

TEWKSBURY PLANNING BOARD MINUTES

January 9, 2023

Call The Meeting to Order

Chairman Stephen Johnson called the meeting to order at 7:00 P.M. at the Town Hall Meeting Room. Present at the start of the meeting were, Vincent Fratalia, James Duffy & Jonathan Ciampa.

Robert Fowler was absent from the meeting.

(A) **Approval of Minutes** – November 14, 2022

MOTION – Mr. Duffy made a motion to approve the November 14, 2022, minutes. The motion was seconded by Mr. Ciampa and unanimously voted 4-0.

(B) **Committee Reports/ Administrative Actions**

(B1) **Committee Reports**

Mr. Johnson asked if the new elementary school would be open in a few days, Mr. Ciampa stated they started last Wednesday. The Trahan school closed for winter break and did not reopen.

(B2) **Town Planner's Report**

Ms. Lowder asked, in the interest of time & respect for the several applicants, she would like to table her report to after the public hearings.

(B3) **Adjustments to 2023 Meeting Calendar**

Mr. Johnson stated the June meetings would now be on June 12 & June 26.

MOTION – Mr. Duffy made a motion to approve the adjustments to the 2023 Meeting Calendar. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

(B4) **120 Lumber Lane – Special Permit Extension**

Paul Ross and Joe Phalen appeared for the Special Permit Extension for 120 Lumber Lane. Mr. Ross stated they were there for the extension of a Special Use Permit granted in February 2020; it will expire in February 2023, so they are there to request a 3-year extension. Mr. Ross then went through a synopsis of the project with the board, what has been completed, what is currently being done and what has yet to be done.

Mr. Fratalia commended the applicant on what they have got done so far & asked how many units are in building one. Mr. Phalen stated there is 8. Mr. Fratalia stated he has no problem granting the extension.

Mr. Duffy then clarified that they still have 13 units that still need to be completed, the applicants confirmed that was correct. Mr. Duffy then asked why they were asking for a 3-year extension, it seems like a long time. Mr. Ross answered they weren't there for an extension for permit compliance, the 3 years is for the overall special permit. Mr. Duffy then stated he was ok with the extension.

Mr. Ciampa asked them to explain the original plans and hardships since he was not on the board in 2020. Mr. Ross stated the original special permit was to find uses allowable at the property, as part of that the planning board had certain requirements. The overall permit they are trying to extend tonight is really about the special uses allowable at the site.

Mr. Johnson stated that lately they've tried to reduce the time before they come back to the board again, yes, they can have 3 years, they may not need the 3 years. When they keep it a little shorter, they get the check-ins and they know how things are going, a lot of times they won't see anyone for 3 years, they come back in for an extension & the board is left wondering what's been going on for the last 3 years. Mr. Johnson stated he would be more inclined to do the 1-year extension so they can have the check in & know where things are, especially with the deadline for compliance coming up. His suggestion is to make the compliance deadline coincide with this one for February, that would give a little more time on the compliance now & they'll be on the same timetable for checking back in.

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Mr. Duffy stated he liked the idea of a periodic check in, so they got a progress report.

Mr. Ciampa also agreed with the one-year check in.

Mr. Frataglia stated he would rather see a 2 year check in than a 3-year, but he also thinks getting an update in 1 year is a good thing.

Mr. Johnson asked if the board was ok with making the compliance coincide with this as well, the board agreed. Mr. Johnson stated that this gave the applicant an extension on compliance from April to February. That way they deal with everything in one meeting, if they have to deal with it at all. Mr. Ross stated they anticipated coming back to the board before April, Mr. Johnson stated that it sounded that way so it makes sense to give them a little bit of time, at least now it's on the same time table.

Mr. Ross asked if they are able to finish off building 1 could they make a preliminary filing to show they are done. Ms. Lowder stated she didn't think there was anything in the special permit conditions to come back, as long as everything is wrapped up with the building commissioner.

