

TOWN OF STOW
PLANNING BOARD

Minutes of the May 29, 2018 Planning Board Meeting

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

Voting Associate Member: Megan Birch-McMichael

Associate Member: Mark Jones

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

Discussion of Meeting Minutes

Minutes of May 16, 2018

Karen Kelleher moved to approve the minutes as amended.

John Colonna-Romano Seconded.

VOTED: 5-0 In favor (Lori Clark, Margaret Costello, Len Golder, Karen Kelleher, John Colonna- Romano-Yea).

Public Input

None.

Member Updates

None.

Planner's Report

SBA Meeting

Jesse Steadman reported that the Economic Development and Industrial Commission is hosting a "Starting and Growing" a business workshop at the Pompositticut Community Center tomorrow night.

Arbor Glen

Jesse Steadman noted that Arbor Glen is looking to add porous pavement to three parking area locations and is requesting to use traditional pavement on the access drive to the wastewater treatment system. Jesse Steadman said that after talking with Places Associates, it appeared that such a proposal would likely not require a calculation of the drainage, especially if it entailed stone drainage on the sides of the drive. Jesse Steadman said that according to the drainage calculations, Arbor Glen can add more impervious surface prior to reaching the limit imposed in the Water Resource Protection Overlay District.

Pennie Lane- 117 Walcott Street

Jesse Steadman said he spoke with the contractor at Pennie Lane and reiterated the need to complete the drainage system prior to gaining Building Permits. The contractor noted that depending on whether he purchases the remaining 30 acres of land for development, they will need to make upgrades to the common driveway as the pavement is deteriorating.

MVP Workshops Concluded

Jesse Steadman reported that the workshops for the Municipal Vulnerability Preparedness (MVP) program have concluded. He noted they had a great turnout from various stakeholders in the Stow area. The consultant is now working on the final report and the Planning Department will be scheduling a listening session early this summer, which is a requirement of the grant award and a good way to showcase the effort.

Lower Village MDI Sitewalk

Jesse Steadman said that a sitewalk with Massachusetts Downtown Initiative (MDI) staff and the chosen consultant will be touring Lower Village on June 5th as the opening to the Business District Assessment and Market Analysis. Jesse Steadman noted that he and Valerie Oorthuys will be updating the existing strengths/weaknesses analysis ahead of time.

Marijuana Forum Date

The Marijuana public information session has been rescheduled to June 27th. Staff are working on the presentation updates.

Housing Lottery Dates Set

Jesse Steadman said that the lottery for the affordable and middle income units at the Regency at Stow will soon be underway, with the application due July 21, and the lottery on July 30.

Member Appointments

The Board discussed and agreed upon annual appointments of Board members and staff.

*Karen Kelleher moved to appoint Mark Jones as an Associate Member for a one-year term.
Len Golder Seconded.*

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

*Karen Kelleher moved to appoint Lori Clark as Chairman.
Margaret Costello Seconded.*

VOTED: 4-0 Unanimously in favor (Len Golder, Margaret Costello, Karen Kelleher, John Colonna-Romano- Yea; Lori Clark abstained).

*Margaret Costello moved to appoint Karen Kelleher as Vice Chairman.
John Colonna-Romano Seconded.*

VOTED: 4-0 Unanimously in favor (Lori Clark, Len Golder, Margaret Costello, John Colonna-Romano- Yea; Karen Kelleher abstained).

Karen Kelleher moved to appoint Jesse Steadman and John Colonna-Romano to endorse ANR Plans.

Margaret Costello Seconded.

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

Karen Kelleher moved to appoint John Colonna-Romano as Community Preservation Committee Representative.

Margaret Costello Seconded.

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

Karen Kelleher moved to appoint Jesse Steadman as Minuteman Advisory Group on Interlocal Coordination (MAGIC) Representative.

Margaret Costello Seconded.

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

Karen Kelleher moved to appoint Mark Jones as Liaison to Zoning Board of Appeals.

Margaret Costello Seconded.

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

Karen Kelleher moved to appoint Jesse Steadman as Liaison to MAPC.

Margaret Costello Seconded.

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

Karen Kelleher moved to appoint Margaret Costello as Liaison to the Gleasondale Neighborhood Area Sub-Committee.

