



**TOWN OF NORTHBRIDGE**  
**PLANNING BOARD**  
7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588

PHONE: (508) 234-2447

EMAIL: [planning@northbridgemass.org](mailto:planning@northbridgemass.org)

**AGENDA**  
**TUESDAY, FEBRUARY 13, 2024**  
NORTHBRIDGE MEMORIAL TOWN HALL  
7 MAIN STREET  
7:00 PM

- I. CITIZENS FORUM**
- II. FORM A'S**
- III. 7:05PM SMART GROWTH ZONING OVERLAY DISTRICT -REVIEW/DISCUSSION**  
Massachusetts General Laws Chapter 40R -(DRAFT) Local NSGOD Bylaw Provisions
- IV. 7:35 PM CONCEPTUAL DEVELOPMENT PLAN (PROVIDENCE ROAD) -DISCUSSION**  
Assessor Map 14 Parcel 17 & Ap 24-21
- V. OLD/NEW BUSINESS**
  - a. Approval of Meeting Minutes -January 23, 2024
  - b. Committee Updates -Planning Board Representatives
  - c. Planning Office/Town Hall Annex -Move to New Fire Station
  - d. Comprehensive Master Plan -MGL Chapter 41 Section 81D
  - e. MBTA Communities -MGL Chapter 40A Section 3A
  - f. 2024 Spring Annual Town Meeting -Tuesday, May 07, 2024
  - g. 2024 SATM Warrant Closes -Friday, March 15, 2024
  - h. Planning Board Vote to Sponsor Article(s) -2024 SATM
  - i. Site Plan/Subdivision Developments -Status
  - j. Planning Board Comments/Concerns
  - k. Mail -Review
  - l. Other

Please note this Planning Board Agenda may be subject to change.

**Next meeting of the Northbridge Planning Board scheduled for February 27, 2024**

*[An audio/video recording of the meeting may be made to assist in the preparation of minutes; such recording will not be archived]  
Meeting minutes shall serve as the official record of the Planning Board*



TOWN OF NORTHBRIDGE  
**PLANNING BOARD**  
7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588

PHONE: (508) 234-2447

EMAIL: [planning@northbridgemass.org](mailto:planning@northbridgemass.org)

**AGENDA**  
**TUESDAY, FEBRUARY 27, 2024**

NORTHBRIDGE MEMORIAL TOWN HALL  
7 MAIN STREET  
**7:00 PM**

**DRAFT**

- I. CITIZENS FORUM**
- II. FORM A'S**
- III. 7:05PM WINSTON WOODS, DEFINITIVE SUBDIVISION -REVIEW/DECISION**  
Request for Extension of Approval/Covenant (March 11, 2023)
- IV. 7:15PM SMART GROWTH ZONING OVERLAY DISTRICT -REVIEW/DISCUSSION**  
MGL CH 40R -(DRAFT) Local Bylaw Provisions
- V. OLD/NEW BUSINESS**
  - a. Approval of Meeting Minutes -February 13, 2024
  - b. Planning Office/Town Hall Annex -Move to New Fire Station
  - c. Comprehensive Master Plan -MGL Chapter 41 Section 81D
  - d. MBTA Communities -MGL Chapter 40A Section 3A
  - e. 2024 Spring Annual Town Meeting -Tuesday, May 07, 2024
  - f. 2024 SATM Warrant Closes -Friday, March 15, 2024
  - g. Planning Board Vote to Sponsor Article(s) -2024 SATM
  - h. Site Plan/Subdivision Developments -Status
  - i. Planning Board Comments/Concerns
  - j. Mail -Review
  - k. Other

Please note this Planning Board Agenda may be subject to change.

**Next meeting of the Northbridge Planning Board scheduled for March 12, 2024**

*[An audio/video recording of the meeting may be made to assist in the preparation of minutes; such recording will not be archived]  
Meeting minutes shall serve as the official record of the Planning Board*

## **CITIZENS FORUM**

*Citizens Forum is intended to provide the public with an opportunity to present concerns to the Planning Board. Citizens Forum is not meant to be a back-and-forth discussion. If the Planning Board feels a follow-up discussion is warranted arrangements may be made with the Owner/Applicant (Developer) to discuss concerns at the next available meeting -with the hopes of concluding a resolution.*

- The Chair shall solicit comments from those in attendance;
- Board members shall not participate in any discussion;
- Topics included on the agenda shall be reviewed/discussed as they appear on the agenda;
- Items not included on the agenda may be commented on during Citizens Forum.

## Gary Bechtholdt

---

**From:** Gary Bechtholdt  
**Sent:** Thursday, February 08, 2024 9:06 AM  
**To:** 4 K's Auto Exports LLC (4ksautoexports@gmail.com); Andrew Howden; Becky Rushford, PB Chair; bkinney@northbridgemass.org; James Berkowitz; Michael Baker; Mike Wilkes  
**Subject:** RE: 40R Smart Growth Zoning provision/Providence Road conceptual development plan  
**Attachments:** NSGOD Map ( DRAFT -Feb 05 2024).pdf

PB:

Sorry -meant to include the (draft) Smart Growth Zoning Overlay Map.

Note -the 40R District would be the area proposed for rental apartments & business PAD sites (overlay shown in yellow).

The remaining land area of the subject property would be considered for the rezone (from I2 to R3) to allow for the Senior Living Development under Northbridge's existing bylaw.

-Gary

R. Gary Bechtholdt II  
Planning & Community Development Director

**NORTHBRIDGE COMMUNITY PLANNING & DEVELOPMENT**  
Aldrich School -Town Hall Annex, 14 Hill Street  
(508) 234-2447

Northbridge Memorial Town Hall  
7 Main Street, Whitinsville, MA 01588  
[www.northbridgemass.org](http://www.northbridgemass.org)

---

**From:** Gary Bechtholdt  
**Sent:** Wednesday, February 07, 2024 4:15 PM  
**To:** 4 K's Auto Exports LLC (4ksautoexports@gmail.com) <4ksautoexports@gmail.com>; Andrew Howden <andrewmhowden@gmail.com>; Becky Rushford, PB Chair <RZRushford@gmail.com>; bkinney@northbridgemass.org; gbechtholdt@northbridgemass.org; James Berkowitz <jimmyjberkowitz@gmail.com>; Michael Baker <mbaker6246@gmail.com>; Mike Wilkes <mike.wwcu@gmail.com>  
**Subject:** 40R Smart Growth Zoning provision/Providence Road conceptual development plan

PB Members:

Please find attached (PDFs) of the following -to be discussed at the next PB meeting (2/12):

- 1 -draft 40R Smart Growth Zoning Overlay District Bylaw local provisions
- 2 -draft Design Standards for 40R projects (which may be included in local provisions or separate doc)
- 3 -draft application for 40R projects

\*1-3 must be approved by the State before local adoption.

#### **4 -conceptual plan for Providence Road prepared by Allen Engineering for Owner**

During its meeting (2/12) I will review with the Planning Board, required provisions for local adoption of a 40R district...which again was identified a strategy in the recently completed Housing Production Plan.

After review 40R, the Board shall have the Owner/Engineer for Providence Road property review their conceptual development plan.

The concept plan shows a mixed-use development -consisting of apartment rentals, senior housing & commercial/office PAD sites.

In addition, concept plan shows proposed recreational improvements to Town-owned open space & access to the existing ballfields of the High School.

Note (as mentioned before), the concept plan (as shown) would require the following:

- (a) sale/purchase of Town-owned property;**
- (b) local adoption of a 40R /Smart Growth District &**
- (c) zoning change (from I-2 to R3) portion of property proposed for senior housing.**

To do so, the following would need to occur favorably at Town Meeting:

1. Warrant article to surplus Town-Owned Land
2. Warrant article to amend zoning to adopt 40R/Smart Growth provisions
3. Warrant article to amend zoning to change zoning from I2 to R3 portion of Providence Road subject property

It is my understanding that the BOS may sponsor article to surplus land -and the Owner of the property would submit via petition the other 2 articles for Town Meeting consider.

Because the 40R Smart Growth Bylaw needs to be approved by the State (EOHLC) before local adoption, Planning has submitted an initial draft for review.

The bylaw is somewhat lengthy, as it must be all inclusive per the State, in order for local adoption & State approval.

Essentially, the bylaw to be submitted via Petition would already be “approved by the State” & would only require Planning Board public hearing & Town Meeting vote.

Where upon local adoption the Town would be eligible to receive incentive payments from the State.

The payment incentive provided by the State would be approximately \$350K (upon local adoption of bylaw), & once the Town “creates units” under 40R the State would provide so-called bonus payment equal to \$3K per unit (min \$750K depending on the number of total units).

A companion MGL provisions 40S, would also have Northbridge eligible for State reimbursement funds for school-aged children resulting from 40R development. This is a formulaic disbursement based upon Chapter 70 /school funding as may be submitted to the State for reimbursement. Not something Planning fully understood other than knowing the town would qualify.....

Following the 2/12 PB meeting -the Owner may look to have the PB host an informal meeting, where they hope to encourage abutters & others to attend before they submit the petition and before the Planning Board holds its required public hearing for the zoning amendment article(s).

I will include a copy of this email in the Planning Board packet -so its included in the record.

Under separate email I will provide same to the Owner/Engineer.

