



Town of Leicester PLANNING BOARD

3 Washburn Square
Leicester, Massachusetts, 01524-1333
Phone: 508-892-7007 Fax: 508-892-7070
www.leicesterma.org

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2024 FEB 15 PM 3:42
TOWN CLERK'S OFFICE
LEICESTER, MASS.

PLANNING BOARD AGENDA

Tuesday, February 20, 2024, 7 PM
Meeting Room 3

- **Administrative**
 - Approval of minutes from February 6, 2024
- **Old Business**
 - 700 and 704 Main St – Cultec system install status
 - 3 Blueberry Lane - Status
- **New Business**
 - Authorization for Town Planner to sign ANR plans
- **Town Planner Report/General Discussion**
 - Zoning Bylaw and use table review
 - Accessory Apartments
 - Flexible Business Development bylaw (Charlton)
 - Second March Meeting Date Availability
- **Adjourn**

**Note: Agenda times for items that are not public hearings may be taken out of order.*

“The listings of matters are those reasonably anticipated by the Chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

MINUTES

Leicester Planning Board Meeting Minutes February 6, 2024

Location: Leicester Town Hall, Meeting Room 3

Member Present: Joshua Campbell, James Reinke, Sharon Nist, Anthony Escobar

Members Absent: Lee Dykas

Staff Members Present: Kristen Jacobsen, Town Planner, Harold Leaming, Building Inspector/ZEO, Lisa Westwell, Administrative Assistant to the Planning Department

Members of the Public in Attendance: See attached Sign in Sheet

Call to Order: Chairman Campbell called the meeting to order at 7:02 PM

ANR-2024-01 – 546 Stafford St. (Stafford and Auburn Streets), Map: 35, Parcels: C7.1 and C12.0, Zoning District: Business Residential (BR-1)

Applicant: Southwest Holding, Ltd. (Robert W. Richard, Owner)

Brian MacEwen from Graz Engineering was present on behalf of the Applicant. Mr. MacEwen said that both parcels are owned by the same person. The Owner wants to cut out the lot that has an existing structure on it because they want to lease out the building.

Motion by Mr. Reinke to approve ANR-2024-01 – 546 Stafford St. (Stafford and Auburn Streets), Map: 35, Parcels: C7.1 and C12.0.

Second: Ms. Nist

Discussion: None

Record of Vote:

Joshua Campbell	Aye
James Reinke	Aye
Sharon Nist	Aye
Anthony Escobar	Aye
Lee Dykas	Absent
Four (4) in Favor. None (0) Opposed. One (1) Absent Approved 4 to 0	

Building Inspector/ZEO, Harold Leaming, Updates:

- Ziggy Bombs is officially permitted. The capacity was found through personal property records and the location has 5 tables good for 20 people. Ziggy Bombs is exempt from the parking requirements as it is an existing business and continued use.
- Eastern Pearl has solved its sprinkler shut off issue. Mr. Leaming said he spoke with MassDOT and then went with David Genereux, Town Administrator, and the water company, and the water company shut off the water so they can work on the sprinkler

system. Mr. Leaming said the Town is not holding them up and opening is in Eastern Pearl's court.

- Burger King is all permitted, and they are doing a steel building.

190 Main Street

Lee Morse, owner, was present to provide the Board with a status update since his attendance at their meeting in August of 2023. Mr. Morse said he has met the conditions the Board wanted at the August meeting, and they are now planning fire suppression. Mr. Morse said there is not enough water pressure per National Fire Protection Association (NFPA) requirements so they plan to bring water in from Route 9 and may need a pump room. They have had a pump room designed and have a plan with a pump room and without a pump room. Mr. Morse said he expects to file a permit next week without the pump room using the Route 9 connection/town water. He said the water suppression plan should be submitted next week as well. Mr. Morse said he wants to talk about permitted uses as he's had a lot of calls from contractors who are interested in renting space and he wants to know what's allowed at 190 Main St.

