



Office of
THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 X1722 planning@townsendma.gov

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JUL 19 2023
TOWN OF TOWNSEND
TOWN CLERK

Laura Shifrin, Chair (2025)
Carol Hoffses, Vice Chair (2026)

Robert Therrien, Member (2024)

Andrew Shepherd, Clerk (2028)
Vacancy, Member (2027)
Michael Virostko, Associate Member (2024)

PLANNING BOARD'S MEETING Minutes

June 12, 2023, 6:30 PM Selectmen's Chambers

272 Main Street, Townsend MA also, via ZOOM for convenience

Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting will not be suspended or terminated if technical problems interrupt the virtual broadcast, unless otherwise required to by law. Members of the public with an interest in a specific agenda item should make plans for in-person attendance.

I. PRELIMINARIES – VOTES MAY BE TAKEN:

1.1 Call the meeting to order and roll call. Laura Shifrin, Chair called the meeting to order at 6:38pm. Roll call vote: Member present: Carol Hoffses, Robert Therrien, Laura Shifrin in person. Absent: Andrew Shepherd.

Others present: Alyssa Struthers, Jonathan Vos, MRPC,

1.2 Pledge of Allegiance. conducted.

1.3 Chairman's Additions or Deletions. Add 3.8 correspondence from Townsend/other Towns. 1.3.a Chair's remarks regarding a Realtor Day on the Hill event. Chair noted the event was held today and attendees heard from Senator Cronin and Lieutenant Governor Driscoll speak about the housing situation. A legislative priorities quick guide published by the MA association of realtors sheet was distributed to Board members with the current facts and data describing the housing situation in Massachusetts. Chair Shifrin asked that Rep. Scarsdale be notified of all future Planning Board meetings where the topic of housing is on the agenda. Some of the main points of Housing Bill 233 written to improve housing opportunities and increase housing production were shared by Chair Shifrin. She noted the areas supported by realtors are 1. First Time homebuyers savings accounts 2. Fair housing & diversity education, and 3. homeowners afflicted with crumbling concrete foundations. The areas opposed by realtors are transfer taxes and rent control. 2.4 Master Plan Update was omitted.

1.4 Approval of minutes 4-18-2023 & 5-22-2023. C. Hoffses made a motion to approve the minutes of April 18, 2023 & May 22, 2023. R. Therrien seconded. Roll call vote: C. Hoffses, R. Therrien, L. Shifrin. The motion carried.



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II. BUSINESS: - VOTES MAY BE TAKEN:

2.1 Townsend MBTA (Massachusetts Bay Transit Authority) Communities compliance mission project – update. Jonathan Vos provided the update, explained the work to date by MRPC under the grant, and participated in the discussion and comments from members of the Board and the public in attendance. He noted that Town staff and MRPC met to discuss where the Town might site the MBTA multifamily housing overlay districts. Five potential districts were identified, recognizing previous concerns mentioned such as avoiding historic village districts, and focusing on areas where potential development is more conducive to high density development. Jonathan also presented Townsend's compliance model which MRPC is using to test sites for adherence to the legal requirements and regulations of MBTA communities. Two districts were located along Wallace Hill Road, one on Harbor Lane, and one on Proctor Road. The districts are located near the Pepperell border, and all have good proximity to schools and a shopping center and Town water.

Board members asked for the following considerations in future feasibility analysis: Adding a mixed-use overlay district including the Harbor Mall area and the adjacent parcels to the east and west. This is an area that is already developed and would have a high potential to create a neighborhood of residential and commercial units. Board member R. Therrien said he wants to encourage a disparity of unit types architecturally in the multifamily housing developments. Board members would like to have MRPC consider expanding the districts presented to include more properties and create multiple overlay districts to distribute high density housing wherever possible. Board members want to consider the requirement of 20% affordability for Townsend for units in its MBTA communities multifamily overlay districts.

The Chair commented that having the Board of Health and Water Department involved in the selection instills confidence in the process of identifying these districts and the Board members expressed positive feedback with the progress to date.

2.2 Planning Board regulations and Zoning Bylaw review and discussion. The Board reviewed 175-7 (definitions of OSPD, Parcel, perimeter plan, regularly scheduled meeting, residential subdivision, smaller scale, subdivision, subdivision control law, wetland, zoning act), & 175-11 Procedures for ANR applications.



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2.3 Discuss modifications to 145-54.1 Age-restricted development bylaw. Deferred to a future meeting.

2.4 Master Plan Update 2022 discussion & implementation. Omitted.

2.5 Review Outdoor lighting Bylaws §145-52 & Article X Signs §145-61. The chair asked the Board members to review the recording of the Board of Selectmen's 5-16-2023 meeting where potential improvements to the lighting bylaw were discussed. The Chair would like to discuss any changes that would improve the clarity of this bylaw and its enforcement at a future Planning Board meeting.

III. CORRESPONDENCE: - VOTES MAY BE TAKEN

3.1 In attendance: Alisa Struthers, Historic District Commission Chair attending to discuss Townsend historic districts. The Chair recognized Alisa and heard that the Historic District Commission would like the parcels established in each of the Historic Districts be included on the Townsend Zoning Map. Mr. Vos was asked if this could be accomplished as part of our MBTA communities compliance project work under the DLTA (District Local Technical Assistance) grant. Mr. Vos responded that he would check with his colleagues and follow up on this request.

3.2 Open Space and Recreation Committee public forum June 22, 2023. Noted. The Board members were notified that once the Draft OSPD 2023 Update is released, they will be asked to review it and provide a letter of comment to the Open Space and Recreation Committee.

3.3 Highway Department motorist/bike safety road signs MA DOT. Noted that Townsend has received signage to post regarding the law for passing bikes on the road.

3.4 Memo: Conservation Commission regulations change approval. The conservation commission approved the proposed changes to Chapter 150, they will be added to the Code of the Town of Townsend.

3.5 PFAS Water Treatment Plant Stormwater management permit SM2023-02 construction update. The tree clearing has been completed and the pre-construction visit for the stormwater management permit was conducted at the site. The Planning board will be contacted when the stormwater management infrastructure is constructed.

3.6 MAPC (Metropolitan Area Planning Council) online seminar - Webinar: Historic Preservation and 3A-MBTA Communities (virtual) update. Alisa Struthers attended this online seminar and highly recommended it. Admin will look for the recording to distribute to Board members.

3.7 Announce Planning Board vacancy. Noted and posted, the Board welcomes volunteer response forms.



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3.8 correspondence from abutting Towns. R. Therrien read the notices aloud.

IV. ADJOURNMENT - VOTES MAY BE TAKEN

4.1 Next meetings scheduled for June 26, 2023 & July 10, 2023. The Board decided to cancel the June 26, 2023, meeting and schedule the next Board meeting for July 10, 2023. C. Hoffses made a motion to adjourn at 9:12pm. R. Therrien seconded. Roll call vote: C. Hoffses, R. Therrien, L. Shifrin. The motion carried.

Respectfully submitted, [Signature]
Elizabeth Faxon
Planning Board Administrator

Approved on: July 10, 2023

Items on file:

1. MBTA communities compliance mission project map entitled "Townend, MA Non-feasible MBTA Zone areas & potential MBTA communities –compliant districts."
2. Sections 175-7 and 175-11 edited sections.
3. Recommendations to Planning Board by workgroup for fee revisions.
4. Notice of Public forum – Townsend Open Space and Recreation Plan 2023 Update.
5. Chapter 150 Conservation Commission – final revision to Article 1 Wetlands regulations.