

TOWN OF STOW
PLANNING BOARD

Minutes of the March 31, 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

Absent: Mark Jones (Associate Member)

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

Discussion of Meeting Minutes

Minutes of March 26, 2020

Karen Kelleher moved to approve the minutes as amended.

Margaret Costello seconded.

Roll Call Vote: Lori Clark- Yea; Margaret Costello- Yea; Karen Kelleher- Yea; John Colonna-Romano-Yea; Len Golder- Yea.

Public Input

None.

Planner's Report

Clearing at 137 Harvard Road

An abutter to 137 Harvard Road alerted the Conservation Commission and Planning Department to excessive site clearing as part of construction of a dwelling unit. The Planning Department will provide a memo to the Building Commissioner regarding Erosion Control bylaw requirements.

Complete Streets

The contract with TEC, Inc for engineering services related to Old Bolton Road and Harvard Road Complete Streets projects will be finalized shortly.

Lower Village Traffic Safety Improvement

Green International has provided an estimated schedule for the final items to be completed in Lower Village, including the infiltration system at the Lower Common. They anticipate bidding the project in May or June, with final completion by September.

The Board's packets include correspondence from Katie Fisher, 1 White Pond Road, regarding re-installation of the fence and stormwater runoff from 92 Great Road. The Board agreed to include Katie Fisher's suggestion of installing a drain at 92 Great Road in an email to the engineer at Green. As part of their existing contract, Green will provide survey and design work for the completion of this section of the project. The Highway Department will install the fence, including grading work and the installation of loam.

Collings Foundation Special Permit Letter

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

Present:

Bob Collings, Sr. – Collings Foundation

Rob Collings, Jr. – Collings Foundation

Mark Sargent, Project Manager - J.M. Coull, Inc.

The Planning Board reviewed a draft letter to the Collings Foundation that states that until the initial unpermitted work is resolved the Board would not entertain any application or proposal for a new museum building. The Board deliberated the contents of the letter, as some members felt tying the remediation of the excavated area to a future application for a new building could delay the timeline of the remediation and reopen the Settlement Agreement. Other members felt the order of permitting is a secondary concern if it would be more efficient to remediate the excavated area with soil that would be removed to make way for a possible foundation for an additional museum structure, rather than trucking in soils from off-site.

Bob Collings, Sr. asked what type of permit would be required to complete the work, whether it would be an Earth Removal permit or Site Plan Approval. Jesse Steadman said the Board is deliberating whether to keep the terms of the Erosion Control Special Permit approved last year.

Bob Collings, Sr. stated that he would like the two projects to be tied together under a single permit, saying it would be unacceptable to wait for the remediation to be complete in the fall to begin building an additional museum structure. Lori Clark noted that the excavation done last year was unpermitted and the Board had already provided a path forward on remediation through the approved Erosion Control Special Permit.

The Board acknowledged that allowing the area to the west of the existing museum building to be excavated for a foundation or for fill for the unpermitted excavated area would constitute a site plan modification and would therefore have implications on the Settlement Agreement. Jesse Steadman said the 2015 site plan approval process required overflow parking to be designed and shown on the plan, though it was not needed to be constructed. This could be resolved, though it would impact the Settlement Agreement.

Lori Clark said this should be further discussed with Town Counsel and the Conservation Commission prior to revising the letter.

Pilot Point Subdivision Modification Decision

The Board reviewed the decision for the modification of the Pilot Point Subdivision. The purpose of the modification is to release the performance guarantee that was held to ensure completion of sidewalk segments. Due to site constraints, the sidewalk will not be constructed around Point Way, rather the developer is choosing to offer the Town a parcel in Lower Village in lieu of sidewalk construction.

The Board discussed language in the decision that states that prior to land acceptance, the Town will complete a Phase I 21E assessment and a title search. Guidance from Town Counsel and Conservation Coordinator indicate these costs are estimated to be under \$5,000.

Karen Kelleher moved to approve the Modification of the Definitive Subdivision Plan for Pilot Point and the draft decision as amended.

John Colonna-Romano seconded.

Roll Call Vote: Lori Clark- Yea; Margaret Costello- Yea; Karen Kelleher- Yea; John Colonna-Romano-Yea; Len Golder abstained.

Lower Village Zoning and Design Guidelines Request for Proposals

The Board reviewed the Request for Proposals, as revised since the Board's meeting of February 11, 2020.

The Board agreed that language should be clarified around the price portion, as respondents should provide lump sum amounts for each task as outlined, with the understanding that a Town Meeting vote will likely be needed for additional funding and that the Town could award a contract for only a segment of the work described.

The Board discussed the number of public meetings to request that the consultant participates in, agreeing the RFP should state a minimum of two public meetings.

Zoning Board of Appeals Covenant Discussion

Karen Kelleher recused herself as an applicant to the Zoning Board of Appeals.

The Board discussed whether it would be useful if the ZBA provided the Board a draft of the ZBA's considerations regarding the covenant with Plantation Apartments so that the Planning Board could respond. Members agreed it may also be useful to simply provide the ZBA with a memo regarding how the Planning Board typically uses covenants. The Board agreed to discuss further at their next meeting.

Meeting Adjourned.

Respectfully Submitted,

Valerie Oorthuys