

PLANNING BOARD MINUTES

Wednesday, January 22, 2020 at 7:00 p.m.

Town Hall – Board of Selectmen’s Room

663 Main Street

Members Present: Erik Neyland (Chair), Danielle Spicer, Mark Sprague, and James Barr (Associate)

Members Absent: Michael Gorr and Peter Driscoll

Also Present: Erica Uriarte (Town Planner)

PUBLIC HEARINGS

None.

BUSINESS

7:00 p.m. Peter Bradley, Houghton Farm Subdivision

- The Planning Board approved a revised Landscape Plan.
- The Board reviewed a draft decision to accept the revised Landscape Plan. The Conservation Administrator tagged the invasive vegetation at the entrance near the fire pond to be removed by the developer. If necessary, the developer will plant shrubs to help stabilize the area. The developer will also provide fee-in-lieu to the abutter at 205 Sugar Road confirmed by an email from the abutter.
- **Danielle Spicer approved the amended Landscape Plan dated January 22, 2020. 2nd by Mark Sprague. All in favor 4/0/0.**
- The Planning Board executed the decision to accept the amended Landscape Plan.

7:10 p.m. Robert Pace, Keyes Farm Subdivision

- The Board reviewed and approved a bond reduction for site work completed.
- Fred Hamway, the Board’s consulting engineer, was present to review the bond reduction. The Board reviewed items completed to date and discussed the stabilization of the site and condition of drainage basins. Mr. Hamway noted that the binder pavement was completed, but a portion of the funds would be retained for future damage.
- **Danielle Spicer motioned to approve a bond reduction for Keyes Farm subdivision in the amount of \$225,915. 2nd by Mark Sprague. All in favor 4/0/0.**

7:25 p.m. Potential Articles for ATM 2020

- The Board discussed potential articles for Annual Town Meeting in May 2020. These articles included:
 - Amending the Limited Business, Business and Industrial zoning district boundary lines to actual property lines.

- The Board discussed potential push back relating to the article and what questions could arise during Town Meeting. The Board agreed that approval from the Housing Production Plan Committee and the Master Plan Steering Committee could be helpful.
- The residents associated with this potential article will be notified of the public hearing.
- Mark Sprague will present this article at Town Meeting.
- Proposing a Bed & Breakfast Bylaw for B&B Establishments and Homes within the Residential Zone.
 - The proposed bylaw will be located under the accessory use section of the Zoning Bylaw. Bed & Breakfasts will be considered incidental to the primary residence.
 - The Board reviewed the proposed bylaw and discussed developing fact sheets to help residents understand the proposed bylaw. The Board also considered using pictures as part of their presentation.
 - Danielle Spicer will present this article at Town Meeting.
- Revising the Fee-in-Lieu-of-Units as part of the Inclusionary Housing Bylaw.
 - Town Counsel to weigh in whether a zoning article is required to establish a lien to collect Fees-in-lieu of Units.

7:55 p.m. Master Plan Steering Committee Update

- The Board reviewed the document entitled “Update Bolton’s 2006 Master Plan Process and Organization” and discussed the Task Groups to be established for research and data collection.
- Danielle Spicer, an MVP Certified Provider, asked to join the Climate Change Task Group.

ADMINISTRATION

- Planning Board Annual Report.
 - The term expiration of the members to be verified with the Town Clerk.
 - **Danielle Spicer motioned to accept the Annual Report with adjustments as necessary for the term expirations. 2nd by Mark Sprague. All in favor 4/0/0.**
- Approval of meeting minutes.
 - **Danielle Spicer motioned to approve the meeting minutes from December 11, 2019. 2nd by Mark Sprague. All in favor 4/0/0.**

Mark Sprague motioned to adjourn the meeting at 8:20 pm. 2nd by Danielle Spicer. All in favor 4/0/0.