



# TOWN OF CONCORD

## Planning Division

141 Keyes Road - Concord, MA - 01742

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### MEMORANDUM

To: Planning Board members  
From: Elizabeth Hughes, Town Planner  
Date: August 21, 2025  
Re: **Items on the August 26<sup>th</sup> Agenda**

**7:00 pm – Definitive Subdivision Public Hearing:** In accordance with provisions of M.G.L. Ch. 41, Sect. 81-T and the Town of Concord Subdivision Rules and Regulations to review the Definitive Subdivision Plan application of 874 Barretts Mill Road LLC for improvement of a new roadway and for the creation of 4 new building lots at 874 Barretts Mill Road (Parcel # 1994).

Included in the Board's packet is the Planning Division report. The Applicant will make a presentation to the Board and address issues and concerns raised in the report and by Town staff. As noted in the Planning report, it is recommended that the Board discuss the various issues and concerns raised and the requested waivers, then continue the public hearing to September 30<sup>th</sup> at 7:05 p.m. to allow additional time for the Applicant to meet with CPW Engineering, revise the plans, provide additional information and time for Town Staff and the Board to review the submission.

The Board should discuss with the Applicant whether they will agree to grant a time extension to the October 10<sup>th</sup> deadline for the Board to file a decision with the Town Clerk. If a time extension is not granted, then the Board will need to make a final decision at the September 30<sup>th</sup> meeting.

Copies of the application materials, revised plans, and Town staff correspondence can be found on the Planning Board's Current Documents page: <https://www.concordma.gov/1440/Planning-Board-Current-Meeting-Documents>

#### **Administrative business:**

1. *Public Comment:* General public comment is limited to up to 15 minutes, with no more than 3 minutes allocated to any one speaker. General public comment is limited to items that are not on the agenda.
2. *Approval Not Required Plan: 2132 & 2142 Main Street:* The properties are located on the north side of Main Street in West Concord, approximately 2,275 ft. east of the Acton town line and in the Residence B Zoning District, which requires 20,000 s.f. of area and 125 ft. of frontage.

The Plan shows the conveyance of 1,403 sq. ft. of area (Parcel A) from 2142 Main St. (Parcel #2326-2-2; Lot 2-A) to 2132 Main St. (Parcel #2326-24; Lot A). Both lots are conforming in area and frontage and will remain conforming.

The application and plan can be found on the Board's Current Meeting Documents page: <https://www.concordma.gov/1440/Planning-Board-Current-Meeting-Documents>.

The Planning Board should move to endorse the Approval Not Required Plan prepared by David E. Ross Associates, Inc. titled "Plan of Land in Concord, Mass prepared for Charles L. & Deborah R. Farnsworth" dated August, 2025 because the plan is not a "subdivision" because it shows a proposed conveyance which changes the size and shape of the lots in such a manner that frontage is not affected and authorize the Chair, Vice-Chair, Clerk, or Town Planner to endorse the Plan.

3. *Potential MBTA Communities Overlay District Map Amendment Discussion*: Included in the Board's packet are four maps showing potential amendments to the Overlay District map that will bring the District into compliance with [EOHLC's June 12, 2025 Conditional Compliance letter](#). Also included is a draft warrant article to amend Section 7.11 to address EOHLC's comment regarding the Floodplain Conservancy District.
4. *Planning Board Liaison/Town Planner Updates*: Individual Board members will provide liaison updates on activities from their appointed board/committee and the Town Planner will provide various updates on what is happening in the Planning Division or in the Town that may be of interest to the Board.