Take care,

-Gary

R. Gary Bechtholdt II  
Planning & Community Development Director

**NORTHBRIDGE COMMUNITY PLANNING & DEVELOPMENT**

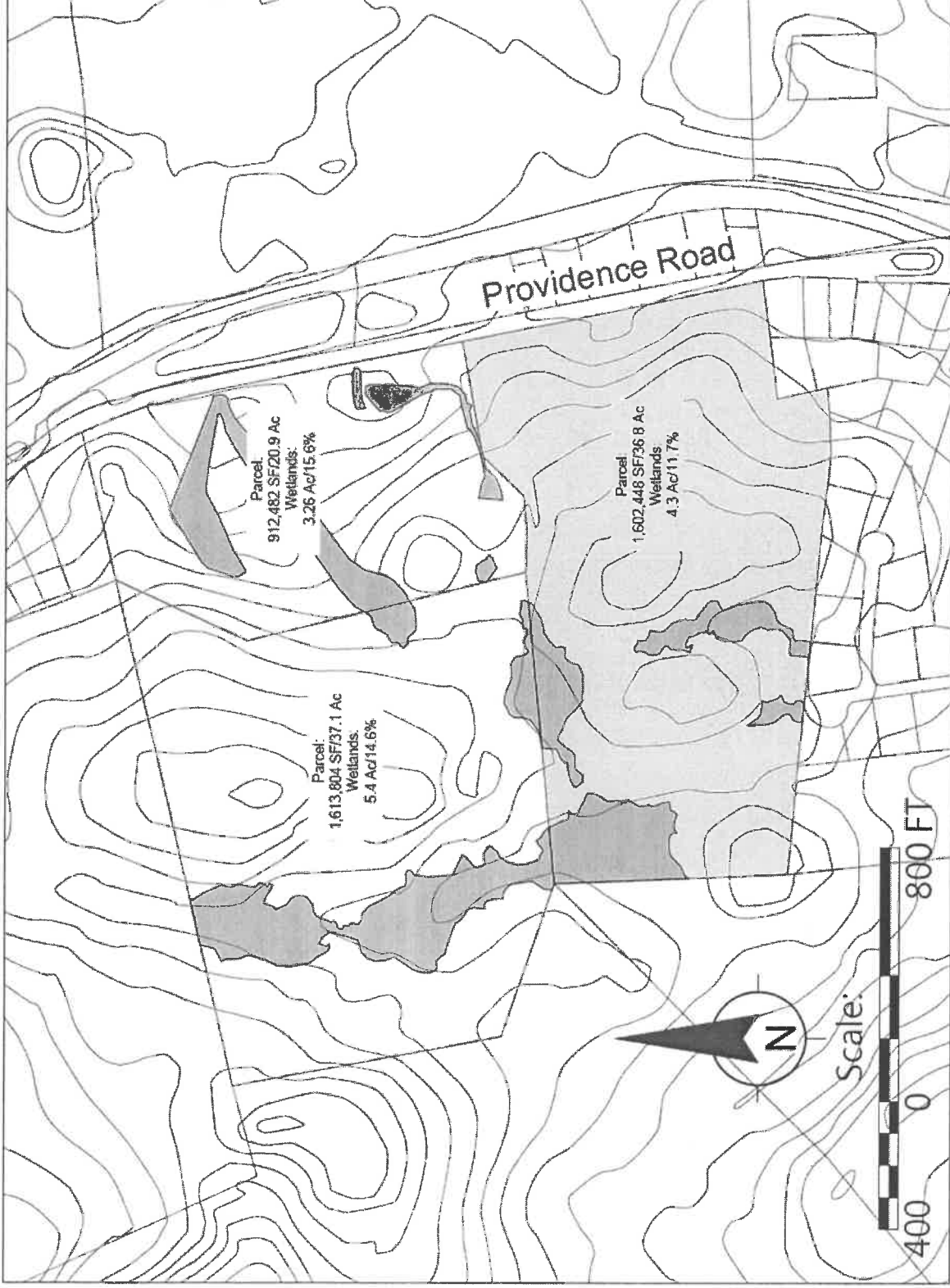
Aldrich School -Town Hall Annex, 14 Hill Street  
(508) 234-2447

Northbridge Memorial Town Hall  
7 Main Street, Whitinsville, MA 01588  
[www.northbridgemass.org](http://www.northbridgemass.org)

TOWN OF NORTHBRIDGE -ZONING

# NORTHBRIDGE SMART GROWTH OVERLAY DISTRICT

Assessor Map 24 Parcel 21 (portion of)  
**DRAFT -May 2024\***



\*CMRPC -Central MA Regional Planning Commission to prepare "official" Overlay District Map upon Town Meeting zoning amendment adoption (approval).

**ARTICLE XXI -NORTHBRIDGE SMART GROWTH OVERLAY DISTRICT (NSGOD)****§173-138 Purpose.**

The purpose of the Northbridge Smart Growth Overlay District is to encourage smart growth in accordance with the goals and objectives of G. L. Chapter 40R by adopting local zoning provisions in accordance with the Governing Laws; to foster a range of housing choices in Northbridge for households of diverse incomes, ages, and size; allowing mixed-use development in a distinctive and attractive site development program that promotes compact design; along Providence Road/Route 122, a transportation corridor suited to accommodate density; located within proximity to existing town infrastructure (water/sewer); and accessible to public facilities and amenities (open space, school & recreational ballfields).

Other objectives of the Northbridge Smart Growth Overlay District (NSGOD) are to: Promote public health, safety, and welfare by encouraging diversity of housing opportunities; Increase the production of a range of housing units to meet existing and anticipated housing needs of Northbridge; Establish requirements and guidelines to ensure predictable, fair and consistent development review; Enable the Town to receive Zoning Incentive Payment and/or Density Bonus Payments in accordance with G. L. Chapter 40R, 760 CMR 59.06, and additional Chapter 70 aid in accordance with G. L. Chapter 40S arising from the development of housing in the Northbridge Smart Growth Overlay District.

**§173-139 Applicability.**

This bylaw applies to Residential and Mixed-use Development projects filed in accordance with Article XXI -Northbridge Smart Growth Overlay District (NSGOD) as defined and prescribed herein.

In accordance with the provisions of G. L. Chapter 40R and 760 CMR 59.00, an Applicant for Project located in the NSGOD may seek Plan Approval pursuant to Article XXI -Northbridge Smart Growth Overlay District. In such case, notwithstanding anything to the contrary in the Northbridge Zoning Bylaw, such application shall not be subject to any other provisions of the Zoning Bylaw, including limitations upon the issuance of building permits for residential uses related to a rate of development or phased growth or local moratorium on the issuance of such permits. To the extent there is any conflict between the Governing Laws and the NSGOD provisions, inclusive of the Design Standards, the PAA Regulations, and any applicable associated local zoning requirement (e.g., zoning requirement contained in another section of the Zoning Bylaw that is nonetheless incorporated by reference), the Governing Laws shall be applicable.

**§173-140 Definitions.**

The following definitions shall apply to Northbridge Smart Growth Overlay District (NSGOD). All capitalized terms shall be defined in accordance with the definitions established under the Governing Laws or as provided for as follows. To the extent there is any conflict between the definitions set forth in §173-40 and the Governing Laws, the terms of the Governing Laws shall be referenced.

Affordable Homeownership Unit -an Affordable Housing unit required to be sold to an Eligible Household.

Affordable Housing -housing that is affordable to and occupied by Eligible Households.

Affordable Housing Restriction -a deed restriction of Affordable Housing meeting the statutory requirements in G.L. Chapter 184, Section 31 and the requirements of the NSGOD.

Affordable Rental Unit -an Affordable Housing unit required to be rented to an Eligible Household.

Applicant -the individual or entity that submits a Project application for Plan Approval.

As-of-right -a use allowed without recourse to a special permit, variance, zoning amendment, or other form of zoning relief other than waiver(s) issued in accordance with §173-146.

EOHLC or Secretariat - the Massachusetts Executive Office of Housing and Livable Communities, or any successor agency.

Design Standards -provisions of §173-149 D, made applicable to Projects within the NSGOD that are subject to the Plan Approval process.

Eligible Household -individual or household whose annual income is less than or equal to 80% of the area-wide median income as determined by the United States Department of Housing and Urban Development (HUD), adjusted for household size, with income computed using HUD's rules for attribution of income to assets.

Enabling Laws -G. L. Chapter 40R and 760 CMR 59.00

Governing Laws -G.L. Chapter 40R and 760 CMR 59.00.

Mixed-Use Development Project -a Project containing a mix of one or more residential uses and one or more non-residential uses, as allowed in §173-146, and subject to all applicable provisions of the Northbridge Smart Growth Overlay District.

Monitoring Agent -the local housing authority or other qualified housing entity designated by the Plan Approval Authority.

NSGOD -Northbridge Smart Growth Overlay District as established herein.

Open Space -the part or parts of land within a Project which are reserved or restricted for permanent open space. Open space shall exclude parking areas and stormwater management areas and may include required setbacks and walkways.

Open Space may include playgrounds, outdoor seating areas, outdoor recreation areas, including but not limited to walking trails and dog parks.

PAA Regulations -the rules and regulations of the PAA adopted pursuant to §173-144.

Plan Approval -standards and procedures which a Project in the NSGOD must meet under the procedures established herein and the Governing Laws.

Plan Approval Authority (PAA) -for the purposes of reviewing Project applications and issuing decisions on development Project within the Northbridge Smart Growth Overlay District, the Plan Approval Authority (PAA), consistent with G. L. Chapter 40R and 760 CMR 59.00 shall be the Planning Board. The PPA is authorized to review and approve a site development plan to implement a Project.

Project -a Residential or Mixed-use Development Project undertaken within the NSGOD in accordance with the requirements of Article XXI.

Recreational Use -Active recreational use, including but not limited to ballfields, basketball/tennis courts, and playgrounds; Passive recreational use, including but not limited to hiking and walking trails.

Residential Project -a Project that consists solely of residential use and parking and accessory uses as may be permitted in §173-146.

Zoning Bylaw -the Zoning Bylaw of the Town of Northbridge.

#### **§173-41 Overlay District.**

The Northbridge Smart Growth Overlay District (NSGOD) is hereby established as an overlay district. All requirements pertaining to the underlying district(s) shall continue to be in full force and effect, except for those Projects undergoing development pursuant to Article XXI -Northbridge Smart Growth Overlay District. Within the boundaries of the NSGOD, a developer may elect either to develop a Project in accordance with the requirements of the Smart Growth Zoning, or to develop a project in accordance with requirements of the regulations for use, dimension, and all other provisions of the Zoning Bylaw in accordance with the underlying zoning district.

The boundaries of the Northbridge Smart Growth Zoning District, having land area of approximately 35 acres being portions of Assessor's Map 24 Parcel 21, is shown on map entitled "Northbridge Smart Growth Overlay District" dated May 2024 prepared by CMRPC -Central Massachusetts Regional Planning Commission. This map is hereby made a part of the Northbridge Zoning Bylaw which is on file in the Office of the Town Clerk.

#### **§173-142 Administration.**

The provisions of Article XXI -Northbridge Smart Growth Overlay District (zoning), shall be administered by the Building Inspector, except as otherwise provided herein. Any legal appeal arising out of a Plan Approval decision by the PAA shall be governed by the applicable provisions of G. L. Chapter 40R. Any other request for enforcement or appeal arising under shall be governed by the applicable provisions of G. L. Chapter 40A.

#### **§173-143 Plan approval authority (PAA).**

The Northbridge Planning Board consistent with G.L. Chapter 40R and 760 CMR 59.00, shall be the Plan Approval Authority (the "PAA"), authorized to conduct the Plan Approval process for purposes of reviewing and approving Project applications in accordance with Article XXI -Northbridge Smart Growth Overlay District.

