



Planning Board Meeting Agenda

Time: 7:00p.m.

Date: March 1, 2021

Location: Meeting to be held Remotely via GoToMeeting

1. Agenda Packet - March 1, 2021

Documents:

[2021 02 16 PLANNING BOARD MINUTES-DRAFT.PDF](#)
[UMA FLOWERS - 2 TARBELL ST - SITE PLAN REV. 2.12.21 \(1\).PDF](#)
[PLANNING BOARD 2020 ANNUAL REPORT-DRAFT.PDF](#)
[20210225-LTR-PB-FINCOMM-PLANNER.PDF](#)

2. Call To Order

3. Acceptance Of Minutes

- a. February 16, 2021

4. Plan Endorsement

- a. UMA Flowers - 2 Tarbell Street - Plan Review And Endorsement

5. Action Items

6. Reports/Correspondence/Discussion

(Matters may arise that the chair didn't reasonably anticipate)

- a. Review/Approve Planning Board's 2020 Annual Report
- b. Draft Letter To Finance Committee
- c. Local Resources Recovery Planning Grant
- d. Master Plan Priorities
- e. Master Plan Implementation Team Update
- f. NMCOG Update/DLTA Funding Request

7. Future Meetings

- a. March 8, 2021
- b. March 15, 2021

DRAFT
Planning Board Meeting Minutes
2/16/2021

Board Members

Present: Casey Campetti, Chuck Walkovich, Jennifer Gingras, Joyce Morrow, Paul Lonergan,
Al Patenaude

Staff: Lisa Davis, Planning Consultant, Cheryl Lutcza, Administrative Assistant

Guests: Anthony Beattie, Selectman; Margaret Scarsdale, Selectwoman; Paula Terrasi, Conservation
Commission; Mark Matthews, MPIT; Steve Themelis; Deb Fountain, MPIT; Gerald Couper, PCM

1. Call to Order

The meeting was called to order by Chair Campetti at 7:00PM

2) Acceptance of Minutes

- a. February 1, 2021** – The Minutes were accepted as written by a motion from Ms. Morrow, seconded by Mr. Walkovich. Mr. Patenaude abstained. All in favor.

3) Vouchers

- a. J&S Business Products, Inc – Invoice Number 78979 (1/21/2021) - \$31.00: Planning Board Customer Name/Address Stamp**

Invoice approved by a motion from Ms. Morrow; seconded by Mr. Patenaude. All in favor.

4) Plan Endorsement – None at this time

5) Action Items – None at this time

6) Reports/Correspondence/Discussion

(Matters may arise that the chair didn't reasonably anticipate)

a. Peter Fitzpatrick Zoning – Table of Uses

Mx. Campetti opened the discussion reminding everyone about the conversation held between Mr. MacLean, Town Administrator, and the Planning Board at the last meeting regarding changes to the Table of Uses and how those changes would affect Main Street from the Rotary to Town Hall. In order for the Peter Fitzpatrick property to thrive, changes to the Table of Uses would open up options to interested businesses to rent space which are currently not permitted due to the current zoning. The Master Plan Committee recommended an overlay of the Main Street corridor, and Mr. Walkovich followed up on that by discussing the recommendation with Ms. Beverly Woods of NMCOG. Ms. Woods concurred with the Master Plan Committee that an overlay district for this property would be option for the Town. Discussion regarding the pros and cons of such potential incremental zoning changes continued. Mx. Campetti asked Mr. Walkovich if Ms. Woods had indicated any timeframe when a report could be provided as to the benefits of the Table of Uses changes. Mr. Walkovich will contact Ms. Woods to find out a timeframe and see if something could be ready for the Fall Town Meeting. Mr. Patenaude noted that the Peter Fitzpatrick property has been a hot topic in Town and that making small changes, rather than one inclusive zoning change for Main Street would likely avoid any undue consequences. This conversation will

continue at the next meeting once Mr. Walkovich connects with Ms. Woods regarding a timeframe.

b. Local Resources Recovery Planning Grant

Mx. Campetti announced that the Planning Board has not received the formal notice of the grant as of this date. The Planning Board will be assigned a consultant partner and a scope of work for the projects being considered.

