

TEWKSBURY PLANNING BOARD MINUTES
August 21, 2023

Call The Meeting to Order

Chairman Stephen Johnson called the meeting to order at 7:00PM. Present at the start of the meeting were Vincent Fratalia, James Duffy, Jonathan Ciampa & Nicholas Lizotte.

(A) Approval of Minutes – June 12 & June 26, 2023

MOTION – Mr. Duffy made a motion to approve the 6/12/23 minutes as submitted. The motion was seconded by Mr. and unanimously voted 5-0

MOTION – Mr. Ciampa made a motion to approve the 6/26/23 minutes as submitted. The motion was seconded by Mr. Lizotte and voted 3-0 with Mr. Fratalia & Mr. Duffy abstaining.

(B) Committee Reports/ Administrative Actions

(B1) Committee Reports

(B2) Town Planner's Reports

On the Horizon

345 Main Street (Sign Special Permit) public hearing is scheduled for the September 11 Planning Board meeting. No other new filings for this meeting.

MBTA Communities

The first public feedback session for the MBTA Communities Zoning was held on Tuesday, August 15. There were approximately 20 participants. Town staff discussed the results of the survey which circulated during the month of July and more closely examined the six proposed districts. The next feedback session will be held during the first two weeks of September. A press release with the time, date, and place will be released next week.

Business Updates

Art Gourmet has scheduled its grand opening for Wednesday, September 6 at 1110 Main Street.

The Pull Up restaurant at 2254 Main Street received building permits on August 8 and construction is underway.

The Woodhaven received building permits on July 17 and construction is underway.

Events Around Town

While not exhaustive, just a few highlights of events coming up in the next month or so around Town:

- Second half of the Community Market season: the weekly market at Livingston Street runs every Thursday through September 28 from 4-7pm
- Beautification Committee Mini Clean-up Day Saturday, September 16
- National Night Out Sunday, September 17
- Fall Festival Saturday, September 23 through Sunday, September 24
- Beep Ball Tournament Saturday, September 23
- Strongwater Farm Hoedown Sunday, October 1
- Special Town Meeting is scheduled for Tuesday, October 3

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Keep an eye out on the Town website and social media accounts for more details and updates.

(B3) Vale Street (Multiple Lots) – Approval Not Required Plan

Continued to 9/11/23.

(B4) 1023&1029 East Street – Administrative Action

Dick Cuoco & Jim Hanley appeared for 1023 & 1029 East Street. Mr. Hanley stated they were there for a minor site plan modification for this project that was originally approved in 2020, they now have occupancy and are cleaning up some final items, one being the sidewalk along East St. Mr. Hanley continued that there was ambiguity on their plan which had a hatch that looked like cement concrete, their intention was bituminous concrete, they asked planning if it would be an issue they said it would not, they were asked to walk it through with the DPW, the site contractor never pulled the physical alteration last fall. They were out prepping for the sidewalk and DPW showed up saying it was supposed to be concrete & from all the regulations he's read nothing requires cement concrete. Mr. Cuoco added that granite curbing is installed so that isn't an issue, a lot more landscaping has been added to the front of the property than was required, the fence was installed and everything that was asked of the applicant has been done.

Mr. Fratalia stated he did not have a problem with the bituminous concrete and asked what was on the plans they approved in 2020. Mr. Hanley stated the plans said proposed concrete, but it doesn't specify between cement or bituminous. Mr. Cuoco added that with the exception of a section by RT. 38 a majority of East St. is bituminous concrete. Mr. Fratalia reiterated he didn't have an issue with the bituminous concrete and approving the request.