MOTION – Mr. Frataglia made a motion to approve the Special Permit & Compliance Extension for 1 year from February for 120 Lumber Lane. The motion was seconded by Mr. Ciampa and unanimously voted 4-0.

(C) **1721 Main Street – Rhonda Corey on behalf of Gravallesse A Intravaia Trust – Use Special Permit**
(continued from 12/12/22)

MOTION – Mr. Frataglia made a motion to waive the public reading. The motion was seconded by Mr. Ciampa and unanimously voted 4-0.

Rhonda Corey appeared for the Use Special Permit for 1721 Main Street. Ms. Corey stated in September they opened a doggy daycare business which did not require a special permit for that use. They went through the building department to change from a retail business use to a pet service, however she is now requesting a special permit for a kennel license to allow overnight boarding at this location.

Mr. Ciampa stated he review the submission; they received a number of emails in support of this so he has no questions for the applicant.

Mr. Frataglia asked if she was working today as he went by in his blue pickup to review the site. Mr. Frataglia asked about the occupants of the building, Ms. Corey stated that unit 1 & 2 are combined and occupied by a fitness studio & to the right unit 4 is a business that is still seeking approval. Mr. Frataglia then asked the hours of overnight boarding, Ms. Corey stated that because they area a daycare they call it 24 hours, daycare drop off starts at 7 AM last pickup is 6 PM so anyone being boarded would just stay overnight. Mr. Frataglia then asked if staff would be there overnight, Ms. Corey stated they were not allowed to have an overnight staff, Mr. Frataglia clarified she had cameras, Ms. Corey stated she did both indoors and outdoors that picked up on motion and sound detection. Ms. Corey added that they walked to the nearby residential neighborhood and couldn't really hear barking, its far, there's a block retaining wall behind the premises that seems to dampen it as well as the trees in the area.

Mr. Duffy ask how many overnight kennels she had. Ms. Corey answered the daycare license is for 15 animals on the premises at a time, they have not set up the facility for overnight, but she would be looking for 15 potential overnights. Mr. Duffy stated he didn't have any problem & wished Ms. Corey luck.

Mr. Johnson asked the hours of operation in terms of when staff leaves, Ms. Corey stated 6 PM is the last pick up and then there's just cleaning time. Because there's not overnight boarding, they stay maybe another half hour. Mr. Johnson then asked if she does have overnight boarding what time staff would leave. Ms. Corey stated she projects 10-11 PM, she's not sure of the cut-off time for overnight. Ms. Lowder stated this is something she could confer wit the building commissioner about, there are just not to be any sleeping quarters in the space for humans, as far as when the last person shuts off the lights that's up to her tenant fit up permit. Ms. Corey stated she was thinking 10-11 the employee would leave & monitoring would be in place overnight.

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Mr. Duffy asked if, over the surveillance equipment, she did hear dogs barking or loose from a cage what a typical response would be. Ms. Corey stated she lived less than 2 miles from the facility, she would check it out as needed.

Mr. Ciampa asked, for extreme weather, if she had a wi-fi connected thermostat so she would get an alert if they lost heating or cooling. Ms. Corey stated they did not have that at the facility. Mr. Ciampa then asked the protocol if the power goes out, Ms. Corey stated they do. For inclement weather they will follow the school system's guidelines & if power goes out, they will have everyone come pick up their animals.

Mr. Johnson stated they should put a condition on her permit that in the event that noise becomes an issue they can revisit it with her.

There were no questions from the audience.

Mr. Johnson stated they received a number a supporting email & letters for the applicant's proposal.

MOTION – Mr. Fratalia made a motion to close the public hearing. The motion was seconded by Mr. Duffy and unanimously voted 4-0.

MOTION – Mr. Fratalia made a motion to approve the Use Special Permit for 1721 Main Street with condition mentioned. The motion was seconded by Mr. Duffy and unanimously voted 4-0.

