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TOWN OF CHELMSFORD  
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TOWN CLERK

Chelmsford  
Planning Board  
Town Offices  
50 Billerica Road  
Chelmsford, MA 01824  
Phone: 978-250-5231



**Meeting Minutes**  
**Wednesday, August 25, 2021**

**Members Present:** Tim Shanahan, Mike Raisbeck, Mike Walsh, Nancy Araway, Deirdre Connolly, Paul McDougall, Erica Clifford, Henry Parlee

**Members Absent:**

**Others Present:** Evan Belansky, Com. Dev. Director, Christina Papadopoulos, Town Engineer, Colleen Stansfield, Department Assistant

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

**Worksession**

**6:30-7:00**

**1. Master Plan Review Chapters, (Open Space, Recreation, Cultural, Natural)**

**Chelmsford Master Plan**

*Parlee asked the rest of the Board how deep do you want the Board to review these chapters in the master plan? He went on to say that the master plan is not law, but just recommendations. Parlee wanted everyone to know that this is not a binding document and he feels it should not be changed significantly. Walsh noted that the development of Route 40 is still in the plan and it should be taken out.*

**2. PILO Discussion – Continued**

*The board continued the discussion on PILO and felt they had done a good job going over everything at the last meeting. Most members like the idea of being able to collect pilo in stages or payments. They did feel an initial down payment was in order.*

**Agenda**

**Administrative:**

**314 Dunstable Road**

**PB# 2020-08**

**Def. Sub. Minor Modification**

The Chelmsford Planning Board will conduct a Remote Public Hearing on **Wednesday, November 11,**

**2020, @ 7:30pm**, via Zoom Meeting platform, to consider the application of **Dunstable Ledge LLC**, for a **six lot Definitive Subdivision located at 314 Dunstable Road**. The Applicant requests **Definitive Subdivision approval and applicable waivers** under Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in the Town of Chelmsford. The project calls for the construction of a new deadend roadway, and the construction of six new houses on six new lots. The site is located in the RB Residential Zoning District. The properties are approximately 10.9 acres as shown on Assessors Map 2, Block 4, lo 1 & 2. Both parcels are located on the western side of Dunstable / Makepeace Road and abut the Westford town line.

[https://www.townofchelmsford.us/DocumentCenter/View/12979/314-Dunstable-20210818\\_20084\\_NationGridEmail](https://www.townofchelmsford.us/DocumentCenter/View/12979/314-Dunstable-20210818_20084_NationGridEmail)

[https://www.townofchelmsford.us/DocumentCenter/View/12980/314-Dunstable-20210819\\_20084\\_MinorMod\\_Letter](https://www.townofchelmsford.us/DocumentCenter/View/12980/314-Dunstable-20210819_20084_MinorMod_Letter)

[https://www.townofchelmsford.us/DocumentCenter/View/12981/314-Dunstable-20210819\\_20084\\_SitePlan\\_MinorMod](https://www.townofchelmsford.us/DocumentCenter/View/12981/314-Dunstable-20210819_20084_SitePlan_MinorMod)

<https://www.townofchelmsford.us/DocumentCenter/View/12986/314-Dunstable-ENG-LTR-2020-08-electric-plan>

*Kasey Ferreira, engineer on the project appeared before the board and explained the change. There is a large wetland near the road that the conduit for the electric needed to cross underground. Conservation did prove this. However National Grid has requested that they put polls over the wetland and then the lines can go underground to the subdivision. Kasey Ferreira explained that National Grid imagine their contract to go with the least expensive plan. He explained that if anything were to happen under the ground where the wetland is it would be expanded repair and as far as the Conservation Commission is concerned the poles will be out of the wetland buffer zones.*

*Raisbeck made a motion to approve the minor modification as shown on the plan this evening, seconded by Parlee. Unanimous 7-0*

**Wildwood**

**PB# 2016-13**

**Def. Sub. Minor Modification**

**26 Wildwood, Brian Milisci, representing the applicant,** requests **Definitive Subdivision Approval and applicable waivers** under Subdivision Control Law and the Rules and Regulations Governing the Subdivision of Land in the Town Of Chelmsford. The project calls for the subdivision of the property into 3 lots. Lot 1 will contain the existing single family dwelling and lots 2 and 3 will be created to become new buildable lots and the construction of a new private way for access and the other lot will have access from a small cul-de-sac extension of Cypress drive. The site is located in the RB Residential Zoning District. The site is approximately 7.25 acres as shown on Assessors Map 41, Block 140, Lot 56.