Mr. Duffy asked how many linear feet they were talking about. Mr. Hanley stated about 450', it's about a \$30,000 difference. Mr. Duffy asked if where the different prices came from, Mr. Hanley stated it comes from the person that's installing it, the applicant and that's why they are there. If it was a \$5,000-\$10,000 difference, it's not worth a month delay but this is big money and that's why they are here. Mr. Cuoco added that all the regulations in town say bituminous concrete the only place that has cement concrete is Rt. 38. Mr. Duffy stated the town would end up footing the bill for the inferior materials somewhere down the road, Mr. Cuoco stated the town has installed all bituminous concrete that have not put in a square foot of cement concrete. Mr. Duffy stated they have installed handicap ramps and there's an eye to connect the sidewalks at some point. Mr. Hanley stated their handicap ramps would be cement concrete, Mr. Cuoco added that is a regulation to install the antiskid plate. Mr. Duffy asked if there was documentation on the pricing differences they presented, the applicants stated there was not. Mr. Duffy stated he was not inclined to approve bituminous concrete. Mr. Hanley stated where all the regulations stated bituminous concrete to be used, this seems like a reasonable change to come and ask for. Mr. Duffy stated it's also a precedent for groups that come in down the road, Mr. Cuoco stated it's easy enough to modify the regulation, so applicants know that. Mr. Duffy asked if they had consulted with DPW to get their opinion, Mr. Cuoco stated the DPW sent them to the board. Mr. Hanley stated the DPW wants cement concrete, but they are here to ask the board if they can make a change that complies with all the regulations they have, Mr. Cuoco added especially what was in place when it was approved back in 2020-21.

Mr. Lizotte asked if cost was the only hardship, the applicants stated that was the case. Mr. Cuoco stated if the town didn't have bituminous concrete as their primary regulation they wouldn't be here, they are asking to put down tar paper. Mr. Hanley added they aren't asking for a waiver, they are asking to do what is required by the regulation then referenced the memo he put together in July and gave copies to the board. Mr. Lizotte stated that in other major areas the DPW has been requiring concrete for the last decade. Mr. Cuoco again stated he doesn't see any on East St. Mr. Lizotte asked if internally on the property if cement concrete was used, Mr. Hanley stated they used cement concrete at the entrance of the handicap ramp & then bituminous throughout.

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Mr. Ciampa stated he looked on google satellite & likes to stick with what is consistent in a particular area, there is cement concrete from the library to the ball fields, the senior center on that end of East St. they do have a lot of cement concrete, it doesn't bound the entire property but it's all at the intersections & it extends well beyond, it's not just the slip down areas for handicap. Going back to the residential area on East St. towards Dascomb Rd. there's a lot of bituminous concrete there. Mr. Ciampa then pointed out how they used the specific hatching for cement, if he was looking at this with not labels, he would assume and recognize what should be a bituminous area & what should be a cement concrete area & these sidewalks are drawn as if they are meant to be cement concrete. Mr. Ciampa continued by stating his real issue has more to do with just the general approach of coming in and saying we should be allowed to do it because it's allowable by the town instead of saying they drew it wrong or wanted to do cement concrete, but it's cost prohibitive and is consistent with these areas. Mr. Ciampa stated the approach that technically it's still concrete and it was supposed to be bituminous all along, he doesn't see that evidence, he's not saying that it isn't allowed he's saying as a person that reads drawings for a living it tells a clear picture of where cement was supposed to be & where bituminous was supposed to be. Mr. Hanley stated he does not disagree with Mr. Ciampa, his company put the set of plans together with a specific hatch on there. If you go back to some of their other drawings they do have that hatch on other drawings the town has approved, the hatch does show concrete and was meant to distinguish between the roadway & sidewalk on the plan, they reached out to the town last fall to make sure it did come down to this discussion but the DPW wanted cement and when they go through the regulations it just seems that it's actually bituminous that is required here. Mr. Cuoco added all that aside bituminous concrete sidewalks are fine, they are in the regulations, they are trying to help out a small business stay in town. Someone made a mistake, they aren't asking to put in loam with black paint on it, he doesn't see a disadvantage in this case it's not going against the regulations.

