







John Souza, Chair

Carol Vittorioso, Vice Chair

Elizabeth Wood, Director

*Office of The Planning Board*

City of Leominster, Massachusetts

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November 18, 2020

Katelyn Huffman  
City Clerk  
25 West Street  
Leominster, MA 01453

**RE: Amend Article I Definitions Re: Paper Street and Amend Article I Section 22-11 Re: Lot Frontage**

The Leominster Planning Board wishes petition to amend the Zoning Ordinance, specifically to amend Article I Definitions Re: Paper Street and Amend Article I Section 22-11 Re: Lot Frontage.

Edits are shown as tracked changes with deletions ~~strikethrough~~ and additions underlined.

Amend Article I Definitions accordingly:

**Definitions**

Paper Street. Any area shown on a recorded map or plat at the registry of deeds, but which has minimal or no physical improvement constructed, shall be defined as a paper street. For construction to occur on a paper street, Subdivision Regulations apply.

Amend Article I Section 22-11 Accordingly:

**Section 22-11. Lot Frontage**

Any building or structure can be erected, altered, enlarged, remodeled, or moved for any lawful purpose in this Ordinance, provided that any lot on which a principal building is hereafter erected or remodeled or moved must have frontage in an amount as required in **Error! Reference source not found.** on:

- 11.1 A public way or a way which the City Clerk certified is maintained and used as a public way.
- 11.2 A way shown on a plan approved and endorsed in accordance with the Subdivision Control Law, M.G.L. [Chapter 41, Sections 81K through 81GG.](#)



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- 11.3 An unaccepted street or way ~~, but only after obtaining a Subdivision approval from the Planning Board,~~ when the Planning Board has determined that such street or way has sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land and for the installation of municipal services to serve such land and the buildings to be erected thereon.

Although no amendments to the definition of Lot Frontage is proposed, I have included it for your reference:

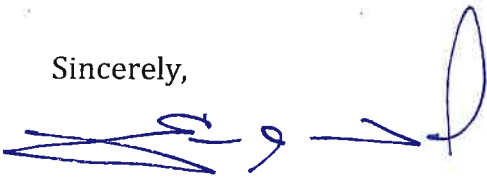
Frontage, lot. The continuous portion of the line separating a lot from a street to which the owner of the lot has a legal right of access and to which the owner could provide for vehicular access from a principal building or a required parking space. The measurement of lot frontage does not include jogs in street width, back-up strips and other irregularities in street line, and, in the case of a corner lot, may extend to the midpoint of the curve connecting street lines, instead of to their intersection.

The reason for this proposed amendment originated in discussions between myself and the Building Commissioner. As we navigated administratively through Approval Not Required (ANR) lots and various subdivision applications, we felt this clarification was needed to determine exactly when Subdivision approval is necessary from the Planning Board in certain instances.

In preparation of making this petition, I reached out to the Building Commissioner to get his thoughts on this proposal. The email dialogue between our two departments is included with this petition.

When the Council or Council Committee is scheduled to discuss this petition, I will be in attendance so that I can further clarify the request and be available to answer any questions. In the interim, please don't hesitate to reach out to me for more information.

Sincerely,



Elizabeth Wood, AICP  
Planning & Development Director

Attachments: Email Dialogue between Planning & Development Director and Building Commissioner

cc: Mayor Dean Mazarella  
John Souza, Planning Board Chair  
Carol Vittorioso, Planning Board Vice Chair  
Peter Niall, Building Commissioner  
File



## Elizabeth Wood

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**From:** Elizabeth Wood  
**Sent:** Wednesday, November 18, 2020 2:23 PM  
**To:** Marina Menchi; Peter Niall  
**Cc:** Michelle Nadeau; Carli Civita; Stephanie Whitten; John Souza  
**Subject:** RE: Zoning Amendment: Lot Frontage  
**Attachments:** ZoningAmendment\_LotFrontage\_16November2020.docx;  
ZoningAmendment\_PaperStreets\_5November2020.docx

Peter,

I want to thank you for attending the Planning Board meeting on 11/16/2020 and being present to discuss the proposed ordinance changes to the Lot Frontage requirements (see attached). Hopefully the Board was also able to answer the outstanding questions you had on the matter.

Please don't hesitate to reach out if you have any questions about the proposed language as it moves towards a City Council Petition.

