



Office of  
**THE PLANNING BOARD**

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RECEIVED  
MAR 30 2023  
TOWN OF TOWNSEND  
TOWN CLERK

Laura Shifrin, Chair (2025)

Carol Hoffses, Member (2023)

Robert Therrien, Clerk (2024)

Mike Virostko, Vice Chair (2026)

Ian Ortiz Santiago, Member  
(2023)

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**PLANNING BOARD MEETING minutes**

**Joint meeting with The Townsend Housing Authority**

**Monday, February 27, 2023, 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 link:**

Topic: Townsend Planning Board

Time: Feb 27, 2023, 18:30 Eastern Time (US and Canada)

**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 6:31 pm. Board members present: Ian Ortiz (remote), Carol Hoffses (in person) Robert Therrien (in person), Laura Shifrin (remote), Michael Virostko (joined at 6:35pm remote)  
Others present: Beth Faxon, (in person), Hartley Pleshaw, TCAM meeting host.
- 1..2 Recital of The Pledge of Allegiance of the United States. conducted.
- 1..3 Announce meeting is being recorded. Noted.
- 1..4 Chairman's Additions/Deletions to Agenda unforeseen prior to 48 hours of this meeting. Chair Shifrin noted that the Board Members term expiration dates were corrected in the Planning Board header of the agenda and will be carried forward in Board correspondence. Carol Hoffses' term expiration date is the Annual Town election 2026, and Michael Virostko's term expires on April 24, 2023. The Town annual election day is scheduled for April 24<sup>th</sup>, 2023.
- 1..5 Review Volunteer response forms received for Planning Board vacancy. None received.

## **2 PUBLIC HEARINGS & APPOINTMENTS: votes may be taken.**

- 2..1 **6:45pm - continue public hearing – 22 Main Street site plan review special permit** application. **Applicant: Sallie Thurber.** Proposal is for 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 for the Applicant: Stan Dillis, Dillis & Roy CDG. Inc. (remote)

Others present: Charles Sexton Diranian, liaison to the Planning Board (joined 6:45pm remote)

Chairman Shifrin reconvened the public hearing for 22 Main Street. Mr. Dillis presented a site plan and pointed out that seven parking spaces are required and drawn on the plan. There are 8 parking spaces provided in total with one designated as a handicapped space in the front of the building with a handicap ramp. He noted that a waiver is requested of the Board to allow parking in front of the building per the regulations. He pointed out a planting plan is provided and drawn on the site plan. Mr. Dillis noted that his firm had submitted written responses to the first mandatory referral comments collected when the application was circulated in August of 2022. He noted that he summarized these mandatory referral comments and drafted a response in a letter which was submitted with this revised site plan. He noted that the car parking spaces are no longer situated over the septic system, which was the concern of the Board of Health. He contends that the project does not require a stormwater management permit application. In response to the Highway superintendent's referral comment indicating an application filing to MassDOT for access to a State highway permit is required, Mr. Dillis rebutted that a MassDOT curb cut permit was not required and supplied a memo to the Board with a screen shot upon which his firm determined a permit application was not required. Mr. Dillis noted that drainage calculations and an infiltration basin were designed and submitted to mitigate the post construction increase in stormwater runoff. He noted that the installation of the basin will require regrading however the site is relatively flat. He noted that the total land disturbance on the site is approximately 27,000 square feet including the infiltration basin which will be naturally re vegetated once constructed. He noted the location of the dumpster with an enclosure is situated on the plan. Chair Shifrin noted that a long-term pollution prevention plan as well as an operation and maintenance plan were submitted with the site plan to address stormwater management. The Chair asked for confirmation that a Stormwater management permit application was not required. Mr. Dillis confirmed that this was his firms interpretation of the bylaw. The Board members noted concerns about the following: a.) the lack of an application to MassDOT for a permit to access a state road b.) public safety in this high traffic area where there is a lot of pedestrian activity in the area of the driveway entrance, c.) the proximity of the driveway entrance to that of the adjacent business, d.) the increase in the volume of traffic and any problems that may create on vehicular traffic turning in and out of these two entrances, e.) correction of the wrong Town name and road acceptance statement in the long-term pollution prevention plan is needed.

The Board members required a second round of mandatory referrals to Town Boards on the site plan and supplemental submission received by the Planning Board office on 02-23-2023. Robert Therrien made a motion to continue the public hearing for 22 Main Street to Monday April 3, 2023, at 6:45pm. Ian Ortiz seconded the motion. A Roll call vote was taken as follows: YES - I. Ortiz, R. Therrien, C. Hoffses, M. Virostko, L. Shifrin.

**2..2 7:15pm – Townsend Housing Authority joint meeting** – for discussion of zoning bylaw modifications proposed by the Townsend Housing Authority.