Mr. Johnson asked the longevity difference between the 2 types of concrete. Mr. Cuoco stated it depends if the area is heavily salted bituminous would last longer than cement. Mr. Fratalia stated they do heavily salt the area. Ms. Lowder stated she has had informal conversations with the building commissioner regarding the difference in material and that is consistent with what she has been told. Mr. Johnson then stated if that is the case, asking the applicant to use concrete may end up costing the town money sooner to fix if they heavily salt it. Mr. Johnson then asked Ms. Lower what the DPW is using for their sidewalk estimates, Ms. Lowder stated cement concrete, there wasn't one done for this project. Mr. Johnson then confirmed the only other sidewalk on this street is in front of Germano's, Mr. Fratalia stated that's bituminous concrete. Mr. Johnson confirmed there's nothing beyond the applicants, Mr. Cuoco stated not from the end of their property. Mr. Johnson stated he doesn't have a strong feeling about this. Mr. Johnson then polled the board to see where they were on it, Mr. Duffy stated he was on the fence, the rest of the board was ok with it. Ms. Lowder stated that the applicant will have to alter their physical alteration permit to be consistent with this change. Mr. Johnson asked if that required the applicant to update the plans to show it the way it's now going to be, Ms. Lowder stated she expects so, yes. Mr. Hanley stated he would take care of that.

MOTION – Mr. Fratalia made a motion to accept bituminous concrete in lieu of cement concrete sidewalks. The motion was seconded by Mr. Ciampa and voted 4-1 with Mr. Duffy voting No.

(C) 1830 Main Street – Metro Sign & Awning on behalf of BROOKECO LLC - Sign Special Permit

MOTION – Mr. Duffy made a motion to continue the Sign Special Permit for 1830 Main Street to September 11, 2023, at 7:20 PM. The motion was seconded by Mr. Ciampa and unanimously voted 5-0.

(D) 592 Main Street – Mark Shea on behalf of Daniel Rose - Site Plan Review/Special Permit

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

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Mark Shea & Kevin Fleming appeared for the Site Plan Review/ Special Permit for 592 Main Street. Mr. Fleming stated this property was at the corner of Old Boston Rd & Main St. & that they did have a curb access application into Mass Highway which is in process. Mr. Fleming continued that the existing site is currently developed with a single family & a barn with 2 entrances one off Main & the other one going right through to Old Boston Rd. The proposed 45'x55' building has 8 proposed parking spots, they are asking for a waiver because there are only 2 employees and a lot of the viewings are by appointment so there's not going to be very many walk ins & there's no manufacturing. Mr. Fleming then went over the increase of impervious area stating they are mitigating it with infiltrators for the rooftop runoff & porous pavement for the actual parking lot runoff. Mr. Fleming went over the test pit results and stated they are maintaining the same flow patterns from the existing. Mr. Fleming stated they are asking for some waivers, one being 10' to the right of way not 20' in the front and back. A lot of the waivers they are requesting are due to the shape of the triangular lot.

Mr. Ciampa clarified that they received a negative determination from the ConCom and checked that that meant they weren't violating anything for conservation. Ms. Lowder stated that where the wetlands are across the street and the 100' buffer zone just clipped where they are going to be doing some of the parking lot work the commission decided that they would not be subject to filing a NOI since the majority of the work will be done out of a jurisdictional area, they will just have to implement some best management practices to ensure that nothing leaves the site and goes into the wetlands. Mr. Ciampa asked what waivers the applicant was asking for. Mr. Fleming stated they were asking to waive bike racks, reduce the parking from 13 to 8 the 10' to the parking spaces instead of 20'. Mr. Ciampa stated he doesn't imagine customers biking there then asked if employees might want to. Mr. Shea stated the 2 employees were himself and his father and they do not bike. Mr. Ciampa asked about the parking at Mr. Shea's current location in Methuen, Mr. Shea stated they have 2 allotted parking spots for the showroom and have never had a problem with overflow, they usually make an appointment to come in. Mr. Ciampa asked if they had any issue meeting any of the other DPW or building department requirements, Mr. Fleming stated they still had to attend a ZBA hearing but that is the only issue they have as far as zoning.

