

TOWN OF STOW  
PLANNING BOARD

Minutes of the November 12, 2019 Planning Board Meeting

Planning Board Members Present: Lori Clark, Margaret Costello, Karen Kelleher, John Colonna-Romano

Voting Associate Member: Megan Birch-McMichael

Associate Member: Mark Jones

Absent: Len Golder

Karen Kelleher called the meeting to order at 7:00pm.

**Discussion of Meeting Minutes**

**Minutes of November 5, 2019**

*John Colonna-Romano moved to approve the minutes as amended.*

*Margaret Costello seconded.*

**VOTED: 3-0 Unanimously in favor (Karen Kelleher, Margaret Costello, John Colonna-Romano- Yea).**

**Correspondence**

Karen Kelleher asked for more information regarding the end of support services for the wide format printer. Jesse Steadman said the company who sold the machine to the Planning Department about 7 years ago is no longer making replacement parts, and they have offered to buy back the printer for a percentage of the sale. The company is recommending moving to a lease system with a new printer.

*Lori Clark arrived.*

**Public Input**

Kathleen Pavelchek, 102 Old Bolton Road, asked whether the Complete Streets projects article on the Special Town Meeting warrant is representative of only a portion of costs to be requested for the completion of the projects. Jesse Steadman said the \$40,000 warrant article is for construction administration and bidding and awarding services, as the State's Complete Streets Program provided a grant for construction and the design was paid for through a previous warrant article. Kathleen Pavelchek said she is unsure if she can support the article, but will discuss her concerns with staff and the Complete Streets Committee.

**Planner's Report**

*Pilot Point*

Jesse Steadman said Pilot Point will request a Special Permit modification for the road to resolve the sidewalk requirement and the bond. A notice for the public hearing will be posted shortly.

*Gleasondale Local Historic District Study Committee*

Jesse Steadman said the Board of Selectmen will discuss the creation of a Gleasondale Local Historic District Study Committee at their meeting tonight.

### *Track Road and Assabet River Rail Trail*

Jesse Steadman said the Complete Streets Committee continues to pursue design options for extending the rail trail along Track Road. The Committee recently met with Rob Albright, the owner of Track Road, to discuss options for a multi-use path. The Committee will need to follow up with the Community Preservation Committee regarding the CPC's previously allocated funds for the rail trail.

### **Review and Release of Executive Session Minutes, 2002-2003**

Jesse Steadman provided the Board with a summary of the Executive Session Minutes from 2002 and 2003 that had been previously approved, though not released. Most of the minutes relate to lawsuits regarding wireless communications facilities.

*Karen Kelleher moved to release the Executive Session minutes from 2002-2003 as listed in the correspondence.*

*Margaret Costello seconded.*

**VOTED: 4-0 Unanimously in favor (Lori Clark, Margaret Costello, Karen Kelleher, John Colonna-Romano- Yea).**

### **Public Hearings**

#### **Special Permit and Site Plan Approval, 108-118 Great Road**

*Present:*

Dan Carr, P.E., Stamski & McNary, Inc.

John Cramer, Applicant

Dan Carr provided a description of the revisions to the site plan that have been made since the previous public hearing, including the relocation of parking spaces, the provision of truck turns, bollards proposed at the north eastern corner of the 108 Great Road building, and the inclusion of landscaping, signage and snow storage. Dan Carr said the architect is still working on the outdoor lighting plan. Dan Carr said the stormwater report was submitted to Places Associates.

Margaret Costello asked about the potential of a median landscaped island between the buildings. Dan Carr said there is limited space once the ADA wheelchair loading area is added. Dan Carr mentioned the need to encroach on 92 Great Road for truck turns.

Mark Jones asked about the soils on site. Dan Carr said they dug test pits to 14 inches, showing course sands.

Lori Clark asked about the suggestion from Places Associates to provide a landscaped median between parking. Dan Carr said the applicant was hoping to avoid removing additional pavement and didn't want to make the parking too tight. Parking was shifted south between the buildings to create more room for trucks. Dan Carr clarified there is a proposed grass island between the buildings. The Planning Board agreed they would like to see more landscaped areas, particularly along Great Road. Dan Carr noted that part of the septic is below the pavement between the two buildings, meaning that nothing with large roots may be planted there.

