prior Meetings**

There were no decisions signed at this meeting.

### **ADJOURNMENT:**

Upon a motion by Mr. Ochoa-Schutz and seconded by Mr. Mitra, the Board voted 4-0 to adjourn the meeting at 6:55 P.M.