



TOWN OF MAYNARD
Office of Municipal Services
MUNICIPAL BUILDING
195 Main Street
Maynard, MA 01754

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Planning Board Meeting Minutes
Tuesday, August 25, 2020

Held Remotely Via Zoom (This public meeting was recorded)

Present:

Greg Tuzzolo, Chair
Andrew D'Amour, Vice Chair - Absent
Jim Coleman, Member
Bill Cranshaw, Member

Christopher Arsenault, Member
Natalie Robert, Alternate Member
Bill Nemser, Town Planner
Kaitlin Young, Assistant Town Planner - Absent

Guest:

Walter Erickson
Seth Donohoe, Ducharme & Dillis Civil Design Group

Meeting Opening

Mr. Tuzzolo called the meeting to order at 7:03 pm.

1. Acceptance of Minutes

A motion was made by Mr. Coleman and seconded by Mr. Cranshaw to accept and approve the August 11, 2020, Meeting Minutes as amended.

Voted: **By roll call. The motion carried unanimously.**

2. Correspondence

There was no Correspondence presented to the Board

3. Election of Chair 2020/2021

The Board continued this agenda item to the next meeting.

4. ANR Determination – 0 Parker Street

Mr. Walter Erickson, the Developer, presented his request for approval of five Form A (Approval Not Required) lots in the front area of the provided plan. Mr. Erickson informed the board that it is a 16-acre parcel, all five lots are 20,000 square feet or more and meet the 130 feet of frontage requirement. Mr. Erickson is seeking approval from the board for the five Form A lots. A Definitive Subdivision request is forthcoming from the Applicant that will add an additional 5 units adjacent to the subject parcels. Mr. Cranshaw asked if the segmentation rules of inclusionary zoning will be applied.

Mr. Nemser stated this will be considered a total of 10 units total and as such will be subject to the Town's Inclusionary Zoning By-law. Mr. Erickson stated there will be an affordable unit provided as part of the subdivision.

Mr. Nemser informed the board that the applicants' ANR request for the five Form A units meets all ANR criteria. Vital Access exists, it is on a public way, and has the required frontage.

A motion was made by Mr. Tuzzolo and seconded by Mr. Coleman approved that the applicant's request does not constitute a subdivision.

Voted: **By roll call. The motion carried unanimously.**

5. ANR Determination - Map 19 Lot 38

Mr. Seth Donohoe, Ducharme & Dillis Civil Design Group, presented for the applicant. Mr. Donohoe informed the board that the applicant is requesting a four-unit subdivision, each lot is 7,000 square feet and has the 75 feet of frontage required.

Mr. Nemser stated this request meets all ANR criteria.

Mr. Tuzzolo questioned if lot two's 75 feet does not account for any of the radius.

Mr. Donohoe explained his interpretation of the bylaws is that the frontage can only be included on one street.

A motion was made by Mr. Tuzzolo and seconded Mr. Cranshaw approved that the ANR for Map 19 Lot 38 does not constitute a subdivision.

Voted: **By roll call. The motion carried unanimously.**

6. Public Meeting - Planning Board Rules and Regulations: the Planning Board will consider adopting revisions to the Planning Board Rules and Regulations including applications and fee schedule.

Mr. Tuzzolo opened the public hearing for the Rules and Regulations (PBRR) at 7:43 p.m.

Site Plan Pre-application meeting

The Board discussed the charging of consultants during the site plan pre-application meeting.

Mr. Cranshaw stated that last sentence, "that the town pay for DPW", should not be there.

Mr. Nemser explained that the town engineer comes in every Tuesday, the cost would be allocated to the DPW, not OMS. Mr. Nemser will work on that sentence.

The Office of Municipal Services spends a significant amount of time tracking down delinquent peer review funds owed. It is hoped this can be addressed through proposed changes to the PBRR.

Water and Sewer Capacity Reviews

Mr. Cranshaw requested removing the first section in the first sentence.

Design Peer Review

2

Mr. Coleman suggested that the board make the decision.

Buildings/Structures

Mr. Cranshaw recommends adding adjacent/surrounding areas.

Consistent title block on all documents that ties all documents with dates together.

Mr. Nemser and the board reviewed pages 1-10 discussing recommended changes. Mr. Nemser updated the document with the board suggestions during the meeting discussions.

A motion was made by Mr. Tuzzolo and seconded by Mr. Cranshaw to continue the Planning Board Rules and Regulations public hearing to September 22, 2020 meeting.

7. Town Planner Updates

Mr. Nemser asked the Board to please provide any input for recommendations to the Planning Board Rules and Regulations over the next week.

Mr. Nemser informed the Board that the Office of Municipal Services is reviewing Planning Board permitting fees.

8. Adjournment

A motion was made by Mr. Tuzzolo and seconded by Mr. Coleman to adjourn the meeting at 9:20 p.m. p.m.

Voted: **By roll call. The motion carried unanimously.**