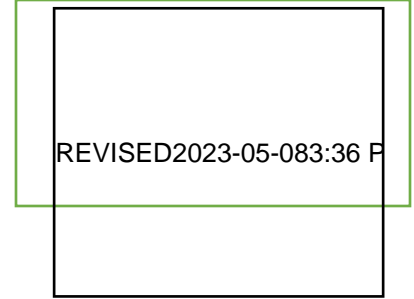




**Chelmsford Planning Board**  
Town of Chelmsford  
50 Billerica Road  
Chelmsford, MA 01824

Town Clerk Stamp



**NOTICE OF PUBLIC MEETING**

**DATE:** May 10, 2023  
**LOCATION:** Town Offices

**TIME:** 6:30 p.m.  
**ROOM:** 204

Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted in person and, as a courtesy, via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless required by law.

CTM 1 is inviting you to a scheduled Zoom meeting.

Topic: Planning Board  
Time: May 10, 2023 07:15 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/86147346383?pwd=LzFaV01MMDg4V3BKemV0V1JqQU5sQT09>

Meeting ID: 861 4734 6383  
Passcode: 313758

- Dial by your location
- +1 309 205 3325 US
  - +1 312 626 6799 US (Chicago)
  - +1 646 931 3860 US
  - +1 929 205 6099 US (New York)
  - +1 301 715 8592 US (Washington DC)
  - +1 305 224 1968 US
  - +1 689 278 1000 US
  - +1 719 359 4580 US
  - +1 253 205 0468 US
  - +1 253 215 8782 US (Tacoma)
  - +1 346 248 7799 US (Houston)
  - +1 360 209 5623 US
  - +1 386 347 5053 US
  - +1 507 473 4847 US
  - +1 564 217 2000 US
  - +1 669 444 9171 US
  - +1 669 900 6833 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/kdy9VQRCAz>

**6:30 p.m. WORK SESSION – Room 204 – NOT Televised – No Zoom**

1. Policies & Procedures Subcommittee updates

Draft document to review and discuss:

<https://www.townofchelmsford.us/DocumentCenter/View/15715/Planning-Board-Policies-and-Procedures-DRAFT>

- 2.1 – Roles and Responsibilities
  - Interaction with Town Counsel
  - Associate Member participation – would like Paul Haverty’s opinion on whether there is any more clarity in case law other than what little is specified in the state bylaws.
- 2.2 – Voting Eligibility
  - Discussion of the proposed changes as it relates to ‘deliberations’
- 3.1 – Documentation
  - Conditions document creation
- 3.2 – Remote Participation
  - Would like clarification on Open Meeting Law rules: If anyone is remote, does that mean that all votes have to be fully roll call or only for the members who are remote?
- 3.4 – Visits to the site
  - We need clearer language in the recommended text to be able to exclude the ‘drive by’ scenario vs interacting with the property.

2. Open Meeting Law (OML) – continued discussion

3. Town Meeting debriefing

**7:15 p.m. PUBLIC INPUT**

Public input shall be limited to statements from the public relating to any issues with the jurisdiction of the Chelmsford Planning Board that are not currently the subject of a pending public hearing before the Planning Board. Public comment on any pending public hearings shall only be heard during such public hearings.

**ADMINISTRATIVE REVIEW:** None

**NEW PUBLIC HEARING:** None

**CONTINUED PUBLIC HEARINGS:**

1. **25 Wellman Avenue – Lighthouse School, Inc.** for the construction of a 23,000 sq. ft. addition for classrooms and facilities with associated site improvements. The site is located in the IA Limited Industrial District and consists of approximately 33.4 acres as shown on Assessors Map 9, Block 6, Lot 1. The applicant requests Site Plan Review per section 195-104 of the zoning bylaw and any other zoning relief that is deemed necessary.