Mr. Lizotte asked if they were an appointment only business, Mr. Shea stated they were not, customers can stop in if need be, but the traffic flow is minimal. Usually, one of them is working the showroom while the other person is out in the cemetery doing work, they've never drum up that much business where they have had to worry about that & he doesn't see it happening. Mr. Lizotte clarified there would not be any manufacturing on site, Mr. Shea stated that was correct. Mr. Lizotte asked if there was any sort of waste disposal, Mr. Shea stated this is essentially a showroom, all they have is paper products, regular waste, him and his father live in town and figured they could just bring it home to dispose of it.

Mr. Duffy stated he was happy they were utilizing an existing lot; he doesn't see a problem with anything.

Mr. Frataglia stated he drove by the site regularly and he's glad the applicant is going to improve the site. He has no problem with the waivers, he thinks 8 spaces is plenty.

Mr. Johnson asked why the plan showed 3 driveways, Mr. Fleming stated the 3rd driveway is the loading area in the back, Old Boston Rd is a quiet road & he knows there's a regulation for 200' between, they are asking for that waiver if possible. If not, they'll have to close the Old Boston Rd driveway to keep the loading area. Mr. Shea added they thought it would be easier for customers to exit on Old Boston Rd instead of back onto Main St. Mr. Johnson mentioned the possibility of Main St being enter only and Old Boston being exit only & the other one marked as a loading area. The applicant stated he had no issue with that. Mr. Johnson stated since this building would be in view on all sides, he cared what it looked like & asked if they could come up with some renderings. Mr. Shea stated he had a simple rendering; they hadn't gone into much detail yet. Mr. Johnson asked if they could install fake windows on blank walls to help break them up. Mr. Shea stated it was no problem they actually liked to install windows to get natural light to show the headstones.

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Ms. Lowder let the applicant know that because they have frontage on 2 public ways, they are permitted 2 wall signs on each side. Mr. Shea stated when they spoke before Ms. Lowder stated they could do granite signs & shared the mockup with the board.

There were no questions from the audience.

MOTION – Mr. Fratalia made a motion to continue the Site Plan Review/Special Permit for 592 Main Street to September 11, 2023, at 7:25 PM. The motion was seconded by Mr. Ciampa and unanimously voted 5-0.

(E) 1879 Main Street – Tree House Brewing Company - Special Permit/continuation of Site Plan Review/Land Disturbance Permit (continued from 7/17/23)

Applicant requested to be continued to 9/11/23.

MOTION – Mr. Ciampa made a motion to continue the Special Permit/continuation of Site Plan Review/ Land Disturbance Permit for 1879 Main Street to September 11, 2023, at 7:15 PM. The motion was seconded by Mr. Fratalia and unanimously voted 5-0.

(F) 1600 Shawsheen Street – National Development c/o Daniel Mora on behalf of Holt & Bugbee Company - Site Plan Review/Special Permit/Land Disturbance Permit (continued from 7/17/23)

Applicant requested to be continued to 9/11/23.

MOTION – Mr. Ciampa made a motion to continue the Site Plan Review/Special Permit/Land Disturbance Permit for 1879 Main Street to September 11, 2023, at 7:05 PM. The motion was seconded by Mr. Lizotte and unanimously voted 5-0.

(G) 1600 Shawsheen Street – Holt & Bugbee Company - Site Plan Review/Special Permit/Land Disturbance Permit (continued from 7/17/23)

Applicant requested to be continued to 9/11/23.

MOTION – Mr. Ciampa made a motion to continue the Site Plan Review/ Special Permit/Land Disturbance Permit for 1879 Main Street to September 11, 2023, at 7:10 PM. The motion was seconded by Mr. Lizotte and unanimously voted 5-0.

(H) 1438 Main Street – Tewksbury Dental Associates on behalf of 1438 Main Street, LLC - Site Plan Review

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

Jim Hanley & Don Bornstein appeared for the Site Plan Review for 1438 Main Street. Mr. Hanley stated this project was originally approved in 2015, it included an about 8,500 sqft building & 12 detached residential units out back, Serina Way is a private road that provides access to the dental office and the residences out back. They are there to request 14 additional parking spaces for the commercial building, there is currently a dental office, but they recently added a second tenant, and they need more parking than is currently on the site. Mr. Hanley presented the current plan stating there's 49 parking spaces and showing the one-way flow of the lot. Mr. Hanley then presented the proposed plan which showed a reconfiguration of the current lot as well as 14 spaces on the perimeter of Serina Way and some other minor changes. Mr. Hanley then went over the current drainage & proposed improved drainage for accommodate the extra spaces. Mr. Hanley stated they would be installing ADA compliant sidewalks along Serina Way to provide pedestrian access to the homes out back. Mr. Hanley concluded by stating they need to address the review letters they got last week and will be in front of the ConCom the first week in September.

