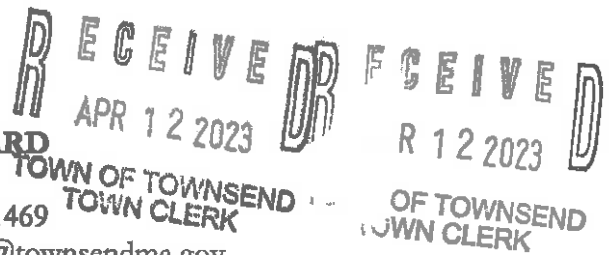




Office of
THE PLANNING BOARD
 272 Main Street
 Townsend, Massachusetts 01469
 978-597-1700 X1722 planning@townsendma.gov



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

Robert Therrien, Clerk (2024)

Mike Virostko, Vice Chair (2023)
 Ian Ortiz Santiago, Member (2023)

PLANNING BOARD MEETING minutes

Meeting Date: Monday, April 3, 2023

Time: 6:30 PM

Location: Selectman's Chambers

272 Main St, Townsend, MA.

And remotely via TCAM hosted ZOOM.

All are invited to attend.

1 PRELIMINARIES: votes may be taken.

- 1..1 Call the meeting to order and roll call. Laura Shifrin called the meeting to order at 6:37pm. Members present: Carol Hoffses (in person), Michael Virostko (remote), Laura Shifrin (in person) Robert Therrien (in person @6:45pm). Others present: Beth Faxon, (in person) Planning Board Admin., Adam Costa Esq, (in person) Town counsel, Hartley Pleshaw, TCAM host, David Funaiolo, TCAM.
- 1..2 Recital of The Pledge of Allegiance of the United States. Respectfully conducted with expressed appreciation for veterans.
- 1..3 Chairman's Additions/Deletions to Agenda unforeseen prior to 48 hours of this meeting. None.
- 1..4 Review Volunteer response forms received for Planning Board vacancy. Noted that the Town Annual election is April 24th, 2023.
- 1..5 Review/Approve minutes of the March 27, 2023, meeting. C. Hoffses made a motion to approve the minutes of March 27, 2023. M. Virostko seconded the motion, and a roll call vote was taken as follows: YES – C. Hoffses, M. Virostko, L. Shifrin. The motion carried.

2 PUBLIC HEARINGS: votes may be taken.

- 2..1 **6:45 pm continuation of 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 (Outlying Commercial District), to operate a veterinary hospital.

Present: Stan Dillis, Dillis & Roy CDG (remote) representing Sallie Thurber, Applicant.

Chair Shifrin reconvened the public hearing on the application for 22 Main Street site plan review special permit.

The Planning Board reviewed the revised plans dated March 31, 2023, and Mr. Dillis spoke to the changes and updates including the following: application for a MassDOT access permit was made for the project and the addition of a sidewalk that will connect the two abutting businesses along the front of the property. Notes were added to the site plan including total land disturbance of 15,000 sq. ft. The submission included a document supporting the reasons for exemption from filing a stormwater management permit. Mr. Dillis stated stormwater runoff is all sheet flow and will be mitigated via an infiltration basin at the rear of the site using a low impact design. 900 cubic yards of earth will be moved on site to complete the basin and grading. Concern was raised about the maneuvering of the trash truck that will empty the dumpster on the compact space. The Applicant agreed to restrict access for emptying the dumpster to non-business hours. Board member noted that on the title page sheet C0.0 remove comment B. 1 under Notes/References because there are no "proposed lots". Engineer acknowledged and will process this change. Referral comments received by the Planning Board were read into the record including the ZBA (Zoning Board of Appeals) who recommended a sidewalk across the site to connect adjacent businesses. Stormwater agent who asked for documentation that the project meets the exemption for filing a Stormwater management permit application, Police Department asked for a sidewalk to be installed in front of the property, Highway superintendent noted that his original comment/requirement of a MassDOT access permit has not been met, Conservation Commission asked for a note to be added to the plan "there are wetlands on site within 100 feet of property limits" and verified that the project is non jurisdictional, Board of Selectmen asked for confirmation that a MassDOT access permit is or is not required, Building Commissioner made no comment on the site plan design but suggested pressing for a hard date of completion and a confirmation guarantee that the Applicant has sufficient funds to finish the project and will do so in a timely manner. Discussion ensued as to the Board's purview, and it was recommended that the Board request a construction timeline from the Applicant. Mr. Therrien noted that in terms of sequencing the site work, installation of the infiltration basin, parking, driveway, and any stormwater management infrastructure, paving should be completed early in the project and in a timely manner to bring the site into compliance.

Discussion ensued regarding MassDOT approval and the two jurisdictional areas of the project are the sidewalk and the curb cut. The applicant agreed to provide the proposed construction sequence by the next Planning Board meeting.

Discussion ensued regarding the Applicant's request for a waiver from 145-33 C (5) to situate the Handicap parking and ramp for access in the front of the building. It was determined by Town Counsel that the Planning Board does not have the authority to grant the requested waiver and the Applicant must file an application with the Zoning Board of Appeals for a variance to permit the Handicap parking space to be constructed in the front of the building.