<https://www.townofchelmsford.us/DocumentCenter/View/12982/kohl-definitive-modification>

<https://www.townofchelmsford.us/DocumentCenter/View/12983/Opinion-Letter-for-Buffer-Strip>

<https://www.townofchelmsford.us/DocumentCenter/View/12984/RED-LINED-PLAN-kohl-definitive-modification-oldlayout>

<https://www.townofchelmsford.us/DocumentCenter/View/12985/Wildwood-Street---Cypress-Street-Chelmsford---Kohl---Request-for-Minor-Modification>

**278 Mill Road**

**PB# 2019-07**

**Request Discussion**

<https://www.townofchelmsford.us/DocumentCenter/View/12978/278-Mill-Road>

**Rainbow Builders Corp., for property located at 278 – 282 Mill Road for the construction of a 5,400 gross sq. ft. single story multi-tenanted commercial building. Tenants include a 3,000 sq. ft. restaurant with 100 seats and two retail tenant spaces and associated site improvements**

The site is located in the IA zoning district and is shown as parcel Id's Map 97, Block 328 Lot 7 & 8 consisting of approximately 1 acre. The applicant requests approval under Article XXIV, Business Amenity Overlay District" and Article XXI, **Community Enhancement and Investment Overlay District (CEIOD)** and associated Special Permits per Sections 195-114. C – location of parking between front elevation of building and street

*Attorney Melissa Robbins appeared before the board and explained the letter. She described the project and when it was approved and stated that project is complete now. The plan that was approved was for retail and a restaurant. She stated that they have found a restaurant and they have a tenant for the other units. However, it is not a retail use but is allowed by right, and the use is exempt because it's an educational use. It is a school for autistic children. Belansky pointed out that this was the first project since the workshop where the board expressed that they be made aware of changes, because they feel they are not getting what they're approving. Belansky stated that this is a change that he felt the board would like to be made aware of. The appreciated his effort. Raisbeck made a motion to endorse the change and allow the process to continue, seconded by Parlee unanimous. 7-0*

**Continued Public Hearings:**

**10 Technology Drive PB# 2021-04 Site Plan / Special Permit Review**

**10 Technology Drive, Avery Products Corporation,** for property located at 10 Technology Drive requests a Site Plan Review under 195-104, and special permits per section 195-21-6, Dead end Parking, 195-44, A, Internal landscaping 195-54, Major Business complex, 195-44 C, buffer strips and any other relief that is deemed necessary.

The project proposes the construction of a new 43,038 sf, building with associated site improvements The site is located in the IA– Limited Industrial District consisting of approximately 169,137sf as shown on Assessors Map 27-74-1.

<https://www.townofchelmsford.us/DocumentCenter/View/12955/10-Tech-Avery-InTouch-Photometry-81621>

<https://www.townofchelmsford.us/DocumentCenter/View/12956/10-Tech-Rendering-00-CCL---Chelmsford-08182021>

<https://www.townofchelmsford.us/DocumentCenter/View/12957/10-Technology-1-of-11>

<https://www.townofchelmsford.us/DocumentCenter/View/12958/10-Technology-2-of-11>

<https://www.townofchelmsford.us/DocumentCenter/View/12959/10-Technology-3-of-11>

<https://www.townofchelmsford.us/DocumentCenter/View/12960/10-Technology-4-of-11>

<https://www.townofchelmsford.us/DocumentCenter/View/12961/10-Technology-5-of-11>

<https://www.townofchelmsford.us/DocumentCenter/View/12962/10-Technology-6-of-11>

<https://www.townofchelmsford.us/DocumentCenter/View/12963/10-Technology-7-of-11>

<https://www.townofchelmsford.us/DocumentCenter/View/12964/10-Technology-8-of-11>

<https://www.townofchelmsford.us/DocumentCenter/View/12964/10-Technology-8-of-11>

