

## PLANNING BOARD

Peter Driscoll .....	2018
Erik Neyland, Chairman .....	2019
Mark Sprague.....	2020
Danielle Spicer, Vice Chairman .....	2021
Michael Gorr .....	2022
Open Seat, Associate Member	

The Planning Board held multiple meetings during calendar year 2017. During these meetings, the Board accomplished the following tasks:

The Planning Board nominated David Yesue as Chairman and Erik Neyland as Vice Chairman in May 2017. David Yesue resigned from the Board in November 2017. The Planning Board nominated Erik Neyland as Chairman and Danielle Spicer as Vice Chairman in November 2017.

The Planning Board appointed Michelle Tuck, Marshall McKee, David Pettit, Danielle Spicer, and Natalie Gabrielle as members of the Design Review Board.

Planning Board appointed Erica Uriarte, Town Planner, as MAGIC Representative.

The Planning Board developed and supported an amendment to Bolton's Inclusionary Housing Bylaw at ATM 2017 to replace the Fee-In-Lieu-Of-Units flat fee amount of \$200,000 with a formulaic approach subject to future adjustment as determined using the Department of Housing and Community Development's LIP Price Calculator (using median income of a family of 4 at 70% of the median, as reported by U.S. Dept. of Housing Urban Development). The amended Fee-In-Lieu-Of-Units is set according to current affordable housing unit sale prices for present and future projects.

The Planning Board developed and supported a bylaw amendment at ATM 2017 to eliminate fast food as an accessory use allowed as-of-right to conventional restaurants or other allowed principal uses. This bylaw amendment provided additional regulation by requiring a Special Permit acted on by the Planning Board for any fast food as an accessory use. Of note, fast food as a principal use remains not allowed in Bolton.

The Planning Board developed and supported a bylaw amendment to replace insufficient firefighting water requirements for commercial properties and establish firefighting water requirements for residential developments of three (3) or more dwellings. The previous requirements of the bylaw were not informed by the National Fire Protection Association and were set at a static formula providing deficient firefighting water supply for new development.

The Planning Board developed and supported an amendment to Bolton's Driveways and Parking Bylaw at ATM 2017 to prevent stormwater runoff from draining onto public roads from existing driveways that provide access to new dwellings.

The Planning Board supported the adoption of a temporary moratorium on recreational marijuana establishments and marijuana retailers to allow sufficient time to engage in a planning process to address the effects of such structures and uses and to consider developing local regulations in a manner consistent with sound land use planning goals and objectives.

The Planning Department addressed many of the day-to-day issues such as reviewing building and driveway permits, administering performance guarantees, reviewing as-builts, conducting site walks, and land and business inquiries.

Construction continues on Century Mill Estates, a subdivision located on Century Mill and Spectacle Hill Roads that will consist of 78 homes, three of which will be donated to the Bolton Affordable Housing Partnership Trust Fund. In 2017, the applicant donated an amount of \$133,056 in lieu of one of the lots to the Fund. Of the 200 acre subdivision, approximately 100 acres will be preserved as open space. Construction is being conducted in several phases of the development as approved by the Planning Board to help facilitate the advancement of the project. The newest road to be constructed is Old Stone Circle where the majority of site development occurred in 2017. Stormwater pollution prevention practices are being implemented and carefully monitored by the Conservation Administrator and Town Planner on a regular basis. Certificates of Occupancy have been issued for 29 homes. Inspections are being conducted by the Board's consulting engineer as construction of the roads, utilities and drainage advances.

Construction continues on Houghton Farm, a 15 lot subdivision off of Sugar Road where 44 acres are preserved as open space and one of the lots will be donated towards the Bolton Affordable Housing Partnership Trust Fund through Inclusionary Housing. In 2017, the majority of site development occurred on a common driveway that provides access to four of the lots. Certificates of Occupancy have been issued for seven (7) homes. Inspections are being conducted by the Board's consulting engineer as construction of the road, driveways, utilities and drainage advances.

Construction finalized on the ground-mounted commercial solar photovoltaic renewable energy installation (Bolton 2 Solar Energy Facility) at 125 Still River Road consisting of approximately 10,800 solar panels with a rated capacity of up to 2.4 megawatts (MW AC). The project provides adequate electricity to power approximately 500 home each year over its estimated 30 -35 year lifespan. The electricity generated is distributed to the three phase circuit operated by National Grid along Still River Road. The site is located directly adjacent to the original 4.95 MW commercial solar photovoltaic renewable energy installation (Bolton 1 Solar Energy Facility) that is in operation as well.

