

TOWN OF STOW
PLANNING BOARD

Minutes of the March 10, 2020 Planning Board Meeting

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

Voting Associate Member: Megan Birch-McMichael

Associate Member: Mark Jones

Lori Clark called the meeting to order at 7:00pm.

Discussion of Meeting Minutes

Minutes of February 25, 2020

Karen Kelleher moved to approve the minutes as amended.

Margaret Costello seconded.

VOTED: 5-0 Unanimously in favor (Lori Clark, Karen Kelleher, Margaret Costello, John Colonna-Romano, Len Golder- Yea).

Correspondence

The Board reviewed a letter from the Cemetery Committee regarding the final condition of the Lower Village Cemetery. The Board agreed this should be discussed further with the Cemetery Committee to understand what they want to accomplish. The Board reiterated that they will not prevent nor condone parking at the sidewalk on Route 117 at the Cemetery. Jesse Steadman said that loam and seed has not been installed yet, which will improve the condition. The Historic Commission should be included in any future discussion. Jesse Steadman indicated that he will seek to have the Cemetery Committee, Highway Department and Town Administrator meet to discuss the needs of the Cemetery Committee prior to having them come before the Planning Board.

Member's Updates

Megan Birch-McMichael said the Lower Village Revitalization Subcommittee will meet Thursday to discuss the Board's draft zoning bylaw and water feasibility for Lower Village.

Mark Jones said the Stow Zoning Board of Appeals in its most recent meeting discussed the potential of amending the covenant agreement the town has with Plantation Apartments, which places certain restrictions on Plantation I land, and part of the land intended to be used by Plantation II. The ZBA heard comments from abutters and the applicant, Stow Elderly Housing Corporation (SEHC). The ZBA intends to, over the course of future meetings, draft a revised covenant for the Selectmen's future consideration.

Mark Jones also reported, that the state's Housing Appeals Committee (HAC) has remanded to the Stow ZBA, for further hearings and deliberation towards modifying the Plantation II decision and associated amended Plantation I decision, which were appealed by SEHC. If the future amended decision by the ZBA is not again appealed by SEHC and returned to the HAC, the abutter's ZBA decision appeal case at the Superior Court will have its stay removed, and that appeal case can proceed. Mark Jones asked if Planning Department staff would provide an opinion to the ZBA

regarding options for amendments. Lori Clark said a memo could review how the Planning Board has used covenants and for what intent.

Planner's Report

Hallocks Point Definitive Subdivision

Staff met with a prospective developer of the Hallocks Point Definitive Subdivision. One issue discussed was whether the Town would continue to plow the road if a binder course is installed for the winter. The Highway Department agreed to continue plowing so long as all frames and grates are lowered to the grade of the binder course and there is a written agreement that the Town is not liable for any damage done during plowing. The developer asked if the Board would be amenable to withholding building permits on Lot 3 and 4 instead of providing a performance guarantee. The Board noted that the Subdivision Rules and Regulations outlines options for performance guarantees, though there is some precedent for permits to be included so long as they are offered along with a bond, specifically where an escrow agreement is used.

Complete Streets

The additional services contract with TEC, Inc. for the remainder of engineering work related to Complete Streets projects at the intersection of Harvard Road and Great Road and Old Bolton Road and Great Road will total \$5,000. Jesse Steadman said he will discuss the cost with the Town Administrator to see if the funds can come from the Selectmen's account. Lori Clark made it clear that the Selectmen should support their committee.

Lower Village Traffic Improvement

The contract with Green International for bid and construction services of the infiltration basin has been finalized. The goal is to bid the project by early April.

Collings Foundation Erosion Control Special Permit Modification Request

Present:

Bob Collings, Sr. – Collings Foundation

Rob Collings, Jr. - Collings Foundation

Karen Kelleher recused herself as an abutter to the Collings Foundation.

The Collings Foundation previously discussed the opportunity to modify the existing Erosion Control Special Permit by remediating the site of unpermitted excavation with soil from an area directly west of the existing museum.

Bob Collings, Sr. provided the Board with a new proposal, not part of the current permit, to construct a 36,000 square foot addition to the west of the existing museum structure. Bob Collings, Sr. noted that during the site walk members asked how much material is proposed to be excavated from the overflow parking area to the west of the museum and where additional material would come from. Bob Collings, Sr. said their engineer has been in touch with the Town's Building Commissioner to discuss the proposed museum addition to the west side of the existing museum. The proposed addition is about 36,000sqft, while the existing excavated area is about a 62,000 sqft area and per the Planning Board decision, requires 3ft of material to be added across the disturbed area. Bob Collings, Sr. said that because the existing excavated area is about twice the size of the proposed foundation, 6 feet of material could be removed from the proposed foundation area to account for the difference in volume.

Bob Collings, Sr. said that while the area is labeled as overflow parking on the 2015 approved Site Plan, overflow parking could be relocated to the north of the museum and could include lighting and space for 76 vehicles. Bob Collings, Sr. estimated that no additional stormwater structures would be needed to construct the overflow parking, though a recharge area is proposed to be installed under the proposed overflow parking area. The area south of the existing and proposed museum buildings will capture roof runoff, as the roofs will pitch to the south. A recharge area will be needed in that location, where Cultec chambers are proposed.

