

# Memo

**To:** Planning Board  
**From:** Valerie Oorthuys | Planning Director  
**Date:** March 21, 2023  
**Re:** Lower Village Business District Bylaw Working Session

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The purpose of tonight's working session is to review feedback on the content of the draft Lower Village Business District bylaw and review a revised draft presentation for upcoming meetings. The following items have been raised by Board members, staff, or residents:

*1. Landscaped Buffers to Residences*

The proposed bylaw decreases the existing requirement of a 50 foot landscaped buffer between Business District parcels and Residential District or Recreation-Conservation District parcels. This is described in the existing Zoning Bylaw in Section 4.4 (1). The proposed bylaw Section 3.3.5.17 reduces this to 30 feet. Neither the existing bylaw nor the proposed bylaw include strict requirements of landscaped buffers to residences within the Business District. However, this may be requested during the Special Permit and/or Site Plan Approval process as it is currently. The rationale for reducing the setback is to allow site designs to be flexible as each parcel in Lower Village has a unique set of considerations. The Planning Board may request wider buffers and additional landscaping on a case by case basis.

*2. Exterior Lighting Standards*

Section 3.3.5.11 of the draft bylaw describes exterior lighting standards, which have not yet been discussed by the Board.

*3. Review of Thresholds for Site Plan and Special Permit Approval*

*4. Confirmation of the Boundary of the Lower Village Business District*

**Upcoming Lower Village Forums/ Discussions/Meetings:**

1. March 22<sup>nd</sup> 1pm in person public forum at the Pompositticut Community Center
2. March 24<sup>th</sup> in person presentation to Meeting House at Stow
3. March 28<sup>th</sup> 7:30pm public forum via zoom (part of regularly scheduled Planning Board meeting)
4. April 11<sup>th</sup> discussion with Select Board
5. April 18<sup>th</sup> public hearing on Warrant Articles
6. May 13<sup>th</sup> Town Meeting