



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

**PLANNING BOARD
Meeting Minutes
Wednesday, January 26, 2022**

Planning Board Members Present: Mr. Mike Raisbeck, Mr. Paul McDougall (arrived late) Ms. Nancy Araway, Mr. Henry Parlee, Chair Tim Shanahan, Mr. Mike Walsh, Mr. Evan Belansky

Present Remotely: Members Ms. Deidre Connolly, Town of Chelmsford Engineer Christina Papadopoulous, David Hedison,

Attending in person: Brian Milisci of Whitman and Bingham Associates, Fred Brusseau, Katie Melville, Virginia Crocker Timmins, George Zaharoolis, Scott Rummell, Mr. Badhri Uppillappan

Members Absent: Ms. Erica Clifford

Chair Shanahan opened the meeting at 6:30 PM

Administrative:

231 – 235 Littleton Road – request to endorse final plans

Representing 231-235 Littleton Road Trust, Mr. Milisci of Whitman and Bingham Associates told the board he was there asking for endorsement of the final plans on the project. They have gone through the Mass DOT process and obtained a permit as requested. He also stated the town's engineering department is satisfied with the plans and supports them being endorsed.

Chair Shanahan asked Ms. Araway to read the letter of support into the record.

Chair Shanahan asked the members if there were any questions, there were none.

Mr. Raisbeck made a motion to accept and endorse the final plans of 231-235 Littleton Road. Motion seconded by Mr. Walsh; roll call vote was unanimous. Motion passes.

Choice - David Hedison

Executive Director Chelmsford Housing Authority – Request to utilize Housing Stabilization funds for (University of Massachusetts West) UMW senior affordable housing per Article 6 on the special town meeting.

ARTICLE 6. To see if the Town will vote to appropriate a sum of money from the Affordable Housing Stabilization Fund, the Community Preservation Fund Community Housing Reserve, and/or the Community Preservation Fund General

Reserve for the construction of senior affordable housing at 255 Princeton Street, Chelmsford; or act in relation thereto.

Mr. Hedison, Director of Chelmsford Housing Authority described the project as being 54 units which will be 100% affordable located on the UMW campus. He stated this was the last opportunity to do a project of this kind due to the sewer moratorium and the Housing Authority not being able to implement a wastewater treatment plant on their own.

Mr. Hedison came to the meeting asking for approval to utilize the funds that have been collected in the Housing Trust / Affordable Stabilization account which is approximately 620,000 dollars. He informed the Board a request was submitted for the full amount of 1.235 million from CPC and they were asked to utilize the existing funds to begin. By doing this they will be allowed matching funds for a total amount around 11 million dollars for the project.

Chair Shanahan asked the Board if they had questions or comments. Mr. Walsh stated he had no issues or questions. He commented it is exactly what the funds are for, and he supports the proposal. Other members voiced their support of the project as well.

Mr. Walsh made a motion to approve the request and recommend the release of fund to go to Town Meeting. Mr. Parlee seconded, all in favor. Motion passes.

133 Princeton Street; request to endorse plans

No one was present this matter. Ms. Araway read a letter received the Department of Public Works into the record. The letter recommends the endorsement of the plans.

Mr. Walsh questioned the grade and height of the site as well as the size of the wall. Mr. Belansky stated he had followed up with the developer who had the plans certified and the grade is accurate. As for the wall, he suggested it may seem longer or taller physically rather than on a plan. He will follow up with the developer on this matter as well. Mr. Belansky will forward these communications (emails) to the Board.

Mr. Raisbeck made a motion to endorse the plans, Mr. Parlee seconded, all in favor. Motion passes unanimously.

313 Littleton Road ~ Garrison Place LLC / Nancy Chen

CEIOD applicability for an onsite managers apartment
Parcel ID: 99 / 405/ 1 District: CB

Ms. Chen provided the Board with some background of the property, the businesses in the plaza and the necessity of having an apartment on the premises. The Board members referred to a plan showing the geographic location of the building along with a detailed plan of the proposed apartment.

Mr. Belansky clarified for the Board the purpose of the meeting is to determine Community Enhancement and Investment Overlay District (CEOID) applicability. He explained the property is zoned commercial, meaning no residential dwellings are allowed. A CEOID overlay district allows residential use to be

introduced. He stated if the Board votes in favor of applicability, Ms. Chen will move forward with a Special Permit Application, at that time discussions can be more in depth.

Chair Shanahan asked the Board if they had any questions or comments. Ms. Connolly, Mr. Parlee and Mr. Walsh had no issue with applicability.

Ms. Araway did not believe the proposal was applicable and cited Section 195-113 under CEOID which is specific to multi-family dwellings, the matter before the Board is for one dwelling. One apartment does not comply, making it not applicable. Ms. Araway suggested the bylaw would need updating for her to agree.