Mr. Morse asked if a contractor yard is allowed in Zone B considering people are already renting space. Mr. Morse said he has an electrician renting space, and asked if that business becomes a "contractor yard" if the electrician wants to store items outside. Ms. Jacobsen said Special Permit condition #22 says all storage must be inside and no outdoor storage is allowed. Mr. Reinke said once deficiencies are corrected, they can apply for a modification for other uses. Ms. Jacobsen said that they can submit a modification for the existing Site Plan and Special Permit and since the building is over 30,000 s.f., the application fee would be \$4,800 which includes peer review, and they would need a public hearing. Mr. Leaming said the sprinkler design goes to the Building and Fire Departments for review and approval. Mr. Morse said his contractor, Colby, would be submitting that plan.

Mark Borenstein, Esq., project attorney, said they are seeking amendments and ensuring compliance with the current Special Permit. Mr. Borenstein said Mr. Morse is working on the fire suppression plan and had Gallant Architecture doing a report. Mr. Borenstein asked who can use the facility and then store vehicles or materials outside as part of the business. Mr. Reinke said leasing out small spaces is a different type of use with a different occupant load where storage is literally just storage. Mr. Reinke said public access can change the use as well and suggested talking to the Architect as each unit may be classified as a different use and require different parking requirements. Mr. Reinke also said tenant spaces would require toilets. Mr. Leaming said he wants to ensure the units comply and asked the Planning Board to set conditions that he can enforce. He also told Mr. Morse that they need to submit a new plan, and that he is looking out for the Town's best interests. Mr. Leaming said maybe the Board limits outside storage, but the plan has to be reasonable for tenants to use and be compliant. Mr. Leaming said the fire suppression plan has to be approved and the space is currently not safe, and they are not following the rules.

Mr. Borenstein said they will submit a full application for a contractor's yard but they want to understand the allowed uses before they apply. Mr. Borenstein asked for clarification as to the use as "service" and whether that would be considered an electrician or plumber. Mr. Reinke said he

does think those types of contractors who provide a service are permitted by right. Mr. Borenstein said they may want offices as well. Mr. Leaming said it all has to meet code. Mr. Borenstein said they will continue to compile the application and work with the building inspector to make sure it meets code.

Mr. Reinke said that access to the site is difficult if it has to go through Eller's, but offered the idea that Mr. Morse consider a residential component and suggested he come to an Economic Development meeting. Mr. Reinke said there are grants available for infrastructure and residential development and he suggested they explore that with the Town Planner. Mr. Reinke said there is a housing crisis, and the Town needs more housing. Mr. Reinke mentioned the MassWorks plan and community block development grants. Mr. Morse told the building inspector that they will be submitting a new electrical permit this week for the service. Mr. Leaming said time is of the essence for them to come into compliance. Mr. Reinke asked if the Board wanted to set a follow update. Mr. Morse said they are waiting for MassDOT permit to cut into road for water supply and probably can't start until April. Mr. Leaming said that 780 CMR Chapter 9 Sections 903-908 addresses the sprinkler system requirements.

There was general discussion about the proposed uses listed in the packet supplied by 190 Main St. *(packet available on the Planning Board webpage under Meeting Packets)*.

There was discussion about the old Fire Station and that there is no longer a business there.

AT&T Signage and Starbucks signage:

Mr. Leaming said that signage would usually be addressed under the Site Plan review. Mr. Reinke said it is unless it's out of the norm in which case it goes to the ZBA. Ms. Jacobsen said it was on the architectural plans for Starbucks but she has not heard from AT&T. Ms. Jacobsen last she heard they wanted to have two signs, one for the gas station and one for the retail. Mr. Reinke said the sign for Starbucks came before the ZBA around 2023 but the sign bylaw is archaic.

700 and 704 Main St. – Cultec System Install Status

Mr. Reinke asked Mr. Leaming about 700 and 704 Main St. Mr. Leaming said he has heard nothing from the owner. Ms. Westwell informed the Board that she received an email from Mark Farnham and he said the gutters were not connected to the Cultec system but he would do that. He also said he didn't have any photos of the system installation. Ms. Westwell suggested he call Cultec or the installer for paperwork.