#### **§173-144 PPA Regulations.**

The Plan Approval Authority (PPA) may adopt administrative rules and regulations relative to Plan Approval. Such rules and regulations and any amendments thereof must first be approved by the Executive Office of Housing and Livable Communities before local enactment.

#### **§173-145 Fees.**

- A. Administration Fee. Application shall be accompanied by an application fee of \$500 plus \$10 per required parking space as prescribed in §173-148 C.
- B. Peer Review. The Applicant shall be required to pay for reasonable consulting fees to provide peer review of the Plan Approval application, pursuant to G.L. Chapter 40R, Section 11(a). Such fees shall be held by the Town in a separate account and used only for expenses associated with the review of the application by outside consultants, including, but not limited to, attorneys, engineers, urban designers, housing consultants, planners, and others. Any surplus remaining after the completion of such review, including any interest accrued, shall be returned to the Applicant forthwith.

#### **§173-146 Permitted Uses.**

The following uses are permitted As-of-right for Projects within the Northbridge Smart Growth Overlay District:

- A. Residential Project within the NSGOD may include:
  - 1) Two- and three-family, and/or Multi-family Residential Use(s);
  - 2) Parking accessory to any of the above permitted uses, including surface, garage-under, and structured parking (e.g., parking garages);
  - 3) and Accessory uses customarily incidental to any of the above permitted uses.
- B. Mixed-use Development Projects. A Mixed-use Development Project within the NSGOD must include at least one residential use and one non-residential use from these respective use categories as permitted below and may further include parking and other accessory uses customarily incidental as additionally provided for:
  - 1) Multi-family Residential Use(s), provided that the minimum As-of-right density allowances for residential use specified in §173-148 B, shall apply to the residential portion of any Mixed-use Development Project;
  - 2) Any of the following Non-residential uses: Restaurant, provided such restaurant shall not be a drive-thru; retail establishment; day care center; community or neighborhood center; personal or consumer service establishment; business, professional or general office; bank; health club; assisted living facility; microbrewery; brewpub; higher education satellite campus or facility.

The total gross floor area devoted to residential uses within a Mixed-use Development Project shall be at least 51% of the total gross floor area of the Project.

- C. Prohibited Uses.

The following non-residential uses shall be considered not permitted within the NSGOD: Automotive Services, including storage, junk yard or repairs, Carwash, Contractor yard, Hotel, Motel, or Lodging house, Industrial manufacturing, Trucking services, and all other principal uses not expressly identified in §173-146 B, are prohibited.

#### **§173-147 Housing and housing affordability.**

- A. Number of Affordable Housing Units. For all Projects containing 10 or more residential units, not less than twenty percent (20%) of housing units constructed shall be Affordable Housing. Unless the PAA provides a waiver on the basis that the Project is not otherwise financially feasible and not less

than twenty-five percent (25%) of rental dwelling units constructed in a Project containing rental units must be Affordable Rental Units. For purposes of calculating the number of units of Affordable Housing required within a Project, any fractional unit shall be deemed to constitute a whole unit.

B. Monitoring Agent. A Monitoring Agent which may be the local housing authority or other qualified housing entity designated by the PAA (Planning Board, "designating official"). In a case where the Monitoring Agent cannot adequately carry out its administrative duties, upon certification of this fact by the designating official or by EOHLC such duties shall devolve to and thereafter be administered by a qualified housing entity designated by the designating official. In any event, such Monitoring Agent shall ensure the following, both prior to issuance of a Building Permit for a Project within the SGOD, and on a continuing basis thereafter, as the case may be:

- 1) Prices of Affordable Homeownership Units are properly computed; rental amounts of Affordable Rental Units are properly computed;
- 2) Income eligibility of households applying for Affordable Housing is properly and reliably determined;
- 3) Housing marketing and resident selection plan conform to all requirements, have been approved by EOHLC specifically with regard to conformance with M.G.L. c.40R and 760 CMR 59.00, and are properly administered;
- 4) Sales and rentals are made to Eligible Households chosen in accordance with the housing marketing and resident selection plan (Affirmative Fair Housing Marketing Plan (AFHMP)) with appropriate unit size for each household being properly determined and proper preference being given; and
- 5) An Affordable Housing Restriction (AHR) meeting the requirements of this section is approved by EOHLC specifically for conformance with M.G.L. c.40R and 760 CMR. 59.00, recorded with the proper registry of deeds.

C. Cost and Eligibility Requirements. Affordable Housing shall comply with the following requirements:

- 1) Affordable Housing required to be offered for rent or sale shall be rented or sold to and occupied only by Eligible Households.
- 2) For an Affordable Rental Unit, the monthly rent payment, including applicable utility allowances, shall not exceed 30 percent of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one, unless another affordable housing program methodology for calculating rent limits, as approved by EOHLC, applies.
- 3) For an Affordable Homeownership Unit the monthly housing payment, including mortgage principal and interest, private mortgage insurance, property taxes, condominium and/or homeowner's association fees, and insurance, shall not exceed 30 percent of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one, unless another affordable housing program methodology for calculating rent limits, as approved by EOHLC, applies.

Prior to the granting of any building permit for a Project, the Applicant must demonstrate, to the satisfaction of the Monitoring Agent, that the method by which such affordable rents or affordable purchase prices are computed shall be consistent with state or federal guidelines for Affordability applicable to Town of Northbridge.

D. Design and Construction.

Units of Affordable Housing shall be finished housing units. With respect to the minimum number of units in a given Project that are required to be Affordable Housing under §173-147 and the Governing Laws, such units shall be equitably integrated and proportionately dispersed throughout the residential portion of the Project of which they are part, across all residential buildings, floors, distinct unit types, and with respect to the gross floor area devoted to residential units, in

accordance with the Affordable Housing Restriction and the Affirmative Fair Housing Marketing and Resident Selection Plan, as approved by EOHLC. The Affordable Housing units shall be comparable in initial construction quality, size, amenities, and exterior design to the other housing units in the Project. Unless expressly required otherwise under one or more applicable state or federal housing subsidy programs, the bedroom-per-unit average for the Affordable Housing must be equal to or greater than the bedroom-per-unit average for the unrestricted/market-rate units.

E. Affordable Housing Restriction.

Each Project shall be subject to an Affordable Housing Restriction which is recorded with the Worcester Registry of Deeds or District Registry of the Land Court, and contain the following:

- 1) Specification of the term of the Affordable Housing Restriction which shall be stipulated in the Plan Approval decision but in no case be less than thirty-year period;
- 2) Name and address of the Monitoring Agent with a designation of its power to monitor and enforce the Affordable Housing Restriction;
- 3) Description of the Affordable Homeownership Unit(s), if any, by address and number of bedrooms; and a description of the overall quantity, initial unit designations and number of bedrooms and number of bedroom types of Affordable Rental Units in a Project or portion of a Project which are rental. Such restriction shall apply individually to the specifically identified Affordable Homeownership Unit and shall apply to a percentage of rental units of a rental Project or the rental portion of a Project with the initially designated Affordable Rental Units identified in, and able to float subject to specific approval by EOHLC in accordance with, the corresponding Affirmative Fair Housing Marketing Plan (AFHMP) and EOHLC's AFHMP guidelines;
- 4) Reference to an Affirmative Fair Housing Marketing and Resident Selection Plan, to which the Affordable Housing is subject, and which includes an affirmative fair housing marketing program, including public notice and a fair resident selection process. Such plan shall be consistent with EOHLC guidance and approved by EOHLC. Consistent with EOHLC guidance, such plan shall include a preference based on need for the number of bedrooms in a unit and a preference based on need for the accessibility features of a unit where applicable and may only provide for additional preferences in resident selection to the extent such preferences are also consistent with applicable law and approved by EOHLC;
- 5) Requirement that buyers or tenants will be selected at the initial sale or initial rental and upon all subsequent sales and rentals from a list of Eligible Households compiled in accordance with the housing marketing and selection plan;
- 6) Reference to the formula pursuant to which the maximum rent of an Affordable Rental Unit or the maximum resale price of an Affordable Homeownership Unit will be set;
- 7) Requirement that only an Eligible Household may reside in Affordable Housing and that notice of any lease of any Affordable Rental Unit shall be given to the Monitoring Agent;
- 8) Provision for effective monitoring and enforcement of the terms and provisions of the Affordable Housing Restriction by the Monitoring Agent;
- 9) Provision that the AHR on an Affordable Homeownership Unit shall run in favor of the Monitoring Agent and/or the municipality, in a form approved by municipal counsel, and shall limit initial sale and re-sale to and occupancy by an Eligible Household;
- 10) Provision that the AHR on Affordable Rental Units in a rental Project or rental portion of a Project shall run with the rental Project or rental portion of a Project and shall run in favor of the Monitoring Agent and/or the municipality, in a form approved by municipal counsel, and shall limit rental and occupancy to an Eligible Household;
- 11) Provision that the owner[s] or manager[s] of Affordable Rental Unit[s] shall file an annual compliance report with the Monitoring Agent, in a form specified by that agent certifying compliance with the Affordability provisions of this Bylaw/Ordinance and containing such other information as may be reasonably requested to ensure Affordability; and
- 12) Requirement that residents in Affordable Housing provide such information as the Monitoring Agent may reasonably request to ensure Affordability.

F. Costs of Affirmative Fair Housing Marketing and Resident Selection Plan.

The Affirmative Fair Housing Marketing and Resident Selection Plan and/or any associated Monitoring Services Agreement may make provision for payment by the Project Applicant of reasonable costs to the Monitoring Agent to monitor and enforce compliance with Affordability requirements consistent with the Affordable Housing Restriction and otherwise fulfill the responsibilities contained herein.

G. Age Restrictions.

Nothing in Article XXI -Northbridge Smart Growth Overlay District shall permit the imposition of restrictions on age upon Projects unless proposed or agreed to voluntarily by the Applicant. However, in its review of a submission under §173-150 for a given NSGOD, the PAA may allow a specific Project, designated exclusively for the elderly, persons with disabilities, or for assisted living, provided that any such Project shall be in compliance with all applicable federal, state, and local fair housing laws and regulations and not less than twenty-five percent (25%) of the housing units in such a restricted Project shall be restricted as Affordable Housing units.

H. Phasing.

For any Project that is approved and developed in phases in accordance with Article XXI -Northbridge Smart Growth Overlay District, the percentage of Affordable units in each phase shall be at least equal to the minimum percentage of Affordable Housing required under §173-147 A or §173-147 G, as applicable. Where the percentage of Affordable Housing is not uniform across all phases, the unit dispersal and bedroom proportionality requirements shall be applied proportionately to the Affordable Housing provided for in each respective phase.

