

TOWN OF STOW
PLANNING BOARD

Minutes of the December 12, 2017 Planning Board Meeting

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

Voting Associate Member: John Colonna- Romano

Associate Member: Mark Jones

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

Discussion of Meeting Minutes

Minutes of December 5, 2017

Ernie Dodd moved to approve the minutes as amended.

Margaret Costello Seconded.

**VOTED: 3-0 Unanimously in favor (Lori Clark, Ernie Dodd, Margaret Costello–Yea,
Karen Kelleher Abstained).**

Public Input

None.

Member Updates

Mark Jones said that the Zoning Board of Appeals has been made aware of an appeal of their decision granting Steve Quinn a Special Permit to allow a contractor operation in the existing structure at 43-45 Crescent Street.

Planner's Report

Sign Bylaw Review

Jesse Steadman said that the Economic and Industrial Development Commission would like to meet with the Planning Board to better understand the Board's comments regarding the EDIC's Sign Bylaw review. The Board agreed that a meeting would be helpful. Jesse Steadman said that a working meeting would be scheduled for January or February.

Regency at Stow- Affordable and Market Rate Timeline

Jesse Steadman said that he looked into the chronology of required Occupancy Permits between market rate and affordable units, and found in the 2007 Decision that the units shall be constructed on the same schedule.

Regency at Stow- Local Action Unit Application

Jesse Steadman said that he anticipates hearing from the Department of Housing and Community Development soon, and that the approved LAU application will then be forwarded to MCO Housing.

Jillian's Lane

Jesse Steadman said that the applicant and contractor at Jillian's Lane have contacted the Planning Department regarding the necessity of moving a utility pole. Jesse Steadman said that he has looked at the plans and needs to clarify which pole they are referencing and discuss with the Fire Chief.

Municipal Vulnerability Preparedness Program Grant

Jesse Steadman said that 13 responses to the Request for Qualifications for the MVP grant have been received and the Climate Mitigation Working Group is reviewing the proposals.

Vote on Release of Lots, High Grove Estates- West Acton Road

Jesse Steadman said that the covenant for High Grove Estates states that the final Occupancy Permit shall be held until the construction of services is complete or a bond is placed. The Planning Board agreed that the applicant has not made it clear whether the lot release is for the final lot or the second to last lot. The Board agreed that in order to approve the lot release, the Board's consulting engineer at Places Associates, Inc. would need to review the bond.

Ernie Dodd moved to authorize Jesse Steadman to release the lot if work is complete, or to accept the bond based on an amount estimated by Places Associates, Inc.

Len Golder Seconded.

VOTED: 5-0 Unanimously in favor (Lori Clark, Ernie Dodd, Margaret Costello, Len Golder, Karen Kelleher-Yea).

Review of Regency at Stow Draft Bond

The Board expressed their concern with a bond held by an out of state company, as the International Fidelity Insurance Company is located in New Jersey. Jesse Steadman said that he could supply the applicant with language used in previous projects with an out of state company and have Town Counsel review.

Bill Keaton, of Toll Brothers, noted that the bond would need to be approved prior to the first occupancy permit, which is planned for mid-January.

Karen Kelleher commented that the initial expiration of the bond is December 15, 2018; meaning that the work would need to be completed in one year or the bond would have to be extended.

Karen Kelleher moved to establish the bond amount at \$1,287,789.00 and to authorize Jesse Steadman to work with the applicant and Town Counsel on the language of the performance bond and either a local or regional entity as Surety.

Ernie Dodd Seconded.

VOTED: 5-0 Unanimously in favor (Lori Clark, Ernie Dodd, Margaret Costello, Len Golder, Karen Kelleher-Yea).

Review Regency at Stow Sidewalk Plan

Jesse Steadman said that the decision for Regency at Stow states that the Walkway Plan shall be submitted to the Planning Board prior to the first occupancy permit. Jesse Steadman said that the plan was not initially accepted due to the inclusion of a chain link fence.

Ernie Dodd asked if the pathway is ADA accessible, noting that there is a pinch point that may be too narrow.

The Board agreed that the Highway Department should review the plans, and that the Walkway Plan should be discussed at a future meeting.

Memo to the Board of Selectmen regarding Kane Land in Gleasondale

Valerie Oorthuys said that the memo included in the Board's packets describes a site walk held at the Kane Land in September, with Town staff and neighbors present. The purpose of the site walk was to look at potential access points off Gleasondale Road to enter into the Kane Land, where Gleasondale residents would like to locate public trails. Valerie Oorthuys said the memo is meant to provide an objective look at each of the three entry points.

Karen Kelleher noted that the memo to the Selectmen should include the broader history of the Kane Land and its use as a potential well site. Lori Clark said that the location of a well access road should be considered.

Ernie Dodd asked if the wetlands boundaries on the parcel are known. Kathy Sferra, Conservation Coordinator, said that the Conservation Commission has aerial photos of the wetlands, though they would need to get the boundaries marked as part of this project, once the Selectmen have reviewed the plans.

Budget Discussion- FY19

Present: Julianne North, Finance Committee

Jesse Steadman described the Planning Department's goals for the next fiscal year, noting that the department is in a period of continued implementation, including grants received for the Lower Village Traffic Improvement Project, the Complete Streets Prioritization Plan, and the Municipal Vulnerability Preparedness Program.

Jesse Steadman said that funds requested through the Master Plan Account would go towards offsetting any additional costs associated with the Lower Village project, providing payment towards legal fees associated with creating a Recreational Marijuana Bylaw, and to secure technical assistance for an economic analysis of Lower Village.

Jesse Steadman said that the MassWorks program has provided an extra \$150,000 towards the Lower Village project, bringing the grant total to \$1 million. Jesse Steadman said that the additional funds are meant to be used last, but it will offset additional costs.

Jesse Steadman reviewed the Capital Planning five year plan, which shows an annual \$50,000 request to go towards construction services and design of projects in the Complete Streets Prioritization Plan. Jesse Steadman said that this amount is a new iteration of the department's sidewalk fund, as the Prioritization Plan considers more than the need of sidewalks. Jesse Steadman said that Gleasondale Streetscape Improvements are listed under fiscal year 2020 to line up with the Gleasondale Bridge replacement. Jesse Steadman said that the amount requested is similar to the previous request for Lower Village concept plans.

The Board discussed the need of creating a new Master Plan, agreeing that it should be viewed as a living document. The Board discussed options for updating the Master Plan, including completing it in sections.

Julianne North presented a document comparing the Planning Department's budget with that of several surrounding towns. Julianne North said that the purpose of looking at the cost per household and per person of the Planning Board's budget is to look at the value in relation to tax dollars spent. Lori Clark described the breadth of work completed by the Planning Department. The Board agreed that it is difficult to compare Planning in various towns, as each town has a different level of complexity to its bylaws, town departments are structured and staffed differently, and there is a range of project implementation and grant management.

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 the draft decision for Joanne Drive. The Board discussed language around the location of a fire cistern at the Forest Road extension, the wording of the applicant's options for sidewalk construction, and inclusionary housing.

*Ernie Dodd moved to approve the Decision and Certificate of Action dated December 12, 2017 as amended, for the Joanne Drive Definitive Subdivision and Planned Conservation Development and Erosion Control Special Permit and Site Plan Approval.
Len Golder Seconded.*

VOTED: 5-0 Unanimously in favor (Ernie Dodd, Margaret Costello, Len Golder, Karen Kelleher, John Colonna- Romano (Voting Associate Member –Yea. Lori Clark abstained).

Meeting Adjourned.

Respectfully Submitted,
Valerie Oorthuys