Harold Leaming left the meeting at 7:55 pm.

Approval of Minutes from June 20, 2023

Motion by Ms. Nist to approve the June 20, 2023 minutes with correction of minor typos.

Second: Mr. Reinke

Discussion: None

Record of Vote:

Joshua Campbell	Aye
James Reinke	Aye
Sharon Nist	Aye
Anthony Escobar	Aye
Lee Dykas	Absent
Four (4) in Favor. None (0) Opposed. One (1) Absent Approved 4 to 0	

Approval of Minutes from August 15, 2023

Motion by Ms. Nist to approve the August 15, 2023 minutes with correction of minor typos.

Second: Mr. Reinke

Discussion: None

Record of Vote:

Joshua Campbell	Aye
James Reinke	Aye
Sharon Nist	Aye
Anthony Escobar	Aye
Lee Dykas	Absent
Four (4) in Favor. None (0) Opposed. One (1) Absent Approved 4 to 0	

Approval of Minutes from September 5, 2023

Motion by Ms. Nist to approve the September 5, 2023 minutes with correction of minor typos.

Second: Mr. Reinke

Discussion: None

Record of Vote:

Joshua Campbell	Aye
James Reinke	Aye
Sharon Nist	Aye
Anthony Escobar	Aye
Lee Dykas	Absent
Four (4) in Favor. None (0) Opposed. One (1) Absent Approved 4 to 0	

Approval of Minutes from January 2, 2024

Motion by Ms. Nist to approve the January 2, 2024 minutes with correction of minor typos.

Second: Mr. Reinke

Discussion: None

Record of Vote:

Joshua Campbell	Aye
James Reinke	Aye
Sharon Nist	Aye
Anthony Escobar	Aye
Lee Dykas	Absent
Four (4) in Favor. None (0) Opposed. One (1) Absent Approved 4 to 0	

Town Planner Report/General Discussion

Zoning Bylaws

Ms. Jacobsen said she prepared a re-organization of the current zoning bylaws for easier navigation. All definitions within the other sections have been moved into the definition section as opposed to within the use sections which makes the information hard to find. Ms. Jacobsen said the Board should consider breaking out the uses to make them clear, ie, restaurant vs drive through restaurant, hotel vs motel, as they are separate types of establishments. Green highlighted areas are new. Yellow highlighted areas are items that have been moved from one part of the bylaws to another. Ms. Jacobsen suggested considering adjusting the zoning and use table to open up flexibility for the Town to decide what can be allowed in each zone. Ms. Jacobsen the other major change is that under Districts in 2.4, a purpose needs to be added for districts that have no description and have consistency throughout the by-law.

Ms. Jacobsen explained that the revised use table combines everything listed in different places in the bylaw into the use table. Items in red were added to the use table from other areas of the bylaw. Ms. Jacobsen suggested adding some new uses such as accessory uses, riding stables, common areas – community centers, non-profits, museums, and breaking out uses in the table. Ms. Jacobsen asked the Board to review the revisions and give thought to what the Town wants to see in the revised Zoning Bylaw. She also asked them to consider what is allowed by right vs special permit in each zone, and to find a zone that would allow multi-family uses by right to comply with the MBTA. These changes will require public hearings in March for the spring Town Meeting.

Mr. Reinke said that the HB1 residential component is what the Economic Development Committee discusses as it's a problematic zone and there needs to be a caveat that it can't just be residential but a percentage of residential vs business. Mr. Reinke passed out a couple of marked up zoning maps that he had come up with for Board consideration. Mr. Reinke said the zones follow lot lines instead of just being a swath and he thinks its critical to keep a new zone from Burncoat St. west to the Town line to take current residential homes into consideration. Ms.

Jacobsen asked Mr. Reinke how they would reincorporate the current HB-1 zone changes as she doesn't want to add another zone. Mr. Reinke said if they can change the zone boundaries without adding a new zone, that's fine. Ms. Jacobsen asked the Board to consider expanding existing zones instead of creating new zones as that might be more palatable for residents living in that zone. Ms. Jacobsen said they don't want to make an existing business pre-existing non-conforming, so they need to consider the existing uses in each zone. Mr. Reinke concurred.

