

PLANNING BOARD MEETING
Tuesday September 7, 2010
Stow Town Building

1.	7:00 PM	Call to Order
2.	7:01	Review Correspondence and Minutes
3.	7:10	Public Input
4.	7:20	Planning Board Members' Updates (News and Views, Committee Reports and Work Plan Update)
5.	7:25	Coordinator's Report

Appointments

6.	7:30	Robert Collings, Collings Foundation
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Discussion/Action Items

7.		Establish Timeline for Work Plan
8.		Fact Sheets <ul style="list-style-type: none"> • Signage and Lighting
9.		Review Lower Village Sub-Committee charge
10.		Master Plan Expenses <ul style="list-style-type: none"> • Invoice from The Ciccolo Group
11.		Derby Woods <ul style="list-style-type: none"> • Request from Habitech for Planning Board approval of the Emergency Access Way
12.		Taylor Road PCD <ul style="list-style-type: none"> • Lot Release (Lots 3, 4, and 5)
13.		Comprehensive Permits Pilot Grove Apartments II and Plantation Apartments II <ul style="list-style-type: none"> • Draft PB Memo to Zoning Board of Appeals (Public Hearing September 16, 2010)
14.		ZBA Variance Application for Variance filed by Star Tower Inc and T-Mobile <ul style="list-style-type: none"> • Draft PB Memo to Zoning Board of Appeals (Public Hearing, September 13, 2010)
15.		Executive Session
16.	10 P.M.	Adjournment

CORRESPONDENCE

08/16/10 Letter from Sue C. Sullivan to Stow Planning Board RE: Derby Woods Emergency Access Road
08/10/10 Letter from Pulte Homes Disclosure Notification for sold unit
08/11/10 Letter from Alice Eaton Fund, Inc. to Pedestrian Walkway Planning Sub-Committee
08/18/10 Letter to Harry Blackey RE: Ridgewood Estates Active Adult Neighborhood
08/18/10 Email from Malcolm FitzPatrick to Karen Kelleher RE: Underground Utilities
08/18/10 Email from Mark White to Karen Kelleher RE: Neighbors
08/18/10 Email from Town Administrator to Karen Kelleher RE: Lower Village Master Plan
08/19/10 Email from Victoria Fletcher to Karen Kelleher RE: Water/ Lower Village
08/23/10 Email from Karen Kelleher to Steve Quinn and Lori Clark RE: Derby Woods Trail
08/24/10 Memo from Karen Kelleher to Craig Martin RE: Zoning Bylaw Compliance and Enforcement
08/24/10 Email from Kathleen Willis to Bruce Fletcher RE: Trees at Arbor Glenn
08/24/10 Update from DHCD Subsidized Housing Inventory
08/31/10 Consultant Fund Balance
09/01/10 Email from Karen Kelleher to Kristine Sheehy RE: Arbor Glen Trail Easement
09/01/10 Email from Anne-Marie Rohrberg to Karen Kelleher RE: Sidewalk Committee

TOWN BOARDS/COMMITTEES

08/13/10 Application for Clearance Prior to Issuance of Building Permit 331 Harvard Road
08/13/10 Email from Karen Kelleher to Alex Parra RE: Taylor Road PCD Conservation Restriction
08/16/10 Application for Clearance Prior to Issuance of Building Permit 29 Golden Drive
08/18/10 Letter from Conservation Commission to Community Convenience Trust RE: 626 Great Road
08/18/10 ZBA Notice of Decision and Decision 120 Barton Road
08/18/10 Conservation Commission DEP Certificate of Compliance
08/27/10 Conservation Commission Notice of Public Hearing: Replacing of Failing Arch Culvert

Posted: September 2, 2010

08/27/10 ZBA Notice of Public Hearing T-Mobile and Star Tower 215 Harvard Road September 13, 2010
09/16/10 ZBA Notice of Public Hearing Continues September, 16 @ 7:30PM Stow Community Housing
08/20/10 Certificate of Occupancy 19 Arbor Glen Drive
08/24/10 Letter from Craig Martin to Andy Curtis RE: 128 Great Road

AREA TOWN BOARDS/COMMITTEES

08/16/10 Town of Acton Notice of Public Hearing 22 Esterbrook Rd.
08/25/10 Town of Harvard Scenic Roads Bylaw
08/24/10 Town of Hudson Notice of Decision 104 Forest Ave.
08/27/10 Town of Sudbury ZBA Notice of Public Hearings
08/27/10 Town of Acton Board of Selectmen Special Permit for New Bank Building
09/01/10 Town of Harvard Planning Board Legal Notice Scenic Road Bylaw

PUBLICATIONS

07/28/10 The Milford Daily News, "Snow ruling could mean more work for cleanup crews"
08/17/10 Metrowest Daily News, "Town mulls underground utilities plan
08/23/10 Zoning Practice, Practice Low Impact Development
08/24/10 Commissioner
08/01/10 Planning APA Magazine August/September 2010 issue
10/13/10 Moving Together 2010 Annual Statewide Walking and bicycling

LOOKING AHEAD

09/07/10 ZBA Public Hearing – Plantation Apartment II Comprehensive Permit
09/21/10 Planning Board Meeting
09/09/10 ZBA Public Hearing – Plantation Apartments II Comprehensive Permit
09/13/10 ZBA Public Hearing – Star Towner Co. and T-Mobile (Wedgewood Pines Country Club)
09/16/10 ZBA Public Hearing – Pilot Grove Apartments II Comprehensive Permit
09/24/10 Urban Renewal: Last Resort and Best Practice
09/30/10 Fostering Local Support for Affordable Housing 9AM-2PM Framingham, MA
10/05/10 Planning Board meeting
• Zoning Discussion with Building Commissioner
04/09/10 American Planning Association 2011 National Planning Conference Boston, MA

<i>Task</i>	<i>Priority</i>	<u><i>Long</i></u> <u><i>Median</i></u> <u><i>ShortTerm</i></u>	<u><i>Timeline</i></u> <u><i>to begin</i></u>	<u><i>PB</i></u> <u><i>Member(s)</i></u>
Zoning Compliance <ul style="list-style-type: none"> Establish Standard Process 	H	S	07/13/10	Karen 8/14 - Memo sent to Building Commissioner - Fact Sheets pending PB Approval
Lower Village Traffic and Pedestrian Safety Master Plan	H	S	07/06/10 07/13/10 07/20/10	All 9/17 - RFP to be mailed
Sign Bylaw - Review and update Bylaw <ul style="list-style-type: none"> Review draft document for Lower Village Sub-Committee Design Standards Review area town bylaws 	H	S		Ernie/Brian
CLURPA – Comprehensive Land Use Reform and Partnership Act	H	S	08/10/10	8/11 – Letter sent to Sen Eldridge and Rep Hogan
Golf Course and Orchard Zoning <ul style="list-style-type: none"> Overlay District? Review EO418 buildout Review Area Town Bylaws 	H	S		Kathleen Lori
Lower Village Zoning <ul style="list-style-type: none"> Set goals Methods to achieve goals Zoning Bylaw Amendments Design Standards 	M	L		Steve
Lower Village Common (Create a “sense of place”) <ul style="list-style-type: none"> Report from Lower Village Committee 	M	S		Lower Village Sub-Committee
Planned Conservation Development Bylaw (PCD) <ul style="list-style-type: none"> Allow by Right Designate Open Space First 	M	S		
Review Section 3.9 (Non-Conforming Uses)	M	M		
Adult Entertainment Zone	L	L		
Floodplain Wetlands Overlay District <ul style="list-style-type: none"> Review Floodplain Studies 	L	L		