NEW DOCUMENTS:

<https://www.townofchelmsford.us/DocumentCenter/View/15696/25-Wellman-Ave---PLANS-rev-04182023>

<https://www.townofchelmsford.us/DocumentCenter/View/15697/25-Wellman-Ave---Stormwater-Report-REVISED-04182023>

<https://www.townofchelmsford.us/DocumentCenter/View/15698/25-Wellman-Ave---Response-to-Town-Comments-04192023>

<https://www.townofchelmsford.us/DocumentCenter/View/15694/25-Wellman-Ave---Landscape-Lighting-Plan>

<https://www.townofchelmsford.us/DocumentCenter/View/15693/25-Wellman-Ave---CEI-NOI-peer-review-RESPONSE-TO-COMMENTS>

NEW DEPARTMENTAL REVIEW COMMENTS:

<https://www.townofchelmsford.us/DocumentCenter/View/15699/25-Wellman-Ave---comments-FIRE-05102023>

<https://www.townofchelmsford.us/DocumentCenter/View/15709/25-Wellman-Ave---comments-NCWD-05052023>

<https://www.townofchelmsford.us/DocumentCenter/View/15734/25-Wellman-Ave---comments-DPW-05082023>

PREVIOUS DEPARTMENTAL REVIEW COMMENTS:

<https://www.townofchelmsford.us/DocumentCenter/View/15619/25-Wellman-Ave---comments-FIRE>

<https://www.townofchelmsford.us/DocumentCenter/View/15620/25-Wellman-Ave---comments-DPW>

<https://www.townofchelmsford.us/DocumentCenter/View/15621/25-Wellman-Ave---comments-BLDG>

APPLICATION SUBMITTAL DOCUMENTS:

<https://www.townofchelmsford.us/DocumentCenter/View/15528/25-Wellman-Ave---application>

<https://www.townofchelmsford.us/DocumentCenter/View/15529/25-Wellman-Ave---cover-letter>

<https://www.townofchelmsford.us/DocumentCenter/View/15530/25-Wellman-Ave---Narrative>

<https://www.townofchelmsford.us/DocumentCenter/View/15531/25-Wellman-Ave---Recorded-Plot-Plan>

<https://www.townofchelmsford.us/DocumentCenter/View/15532/25-Wellman-Ave---Deed>

<https://www.townofchelmsford.us/DocumentCenter/View/15533/25-Wellman-Ave---SITE-PLANS>

<https://www.townofchelmsford.us/DocumentCenter/View/15534/25-Wellman-Ave---rendering>

<https://www.townofchelmsford.us/DocumentCenter/View/15535/25-Wellman-Ave---Earthwork-Analysis>

<https://www.townofchelmsford.us/DocumentCenter/View/15536/25-Wellman-Ave---Stormwater-Report-02-22-2023>

<https://www.townofchelmsford.us/DocumentCenter/View/15617/25-Wellman-Ave---Sustainability-Checklist>

- 2. 18-20 Chelmsford Street - Boars Head, LLC** for demolition of one existing building and the construction of a new building constructed in its place that will be used for two residential units and office. The site is located in the CV Center Village District and consists of approximately .48 acres as shown on Assessors Map 73, Block 322, Lot 6. The applicant requests approval under Article XVIII A Center Village Zoning, Section 195-98.1, for an accessory residential use, and section 195-98.3 for a 20% reduction in parking.

NEW DEPARTMENTAL COMMENTS:

<https://www.townofchelmsford.us/DocumentCenter/View/15733/18-20-Chelmsford-St--comments-DPW-05082023>

PREVIOUS DOCUMENTS:

<https://www.townofchelmsford.us/DocumentCenter/View/15616/18-20-Chelmsford-St--Sustainability-Checklist>

<https://www.townofchelmsford.us/DocumentCenter/View/15640/18-20-Chelmsford-St--revised-Plans-4-21-23>

<https://www.townofchelmsford.us/DocumentCenter/View/15641/18-20-Chelmsford-St---Stormwater-Report>

DEPARTMENTAL REVIEW COMMENTS:

<https://www.townofchelmsford.us/DocumentCenter/View/15623/18-20-Chelmsford-St--Comments-DPW-4-6-23>

<https://www.townofchelmsford.us/DocumentCenter/View/15624/18-20-Chelmsford-St--Comments-FIRE>

<https://www.townofchelmsford.us/DocumentCenter/View/15625/18-20-Chelmsford-St--Comments-WATER>

APPLICATION SUBMITTAL DOCUMENTS:

<https://www.townofchelmsford.us/DocumentCenter/View/15537/18-20-Chelmsford-St--Application-packet>

- 3. 264 Groton Road** - Attorney Douglas C. Deschenes requesting a Definitive Subdivision approval for Newport Landing subdivision proposal consisting of a two-lot private way with a two-family dwelling in each lot (total of four new residential units) at **264 Groton Road**. This property is located in the RC zoning district and is shown as Parcel ID Map 23, Block 92, Lot 8 and consists of approximately 1.81 acres.

