

TOWN OF STOW
PLANNING BOARD

Minutes of the November 1, 2016 Planning Board Meeting

Planning Board Members Present: Lori Clark, Steve Quinn, Ernie Dodd, Margaret Costello,
Len Golder

Voting Associate Member: Mark Jones

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

Discussion of Meeting Minutes

Minutes of October 11, 2016

Ernie Dodd moved to approve the minutes as amended.

Steve Quinn Seconded.

VOTED: 4-0 Unanimously in favor (Lori Clark, Ernie Dodd, Steve Quinn, Margaret Costello - Yea).

Executive Session Minutes of October 11, 2016

Ernie Dodd moved to approve the minutes as amended.

Steve Quinn Seconded.

VOTED: 4-0 Unanimously in favor (Lori Clark, Ernie Dodd, Steve Quinn, Margaret Costello - Yea).

Public Input

None.

Member Updates

None.

Planner's Report

Len Golder arrived.

Lower Village

Jesse Steadman said that he was pleased to announce that the MassWorks Infrastructure Program has awarded Stow \$850,000 to construct the Lower Village Traffic Improvement project. Jesse Steadman said that 31 of 114 communities that applied received funding and 10 rural communities with 7,000 people or fewer received a total of \$8.8 million dollars for traffic safety projects.

Mark Jones asked for the amount of funds through Chapter 90 that will be added to the MassWorks grant award for Lower Village. Jesse Steadman responded that the Highway

Department is putting forth \$400,000, bringing the total to \$1.2 million. Jesse Steadman added that a Special Town Meeting is necessary to push this project to the next phase.

Howard/Stein-Hudson Contract and Request for Proposals (RFP)

Jesse Steadman provided a copy of the original contract, RFP and updated price proposal from Howard Stein Hudson in the Board's packets to review as the Board prepares to assess contracting needs in preparation for final plans for the Lower Village Traffic Improvement project.

Jillian's Lane

Town Counsel is currently working with the Applicant's counsel to determine the form of the Homeowner's Association Documents and whether Lot 1 needs to be included in the HOA. There has been some disagreement among the attorneys.

Regarding the pending Modification, Jesse Steadman noted that he will have a review for the Board's consideration for the public hearing. He also noted that the Town's consulting engineer is completing her review and there are some issues with drainage that need to be carefully considered.

Stiles Farm

The legal documents have been prepared and we hope to have a notary on hand for November 15th to get those documents signed and the plan endorsed.

Stowaway Inn

The Applicant's engineer called today and asked that the Planning Board table the discussion of Stowaway Inn until November 15th when he is available to meet with the Board.

Regency Decision

Jesse Steadman reported that he has an updated Decision in the packets for Regency at Stow.

Arbor Glen Landscape Modification

Present:

Ann Deluty, Elaine Graves, and Arlene Roberts

Ann Deluty presented the updated landscaping plans for the Heather Lane entrance to Arbor Glen. Ann Deluty noted the white vinyl post and rail fence with square rock columns and the sign, intended to match the fencing and signage on the Arbor Glen Road entrance. Ann Deluty mentioned the option of replacing the existing Arbor Glen sign with one slightly smaller that would match the proposed sign and conform to the signage bylaw. Elaine Graves commented on the timing of the improvements, saying that the light and sign may be installed this year, and that the fence could be finished next year.

Lori Clark clarified that the purpose of the conversation with the Board is to determine whether these changes warrant a major or minor modification.

Lori Clark asked about the proposed sign pole, which includes 60 LEDs and a solar panel. Elaine Graves said that the lighting will only be added to the proposed sign, and not meant for the existing sign at the Arbor Glen Road entrance. Elaine Graves added that the solar light in the plans is meant to represent one option. Ernie Dodd asked about the feasibility of accessing electricity for a light. Elaine Graves said that a neighbor would allow them to run a cable from their house. Ann Deluty said that another reason the light was selected is to get an optimal angle for the light to shine on the sign. Lori Clark asked for more detail on the sign, as there is a concern with the plan's adherence to the lighting bylaw, specifically with brightness, the angle, and whether it is a full-cutoff fixture. The Board suggested looking at alternatives, such as LED strip lights.

The Board agreed that the proposed changes to the entrance at Heather Lane qualify as a minor modification.

