

**TOWN OF CHELMSFORD
PLANNING BOARD**

**MEETING MINUTES
January 22, 2020**

Members Present: Glenn Kohl, Henry Parlee, Mike Walsh, Michael Raisbeck, Tim Shanahan, Henry Houle, Donald Van Dyne, Nancy Araway

Members Absent:

Others Present: Evan Belansky, ComDev. Director, Atty. Paul Haverty, Town Counsel

The Chair opened the meeting and stated that the meeting is being televised and hand recorded for minute taking purposes.

AGENDA

Town Counsel, Paul Haverty – Memo and discussion to clarify the legal framework, the purpose and differences of applicability and the special permit process

Atty. Haverty addressed the Board stated that the VCOD (center village overlay district) and the finding of applicability is not binding on the Board. Even though a project receives a positive finding of applicability, this in no way means the Board is bound to approve the project. The Board stated that this was a bit confusing to them. There was much discussion about what should be presented at the applicability hearing. The idea of a proof plan was brought into the conversation. This would be required for each application and would be a very simple plan showing how many units can be placed on a parcel of land using the underlying zoning and setbacks. Atty. Haverty went on to encourage the Board not to make findings of total unit count during the applicability process. The Board agreed to make the proof plan a requirement under the applicability request.

Raisbeck made a motion to approve the meeting minutes of October 30, 2019, seconded by Parlee. Unanimous 7-0

9 Acton Road- Presentation

Finding of Applicability for VCOD-Village Center Overlay District

Continued to January 22, 2020

<https://www.townofchelmsford.us/DocumentCenter/View/10318/Acton-Road---Chelmsford-Presentation-103019>

<http://www.townofchelmsford.us/DocumentCenter/View/10469/9-Acton-Rd-Setback-Calculations-111219>

<http://www.townofchelmsford.us/DocumentCenter/View/10468/9-acton-Rd--Town-Counsel-Letter->

Raisbeck made a motion to adjourn, unanimous.