c. Master Plan Implementation Team Update

Mr. Walkovich provided an update of activities completed since the last Planning Board Meeting. Mx. Campetti posted the summary page of activities on the video. MPIT attended the February 6th Select Board meeting to update them on current activities. A discussion took place regarding the minor changes to the Master Plan Recommendations list suggested by the various Committees and Boards which were then passed along to the Select Board and Town Administrator for comment. The Select Board and Town Administrator also made minor changes and those were listed on the recommendations list posted on the video for discussion at this meeting. Ms. Woods, NMCOG, was very complementary of this Team and noted that they are very proactive. Before the final report, Mr. Walkovich asked the Planning Board members for any comments they would like to add.

A number of comments were made on various items; however, the Bike Share program had more discussion of note. Ms. Gingras felt the Bike Share Program would be best served by EDAC or the Recreation Commission rather than the Planning Board. Discussion ensued. Ms. Morrow thought that the Bike Share was too cumbersome for Pepperell logistically and that providing more bike racks for bicycle owners would be a better recommendation. The Planning Board agreed with both Ms. Gingras and Ms. Morrow and recommended the Planning Board be removed as a responsible party for this item. It would be best served by the EDAC or Recreation Committee.

Once the discussion ended, Mx. Campetti asked for a motion to approve the minor changes to the Master Plan Recommendation list as written and provided at this meeting. Mr. Patenaude so moved; Ms. Morrow seconded. All in favor.

d. NMCOG Update/DLTA Funding Request

Mr. Walkovich gave an update stating that the DLTA award has been approved and he will have more information at the next Planning Board meeting.

e. Update to the Agenda – Citizens’ Petition

Mx. Campetti announced that there is a Citizens’ Petition to call a Special Town Meeting on March 13, 2021 at 10AM relative to the proposed Marijuana Bylaw.

The Planning Board still needs to hold a Public Hearing and put a report together before the Special Town Meeting. The Public Hearing will be held on March 8, 2021 at 6:00PM.

f. Master Plan Priorities

Mx. Campetti presented a slightly modified Recommendation Sheet for the Board to revisit, including elements on how to prioritize each item. A lengthy discussion took place reviewing and discussing each item, one by one, noting the relevance, importance of each, and resources that would be allocated to completing them. A continuation of this review will be on the next meeting’s agenda.

7) Future Meeting(s)