(D) 8 Border Road – Gavin Hodgkins on behalf of Devin Petrino – Family Suite Special Permit

MOTION – Mr. Ciampa made a motion to waive the public reading. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

Jane Markey & Gavin Hodgkins appeared for the Family Suite Special Permit for 8 Border Road. Mr. Hoggkins stated its about a 775 square foot unfinished basement that they are converting to a one bedroom.

Mr. Duffy confirmed the house was on sewer or is about to be, Mr. Hodgkins stated that was correct. Mr. Duffy asked if it was a split, Mr. Hodgkins stated it was not, there is a second egress in the back.

Mr. Ciampa asked to be walked through the flow of the home, Mr. Hodgkins explained the planned updates calling out the doors & stairs.

There were no questions from the audience.

MOTION – Mr. Ciampa made a motion to close the public hearing. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

MOTION – Mr. Ciampa made a motion to approve the Family Suite Special Permit for 8 Border Road. The motion was seconded by Mr. Duffy and unanimously voted 4-0.

(E) 770 Main Street – Butler School, LLC on behalf of The Carciofi Realty Trust – Site Plan Review/Land Disturbance Permit (continued from 12/12/22)

MOTION – Mr. Duffy made a motion to waive the public reading. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

Ben Osgood appeared for the Stie Plan Review/Land Disturbance Permit for 770 Main Street. Mr. Osgood gave an overview of the existing conditions of the lot then went on to show the proposed 10,000 square foot daycare and give an overview of the proposed upgrades by going over a plan set with the board.

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Mr. Fratalia asked what the plan is if they do not get the requested waiver for parking. Mr. Osgood stated that he was pretty confident he would get the waiver based off of the abutting property. Mr. Fratalia then stated it irritates him that people come in with the intention of the board giving them a waiver, why can't they design to code and go from there. Mr. Fratalia then asked if the current landscape plan would impede sight lines out of the driveway, Mr. Osgood stated that is exactly why they chose what they did. Mr. Fratalia stated he saw the turn around in the plans but didn't see any paperwork from the fire department, Ms. Lowder stated the fire department didn't submit any further comments, as far as they're concerned it shows on paper that it works, the fire captain reserves the right to get a ladder truck out there before final granite curbing goes in to ensure what's on paper works practically. Mr. Fratalia asked if the building would have sprinklers, Mr. Osgood confirmed it would. Mr. Fratalia then asked if 187 was the correct number of kids that would be in there, Mr. Osgood stated that the state requires 85 sq. ft. per child.

Mr. Ciampa asked about security measures to keep children from getting away. Mr. Osgood then referred to the plans showing where fences and gates would be placed, and almost all doorways go into a fenced area. Mr. Ciampa then asked about the parking regulation. Ms. Lowder stated it is in the use table as defined by the zoning bylaw, each particular use requires a certain number of spaces. Mr. Ciampa asked if it might be possible to get the proper buffer on one side, Mr. Osgood said he would look at it, it might be. Mr. Ciampa then asked if there was required protection of the fire hydrant, Mr. Osgood stated there would be bollards.

Mr. Duffy stated he doesn't have a problem with the waivers, he thinks its consistent with the abutters, he then asked about overflow of the drainage system. Mr. Osgood stated the way the site drains right now everything flows out to a culvert by Old Boston Rd. Mr. Duffy they showed concern having a manhole cover in the playground area, Mr. Osgood stated common practice is to sink it down a bit and cover it with mulch. Mr. Duffy then stated that he just doesn't see a lot of thought going into that playground & overflow area, he'd like to see something to retain or keep that mulch from consistently washing out in that corner.

