



William F. Martin  
Mayor

City known as the Town of  
**GREENFIELD, MASSACHUSETTS**

**PLANNING BOARD**

Town Hall • 14 Court Square • Greenfield, MA 01301  
Phone 413-772-1549 • Fax 413-772-1309  
EricT@greenfield-ma.gov • www.greenfield-ma.gov

*Members:*  
Twarog, Eric  
Director, Planning & Dev.

Desorgher, Virginia (2016)  
Moscaritolo, David (2016)  
Pottern, Jamie (2016)  
Roberts, Charles (2017)  
Smith, Linda (2016)  
Touloumtzis, George (2017)  
Wedegartner, Roxann (2017)

**GREENFIELD PLANNING BOARD**  
**Minutes of August 20, 2015**

**Department of Planning and Development**  
**114 Main Street, Greenfield**

The meeting was called to order by Chairperson at 7:02 p.m.

**PB MEMBERS PRESENT:** Roxann Wedegartner, Chair; Linda Smith, Vice-chair; Virginia Desorgher; Jamie Pottern; and George Touloumtzis

**ABSENT:** Alternates David Moscaritolo and Charles Roberts

**ALSO PRESENT:** Eric Twarog, Director of Planning and Development; Richard Marcs and Sharon Abbott representing Sandri; Peter Lazorchak, P.E., Wilcox & Barton; and members of the public

Approval of Minutes:

**MOTION:** Moved by Touloumtzis, seconded by Desorgher, and voted 4:1:0 (Smith abstained as she was not present at that meeting) to approve the meeting minutes of August 6, 2015 as amended.

Site Plan Review:

- a. Application of Sandri Realty, Inc. for property located at 295 Federal Street (Assessor's Map 94, Lot 21A), which is located in the Limited Commercial (LC) Zoning District, for site plan review and approval pursuant to Sections 200-4.8(B9 & B15) and 200-8.4 of the Zoning Ordinance in order to allow the renovation of an existing service station by adding a convenience store and drive-thru Dunkin' Donuts at this location.

Chairperson Wedegartner recused herself from the Board for the site plan review for 295 Federal Street stating that she has a family member that works for Sandri. Wedegartner stated that Vice-chair Linda Smith will be acting chairperson for this site plan review.

The following project proponents were present: Richard Marcs and Sharon Abbott representing Sandri, and Peter Lazorchak, P.E., Wilcox & Barton.



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Mr. Charles Olchowski handed out copies of letters from concerned abutters as well as his comments to the Board to read. Mr. Marcs reviewed the site plan with the Board. Desorgher inquired on signage to ensure proper traffic flow through out the site. Mr. Marcs responded that they will have directional signage to ensure proper traffic flow. Smith inquired on the number of entrances for the building. Mr. Marcs responded that there will be one primary entrance for all customers. There is a back door for use by employees. Touloumtzis inquired on the location of parking for walk-in customers. Mr. Marcs responded that customer spaces have been provided in the front and left side of the building. Mr. Marcs stated that the site has been primarily designed for drive-thru traffic but can also accommodate walk-ins as the distance is only about 40 feet. Pottern inquired on the hours of operation. Mr. Marcs responded that the hours of operation will be from 5:00 a.m. to 11:00 p.m. Smith expressed concerns about traffic flow throughout the site. The Board discussed a “Do Not Enter” sign in addition to the “Right Turn Only” sign at the northern access drive on Federal Street. Smith inquired about eliminating the existing Japanese Knotweed on the property. Mr. Marcs responded that they will be removing what they can but that it is a very difficult invasive species to completely eliminate. Smith asked if any native species would be planted along the stockade fencing or just Arborvitae. Mr. Marcs responded that they will be planting only Arborvitae along the fence but that they will be preserving the existing mature trees on their property. Touloumtzis inquired about planting a third tree along Smith tree instead of just two to make it more symmetrical. Mr. Marcs responded that they will plant a third tree along Smith Street. The Board discussed the issue of snow storage. Mr. Marcs responded that the site now has more room for snow storage since the Dunkin Donuts drive-thru will not be exiting on Smith Street and that the site plan has been revised to show this. Mr. Lazorchak stated that the total area of impervious surface for the site will decrease as a result of this project. The Board brought to the attention of the project proponents that they received a video from an abutter highlighting drainage issues at the site. Mr. Marcs responded that the site plan has been revised to better direct drainage flow to existing catch basins through the use of granite curbing. Smith asked Director Twarog to explain to the audience when traffic or other additional studies are required. Director Twarog explained the Major Development Review section of the Zoning Ordinance (Section 200-7.12) to the audience. Mr. Olchowski stated that the Institute of Traffic Engineers (ITE) code used to determine traffic count numbers was incorrect in his opinion. Mr. Lazorchak stated that they used the ITE code of 934 (fast-food restaurant with drive-through window) for the Dunkin Donuts because the ITE code 937 (coffee/donut shop with drive-through window) only listed two (2) studies. This is a new land use category added in the 9<sup>th</sup> Edition ITE’s Trip Generation Manual. Director Twarog concurred with the project proponents.

