

**PLANNING BOARD MEETING**  
**Tuesday February 1, 2011**  
**Stow Town Building**

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

***Appointments***

|    |      |                                                            |
|----|------|------------------------------------------------------------|
| 6. | 7:30 | Lower Village Planning with Business Zoned Property Owners |
|----|------|------------------------------------------------------------|

***Discussion/Action Items***

|     |         |                                                                                                                                            |
|-----|---------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 7.  |         | Bose Corp. – Request for Special Permit Modification to extend overall build out timeline                                                  |
| 8.  |         | Stow Community Park – Request for Modification (temporary lighting for skating)                                                            |
| 9.  |         | Lower Village Streetscape Plan                                                                                                             |
| 10. |         | Comprehensive Permit Policy <ul style="list-style-type: none"> <li>Email from Selectman Spear (appoint Planning Board Liaison?)</li> </ul> |
| 11. |         | Executive Session <ul style="list-style-type: none"> <li>Riverhill Estates Subdivision Appeal</li> </ul>                                   |
| 12. | 10 P.M. | Adjournment                                                                                                                                |

**CORRESPONDENCE**

01/07/11 Memo from Building Commissioner to Planning Board RE: Sign Bylaw –Use of Flags at Omega Motor Sports 102 Great Road  
01/10/11 Umass Amherst Keystone Project Application Form  
01/13/11 Email from Karen Kelleher to Susan McLaughlin RE: Randall Road Sidewalk Easement  
01/18/11 Memo from Julie Costello RE: Snow Days  
01/19/11 Memo from MAPC RE: Professional Technical and Planning Assistance  
01/19/11 Reply from 37 Brandymeade Circle to grant permission for Town to use utility easement  
01/26/11 Planning Board Application to MAPC for Professional Technical and Planning Assistance Grant  
01/27/11 Memo from Karen Kelleher to Capital Planning Committee RE: Capital Planning Request for Lower Village District Plans  
01/24/11 Letter from Stephen Steinberg RE: Lower Village

**TOWN BOARDS AND COMMITTEES**

01/11/11 ZBA Public Hearing Notice Continuance Star Tower/T-Mobile 01/24/11 @7:30PM  
01/11/11 Application for Clearance prior to Issuance of a Building Permit  
01/19/11 Petition for Special Permit 128 Great Road Volume and Page number from Town Clerk  
01/26/11 ZBA Decision on Wireless Service Facility Application Star Tower and T-Mobile  
01/20/11 Treasurer/Collector comments 128 Great Road  
01/25/11 Building Commissioner's comments 128 Great Road  
01/25/11 Board of Health comments 128 Great Road  
01/20/11 ZBA Notice and Decision of Permit Granting Authority 18 Great Road Stow, MA

**AREA TOWN BOARDS**

01/10/11 Acton Board of Selectmen Public Hearing Notice  
01/13/11 Acton Planning Board Public Hearing Notice  
01/19/11 Acton Planning Board Proposed Zoning Changes  
01/19/11 Acton Board of Selectmen Notice of Decision 408 Mass Ave.  
01/19/11 Sudbury ZBA Notice of Decision 40 Station Road  
01/19/11 Sudbury ZBA Notice of Decision 4 Lake Shore Drive  
01/24/11 Maynard Planning Board Notice of Public Hearing New High school  
01/24/11 Sudbury ZBA Notices of Public Hearing

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*Posted: January 28, 2011*

01/24/11 Hudson ZBA Notice of Public Hearing 15 Dean St.  
01/26/11 Maynard, Planning Board Notice of Public Hearing for 216-218 Main St.  
01/26/11 Maynard, Planning Board Notice of Public Hearing for 5 Waltham St.  
01/26/11 Acton Board of Selectmen Notice of Public Hearing for 310B School St.  
01/27/11 Hudson ZBA, Notice of Decision 1 Kane Industrial Drive

### **PUBLICATIONS**

12/01/10 Municipal Voice, "What is the 'Stretch Code' and How Does It Work?"  
01/18/11 Arc User Winer 2011  
01/19/11 TransReport January/February 2011

### **LOOKING AHEAD**

01/10/11 Umass Amherst Keystone training Thursday April 14, 2011, April 17, 2011, March 1, 2011  
02/07/11 FEMA Concord Watershed Discovery Meeting @10AM  
02/10/11 Boston Regional Metropolitan Planning Organization Transportation Workshops  
02/08/11 TIP Building Workshops

| <i>Task</i>                                                                                                                                                                                             | <i>Priority</i> | <u><i>Long</i></u><br><u><i>Median</i></u><br><u><i>ShortTerm</i></u> | <u><i>Timeline</i></u><br><u><i>to begin</i></u> | <u><i>PB</i></u><br><u><i>Member(s)</i></u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------|
| Zoning Compliance <ul style="list-style-type: none"> <li>Establish Standard Process</li> </ul>                                                                                                          | H               | S                                                                     | Complete Process Established                     |                                             |
| Lower Village Traffic and Pedestrian Safety Master Plan                                                                                                                                                 | H               | S                                                                     | Ongoing                                          | All                                         |
| Sign Bylaw - Review and update Bylaw <ul style="list-style-type: none"> <li>Review draft document for Lower Village Sub-Committee</li> <li>Design Standards</li> <li>Review area town bylaws</li> </ul> | H               | S                                                                     |                                                  | Ernie/Brian                                 |
| CLURPA – Comprehensive Land Use Reform and Partnership Act                                                                                                                                              | H               | S                                                                     | 08/10/10                                         | All                                         |
| Golf Course and Orchard Zoning <ul style="list-style-type: none"> <li>Overlay District?</li> <li>Review EO418 buildout</li> <li>Review Area Town Bylaws</li> </ul>                                      | H               | S                                                                     |                                                  | Kathleen Lori                               |
| Lower Village Zoning <ul style="list-style-type: none"> <li>Set goals</li> <li>Methods to achieve goals</li> <li>Zoning Bylaw Amendments</li> <li>Design Standards</li> </ul>                           | M               | L                                                                     | Ongoing 02/01/11 meeting with property owners    | Steve                                       |
| Lower Village Common (Create a “sense of place”) <ul style="list-style-type: none"> <li>Report from Lower Village Committee</li> </ul>                                                                  | M               | S                                                                     |                                                  | Lower Village Sub-Committee                 |
| Planned Conservation Development Bylaw (PCD) <ul style="list-style-type: none"> <li>Allow by Right</li> <li>Designate Open Space First</li> </ul>                                                       | 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"> <li>Review Floodplain Studies</li> </ul>                                                                                        | L               | L                                                                     | Ongoing                                          |                                             |

| <i>Task</i>                                                                                                                                                                                             | <i>Priority</i> | <u><i>Long</i></u><br><u><i>Median</i></u><br><u><i>ShortTerm</i></u> | <u><i>Timeline</i></u><br><u><i>to begin</i></u> | <u><i>PB</i></u><br><u><i>Member(s)</i></u> |
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