



Office of
THE PLANNING BOARD
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 AUG 24 2021
 TOWN OF TOWNSEND
 TOWN CLERK

Lance J. McNally, Chairman
 Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chairman
 Julie Byars, Associate Member

Planning Board Meeting Minutes
Friday August 6, 2021 at 4:00 pm
REMOTE PARTICIPATION ONLY
PUBLIC ACCESS ZOOM MEETING LINK: Join Zoom Meeting

<https://us02web.zoom.us/j/87479105385?pwd=alNkTHhtUTRtc1VCUUdud0dBQTftUT09>

Meeting ID: 874 7910 5385 Passcode: 060164

1 Preliminaries: votes may be taken.

- 1.1 Call the meeting to order and roll call. Lance McNally, Chair, called the meeting to order at 4:02 pm. present: Laura Shifrin, Vice Chair, Julie Byars, Assoc. Member, Carol Hoffses, Member. others present: Elizabeth Faxon, Planning Board admin. Hartley Pleshaw, TCAM host.
- 1.2 Chairman's additions or deletions. L. Shifrin made a motion to make Julie Byars a voting member for this meeting. C. Hoffses seconded. Roll call vote: YES – L. Shifrin, C. Hoffses, J. Byars, L. McNally.

2 Worksession: votes may be taken.

- 2.1 Review document: *Townsend Master Plan Update 2021 Final Draft version 1*. Board Members continued their review beginning at the Climate Adaptation Plan section. Paragraph 3 fourth line down should be alternative not alternatives. Planning Admin confirmed that the Master Plan Committee received the comments made at the 08-02-2021 Planning Board meeting. **Housing section** – L. Shifrin noted that the data was outdated. Karen Chapman had assured the Board at the 07-26-2021 meeting that MRPC would look over the data in the Townsend Master Plan 2021 final draft v1. and update numbers where necessary. L. Shifrin asked Admin to check the MRPC status with respect to the District Local Technical Assistance grant scope of services. L. Shifrin stated she is comfortable approving the housing chapter with updated data and with yearly review. A comment was made about the sentence “the in-law apartment the Bylaw restricted the renovation to structures that have been in place

for ten or more years". Board Members noted that this was incorrectly stated. The term "in-law" apartment is not used in Townsend ZBL. Noted that the ZBL accessory apartment in residential district 2019 bylaw amendment should be included as verbiage as written in the text of the Master Plan. Board Members recommend quoting the exact ZBL section instead of paraphrasing. More specificity and explanatory language were suggested for the paragraph that begins with "With the Housing Choice law passed. Confusion over what legislation was being referenced, the Board assumed it was the legislation passed by Governor Baker in January 2021 called An Act enabling partnerships for growth. J. Byars updated the information during the meeting that under this new legislation there are 8 categories of zoning bylaws that can be passed by simple majority and then there are other (3 or 4) categories that can't so the Board would recommend that the actual information be included in the text of the Zoning section and would prefer the applicable zoning bylaws be highlighted and illustrated in the section text. **Zoning** – Board Members reviewed what was written in the Zoning section and noted that more detail, support and explanation would be prudent to substantiate the recommendations in this Section. The Board noted the recently codified Age-Restricted development bylaw, Scenic Roads bylaw, and adoption of M.G.L, Chapter 43D expedited local permitting. Board Members also raised awareness of the recently (2019) amended accessory apartment zoning bylaw. A consensus that descriptive language and supporting survey data is missing as well as explanation of concepts presented. Some of these recommendations are already in place. L. McNally suggested a joint meeting between the ZBA, Master Plan Committee and the Planning Board to address concerns in the Zoning section. L. Shifrin would like to have this scheduled in a timely manner. She stated the Committee Members have been reappointed and the goal is to have the final Townsend Master Plan 2021 completed this year. L. Shifrin made a motion that a joint work session is held with the Zoning Board of Appeals, the Master Plan Committee and the Planning Board to review the Zoning section of the Townsend Master Plan final draft v1. C. Hoffses seconded. Roll call vote was taken as follows: YES – L. Shifrin, C. Hoffses, J. Byars, L. McNally. The motion carried. Also discussed was the impediment which became recently evident with regards to accessory apartments and the Board of Health regulations. For example, the first accessory apartment special permit granted under the amended bylaw, the applicant was required to have a Title V inspection and upgrade the septic system. The Zoning section needs to be updated with and reference the recently codified Zoning bylaws noted above. Chairman McNally stated interest in understanding more about the community support and what the initiatives are for the Zoning recommendations in the section. Further evidence of what our abutting Towns are adopting for bylaws with respect to the parking recommendation. It would behoove the Town not to be more restrictive than the comparable communities. L. Shifrin noted that the lot size for multifamily is more restrictive than it may need to be, and this can be addressed at a future date. Also noted was that the lot size requirement was reduced in the recently codified Age restricted development ZBL. The Affordable Accessory Apartment Program was mentioned, this has been added to the codified amendment to the Accessory Apartment ZBL 145-36 and as such could be included in the Master Plan to fortify efforts Townsend is making towards creating more affordable housing in Town. Discussion ensued as to the recently codified

Scenic Roads bylaw and the question of whether the community would like to see the area of jurisdiction extended further to the area outside of the public way to protect trees on private property. The impact of clear cutting a yard could result in flooding for a neighbor's property. Concluded and noted that tree cutting on one's property can affect others in some cases.

- 2.2 Maps: *Townsend bike lane and rail trails & Townsend sidewalks* provided by MRPC. Comment period closes 8/6/2021. Board Members reviewed the bike trail map and commented that the rail trail will be extended to the high school and that is a great plan. Board Members reviewed the sidewalk map. Planning Admin will confirm with the Highway superintendent and the Cemetery and parks dept. that the existing sidewalks depicted on this map exist on the ground.
- 2.3 Make a recommendation to appoint Julie Byars to fill a vacant Planning Board Member position, with a term to expire at the 2022 Annual Town election. - C. Hoffses made a motion to recommend that the Board of Selectmen appoint Julie Byars as full Planning Board Member. L. Shifrin seconded. A roll call vote was taken as follows: YES – L. Shifrin, C. Hoffses, L. McNally. The motion carried.
- 2.4 **Adjourn: votes may be taken.** C. Hoffses made a motion to adjourn the meeting at 4:50pm. J. Byars seconded. A roll call vote was taken as follows: YES – L. Shifrin, C. Hoffses, J. Byars, L. McNally. The motion carried.

Next Planning Board meeting tentatively scheduled August 16, 2021.

Items on file:

1. Townsend Sidewalks map and bike lanes and trails map.
2. Volunteer response from Julie Byars
3. Townsend Master Plan Update 2021 Final Draft version 1.

Respectfully Submitted,

Approved on: August 23, 2021

Elizabeth Faxon, Planning Board Administrator

Join Zoom Meeting

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