

PLANNING BOARD MINUTES

Wednesday, July 8, 2020 at 7:00 p.m.

Remote Public Meeting

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

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: Peter Driscoll – yes, Michael Gorr – yes, Erik Neyland – yes, Danielle Spicer – yes, and Mark Sprague – yes.

PUBLIC HEARINGS

- None.

BUSINESS

Design Review Discussion

- Michelle Tuck, Chairman of Design Review Board (DRB), discussed potential amendments/improvements to the design review process. Mrs. Tuck explained that the DRB is triggered by Planning Board (as well as by the Zoning Board of Appeals and Board of Selectmen) as an advisory board to review proposed commercial, mixed-use and industrial projects. Mrs. Tuck experience has been that applicants make some changes as requested, but do not follow up with the DRB to ensure those changes are implemented in the projects' design. She seeks to strengthen the Board's position through potential bylaw and/or regulation changes.
- The Planning Board and Mrs. Tuck discussed including a joint meeting into the permitting process so that both Boards can discuss any design revisions recommended by the DRB to ensure applicants follow through with these changes into the project design.

- The Planning Board and Mrs. Tuck also discussed expanding design review as part of the permitting process for major exterior renovations as well as large residential projects.
- Moving forward, Erica Uriarte, Town Planner, will draft revisions to the Design Review Board Regulations for the DRB and the Planning Board to review. The Planning Board will then evaluate whether or not amendments are required to the Design Review Bylaw.

Draft Housing Production Plan Presentation

- Mark O'Hagan and Brian Boyle from the Housing Production Plan Committee provided a presentation of the draft plan. Bolton needs to get to 10% affordable housing stock otherwise the community will continue to be under the control of small 40B projects scattered throughout Town.
- Brian Boyle expanded upon the difference between "Affordable" housing as required by DHCD to be included on Bolton's SHI (to get to 10% affordable housing) and other types of "affordable" housing. A diversity in housing is required to meet the needs of varying population groups (age ranges).
- Mr. Boyle touched upon senior demographics. It is anticipated that by 2030, seniors will comprise over 20% of Bolton's population. It was also noted that the median income of residents over the age of 65 make \$59k per year or less.
- The ultimate goal of the plan in getting to 10% affordable housing is to encourage a large 40B rental development near the Route 495 interchange on Main Street. A large 40B rental development allows for all rental units to count towards Bolton's SHI even though only 25% of the units are considered "Affordable" and need to be deed restricted.
- Metro West Collaborative Development, Bolton's Affordable Housing Consultant, reviewed the draft plan. Mark O'Hagan is in the process of incorporating these edits.
- Brian Boyle noted that the plan will need to be adopted by Planning Board, Conservation Commission and Board of Selectmen in order for DHCD to approve the plan.
- The Planning Board will adopt the plan at a future meeting once all comments are incorporated from Metro West CD and comments are received from Board of Selectmen and Conservation Commission.

Town Meeting Recap

- The Planning Board provided a recap of the Planning Board articles passed at Annual Town Meeting 2020:
 - Inclusion of Bed & Breakfasts to the Zoning Bylaw
 - Amendment to the Inclusionary Housing Bylaw to allow municipal liens to be placed on projects as a guarantee that any fees-in-lieu associated with affordable housing is paid.

Construction Updates

- Mrs. Uriarte provided an update on construction status of Century Mill Estates (CME), Houghton Farm, Keyes Farm, Tadmor Subdivision, 649 Main Street, 339 Long Hill Road Common Driveway, and 147 Long Hill Road Common Driveway.
 - CME, Houghton Farm and Keyes Farm will be seeking road acceptance at Annual Town Meeting in 2021.
 - Mrs. Uriarte is in the process of getting Nitsch Engineering on board to take over inspections for Fred Hamwey.
 - Mrs. Uriarte will work with the builders of 339 Long Hill Road and 147 Long Hill Road common driveways to close out these projects.
 - Significant road/drainage construction at Tadmor Subdivision is not anticipated this season.
 - The builder at 649 Main Street will consider paving top course of common driveway once the final house foundation is constructed (five houses in total – one existing). The top course may be installed this fall.

ADMINISTRATION

- Reorganization of the Planning Board (Chairman and Vice Chairman)
 - **Mark Sprague moved to nominate Danielle Spicer as Chairman of the Planning Board for FY21. 2nd by Erik Neyland. All in favor by roll call: Peter Driscoll – yes, Michael Gorr – yes, Erik Neyland – yes, and Mark Sprague – yes.**
 - **Erik Neyland moved to nominate Michael Gorr as Vice Chairman of the Planning Board for FY21. 2nd by Mark Sprague. All in favor by roll call: Peter Driscoll – yes, Erik Neyland – yes, Danielle Spicer – yes, and Mark Sprague – yes.**
- Set Planning Board Meeting Schedule for August 2020 through December 2020
 - Planning Board will meet August 12th, September 9th, September 23rd, October 14th, October 28th, November 18th and December 9th.
 - **Mark Sprague motioned to accept Planning Board schedule for the remainder of 2020. 2nd by Michael Gorr. All in favor by roll call: Peter Driscoll – yes, Michael Gorr – yes, Erik Neyland – yes, Danielle Spicer – yes, and Mark Sprague – yes.**
- Approval of meeting minutes from June 10, 2020
 - **Erik Neyland motioned to approve meeting minutes from June 10, 2020. 2nd by Mark Sprague. All in favor by roll call: Peter Driscoll – yes, Michael Gorr – yes, Erik Neyland – yes, Danielle Spicer – yes, and Mark Sprague – yes.**
- Appointments

- **Mark Sprague moved to appoint Michelle Tuck, Natalie Gabrielle, Danielle Spicer, and David Pettit to the Design Review Board for FY21. 2nd by Michael Gorr. All in favor by roll call: Peter Driscoll – yes, Michael Gorr – yes, Erik Neyland – yes, and Mark Sprague – yes.**
- **Mark Sprague moved to appoint Erica Uriarte as a Bolton representative for MAGIC in FY21. 2nd by Michael Gorr. All in favor by roll call: Peter Driscoll – yes, Michael Gorr – yes, Erik Neyland – yes, Danielle Spicer – yes, and Mark Sprague – yes.**
- **Mark Sprague moved to appoint Stacia Downey as a member of the Master Plan Steering Committee. 2nd by Michael Gorr. All in favor by roll call: Peter Driscoll – yes, Michael Gorr – yes, Erik Neyland – yes, Danielle Spicer – yes, and Mark Sprague – yes.**

Mark Sprague motioned to adjourn the meeting at 8:59 pm. 2nd by Michael Gorr. All in favor by roll call: Peter Driscoll – yes, Michael Gorr – yes, Erik Neyland – yes, Danielle Spicer – yes, and Mark Sprague – yes.