

TOWN OF STOW
PLANNING BOARD

Minutes of the October 23, 2018 Planning Board Meeting

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

Voting Associate Member: Megan Birch-McMichael

Associate Member: Mark Jones

Absent: Margaret Costello

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

Discussion of Meeting Minutes

Minutes of October 16, 2018

Karen Kelleher moved to approve the minutes as amended.

John Colonna-Romano Seconded.

VOTED: 3-0 Unanimously in favor (Lori Clark, Karen Kelleher, John Colonna-Romano -Yea).

Executive Session Minutes of August 7, 2018

Len Golder moved to approve the minutes as amended.

John Colonna- Romano Seconded.

VOTED: 3-0 Unanimously in favor (Lori Clark, Len Golder, John Colonna-Romano - Yea; Karen Kelleher abstained)

Executive Session Minutes of September 11, 2018

Len Golder moved to approve the minutes as amended.

John Colonna-Romano Seconded.

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

Public Input

None.

Member Updates

Mark Jones said that the Zoning Board of Appeals held a recent public hearing continuance of the Plantation Apartments II application. Mark Jones said that the applicant has made some changes to the plans related to wastewater management, and that the ZBA members have made some progress in their discussions. The public hearing was continued to November 8th.

Correspondence

Karen Kelleher said that the list of Building Permits for September 2018 includes a permit for an Accessory Apartment and suggested staff clarify whether the applicant needed Site Plan Approval or a Special Permit.

Karen Kelleher noted correspondence from Mark Jones regarding the release of Executive Session minutes, saying that she feels once litigation is over, minutes should be released. The Board agreed that within 30 days of completing litigation via either a settlement agreement or dismissal, Executive Session minutes should be released.

Planner's Report

Jillians Lane

Jesse Steadman updated the Planning Board on the status of the basin reconstruction at Jillian's Lane.

Spring Hill Estates

Jesse Steadman said there has been no correspondence from the developers at Spring Hill Estates since the Planning Board's letter was sent.

Springbrook Farm Decision

Jesse Steadman said he has begun drafting the Springbrook Farm decision and is hoping to schedule a vote on the topic and review of the decision for the Board's meeting on October 30th.

Gleasondale Neighborhood Area Subcommittee

A survey of preferences regarding different regulations for a Local Historic District in Gleasondale is currently being revised. Staff will work with the subcommittee to distribute and gain feedback.

Regency at Stow Bond Reduction Request

The Planning Board reviewed Toll Brothers' bond reduction request as well as correspondence from the Board's consulting engineer at Places Associates, Inc.

Karen Kelleher moved to authorize a reduction of the bond to an amount of \$554,220 which includes a 50% contingency as described in a letter from Places Associates dated October 17, 2018.

John Colonna-Romano Seconded.

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

Work Plan

The Planning Board reviewed a draft work plan, covering categories such as Complete Streets, Lower Village planning efforts, Stormwater and Hazard Mitigation, Regional Planning, GIS, the Economic Development and Industrial Commission, and the Gleasondale Neighborhood Area Subcommittee.

The Board discussed the desirability of hiring a Town Engineer, agreeing that this could be a part time position or a shared position with an abutting Town. The Board agreed that the need is justified, given the hours the Board's consulting engineer is hired for and the Complete Streets improvements that will need design services.

The Board discussed the need of engineering and design services for streetscape improvements in Gleasondale Village. Jesse Steadman said that there are a number of improvements included on the Complete Streets Prioritization Plan and said it may be efficient to consider improvements to the corridor around the timeline of MassDOT's scheduled Gleasondale Bridge replacement.

The Board discussed maintaining their Sidewalk Fund and increasing the annual ask.

The Board discussed the process to revise zoning in Lower Village, recognizing the need to utilize the Community Compact grant to hire a consultant by 2020. Jesse Steadman said that the results of the Business District Assessment and Market Analysis will inform the process, and the Lower Village Revitalization Subcommittee will submit recommendations to the Planning Board based on the findings of that report. The Subcommittee will continue working to compile their vision for the district, balanced with results from previous planning efforts. Jesse Steadman said that a timeline for the process could include posting a Request for Quotes for a consultant in Spring 2019.

The Board discussed requirements of the new MS4 permit, including the need to create and codify a bylaw that enforces illicit discharges by July 2019. Jesse Steadman said that adopting Rules and Regulations for Erosion Control Special Permits would work well with the MS4 requirements.

The Board agreed that Golf Course Master Planning and Zoning will be a priority in the coming year.

The Board discussed the need of purchasing a public GIS program, which would benefit the Assessors Department, the Fire Department, and the Planning Department. This effort would require an upfront investment and a yearly maintenance fee. Jesse Steadman recommended an outreach process to clarify needs of Town departments and residents.

Lower Village Traffic Improvement Project

The Planning Board reviewed revised accounting projections for the Lower Village Traffic Improvement Project. Jesse Steadman said that the Highway Superintendent has requested additional Chapter 90 funds from the State to cover cost overruns on the project.

Meeting Adjourned.

Respectfully Submitted,
Valerie Oorthuys