

PLANNING BOARD MINUTES

Wednesday, January 27, 2021, at 7:00 p.m.

Remote Public Meeting

Members Present: James Barr (Associate), Peter Driscoll, Michael Gorr (Vice Chair), Erik Neyland, Danielle Spicer (Chair), and Mark Sprague
Also Present: Erica Uriarte (Town Planner)

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this public meeting of the Town of Bolton Planning Board was conducted via remote participation. No in-person attendance of members of the public were permitted, but the public can access this meeting while in progress using **Zoom Video Communications, Inc. (Zoom)**. Members of the public attending this meeting virtually were allowed to make comments if they wish to do so, during the portion of the hearing designated for public comment, by telephone, cell phone or personal computer using Zoom.

Directions to connect to the public meeting were provided on the agenda.

A roll call was conducted of all Planning Board members present: James Barr (Associate) - yes, Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Erik Neyland - yes, Danielle Spicer (Chair) – yes, and Mark Sprague – yes.

BUSINESS

ATM 2021 Articles

- Planning Board discussed draft articles for ATM 2021.
 - Amend Accessory Apartment Bylaw
 - The Planning Board seeks to allow for detached accessory apartments.
 - The Board will prohibit detached accessory apartments from being used as Airbnb.
 - The Board reviewed comments from Michelle Tuck, Chair of the Design Review Board.
 - The Board agreed to update the “gross floor area” to “heated gross floor area” when calculating the square footage of accessory apartments.
 - The Board agreed to add the word “aggregate” to “gross floor area” when calculating square footage.
 - The Board will refer to the State Building Code when referencing ingress and egress of the accessory apartment.

- The Board will leave the required parking to “adequate” versus requiring one (1) space for accessory apartments. The Board will evaluate parking on a case-by-case basis since the need for parking may vary with each project.
- The Board will not limit detached accessory apartments to family members only. The intent of the bylaw amendment is to provide diverse affordable housing to all.
- Century Mill Estates (CME) Road Acceptance
 - Andrew Bendetson will contract with David E. Ross Associates for the As-Built Plans in order to have them completed in time for February 18th.
 - Mr. Bendetson has selected an appraiser for the affordable payment.
 - The open space has not yet been deeded over to the Bolton Conservation Trust.
 - All outstanding items are requested to be completed by February 24th.
- Houghton Farm Road Acceptance
 - As-Built Plans are currently being reviewed by Nitsch Engineering.
 - A draft letter of commitment was submitted to ensure remaining site work is completed in the spring.
- Outdoor Light Bylaw
 - The Planning Board reviewed comments from Lumens, Inc. (Lighting Expert located in Town of Harvard). Edits to the proposed bylaw included the following:
 - Prohibit color changing or static color lights.
 - Revise Light Trespass definition so that on-site lighting shall produce no more than 0.3 foot-candles horizontal brightness at the property line and 0 foot-candles 10 feet (horizontal) beyond the property line.
 - Energy efficient lamps will be preferred.
 - Luminaires will be full cutoff and not fully shielded.
 - Modify Color Temperature range to 2,000K to 3,250K so that outdoor lighting colors are consistent.
 - Require a Color Render Index of 70 so that outdoor lighting properly distinguishes the color of objects at night.
 - Require Photometric Plans.
 - Include BUG Rating, Luminaire Label, Total Lamp Lumens, Total Lamp Wattage, Light Loss Factor, IES Classification, and calculation summary for Average Illumination.
 - The bylaw will not apply to municipal properties/schools.

- Amend Sign Bylaw
 - The Planning Board will amend language to require temporary signs, pertaining to the lease or sale of land or building, to be removed 14 days after closing date of sale.

ADMINISTRATION

- Review Qualifications of Engineering Firms for Peer Review Services
 - Erica Uriarte, Town Planner, prepared a short list of qualified engineering firms for the Board to use for future peer review services. Qualifications were obtained from Haley Ward, Horsley Witten Group, Nitsch Engineering, and Places Associates.
- Approval of meeting minutes from December 9, 2020 and January 13, 2021.
 - **Michael Gorr motioned to approve meeting minutes from December 9, 2020 and January 13, 2021. 2nd by Mark Sprague. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes, Mark Sprague – yes; (5/0/0).**
- Appoint Sharon Shepla to the Master Plan Steering Committee.
 - **Michael Gorr motioned to appoint Sharon Shepla to the Master Plan Steering Committee. 2nd by Mark Sprague. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes, Mark Sprague – yes; (5/0/0).**

Planning Board will meet next on Wednesday, February 10th.

Michael Gorr motioned to adjourn the meeting at 8:35 pm. 2nd by Mark Sprague. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes, Mark Sprague – yes; (5/0/0).