Smith called a five minute recess in order for the Board to read abutter letters to include Mr. Olchowski’s letter to the Board.

Touloumtzis inquired on the hours of operation for the employees. Mr. Marcs responded that they will arrive prior to official opening at 5:00 a.m. and leave a little after closing. Smith inquired on lighting for the site. Mr. Marcs reviewed the lighting locations on the site plan to the Board. Smith



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asked if the lighting fixtures have back shielding. Mr. Marcs stated that they were not planning on having back shielding for the light fixtures because they are downcast LED lights with a 70 degree arc which will not spill light onto neighboring properties. Mr. Marcs stated that the lights will be on during hours of operation and will be turned off once closed except for security lighting. Touloumtzis inquired on hours for trash pickup. Mr. Marcs responded that typically they do this in the morning or evening hours. Mr. Charles Olchowski informed the Board that the Cumberland Farms redevelopment project at 317 Federal Street had a condition of approval that trash pickup only be done between the hours of 7:00 a.m. and 10:00 pm.

**MOTION:** Moved by Desorgher, seconded by Pottern, and voted 4:0 to approve the application of Sandri Realty, Inc. for property located at 295 Federal Street (Assessor's Map 94, Lot 21A), which is located in the Limited Commercial (LC) Zoning District, for site plan review and approval pursuant to Sections 200-4.8(B9 & B15) and 200-8.4 of the Zoning Ordinance in order to allow the renovation of an existing service station by adding a convenience store and drive-thru Dunkin' Donuts at this location with the following conditions:

1. The identification sign on the left elevation of the building shall be reduced to ten (10) square feet to meet the requirements of the Zoning Ordinance;
2. Trash removal shall only occur between the hours of 7:00 a.m. and 10:00 p.m.;
3. The Applicant shall make their best effort to remove the existing Japanese Knotweed on the property;
4. The Applicant shall plant three (3) trees along Smith Street with the shrubs and other plantings instead of two (2);
5. The Applicant shall install a six foot wooden stockade fence with arborvitae as shown on the approved site plan and keep the stockade fencing and arborvitae well maintained over time;
6. If lighting becomes an issue as determined by the Planning Board, the Applicant shall install back shielding on the lighting fixtures;
7. The Applicant shall monitor the flow of drainage at the site to ensure that neighboring properties are not impacted. If the drainage flow becomes a problem, the Applicant shall come back before the Planning Board to resolve the issue;
8. The Applicant shall add a "Do Not Enter" sign on the back of the "Right Turn Only" sign for the northern most curb cut on Federal Street;
9. The Applicant shall install "No Left Turn" signage at the appropriate locations;
10. The Applicant shall install four (4) Sheffield style bike racks instead of two (2); and
11. The Applicant shall submit three (3) sets of the revised plan set to the Department of Planning and Development within 30 days of approval.



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Mr. Charles Olchowski issued a formal complaint to the Board for not viewing the videos he sent at about 5:00 p.m. on August 20, 2015 and for not copying and distributing his letter to the Board voicing his concerns on the project. He stated that he would like this to be reflected in the meeting minutes which Director Twarog confirmed would be in the meeting minutes.

Presentation:

- a. Presentation by the Pioneer Valley Planning Commission on the Health Assessment done for Greenfield.

Jaimye Bartak of the Pioneer Valley Planning Commission handed out copies of the report titled *Greenfield Regulatory Assessment for Healthy Community Design* to the Board and reviewed the report with the Board.

Adjournment:

**MOTION: Moved by Desorgher, seconded by Pottern, and voted 5:0 to adjourn the Planning Board meeting at 9:25 p.m.**

Respectfully Submitted,

Eric Twarog, AICP  
Director of Planning & Development