NEW DOCUMENTS:

<https://www.townofchelmsford.us/DocumentCenter/View/15695/264-Groton-Road---Def-Sub-PLANS-REV-4>

<https://www.townofchelmsford.us/DocumentCenter/View/15707/264-Groton-Road---Zoning-Determination-revised---4-20-23>

<https://www.townofchelmsford.us/DocumentCenter/View/15706/264-Groton-Road---Plan-of-Land-revised---4-20-23>

<https://www.townofchelmsford.us/DocumentCenter/View/15705/264-Groton-Road---Exhibit-Plan-revised---4-20-23>

NEW DEPARTMENTAL REVIEW COMMENTS:

<https://www.townofchelmsford.us/DocumentCenter/View/15700/264-Groton-Rd---comments-WATER-NORTH-05042023>

<https://www.townofchelmsford.us/DocumentCenter/View/15701/264-Groton-Road---comments-BOH-05042023>

<https://www.townofchelmsford.us/DocumentCenter/View/15702/264-Groton-Road---comments-FIRE-05102023>  
<https://www.townofchelmsford.us/DocumentCenter/View/15703/264-Groton-Road---comments-BLDG-05042023>  
<https://www.townofchelmsford.us/DocumentCenter/View/15704/264-Groton-Road---BLDG-lot-depth-determination-04262023>

**DOCUMENTS FROM 2-8-2023:**

<https://www.townofchelmsford.us/DocumentCenter/View/15716/Definitive-Subdivision-Rev-2-Plan-Set-Combined>  
<https://www.townofchelmsford.us/DocumentCenter/View/15717/Definitive-Subdivision-Rev-2-Truck-Turning-Plan>  
[https://www.townofchelmsford.us/DocumentCenter/View/15718/Response-to-Comments\\_2---2-6-23](https://www.townofchelmsford.us/DocumentCenter/View/15718/Response-to-Comments_2---2-6-23)  
<https://www.townofchelmsford.us/DocumentCenter/View/15719/Waivers---Definitive---Rev>  
<https://www.townofchelmsford.us/DocumentCenter/View/15720/Definitive-Subdivision-Rev-2---Abutter-Exhibit-1>  
<https://www.townofchelmsford.us/DocumentCenter/View/15722/Stormwater-Report-Combined>

**PREVIOUS DOCUMENTS:**

<https://www.townofchelmsford.us/DocumentCenter/View/15721/264-Groton-Rd---Def-Sub-Rev3-C-1-Plan-of-Land---Stamped>  
<https://www.townofchelmsford.us/DocumentCenter/View/15627/264-Groton-Rd---continuance-request-4-20-2023>  
<https://www.townofchelmsford.us/DocumentCenter/View/15723/264-Groton-Rd---Request-to-CONT-2-15-2023>  
<https://www.townofchelmsford.us/DocumentCenter/View/15724/264-Groton-Rd---Request-to-CONT-3-6-2023>  
<https://www.townofchelmsford.us/DocumentCenter/View/15725/264-Groton-Rd---Request-to-CONT-3-20-2023>  
<https://www.townofchelmsford.us/DocumentCenter/View/15726/264-Groton-Rd---Requet-to-CONT-4-6-2023>  
<https://www.townofchelmsford.us/DocumentCenter/View/15727/264-Groton-Rd---Request-to-CONT-4-20-2023>  
<https://www.townofchelmsford.us/DocumentCenter/View/15199/264-Groton-Rd---Applicant-cover-letter-1-31-2023>  
<https://www.townofchelmsford.us/DocumentCenter/View/15200/264-Groton-Rd---LandTech-Response-to-PB-Comments---1-27-23>  
<https://www.townofchelmsford.us/DocumentCenter/View/15201/264-Groton-Rd---Def-Subdivision-Rev-1---Plan-Set>  
<https://www.townofchelmsford.us/DocumentCenter/View/15202/264-Groton-Rd---Def-Sub-Rev-1-Truck-Turning-Plan>  
<https://www.townofchelmsford.us/DocumentCenter/View/15203/264-Groton-Rd---Roadway-Exhibit-Plan-Combined>  
<https://www.townofchelmsford.us/DocumentCenter/View/15204/264-Groton-Rd---Abutter-exhibit>  
<https://www.townofchelmsford.us/DocumentCenter/View/15205/264-Groton-Rd---Rendering>  
<https://www.townofchelmsford.us/DocumentCenter/View/15206/264-Groton-Rd---Waivers-request-10-26-22>

