

PLANNING BOARD MINUTES

Wednesday, May 11, 2022, at 7:00 p.m.

Remote Public Meeting

Members Present: Mark Sprague (Chair), Peter Driscoll (Vice Chair), Erik Neyland, James Barr, Bob Roemer (Associate)

Also Present: Valerie Oorthuys (Town Planner)

Absent: 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: Mark Sprague (Chair)- Yes; Pete Driscoll- 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 live. The resident survey is available at www.surveymonkey.com/r/BoltonMS

Special Permits and Rules and Regulations

Marijuana Establishment Rules & Regulations will be reviewed tonight, though additional permitting and Rules and Regulations are needed. Notably, there is no application form or Rules & Regulations for Bed & Breakfast Special Permits or Kennel Special Permits. One solution is to create Special Permit Rules & Regulations in order to provide a process.

Subsidized Housing Inventory

The current Subsidized Housing Inventory (SHI) from the Department of Housing and Community Development is included in the meeting packets, with the current SHI unchanged at 3.99%. This figure will decrease slightly once the 2020 Census figures come out to adjust for a higher base number of households. The revised figures will be published officially once seasonal, temporary, and year round housing numbers have been finalized. The minimum

amount to have is 10%, at which point Bolton will have more flexibility in creating affordable housing.

Reorganization of Planning Board

The Board discussed selecting a new Chair and Vice Chair for the coming year. Mark Sprague noted his intention to move out of Bolton, perhaps as early as the fall. The Board acknowledged the loss of Mark's experience and the need to provide a new Chair with experience while Mark can provide any guidance during the transition.

Erik Neyland moved to appoint Pete Driscoll as Chair. 2nd by James Barr. **All in favor by roll call: Mark Sprague (Chair)- Yes, Erik Neyland- Yes; James Barr-Yes; Pete Driscoll- Yes (4/0/0).**

Erik Neyland moved to appoint Mark Sprague as Vice Chair. 2nd by Pete Driscoll. **All in favor by roll call: Mark Sprague (Chair)- Yes, Erik Neyland- Yes; James Barr-Yes; Pete Driscoll- Yes (4/0/0).**

Set Planning Board Meeting Schedule

The Planning Board agreed to meet June 8 and 22, July 13, August 10, and September 14 and 28th.

PUBLIC HEARING

Preliminary Phase of a Farmland and Open Space Planned Residential Development (FOSPRD), South Bolton Road, Map 2.C Parcel 23

Continued from October 27, 2021, November 10, 2021, January 12, 2022, February 9, 2022, March 9, 2022, and April 13, 2022

Pete Driscoll moved to continue the public hearing for the Preliminary Phase of a Farmland and Open Space Planned Residential Development at Map 2.C Parcel 23 to May 25, 2022 at 7:00pm. 2nd by James Barr. **All in favor by roll call: Mark Sprague (Chair)- Yes, Erik Neyland- Yes; James Barr-Yes; Pete Driscoll- Yes (4/0/0).**

BUSINESS

Discussion and Vote to Approve Tadmor Subdivision Common Driveway As-Built Plans

Valerie Oorthuys stated that the peer reviewer noted that it may be premature to accept as-builts as the final home on the common driveway has not yet been constructed. The Board reviewed the decision and noted that if the developer has posted a surety for the construction of the common driveway, the final building permit may be issued and the as-built plans reviewed at a later date.

Review and Endorsement of Subdivision Approval Not Required (ANR) Plan, 580 Main Street, Map 4.C Parcel 24

Present:

Jeff O'Neil, Applicant

Jeff O'Neil presented the ANR plan which divides the parcel between the future housing development use and the existing office use. The back pod of the office building development is intended to be demolished. The applicant will come back before the Board in order to modify the existing Special Permit to allow the demolition and increased parking.

The Board members reviewed the plan for zoning conformity of the future lots.

Pete Driscoll moved to approve the Subdivision Approval Not Required Plan for Map 4.C Parcel 24 dated March 2, 2022. 2nd by Erik Neyland. **All in favor by roll call: Mark Sprague (Chair)- Yes, Pete Driscoll- Yes; Erik Neyland- Yes; James Barr-Yes (4/0/0).**

Review of Draft Marijuana Establishment Special Permit Rules and Regulations

The Planning Board reviewed the draft Marijuana Establishment Rules and Regulations. The Board discussed their ability to condition Special Permits and considered the types of information that should be provided to the Town in order to constitute a complete submission. Much of the discussion focused on the contents of an application, with detail added regarding a ventilation plan, noise reduction, water usage and management, and traffic studies. The Board will continue to discuss the draft document at their meeting of May 25th.

Erik Neyland moved to adjourn. 2nd by James Barr. **All in favor by roll call: Mark Sprague (Chair)- Yes, Pete Driscoll- Yes; Erik Neyland- Yes; James Barr-Yes (4/0/0).**

Respectfully Submitted,
Valerie Oorthuys