



Office of
THE PLANNING BOARD
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RECEIVED
 SEP 22 2022
 TOWN OF TOWNSEND
 TOWN CLERK

Laura Shifrin, Chair
 Carol Hoffses, Member

Robert Therrien, Clerk

Mike Virostko, Vice Chair
 Ian Ortiz Santiago, Member

PLANNING BOARD MEETING
August 22, 2022, at 6:30 PM

SELECTMEN'S CHAMBERS, 272 MAIN STREET, TOWNSEND, MA.
And remotely via TCAM hosted ZOOM for convenience
All are invited to attend
Join Zoom Meeting

<https://us02web.zoom.us/j/86071131624?pwd=c1BGNm5DVTBET3VFOXAvQTRBaUV6Zz09>

Meeting ID: 860 7113 1624 Passcode: 640613

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. Chair Laura Shifrin called the meeting to order at 6:30pm. Members present: Carol Hoffses (in person), Ian Ortiz (remote), Michael Virostko (remote), Laura Shifrin (in person), Robert Therrien (6:45 pm in person). Others present: Beth Faxon (in person), Hartley Pleshaw, TCAM, Regan Andreola, Beals & Thomas Inc. (6:35pm remote).
- 1.2 Recital of The Pledge of Allegiance of the United States. Completed.
- 1.3 Announce meeting is being recorded. Noted.
- 1.4 Chairman's Additions/Deletions to Agenda unforeseen prior to 48 hours of this meeting. None.
- 1.5 Review Volunteer response forms received for Planning Board vacancy. None received.

2 **PUBLIC HEARINGS:** votes may be taken.

2.1 **6:45 P.M. Public hearing – 22 Main St. (Map 41, Block 6, Lot 0) for Site Plan Review Special Permit.**

Applicant: Sallie Thurber

Project: The applicant is proposing alterations to structure, driveway configuration, and addition of parking spaces at 22 Main St. (Map 41, Block 6, Lot 0), Zoned OCD, to operate a veterinary hospital.

Present: Sallie Thurber, Applicant, (in person) Adam Costa, Town Counsel (6:40pm remote).

Ms. Thurber provided a revised drawing of the project site on which the total number of parking spaces was increased to six and some notes were added to the drawing. She noted that the parking area is located at the back of the building and there is 1.25 acres with plenty of room for parking. The revised drawing was entered into the record by the Clerk as Exhibit A. Ms. Thurber confirmed that the parking spaces are located above the septic system. Ms. Thurber also added comments to the revised drawing to show that the driveway entrance is not more than 24 feet in width, and it is located between the lot line and the west side of the building. R. Therrien noted that the driveway entrance is on a state road and requires a State Department of Transportation permit because of the change of use of the property. He noted that the parking spaces are located over the septic system and questioned if the installed septic system has been certified. He noted that the septic system would have to be adequately certified to be able to accommodate vehicle parking over the system.

Mandatory referrals received from the Board of Health, Zoning Board of Appeals, Building Commissioner, Board of Selectmen, Highway Department, Water Department, Land Use Coordinator, and Police Chief were read into the record and a copy of each was handed to the applicant. Discussion ensued as to the drawing and what exactly was being illustrated for the driveway entrance width and the width of the driveway extending down to the parking spaces. The applicant was asked if employees would be using the parking spaces and if this was factored into the number of proposed parking spaces. The comment was made that the drawing provided is not comprehensive enough for the Board Members to evaluate the parking and driveway entrance requirements. Mr. Therrien noted that there is an insignificant amount of information on the site plan provided and the Board has received comments from staff referencing more specific information. He noted the stamp on the drawing as a mortgage inspection certification and irrelevant to the detail of the drawing. There is no topographical information provided on the drawing to inform the Board of the drainage patterns, nor indication of the surface of the parking spaces and driveway. Ms. Thurber commented that she can provide information to the Board.