Present: Courtney Borelli (remote), Charles Sexton-Diranian (remote), Natalie Call (remote), Jodie Deschenes (remote).

Chair Courtney Borelli presented the proposed zoning bylaw modifications and noted that the Townsend Housing authority has studied codified zoning bylaws of adjacent Towns including towns that are like Townsend in characteristics. The focus of the proposal was on single family, multi-family, and the addition of cluster development zoning. They reviewed a chart of residential A and B District existing and proposed lot size and noted the addition of hammerhead or “flag” lots in the proposal. Hammerhead lots will require a special permit. The proposal includes allowing multifamily housing to be constructed in all zoning districts that is equal to the minimum lot area allowed in that zoning district. The proposed density changes are in RA one unit is allowed per acre, RB one unit per half acre, all other districts are determined by the constraints of the site and approved septic design. Design standards were included in the proposal with regards to plantings, parking areas, stormwater runoff shall not be increased in a 10-year storm, distancing of units from each other, smaller size units, maximum number of stories, etc. Additional requirements were proposed regarding the affordable multifamily units and the associated required deed restrictions.

Comments made by the Board were as follows: concern regarding the potential negative impacts to our water resources with the proposed dramatic reduction of the lot size of RB District to 1 Acre, 100 feet of frontage, and 30 feet front yard setback for properties that are not served by municipal water. B. A question regarding hammerhead lots requiring the proposed restriction to 40’ of frontage, considering the driveway width is typically 24 feet. Further questions in section d about the proposed minimum width of the hammerhead lot being 25 feet at any point, given that some lot shapes are very irregular and converge at an angle. C. Comments on building design, Mr. Therrien commented that the Town currently has a very distinct village character, and he recommends creating design standards and criteria that are compatible with the current villages and architecture.

C. Sexton-Diranian noted that this proposal is before the Board as a conversation starter and that details would be pursued with the various Town departments in their area of expertise. He also noted that changing zoning to increase housing production at the local level like this format, is preferred over responding to mandates made at the state level requiring these changes.

Chair Borelli was able to present the main points of the proposal through the multifamily section of the document, and requested that Board members read through the residential cluster development section and convey their comments to the Housing Authority.

The Housing Authority adjourned at 7:58pm.

**3 MEETING BUSINESS: votes may be taken.**

- 3..1 Planning Board regulations review. Deferred to next meeting due to immanent weather conditions.
- 3..2 Townsend Zoning Bylaw Section 145-54.1 Age Restricted bylaw discussion. Deferred to next meeting due to immanent weather conditions.

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

- 4.1 FY 2024 Unified Planning work program project proposal. Townsend has submitted a project request to MRPC concerning a multi-Town safety transportation planning study project to cover the area extending from traffic light at South St. and Route 119 to the intersection of Proctor Road and Townsend Road with Route 119.
- 4.2 Stormwater Management Permit project updates. Inspection reports/other related correspondence. The Stormwater management permit issued for 5 Turnpike Road was in the meeting packet. Once the permit is recorded, the permittee will contact the Land Use Department for an initial pre-construction meeting and once construction begins, monthly inspection reports will be received and forwarded to the Board.
- 4..3 Notices from Townsend/other Towns. Some of the Notices were read aloud. the Board requested a copy of the zoning bylaw amendment proposed regarding the accessory apartment bylaw in Groton.
- 4..4 Update Safe Routes to School – Carol Hoffses No updates for this program.
- 4..5 Citizen Planner Training Collaborative (CPTC) Annual Conference March 18, 2023, registration & trainings. Noted and Board members encouraged to attend.

**5 ADJOURN: Votes may be taken.**

- 5..1 Next scheduled Planning Board hybrid meetings are scheduled for March 13, 2023, and April 10, 2023.

Carol Hoffses made a motion to adjourn the planning board meeting at 7:59 pm. Robert Therrien seconded the motion. A Roll call vote was taken as follows: YES - I. Ortiz, R. Therrien, C. Hoffses, M. Virostko, L. Shifrin.

Items on file:

- 1. Town of Townsend FY 2024 Unified Planning work program project proposal and associated map of FY 2024 study area. Letter of support received from Groton, Pepperell, and Townsend.
- 2. 22 Main Street Planning Board application supplemental submittals including site plan, mandatory referral response letter, long term pollution plan, operation, and maintenance manual, MassDOT jurisdiction Memo from Francis McPartlan, PE MA., Stormwater Management Memorandum.
- 3. zoning bylaw modifications proposed by the Townsend Housing Authority

Respectfully submitted,

**Approved on:** March 27, 2023

Elizabeth Faxon

Planning Board Admin. Asst.