a. March 1, 2021

b. March 8, 2021

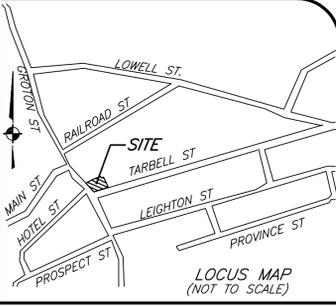
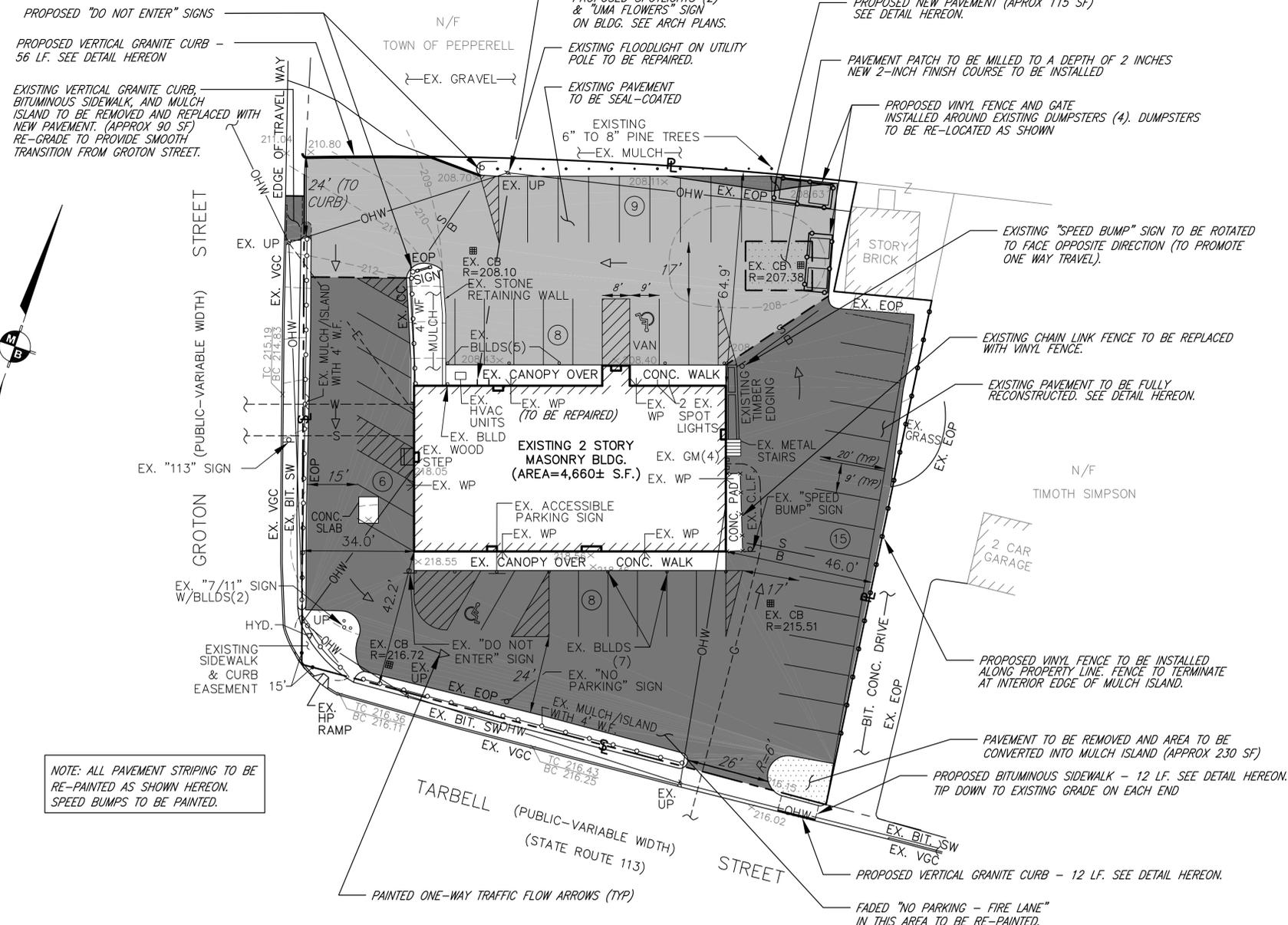
c. March 15, 2021

The meeting was adjourned at 9:00PM by motion from Ms. Morrow, seconded by Mr. Patenaude. All in favor

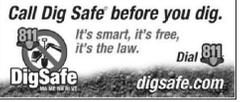
Respectfully submitted by Joan Ladik

LEGEND & ABBREVIATIONS	
	PROPERTY LINE
	STREET LINE
	EASEMENT LINE
	VERTICAL GRANITE CURB
	CONCRETE CURB
	BIT. CONC. CURB
	EDGE OF PAVEMENT
	CHAIN LINK FENCE
	WOOD FENCE
	SANITARY SEWER
	WATER LINE
	GAS LINE
	ELECTRIC LINE
	OVERHEAD WIRE
	EXISTING CONTOUR
	CATCH BASIN
	UTILITY POLE
	HYDRANT
	GAS METER
	SIGN POST
	BOLLARDS
	WALL PAK LIGHT
	BITUMINOUS CONCRETE
	TREE
	PROPOSED PARKING COUNT
	SPEED BUMP
EX.	EXISTING
BLDG	BUILDING
N/F	NOW OR FORMERLY
R=	RIM ELEVATION EQUALS

LEGEND-PAVEMENT	
	PAVEMENT SAWCUT LINE
	NEW PAVEMENT AND PAVEMENT TO BE RE-CONSTRUCTED 12" GRAVEL BASE 2.5" BINDER 1.5" TOP COAT
	EXISTING PAVEMENT TO BE SEAL-COATED
	EXISTING PAVEMENT TO BE MILLED (2") AND OVERLAID (2")
	EXISTING PAVEMENT TO BE REMOVED AND REPLACED WITH MULCH ISLAND