The Chair then read the waiver request for providing an engineered prepared site plan included with the application into the record. Mr. Therrien commented that he is not in favor of granting the waiver because the site plan must be carried out to professional standards for the Planning Board to make an informed decision. M. Virostko made a motion to approve the waiver request to not require an engineered site plan of the Applicant. C. Hoffses seconded the motion. A roll call vote was taken as follows; No – C. Hoffses, R. Therrien, I. Ortiz, M. Virostko. Abstain – L. Shifrin.

The motion failed. 0-4-1. The Chair stated that the Planning Board has denied the waiver and informed the Applicant that an engineered site plan is required for the Board to continue its review of the proposed project. M. Virostko asked for a second referral from the Fire Department once the new plan is submitted. The Board provided guidance to the Applicant as to the expectations of what information to provide on the professionally prepared site plan which is clearly delineated in Townsend Zoning Bylaw 145-42. D. Drawing requirements. C. Hoffses made a motion to continue the public hearing for 22 Main Street to October 3, 2022, at 7:45pm. M. Virostko seconded. A roll call vote was taken as follows: YES – M. Virostko, C. Hoffses, I. Ortiz, R. Therrien, L. Shifrin. The motion carried. 5-0-0.

3 **WORKSESSION:** votes may be taken.

- 3.1 Planning Board members sign the Townsend Master Plan. Members in person signed the print copy of Master Plan. Other members were asked to sign in the office. The original signed copy will be stamped by the Town Clerk and remain in the Town Clerks office. The pdf. will be sent to the Board of Selectmen and uploaded to the Town of Townsend website.
- 3.2 Discuss of §145-54.1 Age-restricted development bylaw amendments drafted by Town counsel. Chair Shifrin read the amendment and associated comments to Sec. 145-54.1 drafted by Town Counsel. An Email was read from Town Counsel to Chairman Shifrin and Liaison Chaz Sexton-Diranian who attended the meeting on the matter. Chair Shifrin commented she agrees with the proposal and no comment was made by other Members. It was noted that the proposed amendment to the zoning bylaw will require a public hearing and notification per the statute. The Board would like a warrant article prepared for 2022 Special Town meeting. Mike Virostko made a motion to move forward with the amendment drafted by Town Counsel to the age restricted development zoning bylaw. Carol Hoffses seconded the motion. A roll call vote was taken as follows: YES – M. Virostko, C. Hoffses, I. Ortiz, L. Shifrin. The motion carried. 4-0-0. The warrant article will be submitted by the Admin. to the Town Administrator to be placed on the Warrant once it is opened.
- 3.3 Discuss proposed edits and/or changes to BOS policy #1-2021 meeting decorum policy. The chair reviewed the edits she marked up on the policy which were distributed to Board Members. Specifically, the third paragraph where she is unclear on what “called to order” means. A spelling error was noted in the work “form” which should be “from”. clarification was asked as to what forum ie, public hearing or town meeting, for the following section “Staff or employees wishing to speak during a meeting must provide their name and address” This clarification was further extended to the public addressing the Board, is this for regular public meetings? Admin will ask the Town Administrator.
- 3.4 Discuss and review of Planning Board fees per request of Town Administrator. C. Hoffses provided fee schedules from the Towns of Pepperell, Groton, Lunenburg, Shirley, Ashburnham, and Westford to compare with Townsend’s current fee

schedule. The Board discussed areas where the fees differed and asked questions about the cost to the applicant for various applications. Discussion regarding pre-application filing meetings ensued. A Board Member read aloud a section from the Planning Board website regarding the availability of an informal Pre-application Informational Review pre-filing informal project review at no charge for prospective project proponents. R. Therrien commented that the administrative time utilized for this service is included in the fee schedule but suggested that it might come out of a consulting budget. Several errors were noted on the posted fee schedule and corrected. The Board discussed the charge for a new telecommunications cell tower and found that increasing this fee from \$750.00 to \$1,750.00 is reasonable for the application filing fee. Fees that should stay as they are and were discussed are the Scenic Roads permit, Open Space Preservation Development. The chair asked if the Board could get the total revenues for each type of fee collected over the last 5 years. R. Therrien suggested a formula or a generic baseline percentage that applies to all the applications that Planning board reviews. The admin will ask for figures from the accountant of what revenue has been collected from filing fees for the various Planning Board applications and what the delta after expenses is.