Mr. Reinke wants to protect residents around Burncoat St. and Lakeside Dr. with a 50' buffer zone, consider mixed use by right and open space development in this zone, and offer a density bonus for business developments with open space. Mr. Reinke said that he agrees with Ms. Jacobsen's idea of design standards, so the businesses are visually appealing. Mr. Reinke thinks they need to consider a commercial hub with walkability. Ms. Jacobsen would also like to see more green spaces with the new businesses and developments.

Mr. Reinke passed out another map with his ideas for Cherry Valley and suggested a Cherry Valley Economic Development Overlay District to allow for mixed use development. Mr. Reinke would take away the Special Permit and make mixed use by right as they would still have to come to the Board for Site Plan Review. Mr. Reinke used the parking lot across from Giguere's as an example of a parcel with a nice water view where a first floor business with apartments on second floor would be a good mixed use development project. Ms. Jacobsen would like to see more diverse small businesses. Mr. Reinke reiterated that all changes would have to go through Town meeting. Ms. Jacobsen said the Town needs the ability to have 219 units at a density of 15 units per acre to meet MBTA requirements. Ms. Jacobsen said this does not mean they are going to build them. It just means the Town needs to have the availability and Cherry Valley might be a good area for this.

Ms. Jacobsen said each change will require a public hearing – the use table, bylaw re-organization, alteration of HB-1, anything they do with Cherry Valley, and a new zoning map – can have all public hearings on one night and then they can present at Town meeting.

Ms. Jacobsen said the Leicester Zoning By-Laws do not currently allow Accessory Dwelling Units (ADUs) within an existing residence but it is allowed as a detached structure. The Board concurred that ADUs should be addressed in the bylaw and that ADUs include such things as in-law apartments, offices in the residence, etc. with zone and size requirements with the idea that the Town makes living arrangements easier for Leicester families.

Jan Parke asked questions about whether an accessory unit needs its own entrance and Ms. Jacobsen said yes, they need separate living units with separate entrances. Ms. Parke would like to see AirBnBs, and short term furnished rental units for workers such as visiting nurses who are on contract, addressed in the bylaws. Ms. Jacobsen suggested Ms. Parke stop by the office to go over the bylaws.

Ms. Jacobsen will put the bylaw revisions on the next meeting for further discussion with the idea that some changes will get put forth at the spring town meeting and some at the fall town meeting. Ms. Jacobsen would like to do public outreach to get residents input into the changes.

Flexible Business Development Bylaw

The Board will review to see if this is something that might work for Leicester.

Motion by Ms. Nist to adjourn.

Second: Mr. Reinke

Discussion: None

Record of Vote:

Joshua Campbell	Aye
James Reinke	Aye
Sharon Nist	Aye
Anthony Escobar	Aye
Lee Dykas	Absent
Four (4) in Favor. None (0) Opposed. One (1) Absent Approved 4 to 0	

Meeting adjourned at 8:47 p.m.

Respectfully Submitted by:
Lisa Westwell, Administrative Assistant
to the Planning Department

Date Approved: _____

Planning Board Signatures

Joshua Campbell, Chair

Anthony Escobar

James Reinke, Vice Chair

Lee Dykas

Sharon Nist

700 & 704 MAIN STREET



Town of Leicester PLANNING BOARD

3 Washburn Square
Leicester, Massachusetts, 01524-1333
Phone: 508-892-7007 Fax: 508-892-7070
www.leicesterma.org

MEMORANDUM

To: Planning Board
From: Lisa Westwell
Administrative Assistant to the Planning Department
Date: February 20, 2024
Re: SP2021-05 - 700 & 704 Main Street – Cultec System

The Planning Department received the below email, documents, and photos from Mark Farnham on 2-20-24:

As previously noted, the back downspouts have always been connected to the system. The front porch gutters were not...we have since had this corrected and all gutters are now tied into the system. Please see attached photos. I was also able to obtain invoices of cutlecs from my supplier (attached).