John Colonna- Romano Seconded.

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

Karen Kelleher moved to appoint Megan Birch-McMichael as Liaison to the Lower Village Revitalization Subcommittee.

Margaret Costello Seconded.

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

Vote on Modification of Subcommittee

Jesse Steadman suggested modifying the Lower Village Revitalization Subcommittee to allow for 5 members rather than 7. Jesse Steadman noted quorum problems with 7

member Boards and Commissions, and said that public input can be taken as part of the subcommittee's open meetings.

Karen Kelleher moved to amend the posting of the Lower Village Revitalization Subcommittee.

John Colonna-Romano Seconded.

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

Jillian's Lane Long Term Stabilization

The Board discussed a letter to the applicant and owner of the Jillian's Lane subdivision regarding long term stabilization. The Planning Board agreed to request that the Building Inspector issue a cease and desist to halt all work other than installing the septic system, hydroseeding, and constructing the basin. The Planning Board agreed that the contractors are not to work on the construction of the homes until the previously agreed upon construction sequence has been completed.

Lori Clark said that the site stabilization requires management of volume and sediment runoff. Lori Clark expressed concern with the contractor's ability to manage the volume of runoff, saying that volume is not under the purview of the contractor's wetlands specialist.

The Board discussed further action to take if the site is not proactively managed, including notifying the EPA of non-compliance with the Special permit and terms of the National Pollution Discharge Elimination System (NPDES) permit and Stormwater Pollution Prevention Plan (SWPPP) requirements, and issuing fines per day for non-compliance with the Special Permit. The Board noted that further enforcement may come from the Conservation Commission.

Lori Clark emphasized that it is the responsibility of the construction team to respond to changing conditions on site, including actions of co-applicants, subcontractors, and unforeseen conditions.

The Board questioned whether the applicant has received Title 5 approval.

The Planning Board expressed frustration that the septic system was not put in during last week's good weather, as the Board's consulting engineer and the contractor's wetlands specialist agree that its installation is a crucial element of site stabilization.

The Board noted that their consulting engineer is not confident that the basin was constructed to the plan's specifications, and therefore unable to handle its planned capacity. Karen Kelleher said that an as-built plan for the basin should be requested. The Board agreed that the contractor should provide proof that the basins were built to the plan's specifications. If they are not able to prove this, then the construction sequence needs to be amended.

Sign Bylaw Discussion

The Planning Board agreed that the sign bylaw should allow for signage that reflects the character of the town and allows for visibility of businesses. The Board agreed that, to the extent allowable, there should be consistency in the design, number, and size of signs. In discussing the character of the town, Lori Clark noted the Town's desire for dark sky compliance.

Lori Clark noted that additional signage allowances for agricultural businesses are not allowed under new laws.

The Board agreed that a new bylaw should adjust the size limitation for signs for sites with multiple businesses, to allow for somewhat larger signs. The Board agreed that in terms of lighting and size, the pylon sign at the Shopping Plaza is appropriate. Lori Clark said that it should be noted that the Shopping Plaza sign was allowed through a Special Permit, and does not comply with the current sign bylaw.

The Board discussed the current bylaw's restriction against internally illuminated signs. Lori Clark said that language in the bylaw should clarify whether the restriction of internally illuminated signs applies to indoor signage, such as neon open signs. Megan Birch-McMichael noted that restricting projected signs should be addressed in a new bylaw. Lori Clark said that the bylaw should define signage, specific to zoning districts.

The Board discussed the Town of Norwood's sign bylaw, as it is one of the few sign bylaws recently modified to be content neutral in light of recent Supreme Court findings.

The Board agreed that they appreciate the Town of Norwood's use of design incentives, though a new bylaw would need to define 'good design'. The Board agreed that this may include a color scheme or use of natural products. Jesse Steadman added that a bylaw can use images to better convey the Town's understanding of 'good design'.

The Board noted that the Town of Norwood's bylaw issued permits for temporary signs. The Board agreed that this would require increased enforcement. The Board agreed that the bylaw should define temporary.

The Board agreed that signs for home-based businesses in the residential district would be similar in character to signage allowed in other districts.

Meeting Adjourned.

Respectfully Submitted,
Valerie Oorthuys