

PLANNING BOARD MINUTES

Wednesday, February 10, 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.

HEARING

The Planning Board held a public hearing pursuant to Massachusetts General Laws Chapter 40A, Section 5, on Wednesday, February 10, 2020, at 7:00 p.m. via Zoom Video Communications, Inc. (Zoom) to consider and receive comments from interested parties concerning the Zoning Articles to appear on the Warrant of the Annual Town Meeting, which will be held on Monday, May 3, 2020.

- Chair Danielle Spicer read the legal notice to open the hearing.
- A summary of the following zoning articles was provided:
 - Amendment to Bolton's Zoning Bylaw to modify Section 250-21.D to allow for detached accessory apartments by special permit.
 - Amendment to Bolton's Zoning Bylaw Section 250-12 to add detached accessory apartments to the Schedule of Permitted Uses under the Residential Zoning District by special permit from the Planning Board.
 - Amendment to Bolton's Zoning Bylaw Section 250-28 to add definition for accessory apartment.
 - Amendment to Bolton's Zoning Bylaw to modify Section 250-18.F to require temporary signs, pertaining to the lease or sale of land or building, to be removed 14 days after closing date of sale.

- Amendment to Bolton's Zoning Bylaw to add an Outdoor Lighting Bylaw.
 - Planning Board agreed to reduce the technical language within the bylaw and instead add language to allow the Board to draft rules & regulations in support of the bylaw. If the article passes, technical design requirements will be outlined in the regulations.
- **Michael Gorr motioned to close the public hearing. 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).**
- **Mark Sprague motioned for the Planning Board to support the zoning articles as amended during the hearing for Annual Town Meeting 2021. 2nd by Michael Gorr. 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).**

BUSINESS

Review of Planning Board Permit Fee Schedule

- The Planning Board deliberated on application fees for Special Permits.
- Edits to the Planning Board's Fee Schedule will include fees for Special Permits issued under the Barn, Stable and Carriage House Preservation Bylaw as well as the Bed and Breakfast Bylaw.
- The fees for these Special Permits will be \$100 plus \$6 per certified abutter. This is the same fee structure for Variance and Special Permit applications through the Zoning Board of Appeals. The administrative efforts for these permits are comparable.
- **Mark Sprague motioned to accept the revised Planning Board Fee Schedule to include fees for Bed and Breakfast and the Barn, Stable and Carriage House Preservation Special Permit applications. 2nd by Michael Gorr. 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).**

Review of Design Review Board Rules & Regulations

- Planning Board deliberated on design review process and incorporating edits to the Design Review Board Rules & Regulations. The Board agreed to update the regulations to include a joint meeting between the permit granting authority (e.g., Planning Board) and the Design Review Board once the Design Review Board recommendations are incorporated into the applicant's project design.
- A public hearing to amend the Design Review Board Rules & Regulations will be scheduled in March 2021.

Review of Subdivision Rules & Regulations

- Planning Board deliberated on potential edits to Bolton's Subdivision Rules & Regulations. These amendments include:
 - Require vertical granite curb in lieu of asphalt berm.

- Allow no curbing in developments that use Low Impact Development techniques to treat road runoff.
 - Require street trees to be native.
 - Increase the diameter of street trees to a minimum of 3-inches.
 - Allow street trees to be located within the road right-of-way and outside the 5 ft. grass strip between the road and sidewalk.
 - Require driveway curb cuts to be shown on subdivision plans.
 - Require sidewalks to be 5 ft. wide.
- A public hearing to amend the Subdivision Rules & Regulations will be scheduled in March 2021.

ADMINISTRATION

- MOBD Grant Application.
 - The Towns of Stow and Bolton submitted a joint application to the MA Office of Business Development to fund a study of the Route 117 corridor from the Bose site in Stow to the Route 495 Interchange in Bolton. The Economic Development Committee provided a letter of support. The study is to provide analysis and guidance regarding zoning, traffic, and infrastructure improvements to increase economic development opportunities. This study will help to understand the market post COVID. The application was submitted last week. Awarded projects will need to be completed by end of June.
- Approval of Planning Board Annual Report 2020.
 - **Mark Sprague motioned to approve Planning Board Annual Report 2020. 2nd by Michael Gorr. 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).**
- Approval of meeting minutes from January 27, 2021.
 - **Michael Gorr motioned to approve minutes from January 27, 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).**

Planning Board will meet next on Wednesday, February 24th.

Michael Gorr motioned to adjourn the meeting at 8:37 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).