Jesse Steadman said that it would make sense to meet with Planning staff to further look at specifics of the plan, and that it may be helpful to create a document with more detail so that a future contractor would be clear on the expectations and vision. Ernie Dodd requested that a detailed design from a contractor be submitted to the Planning Board after it has been approved.

Regency at Stow Active Adult Neighborhood Special Permit Decision Deliberation and Endorsement

Mark Jones recused himself as an abutter to Regency at Stow.

Lori Clark asked that a finding should be added to the decision noting the square footage requirements of signage in a residential district.

In regard to the construction of a public walking path to Minuteman Airfield, the Board discussed the timing of the acceptance of the alternate design and plan modification and agreed it should be tied to the issuance of the 1st occupancy permit, rather than the commencement of construction.

Jesse Steadman clarified that this modification states that the Tree Warden is to be consulted about species replacement, and that an arborist is to review remaining trees after clearing to determine if additional trees should be removed.

In regard to walking paths, Lori Clark and the Board agreed that prior to the 1st occupancy permit, the Planning Board and the Conservation Commission shall approve an alternative design.

Ernie Dodd moved to approve the decision for the Regency at Stow Active Adult Neighborhood, Erosion Control and Exterior Lighting Special Permit Modification 8, as amended at this meeting.

Steve Quinn seconded.

VOTED: 5-0 Unanimously in favor (Lori Clark, Ernie Dodd, Steve Quinn, Margaret Costello, Len Golder- yea).

Lower Village Planning

The Board continued their discussion from October 4, 2016, of the Lower Village final design plans. Jesse Steadman provided the contract with Howard Stein Hudson and the Request for Proposals for design and engineering services for Lower Village Improvements from 2014, with the intention of finding a path towards completion of the project. The Board discussed the stated scope of work, what has been completed, and budgeting for finalizing the project.

With the MassWorks grant award, the Board discussed project management and oversight responsibilities. Jesse Steadman said that an update would be available for the Planning Board meeting on November 15th.

Edge Community Commission Letter

Jesse Steadman said that the Edge Community Commission targets issues related to communities that are in between being classified as rural and suburban in the 495 region. The letter to the Commission details problems facing Stow, specific concerns, and what the Town is doing to address barriers, while pointing out steps that could be taken at the state level to assist. Jesse Steadman said that he hopes the letter could be sent to the Commission in November, ahead of their December recess.

Discussion of Long Term Planning Goals

The Board reviewed lists of projects and tasks related to permitting, transportation and Complete Streets, Lower Village, Gleasondale, and bylaw revisions.

Jesse Steadman said that a Special Town Meeting for the Lower Village traffic improvements would provide a good opportunity to ask for the reimbursable \$50,000 for a Complete Streets prioritization plan. Margaret Costello asked what would be involved in creating a town-wide prioritization plan. Jesse Steadman said that a consultant would likely begin by asking the Town for their impression of priority neighborhoods and intersections, by walking certain neighborhoods, and looking at crosswalks and road widths. The process would include surveying to see the numbers of people utilizing different modes of transportation. The deliverables would include a description of potentially dozens of priority intersections, with recommendations ranging from painting

on roads to reconstruction, including cost estimates, allowing the Town to smoothly budget for prioritized improvements. Once the prioritization plan is complete, Stow would achieve Complete Streets Tier 3 and would therefore be able to access a \$400k grant opportunity.

Jesse Steadman said that a traffic survey with Howard Stein Hudson has already been contracted for the Gleasondale corridor, and the Planning Department should look towards next steps for a comprehensive traffic design for the neighborhood. The Highway Department will be painting street markings on Marlboro Road, after which the temporary digital speed signs will again be placed on Marlboro Road to quantitatively gauge what difference the markings made to calm traffic.

Jesse Steadman said that a project Planning Staff would like to address in coordination with other Lower Village improvements is Mixed Use Zoning and design guidelines for the business district. The Board discussed the intent behind creating design guidelines and mixed use zoning in Lower Village, looking at how to prioritize for incremental change. The Board brought up concerns with Mixed Use Zoning, noting that in past conversations business owners in Lower Village have not expressed interest, the need for housing in a business district should be substantiated, and that there may be more urgency with design guidelines.

Meeting Adjourned.

Respectfully Submitted,

Valerie Oorthuys