Regards,

**Elizabeth Wood, AICP**  
**Director of Planning and Development**

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**From:** Elizabeth Wood  
**Sent:** Thursday, November 12, 2020 11:23 AM  
**To:** Marina Menchi <[mmenchi@leominster-ma.gov](mailto:mmenchi@leominster-ma.gov)>; Peter Niall <[pniall@leominster-ma.gov](mailto:pniall@leominster-ma.gov)>  
**Cc:** Michelle Nadeau <[mnadeau@leominster-ma.gov](mailto:mnadeau@leominster-ma.gov)>; Carli Civita <[ccivita@leominster-ma.gov](mailto:ccivita@leominster-ma.gov)>; Stephanie Whitten <[swhitten@leominster-ma.gov](mailto:swhitten@leominster-ma.gov)>; John Souza <[johnpatsou@msn.com](mailto:johnpatsou@msn.com)>  
**Subject:** RE: Zoning Amendment: Lot Frontage

Peter,

Thank you for stopping by my office and reviewing the 11/16/2020 draft of the amendments to Lot Frontage.

Per our conversation, you have no issue with the proposed changes.

You did have a question in response to the Board's comments from 11/2/2020. You asked that the Board please clarify, how the Board will handle requests for building permits on existing lots that are located on an unaccepted way. You

stated that you would be present at the 11/19/2020 meeting to discuss this further with the Board. We appreciate this action.

Please reach out to me if you have any further comment.

Regards,

**Elizabeth Wood, AICP**  
**Director of Planning and Development**

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**From:** Elizabeth Wood  
**Sent:** Monday, November 9, 2020 1:34 PM  
**To:** Marina Menchi <[mmenchi@leominster-ma.gov](mailto:mmenchi@leominster-ma.gov)>; Peter Niall <[pniall@leominster-ma.gov](mailto:pniall@leominster-ma.gov)>  
**Cc:** Michelle Nadeau <[mnadeau@leominster-ma.gov](mailto:mnadeau@leominster-ma.gov)>; Carli Civita <[ccivita@leominster-ma.gov](mailto:ccivita@leominster-ma.gov)>; Stephanie Whitten <[swhitten@leominster-ma.gov](mailto:swhitten@leominster-ma.gov)>; John Souza <[johnpatsou@msn.com](mailto:johnpatsou@msn.com)>  
**Subject:** RE: Zoning Amendment: Lot Frontage

Peter,

I submitted your questions to the Planning Board at the 11/2/2020 meeting and they responded.

1. What will the avenue be for how an applicant gets to the Planning Board?

*Standard ANR application is submitted to the Planning Board, with drawings.*

2. How does one get approval without going through the approval process?

*Approval process is standard ANR application submitted to the Planning Board.*

3. How exactly would the Planning Board be determining "that such street or way has sufficient width, suitable grades, and adequate construction to provide for the needs to vehicular traffic in relation to the proposed use of the land and for the installation of municipal services to serve such land and the buildings to be erected thereon."

*Through the ANR process. Applicant's engineer will determine whether or not road is acceptable or not. It's the Board's decision to agree, disagree, or recommend a change. The Board will make their decision as a whole without Department Head comments. If its lot frontage from subdivision, the Board takes into consideration the Subdivision Control Law.*

*Please feel free to respond. The Board will be reviewing any comments you provide at their 11/16/20 meeting.*

**Elizabeth Wood, AICP**  
**Director of Planning and Development**



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**From:** Elizabeth Wood  
**Sent:** Tuesday, October 27, 2020 11:25 AM  
**To:** Marina Menchi <[mmenchi@leominster-ma.gov](mailto:mmenchi@leominster-ma.gov)>; Peter Niall <[pniall@leominster-ma.gov](mailto:pniall@leominster-ma.gov)>  
**Cc:** Michelle Nadeau <[mnadeau@leominster-ma.gov](mailto:mnadeau@leominster-ma.gov)>; Carli Civita <[ccivita@leominster-ma.gov](mailto:ccivita@leominster-ma.gov)>; Stephanie Whitten <[swhitten@leominster-ma.gov](mailto:swhitten@leominster-ma.gov)>  
**Subject:** RE: Zoning Amendment: Lot Frontage

Marina/Peter,

Thank you for the concerns. I will relay them to the Board and hopefully get you some answers.

