

## **Minutes of the Planning Board Meeting of February 8, 2022**

Pursuant to a notice and agenda filed with the Town Clerk, the Planning Board met at 7:00 p.m. on 2/8/22, virtually via <https://zoom.us>. The meeting was recorded and will be available on the Minuteman Media Network.

At 7:00 p.m. Chairman Flint, opened the meeting and asked for a roll call of the Board members. Present virtually were Mr. Bosdet, Ms. Miller, Mr. Boardman, Ms. Ferguson, and Mr. Flint. Ms. McEaney and Ms. Orvedal were absent.

Town Planner Hughes was present virtually.

The Town Planner's agenda memorandum dated 2/8/22 was part of the Board's packet.

### **Site Plan Review, Middlesex School, 1400 Lowell Road**

Application of the Middlesex School, under Section 11.8 of the Zoning Bylaw, for faculty housing at 1400 Lowell Road, Parcel 1533.

Present for the Applicant were Matt Crozier, COO and Steve McKeown, Project Manager, of the Middlesex School; and Steve Ventresca, of Nitsch Engineering, Inc.

Mr. McKeown and Mr. Ventresca gave a presentation. The Applicant submitted a letter dated 2/3/22 with additional information in response to questions and concerns raised by the Board at the 1/25/22 meeting. Mr. Ventresca presented the revised civil plans dated 2/8/22. The Applicant has agreed to combine the proposed parking spaces for the two middle units to allow for a larger green space between the third and fourth unit, and for plowing and maintenance to the proposed grass area. The Applicant provided a sketch of the gravel parking lot striping to show how tenants of the proposed units can travel safely from through the parking lot to the units. The Applicant's letter also describes the revisions to the fencing (in the front 4 – 6' and 8' only at the ends), and EV charging conduit and location. Mr. Ventresca explained that the Applicant does not intend to change the proposed white exterior paint color.

Mr. Ventresca explained that a sketch was provided to show the proposed structures are in compliance with the 35' height limit. The draft Decision contains a condition of approval recommended by the Building Commissioner requiring verification following the framing of each building that the structures are in compliance.

The Board considered the draft Decision dated 2/8/22 prepared by the Town Planner at their direction.

Town Planner Hughes noted that plan sheet C200 has a leftover note regarding the location of the parking that should be omitted. Mr. Ventresca replied that an updated sheet will be submitted.

Mr. Bosdet moved that the Board approve the application of the Middlesex School for two duplex units for four faculty housing dwellings under Section 11.8.7 of the Zoning Bylaw at 1400 Lowell Road, Parcel 1533 based on the findings and conditions of approval in the Board's decision dated 2/8/22 and authorize the Chair, Clerk, and Town Planner to sign the decision. Mr. Boardman seconded. All voted in favor. The roll call vote was Mr. Bosdet, yes; Ms. Miller, yes; Mr. Boardman, yes; Ms. Ferguson, yes; and Mr. Flint, yes.

### **Developing Site Plan Rules and Regulations**

The Board started their discussion on the development of Site Plan Rules & Regulations by identifying category topics, such as landscaping, parking, and lighting, for inclusion. The Town Planner noted that Ms. Orvedal had already started pulling together examples regarding incorporation of sustainability measures. The following topics were assigned: Mr. Bosdet, assist Ms. Orvedal with sustainability; Ms. Miller; bicycle and pedestrian connectivity; Mr. Boardman, landscaping and fencing; Ms. Ferguson, parking layout, and Mr. Flint design and materials. The Board thought Ms. McEaney might be interested in looking into lighting examples. Board member will begin looking at other communities to develop a list of aspects that may be included for that topic. Town Planner Hughes will research affordable housing site layout and impact statements (economic). The Site Plan Rules & Regulations will provide guidance to applicants on developing plans that meet the Site Plan Criteria in the Zoning Bylaw through appropriate design. The Board will resume this discussion at the 3/22/22 meeting.

### **2022 ATM Draft Warrant Articles**

In preparation for the upcoming Annual Town Meeting Warrant Articles public hearing on 3/8/22, the Board reviewed and discussed their presentation on Article 31, a Zoning Bylaw amendment to Section 4.2.2.2 Additional Dwelling Unit and Article 32, a ZBL amendment to Section 3.3 Formula Business. Additionally, the Board reviewed an updated FAQ for Article 33 Thoreau Depot Business District Zoning Amendment. Mr. Flint said that it was pointed out to him the negative connotations of the term "grandfathered" and suggested that the word be substituted in the presentation of Article 31.

### **Minutes**

The Board reviewed the revised draft minutes of the 1/25/22 meeting. Mr. Flint moved to approve the minutes as written. Mr. Bosdet seconded. All voted in favor. The roll call vote was Mr. Bosdet, yes; Ms. Miller, yes; Mr. Boardman, yes; Ms. Ferguson, yes; and Mr. Flint, yes.

### **Planning Board Liaison/Town Planner Updates**

Ms. Hughes reminded the Board that there is regular meeting next week on 2/15 and that the next regular meeting after that 3/22 due to the 3/8/22 Public Hearing.

Mr. Flint reported that the CPC voted on their final recommendations for funding for Annual Town Meeting. He also recently spoke at the 1<sup>st</sup> Tuesday Group on the topic of the Thoreau Depot Business District Zoning.

Ms. Hughes reported that the MassTrails grant was submitted last Monday for the completion of the construction drawings and permitting for the Assabet River Bridge and Trail. Additionally, she noted that proposed Planning Division budget for FY23 includes \$75,000 to hire a consultant to assist with the updating of the 2007 Subdivision Rules and Regulations.

**General Public Comment**

Meeting adjourned at 8:36 p.m.

Documents presented which are on file in the Planning Division Office at 141 Keyes Road, Concord, MA:

- Town Planner's Agenda Memo 2/8/22
- Draft Middlesex School Pratt Lane Faculty Housing Site Plan Decision 2/8/22
- Draft Thoreau Depot Warrant Article FAQ 2/8/22
- Draft Minutes 1/25/22

Respectfully submitted,

Kate McEneaney, Clerk

Minutes approved on: 3/22/22