Mr. Johnson asked Mr. Osgood if he would like to address the unresolved comments from the town engineer. Mr. Osgood then provided explanations for the hydrant, items 16, 18, 21, 23, 24, Mr. Johnson stated the majority of people coming in are for pickup not long term parking, he's more inclined to losing the 2 spaces the town engineer referenced on the right when you first come in because they're they 2 most problematic. If after removing those 2 spaces and adding snow storage if the town engineer still uncomfortable then he'd consider looking at the other space as well. As for the setback Mr. Johnson has no issues with those. Mr. Johnson asked if they would consider making the entire lot one way, Mr. Osgood stated he thinks its going to work that way. Mr. Johnson stated that was 26 and Mr. Osgood continued on with explanations of 28, 31, Ms. Lowder stated the motivation for requesting a traffic study from this point is they are going from a single family home to a business use & she thinks the traffic study may give context to reducing the parking to make sure there is enough snow storage on site. Mr. Osgood continued with an explanation of 32.

Mr. Johnson opened the hearing up to the audience.

Desiree Wickham, Main Street Learning Academy – Ms. Wickham stated she would like an idea of the timeline for the buildout, so they are able to keep children safe on their property during construction. Mr. Osgood stated if everything goes well, they will probably start within 30-60 days after receiving the permit, the company will put up a construction fence around the property before they start & he would estimate the buildout to take 6 months.

Mr. Fratalia asked if they considered donating the building to the Town of Tewksbury. Mr. Osgood stated they subject hasn't come up. Mr. Fratalia stated he's a big proponent of affordable housing if the town was interested in relocating the building for affordable housing. Mr. Osgood stated he would mention it to the applicant, the problem with doing that sort of thing is usually timing.

MOTION – Mr. Duffy made a motion to continue the Site Plan Review/Land Disturbance Permit for 770 Main Street to 1/23/23 at 7:00 PM. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

(F) Foster Lane – O'Brien Homes LLC – Land Disturbance Permit

MOTION – Mr. Duffy made a motion to waive the public reading. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

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Dennis Griecci & Kevin O' Brien appeared for the Land Disturbance Permit for Foster Lane. Mr. Griecci stated they would be disturbing approximately 63,000 sq.ft. of the 2.3 acre undeveloped site at the end of Foster Lane which is currently an unapproved way. The project is for a single-family house with associated lot grading & utility servicing the lot. Mr. Griecci then went over the plans given to the board.

Mr. Duffy asked if they were in the process of addressing the engineer's comments. Mr. Griecci stated he did not see the comments until Monday morning, they reviewed them and they're all very addressable, they don't see an issues with addressing them, which they should get to within the next 7-10 days. Mr. Duffy stated he was comfortable with the Land Disturbance Permit but he not sure the board should approve it with the outstanding engineer's comments.

Mr. Ciampa stated he would also like to see the engineer's comments addressed before issuing a permit.

Mr. Fratalia asked how far the water service is from the property, Mr. Griecci stated almost 1,000 sq.ft. Mr. Duffy asked about sewer, Mr. Griecci stated there's a manhole on the site they'll be pumping to. Mr. Fratalia asked if there were any objections from abutters, Mr. Griecci stated he did not know of any, there weren't any throughout the Conservation Commission project.

Mr. Johnson stated he agreed with the rest of the board, and they'll give them 2 weeks to straighten everything out with the town engineer. He then suggested they get everything addressed as soon as possible to avoid any issue at the next meeting.

Mr. Johnson opened the hearing to the audience.

