



Office of
The Zoning Board of Appeals
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 X 1722 ZBA@townsendma.gov

RECEIVED
MAR 19 2024
TOWN OF TOWNSEND
TOWN CLERK

William Cadogan, Chairman (2026)

John Page, Member (2028)

Darlene Sodano, Vice Chair (2025)

Vicky Janicki, Member (2027)

Anthony Barbati, Associate Member (2024)

Vacancy, Member (2024)

Vacancy One, Associate Member (2024)

Vacancy Two, Associate Member (2024)

ZONING BOARD OF APPEALS

MEETING minutes

Wednesday, December 6, 2023, at 7:00 pm

Remote access ONLY via TCAM hosted Zoom.

All are welcome to attend.

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. John Page moved to open the meeting at 7:05pm. Vicky Janicki seconded the motion. A Roll call vote was taken as follows: YES - B. Cadogan, V. Janicki, Darlene Sodano, J. Page. (J. Page left the meeting at 7:30pm) Others present: Eric Slagle (left the meeting at 7:35pm), Town Administrator, Jessica Consolvo, Land Use Coordinator, Beth Faxon, Zoning Board of Appeals Administrative Assistant, Naomi Durso (left the meeting at 7:45pm), Sallie Thurber (left the meeting at 7:45pm).
- 1.2 Chairman's additions or deletions not anticipated 48 hours in advance.

2 PUBLIC HEARINGS & APPOINTMENTS: votes may be taken.

- 2.1 **7:10 pm public hearing** – application for renewal of an accessory apartment special permit.
Property: 168 Lunenburg Road (Assessor's Map 8-39-0)
Applicant: Edward Coffin

Edward Coffin and Diane Coffin were present for the hearing. Diane Coffin said there have been no changes and her parents continue to reside in the apartment. The Board reviewed the 2018 Special permit. Mr. Coffin stated that the floor area of the accessory apartment is approximately 1000 Sq. Ft. B. Cadogan notes that since the bylaw was amended, this size shall still be considered acceptable even though the floor area is larger than set forth in the amended bylaw. The Board agreed and asked that this be recorded on the special permit. J. Page moved pursuant to the findings of fact to grant a Special

Permit to Edward Coffin to continue an accessory apartment at 168 Lunenburg Road under Townsend Zoning Bylaws §145-65 and § 145-36 by incorporating by reference the previously issued decision on said property dated August 15, 2018, with the exception that this special permit shall expire upon the transfer of the property. Victoria Janicki seconded the motion. Roll call vote: YES- Victoria Janicki, John Page, Darlene Sodano Bill Cadogan. The motion carried. 4-0-0. Victoria Janicki moved that the Zoning Board of Appeals Members participating in this vote authorize John Page to sign the Decision. William Cadogan seconded the motion. Roll call vote: YES- Victoria Janicki, John Page, Darlene Sodano Bill Cadogan. The motion carried. 4-0-0.

- 2.2 **7:30 pm** – 22 Main Street (Assessor's Map 41-6-0) Best Friends Veterinary Hospital project modification – Dr. Sallie Thurber, owner was present. Naomi Durso was also present. R. Eric Slagle, Town Administrator, Jessica Consolvo, Land Use Coordinator, was also present. Eric said the owner requested an informal meeting with the Board and there is no application filing. He identified an addition that was built to the front of the building which appears to be in the front yard setback without building permits and a variance for the structure. The owner was notified by the Building Commissioner that this addition is not zoning compliant and needs to be taken down. The ZBA has already granted a variance for a handicapped parking space in the front yard setback for this project. After listening to Sallie Thurber discuss the safety features of the vestibule for her patients and reviewing the drawings that the owner provided. She said the vestibule extends about 8 feet from the building's front. She stated that this addition will improve the building in terms of appearance and safety. After reviewing drawings presented by the owner and listening to testimony, the Board agreed that the vestibule was not in the front yard setback.
- 2.3 **7:45 pm** - presentation – FEMA Flood hazard mitigation mapping – Jessica Consolvo, Land Use Coordinator. Jessica explained the FEMA flood hazard mitigation maps were amended to account for the changes in floodplain over the last decade. The mapping contains new limits of flood plains and flood ways. The Town was notified of this proposal of change and has presented this information to property owners so they may review the new flood plain maps for their property. There is an appeal process that homeowners can follow if they suspect the proposed changes are inconsistent with evidence in the field. The new maps are expected to go into effect in 2024 or 2025. FEMA has just released a GIS database map which shows the existing 2010 approved floodway limits and the proposed floodway limits.

3 BUSINESS: votes may be taken.

- 3.1 Approval of meeting minutes November 1, 2023. Deferred to the next meeting.
- 3.2 Zoning Board of Appeals bylaw review §145-63 Zoning Board of Appeals. Not discussed.

4 CORRESPONDENCE & ANNOUNCEMENTS: votes may be taken.

4.1 Administrators report. Building Permit Interdepartmental approvals were 320 Townsend Hill Rd solar installation for Building Department, and 2024 alcohol license renewals for the Selectboard. Applications/compliance - 355 Main Street, 99 Clement Road, and 23 Shirley Road all are applications for renewal of accessory apartments. All public hearings will be held on Tuesday January 16th, 2024, remotely. 22 Main St. – project changes were implemented without building permits. 3 Wheeler Road – waiting on owner to file application for renewal of the earth excavation permit which expired on Oct 7, 2023. Staff are working on sending renewal letters to property owners of expired special permits. Land Use staff are working on an Expression of Interest in preparation for filing a Municipal Vulnerability Preparedness Action grant. There is a new hire in the Land Use office, Autumn Buck is the new Conservation Agent. There is one full ZBA member and two associate ZBA member vacancies. CPTC – Fall workshops have been announced and include Writing Reasonable & Defensible Decisions - Thursday, December 14, 2023, 5:30 PM Site Plan Review - Monday, December 18, 2023, 6:00 PM Planning with Community Support - Thursday, January 4, 2024, 6:00 PM Adopting & Revising Rules & Regs of Boards - Tuesday, January 9, 2024, 6:00 PM Fair Housing Laws - Tuesday, January 16, 2024, 6:00 PM. Townsend Fare Free MART shuttle bus service is running from Town Hall – spread the word.

4.2 Townsend MBTA Communities Zoning Public Survey is open. Noted.

- 5 **ADJOURN: votes may be taken.** D. Sodano moved to adjourn the meeting at 8:00pm. V. Janicki seconded. A roll call vote was taken as follows. Roll call vote: YES- Victoria Janicki, Darlene Sodano Bill Cadogan. The motion carried. 3-0-0.

Submitted by: Beth Faxon

Zoning Board of Appeals Administrative Assistant

Approved on: January 30, 2024

Items on file:

- 1. Application for renewal of accessory apartment special permit at 168 Lunenburg Road.
- 2. Drawings provided by Sallie Thurber owner, 22 Main Street.

The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the topics that will have been discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.