Bob Collings, Sr. asked if the proposal for a museum addition should be permitted through a separate Site Plan approval process or tied to the modification of the existing Erosion Control Special Permit. Lori Clark said a challenge with modifying the existing permit is that a plan will be needed to show the finished state of where the material is taken from, and in this case the finished state is not a foundation hole. John Colonna-Romano agreed, adding that anything excavated from the site would need to be left in a finished state and the Board has not seen anything official regarding the building plan.

Lori Clark asked for clarification of the process to follow. Jesse Steadman said the Settlement Agreement should be reviewed related to the expansion and that it isn't atypical to blend some element of site planning into an Erosion Control Special Permit.

Bob Collings, Sr. noted their proposed timeline, from moving material from the proposed foundation to the existing excavated area this spring, to finishing remediation of the existing excavated area in September. Lori Clark repeated that any modification decision would need to include some presumption of the final state.

Margaret Costello asked for confirmation that the Collings Foundation would use the unimproved access to bring material from the proposed foundation area to the existing excavated area. Bob Collings, Sr. confirmed they would use the access road.

Margaret Costello noted that the truck load information previously provided to the Board was missing locations of where material was picked up and where it was left. Margaret Costello said she wants that information prior to discussing potential for permit modification. Bob Collings, Sr. said all the material went from the existing excavated area to the west side of the museum building. Margaret Costello said that previously the Board has heard that while some material stayed on site, other truckloads left the site, for either a town beach project or to Perkins to make cement. Bob Collings, Sr. said Poulson moved all the material to the museum area, except 2 – 3 truckloads that were donated to something, accounting for 19,000 cubic yards of material. Bob Collings, Sr. said that Elaine Construction also took a few truckloads elsewhere. Margaret Costello repeated that she would like to know exactly where all of the material went, including a letter from Poulson to expand on the information provided by the truck load information.

Bob Collings, Sr. said he has discussed the proposed museum addition with the Fire Chief and Building Commissioner. The Fire Chief has asked that the primary museum access road is widened from 16 to 20 feet. Other items discussed included lighting, parking, and the infiltration systems.

Bob Collings said the intent of the expansion is to house World War I aircraft, a collection that comes with a covenant that states the aircraft will not fly.

The Board agreed to review the Settlement Agreement and discuss further at an upcoming meeting.

Jillian's Lane Lot Release

Present:

Randy Carpenter and Bob Visco, Applicants

Randy Carpenter said they would like the Board to approve an Occupancy Permit for Lot 3. Randy Carpenter reviewed progress on the remaining items included in the escrow agreement, including the completion of road paving, installation of the "No Parking" sign pole, and installation of roof recharge system. Randy Carpenter said the "No Parking" sign will be installed on Friday, street trees will be purchased from Cavvichio's in April, and a note from Greg Roy at Ducharme and Dillis regarding the as-built plans was provided to the Board. Lori Clark said the note from Greg Roy states they are not able to get partial as-builts completed, though the final plans will "return expeditiously once the survey is complete".

Jesse Steadman confirmed that Sue Carter of Places Associates felt the road paving went well. Sue Carter was concerned with the roof recharge system and asked that the as-built plan certify that the system will function as designed. Randy Carpenter provided a photo showing that the water had receded as of today, though it has been a dry period. Jesse Steadman said Sue Carter was concerned that either soil fines could have rushed in during installation to clog the system, or the area had poor soils, or the design of the system was incorrect. The Board agreed the roof recharge system should be certified.

Jesse Steadman noted the Highway Superintendent would like to know the manufacturer of the drop inlet installed beneath Walcott Street, as he is concerned the structure could degrade over time.

Len Golder moved to reduce the Jillian's Lane escrow agreement by \$5,000 due to the completion of roadway paving, to authorize the release of the occupancy permit contingent upon approval from Nancy and Carole Allen Scannell, to authorize Karen Kelleher to endorse the lot release, and to require that the as-built plans include a certification that the roof recharge system will function as designed. John Colonna-Romano seconded.

Vote: 5-0 Unanimously in favor (Lori Clark, Karen Kelleher, Len Golder, Margaret Costello, John Colonna-Romano- Yea).

Deliberation – Special Permit and Site Plan Approval, 108-118 Great Rd

The Board reviewed a revised decision for the Special Permit and Site Plan Approval at 108-118 Great Road.

Regarding site circulation, the Board agreed that language should be added to the decision to allow for Public Safety and Planning Board review and reassessment of traffic circulation over time.

The Board agreed that the decision should make clear that the proposed landscaping does not meet the vision of landscaping in Lower Village. Language was added in several findings and conditions to provide the applicant with flexibility for meeting the landscaping vision and to ensure that the Board and the applicant will continue working together over time to improve landscaping.

The Board reviewed signage and lighting on site, adding language related to the existing temporary for lease sign, and clarifying that all sign lighting practices must be approved by the Planning Board. Existing non-compliant internally lit signs at 118 Great Road must comply with the bylaw as soon as practicable, given existing contracts the owner holds with the lessees.

Karen Kelleher moved to approve the Special Permit and Site Plan Approval for 108-118 Great Road as drafted and amended.

John Colonna-Romano seconded.

Vote: 5-0 Unanimously in favor (Lori Clark, Karen Kelleher, Len Golder, John Colonna-Romano, Megan Birch-McMichael (Voting Associate Member)- Yea).

Joanne Drive Definitive Subdivision Extension of Recording Date

Jesse Steadman said that he came to agreement with the Town Clerk on certifying the extension of the recording date.

Meeting Adjourned.

Respectfully Submitted,
Valerie Oorthuys