- NOTES:
- OWNER OF RECORD
PRIYANKA PEPPERELL REALTY, LLC
109 RAFFAELE DRIVE
WALTHAM, MA 02452
 - TOWN OF PEPPERELL ASSESSORS REFERENCE
ASSESSORS MAP 26 PARCEL 115
 - PLAN REFERENCE
MIDDLESEX SOUTH DISTRICT PLAN 1363 OF 1985.
 - DEED REFERENCE
MIDDLESEX SOUTH DISTRICT BOOK 64682 PAGE 412
 - SEE EXISTING CONDITIONS PLAN PREPARED BY MISTRY ASSOCIATES FOR ADDITIONAL INFORMATION.
 - TOPOGRAPHIC AND BOUNDARY SURVEY CONDUCTED BY MISTRY ASSOCIATES IN THE SUMMER OF 2020.
 - BUILDING IS SERVICED BY MUNICIPAL WATER AND SEWER.
 - UTILITY LOCATIONS SHOWN ARE FROM FIELD SURVEY OR RECORD PLANS AND THE LOCATIONS ARE APPROXIMATE.
 - NO PORTION OF THIS PROPERTY IS LOCATED IN THE 100-YEAR FLOOD ZONE PER FIRM MAP 25017C0087E, DATED 6/4/2010
 - CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITIES AND NOTIFY DIGSAFE PRIOR TO ANY EXCAVATIONS.



APPROVAL: PEPPERELL PLANNING BOARD

Seal of the Town of Pepperell, Massachusetts, signed by the Planning Board.

Rev. 2/2/21 BY: LIA
ADD CURBING PER DECISION
Rev. 1/9/2020 BY: LIA
TOWN COMMENTS

SITE PLAN

2 TARBELL STREET
Pepperell, Massachusetts
Map 26 Parcel 115

Prepared For:
Uma Flowers, LLC

109 Raffaele Drive
Waltham, Massachusetts
August 14, 2020

SCALE: 1"=20'

MEISNER BREM CORPORATION
142 LITTLETON ROAD, STE. 16, WESTFORD, MA 01886 - (978) 892-1313
202 MAIN STREET, SALEM, NH 03079 - (603) 893-3300

DESIGNED BY: SURVEYED BY:
DRAFTED BY: LIA JOB NUMBER: 2861
APPROVED BY: LIA 2861-Tarbell_MBC.dwg

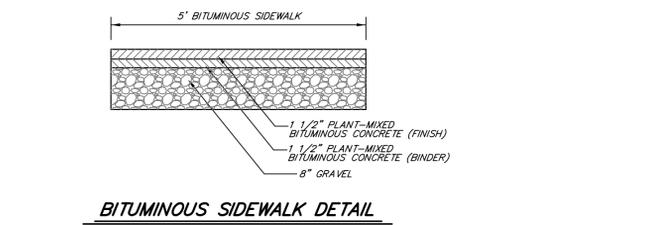
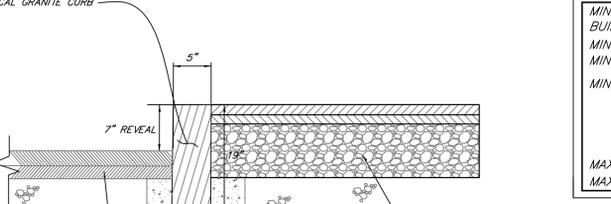
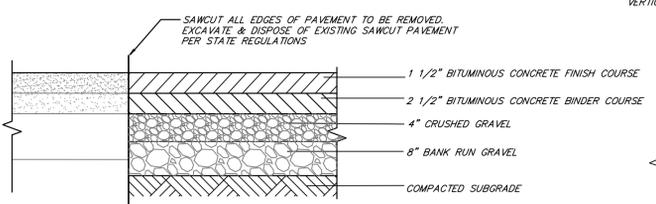
1 of 1