**Elizabeth Wood, AICP**  
**Director of Planning and Development**

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**From:** Marina Menchi <[mmenchi@leominster-ma.gov](mailto:mmenchi@leominster-ma.gov)>  
**Sent:** Tuesday, October 27, 2020 11:05 AM  
**To:** Elizabeth Wood <[EWood@leominster-ma.gov](mailto:EWood@leominster-ma.gov)>; Peter Niall <[pniall@leominster-ma.gov](mailto:pniall@leominster-ma.gov)>  
**Cc:** Michelle Nadeau <[mnadeau@leominster-ma.gov](mailto:mnadeau@leominster-ma.gov)>; Carli Civita <[ccivita@leominster-ma.gov](mailto:ccivita@leominster-ma.gov)>; Stephanie Whitten <[swhitten@leominster-ma.gov](mailto:swhitten@leominster-ma.gov)>  
**Subject:** RE: Zoning Amendment: Lot Frontage

Hi Elizabeth,

Peter's concerns are as follows:

1. What will the avenue be for how an applicant gets to the Planning Board?
2. How does one get approval without going through the approval process?
3. How exactly would the Planning Board be determining "that such street or way has sufficient width, suitable grades, and adequate construction to provide for the needs to vehicular traffic in relation to the proposed use of the land and for the installation of municipal services to serve such land and the buildings to be erected thereon."

Have a great day,

*Marina Proietti*

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25 West Street  
Leominster, MA 01453  
[mmenchi@leominster-ma.gov](mailto:mmenchi@leominster-ma.gov)  
ph (978) 534-7500 ext 3569  
f (978) 840-0039

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**From:** Elizabeth Wood <[EWood@leominster-ma.gov](mailto:EWood@leominster-ma.gov)>  
**Sent:** Tuesday, October 27, 2020 10:00 AM  
**To:** Marina Menchi <[mmenchi@leominster-ma.gov](mailto:mmenchi@leominster-ma.gov)>; Peter Niall <[pniall@leominster-ma.gov](mailto:pniall@leominster-ma.gov)>  
**Cc:** Michelle Nadeau <[mnadeau@leominster-ma.gov](mailto:mnadeau@leominster-ma.gov)>; Carli Civita <[ccivita@leominster-ma.gov](mailto:ccivita@leominster-ma.gov)>; Stephanie Whitten <[swhitten@leominster-ma.gov](mailto:swhitten@leominster-ma.gov)>  
**Subject:** RE: Zoning Amendment: Lot Frontage

Hi Marina,

Peter and I discussed his concerns last week. I just need his concerns in writing so that I can relay them to the Board and hopefully get him some answers.

Thanks!

**Elizabeth Wood, AICP**  
**Director of Planning and Development**

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**From:** Marina Menchi <[mmenchi@leominster-ma.gov](mailto:mmenchi@leominster-ma.gov)>  
**Sent:** Monday, October 26, 2020 3:53 PM  
**To:** Elizabeth Wood <[EWood@leominster-ma.gov](mailto:EWood@leominster-ma.gov)>; Peter Niall <[pniall@leominster-ma.gov](mailto:pniall@leominster-ma.gov)>  
**Cc:** Michelle Nadeau <[mnadeau@leominster-ma.gov](mailto:mnadeau@leominster-ma.gov)>; Carli Civita <[ccivita@leominster-ma.gov](mailto:ccivita@leominster-ma.gov)>  
**Subject:** RE: Zoning Amendment: Lot Frontage  
**Importance:** High

Good afternoon,

I spoke to Peter regarding this change. He can't provide necessary feedback until more questions are answered. For example: How would the Planning Board determine if such street or way has sufficient width etc...

He had dropped off his questions/concerns in writing last week. Is there anyway to table this until more information is available?

Have a great day,

*Marina Proietti*

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**From:** Elizabeth Wood <[EWood@leominster-ma.gov](mailto:EWood@leominster-ma.gov)>  
**Sent:** Thursday, October 15, 2020 10:53 AM  
**To:** Peter Niall <[pniall@leominster-ma.gov](mailto:pniall@leominster-ma.gov)>  
**Cc:** Michelle Nadeau <[mnadeau@leominster-ma.gov](mailto:mnadeau@leominster-ma.gov)>; Marina Menchi <[mmenchi@leominster-ma.gov](mailto:mmenchi@leominster-ma.gov)>; Carli Civita <[ccivita@leominster-ma.gov](mailto:ccivita@leominster-ma.gov)>  
**Subject:** Zoning Amendment: Lot Frontage

Peter,

The Planning Board is considering an amendment to the Zoning Ordinance, specifically the section pertaining to the definition of Lot Frontage.

Please review the attached draft and provide your comment/feedback by **Monday, 11/2/2020 at 3:00pm**, for the Board to consider.

Thank you!

**Elizabeth Wood, AICP**  
**Director of Planning and Development**

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