Mr. Duffy asked if the sidewalks would be bituminous or cement concrete. Mr. Hanley asked if they were expected to provide the material that's already there, Mr. Duffy stated they would have to check and get back to him. Mr. Hanley then explained why they had to cut down from 17 to the 14 spaces presented. Mr. Duffy

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then stated how the spaces on Serina Wy would be cutting into the existing vegetation & asked how they planned to mitigate that. Mr. Hanley stated there's some growth along the tree line, if the board would like to see additional arborvitaes or something along the property line, they would be open to that, they could come back with a landscaping plan if the board would like.

Mr. Fratalia asked if the additional spaces would restrict Serina Wy at all. Mr. Hanley stated answered not, they are there because they feel if they don't do something that there will be obstructions, they are trying to be proactive. These are all zoning compliant sized spaces, there's the 22' wide access drive then these spaces are 22' x 8' & all beyond the existing edge of pavement. Mr. Fratalia commented on cars hitting the wall with their doors, Mr. Hanley said they would look at that.

Mr. Duffy asked how the grass swale performed during the last couple rainstorms, Mr. Hanley stated he couldn't tell him he was not in town when that happened, what he can tell him is that it is not designed to get that amount of water.

Mr. Lizotte asked if all the spaces were filling up on a regular basis. Mr. Hanley stated currently that may be the case, this is proactive attempt to address the demand the owner knows is coming. Mr. Lizotte asked if there was something about the business coming in that there'll be significantly more traffic than it was otherwise zoned for. Mr. Hanley stated his guess is the specific use of the tenant, he could get more information on that as well. Mr. Lizotte asked where snow removal would go along the proposed spaces with the retaining wall. Mr. Hanley stated the slope next to the retaining wall is going to be too steep so they're not going to go there, they do have very little room after the first turn toward the 3 spaces & they also have landscaped islands in the internal lot that are 10' wide for responsible landscaping as well as snow storage. If snow exceeds capacity it has to be brought offsite.

Mr. Ciampa stated if they are going to go for expanded parking, they own everything that comes along with it such as the increased snow storage, he then asked if they were adding an ADA space which Mr. Hanley stated they were. Mr. Ciampa shared his concern for problematic situations that could arise from the spaces on the street and then asked if they are bringing in that much more business should they add more bike racks to alleviate traffic, Mr. Hanley stated they could add them.

Mr. Johnson agreed with Mr. Ciampa's concerns stated parallel parking is a lost art & stated this is a shared driveway for both the businesses and the units, if people have trouble trying to park, they're going to block the driveway for some time trying to do that. Mr. Johnson then shared his concern for the 3 spots in the front affecting lot circulation and suggested other options. Mr. Johnson then asked if the new tenant was already in, coming in or if it was based on this parking, Mr. Hanley stated his understanding is that they are coming. Mr. Johnson stated that they knew this is what it looked like when they signed on the dotted line, if it's that big of a deal they should have made this a contingency, he doesn't think 14 spaces is going to fit. Mr. Hanley stated he would get a better gauge on the tenant and what the status is for the next hearing. Mr. Johnson added that this is based on how the tenant is expecting everything to go but is it necessary, is it needed or absolutely vital. He's not against making things easier but that's different than need or want. Mr. Hanley stated between the 3 and 11 in that corner they are right up against the 25' wetland buffer & that's why they didn't extend those 3 for additional parking, Mr. Hanley then demonstrated that customers are able to view the lot to see if there is available parking without causing issues & then stated that they did need to look at the stop bar by the last space because he can see that causing some confusion. Mr. Johnson and Mr. Hanley then discussed specifics of changes that could be made to the plan.

