

TOWN OF STOW  
PLANNING BOARD

Minutes of the April 21, 2020 Planning Board Meeting

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

Voting Associate Member: Megan Birch-McMichael

Associate Member: Mark Jones

Absent: Margaret Costello

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

**Discussion of Meeting Minutes**

**Minutes of April 7, 2020**

*Karen Kelleher moved to approve the minutes as amended.*

*Len Golder seconded.*

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

**Executive Session Minutes of April 7, 2020**

*Karen Kelleher moved to approve the minutes as written.*

*Len Golder seconded.*

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

**Public Input**

John Mascia, 153 Harvard Road, asked for an update regarding the Town's actions related to preventing further site clearing and runoff stemming from 137 Harvard Road. Jesse Steadman said the Building Inspector issued a Cease and Desist, which resulted in the developer installing erosion controls. The Board noted that without an existing permit issued for the work, they have little enforcement authority, though they would consider requesting that the Building Commissioner issue a stop work order in order to compel the builder to apply for the Erosion Control Special Permit. Jesse Steadman said he would ask the Highway Superintendent and Conservation Coordinator for their assessment of the site prior to contacting the Building Commissioner.

**Member's Updates**

Karen Kelleher said the Complete Streets Committee is meeting later this week to review responses to the Request for Proposals for survey and concept design of Track Road as a multi-purpose path.

John Colonna-Romano said that at the Community Preservation Committee's last meeting, members discussed an emergency rental assistance program with the Stow Municipal Affordable Housing Trust and learned the Recreation Department withdrew their Town Meeting warrant article for funding of recreation fields at the Stow Acres Driving Range due to the determination that the land is not dry enough for play fields.

**Planner's Report**

#### *Regency at Stow*

Correspondence in the Board's packets include a letter from the Regency at Stow Board of Trustees, indicating disagreement with a resident over how to handle outdoor lighting. The Planning Board agreed it appears the Regency at Stow Board of Trustees understands the permit language and should continue to work with the resident.

#### *Correspondence from Fire Chief*

Jesse Steadman said the Fire Chief will attend a future Planning Board meeting to review requirements of Special Permits. The Fire Chief pointed out a miscommunication related to the Special Permit decision for 108-118 Great Road, stating that the petitioner would have had to provide either sprinklers in the building or install a fire cistern on site. The email received during the Public Hearing process was not interpreted this way, rather that the installation of a fire cistern would be optional.

#### **Lower Village Zoning Bylaw and Design Guidelines Request for Proposals**

Jesse Steadman said the Request for Proposals (RFP) has been updated to remove the task related to the creation of Design Guidelines, as that task is likely well over the Board's budget and would require a more robust procurement process. The project is under a deadline to receive funding previously awarded from the State's Community Compact program, so simplifying the RFP in favor of a phased approach may be more strategic, particularly given the economic impacts of Coronavirus. The revised RFP will still include tasks related to the structure and contents of a zoning bylaw.

*Karen Kelleher moved to approve the revised Request for Proposals.*

*John Colonna- Romano seconded.*

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

#### **Meeting Adjourned.**

Respectfully Submitted,

Valerie Oorthuys