Katie Fisher asked about the paved lane to the west of 118 Great Road, stating she believes the lane was intended as an emergency access though the current plans show it as blocked by parking behind 118 Great Road. Dan Carr said that the truck turns were done using the dimensions of the largest Acton fire truck and show the truck able to access the back of 118 Great Road via the east entrance. Jesse Steadman said he would look at the previous permit for the site, though this was likely not intended as an emergency access as it is too narrow.

John Colonna-Romano asked if all curbcuts are entrances and egresses. Dan Carr said that they are.

Mark Jones asked for more explanation of the required parking spaces and their locations. Jesse Steadman stated that the parking requirements are not fully understood, as the size of each office and its use in the buildings are not fully labeled, though further reduction in parking could be an issue as tenants change in the future.

Lori Clark said the Town cannot sanction an encroachment onto the neighbor's property, so this should be addressed by the applicant.

The applicant agreed that mid-lot parking spaces could benefit from a landscaped island as the currently proposed rectangular space would be above the septic system.

Mark Forgues, 9 White Pond Road, asked if the parking spaces in front of 118 Great Road would be reconfigured. Dan Carr indicated they meet the requirements.

Katie Fisher said she believes the access to the west of 118 Great Road is meant as emergency access and asked that the Board ensure it could still function as such.

The Board agreed the parking lot should include more landscaping to break up the amount of asphalt.

Lori Clark asked how the Board can plan for the addition of a restaurant if the parking lot cannot accommodate it. Jesse Steadman suggested a shared parking agreement. Karen Kelleher suggested that the amount of spaces needed to accommodate a restaurant would be provided by the applicant.

The Board acknowledged that the Fire Department has not had the opportunity to comment on the applicant's revised plans.

*Karen Kelleher moved to continue the public hearing for a Special Permit and Site Plan approval for 108 Great Road to December 3, 2019 at 7:30pm.*

*John Colonna-Romano seconded.*

**VOTED: 4-0 Unanimously in favor (Lori Clark, Karen Kelleher, Margaret Costello, John Colonna-Romano- Yea).**

### **Jillian's Lane Paving Schedule**

Jesse Steadman said the applicant would like to pave Jillian's Lane this season and is already on Lazaro's schedule, though planting the street trees would be delayed until next season. Jesse Steadman said the remaining work on the project includes minor work to improve the slopes of the basin, the top coat of paving, and planting street trees along the driveway. The Planning Board reviewed correspondence from the Tree Warden, who recommended allowing the applicant flexibility in planting the trees to provide time to determine the most appropriate species and to delay planting species which may not do well when planted in the fall. The Planning Board agreed to allow the paving if the Board's consulting engineer at Places Associates approves.

### **Lower Village Construction Administration Additional Services Proposal**

The Planning Board reviewed the amended scope of services from Green International Associates. The services include construction administration during the installation of the expanded infiltration system under the Lower Common as well as placing loam and seed along the corridor. The work is anticipated to take place in Spring 2020.

*Karen Kelleher moved to approve the Additional Services Proposal from Green International.*

*John Colonna-Romano seconded.*

**VOTED: 3-0 Unanimously in favor (Lori Clark, Karen Kelleher, John Colonna-Romano- Yea).**

**Lower Village Traffic Safety Improvement Project**

Jesse Steadman said the Cemetery Superintendent is aware of the final condition of the pathway leading to the cemetery entrance at Pompositticut Street. Margaret Costello noted that the Superintendent may wish to further discuss the placement of the sidewalk.

Jesse Steadman said reflective pavement markings will be placed around the pedestrian refuge islands. Megan Birch-McMichael asked if the medians and pedestrian refuge islands would be stamped or if they are intended to be left as asphalt. Jesse Steadman said the stamp and dye would be installed in the coming days so the medians look more like brick.

Jesse Steadman said the final punchlist walkthrough is scheduled for Thursday morning. Items that will remain unfinished include the expanded infiltration system under the Lower Common, which will be installed by the Highway Department. Construction administration and engineering is included in the additional services proposal from Green.

Jesse Steadman said the Highway Department will receive estimates for replacing the fence at 1 White Pond Road. The engineers are aware of the grading issues between 92 Great Road and 1 White Pond Road and will look for a resolution.

Katie Fisher, 1 White Pond Road, said that she believes people are driving faster through Lower Village than before, noting that exiting from Elm Ridge Road is difficult when travelling east or west and the medians have been hit. Megan Birch-McMichael said the medians should have a reflectorized paint to better mark them at night and it is more noticeable now when drivers run into them because they have granite.

**Meeting Adjourned.**

Respectfully Submitted,

Valerie Oorthuys