ZONE: COMMERCIAL			
DIMENSION	REQUIRED	EXISTING	PROPOSED
MINIMUM LOT AREA:		30,830± SF	30,830± SF
BUILDING		8,500 SF (GFA)	8,500 SF (GFA)
MINIMUM LOT FRONTAGE:	50'	181.16'	181.16'
MINIMUM LOT WIDTH:	40'	160.16'	160.16'
MINIMUM SETBACKS:			
FRONT	30'	34.0'	34.0'
SIDE	15'	46.0'	46.0'
REAR	25'	64.9'	64.9'
MAXIMUM BUILDING COVERAGE:		15.6%	15.6%
MAXIMUM HEIGHT:	35'	28'	28'

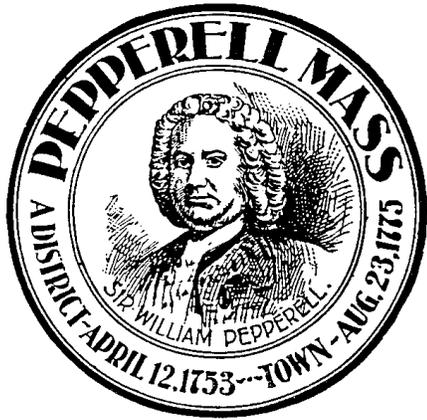
GENERAL CONSTRUCTION NOTES

- ALL CONSTRUCTION SHALL CONFORM TO THE APPLICABLE REQUIREMENTS AND SPECIFICATIONS OF THE TOWN OF PEPPERELL IN THE LATEST SITE PLAN RULES AND REGULATIONS AT THE TIME OF THIS PLAN SUBMISSION AND OTHER APPLICABLE SPECIFICATIONS UNLESS SPECIFICALLY WAIVED BY THE PLANNING BOARD. OTHERWISE ALL CONSTRUCTION SHALL CONFORM TO THE LATEST AVAILABLE STANDARD SPECIFICATIONS FOR STANDARD HIGHWAYS AND BRIDGES (AND SUPPLEMENTS PUBLISHED BY THE COMMONWEALTH OF MASSACHUSETTS HIGHWAY DEPARTMENT.)
- THE OWNER IS HEREBY NOTIFIED THAT THIS PLAN MAY CONTAIN CONDITIONS OF APPROVAL FROM THE PLANNING BOARD AND/OR OTHER TOWN DEPARTMENTS WHICH MAY NOT APPEAR ON THESE PLANS BUT ARE ON FILE WITH THE TOWN. CONTRACTOR SHALL HAVE A COPY OF THE ORDER OF CONDITIONS ON SITE AT ALL TIMES & SHALL BE FAMILIAR WITH ALL CONDITIONS.
- ANY ALTERATION OF THIS DESIGN OR CHANGE DURING CONSTRUCTION MAY REQUIRE APPROVAL OF VARIOUS TOWN BOARDS OR AGENCIES AND SHALL BE REVIEWED AND APPROVED BY THE OWNER AND/OR THE DESIGN ENGINEER PRIOR TO CONSTRUCTION. ALLOW FOR A MINIMUM OF SEVEN DAYS FOR MODIFICATIONS.
- RESTORATION OF FINAL SURFACE SHALL BE DONE SUCH AS TO PROMOTE DRAINAGE AWAY FROM ACCESS MANHOLES, CLEANOUTS AND STRUCTURES. CONTRACTOR SHALL DIRECT RUNOFF TO EXISTING CATCH BASINS AS MUCH AS POSSIBLE
- BURIAL OF WASTE MATERIAL SHALL NOT BE ALLOWED. CONTRACTOR SHALL REMOVE ALL WASTE MATERIALS FROM THE SITE AND DISPOSE OF THEM AT A LOCATION APPROVED BY THE PEPPERELL PLANNING BOARD OR BUILDING DEPARTMENT.