- 3.5 Review Townsend, MA Part IV Regulations Chapter 175 Planning Board. Deferred to the next meeting.

4 **CORRESPONDENCE: votes may be taken.**

- 4.1 report received from Beals & Thomas to the Planning Board re: Locke Brook Solar Array – 22 West Meadow Road Annual Landscape Monitoring. Regan Andreola, Beals & Thomas attended remotely to comment on her report. Beals & Thomas has worked with the Applicant and the owner of the solar array to comply with one of the conditions of the permit which is the annual monitoring of the landscaping for the visual screening. She reports that the trees are looking good and thriving. Some smaller shrubs planted last year are also looking well and provide habitat value. Overall survivability of the plantings from last year is good considering the drought conditions. There are 3 more years of monitoring required in the permit and the consultant's recommendation is to wait until next year and reevaluate. The plantings are expected to provide better screening capability given a year or two of growth and as such will be obscuring the view of the array. The Chair expressed appreciation for the comprehensive report with photographs for the Board. The recommendation to continue to allow the existing landscaping to continue to thrive and to review the next 2023 annual landscaping report upon receipt was favorable to the Board. Carol Hoffses made a motion to accept the 22 West Meadow Road Annual Landscape Monitoring report. I. Ortiz seconded the motion. A roll call vote was taken as follows: YES – M. Virostko, C. Hoffses, I. Ortiz, L. Shifrin. The motion carried.

- 4.2 Stormwater Permit Inspection Reports/other related correspondence. Noted.
- 4.3 Notices from Townsend/other Towns. Chair asked Members to read outside of the meeting.
- 4.4 Safe Routes to School Program. - C. Hoffses.
- 4.5 Memo from Land Use Coordinator to Planning Board re: change of regulation in section 175-44 Stormwater management, erosion and sedimentation control plan (the stormwater plan). Noted.
- 4.6 Email from Land Use Coordinator re: update on MBTA multifamily housing requirements. Noted.

5 ADJOURN: Votes may be taken.

Prior to adjournment, R. Therrien asked the Chair if he could present some information for the Board Members to consider regarding the proposed 40R overlay district. The information is primarily centered on the social experience, well-being, and integration of new residents and how to make that most positive. He will send the information to the Admin first. C. Hoffses made a motion to adjourn at 8:59pm. I. Ortiz seconded. A roll call vote was taken as follows: YES – M. Virostko, C. Hoffses, I. Ortiz, R. Therrien, L. Shifrin. The motion carried. 5-0-0.

- 5.1 Next scheduled Planning Board meeting is scheduled for Monday, September 12, 2022.

Respectfully submitted,

Beth Faxon,

Planning Board Admin.

Approved on: September 12, 2022

Items on file:

- 1. Email from Adam Costa to Laura Shifrin, Chaz Sexton-Diranian, Eric Slagle re: Zoning Amendment; Age restricted dev't dated July 1, 2022.
- 2. 22 Main Street application.
- 3. Memo from Land Use Coordinator to Planning Board re: change of regulation in section 175-44 Stormwater management, erosion and sedimentation control plan (the stormwater plan).
- 4. Email from Land Use Coordinator re: update on MBTA multifamily housing requirements.
- 5. Locke Brook Solar Array – 22 West Meadow Road Annual Landscape Monitoring Report.
- 6. BOS policy #1-2021 meeting decorum redlined.
- 7. Townsend Master Plan 2021.
- 8. SW Management monthly construction inspection checklist – 3 Wheeler Road earth excavation project.
- 9. Planning Board webpage – Permit applications - re: informal Pre-application Informational Review.