I. No Waiver.

Notwithstanding anything to the contrary herein, the Affordability provisions shall not be waived unless expressly approved in writing by EOHLC under the 40R Smart Growth Zoning Program pursuant to the Governing Laws, to eliminate conflict with an associated state or federal housing financing program and/or at the request of the Plan Approval Authority.

§173-148 Dimensional, density and parking requirements.

A. Table of area and other requirements.

Notwithstanding anything to the contrary in the Northbridge Zoning Bylaw, the dimensional requirements applicable in any NSGOD are as follows:

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| Minimum Lot Area:                    | 10 acres                             |
| Minimum Lot Frontage:                | 200 feet                             |
| Maximum Building Height:             | 4 ½ stories (no higher than 60-feet) |
| Minimum Street and Lot Line Setback: | 75 feet                              |
| Minimum Building Separation:         | 15 Feet                              |

Minimum Open Space: XX% (total project area)

## B. Residential Density

The density of Residential and Mixed-Use Projects within NSGOD are as follows:

|                     |                                                    |
|---------------------|----------------------------------------------------|
| Two & Three-family: | maximum of 12 dwellings units per developable acre |
| Multi-family:       | maximum of 20 dwellings units per developable acre |

## C. Parking Requirements

The parking requirements applicable for Projects within NSGOD are as follows:

|                      |                                              |
|----------------------|----------------------------------------------|
| Two & Three-family:  | 2.00 parking spaces per dwelling unit        |
| Multi-family:        | 1.75 parking spaces per dwelling unit        |
| Non-residential Use: | 1 per 100 square-feet (restaurant/brewpub)   |
|                      | 1 per 225 square-feet (retail establishment) |
|                      | 1 per 250 square-feet (general office/bank)  |

- 1) Shared Parking. Notwithstanding anything to the contrary herein, the use of shared parking to fulfill parking demands noted above that occur at different times of day is strongly encouraged. Any minimum parking requirements above may be reduced by the PAA through the Plan Approval process if the Applicant can demonstrate that shared spaces will meet parking demands by using accepted methodologies (e.g. the Urban Land Institute Shared Parking Report, ITE Shared Parking Guidelines, or other approved studies).
- 2) Reduction in parking requirements. Notwithstanding anything to the contrary herein, any minimum required amount of parking may be reduced by the PAA through the Plan Approval process, if the Applicant can demonstrate that the lesser amount of parking will not cause excessive congestion, endanger public safety, or that lesser amount of parking will provide positive environmental or other benefits, taking into consideration:
  - a) the availability of surplus off-street parking in the vicinity of the use being served and/or the proximity of a bus stop or transit station;
  - b) the availability of public or commercial parking facilities in the vicinity of the use being served;
  - c) shared use of off-street parking spaces serving other uses having peak user demands at different times;
  - d) to the extent consistent with 760 CMR 59.04(1)(g) and 760 CMR 59.04(l)(i)1., age or other occupancy restrictions which are likely to result in a lower level of auto usage;
  - e) impact of the parking requirement on the physical environment of the affected lot or the adjacent lots including reduction in green space, destruction of significant existing trees and other vegetation, destruction of existing dwelling units, or loss of pedestrian amenities along public ways; and
  - f) any applicable transportation demand management strategies that will be integrated into the Project or such other factors as may be considered by the PAA.

**§173-149 Submission Requirements.****A. Documentation.**

As part of any application for Plan Approval for a Project submitted under Article XXI -Northbridge Smart Growth Overlay District, the Applicant must submit the following documents to the PAA and the Monitoring Agent:

- 1) Evidence that the Project complies with the cost and eligibility requirements prescribed §173-147;
- 2) Project plans that demonstrate compliance with the requirements of §173-147; and
- 3) A form of Affordable Housing Restriction that satisfies the requirements of §173-147 E, prescribed herein.

These documents in combination, to be submitted with an application for Plan Approval (or, for Projects not requiring Plan Approval, prior to submission of any application for a Building Permit), shall include details about construction related to the provision, within the development, of units that are accessible to the individuals with disabilities and appropriate for diverse populations, including households with children, other households, individuals, households including individuals with disabilities, and the elderly.

**B. Required application submittals.**

An application for Plan Approval shall be submitted to the Planning Board (PAA) on the Project Application Form provided by the PAA as approved by EOHLC, along with application fee and Peer Review consultant fee(s) prescribed and set forth herein. The application shall be accompanied by such Project plans and documents as may be required and set forth in §173-149. For any Project subject to the Affordability requirements of §173-147, the application shall be accompanied by all materials required therein.

All site plans shall be prepared by a certified architect, landscape architect, and/or a civil engineer registered in the Commonwealth of Massachusetts. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts. All building elevations shall be prepared by a certified architect registered in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of one-inch equals forty feet (1"=40') or at a scale approved by the PAA.

**C. Filing.**

An Applicant for Plan Approval shall file one (1) original and one (1) copy of the application form and supportive documentation; two (2) full-size prints and three (3) reduced prints of Project plan, along with an electronic-version of the complete submittal (including Stormwater Report and Traffic Impact Assessment Study) with the Town Clerk and a copy of application noting the date of filing certified by the Town Clerk shall be filed forthwith with the Northbridge Planning Board, the Plan Approval Authority.

**§173-150 Plan approval process.****A. Plan Approval.**

1. An application for Plan Approval shall be reviewed by the PAA for consistency with the purpose and intent of Article XXI -Northbridge Smart Growth Overlay District. Such Plan Approval process shall be construed as an As-of-right review and approval process as required by and in accordance with the Governing Laws. The following categories of Projects shall be subject to the Plan Approval process: Residential Project containing at least [10] residential units, Mixed-use Development Project, and Project Phasing.
  2. An Applicant may propose, in a Plan Approval submission, that a Project be developed in phases, provided that the submission shows the full buildout of the Project and all associated impacts as of the completion of the final phase, and subject to the approval of the PAA. Any phased Project shall comply with the provisions of §173-147.
- B. Hearing.

The PAA shall hold a public hearing for which notice has been given as provided in Section 11 of G.L. Chapter 40A. The decision of the PAA shall be made, and a written notice of the decision filed with the Town Clerk, within 120 days of the receipt of the application by the Town Clerk. The required time limits for such action may be extended by written agreement between the Applicant and the PAA, with a copy of such agreement being filed in the office of the Town Clerk. Failure of the PAA to take action within said 120 days or extended time, if applicable, shall be deemed to be an approval of the Plan Approval application.

- C. Circulation to other boards.

Upon receipt of application, the PAA shall provide copy of application materials to the Board of Selectmen, Zoning Board of Appeals, Board of Health, Conservation Commission, Fire Department, Police Department, Building Commissioner, Department of Public Works, the Monitoring Agent and other municipal officers, agencies or boards for review and comment. Such boards, agency or officer shall provide written comments to the Planning Board within 60 days of its receipt of a copy of the plan and application for approval.

- C. Pre-application.

Prior to the submittal of a Plan Approval submission of a "Concept Plan" may be submitted to help guide the development of the definitive submission for Project buildout and individual elements thereof. If submitted, such Concept Plan should reflect the overall building envelope areas, open space, and natural resource areas; and general site improvements, groupings of buildings, and proposed land uses. The Concept Plan is intended to be used as a tool for both the Applicant and the PAA to ensure that the proposed Project design will be consistent with the provisions of the NSGOD, dimensional and density requirements, as well as discussion and consideration of the Monitoring Agent.

- D. Waivers.

Except where expressly prohibited herein, upon the request of the Applicant and subject to compliance with M.G.L. c. 40R, 760 CMR 59.00 and Section 6.10, the PAA may waive dimensional and other requirements, including Project design standards, in the interests of design flexibility and overall Project quality, if it finds that such waiver will allow the Project to achieve the density, affordability, and mix of uses.

#### §173-151 Decisions.

## A. Plan Approval.

1. Plan Approval shall be granted by simple majority vote where the PAA finds that:
  - a) Project and Plan meet the requirements and standards set forth in Article XXI -Northbridge Smart Growth Overlay District, or a waiver has been granted therefrom;
  - b) Monitory Agent has provided written confirmation that all requirements of affordability restrictions have been satisfied; and
  - c) Adverse impacts of the project identified as part of public hearing have been adequately mitigated by means of suitable conditions of project approval.
2. Project Phasing.

The PAA, as a condition of any Plan Approval, may allow a Project to be phased at the request of the Applicant, or it may require a Project to be phased for the purpose of coordinating its development with the construction of Planned Infrastructure Improvements (as that term is defined under 760 CMR 59.00), or to mitigate any extraordinary adverse Project impacts on nearby properties. For Projects that are approved and developed in phases, unless otherwise explicitly approved in writing by EOHLC in relation to the specific Project, the proportion of Affordable units in each phase shall be at least equal to the minimum percentage of Affordable Housing required under §173-147.

## B. Project Disapproval.

1. A Project application may be disapproved by simple majority vote only where the PAA finds that:
  - a) Applicant has not submitted the required fees and information as set forth; or
  - b) Project as described in the application does not meet the requirements and standards in accordance with Northbridge Smart Growth Overlay District and the PAA Regulations; or
  - c) Requested waiver therefrom has not been granted; or
  - d) Monitory Agent has not provided written confirmation that all requirements of affordability restrictions have been satisfied; or
  - e) it is not possible to adequately mitigate extraordinary adverse Project impacts on nearby properties by means of suitable conditions.

## C. Form of Decision.

The PAA shall issue to the Applicant a copy of its decision containing the name and address of the owner, identifying the land affected, and the plans that are the subject of the decision, and certifying that a copy of the decision has been filed with the Town Clerk and that all plans referred to in the decision are on file with the PAA.

1. If twenty (20) days have elapsed after the decision has been filed in the office of the Town Clerk without an appeal having been filed or if such appeal, having been filed, is dismissed, or denied, the Town Clerk shall so certify on a copy of the decision.
2. If a plan is approved by reason of the failure of the PAA to timely act, the Town Clerk shall make such certification on a copy of the application.

A copy of the decision for application bearing such certification shall be recorded in the Worcester Registry of Deeds, indexed in the grantor index under the name of the owner of record or recorded and noted on the owner's certificate of title. The fee for recording or registering shall be paid by the Applicant.

D. Validity of Decision.

A Plan Approval shall remain valid and shall run with the land indefinitely, provided that construction has commenced within two (2) years after the decision is issued, which time shall be extended by the time required to adjudicate any appeal from such approval and which time shall also be extended if the Project proponent is actively pursuing other required permits for the Project or there is other good cause for the failure to commence construction, or as may be provided in a Plan Approval for a multi-phase Project.

