

2026 Leverett Planning Board Meeting Minutes 04.15.2026

Attendance: Tim Shores, Greg Tuzzolo, Richard Nathorst, Swan Keyes, Kimberly VanWagner, Gary Gruber, Molly Daniell

Public: Holly Linton re: 6 Hannabrooke Dr.

Meeting called to order: 6:35pm

1. Approve minutes - tabled; minutes need corrections
2. Gary will not seek another term; one-year term needs filling, hopefully at the Town Meeting
3. Holly Linton - unanimous vote to approve ANR; mylar signatures; Board decides that those quorum participants are sufficient to sign mylar; endorsements via remote not needed for actual signatures as captured in the minutes
4. 10 Hannabrooke - Board voted 6-0 to interpret the 2004 ambiguous, handwritten adjustment to the subdivision covenant as requiring a 100-foot buffer on Lot 3's boundary with the pre-existing property that protects the steep slope from erosion.
5. New Site Plan Regulations Adopted: The board approved new Site Plan Review Regulations 6-0.

Town of Leverett - Planning Board
Site Plan Review Regulations
Adopted at Planning Board Meeting 4/15/2026

Plans submitted for Site Plan Review shall be:

1. Submitted on 24-inch by 36-inch sheets;
2. Prepared by a Registered Professional Engineer and a Registered Land Surveyor;
3. Dimensions and scales shall be adequate to determine that all requirements are met and to make a complete analysis and evaluation of the proposal;
4. All plans shall have a minimum scale of 1"=200'.

Plans submitted for Site Plan Review shall show:

1. Existing and proposed topography at 2 foot or 1 meter contour intervals;
2. Water provision, including fire protection measures;
3. Sanitary sewerage;
4. Storm drainage, including means of ultimate disposal and calculations to support maintenance of the requirements in Sections 3000 and 4000 of the Planning Board's Subdivision Rules and Regulations;
5. Parking, access, and egress provisions;
6. Planting, landscaping, and screening;
7. All boundary line information pertaining to the land sufficient to permit location of same on ground.

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6. Town Meeting (5/2/2026) Preparation: The board will present five articles: Site Plan Review, Floodplain, Kennels, Ground-mounted Solar, ADUs
 - a. Kimberly will create public docs to share
 - b. Possible amendments will be introduced to adhere to town counsel advice:
 - i. Floodplain; hold on amendments until state coordinator advises on enforcement language
 - ii. ADU is currently undergoing review by the AG office and changes required will be floor amendments

Meeting adjourned unanimously 8:00 pm

Confirm
check
received; notify
Holly;
place
signed
Mylar +
copies
in PB
mailbox
for
pickup

Marjorie
McGinnis



Sign 10 Annabrook SE-corner letter at Town Hall; notarize; mail to
Meg

Swan Keyes



Sign 10 Annabrook SE-corner letter at Town Hall; notarize; mail to
Meg

Molly Daniell



Sign 10 Annabrook SE-corner letter at Town Hall; notarize; mail to
Meg

Tim Shores - Leverett



Sign 10 Annabrook SE-corner letter at Town Hall; notarize; mail to Meg

Gregory Tuzzolo



Correct Feb/Mar minutes dates/attendance; circulate for approval

Kimberly VanWagner



Present Site Plan Review article at Town Meeting

Gregory Tuzzolo



Present Kennels article at Town Meeting

Tim Shores - Leverett



Present Ground-Mounted Solar article at Town Meeting; confirm electrician availability

Swan Keyes



Present ADU article at Town Meeting

Marjorie McGinnis



Produce Town Meeting handout w/ full text + rationale; print ~20; place at Town Hall

Kimberly VanWagner



Produce Town Meeting handout w/ full text + rationale; print ~20; place at Town Hall

Gregory Tuzzolo



Post Town Meeting handout on Leverett Connects + PB website

Kimberly VanWagner



Email Katie (FEMA) re: floodplain enforcement language; prep floor amendment

Marjorie McGinnis



Upload Site Plan Review Regulations to PB website

Kimberly VanWagner

Meeting Summary ✦✦

- Enhanced Template Customize •
- Change Template

Meeting Purpose

Finalize two property matters and prepare for the upcoming Town Meeting.

