

TOWN OF STOW
PLANNING BOARD

Minutes of the June 18, 2013, Planning Board Meeting

Planning Board Members Present: Kathy Sferra, Lori Clark, Len Golder
Steve Quinn (Absent)
Ernie Dodd (Absent)

Voting Associate Member: Mark Jones
Non-Voting Associate Member: Brian Martinson (Absent)

Lori Clark called meeting to order at 7:03 p.m.

Discussion of Meeting Minutes

Len Golder motioned to approve minutes of 6/11

Kathy seconded

VOTED: 3-0 Unanimously in favor (Lori Clark, Len Golder, Kathy Sferra)

Public Input:

None

Correspondence Update

Kathy Sferra asked about how other communities have utilized the Design Review process when it contracted out to a consulting architect. Jesse Steadman explained the process as it had been related to him by planners in the Boston area.

Member Updates

Community Preservation Committee

Kathy Sferra said CPC has approved funds for Pilot Grove II. She noted that earlier conflict between Mass Housing and the Community Preservation Act affordable housing restrictions have been resolved due to language written in the agreement that the CPC restrictions shall remain effective after other restrictions expire. Kathy Sferra said the Stow Community Housing Corporation will be closing on July 9.

Massachusetts Association of Planning Director's Conference

Mark Jones met with engineers at the conference and discussed Stow's upcoming need for final design and construction funds for implementation of the still evolving Lower Village concept plans. He advised Planning Staff to be on the lookout for an upcoming call from Coler and Colantonio.

Coordinator's Report

Lower Village Water

Karen Kelleher reported that Rich Presti is asking for the assistance of Dick Kilhart of the MA Rural Water Association to put together a draft RFP for pumping test wells at Heritage Lane. Karen Kelleher said if they can agree on an appropriate RFP they can move forward discussions of funding need.

Honey Pot Rail Trail

David Loutzenheiser, Transportation Planner at MAPC sent correspondence to the Planning Department regarding revisiting discussions of the rail trail through Honey Pot Hill with the Martin's reported Karen Kelleher. Loutzenheiser said that this is a trail of regional significance and deserves elevated attention. Planning staff suggested that the Rail Trail Committee and the Agricultural Commission be consulted regarding the issue. Karen Kelleher also said it would be good for MAPC to have a seat at the table in recognition of the regional importance. Jesse Steadman said there is a possibility he could see if the Farm Bureau has any experience with these types of issues.

Karen is setting up a meeting with Don Rising, Stow's Representative to the ARRT Inter-municipal Steering Committee, the Track Road Committee and David Loutzenheiser of MAPC.

Gleasondale

Karen Kelleher reported that the final Gleasondale presentation is scheduled for Wednesday June 26 at 7 PM at the Town Hall. Stow TV is scheduled to televise the presentation. Boards and Committees, as well as Gleasondale Residents will be invited to attend. Karen and Jesse will be meeting with John Mullen to discuss the possibility of a second student project in the fall to continue this effort.

Sylvan Drive Trees

Karen Kelleher reported that Habitech will be replacing the two street trees at Sylvan Drive (# 39 and 43). The trees are located on the property line and both property owners agreed to allow Habitech to enter onto their property to replace the trees. Mr. Ferguson pointed out two additional trees he thinks should be replaced, one at 38 Sylvan Drive, which is planted crooked and one between 44 and 52 Sylvan Drive. Karen asked that the Tree Warden and Habitech check them out. Mr. Ferguson agreed to allow Habitech to enter onto his property to replace the tree after receiving the Planning Board's letter requesting that Habitech plant the tree elsewhere in the right-of-way if they cannot come to an agreement.

Pilot Grove

Karen Kelleher said that Town Counsel, Jon Witten and the Pilot Grove II Applicant have come to agreement on most of the legal documentation necessary for final approval. Town engineering consultant, Sue Carter is still waiting for updated plans addressing drainage and reconfiguration of the turnaround.

Associate Member

Karen Kelleher noted that Dan Beaudette submitted an application to be appointed as an associate Member. Karen Kelleher said the discussion will be included on the next agenda.

FEMA Flood Insurance Rate Map Update

Karen Kelleher said FEMA has finally begun their 90 day appeal period for the Flood Insurance Rate Map update. Assistant Planner Jesse Steadman has been keeping on top of this issue and to help facilitate the process and educate the public, we are partnering with Bolton on holding a joint public meeting. Karen Kelleher said we will be meeting with the Town Planner, Conservation Agent, and a member of the Board of Health this Thursday at 1PM to go over aspects of the meeting and the information to cover. Stow's Conservation Commission, Board of Health and Building Department have been invited to attend.