Construction continues at 147 Long Hill Road for a common driveway providing access to five lots (one lot containing an existing dwelling). Certificate of Occupancies have been issued for all four (4) new dwellings. Inspections are being conducted by the Board's consulting engineer as construction of the driveway, utilities and drainage near completion. The common driveway is anticipated to be completed in spring 2018.

The Planning Board and Tree Warden held a Joint Scenic Road and Public Shade Tree Hearing and provided written consent for the removal of trees (identified as one (1) - 8" dia. Sugar Maple, one (1)

– 12” dia. Sugar Maple and one (1) - 21” dia. White Pine) and the removal of 20 feet of stonewall within the road right-of-way required to construct a driveway for property located on Wilder Road (Lot 3), identified by the Assessors Map as 5.B Parcel 1.

The Planning Board and Tree Warden held a Joint Scenic Road and Public Shade Tree Hearing and provided written consent for the removal of trees (identified as one (1) - 14” dia. White Oak and two (2) – 2” dia. Red Maples) required to construct a driveway for property located at 91 Century Mill Road (Lot 1) and denied approval of the removal of a 24” dia. White Oak required to construct a driveway for property located at 75 Century Mill Road (Lot 2), identified by Assessor’s Map 3.D as Parcel 8.

The Planning Board opened a public hearing to hear and act upon the applications of the Tadmor Realty Trust for Definitive Subdivision Plan and Farmland and Open Space Planned Residential Development Plan as well as a Common Driveway Special Permit for property identified on Bolton’s Assessor’s Map 6.B as Parcel 3 located on Main Street in Bolton’s Residential Zoning District. The proposed development entitled “Tadmor” consists of an 11 lot subdivision to be accessed off a 400 ft. long cul-de-sac and the preservation of approximately 11 acres of open space. The proposed common driveway will provide access to four (4) of the 11 lots. The Planning Board will render their decisions in 2018. Preliminary Subdivision Approval was granted by the Board earlier in 2017.

The Planning Board opened a public hearing to hear and act upon the applications of Whitehorse Builders for a Backland Lot Special Permit and Common Driveway Special Permit for a property located at 105 Vaughn Hill Road, identified on Bolton’s Assessor’s Map 7.B as Parcel 36 (10.7 acres) located in Bolton’s Residential Zoning District. The proposed common driveway will provide access to three lots; one lot being a backland lot. The Planning Board will render their decisions in 2018.

The Planning Board granted Preliminary Subdivision Approval to Walker Development for a Farmland and Open Space Planned Residential Development Plan for property identified on Bolton’s Assessor’s Map 3.D as Parcel 9 and 9A located on Hudson Road in Bolton’s Residential Zoning District. The proposed development consists of an 18 lot subdivision to be accessed off of a 1,600 ft. cul-de-sac and the preservation of approximately 26 acres of open space.

The Planning Board granted a Farmland and Open Space Planned Residential Development Special Permit and Common Driveway Special Permit to 2 Rock Development, LLC for 649 Main Street, property identified on Bolton’s Assessor’s Map 2 as Parcel 12, located in Bolton’s Residential Zoning District. The proposed development consists of a five (5) lot subdivision and the preservation of 17 acres of open space.

The Planning Board granted a Special Permit to Yvette Monstad of Babacool Arts pursuant to Section 250-27.1 Barn, Stable and Carriage House Preservation of the Code of the Town of Bolton to conduct a home occupation (art studio and retail gallery) in the historic barn located at 218 Sugar Road identified on Assessor’s Map 5.D as Parcel 10 in Bolton’s Residential Zoning District.

The Planning Board provided advice to the Board of Selectmen regarding Site Plan Approval applications for Trinity Church at 516 Wattaquadock Hill Road for parking lot improvements and Country Cupboard at 476 Main Street for exterior renovations and a 16 ft. by 20 ft. addition.

The Planning Board is currently developing a draft Cottage Overlay District Bylaw to bring forth at ATM 2018. The purposes of the Cottage Overlay District are among the following: to provide diversity of use within the Town of Bolton and in so doing, work to alleviate the current tax burden assumed by tax payers in the Town of Bolton; to provide diversity of housing stock within the Town of Bolton; to provide so called “Active Adult” alternative housing stock to cater to a maturing population; and, to promote flexibility with respect to land-use planning in order to optimize site layouts, protect natural features and environmental values, and utilize land harmoniously with neighboring properties. Significant input was received and incorporated into the draft bylaw from pertinent landowners, developers, builders, engineers, and Affordable Housing Trust members. The Board will hold an information session in January 2018 to solicit input from Bolton residents.

