

March 11, 2026

Planning Board Meeting

In attendance: Tim Shores, Greg Tuzzolo, Swan Keyes, Richard Nathorst, Kimberly VanWagner, Molly Daniell

Absent: Gary Gruber

Public: Carol Heim, Lizbeth Gonzalez

Agenda Topics

1. 10 Hannanbrook Drive Zoning Typo

- **Problem:** A typo in the 2004 subdivision decision for Lot 3 creates ambiguity over a critical buffer zone.
 - **Condition 15:** Requires a 100-foot buffer from pre-existing lot lines.
 - **Condition 16.1:** Lists exceptions, including a boundary line beginning at the "south blank corner" of Lot 3.
- **Impact:** The typo (Southeast vs. Southwest) determines if a buildable area on the lot's flat portion is subject to the 100-foot buffer.
- **Evidence Reviewed:**
 - **Author's Email (Jeff McQueen):** Stated the typo was "Southeast" corrected to "Southwest" but also noted he didn't remember.
 - **Abutter's Email (Ann Ferguson):** Recalled a 100-foot buffer due to steep terrain but had no specific memory of the meeting.
- **Decision:** The board could not resolve the ambiguity.
 - **Rationale:** The evidence was inconclusive, and a formal clarification would require a public hearing.
 - **Outcome:** Prospective buyers were advised to assume the more restrictive 100-foot buffer.

2. Zoning Bylaw Public Hearing

- The board reviewed and approved six zoning articles for the Town Meeting warrant.

A. Kennels Article

- **Action:** Approved the article, which is a re-submission of language rejected last year on a technicality.
- **Vote:** 6-0

B. Manufactured Homes Article

- **Action:** Approved the article, a re-submission of language rejected last year on a technicality.
- **Vote:** 6-0

C. Ground-Mounted Solar Article

- **Action:** Approved the article for small-scale installations (<1750 sq ft).
- **Change:** Replaces the special permit process for 20–35 ft installations with site plan review, creating a single, simpler process for 9–35 ft.
- **Clarification:** Amended language to state small-scale solar must comply with this specific provision but not with "other provisions" in the larger Section 4970 (which covers medium/large scale).
- **Vote:** 6-0

D. Site Plan Review Article

- **Action:** Approved the article to simplify the bylaw and improve flexibility.
- **Change:** Replaces detailed submittal requirements (Sections 3920 & 3930) with a single sentence requiring compliance with separate Planning Board regulations.
- **Rationale:** This allows the board to update requirements via its own regulations, avoiding the lengthy Town Meeting process for minor changes.
- **Vote:** 6-0

E. Accessory Dwelling Units (ADUs) Article

- **Action:** Approved the article with a key strategic decision.
- **Decision:** The vote explicitly states the board's intent to meet only state minimum requirements, avoiding discretionary local additions.
- **Rationale:** This approach is designed to streamline passage at Town Meeting by presenting the bylaw as a state mandate, minimizing debate.
- **Vote:** 6-0

F. Floodplain Overlay Article

- **Action:** Approved the article, which is critical for maintaining town eligibility for the National Flood Insurance Program (NFIP).
- **Key Decision:** Addressed the appointment of the Community Floodplain Administrator.
 - **Problem:** Codifying a specific paid position could jeopardize passage at Town Meeting.
 - **Solution:** The approved language states the "Planning Board and/or its designee will act as the Community Floodplain Administrator."
 - **Rationale:** This ensures compliance with FEMA requirements while deferring the decision on a paid vs. volunteer role to avoid controversy.
- **Vote:** 6-0

Next Steps

- **Gregory Tuzzolo:**

- Confirm with Town Council the legality of the Site Plan Review and Floodplain Administrator language.
 - Coordinate with Kimberly VanWagner to prepare the final warrant articles for Town Meeting.
 - Post all final zoning articles and rationales on the Planning Board website at least two weeks before Town Meeting.
- **Planning Board:**
 - Hold the final pre-Town Meeting meeting on April 8th to finalize presentations.
 - Vote on the new Site Plan Review regulations at the next meeting, ideally before Town Meeting

Next meeting scheduled for 4/9/2026.