E. Change in plan after approval by the PAA.

1. Minor Change.

After Plan Approval, an Applicant may apply to make minor changes to a Project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site details that do not affect the overall buildout or building envelope of the site, or provision of open space, number of housing units, or housing need or affordability features. Such minor changes must be submitted to the PAA on redlined prints of the approved plan, reflecting the proposed change, and on application forms provided by the PAA. The PAA may authorize such changes at any regularly scheduled meeting, without the need to hold a public hearing. The PAA shall set forth any decision to approve or deny such minor change by motion and written decision and provide a copy to the Applicant for filing with the Town Clerk.

2. Major Change.

Those changes deemed by the PAA to constitute a major change to a Project because of the nature of the change in relation to the prior approved plan, or because such change cannot be appropriately characterized as a minor change as described above, shall be processed by the PAA as a new application for Plan Approval..

**§173-152 Severability.**

If any provision of Article XXI -Northbridge Smart Growth Overlay District is found to be invalid by a court of competent jurisdiction, the remainder of Article XXI shall not be affected but shall remain in full force. The invalidity of any provision of Article XXI -Northbridge Smart Growth Overlay District shall not affect the validity of the remainder of the Northbridge Zoning Bylaw.

## 40R -NORTHBRIDGE SMART GROWTH OVERLAY DISTRICT

### 1. PROJECT DESIGN STANDARDS - GENERAL

Any Project undergoing Plan Approval process shall be subject to Design Standards as set forth herein.

The Design Standards are adopted to ensure that the physical character of Projects within NSGOD are complementary to nearby buildings and structures and consistent with Northbridge's approved Housing Production Plan. The Design Standards shall offer guidance on Building architecture, Landscape and lighting, Pedestrian and vehicle circulation, Public utilities (water/sewer), and Stormwater management as follows:

#### A. Architectural standards.

Buildings shall be designed in keeping with the historical patterns of the Blackstone Valley. Architects should research building types that typify the region's heritage and incorporate details in their structures that are based upon examples from the region. Use of materials such as clapboard, stone, and brick that reflect housing and mill styles should be considered. Buildings should contain variation in detail to provide visual interest and to avoid monotony. Use of pitched-roof, breaks in roof, and wall lines, towers, cupolas and building ornamentation are examples of measures to incorporate.

#### B. Landscaping and lighting.

Landscape buffer area of a minimum of 50-feet shall be dedicated/provided along existing abutting residential property. A registered landscape architect shall submit a landscape plan drawn to scale, including dimensions and distances of all proposed parking spaces, access aisles, driveways, walkways, and the species type, size, and quantity of landscaping materials. There shall be provided a central gathering place for each grouping of buildings dedicated for residential. To include elements such as a raised vegetated planting beds, benches, decorative stone walls or similar amenities accessible to individuals in wheelchairs.

Lighting and utilities. All electric, telephone, and other communication lines, both main and service connections, servicing project development shall be provided underground. All exterior lights and illuminated signs shall be designed and installed in such a manner as to prevent light trespass. Light standard design shall be consistent with the architectural objectives of the development.

#### C. Circulation, roadway, access, and parking.

At the main entrance, one combined entrance/exit location is encouraged to facilitate traffic movement; such an entrance shall be separated by a landscaped traffic island with separate in and out movements. Project development shall contain facilities that will encourage transit services as a means of reducing automobile travel. Shelters shall be installed at central locations in the development to provide convenient access for buses. Secure bicycle racks shall also be provided to promote bicycle commuting. Roadways, driveways, access aisles and parking areas shall comply with applicable construction standards. Sidewalks and pedestrian paths shall offer connectivity within the entirety of project development. Such walkways shall be constructed with brick, decorative pavers, or other materials, and shall be bordered with fencing or shrubbery to clearly separate pedestrians from automobile traffic. Parking garages are permitted as an alternative to extensive surface lots. Exterior treatment of the garages shall consist of the same materials as the principal buildings in the development. Above ground garages shall be limited to two-stories in height.

#### D. Public utility (water/sewer)

Project development shall tie-in to a public water system if an available connection is located within 1,000-feet of the property, unless evidence is submitted by the water supplier that its available capacity is insufficient to service the development. Development shall tie-in to a public sewer system if an available connection is located within 1,000-feet of the property line unless evidence is submitted by the sewer provider that the sewer mains or treatment plant has insufficient capacity to service the development. If an on-site package treatment plant is proposed, the plant shall be built prior to the issuance of any occupancy permits.

## E. Stormwater management.

Drainage systems shall be designed using best management practices (BMPs) as found in the most recent version of DEP's "Non-Point Source Management Manual." The applicant shall submit a stormwater management plan implementing the Stormwater Management Standards of the Department of Environmental Protection (DEP). Applicant shall submit Erosion and Sediment Control Plan as part of project application.

## 2. PROJECT SITE PLAN – STANDARDS

Project plan shall include all of the data, details and supporting information as follows:

- a) Name of the project, property boundaries and locus maps showing site's location, date, North arrow, and scale of the plan.
- b) Names and addresses of the owner of record, developer and seal of engineer, architect, and or landscape architect.
- c) Names and addresses of all owners of record of abutting parcels and those within 300 feet of property line.
- d) All existing lot lines, easements, and rights-of-way (including area in acres or square feet), abutting land uses and location and use of structures within 300 feet of site. All minimum dimensional requirements in district and setback requirements.
- e) Locations and uses of all existing and proposed buildings and structures within the development, including all dimensions of height and floor area, and showing all exterior entrances and all anticipated future additions and alterations.
- f) Location of all present/proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping, walls, and fences. Location, type, and screening details for all waste disposal containers.
- g) Location, height, intensity, and bulb type of all external lighting fixtures and details and design of proposed signage.
- h) Location of all present/proposed utility systems, including sewage or septic system; water supply system; telephone, cable, and electrical systems; and storm drainage system, including existing and proposed drain lines, culverts, catch basins, headwalls, end walls, hydrants, manholes and drainage swales.
- i) Plans to prevent pollution of surface/ground water, erosion of soil, both during and after construction, excessive runoff, excessive raising or lowering of the water table and flooding of other properties, as applicable.
- j) Existing/proposed topography at a two-foot contour interval. All elevations shall refer to the nearest US Geodetic Bench Mark.
- k) A landscape plan showing existing natural land features, trees, forest cover and water sources and all proposed changes to these features, including size and type of plant material.
- l) Traffic flow patterns within site, entrances /exits, loading/unloading areas, curb cuts on site and within 100 feet of the site.
- m) Elevation plans (1/4-inch equals one foot) for all exterior facades of the proposed structure(s) and/or existing facades, showing design features, and indicating type and color of materials to be used.
- n) Information on the location, size and type of parking, loading, storage, and service areas.



TOWN OF NORTHBRIDGE

PLANNING BOARD (PAA)

ARTICLE XXI -NORTHBRIDGE SMART GROWTH OVERLAY DISTRICT (NSGOD)  
PROJECT APPLICATION

Name of Owner: \_\_\_\_\_ Date \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Contact Information: \_\_\_\_\_

(Name / Mailing Address)

(Phone Number / Email Address)

Subject Property:

Street Address

Assessor Map/Parcel(s)

Deed Book/Page

Deed Book/Plan

Type of Project:

☐ Residential Project (only)

☐ Mixed-Use Development

☐ Two-Family

☐ Three-Family

☐ Multi-Family

☐ Commercial/Retail/Office

Number of Dwellings: Two-Family: \_\_\_\_\_ Three-Family: \_\_\_\_\_ Multi-Family: \_\_\_\_\_

Non-Residential Use(s): \_\_\_\_\_

(As Applicable)

Site Development Plan: \_\_\_\_\_

Project Name/Plan Title

Prepared By

Date

Project Total Acres: \_\_\_\_\_ Total Dwelling Units: \_\_\_\_\_ Non-Residential Square-Footage: \_\_\_\_\_

Application shall include the following:

☐ Evidence Project complies w/Cost & Eligibility Requirements

☐ Project Plans & supportive documentation in compliance w/NSGOD Requirements (§173-149)

☐ Affordable Housing Restriction in accordance w/NSGOD (§173-147)

**Monitoring Agent** -If identified as part of Project Application, qualifications shall be provided as part of PAA review (§173-147).

*The undersigned seeks local approval for Project noted above in accordance with the Northbridge Smart Growth Overlay District (NSGOD) zoning bylaw provisions (Article XXI).*

Property Owner(s):

Name (print)

Signature

(Date)

Applicant:

Name (print)