David Plunkett, 257 Fiske Street – Mr. Plunkett handed the board some paperwork then stated he spoke with one of the original plaintiffs in this case, which started in 1992 & which he worked on. In this case the decision of the planning board was annulled & Mr. O' Brien was the applicant at that time & was given a permit to develop the lot which they appealed because there is not right of Mr. O'Brien to use Foster Lane, that was the decision of the appeals court & nothing has changed since then. Mr. Johnson stated that his understand with the land disturbance permit is there either meeting what is required or not, if they go to do more than that then what Mr. Plunkett presented would kick in. Mr. Plunkett stated the plan submitted show the entire length of Foster Lane. Ms. Lowder stated that none of this is new news, the town & town clerk have this on file, as such this was discussed with town counsel and he advised this board to move forward with processing the land disturbance permit as submitted because as Mr. Johnson noted this is for compliance of Chapter 19 of the General Bylaws & there is a pending ZBA Party Aggrieved application that Mr. O'Brien has submitted with regards to the access issue & town counsel has informed them that is the avenue to have that argument not at this board. Mr. Johnson stated that they are not making a decision on this tonight, if something happens between now & the next meeting and they get some other comment from town counsel that tells them to act otherwise they will, but as of right now they have no choice but to act under town counsel's advice. Mr. Plunkett asked for a copy of town counsel's determination, Ms. Lowder stated she spoke to town counsel in person, she'd be happy to put something in writing once she speaks with him again. Mr. Plunkett then questioned the ZBA's involvement, Ms. Lowder clarified the access is going to be part of the discussion with the ZBA application, the avenue for land disturbance is the only thing being discussed here in compliance with mas stormwater and Chapter 19 of General Bylaws, she has a meeting with town counsel will get further clarification from him & have it put in writing.

Don Borenstein – Mr. Borenstein stated he is the attorney for Mr. O' Brien and confirmed what Ms. Lowder has previously stated in regard to receiving the information Mr. Plunkett provided the board and wanted to note that the decision referenced is in regard to the specific subdivision plan that was an issue 30 years ago. Mr. Johnson reiterated they would only be dealing with the land disturbance permit and following the advice of town counsel.

MOTION – Mr. Fratalia made a motion to continue the Land Disturbance Permit for Foster Lane to 1/23/23 at 7:15 PM. The motion was seconded by Mr. Ciampa and unanimously voted 4-0.

Town Planner's Report

As-Built & Occupancy

Proposed language to include in Site Plan Review approvals going forward to capture interim as-builts prior to occupancy:

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Prior to occupancy, the applicant shall at minimum submit an interim as-built plan showing all site features that have been installed to date which includes, but is not limited to, underground and above ground utilities, buildings, paved areas, walkways, landscaping, and sidewalks. If the applicant is unable to submit a complete and final as-built plan at the time of occupancy, they shall submit an interim as-built as described above and a cash bond, with an amount set by the Planning Board, to ensure the 100% as-built is submitted within six months of occupancy.

Ms. Lowder did state his was workshopped with multiple departments that would be involved and a local developer. Mr. Johnson recommended that they put it out to the applicants who’ve already got it in & if they have an issue with it they will go with the old version otherwise anyone who is coming in for the first time as of the new year they will be informed that it is going into any permit that is approved. The rest of the board agreed.

MBTA Communities Presentation

NMCOG will present updates to guidelines and give an overview of the M.G.L. Chapter 40A, Section 3A, MBTA Communities legislation at a joint meeting of the Select Board and Planning Board on Tuesday, December 20, 2022 at 7:00 PM. The purpose of this presentation is to educate not only our Boards, but the public, about what this legislation means for the Town, and what it will take to comply.

Affordable Housing Initiative

At the last meeting, I proposed a change to the Zoning Bylaw which would allow for the conversion of commercial units in mixed use developments to residential units by special permit on the condition that they are to be maintained as affordable in perpetuity. The Board requested a few follow up items which I have include below.

Projects Eligible for Conversion

Address	Number of Units/Square Footage
940-960 Main Street	2
1418 Main Street	1
1455 Main Street	1 / 2,200 SF
2230 Main Street	1 / 10,000 SF
725 Main Street	2
2131 Main Street	1 / 2,000 SF
1037 North Street / 1563 Andover Street	1
935 Main Street	1 / 1,400 SF

Proposed Bylaw Language

NEW Section 8.3.10 – The Planning Board may grant by special permit the conversion of a previously permitted commercial unit in a mixed-use development to an affordable residential unit to be maintained in perpetuity. The Board shall base its decision upon findings that the conversion will provide for improved practical use of the space and to lessen neighborhood impacts.

