



Office of  
**THE PLANNING BOARD**  
272 Main Street  
Townsend, Massachusetts 01469  
978-597-1700 X1722 [planning@townsendma.gov](mailto:planning@townsendma.gov)

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FEB 15 2024  
TOWN OF TOWNSEND  
TOWN CLERK

Laura Shifrin, Chair (2025)

Carol Hoffses, Vice Chair (2026)

Robert Therrien, Member (2024)

Andrew Shepherd, Clerk (2028)

Tony Lopez, Member (2024)

Michael Virostko, Associate Member (2024)

### **PLANNING BOARD'S MEETING Minutes**

January 22, 2024, 6:30 PM Selectmen's Chambers

272 Main Street, Townsend MA, **AND** via ZOOM for convenience

#### **I. Preliminaries:**

1.1 Call the meeting to order and roll call\*. Laura Shifrin, Chair called the meeting to order at 6:31 pm Roll call: Members present in person: Carol Hoffses, Robert Therrien, Andrew Shepherd, Laura Shifrin. Member absent: Tony Lopez. Others present: Beth Faxon, Planning Board administrative assistant, Jessica Consolvo, Land Use Coordinator (remote). Hartley Pleshaw, TCAM. Inc.

1.2 Pledge of Allegiance. Conducted with expressed appreciation for veterans, and first responders.

1.3 Announce the meeting is being recorded and uploaded to Town of Townsend YouTube channel. done.

1.4 Chair's Additions or Deletions. None.

#### **II. Appointments:**

2.1 **6:45 pm - Ami Shah - 249-251 Main St.** – change of use project proposal and request for waiver from site plan review Section 145-42 D (1) Special provisions for drawing requirements. Ami Shah was present in person at 6:40pm. Ami explained that they bought the two unit building 249-251 Main St in 2013. They operate a convenience store in one unit and would like to construct a wall between the units and open a UPS retail store in the second unit as a separate business. She provided a hand drawn site plan which she prepared. The site plan contained 8 parking spaces and one handicapped space for the entire site. There does not appear to be any other space on the site to add parking spaces. She stated that she contacted a licensed engineer for an estimate to prepare a site plan and was quoted \$8,000 to \$9,000. She is present tonight to ask the Board if they would consider a waiver of an engineered plan. The Board discussed the requirements of adding the new UPS business in terms of parking.

According to the parking table of uses and the square footage of the building, 8 parking spaces in addition to the existing spaces would be required. Ami then suggested one possibility



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to meet the additional parking requirement is that customers could utilize the parking at the common to walk across Brookline St to patronize both businesses at 249-251 Main St. Ami was advised that a site plan review special permit application is required. The parcel is in the downtown commercial district and in the historic district.

Chair Shifrin suggested a traffic study in anticipation of the increase in traffic on the small lot in a busy section of Town. It was stated that counting Town owned parking spaces in the new business required count was not feasible, but it was also noted that the size of the lot is very limited, and the existing spaces may be adequate, but not enough information is available. It was accepted that because it is a separate enterprise that indeed the site plan review special permit application was required. It was determined by calculating the floor space of 1300 sq. Ft of the second unit store that 8 additional parking spaces are required. However, according to the provisions of the bylaw, the Planning Board may, at its discretion, allow for fewer spaces depending on the circumstances. Discussion ensued regarding the loading and unloading of the UPS trucks, parking on the side or the back of the building, and the dumpster location. Chair Shifrin suggested more time to review the submittal and noted that each Board member has a copy of the site plan review checklist of requirements. The comment was made that the Board would discuss what was presented with staff and resume the discussion at the next meeting.

**2.2 7:00 pm - Dr. Sallie Thurber - 22 Main St. Best Friends Veterinary Hospital.** Project modification presentation and site plan special permit status update. Dr. Thurber joined the meeting in person at 6:45pm. A. Shepherd abstained and left the meeting room. A hand-drawn plan was presented of the vestibule added to the front of the building. This addition was not on the approved plan of record for the site plan review special permit. A copy of the MA DOT comment and resolution form for the driveway access permit was also provided. The Board reviewed the materials and listened to Dr. Thurber's description of the existing modifications to the approved site plan. The Board agreed that the modifications were substantial enough to require Dr. Thurber to file an application for a modification of site plan review special permit and obtain a revised site plan with the updated changes signed and stamped by a licensed engineer. It is anticipated that the revision will include, all drawing requirements set forth in Townsend Zoning Bylaw & Planning Board regulations plus the location of the newly constructed vestibule structure, required corrective driveway work for compliance with the associated Vehicle Access permit application on file with MA DOT, location of handicapped parking space, location of a



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Code compliant handicapped access ramp, and distances to property lines for these features, and any other deviations from the approved plan of record.