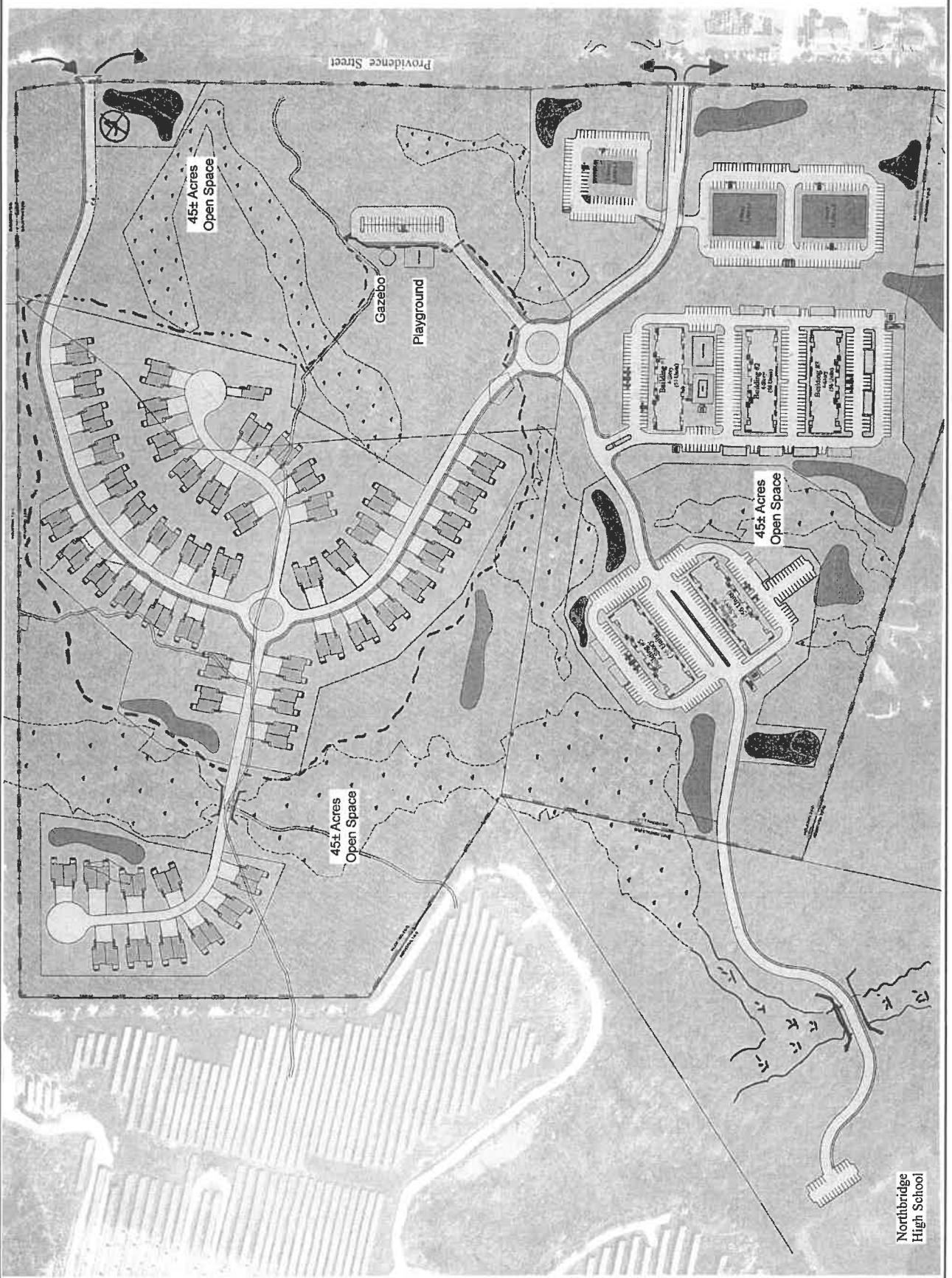
Signature

(Date)

RECEIVED BY NORTHBRIDGE TOWN CLERK

Date/Time: \_\_\_\_\_

Signature: \_\_\_\_\_



DRAFT  
DRAFT  
NOT FOR  
CONSTRUCTION  
2-7-2024

TITLE  
**CONCEPTUAL  
MASTER PLAN**  
or  
Providence Road  
in  
Northbridge, MA

PREPARED BY:



**ALLEN ENGINEERING  
& ASSOCIATES**  
Civil Engineers - Surveyors  
Land Development Consultants  
140 Hartford Avenue East  
Providence, MA 01747  
(508) 415-1500  
www.allen-ea.com

SCALE:  
1"=100 FEET  
0 50 100

DATE: February 7, 2024

| # | DATE | DESCRIPTION | INT |
|---|------|-------------|-----|
|   |      |             |     |
|   |      |             |     |
|   |      |             |     |
|   |      |             |     |

JOB NO: 00001  
SHEET: 2 of 2



DRAFT  
NOT FOR  
CONSTRUCTION  
2-7-2024

TITLE

CONCEPTUAL  
MASTER PLAN  
c/f

Providence Road  
in

Northbridge, MA

PREPARED BY:



ALLEN ENGINEERING  
& ASSOCIATES

Civil Engineers, Surveyors  
Land Development Consultants  
140 Hartford Avenue East  
Hopedale, MA 01747  
(508) 381-3372 - Phone  
www.aeusa.com

SCALE:

1"=100 FEET



DATE:

February 7, 2024

REVISIONS

DATE DESCRIPTION INT

1

2

3

4

5

6

7

8

9

10

JOB NO.

00501

SHEET:

2 of 2





NORTHBRIDGE PLANNING BOARD  
MINUTES  
TUESDAY, JANUARY 23, 2024



Recognizing the presence of a quorum Rebecca Rushford, Chair, called the meeting to order at 7:00 PM, with the following other members in attendance: James Berkowitz, Michael Baker, and Michael Wilkes. Abdul Kafal and Andrew Howden, Associate Member, were absent. R. Gary Bechtholdt, Planning & Community Development Director and Barbara Kinney, Administrative Assistant, were also present.

Attendees of the Public: No one.

**I. CITIZENS FORUM**

None

**II. FORM A'S**

None

**III. NORTHBRIDGE SMART GROWTH ZONING OVERLAY DISTRICT -REVIEW/DISCUSSION**

Providence Road -Assessor Map 14 Parcel 17 & AP 24-21

Massachusetts General Laws Chapter 40R

G Bechtholdt, Town Planner updated the Planning Board on the review of the State's 40R Smart Growth zoning provision, which as noted by G Bechtholdt for local adoption needs to be consistent with the state's zoning template. G Bechtholdt mentioned he is still reviewing provisions, where Owners of the subject property along Providence Road may petition the town for zoning amendment to allow for mixed-used as shown on conceptual plan previously to the Planning Board and Board of Selectmen. G Bechtholdt reiterated that he has been in contact with William Reyelt, a representative from the Executive Office of Housing & Livable Communities (formally DHCD) on 40R and requirements for local adoption. G Bechtholdt hopes to have an initial draft to the state by the end of the month.

G Bechtholdt explained the proposed market-rate Senior Housing component (conceptual plan) would not qualify (be allowed) under the 40R provision and as such the 40R District (proposed) would not include portion(s) of property for senior housing. G Bechtholdt suggested portion of property may be considered for rezoning to adjacent R3 Zoning District to allow for senior housing in accordance with the town's existing Senior Living Development bylaw.

Board clarified if the Owners of the subject property submitted zoning amendment(s) via petition, the Planning Board would still need to hold a public hearing and offer a report/recommendation at Town Meeting. G Bechtholdt reminded the Board, 40R is a recommended strategy aimed to address the housing needs of the town as recommended in the recently completed Housing Production Plan.

J. Berkowitz inquired about the allowable density within 40R; G Bechtholdt acknowledged density is somewhat aggressive, however suggested the limit on the actual number of units may be determined by a

number of factors, including setbacks, wetlands, parking, and building height; noting the Fire Chief has initially expressed concerns with potential number of stories proposed in the conceptual plan. G Bechtholdt advised the Board that he will continue to review the state's template on 40R and prepare a draft provision for others to consider and submit via petition at a Town Meeting (Spring/Fall 2024). G Bechtholdt indicated the density of senior housing component would need to be in accordance with the existing Senior Living bylaw.

G Bechtholdt expressed the need for other departments to review conceptual plan once again, hoping to have Owners agree to such a meeting with DPW, Fire, Water/Sewer, and others soon.

Planning Board shall continue its review and discussion on 40R Smart Growth zoning at its next meeting.

#### IV. OLD/NEW BUSINESS

a. Approval of Meeting Minutes -December 12, 2023

*Upon motion duly made (J. Berkowitz) and seconded (M. Wilkes), the Planning Board voted 4-0 to approve the minutes of December 12, 2023.*

b. Planning Board Meeting -January 09, 2024 (Cancelation)

The Planning Board was reminded that if they are not able to attend a Planning Board meeting, they are to contact the Planning Office ASAP so a determination of a quorum can be reached.

c. Comprehensive Master Plan -MGL Chapter 41 Section 81D

Placeholder for a future discussion.

d. MBTA Communities -MGL Chapter 40A Section 3A

Northbridge is waiting for review from State regarding compliance.

e. Inclusionary Zoning -Smart Growth Zoning Templates

Summary brief and sample bylaw(s) provided to Board for review and consideration, where Inclusionary Zoning is an identified strategy in the recently completed Housing Production Plan.

f. 2024 Spring Annual Town Meeting -Tuesday, May 07, 2024

Point of Information.

g. 2024 SATM Warrant Closes -Friday, March 15, 2024

Point of Information.

h. Planning Board Vote to Sponsor Article(s) -2024 SATM

If the Planning Board wishes to sponsor any article, they will have to submit the article before the March 15, 2024 deadline.

i. 2023 Annual Report -Planning Board

Annual Report (draft) provided; Board members will have until Monday, January 19, 2024 to provide any comments before submission.

j. Site Plan/Subdivision Developments -Status

Tabled at this time.

k. Planning Board Comments/Concerns

B Rushford, Chair at its next meeting shall look to Board members on general status of their various committees they are on representing the Planning Board.

l. Mail -Review

In addition to the mail listed (see attached), the Planning Board noted receipt of the following communications: Planning Board Agenda dated January 23, 2024; Draft Planning Board Agenda dated February 13, 2024; Citizens Forum Document; Maps of property on Providence Road; Inclusionary Zoning: for Community/neighborhood groups; Understanding Inclusionary Zoning; Inclusionary Zoning Bylaw; Draft Planning Board Minutes of December 12, 2023; Draft Planning Board annual report; Letter dated December 18, 2023 from Whitinsville Water Company to Planning Board regarding the Walmart Addition; Letter dated January 03, 2024 from Community Planning & Development to Narragansett Bay Estuary Program concerning the Blackstone Watershed Collaborative; Memo dated January 09, 2024 from Town Planner to Town Manager regarding FY2025 Budget Request; FY25 Draft Budget Summary Sheet; Community Planning & Development -Weekly Report December 18-22, 2023; CDBG Funding Opportunity; House Bill 3555 An Act relative to Associate Members of Planning Boards; 2024 Planning Board Meeting Schedule.

m. Other

Planning Board acknowledged receipt of FY2025 Planning Board budget request. Copy of House Bill No. 3555 included in the packet regarding the duties of the Associate Member; where Associate Member of Planning Board can only currently vote on Special Permits, in the absence of other member; Bill would change duties, to allow the Associate Member to vote on all applications in the absence of members.

**ADJOURNMENT**

Having no additional business, the Planning Board adjourned its meeting of Tuesday, January 23, 2024 at or about 7:30PM.

Respectfully submitted,

Approved by the Planning Board: \_\_\_\_\_

Barbara A. Kinney  
Planning Administrative Assistant

Cc: Town Clerk /File



Adam D. Gaudette  
Town Manager

TOWN OF NORTHBRIDGE  
OFFICE OF THE TOWN MANAGER  
NORTHBRIDGE TOWN HALL  
7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588  
Phone: (508) 234-2095 Fax: (508) 234-7640  
[www.northbridgemass.org](http://www.northbridgemass.org)

## MEMORANDUM

**DATE:** January 23, 2024

**TO:** All Town Departments, Committees, Boards & Commissions  
Henry Lane, Town Moderator

**FROM:** Sharon L. Susienka, Exec. Asst. to the Town Manager SLS

**SUBJECT:** Spring Annual Town Meeting  
Tuesday, May 7, 2024 - 7:00 PM

The Northbridge Board of Selectmen voted at their regularly scheduled meeting of January 22, 2024, to close the Spring Annual Town Meeting warrant on Friday, March 15, 2024 at 12:00 Noon.