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Mr. Johnson anticipates that people will ask why make changes to a bylaw that was recently changed, and provided the justification that there are a number of unused commercial units that are complained about & that this would be what the new bylaw would have allowed anyway, if they came in for the same project now, they would have been able to do this.

Mr. Fratalia stated his concern was a 10,000 sq. ft. space could be 10 units possibly. Ms. Lowder stated they would have to show what they planned to do and make sure there is adequate parking. Mr. Johnson added that no of this would be by right, Ms. Lowder agreed and said yes & they would have to be 10 affordable units. This will definitely have to be a case-by-case basis looking to see what fits for the neighborhood, what fits the particular building & what's practicable as far as sewer capacity, parking capacity etc.

Mr. Ciampa asked if there are any projects in the pipeline that have commercial space planned that may end up on this chart as well. Ms. Lowder stated those have been included in her list.

Electric Vehicle Charging Infrastructure

The new owners of Eco Auto located at 623 Main Street have offered to partner with the Town as well as local businesses on getting electric vehicle charging station infrastructure installed at various sites and businesses across Tewksbury. They are able to help secure 80-100% reimbursement for the materials and equipment installation. Eco Auto is also eyeing an opening day in the next few weeks.

24 Pleasant Street

There was an issue with the landscape plan for 24 Pleasant Street wherein a tree that was meant to remain per the approved plan was removed. I have reached out to the property owner for a path forward.

Project Updates

1866 Main Street (La Vita Dolce) construction is ongoing. I made a visit to the site a few weeks back and was able to see some of the progress. It is coming along really nicely, and you would never remember that it was a bank. I am looking forward to them being a part of the Tewksbury business community.

836 Main Street (Brelundi) had their kitchen plans approved by the Health Department and have a building permit in-hand to start exterior improvements and interior renovations. This is another site that will be great to see have new life breathed into it.

1110 Main Street (former Crystal's General Store) this new business received their building permit and renovations are underway for Art Gourmet. They will be opening a combined catering and retail store specializing in Brazilian food.

211 Main Street (Wilmington - Special Shoutout) one of the most popular vendors at the Tewksbury Community Market last season was Code 1 BBQ and they just opened premises in Wilmington at 211 Main Street. They're an honorary part of the Tewksbury business community.

1) Proposed Changes to Zoning Bylaw

After working with the new bylaw for nearly a year, a few points of clarification have come to the surface as both the Building Commissioner and I have been asked to help interpret new definitions and sections, as well as oversights. There are three items I would like to present to the Board for feedback:

I. Multiple Principal Structures I1 & I2 Districts

NEW Section 5.3.4.B - Supplemental Regulations for Industrial Districts

NEW Section 5.3.4.B.1 – More than one principal structure may be erected on a lot by special permit from the Planning Board, subject to 3.4 of this Bylaw and the following conditions:

- a. *No principal building shall be located in relation to another principal building on the same lot, or on an adjacent lot, so as to cause danger from fire;*
- b. *All principal buildings on the lot shall be served by access ways suitable for fire, police, and emergency vehicles;*

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- c. *All of the multiple principal buildings on the same lot shall be accessible via pedestrian walkways connected to the required parking for the premises, and to each principal building.*

MODIFY Section 5.3.4 to include A. Table of Requirements before dimensional and density requirements table.

II. Clarifications to Definition of Major Project

MODIFY Definitions Section 2 – MAJOR PROJECT, TOWN CENTER: *Any development of 25,000 square feet or more inclusive of all structures and paved areas.*

III. Wall-Mounted Signs

MODIFY Section 6.2.10.4 – *For businesses located in a multi-tenanted building along the front façade, the size of the wall sign for each business shall be determined as follows:*

- a. *Businesses located within 100 feet of the street – One wall sign not to exceed three feet in height and ½ the length ¾ of a square foot per linear foot of the business façade, with a maximum length of 30 feet.*
- b. *Businesses located between 100 and 300 feet from the street – One wall sign not to exceed four feet in height and ½ the length 1 ½ square feet per linear foot of the business’s façade, with a maximum length of 40 feet.*
- c. *Businesses located more than 300 feet from the street – One wall sign not to exceed five feet in height and ¾ the length two square feet per linear foot of the business’s façade, with a maximum length of 50 feet.*