Mr. Ciampa suggested giving the smaller spaces a compact car designation.

Mr. Johnson opened the hearing to the audience.

Arafat Khan, Sarina Woods – Mr. Khan stated that proposed parking spaces would be along a private road which is a shared roadway between the applicant, and Sarina Woods & he believes the proposed plan is contrary to the intent of the development the board originally approved. Mr. Khan then explained current conditions and his reasons for requiring the applicant to expand the driveway to maintain the 24' for 2-way traffic, Mr. Hanley stated the plan does show 22' & Mr. Khan stated he knew that, but paper and driving are

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different, and that turn is difficult. Mr. Khan continued by stating the removal of sections of sidewalk along the driveway make pedestrian safety a concern, he believed the applicant should be required to provide an alternative parking layout with less new entrances to prohibit or significantly minimize vehicular traffic flow on the residential section of the common driveway. Mr. Khan continued by stating the applicant should be required to do a new traffic study since the previous one was from 2015 and traffic has significantly increased long 38 & to show the current level of service will not deteriorate at the intersection with Main St. Mr. Khan gave his reasoning for the board to require a comprehensive assessment of the stormwater patterns by the town engineer to ensure there is no change in stormwater runoff towards the residential parcel or into the wet-pond. Mr. Khan continued by requesting the Conservation Agent speak with the DEP about this project and look at the stormwater runoff impact on the wet pond as it relates to the Wetland Protection Act. Mr. Khan then spoke against the proposed retaining wall stating it would need to increase in height & length, asking how the applicant intended to replace existing vegetation & will affect current snow storage. Mr. Hanley then went over the details of the proposed retaining wall on his plans. Mr. Khan then asked if the pine tree would be killed, Mr. Hanley stated yes, some trees will have to be removed but they will provide additional landscaping to offset and impacts. Mr. Hanley then asked to wait until the end to reply to all the comments and questions at once. Mr. Khan then shared that there was an easement document for both parcels and that this was an unlawful violation of an existing easement agreement and brought up the issue of where snow would be pushed if cars were parked where they now push the snow. Mr. Khan then asked for a maintenance plan stating that the residences have been maintaining that land all along.

Danny & Seongsul Kim, 1428 Main St – Mr. D. Kim stated that the proposed parking would erode the natural beauty of the neighborhood & would raise a number of environmental & safety concerns. He anticipates an increase in noise and air pollution, a heightened risk of accidents & added complexity in terms of infrastructure management. Mr. D. Kim continued by stating the trees currently act as a natural buffer & removing them will expose their home leading to a potential invasion of privacy. Lastly Mr. D. Kim expressed concern that the proposed parking had the potential to cause a decline in the value of his property as losing trees and green spaces could adversely affect the overall value & appeal of his residence. Mr. D. Kim added that the snow removal will most likely negatively affect their land & gave his family's personal reasons for being against these spaces. Mr. S. Kim then spoke, through his son, stating the with the proposed removal the line is going to be very, very thin, virtually right next to their property and they do use that area to walk around a lot. They don't want to hear the customers arguing over the parking while they are out in their garden. He added that trucks currently use the area to turn around and living there they see that the parking spots are empty most of the time.

Mr. Hanley stated tonight was the first hearing to present to the board and get the abutters comments. Both the abutters and board brought some thing up that they are going to go back & take a good look at understanding they have almost 13' between the curb and the property line they'll look at what they can do over that 13' to really try to screen whatever they can. Mr. Hanley then addressed the stormwater referencing the plan and stating that they have a detail showing exactly how the stormwater is going to work, it's been reviewed by DPW & they didn't have any comments. They intend to fully comply with the wetland protection act & stormwater management standards, they have trench drain across both access drives to catch any flow that might come off the parking lot & provided a catch basin in the access drive. Mr. Hanley acknowledged they had some work to do to address everything. Mr. Johnson stated the board will not get involved in the easement agreement between the parties, but he heard there seems to be a disconnect in who is responsible for what. They just heard the residents have been taking care of the entire road so are they going to actually only deal with the parking spots and not the road at all. Mr. Hanley stated these are good comments and they are going to have a conversation with the owner.