We do own the adjacent lot (696/694 Main Street) that has also been approved by the board for a duplex. Moving forward, as to avoid this situation, do you recommend we have a board member view the installation in addition to the building inspector? I have also attached the certificates of occupancy for these buildings as there seemed to be some confusion about those as well.

Unfortunately, I am not able to be in attendance of tonights meeting. Please let me know if you have any questions. Please feel free to read this email to the board if your prefer.

*Best,
Mark Farnham*







6a Elm St
Auburn, MA 01501-2716

Call 508-721-2599
Fax 508-721-2598

Email sibodnar@winwaterworks.com



PACKING LIST

Order Number: 00031-0024040

Order Date: 06/21/22

Requested Date: 06/21/22

SOLD TO:

FARNHAM PROPERTIES LLC
62 HAGGETTS POND RD

ANDOVER, MA 01810-4312

Customer Number 002404

(978)771-9005

SHIP TO:

FARNHAM PROPERTIES LLC
6a Elm St

Auburn, MA 01501-2716

Customer Number 002404

(978)771-9005

DELIVERY INSTRUCTIONS:

TOTAL WEIGHT: 0.000 lbs

SALES DETAIL:

DATE SHIPPED	PLACED BY	JOB NAME	CUSTOMER PO	FREIGHT ON BOARD DESTINATION	PRIMARY SALESPERSON STEVEN BODNAR
PRINTED BY RCLASHIN	FILLED BY	WRITTEN BY RCLASHIN	SHIP VIA FREIGHTLINER	PAYMENT TERMS CASH ON DELIVERY	

ITEM # / CUSTOMER PART # / DESCRIPTION	UOM	ON HOLD	ORDERED	SHIPPED	ON B/O	PRICE	TOTAL
527099215 1.0 CULTEC #100 SE LIGHT DUTY END END UNIT "E" LIGHT DUTY	EA		3	3		\$99.3800	\$298.14
527069216 2.0 CULTEC #100 DE LIGHT DUTY STR STARTER UNIT "R"	EA		9	9		\$99.3800	\$894.42

PAYMENT HISTORY

DATE	TYPE	CARD NUMBER	EXPIRATION	REFERENCE NUMBER	AUTHORIZATION NUMBER	AMOUNT
06/21/22	VISA	*****4535		W00045883293	004563G	\$1267.10

ORDER SUMMARY

Local Tax	0.000%	\$0.00	Subtotal	\$1192.56
State Tax	6.250%	\$74.54	Tax + Freight	\$74.54
Freight		\$0.00	Order Total	\$1267.10
			Total Paid	\$1267.10
			Remaining Balance	\$0.00

NO RETURNS ON CASH,CHECKS,COPPER,STRAW WATTLE & SPECIAL ORDERS

Boxes	Bags	Skids			

Terms & Conditions: You agree that the sale of these products/services is subject to all of our standard terms and conditions of sale located at www.winsupplyinc.com/tcsale.

PRINT

SIGN

DATE



6a Elm St
Auburn, MA 01501-2716

Call 508-721-2599
Fax 508-721-2598

Email sibodnar@winwaterworks.com



PACKING LIST

Order Number: 133683-01

Order Date: 09/09/22

Requested Date: 09/09/22

SOLD TO:

FARNHAM PROPERTIES LLC
62 HAGGETTS POND RD

ANDOVER, MA 01810-4312

Customer Number 002404

(978)771-9005

SHIP TO:

FARNHAM PROPERTIES LLC
6a Elm St

Auburn, MA 01501-2716

Customer Number 002404

(978)771-9005

DELIVERY INSTRUCTIONS:

TOTAL WEIGHT: 0.000 lbs

SALES DETAIL:

DATE SHIPPED	PLACED BY	JOB NAME	CUSTOMER PO	FREIGHT ON BOARD DESTINATION	PRIMARY SALESPERSON STEVEN BODNAR
PRINTED BY RCLASHIN	FILLED BY	WRITTEN BY RCLASHIN	SHIP VIA FREIGHTLINER	PAYMENT TERMS CASH ON DELIVERY	

ITEM # / CUSTOMER PART # / DESCRIPTION	UOM	ON HOLD	ORDERED	SHIPPED	ON B/O	PRICE	TOTAL
527099215 1.0 CULTEC #100 SE LIGHT DUTY END END UNIT "E" LIGHT DUTY	EA		3	3		\$99.3800	\$298.14
527069216 2.0 CULTEC #100 DE LIGHT DUTY STR STARTER UNIT "R"	EA		9	9		\$99.3800	\$894.42

PAYMENT HISTORY

DATE	TYPE	CARD NUMBER	EXPIRATION	REFERENCE NUMBER	AUTHORIZATION NUMBER	AMOUNT
09/09/22	VISA	*****4535		W00026469870	08666G	\$1267.10

ORDER SUMMARY

Local Tax	0.000%	\$0.00	Subtotal	\$1192.56
State Tax	6.250%	\$74.54	Tax + Freight	\$74.54
Freight		\$0.00	Order Total	\$1267.10
			Total Paid	\$1267.10
			Remaining Balance	\$0.00

NO RETURNS ON CASH,CHECKS,COPPER,STRAW WATTLE & SPECIAL ORDERS

Boxes	Bags	Skids			

Terms & Conditions: You agree that the sale of these products/services is subject to all of our standard terms and conditions of sale located at www.winsupplyinc.com/tcsale.

PRINT

SIGN

DATE



TOWN OF LEICESTER

3 Washburn Square

Leicester, MA 01524

Phone: (508)892-7003 Fax: (508)892-1163

Building & Zoning Enforcement

CERTIFICATE OF OCCUPANCY

Issued To: Mark R. Mark S. Farnham

Building Address: 702-704 Main Street

Building Permit #: 21-426 Date Issued: May 25, 2022

Assessors Map #: 21B Parcel #: A8.1 0

1. Built Under Ninth Edition of 780 CMR

2. Construction Type: 5-B Use Group: R-3

3. Occupancy: Two (2) Family (3 Bed 2 1/2 Bath per side)

4. Occupant Load: _____

5. Special Situations and Conditions:

Occ. Per. #: 23-006 Date Issued: May 23, 2023 Signature: 



TOWN OF LEICESTER

3 Washburn Square

Leicester, MA 01524

Phone: (508)892-7003 Fax: (508)892-1163

Building & Zoning Enforcement

CERTIFICATE OF OCCUPANCY

Issued To: Mark R. Mark S. Farnham

Building Address: 700-698 Main Street

Building Permit #: 22-150 Date Issued: May 31, 2022

Assessors Map #: 21B Parcel #: A8.5 0


1. Built Under Ninth Edition of 780 CMR

2. Construction Type: 5-B Use Group: R-3

3. Occupancy: Two (2) Family (3 Bed 2 1/2 Bath per side)

4. Occupant Load: _____

5. Special Situations and Conditions:

Occ. Per. #: 23-007 Date Issued: May 23, 2023 Signature: 

3 BLUEBERRY LANE



ENGINEERING
& SURVEY INC.



CHARLTON, MA

508-769-6659
508-341-2127

February 15, 2024

Town of Leicester
Planning Board
3 Washburn Square
Leicester, MA 01524

RE: Justin Zuffante
Blueberry Lane
Self Storage

Dear Board Members,

Please find the following memorandum a summary of a site inspection conducted at the above referenced site on January 4, 2024.

DC Engineering & Survey Inc. (DC) completed a site inspection on January 4, 2024 to visually observe the site completion in conformance to the approved 2021 site plan. It is of our knowledge that various departments of the Town of Leicester had done inspections during and after construction of the building and site were completed. An occupancy permit was obtained in 2021 and site use commenced at that time. During the recent site inspection, DC notes that landscaping/plantings are still to be installed, specifically along the northern boundary line. Further, DC notes that additional grading be completed along the southern/western boundary line in order to further enhance the sites drainage infrastructure. Additional work is recommended to be completed once ground conditions permit and planting/growing season is more favorable.