The Planning Board approved ANR’s for the following properties: 127 Bare Hill Road (identified on Assessor’s Map 7.C as original Parcel 8), 104 and 108 Spectacle Hill Road (identified on Assessor’s Map 1.C as original Parcels 34 and 43), 51 Vaughn Hill Road (identified on Assessor’s Map 6.B as original Parcel 76), 387 Old Bay Road (identified on Assessor’s Map 5.B as original Parcel 49), Main Street (identified on Assessor’s Map 6.B as original Parcel 3), and 258 Hudson Road (identified on Assessor’s Map 3.D as original Parcels 9 and 9A).

The Town of Bolton was designated a Green Community through the Department of Energy Resources (DOER) in February 2017. The Town was awarded \$141,060 to be used towards energy efficiency projects identified in Bolton’s Energy Reduction Plan (ERP). In July 2017, this plan was updated by the Planning Department to include a boiler replacement project at the Florence Sawyer Elementary School. The ERP is a five-year plan designed to reduce Bolton’s energy consumption baseline by 20 percent by improving energy efficiency in the municipal buildings and elementary schools. The boiler replacement project as well as two weatherization projects at the library were implemented using the designation grant funding. The Planning Department contracted an HVAC engineer to design a propane fueled boiler system and coordinated with the Nashoba Regional School District and Suburban Propane to install additional propane tanks at the school. The project went out to bid and the contract was awarded in November 2017. The boiler project will undergo construction in February 2018. The library weatherization projects were completed in November 2017. It is anticipated that approximately \$6,000 will remain out of the \$141,060 designation grant funding once the boiler replacement project is complete. Using the remaining funds, the Town of Bolton will implement another energy efficiency project in 2018. Once all of the designation grant funding is spent, the Town will then apply for competitive granting funding through DOER’s Green Community in 2019.

The Planning Department entered into a Community Compact with the Baker-Polito Administration in January 2017. The Community Compact creates clear mutual standards, expectations, and accountability for both the state and local government. By entering into the Compact, the Town of Bolton selected three best practices which the Administration is providing financial support. These best practices are as follows: implement the Complete Streets Program by becoming certified through MassDOT and demonstrate the regular and routine inclusion of complete streets design

elements and infrastructure on locally-funded roads; implement Stormwater Management Measures so that land use regulations help promote infiltration, control flooding, and reduce pollution; undertake an Americans with Disabilities Act (ADA) Self-Evaluation and Develop a Transition Plan to comply with Federal civil rights laws that require public buildings to be accessible to persons with disabilities.

- The Planning Department, in coordination with various stakeholders, is working to finalize a Complete Streets Policy with the Board of Selectmen with assistance from MAPC through grant funding awarded through Community Compact. Using MAPC's resources and expertise, Bolton will be well positioned to develop a Prioritization Plan which is the Tier 2 requirement for Complete Streets (training and the policy are Tier 1 requirements).
- The Town of Bolton joined the MAGIC Stormwater Partnership in 2017 with funding provided through a Community Compact Efficiency & Regionalization Grant. The Partnership is currently working with MAPC to develop a regional approach to managing stormwater.
- The Planning Department applied for grant funding through the Massachusetts Office on Disability to develop an ADA Self-Evaluation and ADA Transition Plan with the assistance from a qualified consultant. Grants will be awarded in January 2018.

The Planning Department continued to strive to be more efficient using the permit tracking software, GEO TMS, being used in many of the town departments.

The Planning Department worked closely with other town departments to develop on-line mapping and GIS services now available for public access through the Town's website.

### **Financial Statement July 1, 2016 to June 30, 2017**

<b>Salary</b>	
Appropriated	\$56,292.60
Expended	<u>\$42,513.30</u>
Unexpended balance returned to general fund	\$13,779.30
 <b>Expenses</b>	
Appropriated	\$3,425.00
Expended	
Purchase of Services	\$1,375.00
Advertising	\$318.12
Supplies	\$242.02
In-State Travel	\$159.33
Dues Memberships	\$280.00
Meeting Expenses	<u>\$245.63</u>
Unexpended balance returned to general fund	\$804.90