

## PLANNING BOARD

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

The Planning Board held multiple meetings during calendar year 2018. During these meetings, the Board accomplished the following tasks:

The Planning Board nominated Erik Neyland as Chairman and Danielle Spicer as Vice Chairman on May 23, 2018.

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

The Planning Board developed and supported a new bylaw at ATM 2018 to regulate recreational marijuana establishments through Bolton's special permit and site plan approval process, placing limitations, restrictions and safeguards on the location, size, hours of operation, and security measures of a facility. The new bylaw allows for marijuana cultivators, product manufacturers, independent testing laboratories, and any other type of licensed marijuana-related business in the Industrial District by special permit. Marijuana retailers are also allowed in the Business, Limited Business and Industrial Districts by special permit. Marijuana Establishments are not allowed in the Residential and Limited Recreation Business Districts. Marijuana establishments must also be 500 feet from facilities where children commonly congregate and 500 feet from residential dwellings. The allowance of recreational marijuana establishments could bring additional revenue through the form of a local option tax of up to 3% (retailers only) and a community impact fee of up to 3% of the establishment's gross sales.

The Planning Board developed and supported an amendment to Bolton's Dimensional Schedule at ATM 2018 to increase maximum lot coverage and better define offset requirements in the Limited Business, Business and Industrial Districts. The previous Dimensional Schedule lumped all other uses not defined as residential into one column providing a single requirement. Bolton previously allowed up to 8% lot coverage. The new schedule allows 20% lot coverage in the Limited Business and Business Districts and 30% in the Industrial District. The Industrial District now also requires 33% open space. Offsets to property lines in the Limited Business and Business Districts were

reduced from 50 feet to 25 feet if the property does not abut a residential use. The offset to property lines in the Industrial District remains 50 feet or increases to 100 feet if the property does abut a residential use. The Board's intention was to incentivize and provide flexibility to applicants seeking to build in the Limited Business, Business and Industrial Districts. It also provides flexibility to current business owners seeking to expand their floor area.

The Planning Board developed and supported an amendment to Bolton's Mixed Use Village Overlay District at ATM 2018 to increase the lot coverage requirement from 10% to 25% to incentivize and provide flexibility to applicants seeking to build in the overlay. The Mixed Use Village Overlay District requires applicants to construct a balance of commercial and residential building floor area while also providing private sewer and water. The proposed increase in lot coverage is an attempt to render the overlay more economically feasible for applicants.

The Planning Board developed and supported an amendment to Bolton's Driveways and Parking Bylaw at ATM 2018 to ensure that all uses are to be provided with sufficient off-street parking and loading facilities. Bolton's previous Parking Bylaw required one square foot for each one square foot of business floor area, one square foot for each two square feet of industrial floor area, and three square feet for each one square foot of retail floor area providing an overall square footage for parking area. Calculating the parking requirement by this method often creates more impervious area than needed. The Board recommended changing this method by calculating the number of parking spaces required based on the specific use outlined in the proposed Schedule of Minimum Parking Requirements. The Board researched surrounding towns' parking bylaws as well as the State's Model Parking Bylaw to create the Schedule of Minimum Parking Requirements. The amendment to the Parking Bylaw also provides design flexibility allowing for shared off-street parking, off-site parking and compact car stalls. Shared parking provides an opportunity to reduce impervious area by allowing for shared parking between non-competing uses. Off-site parking allows applicants to take advantage of neighboring public and/or private parking areas to count towards their off-street parking requirement. Landscaping and lighting requirements align with Bolton's Design Review Criteria under §250-23.G of the Zoning Bylaw.

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. 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 2018. Certificates of Occupancy have been issued for 39 homes. Inspections are being conducted by the Board's consulting engineer as construction of the roads, utilities and drainage advances.

- The Planning Board anticipates that the developer will complete Phases 2 and 4 of the subdivision in 2019 and that he will request that this portion of road be accepted as public ways at Annual Town Meeting in 2020.

Construction continues on Houghton Farm, a 15 lot subdivision off of Sugar Road where 44 acres are preserved as open space. In 2018, Lot 15 was donated to the Bolton Affordable Housing Partnership Trust Fund through Inclusionary Housing. Certificates of Occupancy have been issued

for eight (8) homes. Inspections are being conducted by the Board's consulting engineer as construction of the road, driveways, utilities and drainage advances.

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 2019.

The Planning Board held a public hearing to hear and act upon the applications of 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 approved the subdivision and common driveway on January 10, 2018. The project is currently under construction and building permits are anticipated to be issued in 2019. Inspections are being conducted by the Board's consulting engineer as construction of the road, driveways, utilities and drainage advances.

The Planning Board held 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 Planning Board, at the request of the applicant, withdrew the applications on February 28, 2018 without prejudice.

The Planning Board held a public hearing to hear and act upon the application of Walker Development for a Definitive Subdivision Plan and 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 entitled "Keyes Farm" 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 development will include renovating and preserving the historical dwelling at 258 Hudson Road as two affordable housing units to count towards Bolton's Subsidized Housing Inventory. The Planning Board approved the subdivision on February 28, 2018. The project was then sold to Keyes Farm, LLC. The project is currently under construction and building permits are anticipated to be issued in 2019. Inspections are being conducted by the Board's consulting engineer as construction of the road, driveways, utilities and drainage advances.

The Planning Board held a public hearing to hear and act upon the application of Wayne Wetzel who sought a Backland Lot Special Permit pursuant to Section 250-13 of the Code of the Town of Bolton in Bolton's Residential Zoning District for a property located on 42 Harvard Road identified on Assessor's Map 5.C as Parcel 17. The Planning Board approved the Backland Lot Special Permit on August 15, 2018.

