

TEWKSBURY PLANNING BOARD MINUTES
January 12, 2026

Call The Meeting to Order

Stephen Johnson called the meeting to order at 7:00PM. Present at the start of the meeting were Vincent Fratalia, James Duffy, Jonathan Ciampa and Karen DiFruscia.

Approval of Minutes – December 15, 2025

MOTION – Ms. DiFruscia made a motion to approve the meeting minutes. Mr. Fratalia initiated discussion on the motion and referred to Ms. Lowder about the status of the minutes. Ms. Lowder indicated that the meeting minutes were incomplete and the Board may want to table them until the next meeting. The motion was not seconded and failed. The minutes will be discussed at the next meeting.

(A) Committee Reports/ Administrative Actions

(B1) Committee Reports

No members had committee reports.

(B2) Town Planner's Reports

On the Horizon

There is one new filing for the January 26, 2026 Planning Board meeting, as follows:

- 3 Pinewood Road – Family Suite Special Permit

Also included will be any continued applications from this meeting.

Tewksbury Community Market – Winter Edition

The final Tewksbury Community Market at the Senior Center for indoor markets this winter will be Thursday, February 12. The markets will run 4-7pm and will feature many of the same vendors as the summer market with the additions of our Girl Scout troops selling girl scout cookies and the Senior Center consignment shop open for browsing. For more information, please visit www.tewksburymarket.com

Greater Lowell YMCA Offering School Vacation Camps for February and April Breaks

The Greater Lowell YMCA will offer week-long recreation camps over February and April school vacations for children ages 5-13 at the Tewksbury Recreation Center at 286 Livingston Street.

The camp will run February 16-20 and April 20-24, Monday through Friday, from 8:00 AM to 4:00 PM daily. There is a two-day minimum required for registration, but families may sign up for two, three, four, or five-day packages.

Residents of the Town of Tewksbury do not need to be YMCA members to register for these programs. Link to sign up is on the Town website under “news and announcements.”

(B3) 910 Andover Street – Master Signage Plan Update

Christina McMahon of Caveney Architecture Collective (CAC) appeared for the discussion representing the project proponents. Ms. McMahon recapped the previously approved work-live proposal for developmentally challenged adults which includes a café with a specific proposal for wall-mounted signage with a French Bistro aesthetic. Ms. McMahon indicated that discussions have evolved to include more of a 50s diner aesthetic. The original south facing wall-mounted signage was approximately 30 SF in area and met the maximum sign length of 30’ and sign height of 3’ requirements. The new sign proposal is for less overall square footage but does not meet the maximum allowed signage height requirements being over 4’.

Mr. Duffy confirmed the proposed sign height exceeding 4’ and inquired of the style of the lettering. Ms. McMahon confirmed the style and letter height and Mr. Duffy responded that he was OK with the change.

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Mr. Fratalia confirmed that the new rendering is the desired design, including the secondary signage reading “coffee, bagels...” Ms. McMahon responded that the secondary signage was part of the original filing but that the location is slightly different, albeit compliant. Mr. Fratalia reiterated that this would exceed the maximum allowed height for signs but that he understands and is overall fine with it.

Mr. Ciampa asked whether the signs were backlit. Ms. McMahon confirmed that the signs would be self-illuminated and the project team preferred neon but understands that it is prohibited. Mr. Ciampa asked if both the primary and secondary signs would be illuminated and Ms. McMahon confirmed. Mr. Ciampa stated that he was OK with the increase in sign height and believes it will be proportional to its distance from the street. He further stated that the project proponents should be mindful of the times the signs should not be illuminated per the Zoning Bylaw outside of business hours.

Mr. Johnson stated that he believes the request to adjust the sign height and length is reasonable given the circumstances and does not believe the change will be detrimental to the project. However, he did indicate that if the sign illumination becomes an issue, the project proponents may have to have further discussions with the Board.

Mr. Fratalia confirmed the sconces in addition to the self-illuminated signs to understand the total lighting effect of the façade. Ms. McMahon stated all lighting will be indicated on the sign permit.

MOTION – Mr. Ciampa made a motion to accept the proposed changes to the Master Signage Plan. The motion was seconded by Mr. Duffy and unanimously voted 5-0.

(C) 54 Charles Drive – Paul O’Keefe on behalf of Michael and Dineen Doucette – 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 5-0.

Paul O’Keefe and Dineen Doucette appeared for the Family Suite Special Permit at 54 Charles Drive.

Mr. O’Keefe stated that the in-law suite for which they seek the special permit will be approximately 867 SF for Ms. Doucette’s parents. They are in their late 80s, and the family is looking to have them close by to care for them as they age. Mr. O’Keefe further stated that the existing house is at about a 45-degree angle from the street so the addition is angled accordingly including to keep it further away from wetlands to the rear of the property.