Therefore, pursuant to Section 2-7 (a-c) of the Northbridge Town Charter, qualified petitioners: 1. Any elected Town Officer; 2. Any multiple member body acting by a majority of its members; 3. Any ten voters for a regular town meeting have until **Friday, March 15, 2024 at 12:00 Noon**, to submit proposed articles for inclusion in the warrant for the Spring Annual Town Meeting to be held at 7:00 PM on Tuesday, May 7, 2024.

Such articles shall be submitted to the Board of Selectmen c/o the Town Manager, Northbridge Town Hall, 7 Main Street, Whitinsville, MA 01588.



Adam D. Gaudette  
Town Manager

TOWN OF NORTHBRIDGE  
OFFICE OF THE TOWN MANAGER  
NORTHBRIDGE TOWN HALL  
7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588  
Phone: (508) 234-2095 Fax: (508) 234-7640  
www.northbridgemass.org

## MEMORANDUM

**DATE:** January 23, 2024

**TO:** All Departments, Boards/Committees/Commissions

**FROM:** Sharon L. Susienka, Exec. Asst. to the Town Manager SLS

**SUBJECT:** Warrant Article Submission Procedure

---

Per Town Charter, Section 2-7(a), warrant articles can be submitted to the Board of Selectmen by: 1) any elected town officer 2) any multiple member body acting by a majority of its members, and 3) any ten voters for a regular town meeting and any one hundred voters for a special town meeting.

In order to present an article for submission on any Town Meeting warrant, please abide by the following procedure:

1) Provide this office with a memo containing your Board's request to place an article on the Town Meeting Warrant. Your memo should also contain appropriate wording for the article. *See sample memo attached.* Assistance can be sought by contacting Henry Lane, Town Moderator at 508-234-4400.

***Please Note: The wording provided will also be reviewed by Town Counsel for legality and errors.***

2) Multiple member boards/committees/commissions shall submit the minutes of the meeting at which the vote was taken to place an article(s) on the warrant as soon as the minutes are available. Draft minutes are fine for submittal.

SAMPLE

MEMORANDUM

**DATE:** \_\_\_\_\_

**TO:** Board of Selectmen

**FROM:** XYZ Commission

**SUBJECT:** Fall Annual Town Meeting  
Warrant Article(s) Submission

---

Please be advised that at its meeting of \_\_\_\_\_ (DATE)  
the XYZ Commission, by majority vote, voted to sponsor and place the following  
article(s) for consideration on the warrant for the Spring Annual Town Meeting:

1. To see if the Town will vote to \_\_\_\_\_

\_\_\_\_\_; or take any other action relative thereto.



---

**TOWN OF NORTHBRIDGE**  
NOTICE OF PUBLIC HEARING  
FY2020 GRANT PROGRESS REPORT  
FY2024 MA CDBG PROGRAM APPLICATION

---

Northbridge Board of Selectmen to hold Public Hearing **Monday, February 26, 2024 (7:05 PM)** Memorial Town Hall (7 Main Street, Whitinsville, MA 01588) to (1) report progress of its FY2020 (CDF) Community Development Fund Grant & (2) discuss proposed application to Massachusetts Executive Office of Housing & Livable Communities for funding as part of FY2024 CDF Program.

Under FY2024 Community Development Fund Grant following activities may be eligible: housing rehabilitation assistance (income-qualifying homeowners), infrastructure improvements (elimination of slum & blight), & planning/public social services (funding). Town considering infrastructure improvements to Church Avenue (Rockdale Target Area) where this and/or other initiatives may be identified as part of public engagement. If funded, grant to be administered by Northbridge Community Planning & Development.

Comments for potential program activities may be made at Public Hearing and/or in writing to Northbridge Community Planning & Development (7 Main Street, Whitinsville, MA 01588 [cdbg@northbridgema.org](mailto:cdbg@northbridgema.org)) prior to. Town encourages broad spectrum of participation by residents & other interested parties in order to better understand & serve needs of community. Any person/organization wishing to be heard will be afforded opportunity to do so. Memorial Town Hall is accessible; if require translator, hearing impaired, or other accommodations contact Office of Town Manager no later than Tuesday, February 20, 2024 by calling (508) 234-2095 or emailing [aguadette@northbridgema.org](mailto:aguadette@northbridgema.org).

Russell D Collins, Chair  
Northbridge Board of Selectmen

---

|     |                                     |                                                 |                                         |                                 |                            |
|-----|-------------------------------------|-------------------------------------------------|-----------------------------------------|---------------------------------|----------------------------|
| Cc: | Town Clerk<br>DPW Director<br>EOHLC | BOS/Town Manager<br>Nbridge Fire Dept.<br>/File | Board of Health<br>Nbridge Police Dept. | Building Dept<br>Planning Board | Conservation Comm<br>CMRPC |
|-----|-------------------------------------|-------------------------------------------------|-----------------------------------------|---------------------------------|----------------------------|

**From:** CMRPC <asenesi@cmrpc.org>  
**Sent:** Thursday, February 01, 2024 5:43 PM  
**To:** Planning  
**Subject:** [planning] CMRPC's District Local Technical Assistance (DLTA) Program - Apply Today!



## District Local Technical Assistance

### Call for Concepts Now Open

---

#### ***Apply Now for 2024 District Local Technical Assistance***

CMRPC is accepting project concepts for the 2024 District Local Technical Assistance (DLTA) program. This is an opportunity for you to work with CMRPC on local programs and planning initiatives.

**Apply by Wednesday, March 20, 2024, at 5:00 p.m.** for your project to receive second-round consideration.

**2024 Call for Concepts  
& Eligibility**

**Apply for DLTA  
Funding**

---

### **What is DLTA? What is an eligible project?**

The Massachusetts Legislature and the Governor has provided funding for the District Local Technical Assistance (DLTA) Program for Calendar Year 2024. Since 2006, this program has enabled CMRPC to provide technical

assistance to member communities on eligible projects. This year CMRPC expects to receive approximately \$265,000 to support our communities.

DLTA grants allow municipalities to work with CMRPC on a range of projects, including but not limited to: Planning Ahead for Housing; Planning Ahead for Growth; and Technical Assistance to Support Community Cabinet Activities including Regionalization; and Supporting the Housing Choice Initiative. **Learn more about eligible projects.**

---

## Questions? Have a project concept?

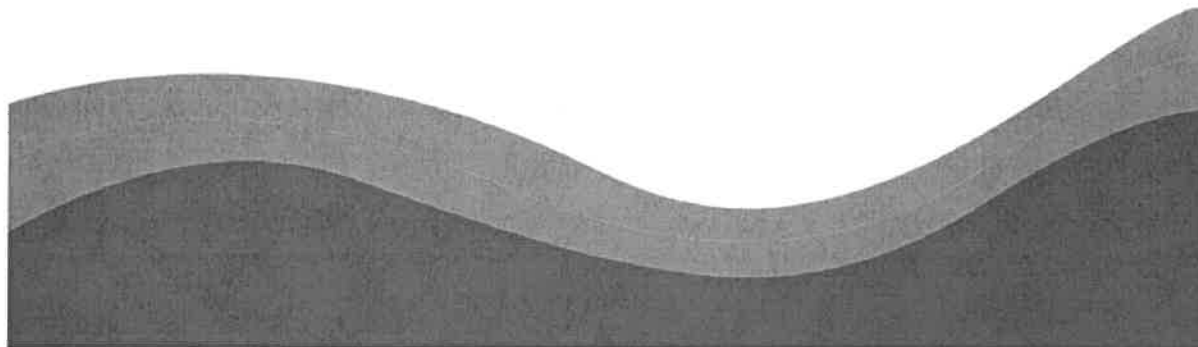
CMRPC is holding a **DLTA Virtual Question & Answer Session** on Thursday, February 15, 2024 at 5:00 p.m.

CMRPC is holding **Virtual DLTA/DLTA-A Office Hours** every Monday at 4:30 p.m. through March 18, 2024.

CMRPC staff are always here to assist with project development.  
**Contact CMRPC staff to learn more.**

### DLTA Office Hours & Q&A Session Details

---



**Gary Bechtholdt**

---

**From:** Gary Bechtholdt  
**Sent:** Monday, February 05, 2024 12:34 PM  
**To:** Sara Pultz; Barbara Kinney  
**Cc:** fitzyscarwash1@yahoo.com; Becky Rushford, PB Chair; Amanda Cavaliere; Jim Sullivan  
**Subject:** RE: Nbridge -Winston Woods, Definitive Subdivision Plan Set (Planning Board Endorsement)

Sara, et al:

Suggest a letter requesting an extension be submitted to the Planning Board.

Letter shall provide narrative/explanation of reason for extension -along with an updated construction schedule for subdivision completion.

Once received -arrangements may be made for the February 27<sup>th</sup> PB meeting.

-Gary

R. Gary Bechtholdt II  
Planning & Community Development Director

**NORTHBRIDGE COMMUNITY PLANNING & DEVELOPMENT**

Aldrich School -Town Hall Annex, 14 Hill Street  
(508) 234-2447

Northbridge Memorial Town Hall  
7 Main Street, Whitinsville, MA 01588  
[www.northbridgemass.org](http://www.northbridgemass.org)

---

**From:** Sara Pultz <SPultz@gandhengineering.com>  
**Sent:** Friday, February 02, 2024 8:35 AM  
**To:** Gary Bechtholdt <gbechtholdt@northbridgemass.org>; Barbara Kinney <bkinney@northbridgemass.org>  
**Cc:** fitzyscarwash1@yahoo.com; Becky Rushford, PB Chair <RZRushford@gmail.com>; Amanda Cavaliere <ACavaliere@gandhengineering.com>; Jim Sullivan <JSullivan@gandhengineering.com>  
**Subject:** RE: Nbridge -Winston Woods, Definitive Subdivision Plan Set (Planning Board Endorsement)

Good morning Gary,

Thank you very much for clearing that up.

As the original approval date is March, 2022 the approval will be expiring March 2024 per the subdivision regulations.

What do you need from G&H / Mr. Fitzgerald to put this project on the next available agenda to request an extension to the approval?

Are there any fees associated with this request?