PARKING SCHEDULE		
USE:	REQUIRED	
RETAIL	1 Space/200 S.F.	27 Spaces 5,250 S.F.
RESTAURANT	1 Space/4 Seats	14 Spaces 56 Seats
PROF. OFFICE	1 Space/500 S.F.	3 Spaces 1,250 S.F.
TOTAL SPACES REQUIRED:		44 SPACES
TOTAL SPACES PROVIDED:		46 SPACES



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PEPPERELL PLANNING BOARD

Board Members

Richard McHugh, Chair (resigned
6/27/20)

Casey Campetti, Chair

Paul Lonergan, Clerk

Albert Patenaude, Member

Charles Walkovich, Member

Joyce Morrow, Member

Jennifer Gingras, Associate Member

Staff

Lisa Davis, AICP
Planning Advisor

Cheryl Lutcza
Interim Assistant to Planning Board

CONTACT

PHONE:
978-433-0336

EMAIL:
planning@town.pepperell.ma.us

ANNUAL REPORT 2020 (Draft)

The Planning Board is an elected board of five members with an appointed associate member. The principal ongoing role of this department is to serve the Town of Pepperell by reviewing and permitting development throughout the community under the jurisdiction of the state statutes as well as local regulations and bylaws.

This year the Planning Board granted 8 Special Permits, 1 Major Site Plan and 1 Residential subdivision for 8 building lots. Additionally, the Planning Board endorsed 4 Approval Not Required (ANR) lots. The Planning Board granted a special permit for a Recreational Marijuana Retail Establishment. A Special Permit for a second Marijuana Retail Establishment was received but the Planning Board has not yet rendered a decision.

The Master Plan was completed, and the Planning Board voted to approve the Plan on **October 5, 2020**. Implementation of the Master Plan is now underway. The Planning Board would like to thank the Master Plan Committee and NMCOG for their hard work in bring this important project to fruition. and attention to detail.

The Pepperell Planning Department completed the Municipal Vulnerability Preparedness (MVP) planning process. Following completion of this process, the State designated Pepperell as an MVP community and the town can now apply for MVP action grants. The Planning Department is overseeing the completion of the Hazard Mitigation Plan. This plan will be completed in early 2021 and submitted to Massachusetts Emergency Management Agency (MEMA) for approval.

In December 2020, the Planning Department applied for a Local Resource Recovery Planning grant to assist the town to recover from COVID related impacts.

The Planning Board wishes to offer its gratitude to all of the Pepperell Town Boards, Committees and Departments for their assistance and guidance throughout the year. We would also like to thank the residents of the Town of Pepperell for its continued support.

Respectfully submitted by Lisa Davis, Planning Advisor

Dear members of the Finance Committee:

The purpose of this letter is to reiterate the Planning Board's support for a full-time Town Planner in the FY2022 budget.

For nearly two years, the Town of Pepperell has operated with extremely limited hours from our Town Planner and part-time assistance supported by staff from Town Hall. Most residents may be surprised to know how little staff time is allocated to the Planning Department, given the immense workload with processing permit applications, assisting residents, grant writing, drafting new bylaws, and undertaking projects on behalf of the Town. A planned hire for a Planning Assistant was canceled in 2020 due to the ongoing pandemic.

With the Master Plan completed, Town boards, commissions, and departments are hard at work bringing recommendations to life. As the entity with responsibility for the Master Plan under state law, many of the recommendations falls either directly or indirectly under the purview of the Planning Board, including major overhauls to zoning. We are hopeful that we can access grant funding to assist with many of the necessary updates and improvements; even with limited hours, in the past few months our planner Lisa Davis has authored several winning grants to access COVID recovery funding and money to support changes to our Open Space Residential Design bylaw and to revise our design guidelines in 2021. However, without a full-time planner it will be difficult to continue to write grant applications, manage consultants, and provide the professional oversight needed to facilitate a successful process. Several other initiatives have also required work from our planner, including the Municipal Vulnerability Preparedness program and the Complete Streets program. The new One Stop for Growth initiative is yet another opportunity for Pepperell to access assistance and funding to propel us forward.

The Planning Board's ability to perform its duties and responsibilities to support the tax base and encourage strategic growth is critical to the future growth and success of the Town, and full-time professional support is critical to that effort. We strongly recommend that funding for a salaried full-time planner be included in the FY22 budget for approval by the citizens of Pepperell.

Sincerely,

Casey Campetti

Chair, Town of Pepperell Planning Board

This letter was drafted and approved at the March 1, 2021 meeting of the Planning Board