



*Office of*  
**THE PLANNING BOARD**  
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**Lance J. McNally, Clerk**

**Christopher Nocella, Member**

**Perry J. Tomasetti, Member**

**Jerrilyn T. Bozicas, Associate Member**

**Planning Board Meeting Minutes**  
**Monday, June 2, 2015 6:00 p.m.**  
**Townsend Memorial Hall, Meeting Room 2**  
**272 Main Street, Townsend, MA 01469**

**I. PRELIMINARIES:**

**1.1 Call the meeting to order** – At 6:05 p.m. L. McNally called the meeting to order.

**1.2 Roll call** - Present were Chairman Lance McNally, Vice Chairman Chris Nocella, Clerk Perry Tomasetti, and Planning Board Administrator Jeanne Hollows. Associate Member Jerrilyn Bozicas, was absent.

**1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting – Add: 3.3 DLTA Grant Application – (1) Amend Zoning Bylaw to Allow Two-Families**

**Add: 4.2 Invitation to Groundbreaking Ceremony for North Middlesex Regional High School**

**Delete 2.1**

**1.4 Acceptance of Minutes** – P. Tomasetti motioned to approve the Minutes of 05/18/15. C. Nocella seconded and all present voted in favor.

**II. APPOINTMENTS:**

**2.1 Meet with any Candidates who have Submitted Volunteer Response Forms** – Deleted, as no Volunteer Response Forms had been submitted.

**III. WORKSESSION:**

**3.1 Memo from Town Administrator’s Office - Request Renewal of Annual Appointment for**

**Jerrilyn Bozicas effective 07/01/15 through 06/30/16** – C. Nocella motioned to renew an annual appointment for Jerrilyn Bozicas to serve as an Associate Member of the Planning Board effective 07/01/15 through 06/30/16. P. Tomasetti seconded and all voted in favor. J. Hollows will provide a notice to the Board of Selectmen to ask that they also make the appointment.

**3.2 Survey by Town Resident of Minimum Parking Space Requirements for Townsend and Surrounding Towns** – The Board reviewed an attachment to an e-mail that had been omitted at last meeting from town resident, Heide Messing’s request that the Board “champion” zoning bylaw amendments to decrease the required size of parking spaces in town in favor of smaller parking spaces, or to possibly include regulations for minimum aisle widths, angled parking or alternative space sizes for compact cars. Research conducted compares Townsend’s regulations to those from surrounding towns. It was the consensus of the Board to ask H. Messing to meet with the Board to present her findings, discuss, and advocate for her proposals.

**3.3 DLTA Grant Application – (1) Amend Zoning Bylaw to Allow Two-Families; (2) Assessing Pediments to Multi-Family Residential Projects Subject the Permit Extension Act** – The Board reviewed an e-mail from J. Hollows advising that based on her consultation with John Hume, Planning

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& Development Director at the Montachusett Regional Planning Commission (MRPC) the Town is being encouraged to submit an application requesting services under a DLTA grant under the category of "Planning Ahead for Housing." If funds are awarded, MRPC would oversee a review of Zoning Bylaws pertaining to housing, and would help draft amendments deemed appropriate with input from the community through the public hearing process. It was noted that the Townsend Zoning Bylaws do not allow for the creation of a two-family residence unless the tenants are family members and a Special Permit, if granted must be renewed every five-years. Also, three to six family dwelling units are allowed by Special Permit, but are subject to a restrictive list of conditions, such as the property must be located on an eight-acre lot with 500 ft. of frontage. These requirements exclude most lots in Town.

L. Shifrin, who is the alternative MRPC representative for the Town, stated she has been going to monthly meetings, and asked a staff member how Townsend is benefiting from its association with and membership dues paid to the organization. She learned that Round Three had just opened to apply for State grant funds under several categories of eligibility, including those related to more housing opportunities. C. Nocella stated he would like to see the Town move forward on submitting an application. P. Tomasetti motioned that the Board begin the process to apply for the grant. C. Nocella seconded and all voted in favor. The Board reviewed a draft letter prepared by J. Hollows to have the Board of Selectmen send in to J. Hume at MRPC as a formal application request. C. Nocella motioned to approve the draft letter. P. Tomasetti seconded and all vote in favor.

**IV. CORRESPONDENCE:**

The following items were received and noted by the Board.

**4.1 Notices from Townsend / Other Towns**

**4.2 Invitation to Groundbreaking Ceremony for North Middlesex Regional High School** – The Board reviewed an invitation to attend a Groundbreaking Ceremony on 06/04/15 to begin construction of the new North Middlesex Regional High School. L. McNally stated he would attend the event.

**V. ADJOURNMENT:**

**5.1** At 6:28 p.m. C. Nocella motioned to adjourn the meeting. P. Tomasetti seconded and all voted in favor.

(Transcribed from notes)

Respectfully Submitted by

Jeanne Hollows  
Planning Board Administrator

**LIST OF PERTINENT DOCUMENTS / EXHIBITS per Agenda Item (Attached or Available as Noted)** Any documents not attached herewith are available for review in the Planning / Land Use Office.

**3.2 E-mail and Attachment from Town Resident to Discuss Amending Zoning Bylaws related to Parking Regulations** – Attached

**3.3 DLTA Grant Application – (1) Amend Zoning Bylaw to Allow Two-Families** – Attached