Key Takeaways

- **10 Annabrook Covenant Clarified:** The board voted 6-0-1 to interpret the 2004 subdivision covenant as requiring a 100-foot buffer on Lot 3's boundary with the pre-existing Ferguson property, protecting a steep slope from erosion.
- **New Site Plan Regulations Adopted:** The board approved new Site Plan Review Regulations (6-0-1) to replace prescriptive language in the zoning bylaw, enabling more flexible, board-controlled review without requiring Town Meeting votes for future adjustments.
- **Town Meeting Prep Underway:** Board members are assigned to present five zoning articles at the May 2nd Town Meeting, including state-mandated ADU and Floodplain bylaws that may require floor amendments based on final state/federal feedback.
- **Board Vacancy:** Marjorie McGinnis will not seek re-election for the one-year term opening; she will run again if no other candidates emerge.

Topics

10 Annabrook Covenant Clarification

- **Problem:** The 2004 subdivision covenant for Lot 3 (10 Annabrook) contains an ambiguous, handwritten correction ("southeast" vs. "southwest") defining a critical buffer zone.
- **Evidence & Rationale:**
 - **Subdivision Plan:** The plan shows a clear distinction: a 100-foot buffer for boundaries with pre-existing lots (e.g., Ferguson's) and a 30-foot buffer for new internal lots.
 - **Covenant Intent:** The 100-foot buffer was specifically designed to protect a steep, erosion-prone slope along the Ferguson property line.

- **Abutter Testimony:** Ann Ferguson confirmed a prior agreement with a previous owner based on a 100-foot buffer, reinforcing this interpretation.
- **Decision:** The board voted to endorse a letter from Attorney Zomek clarifying the language as "southeast." This interpretation aligns with the original intent and protects the 100-foot buffer on the Ferguson property line.

New Site Plan Review Regulations

- **Purpose:** To replace prescriptive details in the zoning bylaw with flexible regulations.
- **Rationale:** Regulations can be changed by a simple board vote, avoiding the lengthy Town Meeting process required for bylaw amendments.
- **Decision:** The board approved the new regulations (6-0-1).
- **Transparency:** The new regulations will be posted on the town website and included in the Town Meeting handout to demonstrate that no regulatory "void" is being created.

Town Meeting Preparation (May 2nd)

- **Articles:** The board will present five articles: Site Plan, Floodplain, Kennels, Ground-Mounted Solar, and ADU.
- **Presenters:**
 - **Site Plan:** Gregory Tuzzolo
 - **Floodplain:** Marjorie McGinnis
 - **Kennels:** Tim Shores
 - **Ground-Mounted Solar:** Swan Keyes
 - **ADU:** Marjorie McGinnis (Molly Daniell will provide support)
- **Handouts:** A single document will be created with the full text of all changes and their rationales.
 - **Distribution:** ~20 copies will be available at Town Hall in advance and at the meeting. A separate, shorter rationale summary may be printed in larger quantities.
- **Potential Floor Amendments:**

- **Floodplain:** Marjorie McGinnis will consult the state coordinator for FEMA-approved enforcement language.
- **ADU:** The article is undergoing final review by the Attorney General's office.
- **Process:** Any required changes from these reviews will be introduced as floor amendments at the meeting.

Board Administration

- **Minutes:** Approval of February and March minutes was deferred due to date discrepancies.
- **Board Vacancy:** Marjorie McGinnis will not seek re-election for the one-year term opening. She will run again if no other candidates emerge.

Next Steps

- **Gregory Tuzzolo:**
 - Confirm receipt of Holly Lynton's check and coordinate Mylar pickup.
 - Draft the Town Meeting handout with Kimberly VanWagner.
- **Marjorie McGinnis:**
 - Place the 10 Annabrook clarification letter in the Town Hall mailbox for signatures.
 - Consult the state coordinator for FEMA-approved floodplain enforcement language.
- **Kimberly VanWagner:**
 - Post the new Site Plan Review Regulations to the town website.
 - Draft the Town Meeting handout with Gregory Tuzzolo.
 - Announce the zoning articles on Leverett Connects.
- **All Board Members:**
 - Sign the 10 Annabrook clarification letter at Town Hall.
 - Prepare presentations for assigned Town Meeting articles.