Upon a motion made by Carol Hoffses, and seconded by Robert Therrien, it was voted: To extend the construction schedule and by incorporation, the site plan review special permit until June 30, 2024. A roll call vote was taken as follows: YES – Laura Shifrin, Robert Therrien, Carol Hoffses. The motion carried.

### III. Business:

3.1 Planning Board Administrative updates and reports. Applications and prefiling 27 Scales Lane request for certificate of compliance. 249-251 Main St. Application for Use Permit c/o Building Department – Applicant proposes opening a UPS Store next to Honeyland Farms convenience store. This is a change in use requiring the applicant to provide more than 5 new parking spaces and subsequently site plan review special permit. The applicant is requesting a waiver from the requirement that site plans be prepared by a certified professional engineer. Interdepartmental approvals were 80 Main St. which includes an addition to building, ramp and stairs, stormwater management and septic system installation. Building permit approval is pending. Determination letter has been drafted. Site visits/compliance include 66 Bayberry Hill Road – SM permit 2023-3, 25 Harbor Trace - #SM2023-02, Campbell Farm OSPD, 3 Wheeler Road, all in compliance. 5 Turnpike Road – SM Permit No. #SM2023-01. The permit holder will be submitting weekly construction phase inspection reports given the short construction schedule for completing the stormwater infiltration basin. 108-110-112 West Meadow Road - SW permit application materials are being compiled, and the applicant is expected to submit an interim winter stabilization plan until the SW permit is issued. 98-100 West Meadow Road – earth disturbing activity was identified; a letter was sent to the owner, and we are waiting for a response. 22 Main St. Best Friends veterinary clinic a project modification was identified by the building department, the owner has been notified of required action via letter and has provided a response to the Planning Board. 22 West Meadow Road Locke Brook solar array – earth-disturbing activity and tree removal was observed on the perimeter of the parcel. The owner has been notified of the required action via a letter sent from the Land Use Dept. We have received information, and it is under review.

3.2 Announcements & Communications. legal notices were read aloud.

3.3 proposed changes to Planning Board regulations Section 175- 45 Stormwater regulations. The comment was made that they are fine.



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3.4 proposed changes to Planning Board regulations Section 175-13 Definitive subdivisions. The Board will review the redlined version out of session and a public hearing will be scheduled in February. Chair Shifrin requested a format that shows additions and deletions of the proposed changes with strike throughs and red lettering.

3.5 Townend MBTA communities Multifamily development overlay district bylaw review. Discussion was had regarding which of the MFOD overlay districts would be selected from the final three verified districts or alternatively, if all three verified districts would be included in the new multifamily zoning bylaw proposal. The new MBTA communities zoning bylaw will be on the 2024 Town meeting warrant, and the Planning Board will take a vote on the recommendation of the warrant article to town meeting per the process. Board member Therrien reiterated his comment that public outreach is of high importance.

3.6 MRPC announcements District Local Technical Assistance Grants and Unified Planning Work Program. The Board will review the request for project proposals and relay any recommendations regarding the need for technical assistance to staff. The proposal must be approved by the Selectboard and be submitted to MRPC by 3/6/24. MBTA communities compliance work will likely be a top priority, if more technical assistance is required.

CH made a motion to adjourn the meeting at 7:57pm. A.S. seconded. A roll call vote was taken as follows: YES – R.T., C.H., A.S., L.S. The motion carried.

Respectfully submitted:

Beth Faxon

Planning Board administrative assistant

**Approved on: February 12, 2024**

Items on file:

1. MADOT comment and resolution Form Permit # 3-2023-0224 Permit type: Driveway Commercial -Industrial – Change of Use.
2. Hand drawn site plan of 22 Main Street provided by Dr. Sallie Thurber illustrating location of vestibule, a modification of the approved plan.
3. 22 Main Street site plan review special permit and approved plan of record.





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4. Letter dated 1/18/24 to Townsend Planning Board Members from Ami Shah & Apporva Shah re: Request for site plan waiver for 249-251 Main st. Townsend, MA 01469.
  5. Hand drawn site plan drawing of 249-251 Main St. Provided by Ami Shah.
  6. Section 145-42 Site plan review special permit.
  7. District Technical assistance call for proposals PY 17.
  8. FFY 25 Unified Planning work program project solicitation.
  9. Rt. 119 and Rt 13 traffic study concept designs.
  10. Letter dated 1/11/24 from Townsend Planning Board to Brett King W.K. realty trust re: 27 Scales Lane, Townsend MA request for certificate of completion from Stormwater authority (SM2019-02). compliance actions required per 1-8-2024 Planning Board meeting.