Debra Romeo, 65 Sarina Wy – Ms. Romeo shared concern that people would be turning around in their cul-de-sac & shared that the entryway is narrow for 2 cars to drive through.

Mr. Borenstein thanked the abutters for their comments and asked to get their contact information before they left tonight. Mr. Johnson asked to let them finish the meeting before they start moving around and talking.

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MOTION – Mr. Ciampa made a motion to continue the Site Plan Review for 1438 Main Street to September 11, 2023, at 7:30 PM. The motion was seconded by Mr. Lizotte and unanimously voted 5-0.

Correspondence

Other Business Not Known at the Time of Posting this Agenda

Mr. Ciampa stated they have what is probably their last full elementary school building committee meeting last week. The school is 100% operational with a few very minor punch list items still being worked out.

Adjournment

MOTION – Mr. Fratalia made a motion to adjourn the meeting at 8:52 PM. The motion was seconded by Mr. Duffy and unanimously voted 5-0.

Approved on: September 25, 2023

List of Documents for 8.21.23 Meeting

Documents are located in the Community Development Office

- A. 7:00** Approval of Minutes: June 12, 2023; June 26, 2023
- **Minutes for 6/12/2023 meeting**
 - **Minutes for 6/26/2023 meeting**
- B. 7:00** Committee Reports/Administrative Actions
- 1- Committee Reports
 - 2- Town Planner's Report
 - **Memo from Alexandra Lowder dated 8/18/2023**
 - 3- Vale Street (Multiple Lots) – Approval Not Required Plan – ***continued to 9/11/23***
 - **No materials submitted**
 - 4- 1023 & 1029 East Street – Administrative Action
 - **Letter from Civil Design Consultants dated 7/10/2023**
 - **Site Plan dated 7/10/2023**
 - **Letter from Kevin Hardiman dated 8/16/2023**
 - **Memo from Alexandra Lowder dated 8/18/2023**
- C. 7:00** 1830 Main Street – Metro Sign & Awning on behalf of BROOKECO LLC:
Sign Special Permit
- **Application dated 7/26/2023**
 - **Plans dated 5/12/2023**
 - **Memo from Alexandra Lowder dated 8/17/2023**
- D. 7:00** 592 Main Street – Mark Shea on behalf of Daniel Rose: Site Plan Review,
Special Permit
- **Application dated 7/18/2023**
 - **Plans dated 7/14/2023**
 - **Letter from Andrew Stack dated 8/15/2023**
 - **Memo from Alexandra Lowder dated 8/17/2023**

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- E. 7:00** 1879 Main Street – Tree House Brewing Company: Special Permit, continuation of Site Plan Review, Land Disturbance Permit (*continued from 7/17*) – ***continued to 9/11/23***
- Letter from Andrew Stack dated 8/17/2023
 - Memo from Alexandra Lowder dated 8/18/2023
- F. 7:05** 1600 Shawsheen Street – National Development c/o Daniel Mora on behalf of Holt & Bugbee Company: Site Plan Review, Special Permit, Land Disturbance Permit (*continued from 7/17*) – ***continued to 9/11/23***
- Letter from Marino and Marino dated 8/14/2023
- G. 7:10** 1600 Shawsheen Street – Holt & Bugbee Company: Site Plan Review, Special Permit, Land Disturbance Permit (*continued from 7/17*) – ***continued to 9/11/23***
- Letter from Marino and Marino dated 8/14/2023
- H. 7:15** 1438 Main Street – Tewksbury Dental Associates on behalf of 1438 Main Street, LLC: Site Plan Review
- Application dated 7/20/2023
 - Site plans dated 7/20/2023
 - Letter from Andrew Stack dated 8/17/2023
 - Memo from Alexandra Lowder dated 8/18/2023

Correspondence

Other business not known at the time of posting this agenda

Adjournment