Mr. Fratalia complimented the plan set. He also asked if the driveway location is changing. Mr. O’Keefe confirmed the driveway will remain the same. Mr. Fratalia also asked whether there was any tree removal as part of the project and Mr. O’Keefe indicated that was not the case.

Mr. Duffy questioned the use of a crawl space instead of a full foundation basement. Mr. O’Keefe stated that they did not know whether they would find ledge or any other issues, and that they only need the space for utilities to avoid taking up living space.

Ms. Lowder prompted Mr. Fratalia to ask whether the property was serviced by septic or town sewer and Mr. O’Keefe indicated town sewer.

There were no questions from the audience.

MOTION – Mr. Ciampa made a motion to close the public hearing. The motion was seconded by Ms. DiFruscia and unanimously voted 5-0.

MOTION – Mr. Fratalia made a motion to approve the Family Suite Special Permit for 54 Charles Drive. The motion was seconded by Mr. Duffy and unanimously voted 5-0.

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(D) 100 Jennies Way – Joseph Hubbard on behalf of Jess and Colleen Mader – Family Suite Special Permit

MOTION – Mr. Ciampa made a motion to waive the public reading. The motion was seconded by Ms. DiFruscia and unanimously voted 5-0.

Joseph Hubbard appeared for the Family Suite Special Permit. Mr. Hubbard stated that his plans are less detailed but he wanted to make sure the special permit would be approved before he made the investment in full architectural plans and that they are in process.

Mr. Ciampa commented on the less detailed plans presented for the family suite and questioned whether the Board would be able to move forward with a vote without full architectural drawings. Ms. Lowder stated that the Board's responsibility in this process is to determine whether the use is appropriate for the site and point out any high-level issues with the design concept, but that the full enforcement of the code and zoning bylaw lies with the Building Commissioner. Mr. Ciampa otherwise had no other comments.

Mr. Duffy indicated he felt the same as Mr. Ciampa and he was overall supportive of the project.

Mr. Fratalia asked to confirm the orientation of the family suite and Mr. Hubbard indicated that it would be on the left side of the house with a side entrance as well as the common entry. He states that the unit will have one bedroom, one bathroom, kitchen, and laundry facilities. He also stated they would be tying into sewer and that there would be a full basement opened up to the main house. Mr. Fratalia questioned whether the addition will meet lot setbacks and Mr. Hubbard said he believed so. Mr. Fratalia said he is overall supportive of the project.

There were no questions from the audience

MOTION – Mr. Fratalia made a motion to close the public hearing. The motion was seconded by Mr. Duffy and unanimously voted 5-0.

MOTION – Mr. Fratalia made a motion to approve the Family Suite Special Permit for 100 Jennies Way. The motion was seconded by Mr. Duffy and unanimously approved 5-0.

(E) 485 Main Street – Eugenie Sahyouni: Site Plan Review (continued from 11/3)

The applicant has requested a continuation to the February 9 meeting.

MOTION – Mr. Ciampa made a motion to continue the Site Plan Review for 485 Main Street to 2/9/26 @ 7:05PM. The motion was seconded by Ms. DiFruscia and unanimously voted 5-0.

Correspondence

There were no correspondence.

Other Business Not Known at the Time of Posting this Agenda

Mr. Duffy recognized Mr. Fratalia and his family for providing a holiday meal for the Tewksbury Fire Department. Mr. Fratalia accepted the recognition and commented that the Fire Department has been very helpful to him and his family and he feels it is important to give back.

Adjournment

MOTION – Mr. Duffy made a motion to adjourn the meeting at 7:23PM. The motion was seconded by Mr. Ciampa and unanimously voted 5-0.

Approved on: February 9, 2026

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List of documents for 1.12.26 meeting

Documents can be found in the Community Development Office

- A. 7:00** Approval of Minutes: December 15, 2025
- **Draft meeting minutes for December 15, 2025**
- B. 7:00** Committee Reports/Administrative Actions
- 1- Committee Reports
 - 2- Town Planner's Report
 - a. Upcoming applications
 - b. Community announcements
 - **Memo from Alexandra Lowder dated 1/9/2026**
 - 3- 910 Andover Street – Master Signage Plan Update
 - **Sign comparison prepared by Fast Signs (undated; 1 page)**
 - **Rendering with new sign (undated; 1 page)**
- C. 7:00** 54 Charles Drive – Paul O'Keefe on behalf of Michael and Dineen Doucette:
Family Suite Special Permit
- **Application packet dated 12/2/2025**
- D. 7:00** 100 Jennies Way – Joseph Hubbard on behalf of Jess and Colleen Mader:
Family Suite Special Permit
- **Application packet dated 12/9/2025**
- E. 7:00** 485 Main Street – Eugenie Sahyouni: Site Plan Review (*continued from 11/3*)
- applicant requested continuation to 2/9/2026
- **No documents submitted**

Correspondence

Other business not known at the time of posting this agenda

Adjournment