2026 Leverett Planning Board Minutes 09092026 Sept 2026

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

Absent: Elise Ezrol

6:30pm Meeting called to order

1. Minutes: Vote to approve minutes from April, May, June, July and August (with correction of Greg's last name in Aug minutes): approved unanimously
2. ANRs
    a. 253 Long Plain Road; gifting parcel A; unanimous; Richard and Greg signed mylar
    b. 91 Amherst Road; plan as presented to carve lot and have new back lot of 23 acres with no frontage and not buildable does not qualify as subdivision so ANR; unanimous vote; Richard and Greg signed mylar
    c. 88 Jackson Hill Road; land donation; mylar plan corrections as requested by Planning Board at August meeting; unanimous vote; Richard and Greg signed mylar

3. Discussion about Planning Board documents cleanup
    a. Website - Kimberly has started
        i. People can send her requested website edits
        ii. Add links to FEMA maps and/or regional maps
        iii. Need sections on Regulations, while framing items on website in a user friendly, "I want to...." solutions-oriented manner
            1. Including forms with links
                a. Form A could be a fillable PDF?
                b. Subdivision doc - Tim will find out from Town Clerk if this is allowed
            2. Need Explanation of peer review - Greg will ask Town Counsel for language
            3. Need to floodplain form - Richard will send to Kimberly
            4. Process oriented
            5. Clear fee schedule and payment process - Swan will draft
        iv. Check on the comprehensive planning links - may be broken because in Tim's personal account
        v. Swan will create a budget and provide monthly reports - talk to town clerk
            1. How do payments return to the Planning Board or do they go to the General Town Fund?
            2. Swan will research the cost of administration
            3. We need a proscribed process for town clerk
    b. New bylaws need to be incorporated - Kimberly is working on it

4. Leverett Cultural District request from David Henion
    a. Application for a cultural district, which opens our town for grants and tourism economic opportunities, needs statement from planning board
    b. Request that Planning Board update the Comprehensive Plan to incorporate this idea

c. Planning board agrees the best solution is to add an addendum to the document outlining the historical context of supporting this, rather than amending the document language directly
d. David Henion and Jed from Select Board will get more details and written language to Greg via email
e. Kimberly will draft the addendum for the Planning Board to review at the October meeting
f. Tim will consider drafting a process Planning Board can adopt for when we are changing or updating the comprehensive plan, so that we demonstrate our commitment to the historic context and community-wide planning process that took several years; a way of treating the plan as a living document without capricious changes

8:40 pm
Meeting adjourned: unanimous