Karen Kelleher said the Planning Board just became aware that the 90 day appeal period began. A notice went to the Selectmen and Conservation Commission but not the Planning Department. The Town is required to compile all of the requests and make a recommendation on the appeals.

Planning Board Annual Dinner

Planning Board Dinner will be at the Rail Trail Flatbread Company in Hudson.

323 Great Road – Executive Session Discussion for Next Meeting

Karen Kelleher said Jon Witten is working with the seller's attorney on a purchase and sales agreement. Karen Kelleher said she advised Jon that the sale should be subject to a satisfactory 21E evaluation, at the owner's expense, and all equipment and debris should be removed from the site. Karen Kelleher said the purchase can be discussed in a future Executive Session.

Karen Kelleher reported that she, Ross Perry and Chief McLaughlin are in negotiations with the First Parish Church on access to 323 Great Road. Karen Kelleher will give a full report in executive session at the next meeting.

Harvard Acres Lot Release

Karen Kelleher noted that R-17 Parcel #4 was never released because it was not being sold as a buildable lot in reference to Harvard Acres.

Kathy Sferra voted to release lot #162 consisting of land as shown on Assessor's Map R-17 Parcel no. 4.

Len Golder Seconded

VOTED: (3-0) Unanimously in favor (Kathy Sferra, Lori Clark, Len Golder)

Lower Village Planning

Kathy Sferra said completing the entire Lower Village project at once would be best as it would enable some give and take as the Planning Board negotiates different aspects of the bylaw with relevant stakeholders.

Discussion of Lower Village Planning next steps:

- Put Business District Uses in bylaw form.
- Review lighting bylaw
- Review Parking standards
- Understand how dimensional requirements interact with parking standards, including shared parking and the preclusion of having defined parking spaces for each business.

The Board discussed whether the bylaws, including lighting would be drafted for the entire Town or specifically for Lower Village? The Board agreed that it would depend on the bylaw section.

Review of Pilot Grove II Lighting Plan

Tom Ryan – Landscape Architect

Ellen Catalda

Steve Dungan

Tom Ryan, a Landscape Architect representing the applicant, described the current lighting plan, which shows reduced lumen output compared to previous options. Tom Ryan mentioned that the light at Warren Road was removed after realizing there was already sufficient light do to earlier lighting installed their. He described the building fixtures to be installed at both the entrances, egresses and patios, saying that they will be covered with a frosted glass. He said that the position of the structures and screening from trees should mitigate much of the proposed lighting.

Kathy Sferra asked what the highest luminaire point is? Tom Ryan said it appears to be 5.6. Tom Ryan said typically engineers are trying to cover the minimum lighting standards.

Mark Jones asked if the exterior building light was a frosty covering. Tom Ryan said yes.

Kathy Sferra asked if anything was likely to change. Tom Ryan said this is the final plan with the total lumens per acres is 17,761.

Len Golder asked how this translates to watts. Tom Ryan said it would typically be translated to 100W for the exterior building fixtures.

Kathy Sferra asked about how the vote should take place. Karen Kelleher said Town Counsel said it was OK to approve the lighting plan, yet reference that the matter was referred to the Planning Board by the Zoning Board of Appeals.

Len Golder asked how much light there will be in the parking lot. Tom Ryan said he usually looks at foot candles. Tom Ryan said it meets the IES standards. Particularly along the pedestrian access.

Mark Jones read from the Zoning Board of Appeals decision to clarify. Mark Jones said the ZBA had originally granted many more lumens and is grateful that the applicant has taken it upon themselves to reduce the lighting.

Lori Clark said she is satisfied with the plan. Len Golder said he agrees but wants to be sure there is enough lighting in place. Tom Ryan said where the standards are most important, there is adequate light. Tom Ryan added that in the context of a well lit business district this amount of lighting may appear dim in comparison, but for a relatively dark residential context there will be adequate light, even enough to read by in places.

Kathy Sferra said that they should note that what they are approving is well below the amount of lumens originally granted by the ZBA to allow for room for negotiation in the future should any new lighting be proposed if a dark spot is found.

Kathy Sferra moved to approve the Site Lighting Plan number 09153 by the TAT Architectural Team for Pilot Grove II Apartments as referenced by the ZBA to the Planning Board.

Len Golder seconded.

VOTED (3-0) Unanimously in favor. (Lori Clark, Len Golder, Kathy Sferra)

Kathy Sferra motioned to adjourn.

Adjourned at 8:25PM

Respectfully Submitted,

Jesse Steadman