

PLANNING BOARD MINUTES
Wednesday, April 27, 2022, at 7:00 p.m.
Remote Public Meeting

Members Present: Mark Sprague (Chair), Erik Neyland, James Barr
Also Present: Valerie Oorthuys (Town Planner)
Absent: Peter Driscoll (Vice Chair), Michael Gorr

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: Sprague (Chair)- Yes; Erik Neyland- Yes; James Barr-Yes.

ADMINISTRATION
Correspondence

Planner's Report

Business District Assessment and Market Analysis Grant Update

The surveys, one for business owners and commercial property owners and another for residents and employees, are now live. The resident survey is available at www.surveymonkey.com/r/BoltonMS

Master Plan Updates

The Request for Proposals for consulting services for the Master Plan will be extended a second time to May 16, 2022 due to a lack of responses. Should the extension not result in proposals, staff will reach out to firms that are known to hold the RFP and request comment on the firms' reasoning for not providing a response.

Construction Updates

A demolition permit has been issued for 357 Main Street, as Environmental Pools begins work on the Special Permit issued last year.

Making the Connections

The Making the Connections pilot program, an effort including multiple Towns, provides fully subsidized rides through Clinton Livery to qualifying residents. The transportation consultants at Nelson/Nygaard are assisting with creating a logo and marketing materials for the program.

Approval of Meeting Minutes

Erik Neyland moved to accept the minutes of March 23, 2022 and April 13, 2022 as written. 2nd by James Barr. **All in favor by roll call: Mark Sprague (Chair)- Yes, Erik Neyland- Yes; James Barr- Yes. (3/0/0).**

BUSINESS

5 Harvard Road Special Permit, Discussion of Uses – Wendy Harrop

Wendy Harrop described her business use, as it has changed with the pandemic. Wendy Harrop said that she no longer plans and produces weddings and that the business has shifted to experiences at the Phineas Wright House. Wendy Harrop stated she intends to modify the existing Special Permit in order to include an agritourism business that incorporates the allowed uses through the Bed & Breakfast bylaw to allow for curated weekend experiences. The existing Special Permit places restrictions on the number of people in attendance at events, parking allowances, and the hours of the events, which are not anticipated to change. Wendy Harrop stated she would like to request an extension of the months in which events are allowed to occur. Wendy Harrop noted that a long-term goal is to renovate the historic barn to include a commercial kitchen, with the intent of supporting other local food businesses.

Valerie Oorthuys asked if the Board considers the Barn Special Permit to dictate all uses and activities on the premises, or if it is intended to only condition events within the barn, meaning that other accessory uses that are allowed by-right would not need to be explicitly described within the Special Permit. The Board agreed that the Barn Special Permit is meant only to condition those uses within the barn that are not otherwise allowed by-right.

Board members noted that the intended uses should also be reviewed by the Board of Health and other applicable departments and Boards.

Review of Draft Marijuana Establishment Rules and Regulations

The Planning Board briefly reviewed an initial draft of Marijuana Establishment Rules and Regulations. The document covers what is included in a complete application and procedures for the public hearing process.

The Board questioned the ability to condition Special Permit approval on items such as the provision of pedestrian access easements.

The Board agreed to continue review at their next meeting.

Discussion of 580 Main Comprehensive Permit

The Planning Board reviewed materials submitted as part of the 580 Main Comprehensive Permit application currently in front of the Zoning Board of Appeals.

Valerie Oorthuys provided a brief overview of the project.

The Planning Board acknowledged the need to review parking regulations in the zoning bylaw to provide for parking maximums. Members discussed the need for a corridor study of 117 to better understand how traffic is functioning at intersections.

The Board asked whether the applicant considered a time restriction on left hand turns out of the driveway. Members questioned whether peak hours in the traffic study included school drop off and pick up.

Bob Roemer asked for clarification on whether the IWPA for the Zone 1 wells are located within the property line boundaries, as that will limit the development opportunity of any impacted abutting parcels.

Erik Neyland asked what the capacity is of the public water supply and whether results from test wells have been shared.

Erik Neyland moved to adjourn. 2nd by James Barr. **All in favor by roll call: Mark Sprague (Chair)- Yes, Erik Neyland- Yes; James Barr-Yes (3/0/0).**

Respectfully Submitted,
Valerie Oorthuys