

TOWN OF STOW
PLANNING BOARD

Minutes of the June 31, 2012 Planning Board Meeting.

Present: Planning Board Members: Lori Clark, Steve Quinn, Ernest Dodd, Kathy Sferra and Len Golder.

Voting Associate Member: Brian Martinson

Planning Coordinator: Karen Kelleher
Planning Assistant; Jesse Steadman

Lori Clark called the meeting to order at 7 p.m.

Correspondence Update: None

Discussion of Meeting Minutes:

June twelfth – Non-Confidential

*Ernest Dodd motioned to accept the minutes as amended.
Kathy Sferra seconded.*

After further discussion the Planning Board...

VOTED (5-0) unanimously (Lori Clark, Steve Quinn, Ernest Dodd, Kathy Sferra and Len Golder) to accept the June 12 minutes as amended.

June 19th Meeting Minutes

*Ernest Dodd motioned to accept the minutes as amended.
Kathy Sferra seconded.*

After further discussion the Planning Board...

VOTED (5-0) unanimously (Lori Clark, Steve Quinn, Ernest Dodd, Kathy Sferra) to accept the June 12 minutes as amended.

Public Comment Period: No public input

Planning Board Member's Updates:

Center School Update:

Steve Quinn said the school is coming along well and the operations are going smoothly. He added that the quality of the work is good, as well as the communication. The semi-official completion date was 7/30/12. As of today the furniture is being moved in.

Gateway Sign Update:

Ernie Dodd said that during the site visit those present agreed that leveling off the area for the sign, as staked by the Lower Village Committee would be too expensive. Consensus was reached regarding a new location, west of the cemetery property, which would not require grading.

Pilot Grove Phase Two Update:

Kathy Sferra reported that the CPC is working with Stow Community Housing regarding the proposed Pilot Grove affordable housing expansion. They are hoping to break ground by February. Ernie Dodd mentioned a sidewalk easement around the front would be a good idea. Kathy Sferra announced that she will now chair the CPC committee.

Coordinator's Report:

Highgrove Estates:

Binder is scheduled for the end of August.

The lots have been roughed-in.

They've been hauling in septic gravel for all the lots.

Drinking water wells have been installed on two of the lots.

Sprint Tower:

The Building Inspector issued a separate permit for the painting of the Bell Tower.

Stow Municipal Affordable Housing Trust (SMAHT)

Kathy Sferra and Karen Kelleher met with SMAHT to discuss the foreclosed properties. The Trust plans to have their housing consultant investigate the foreclosed properties as well as the parcels identified by the Land Use Task Force. Kelleher will be attending a meeting in Carlisle to discuss the potential for a regional housing coordinator to serve the Town's of Stow, Bolton, Boxborough, Carlisle, Hudson, Littleton, and Maynard – Similar to the Housing Coordinator that works out of the Town of Sudbury serving The towns of Sudbury, Acton, Bedford, Concord, Lexington, Lincoln and Sudbury and Weston

Lower Village Water/Deerfield Lane:

Karen Kelleher met with Debbie Trumbull of Small Water Systems – They are Water and Sewer Contractors for Arbor Glen, Meeting House and Linear Retail. She inquired about the idea of using the property behind Meeting House for a well to serve the businesses on the south side of Lower Village. She knows of a firm that might be interested. Kelleher told her about the Deerfield Lane property. She sounded very interested and will contact the property owners to confirm their interest.

Economic Development Committee:

Karen Kelleher reported on her meeting with Selectman Salvie in Acton, to learn more about economic development committee activities and makeup.

Joanne Drive/Paper Road:

Karen Kelleher reported that Paper Road was being widened without the conservation commission being notified. They also had replaced a wetland crossing with a larger pipe before the conservation commission issued a notice of violation.

Villages at Stow Update:

Karen Kelleher asked about the sidewalks and easement for the Villages at Stow but has not heard any reply. She found that one of the market rate units had been swapped with an affordable unit.

Derby Woods:

Derby Woods is pushing hard to have Sylvan Drive accepted at Town Meeting. However they have not even started the trail system at the open space parcel.