Thank you

Sara L Pultz  
Guerriere & Halnon, Inc.  
P.O. Box 235, Milford, MA 01757

Ph. 508-473-6630 / Fax 508-473-8243

[spultz@gandhengineering.com](mailto:spultz@gandhengineering.com)



**Guerriere &  
Halnon, Inc.**  
ENGINEERING & LAND SURVEYING

---

**From:** Gary Bechtholdt <[gbechtholdt@northbridgemass.org](mailto:gbechtholdt@northbridgemass.org)>

**Sent:** Friday, February 2, 2024 8:22 AM

**To:** Sara Pultz <[SPultz@gandhengineering.com](mailto:SPultz@gandhengineering.com)>; Barbara Kinney <[bkinney@northbridgemass.org](mailto:bkinney@northbridgemass.org)>

**Cc:** [fitzyscarwash1@yahoo.com](mailto:fitzyscarwash1@yahoo.com); Becky Rushford, PB Chair <[RZRushford@gmail.com](mailto:RZRushford@gmail.com)>

**Subject:** RE: Nbridge -Winston Woods, Definitive Subdivision Plan Set (Planning Board Endorsement)

Sara:

It is my understanding (& position) the Planning Board, in action taken July 2023 waived certain provisions allowing for endorsement of the definitive plan (beyond 6-months).

The expiration date of the Covenant nor subdivision development status was not contemplated or included as part of this July 2023 decision (PDF copy -decision attached).

By way of this email I have included Becky Rushford, PB Chair (Cc'd) -to bring her in the loop.

Any questions -let me know.

Take care,

-Gary

R. Gary Bechtholdt II

Planning & Community Development Director

**NORTHBRIDGE COMMUNITY PLANNING & DEVELOPMENT**

Aldrich School -Town Hall Annex, 14 Hill Street

(508) 234-2447

Northbridge Memorial Town Hall

7 Main Street, Whitinsville, MA 01588

[www.northbridgemass.org](http://www.northbridgemass.org)

---

**From:** Sara Pultz <[SPultz@gandhengineering.com](mailto:SPultz@gandhengineering.com)>

**Sent:** Thursday, February 01, 2024 3:45 PM

**To:** Gary Bechtholdt <[gbechtholdt@northbridgemass.org](mailto:gbechtholdt@northbridgemass.org)>; Barbara Kinney <[bkinney@northbridgemass.org](mailto:bkinney@northbridgemass.org)>

**Cc:** [fitzyscarwash1@yahoo.com](mailto:fitzyscarwash1@yahoo.com); Barbara Kinney <[bkinney@northbridgemass.org](mailto:bkinney@northbridgemass.org)>

**Subject:** RE: Nbridge -Winston Woods, Definitive Subdivision Plan Set (Planning Board Endorsement)

Good afternoon Gary,

I was just going through our files on this project so we can close out our files and I have a question regarding the Covenant's expiration.

According to the Subd Rules & Regs, the subdivision must be completed within 2 years of approval date or an extension needs to be filed.

The recorded Certificate of Approval and Covenant are dated March 10, 2022.

On the recorded plan (attached) the Town Clerk signed off that there was a Certificate of Approval issued & recorded by the Town Clerk on March 14, 2022 & no there was no appeal. Below that, the Town Clerk signed off that there was a

Certificate of Approval issued & recorded by the Town Clerk on July 18, 2023 & there was no appeal. Below that there is a note that the Planning Board issued a modified approval on July 12, 2023.

My main question is what is the expiration date of the subdivision? Is it March 2024 because that is the date of the Covenant, or is it July 2025 because that is the date of the latest Certificate of Approval?

If it is March, then G&H will be submitting a request for an extension to the approval. Is there a specific form you have or is a letter from us sufficient? What, if any, fees will be associated with the request?

Thank you in advance for your assistance with this.

Sara L Pultz

Guerriere & Halnon, Inc.

P.O. Box 235, Milford, MA 01757

Ph. 508-473-6630 / Fax 508-473-8243

[spultz@gandhengineering.com](mailto:spultz@gandhengineering.com)



**Guerriere &  
Halnon, Inc.**  
ENGINEERING & LAND SURVEYING

## PLANNING BOARD

The Northbridge Planning Board consists of five (5) elected members and one (1) appointed associate member. The Planning Board has the responsibility of reviewing development proposals and issuing decisions in accordance with local provisions (Northbridge Zoning Bylaw and Northbridge Subdivision Rules & Regulations). The official powers and responsibilities of the Planning Board are defined in MGL Chapter 41 Section(s) 81A & 81B and the Northbridge Town Charter.

The Planning Board oversees subdivision development from plan review through to construction completion in collaboration with the Department of Public Works, Conservation Commission, and other municipal departments.

Planning Board typically meets the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month (7:00 PM - Northbridge Memorial Town Hall). During the calendar year of 2023, the Board held nineteen (19) public meetings, approving four (4) site development proposals; including Eyepoint Pharmaceuticals, a ±40,000 square-foot manufacturing facility to be located at Commerce Drive, a ±8,000 square-foot expansion of Walmart at Valley Parkway for pick-up of online orders, & two (2) Contractor Yards to be sited on Main Street & Douglas Road. Additionally, the Board granted subdivision approval for the (re)submittal of Winston Woods, to be located at the end of Spring Street. The Planning Board continues to oversee completion of six (6) residential subdivisions: Camelot, Hemlock Estates, Leonardo Estates, Mike's Way, Moon Hill Estates, & Presidential Farms. Upon completion of a subdivision, associated roadways may be considered for street acceptance subject to Town Meeting (public ways/to be maintained by the town). Planning Board site plan and subdivision approvals are based upon locally adopted provisions enacted and voted on by the residents of Northbridge in accordance with the Zoning Bylaw, where amendments to zoning may be considered & acted on at Town Meeting.

The Planning Board is assisted by the Office of Community Planning & Development staffed by R. Gary Bechtholdt II, Director; David Pickart, Conservation Agent; & Barbara Kinney, Planning/Conservation Administrative Assistant. The office provides staff reviews and recommendations to the Planning Board & Conservation Commission. The Director coordinates municipal department reviews for land-use related projects; writes & manages certain grants; and assists the Town Manager, Board of Selectmen & other Boards/Committees on local initiatives. In 2023, Community Planning & Development supported the town's Municipal Vulnerability Preparedness Program (MVP), Northbridge's Green Communities Program, Community Preservation Act (CPA Funds), & the American Recovery Plan Act (ARPA).

During the calendar year, Community Planning & Development administered Northbridge's Housing Rehabilitation Program as part of its (FY2020)

Community Development Block Grant (CDBG) awarded from Executive Office of Housing & Livable Communities (formerly DHCD), where fourteen (14) income eligible dwelling units were improved; correcting code violations, addressing substandard housing conditions, and abatement of health hazards such as lead paint & asbestos.

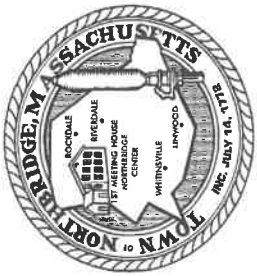
In 2023, the Planning Board partnered with Pioneer Valley Planning Commission to prepare the town's first Housing Production Plan to better understand Northbridge's housing needs (market-rate/affordable units). With anticipated completion of the town's Open Space & Recreation Plan (2024), the Planning Board shall next look to prepare a Comprehensive Plan for Northbridge (current Master Plan dated 1994). This document will require an ad-hoc committee consisting of town-residents & engagement of an outside consultant to prepare, manage and facilitate plan completion.

At the 2023 Spring Annual Town Meeting, voters approved two (2) zoning amendment articles: rezoning from Business-3 to Residential-3 subject property on Wing Road and rezoning from Business-1 to Business-2 subject properties along Providence Road.

The Planning Board would like to recognize Brian Massey for serving nine (9) years and Rainer Forst for serving five (5) years on the Planning Board, as they both decided not to seek re-election. The Planning Board also wishes to thank student intern, Macey Poitras-Cote for her work during the summer of 2023 on various Planning & Conservation related projects.

Respectfully submitted by,

Rebecca Rushford, Chair  
James Berkowitz, Vice Chair  
Michael Wilkes, Clerk  
Michael Baker, Member  
Abdul Kafal, Member  
Andrew Howden, Associate Member



TOWN OF NORTHBRIDGE  
**PLANNING BOARD**  
Aldrich School –Town Hall Annex  
14 Hill Street, Whitinsville, MA 01588  
Telephone: (508) 234-2447 [planning@northbridgemass.org](mailto:planning@northbridgemass.org)

## NORTHBRIDGE PLANNING BOARD

Please find below meeting dates of the Northbridge Planning Board for the calendar year of 2024:

|                            | 2024                                             |                                                    |
|----------------------------|--------------------------------------------------|----------------------------------------------------|
|                            | <i>Spring Annual Town Meeting (May 07, 2024)</i> | <i>Primary Election (September TBD)</i>            |
| Tuesday, January 09, 2024  | Tuesday, May 14, 2024                            | Tuesday, September 10, 2024                        |
| Tuesday, January 23, 2024  | Tuesday, May 28, 2024                            | Tuesday, September 24, 2024                        |
|                            | <i>Town Elections (May 21, 2024)</i>             |                                                    |
| Tuesday, February 13, 2024 | Tuesday, June 11, 2024                           | Tuesday, October 08, 2024                          |
| Tuesday, February 27, 2024 | Tuesday, June 25, 2024                           | <del>Tuesday, October 22, 2024</del>               |
|                            |                                                  | <i>Fall Annual Town Meeting (October 22, 2024)</i> |
| Tuesday, March 12, 2024    | Tuesday, July 09, 2024                           | Tuesday, November 12, 2024                         |
| Tuesday, March 26, 2024    | Tuesday, July 23, 2024                           | Tuesday, November 26, 2024                         |
|                            |                                                  | <i>State Election (November 05, 2024)</i>          |
| Tuesday, April 09, 2024    | Tuesday, August 13, 2024                         | Tuesday, December 10, 2024                         |
| Tuesday, April 23, 2024    | Tuesday, August 27, 2024                         | <del>Tuesday, December 24, 2024</del>              |
|                            |                                                  | December 24, 2024 Christmas Eve                    |

Unless otherwise noted, the Planning Board typically meets the second & fourth Tuesday of each month. The Planning Board will meet in the Northbridge Memorial Town Hall (7 Main Street, Whitinsville, MA) Board of Selectmen's Room - beginning at 7:00 PM. Meeting dates may be subject to change.

*Pursuant to Mass General Laws, notice of meetings must be posted with the Office of the Town Clerk 48 hours prior to the meeting. All meetings are open to the public.*

[An audio recording of the meetings may be made to assist in the preparation of minutes; such recordings will not be archived]

Meeting minutes shall serve as the official record of the Planning Board