

TOWN OF STOW
PLANNING BOARD

Minutes of the January 12, 2021 Planning Board Meeting

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

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

Discussion of Meeting Minutes

Minutes of January 5, 2020

Karen Kelleher moved to approve the minutes as amended.

Margaret Costello seconded.

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

Correspondence

Margaret Costello asked Jesse to explain the Zoning Determination Request Form. Jesse Steadman said he wanted the board to see the form and explained that he worked with the Building Inspector to create a document to assist with questions the departments receive in regards to zoning compliance of proposed uses on available lots.

Jesse Steadman discussed 108 Great Road, stating the applicant submitted an updated parking lot and landscaping design based on the Decision requirements., including the concerns on fire protection and apparatus circulation. The Board agreed that Jesse Steadman should confirm that the utilities shown are existing. The Board asked Jesse Steadman to follow up separately with property owner regarding any vegetation removed as part of the septic upgrade. Jesse Steadman noted that the septic for the property is located in the residential district so it may not require the same buffers if it were located in the business district.

Margaret Costello asked about the rezoning request on 0 Hudson Road. Jesse Steadman explained the property zoning lines and the questions being received from potential buyers. Karen Kelleher asked whether the split zoning designation affected access to the rear portion of the lot, adding that it may be worthwhile to correct inconsistencies in the district. Lori Clark asked for a map of the parcel to better understand the situation.

Public Input

Chris Alpen asked about the status of the Spring Hill Estates Performance Guarantee. Jesse Steadman said he has still not heard back from Town Counsel on the topic. Chris Alpen asked if the board would release the building permit for Lot 3 and explained that the situation is causing problems for the builder and buyer. Lori Clark said that the escrow agreement must be in place and there needs to sufficient process for the Board to know that issues with the individual lots will be able to be managed even if disagreements among the owners arise.

Chris Alphen and Bill Eagan stated that all requirements of the approved plan have been completed. The board discussed the option to release the one permit while waiting for response from Town Counsel based on the evidence presented. Lori Clark asked each member on their position. After some discussion it was agreed that Jesse Steadman would work with Town Counsel to determine

what documents and confirmations are needed from the Applicant to ensure that the Town has recourse if a problem arises with the shared aspects of the site. If Town Counsel believes that an acceptable process is presented, Jesse Steadman may release Lot 3, and hold back on releasing Lot 2 until Town Counsel and the Board have had the opportunity to review the legal documentation and proposed approach. This will allow the developer to move forward and the Board to receive an acceptable resolution.

Planning Board Member Updates

Mark Jones said the Zoning Board of Appeals received an update from Town Counsel in regards to variances, specifically noting the relevant case law.

Spring Hill Estates Minor Modification

Lori Clark asked for an update on the modification process. Jesse Steadman said the Decision is already written, and the necessary updates allow for only Lots 4 and 5, both served by the shared driveway, to be held until the shared driveway is completed, rather than Building Permits on all the lots. Lori Clark asked if the board was ready to vote on the minor modification?

Karen Kelleher motioned to approve the request as a minor modification not requiring a public hearing.

Margaret Costello seconded.

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

Lori Clark asked about Minor Modification filing fee since there was an approved Minor Modification in December. After some discussion, Jesse Steadman noted that he could confirm that the filing fee for the original modification was received and that he believed a waiver of the fee for this modification could be granted in that it was partially a result of a scrivener's error in his drafting of the Decision.

Len Golder motioned to approve the minor modification provision only requiring one filing fee.

Karen Kelleher seconded.

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

Vote on Planning Board Budget

Jesse Steadman said there were limited changes to the budget since the Board reviewed the budget draft in mid-December, but that a formal vote would be helpful ahead of discussions with the Town Administrator. Jesse Steadman said he has not spoken to the Town Administrator in regards to how or whether the Complete Streets components will be separated.

Lori Clark opened up discussion to the board. Karen Kelleher brought up the Administrative Assistant hours, knowing the amount of projects and workload on the Planner, suggesting that keeping the hours at 20 for FY2022 may be warranted.

*Karen Kelleher motioned to approve the 2022 Fiscal Budget as discussed and submitted.
Margaret Costello seconded.*

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

Planners Report

Jesse Steadman updated the Board on the status of the following projects:

- Multi Use Trail Concept plans at Track Road;
- 79 Edgehill Road Erosion Control Special Permit;
- Whitman Street – Potential Special Permit Modification at Mistletoe Farm;
- Update on the Stow Acres Master Planning project;
- Update on Athens Lane planning effort.

Respectfully Submitted,
Susan Ostrander