Ms. Araway also pointed out, according to the use tables there is no way an applicant can legitimately do a mixed use except under CEOID. She believes this is a conflict within the bylaw and should be addressed. Ms. Connolly agreed that areas of the bylaw needed to be reworked.

Mr. Parlee suggested the Board take a vote and if it is deemed applicable, ask legal counsel to submit a letter with their findings to assist the Board as the application moves forward.

Mr. Walsh moved to determine applicability under CEOID, seconded by Mr. Parlee. A roll call vote was taken; Mr. Parlee voted in favor, Mr. Raisbeck voted in favor, Mr. Walsh voted in favor, Ms. Connolly voted in favor, Mr. Shanahan voted in favor, Ms. Araway voted against.

Motion passes 5-1.

Master Plan update sub-committee – presentation to Request to Vote Endorsement & Vote to Initiate Appointments of Implementation Committee

Mr. Zaharoolis started his presentation with a timeline of the meetings with the Planning Board and detailed what a Master Plan is and how it is valuable to the town. He explained the process of creating the document including surveys, research, and many meetings. Mr. Zaharoolis told the Board the next step would be for the Planning Board approve the document to move it to the Selectboard who he hopes would approve to move it to town meeting.

Another important point of meeting with the Board, Mr. Zaharoolis explained was to approve a Master Plan Implementation Committee. He described who the committee would be comprised of, why the committee is important and the what the committee would be responsible for.

Mr. Zaharoolis praised the hard work and dedication of all who have participated, making special mention of Mr. Rummell and Mr. Fred Brusseau. He stated a member of the Planning Board would be a great addition to the Master Plan Sub-Committee. The Board decided they liked the idea and would vote on the member at the next meeting.

Mr. Badhri Uppillappan, Chair of the Clean Air and Energy Committee wished to add input regarding a planning grant to be used for purposes of sustainability. He explained a portion of the funds will be going to the Department of

Public Works Engineer, Christina Papadopolous and the other portion to the Clean Air and Energy Committee. He suggested some discussion take place with the Planning Board to recommend the areas the funds should be allocated. Mr. Uppillappan stated other towns are adopting regulations or changing bylaws to encourage cleaner and more efficient buildings and he would like the Board to discuss this possibility as well.

Mr. Belansky explained he had been speaking with Mr. Uppillappan regarding these issues and explained the grant and its purpose. He gave some examples of how the two committees could work together to put the funds to their best use. A discussion was had regarding having a consultant to come in to assist in this area.

Continued Public Hearings:

REQUEST TO CONTINUE UNTIL February 9, 2022 - 9 Acton Road, (Acton Road, LLC) PB# 2020-02 VCOD Site Plan / Special Permit;

13 (AKA 9) Acton Road requests a special permit per Article XXII, Village Center Overlay District, sections 195-124 C (2), (4) (5), 195-125.B, Table 2 (L1, L4, L8, L9, B9) and section 195-104, Site Plan Review, and Article XXIII, Inclusionary Housing Bylaw, as applicable, for the construction of a 22 unit multifamily townhouse development with associated site improvements and any other zoning relief that is deemed necessary. The site is in the VCOD - Village Center Overlay District and consists of approximately 57,264 sq. ft. as shown on Assessors Map 84-336-19.

Ms. Araway read an email from the Applicant requesting a continuance to the first meeting in February.

Mr. Walsh a motion to grant the continuance to February 9, 2022. Mr. Raisbeck seconded, all in favor. Continuance granted unanimously.

New Business:

Zoning articles for spring town meeting.

Mr. Belansky explained this is an annual review of issues the Planning Board might suggest being heard at the annual time meeting. He mentioned the state flood plan program has reviews of municipal bylaws and have a new model. They would like the town of Chelmsford to comply to the new standards. He stressed this had nothing to do with the maps. Mr. Belansky advised the Board, if they wanted to bring this to town meeting a vote would need to be taken to allow the submission of a legal advertisement to comply with the legal timeframe.

The Board discussed the flood plan, what it meant for the properties deemed to be in this newly created area and whether to implement the changes into the bylaw. They had a conversation regarding other topics for town meeting as well.

Administrative:

Mr. Raisbeck made a motion to approve the minutes from October 13, 2021, seconded by Mr. Walsh. Mr. Parlee abstained due to his absence, all other members in favor. Motion passed.

Mr. Raisbeck made a motion to approve the minutes from October 27, 2021. Ms. Connolly seconded. All in favor, motion passed.

Mr. Raisbeck made a motion to approve the minutes from November 10, 2021, seconded by Ms. Araway. All in favor, motion passed.

Mr. Raisbeck made a motion to approve the minutes from December 15, 2021, seconded by Mr. Parlee. All in favor, motion passed.

Mr. Raisbeck made a motion adjourn, seconded by Mr. Walsh. All in favor, motion passes.

Next meetings February 9, 2022, February 23, 2022

Prepared by Sheryl Belley