

TOWN OF STOW
PLANNING BOARD

Minutes of the December 5, 2017 Planning Board Meeting

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

Voting Associate Member: John Colonna- Romano

Associate Member: Mark Jones

Absent: Karen Kelleher

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

Discussion of Meeting Minutes

Minutes of November 14, 2017

Ernie Dodd moved to approve the minutes as amended.

Len Golder Seconded.

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

Correspondence

The Board discussed a letter regarding the Sign Bylaw from the Economic Development and Industrial Commission. Mark Jones said that the recent Supreme Court case Reed vs. The Town of Gilbert will challenge some of the content of Stow's bylaw. Lori Clark suggested discussing the letter at a future meeting to compose a response to the EDIC.

Public Input

Mark Forgues, 9 White Pond Road, asked how to figure out what kind of Special Permit a business needs to operate in Stow. Ernie Dodd said that the Zoning Bylaws describe use regulations and provide a Table of Principle Uses, wherein the type of Special Permit required, if any, is listed.

Katie Fisher, 1 White Pond Road, asked how to submit changes to the Zoning Bylaw. Ernie Dodd said that changes to the Zoning Bylaw would go to the Planning Board, at which point the Planning Board would hold a Public Hearing, and the change would be voted on at Town Meeting and on the ballot. Ernie Dodd said that the Planning Board would vote on their support of the changes ahead of Town Meeting.

Katie Fisher asked what the fee in lieu calculation is for developers opting not to construct affordable housing units. Jesse Steadman said that the calculation varies by Town, and that

in Stow, for each unit, it is three times 80% of the median income for a household of four as reported by the most recent information from the US Department of Housing and Urban Development (HUD) and/or the Massachusetts Department of Housing and Community Development (DHCD). Jesse Steadman said that the Inclusion of Affordable Housing is described further in the Zoning Bylaws. Jesse Steadman said that Stow's housing consultants at Metro West Collaborative Development, the Stow Municipal Affordable Housing Trust, and others in town will be reviewing the efficacy of this calculation in the next year.

Member Updates

Mark Jones said that he passed along the Metropolitan Area Planning Council's research brief on housing production and public schools, included in the Board's packets, to the School Committee, as this factors into planning for a renovated high school.

Planner's Report

Regency at Stow Bond

Jesse Steadman said that Toll Brothers has submitted a bond request, and the Board will vote on the documents at their next meeting.

Gates Lane

Jesse Steadman said that Scott Hayes will attend the next Planning Board meeting for a concept discussion of a Planned Conservation Development off of Gates Lane. Jesse Steadman said that the proof plan demonstrated the lot could yield 34 units.

Stow Acres

Jesse Steadman said that the applicant is looking at wetlands crossing issues related to developing the driving range, and they are in the process of completing an Abbreviated Notice of Resource Area Delineation (ANRAD) through the Conservation Commission.

High Grove Estates Lot Release

Jesse Steadman said that High Grove Estates' last lot release will be on the Planning Board's next agenda.

Kane Land

Jesse Steadman said that staff are putting together a memo for the Selectmen regarding access points for future Kane Land trails in Gleasondale.

Complete Streets WikiMap

Jesse Steadman said that the Complete Streets WikiMap has been activated, and the public forum is scheduled for January 11.

Municipal Vulnerability Preparedness Grant

Jesse Steadman said over a dozen responses to the Town's Request for Qualifications were received, and the Climate Change Adaptation Working Group will review.

Massachusetts Downtown Initiative Grant

Jesse Steadman said that the grant narrative has been submitted to the Massachusetts Downtown Initiative. The grant award would fund a Business District assessment and market analysis of Lower Village.

Executive Session Minutes Release

Jesse Steadman said that the release of Town Boards and Committee's Executive Session minutes was recently discussed at a Selectmen's meeting. Jesse Steadman said that because there hasn't been a release for some time, it would be helpful to think of the various cases that have been closed out so that staff can bring those minutes to the Board to vote to release them. Jesse Steadman said that the minutes have already been approved, but not released. The Board listed the Collings Foundation cases, as well as cell tower cases that have executive session minutes.

