



## Town of Pepperell

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### MEMORANDUM

By: Jennifer Gingras, Town Planner
To: Casey Campetti, Planning Board Chair
CC: Planning Board Members
Date: April 27, 2022
RE: May 2, 2022 Planning Board Meeting

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### ACTION ITEM:

#### Recommendation for Planning Board Associate Member Appointment:

**Description:** The Planning Board has received 2 applications for the Planning Board Associate Member position: Joan Ladik and Tiffany James. The applications are attached for reference.

Please also note that Planning Board member, Chuck Walkovich, has submitted a letter of resignation, effective April 25, 2022. On April 27, 2022, the vacancy was publicly posted. Per section 3-7 of the Town Charter, the Board will need to wait at least (10) days after the publicly posted vacancy to make a joint appointment of a new member.

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### REPORTS/CORRESPONDENCE/DISCUSSION:

#### Staff Updates:

The Planning Office has continued it's work on multiple zoning initiatives, detailed below.

**Updates to Subdivision Regulations and Special Permit Rules and Regulations:** The Town Planner and Chuck Walkovich have continued to meet with Jeff Owen/NMCOG regarding updates to the regulations. To aid in the revisions, the group requests that the Planning Board and all other Departments, Boards, Committees, provide any comments or requests to the attention of the Town Planner, no later than May 20, 2022. The original request was sent to all Department Heads and Chairs on March 28, 2022. This item will also be added onto the May 16, 2022 Planning Board agenda as a discussion item.

**40R (Smart Growth Overlay District – SGOD):** The Town Planner, Chuck Walkovich, Mark Matthews (Select Board), Brian Keating (Affordable Housing Committee), and Tereze Stokes (Affordable Housing Committee), have continued to meet with Chris Hayes/NMCOG regarding the creation of a 40R/SGOD. The group has also met with Bill Reyelt/DHCD regarding the proposal. A concept has been developed for initial feedback from the Planning Board. We

respectfully ask for feedback from the Planning Board prior to having the required public hearing on the Preliminary Determination of Eligibility. This item will also be added onto the May 16, 2022 Planning Board agenda as a discussion item.

**Mixed Use Overlay District (MUOD):** The Town Planner has continued to work with the consultant, Ted Brovitz, and the MUOD Working Group on development of the proposed bylaw. A first draft of the bylaw was sent out to all Department Heads and Board/Committee Chairs on April 19, 2022 for initial feedback, with a due date of April 29<sup>th</sup> for a response. We recognize that the initial draft is lengthy, but please note that the plan is to move many of the sections over to the Planning Board Rules and Regulations as design guidelines and standards.

Within the draft, the overlay district is broken into 2 subdistricts: Center Village (TCMUOD-CV), which covers the C1, C2, and C3 base zoning districts; and Center Neighborhood (TCMUOD-CN), which covers UR1, UR2, and UR3 in the Main Street and Groton Street Area. The new bylaw would replace and expand the current 8500 - MUOD and includes a series of form-based development standards related to traditional village and neighborhood characteristics in terms of building types, development forms, outdoor amenities, parking, pedestrian access, density and affordability standards, and public realm guidelines.

The next MUOD Working Group meeting is scheduled for May 25, 2022. Please send any comments or suggested revisions to the Town Planner no later than Friday, May 13, 2022.

#### **Grant Updates:**

**Shared Streets and Spaces:** still waiting for a response.

**Complete Streets:** an application for the updates to the rotary will be submitted by May 1, 2022. VHB will continue to perform a survey of the rotary and continue to the bridge at the intersection of Mill St. and Main Street. The purpose of the expanded survey is to prepare for future grant applications for sidewalk repairs and pedestrian safety improvements.

**One Stop for Growth:** The application portal will open on May 1, 2022, with a final due date of June 1, 2022. Currently, an application is being prepared to request for funding to hire a consultant to perform a zoning audit of the existing zoning bylaw, and develop zoning bylaw amendments that would update and modernize Pepperell's zoning bylaw. This would be applied for under the Community Planning Grants in the Rural and Small-Town Development Fund.

Another application is being prepared to apply under the Mass Downtown Initiative program to undertake a parking management study. This project was developed as a need through the Local Rapid Recovery Program. The project would be to develop a parking assessment and a management plan to examine parking supply and demand, parking utilization, and the turnover of parking spaces, and develop a Parking Management Plan.

**Freedom's Way:** The Town Planner has continued to work with the Historical Commission and consultant, Wendy Frontiero, on the development of a Historic Resources Survey for the Town. Ms. Frontiero relays that a major component of the survey plan is a physical and historic overview of the town as a whole, as well as overviews of constituent neighborhoods/villages. These sections of the report will put criteria, recommendations, and priorities for future survey work in a solid local context.