If you have any additional questions or concerns, please contact me at the number below.

Respectfully Submitted,

Jason Dubois, P.E.
DC Engineering & Survey, Inc.
Charlton, MA

AUTHORIZATION FOR TOWN PLANNER
TO SIGN ANR PLANS

TOWN OF LEICESTER, MANUMBER OF PLANNING BOARD MEMBERS 5 + 1 Alternate

MEMBER NAME (print/type)	MEMBER SIGNATURE	ELECTION/APPOINTMENT (MM/DD/YYYY)	TERM EXPIRES (MM/DD/YYYY)
Joshua Campbell		June 14, 2021	June 7, 2024
James Reinke		June 8, 2021	June 7, 2024
Sharon Nist		June 13, 2023	June 13, 2026
Anthony Escobar		June 14, 2022	June 14, 2025
Leon Dykas		June 13, 2023	June 10, 2026
Chris Clark (Associate Member- Appointed)*		February 5, 2024	June 30, 2024

*Only signs Special Permit Decisions

Number of Signatures required: **Majority of Elected Members Listed Above** ** AUTHORIZED AGENTS SIGNING FOR **APPROVAL NOT REQUIRED**

**or Town Planner Kristen Jacobsen (approved by vote of the Planning Board 2/20/2024)

MEMBER NAME (print/type)	MEMBER SIGNATURE	ELECTION/APPOINTMENT (MM/DD/YYYY)	TERM EXPIRES (MM/DD/YYYY)
Majority of the elected members above, OR			
Kristen Jacobsen		August 23, 2023	June 30, 2024

DATE OF NEXT ELECTION June 11, 2024 (MM/DD/YYYY)

AFTER COMPLETION PLEASE MAIL ORIGINAL TO: WORCESTER DISTRICT REGISTRY OF DEEDS
ATTENTION: PLAN DEPARTMENT
90 FRONT STREET - #C201
WORCESTER, MA 01608

Mass. General Laws Ch.41

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 81P	APPROVAL OF PLANS NOT SUBJECT TO CONTROL LAW; PROCEDURE

Section 81P. Any person wishing to cause to be recorded a plan of land situated in a city or town in which the subdivision control law is in effect, who believes that his plan does not require approval under the subdivision control law, may submit his plan to the planning board of such city or town in the manner prescribed in section eighty-one T, and, if the board finds that the plan does not require such approval, it shall forthwith, without a public hearing, endorse thereon or cause to be endorsed thereon by a person authorized by it the words "approval under the subdivision control law not required" or words of similar import with appropriate name or names signed thereto, and such endorsement shall be conclusive on all persons. Such endorsement shall not be withheld unless such plan shows a subdivision. If the board shall determine that in its opinion the plan requires approval, it shall within twenty-one days of such submittal, give written notice of its determination to the clerk of the city or town and the person submitting the plan, and such person may submit his plan for approval as provided by law and the rules and regulations of the board, or he may appeal from the determination of the board in the manner provided in section eighty-one BB. If the board fails to act upon a plan submitted under this section or fails to notify the clerk of the city or town and the person submitting the plan of its action within twenty-one days after its submission, it shall be deemed to have determined that approval under the subdivision control law is not required, and it shall forthwith make such endorsement on said plan, and on its failure to do so forthwith the city or town clerk shall issue a certificate to the same effect. The plan bearing such endorsement or the plan and such certificate, as the case may be, shall be delivered by the planning board, or in case of the certificate, by the city or town clerk, to the person submitting such plan. The planning board of a city or town which has authorized any person, other than a majority of the board, to endorse on a plan the approval of the board or to make any other certificate under the subdivision control law, shall transmit a written statement to the register of deeds and the recorder of the land court, signed by a majority of the board, giving the name of the person so authorized.

The endorsement under this section may include a statement of the reason approval is not required.