MODIFY Section 6.2.10.5 – *For a single business that occupies the entire first floor of a detached building, the size of the sign shall not exceed four feet in height and the width shall not exceed ¾ ½ of the length of the front façade, with a maximum length of 40 feet. sign size and height based on the size formula and height requirements of Section 6.10.A(4).*

Mr. Johnson stated he would like to keep these items together & refer to them as housekeeping, he wants to make sure they do these 3 first because they are a clean-up, not a change then deal with the new one. Ms. Lowder stated she took great care in speaking with the building commissioner and these are things they really need to do for the good of the bylaw. Mr. Johnson requested the building commissioner be present for the meeting to give clarification when they vote on it. Mr. Ciampa pointed out the wording stated “a street” there are businesses located on 2 streets, are both streets in effect. Ms. Lowder stated there’s special provisions for businesses on corner lots.

Mr. Duffy stated he was excited to work with Eco Auto with the coming Electric Vehicle Charging Infrastructure. He then added he thinks it a positive sign for the town that the 4 businesses are filling previously empty spaces. Mr. Duffy then suggested having a couple of caveats for the MAJOR PROJECT TOWN CENTER modification. Ms. Lowder believed the intention is to include any kind of finished area, until it becomes more of a trend, she thinks they are safe sticking with impervious surface and building.

Old Business

New Business

Mr. Fratalia stated they received the Treehouse renderings, and they look great.

Correspondence

Adjournment

MOTION – Mr. Duffy made a motion to adjourn the meeting at 8:57 PM. The motion was seconded by Mr. Ciampa and unanimously voted 4-0.

Approved on: **February 13, 2023**

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List of documents for 1.9.23 meeting

Documents can be found in the Community Development Office

- A. 7:00** Approval of Minutes: November 14, 2022
- **November 14, 2022 (issued in previous packet)**
- B. 7:00** Committee Reports/Administrative Actions
- 1- Committee Reports
 - 2- Town Planner's Report
 - **Memo from Alexandra Lowder dated 1/6/2023**
 - 3- Adjustments to 2023 Meeting Calendar
 - Revised meeting schedule
 - 4- 120 Lumber Lane – Special Permit Extension
 - Letter from Attorney Paul Ross dated 12/19/2022
 - Building Code Compliance Worksheet
- C. 7:00** 1721 Main Street – Rhonda Corey on behalf of Gravallese A Intravaia Trust: Use Special Permit (*continued from 12/12*)
- **Email from Michelle Giampa dated 1/3/2023**
 - **Email from Pauline Jeong dated 1/3/2023**
 - **Email from Yan Zhang dated 1/3/2023**
 - **Email from Paula Lunn dated 1/3/2023**
 - **Email from Linda Conway dated 1/5/2023**
 - **Email from Laura Ferreira dated 1/6/2023**
 - **Email from Cortny Guttadaro dated 1/9/2023**
- D. 7:00** 8 Border Road – Gavin Hodgkins on behalf of Devin Petrino: Family Suite Special Permit
- **Application packet dated 11/29/2022**
- E. 7:00** 770 Main Street – Butler School, LLC on behalf of The Cariciofi Realty Trust: Site Plan Review, Land Disturbance Permit (*continued from 12/12*)
- **Response letter dated 12/28/2022**
 - **Revised site plans dated 12/28/2022**
 - **Letter from Kevin Hardiman dated 1/6/2023**
- F. 7:05** Foster Lane – O'Brien Homes LLC: Land Disturbance Permit
- **Application packet dated 12/6/2022**
 - **Letter from Kevin Hardiman dated 1/6/2023**

Old Business

New Business

Correspondence

Adjournment