PREVIOUS DEPARTMENTAL REVIEW COMMENTS

<https://www.chelmsfordma.gov/DocumentCenter/View/14948/Dept-Comments---BOH>  
<https://www.chelmsfordma.gov/DocumentCenter/View/14949/CWD-Response-for-Groton-Road-264>  
<https://www.townofchelmsford.us/DocumentCenter/View/14992/264-Groton-Rd---NCWD-comments>  
<https://www.townofchelmsford.us/DocumentCenter/View/14994/264-Groton-Rd---DPW-comments>  
<https://www.townofchelmsford.us/DocumentCenter/View/14993/264-Groton-Rd---Fire-comments>  
<https://www.townofchelmsford.us/DocumentCenter/View/15245/264-Groton-Rd---comment-BOH>  
<https://www.townofchelmsford.us/DocumentCenter/View/15246/264-Groton-Rd---comment-BUILDING>  
<https://www.townofchelmsford.us/DocumentCenter/View/15419/264-Groton-Rd---comment-FIRE-2-8-23>

APPLICATION SUBMITTAL DOCUMENTS

<https://www.townofchelmsford.us/DocumentCenter/View/14860/264-Groton-Rd---Def-Subdivision-application>  
<https://www.townofchelmsford.us/DocumentCenter/View/14861/264-Groton-Rd---Def-Subdivision-PLANS>  
<https://www.townofchelmsford.us/DocumentCenter/View/14862/264-Groton-Rd---Stormwater-Report>  
<https://www.townofchelmsford.us/DocumentCenter/View/14863/264-Groton-Rd---Supplemental-Data-Report>  
<https://www.townofchelmsford.us/DocumentCenter/View/15026/264-Groton-Rd---Def-Subdivision-WAIVER-LIST>

4. **200 Turnpike Road – CJ Martel Crane and Tree Removal** for the construction of a new 3,500 sq. ft. Contractor’s Garage and Outdoor Contractor’s Yard with associated site improvements. The site is located in the IA Limited Industrial zoning District and consists of approximately 1.62 acres as shown on Assessors Map 106, Block 382, Lot 6. The applicant requests approval for a special permit per 195-5 “Use Regulations” E. 5a for an outdoor contractor’s yard and Site Plan Review per 195-104 and any other relief deemed necessary.

**\*\*\* REQUEST FOR CONTINUATION WITHOUT DISCUSSION TO MAY 24, 2023 \*\*\***

APPLICATION SUBMITTALS:

<https://www.townofchelmsford.us/DocumentCenter/View/15570/200-Turnpike-Rd---Application-site-plan>  
<https://www.townofchelmsford.us/DocumentCenter/View/15571/200-Turnpike-Rd---Application-Special-Permit>  
<https://www.townofchelmsford.us/DocumentCenter/View/15572/200-Turnpike-Rd---PLANS>  
<https://www.townofchelmsford.us/DocumentCenter/View/15573/200-Turnpike-Rd---Renderings>  
<https://www.townofchelmsford.us/DocumentCenter/View/15574/200-Turnpike-Rd---Supplemental-Data-Report>  
<https://www.townofchelmsford.us/DocumentCenter/View/15576/200-Turnpike-Rd---Deed>  
<https://www.townofchelmsford.us/DocumentCenter/View/15639/200-Turnpike-Rd---Sustainability-Checklist-FINAL>

DEPARTMENTAL REVIEW COMMENTS

<https://www.townofchelmsford.us/DocumentCenter/View/15618/200-Turnpike-Rd---Comments-WATER>  
<https://www.townofchelmsford.us/DocumentCenter/View/15628/200-Turnpike-Rd---Comments-DPW>  
<https://www.townofchelmsford.us/DocumentCenter/View/15629/200-Turnpike-Rd---Comments-BLDG>

<https://www.townofchelmsford.us/DocumentCenter/View/15729/200-Turnpike-Rd---Comments-BOH>  
<https://www.townofchelmsford.us/DocumentCenter/View/15730/200-Turnpike-Rd---Comments-FIRE>

**NEW BUSINESS**

- MBTA Zoning

**MEETING MINUTES TO APPROVE:** None

**NEXT MEETING DATE(S):** May 24 & June 14

**ADJOURN**

*The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the time or 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 the Planning Board Chair.*