Recreational Marijuana Zoning- Memo to Board of Selectmen

Jesse Steadman said that the Selectmen would like an update regarding Recreational Marijuana Zoning, and that he would like to prepare a memo to outline the current timeline of the state's policy, describe the options available to Stow as a 'yes' community, and to detail the Planning Board's role in zoning for the time, place, and manner of Recreational Marijuana use. Jesse Steadman said that the memo would note that once state regulations are decided upon, Recreational Marijuana would be legal in Stow, and that if the Town wants to restrict or limit consumption, the Planning Board would not be involved, as any ballot measure would be under the Selectmen's purview. Lori Clark agreed to review the memo prior to sending it to the Board of Selectmen.

Preliminary Budget Discussion- FY 2019

Jesse Steadman said that Julianne North, the Board's Finance Committee liaison will come to the Board's next meeting to discuss the Board's budget requests, as well as goals and expectations. Jesse Steadman said that department budgets are due by December 22. Jesse Steadman said that he expects the Planning Board's budget to have three main asks: a new laptop, public GIS, and a placeholder for Lower Village funding.

Regarding public GIS, Jesse Steadman said that the Assessor's Office has had software troubles with putting together abutters lists, which is a standard function of public GIS software. Jesse Steadman said that the public side wouldn't have to be part of a contract to have a system for abutters lists, as staff would need more time to set up data layers.

Regarding a Lower Village placeholder, Jesse Steadman said that he is feeling more confident that the project will remain close to its budget after conversations with the consultants. The Board agreed that a placeholder for Lower Village funding may be helpful as a precaution.

The Board discussed funds to request for the Master Plan engineering account, as well as the Capital Planning calendar and schedule. Jesse Steadman said that with the anticipated completion of the Complete Streets Prioritization Plan in the coming year, there will be a list of 15 priority construction projects which should be described in the Capital Planning calendar.

Mark Jones noted that while changes to municipal stormwater permitting may be delayed by current federal goals, this would be an item to add to the Capital Planning calendar.

Lori Clark suggested that staff consider the driving factors behind any budget items, and noted that it may be useful to include a list of typical activities of the Planning Department and the committees it staffs, to clarify the scope the budget supports.

Definitive Subdivision Plan and Planned Conservation Development and Erosion Control Special Permit and Site Plan Approval, Joanne Drive- Decision Review and Approval

The Planning Board reviewed a draft decision for Joanne Drive and suggested revisions mainly related to adding more reasoning behind decisions to deny or grant waivers.

The Board discussed language regarding the Forest Road connection. The Board agreed to request that a sign at both ends of the connection should state 'Public Safety Vehicles Only'. Lori Clark asked for language to be added to the decision to state that while the Planning Board's Subdivision Rules and Regulations call for a clear egress, the Board has made provisions for this connection to be an emergency access only.

The Board agreed that a finding should be added to the decision to clarify that the applicant and the Tree Warden will come to a resolution regarding street trees along Sudbury Road.

Lori Clark said that the decision should address lighting and the applicant submitted a waiver request for street lighting.

The Board agreed to leave out a section related to Phasing of Growth, as its legality is under review.

The Board agreed to include typical language regarding blasting as well as clearing the land of debris.

Ernie Dodd said that he would like the decision to list items to be included in the performance guarantee.

Lower Village Traffic Improvement Project

Jesse Steadman said that MassWorks and the Town Administrator have signed a contract for the Lower Village construction project, and that the Notice to Proceed is expected soon. Jesse Steadman said that the project manager from E.T.&L. Corp may look to complete the

tree clearing and begin to stockpile infiltration basin materials in the Lower Common before winter sets in.

Jesse Steadman said that he discussed the budget for the project with consultants at Howard Stein Hudson, who said that the project can still be completed with the money allotted and that if there are no other out of scope items, the budget looks good.

Jesse Steadman noted some progress with concerns of finding contaminants while completing construction work along the former Mobil Station.

Meeting Adjourned.

Respectfully Submitted,

Valerie Oorthuys