Student Village Planning Project:

UMASS updated Karen Kelleher on the planning project status, noting that the students will be working with Ware Massachusetts.

Arbor Glen Sign:

Arbor Glen is proposing to put another sign on Heather Lane. The board had no objections to a sign, similar to the sign on Arbor Glen Drive and that a permit from the Building Department is required.

LOWER VILLAGE Working Meeting Begins 7:40 p.m.

Lori Clark began the session with an announcement of the goals previously adopted by the Board, including the discussion of necessary materials for the upcoming public forum and the list of proposed uses.

Public Forum Planning:

Steve Quinn said it would be good to explain why certain transportation schemes ideas did not work and then introduce the conceptual plan for the current direction.

He added it may be a good idea to present visuals of proposed buildings and setbacks.

The board brainstormed a possible list of public forum visuals:

Setbacks
Streetscape
Interlot connections
Utilities
Landscaping
Real photos

Kathy Sferra said they should define the purpose of the meeting with the timeframe spelled out and introduce the goals and get feedback. Then a streetscape update with various examples of visuals would be appropriate to follow. Lenny Golder added that simple, relevant visuals would be best.

Lori Clark asked whether a conceptual plan would be necessary to convey what they are talking about. Ernie Dodd said that it would be good to get real examples.

Steve Quinn mentioned he would like an accounting of money spent and money approved for Coler and Colantonio.

The board came to consensus that they should use their own imagery to relate the goals, in conjunction with a simple Coler and Colantonio sketch to show the general status of the planning discussion

Discussion of Goals/Public Meeting:

Wednesday, November 7th is the tentative date for the Lower Village public meeting.

Kathy Sferra would like to ask meeting participants how they could be best engaged in the LVC planning process.

Lori Clark said a collection of pictures and the finalizing of a presentation outline would be scheduled for the following working meeting.

Toward Finalizing Planning Goals:

Clark offered that each member could adopt a goal and brainstorm necessary action items to reach it. The exercise would be a productive way to begin discussion at the 8/14 meeting.

- Goal 1: Kathy Sferra and Steve Quinn
- ***Attract more businesses to serve the needs of Stow residents***

- Goal 2: Lenny Golder
- ***Foster a more attractive, walkable “downtown” area for Stow that reflects the local and historic character of Stow***
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- Goal 3: Ernest Dodd
- ***Advocate for infrastructure improvements that will foster opportunities for appropriate development and redevelopment***
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- Goal 4: Lori Clark and Brian Martinson
- ***Improve vehicular and pedestrian safety***
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Discussion of Linear Retail Pylon Sign:

Members noted concern that Linear Retail tenants are being told the Town will not allow them to install a new sign. Lori Clark said that a letter should be sent to the business owners explaining the issues. Explain the compromise on the two signs showing what the bylaw says and what they agreed to.

Steve Quinn does not think an explanation in the paper is appropriate as it pits the planning board against Linear. Lori Clark said an informational article would be sufficient.

Ernie Dodd said the Gooseneck lights at Shaws are fine. All agreed that Shaws lights and parking lot lights are a non-issue.

The board came to consensus on:

- **Calling Gordon Whitman’s supervisor to discuss the sign issue**
- **Drafting a letter to Linear’s tenants explaining the case and its significance in relation to the Lower Village Planning effort**

Discussion of Water and Smart Sewering:

The Board came to consensus that water for Lower Village was a higher priority than a smart sewerage project at this time. Therefore they are not interested in participating in the MAPC Smart Sewering Project.

Regarding the possibility of water for Lower Village, the board agreed that an exploratory committee could be created to organize thoughts and direction regarding the issue, followed by a joint board meeting with the selectman to report on any opportunities. Ernie Dodd will reach out to Selectman Salvie

Discussion of Table of Uses:
See attached document.

The board asked that staff prepare a definition of “accessory use” to clarify any proposed bylaw amendments.

**Sferra motioned to enter executive session for purposes of discussing Star Tower Litigation and to with meeting to adjourn thereafter.
Lenny Golder seconded. The motion carried by a unanimous roll call vote (Lori Clark, Ernie Dodd, Len Golder, Kathy Sferra and Ernie Dodd).**