The Planning Board held a public hearing to hear and act upon the application of William and Cynthia Lord who sought a Backland Lot Special Permit pursuant to Section 250-13 of the Code of the Town of Bolton in Bolton's Residential Zoning District for a property located at 69 Annie Moore Road identified on Assessor's Map 4.E as Parcel 7. The Planning Board issued the Backland Lot Special Permit on September 26, 2018.

The Planning Board held a public hearing to hear and act upon the applications of 21 Century Mill, LLC, for a Backland Lot Special Permit and Common Driveway Special Permit for a property located at 21 Century Mill Road, identified on Bolton's Assessor's Map 3.D as Parcel 32 (12.8 acres), located in Bolton's Residential Zoning District. The proposed common driveway provides access to four lots; one lot being a backland lot. At the request of the applicant, the hearing was continued to May 22, 2019.

The Planning Board granted a Special Permit to Wendy Harrop 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 (to host workshops and social gatherings) in the historic barn located at 5 Harvard Road identified on Assessor's Map 5.C as Parcel 5 in Bolton's Residential Zoning District.

Construction of a common driveway commenced at 649 Main Street (Assessor's Map 2 as Parcel 12). The Planning Board granted a Farmland and Open Space Planned Residential Development Special Permit and Common Driveway Special Permit in 2017 to 2 Rock Development, LLC for the property 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. Building permits were issued in 2018 and will continue to be issued in 2019. Inspections are being conducted by the Board's consulting engineer as construction of the driveway, utilities and drainage advances.

Construction of a common driveway commenced at 339 Long Hill Road (Assessor's Map 3.E as Parcel 83) in Bolton's Residential Zoning District. The proposed development consists of a three (3) lot subdivision. Inspections are being conducted by the Board's consulting engineer as construction of the driveway, utilities and drainage advances.

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) 22" dia. Oak, one (1) 23" dia. Oak and one (1) 16" dia. Hickory) within the public road right-of-way required to construct a common driveway for property located at 339 Long Hill Road, identified by Assessors Map 3.E as Parcel 83.

The Planning Board held a Scenic Road Hearing and provided written consent for the removal of stonewall within the road right-of-way required to construct a driveway for property located at 128 Nourse Road, identified by the Assessors Map as 5.B Parcel 1.

The Planning Board approved ANR's for the following properties: 323 Green Road (identified on Assessor's Map 6.C as original Parcel 47), 474 Harvard Road (identified on Assessor's Map 7.C as original Parcel 10), 369 Old Bay Road (identified on Assessor's Map 5.B as original Parcel 1), 58 Main Street (identified on Assessor's Map 5.E as original Parcels 10 and 55), and 220 Main Street (identified on Assessor's Map 5.E as original Parcel 12).

The Planning Board began the process of updating Bolton's Housing Production Plan in 2018. The Board chartered a committee to spearhead the effort which will hold their first meeting in 2019. The Planning Board anticipates working on a proposed Senior Housing Bylaw in tandem with updating the Housing Production Plan to create zoning that will lead to the development of quality affordable housing for seniors while increasing Bolton's Subsidized Housing Inventory. The goal of the bylaw will be to provide diversity in housing that will allow seniors to remain in place as they age.

The Planning Board proposed revisions to Bolton's Common Driveway Rules and Regulations for Common Driveways serving three to five lots. The revisions will include updates to submittal and design requirements. A public hearing to finalize these changes will take place in early 2019.

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). These funds were used to complete a boiler replacement project at the Florence Sawyer Elementary School and two weatherization projects at the library. Moving forward into 2019, the Town will apply for DOER competitive granting funding of up to \$250,000 to upgrade the HVAC control system in the Florence Sawyer Elementary School and to retrofit LED lighting in one of the municipal buildings.

The Town of Bolton 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 Town of Bolton finalized their Complete Streets Policy with assistance from MAPC through grant funding obtained in 2017. The Complete Streets Policy was approved by MassDOT in 2018. The Town received further grant funding to hire Howard Stein Hudson to develop Bolton's Prioritization Plan which is the Tier 2 requirement for Complete Streets (training and the policy are Tier 1 requirements). The Prioritization Plan will be completed in 2019.
- 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 received grant funding through the Massachusetts Office on Disability to develop an ADA Self-Evaluation and Transition Plan with assistance from Kessler McGuinness & Associates, LLC. The ADA Self-Evaluation and Transition Plan was completed in June 2018.

The Planning Department applied and obtained grant funding through Community Compact to upgrade Bolton's permit tracking software to ViewPoint Cloud. It is anticipated that the new software will increase efficiency in the review and approval of permits and licensing. The software will allow for electronic dissemination of plans and materials for review, allow inspectors to track their inspection schedules electronically, ability for applicants to request inspections online, and issue final sign-offs through mobile field inspections and reporting. The platform also provides an opportunity for the Town to archive building applications/permits online versus hardcopy file. It is anticipated for the software to go live in early 2019.

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, 2017 to June 30, 2018**

#### **Salary**

Appropriated	\$54,063.36
Expended	<u>\$48,320.78</u>
Unexpended balance returned to general fund	\$5,742.58

#### **Expenses**

Appropriated	\$4,730.00
Expended	
Purchase of Services	\$1,896.10
Advertising	\$331.82
Supplies	\$337.18
In-State Travel	\$75.97
Dues Memberships	\$1,641.31
Meeting Expenses	<u>\$183.63</u>
Unexpended balance returned to general fund	\$263.99