<https://www.townofchelmsford.us/DocumentCenter/View/12965/10-Technology-9-of-11>

<https://www.townofchelmsford.us/DocumentCenter/View/12966/10-Technology-10-of-11>

<https://www.townofchelmsford.us/DocumentCenter/View/12967/10-Technology-11-of-11>

Steve Stepinski, engineer on the project,

**50 Drum Hill Road PB# 2021-06 Site Plan / Special Permit Review**

**50 Drum Hill Road (AKA 66 Parkhurst, former Applebee's), Drum Hill Associates, LLC.**, for property located at 50 Drum Hill Rd., requests a Site Plan Review under 195-104, and special permits per section 195-5, "Use Regulations", Attachment 1, Line D.22.a, "Bank with drive-through", 195-17.B, "Maximum on site parking" and any other zoning relief that is deemed necessary. The project proposes the demolition of the existing structure and the construction of a new 3,292 sq ft single story Chase bank, a free standing drive-thru kiosk with associated site improvements on a 63,238 sq. ft. / 1.45 acres lease area.

The site is located in the CC – Shopping Center District and consists of approximately 18.5 acres as shown on Assessors Map 32-109-1.

<https://www.townofchelmsford.us/DocumentCenter/View/12968/50-drum-Hill-CHASE---CHELMSFORD-MA-pltg-render>

<https://www.townofchelmsford.us/DocumentCenter/View/12969/50-Drum-Hill-Comment-Response-Letter-20210818-signed>

<https://www.townofchelmsford.us/DocumentCenter/View/12970/50-drum-Hill-JPM31182-Civil-Set--Pages-1-10>

<https://www.townofchelmsford.us/DocumentCenter/View/12971/50-Drum-Hill-JPM31182-Civil-Set--Pages-12-15>

<https://www.townofchelmsford.us/DocumentCenter/View/12972/50-Drum-Hill-JPM31182-Civil-Set--Pages-16-17>

**14-16 Fletcher PB# 2021-07 Approve Decision**

**14-16 Fletcher St., 14-16 Fletcher St LLC**, for the property located at 14-15 Fletcher St., requests a special permit for a Kennel use under -Attachment 1, D-5, to operate a self dog wash and play establishment and any other zoning relief that is deemed necessary.

The site is located in the CD – General Commercial District and consists of approximately 1.4 acres as shown on Assessors Map 73-319-1.

- New business**
- Discussion / Schedule Worksession
- Proposed Stormwater Zoning and Definitive Subdivision Revisions
- Public Nearing Opening September 8, 2021

<https://www.townofchelmsford.us/DocumentCenter/View/12973/TM---SitePlanRegulations-Revised-8-10-2021>

<https://www.townofchelmsford.us/DocumentCenter/View/12974/TM-Subdivision-of-Land-revised-8-10-2021>

<https://www.townofchelmsford.us/DocumentCenter/View/12975/TM-Zoning-only-rev-8-10-2021>

<https://www.townofchelmsford.us/DocumentCenter/View/12976/TM-Chelmsford-Stormwater-Regulations-Revised-8-10-2021>

**Minutes: 5/12/21**

*Parlee made a motion to accept the minutes a 5/12/2021 seconded by Raisbeck, 6-1 (Araway*

*abstains)*

<https://www.townofchelmsford.us/DocumentCenter/View/12921/5-12-2021>

**5/13/21**

*Raisbeck made a motion to accept the minutes a 5/12/2021 seconded by Walsh, 6-1 (Araway abstains)*

<https://www.townofchelmsford.us/DocumentCenter/View/12922/5-13-2021>

**5/19/21**

*Parlee made a motion to accept the minutes a 5/12/2021 seconded by Raisbeck, 6-1 (Araway abstains)*

<https://www.townofchelmsford.us/DocumentCenter/View/12977/5-19-2021-WS>

**7/14/21**

*Parlee made a motion to accept the minutes a 5/12/2021 seconded by Raisbeck, 6-1 (Araway votes nay)*

<https://www.townofchelmsford.us/DocumentCenter/View/12926/7-14-2021---draft>

**Next meetings:**

***September 8, 2021***

***September 22, 2021***

***Adjournment***

*Raisbeck made a motion to adjourn, unanimous.*