

**MILLIS PLANNING BOARD      November 10, 2020**  
**MEETING MINUTES**  
**VIRTUAL/REMOTE MEETING VIA ZOOM PLATFORM**

The remote meeting was called to order at 7:30 p.m. by Mr. Richard Nichols, Chair.

Members present:     Richard Nichols, Chair  
                              Nicole Riley, Clerk  
                              George Yered  
                              Bodha B. Raut Chhetry  
                              Alan Handel  
                              Joshua Guerrero, Associate Member  
  
                              Camille Standley – Administrative Assistant

Members Absent:

Also present:         Robert Weiss, Economic Dev. & Planning Director  
                              Christopher Thomas, BSC Group  
                              Anthony Vivirito, The Architectural Team. Inc.  
                              Michael Duggan, CA Ventures  
                              Robert Fox, TD Development, LLC

**SPECIAL PERMIT FOR/WITH SITE PLAN APPROVAL, PUB. HEAR., CONT.**  
**808 MAIN STREET – MCDONALD’S RESTAURANT**  
**RAZE & REBUILD**

The public hearing continuation was opened at 7:30p.m. with notice being read by Ms. Riley, Clerk.

Mr. Daniel Allen of Bohler Engineering, representing the applicant, in an email to the Planning Board, dated November 2, 2020, requested a continuance to the next meeting. They are working through the site plan modifications.

A motion was made by Mr. Nichols, seconded by Ms. Riley, to continue the public hearing, without discussion, at 7:32 p.m. to Tuesday, December 8, 2020, 7:30 pm. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

**WAIVER OF SITE PLAN REVIEW REQUEST**  
**KING TERRACE & KENNEDY TERRACE**  
**MILLIS HOUSING AUTHORITY – REPAVING/ ADDITION OF PARKING SPACE**

Mr. Thomas had presented the plans informally at the meeting on October 13, 2020. At that time, it was unclear whether or not stormwater management improvements would be required. After consultation with the DPW Director and others, it was determined that the changes were not significant enough to trigger stormwater review.

The Board reviewed the request for waiver of site plan review letter, dated October 30, 2020, and plan from Mr. Chris Thomas, P.E., of BSC Group.

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Mr. Thomas presented the plan, on behalf of the Millis Housing Authority, to reconstruct the existing parking areas at Kennedy Terrace and King Terrace elderly developments. The parking areas will be reconstructed within the limits of the existing area such that there is no change to impervious surface, he stated.

A motion was made by Mr. Nichols, seconded by Mr. Yered, pursuant to Section XIII (Special Permit Conditions) C., of the Town of Millis Zoning By-laws, to waive the requirements of Site Plan Review for Kennedy Terrace and King Terrace. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

**SPECIAL PERMIT FOR/WITH SITE PLAN APPROVAL APP., PUB. HEAR., CONT.**  
**376 ORCHARD STREET – SPARHAWK ACADEMY**  
**THE MILLBROOK SCHOOL FOUNDATION**

The public hearing continuation was opened at 7:36p.m. with notice being read by Ms. Riley, Clerk.

Mr. Daniel Merrikin of Legacy Engineering, representing the applicant, in an email to the Planning Board, dated November 2, 2020, requested a continuance to the next meeting.

A motion was made by Mr. Nichols, seconded by Ms. Riley, to continue the public hearing, without discussion, at 7:37 p.m. to Tuesday, December 8, 2020, 7:35 pm. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

**DOVER ROAD RESIDENCES – ASSISTED LIVING FACILITY**  
**MODIFIED ARCHITECTURAL PLANS – APPROVAL**

Mr. Vivirito of The Architectural Team, Inc., presented the revised architectural plans, which were discussed during the October 13, 2020 meeting. Where the changes are minor modifications/field changes to the approved design, the Planning Board had no concerns. The Board reviewed Mr. Vivirito's letter, dated November 11, 2020, and revised exhibits for the architectural and elevations plans for Dover Road Residences

On a motion made by Mr. Nichols, seconded by Ms. Riley, it was voted unanimously to approve, as a minor modification, the revised Architectural Site & Elevations Plans, A0.01, A1.01, A1.02, A4.01, A4.02, A4.03, A4.04, dated 11.2.2020, prepared by The Architectural Team, Inc. By Roll Call Vote: Richard Nichols – aye; Nicole Riley – aye; George Yered – aye; Bodha B. Raut Chhetry – aye; Alan Handel – aye; Joshua Guerrero – aye.

**RIDGE STREET – “EMERSON PLACE” SUBDIVISION**  
**COVENANT REVIEW -TD DEVELOPMENT LCC**

The Covenant for the “Emerson Place” Open Space Definitive Subdivision is under review by Town Counsel. Mr. Fox requested that the Board approve the Covenant, subject to Town Counsel's review.

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On a motion made by Mr. Nichols, seconded by Ms. Riley, it was voted unanimously to approve, subject to Town Counsel review, the Covenant (Form 1) for “Emerson Place” Definitive Subdivision. By Roll Call Vote: Richard Nichols – aye; Nicole Riley – aye; George Yered – aye; Bodha B. Raut Chhetry – aye; Alan Handel – aye; Joshua Guerrero – aye.

**OTHER BUSINESS:**

**ZONING BYLAWS/SUBDIVISION RULES & REGULATIONS**  
**PROPOSED REVISIONS – NICOLE RILEY**

Ms. Riley summarized the potential proposed Zoning Bylaw revisions and Subdivision Rules & Regulations revisions. She also provided information for the Board’s review in regards to compact cars and compact car/small car model bylaws.

Under the Subdivision Rules & Regulations Revisions:

1. Section 5.12.1 & Figures 1-A, 1-B, 1-C: Discussed leaving as is and require waiver requests on a case by case basis. The Board was in favor of leaving seven feet as is.
2. Section 5.12.2.2.c.5.(c): Recommend revisions: Revise existing requirement to be specific to extended dry detention basins as written.
3. 5.12.2.2.d.1.: Discussed with Mr. McKay, DPW Director, and Ms. Recos, P.E. of BETA. They agreed that there should be no HDPE under the street right-of-way. The Board was in favor of amending as proposed.

The Board was in favor of amending #2 and #3 above and leaving #1 as is. (Note: a public hearing on the proposed Subdivision Rules & Regulations amendments will be held on January 12, 2021.)

Zoning Bylaw Revisions:

Parking space size was discussed and documentation provided by Ms. Riley was reviewed. Proposed changes to the bylaws will require Select Board approval and a warrant article at spring Town Meeting. There was discussion regarding parking spaces being either 9’ x 18’ or 9’ x 20’. Compact cars were discussed, along with Mass Smart Growth compact car model bylaw. Shared parking was also discussed. Ms. Riley will look into this and present something at a later date for discussion.

**MINUTES**

A motion was made by Mr. Nichols, seconded by Ms. Riley, to approve, as written, the regular session minutes from the October 13, 2020 ZOOM meeting. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye. The motion passed unanimously.

A motion was made by Mr. Nichols, seconded by Ms. Riley, to approve, as written, the regular session minutes from the October 20, 2020 ZOOM meeting. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero – aye. The motion passed unanimously.

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**ADJOURN**

There being no further business, a motion was made by Mr. Nichols, seconded by Ms. Riley, to adjourn the remote meeting at 8:35 p.m. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero – aye. The motion passed unanimously.

Scheduled Planning Board Meetings: December 8, 2020  
January 12, 2021

*Respectfully submitted,*

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*Camille Standley, Administrative Assistant*