The Board reviewed and discussed the applicable codes and regulations and provided comments on each section with regards to the application. Comments were made by the engineer, Board members and Town counsel; including (the engineer) who surmised the design process behind using the existing curb cut to service the site for ingress and egress. Mr. Dillis stated that the applicant explored arrangements with adjacent businesses regarding the possibility

of shared parking, however under existing conditions, this was not found to be a feasible option. The board found the proposed driveway width to be compliant. The Board noted that sidewalks are proposed on the site plan.

The need for a driveway permit from the highway department was discussed and Mr. Dillis stated that this will not be applied for until the MassDOT highway access permit is received. Mr. Dillis stated that a ZBA filing would be forthcoming to address the Handicap parking spot noncompliance with the front yard setback. Mr. Dillis assured the Board that the proposed plants will not impact site distance for traffic ingress and egress. The Board would like the plant maintenance schedule to be added to the stormwater operation and maintenance plan. Since the parcel is in the Aquifer Overlay protection district, the applicant's representative was asked whether any storage or disposal of toxic or biohazardous materials is planned. He was unaware of any and stated that this would be regulated by the State or the Board of Health.

The Board discussed the special permit criteria and found that the adequacy of the site in terms of size for the proposed use. The Board found the site to be adequate in this regard. b) the Board found the suitability of the site to be adequate for the proposed use. c.) Impact on traffic flow and safety; the Board found that the review by MassDOT will be a determining factor d.) Impact on neighborhood visual character, including views and vistas; the Board found the proposal acceptable e.) Adequacy of method of sewage disposal, source of water and drainage; and The Board noted that the site is served by town water and the septic system has been approved by the Board of Health f.) Adequacy of utilities and other public services. The Board noted that utilities are available on the site. g.) Impact on ground and surface water quality and other environmental and natural resource considerations. The Board noted that Stormwater management infrastructure has been proposed.

C. Hoffses made a motion to continue the public hearing for 22 Main Street to April 10th 2023, at 6:45pm. R. Therrien seconded the motion. A roll call vote was taken as follows; YES – M. Virostko, R. Therrien, C. Hoffses, L. Shifrin. The motion carried.

The Board reviewed the checklist of items asked of the Applicant: filing of an application to the ZBA for a variance, propose a construction schedule, follow up with status of MassDOT highway access permit filing, and the maintenance plan for plantings, remove the statement from the site plan regarding lots, add the note regarding "no wetlands".

3 BUSINESS: votes may be taken.

- 3..1 Planning Board regulations review. Deferred to the next meeting.
- 3..2 Townsend Zoning Bylaw Section 145-54.1 Age Restricted bylaw discussion. Deferred to the next meeting.
- 3..3 Proposed bylaw modifications drafted by the Housing Authority discussion. Residential Cluster Development section. Deferred to the next meeting.

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

- 4..1 Stormwater Management Permit project updates. Inspection reports/other related correspondence. Received a monthly inspection report from Campbell Farm OSPD subdivision. A second correspondence was issued to the owner of 27 Scales Lane to get a filing for the stormwater management permit that has expired.
- 4..2 Notices from Townsend/other Towns. Read aloud. Admin will get a copy of the Groton Planning Board Decision on an application for a recreational marijuana retail establishment. Admin will also get a copy of the Town of Lunenburg cluster development and residential planning development zoning bylaw.
- 4..3 Update Safe Routes to School – Carol Hoffses. None.
- 4..4 Citizen Planner Training Collaborative (CPTC) Annual Conference follow up. R. Therrien updated the Board regarding the MBTA communities' State law compelling the Town to zoning for multifamily housing. The local bylaw must be in place for the high-density development of 15 units per acre to occur in the future. A DLTA grant has been acquired to assist the Planning Board with compliance.
- 4..5 MRPC/MJTC correspondence and announcements. None announced.
- 4..6 Joint meeting with Board of Selectmen April 18, 2023. The Board of Selectmen have received a petition for acceptance of Harbor Trace and Cooperage Way. The Planning Board will be voting on a recommendation to the Board of Selectmen.

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

- 5..1 Next scheduled Planning Board hybrid meetings are scheduled for April 10, 2023, and May 8, 2023.

R. Therrien made a motion to adjourn the meeting at 8:55 pm. C. Hoffses seconded the motion. A roll call vote was taken as follows; YES – M. Virostko, R. Therrien, C. Hoffses, L. Shifrin. The motion carried.

Respectfully submitted,

Elizabeth Faxon,

Planning Board Admin.

Approved on: April 10, 2023

Items on file:

- 1. 22 Main Street revised site plan.
- 2. 22 Main Street revised long term pollution prevention plan.
- 3. 22 Main Street revised Stormwater operation and maintenance plan.
- 4. Email from Stan Dillis to Beth Faxon re: MassDOT Highway access permit application filing.
- 5. Letter from Stan Dillis to Planning Board re: land disturbance totals, and stormwater management application filing exemption calculations.