Present: Preston Crow, Chair
Joe Rubertone, Member
John Rossi, Member
Phillip Williams, Member

Also present: Amanda Molina Dumas, Assistant Town Planner

Not Present: Dale Buchanan, Member/Clerk

Call the Meeting to Order

Mr. Crow called the meeting to order at 7:15 PM.
Mr. Crow announced that the meeting is being recorded and broadcast live on WACA TV. Mr. Crow reviewed the meeting agenda.

0 Tri Street – Preliminary Plan Subdivision Approval and Cluster Development Special Permit
Mr. Crow explained that due to the ongoing DEP appeal regarding that status of a stream located on the property, the applicant has requested a continuance to a future date. The Board discussed the difficulties of cases that are continued over long periods of time, such as ensuring there is a voting quorum of members, and that said members have not missed more than one meeting per the Mullin Rule. Also, members have changed since this case began. Mr. Crow noted that the Board may have to ask the applicant to withdraw and resubmit their application depending on these factors and if it comes to this, the majority of fees will be waived by the Board.

Mr. Rubertone motioned to accept the request for a 60 day continuance for 0 Tri Street, which was seconded by Mr. Rossi, and the motion passed 3-0-1 (Williams).

Mr. Rubertone motioned to continue the public hearing for 0 Tri Street to March 14, 2019 at 7:15 PM. The motion was seconded by Mr. Rossi, and the motion passed 4-0-0.

Continued Public Discussion of United Group of Companies (UGC) – Zoning Amendment
Mr. Crow opened the public discussion, clarifying that a public discussion is an informal discussion at this phase, and will hopefully provide a better understanding for everyone.

Michael Herbert, Town Manager, explained that the Town is not seeking a Special Town Meeting in February due to deadlines. Mr. Herbert explained what the zoning allowed for and what was proposed for the site prior to Town Meeting in November 2018, which was 38 acres, all developable (entire lot could be covered), 109 “carriage homes,” 55+, with affordability component of 10%, and children would be allowed under Fair Housing Guidelines.
Mr. Herbert summarized the goals of discussing the Rail Transit District at November Town Meeting: 1) preserve as much green space on Lot 2 as possible, 2) protect neighborhoods in close proximity to the Lot 2 property, 3) wants to provide affordable housing units for the senior community & make progress towards affordable housing inventory, which will help to ward off undesirable 40B projects.

To work towards these goals, the Town purchased a large portion of Lot 3 of the RTD, and gained a development restriction which will be preserved as green space. The Town is considering a zoning change to allow for increased height, which could shrink the development footprint. Proposal would be for 150-180 rental units with 25% affordable - by doing this, the Town would be able to count all units towards their Affordable Housing Inventory, which would also give the Town Safe Harbor status from 40B developments for two years, and add 2% to affordable housing inventory, helping the Town get closer to 10%.

Mr. Herbert explained that the Town was approached by the developer, UGC, who provided a conceptual plan of a similar sized development superimposed on the RTD site. Mr. Herbert noted that the overall square footage of a 180 unit project would end up being smaller than a 150 unit project. He also noted the possibility of pulling the development back from the edge of the lot, so as to create a buffer. Mr. Herbert noted that Planning Board should have the ability to decide the best location for the development on the lot.

Peter Daner, 41 Wibur Dr., commented on the idea of creating a buffer between the development and the neighbors, as well as the increased traffic along Route 135 in general. Mr. Crow replied that age-restricted developments typically have low impacts on traffic during peak times.

Paul Wilkerson, 15 Russet Hill Rd., expressed concerns about placing 4-story buildings on high elevations, and his opinion of locating proposed development closer to the existing Cirrus development would be preferable.

Mark Dassoni, 49 Hawthorne Rd., commented that he is interested in how the zoning amendment could help the Town, and encouraged transparency throughout the process.

The Board discussed the topography of the site, noting that more detailed plans would be needed to fully conceptualize the potential project, and that any zoning amendment should include language clarifying the difference between stories and feet in regards to height. The Board discussed the possibility of using CPA or Affordable Housing Trust funds to purchase deed restricted units.

Mr. Rubertone asked for an update regarding the land in question; Mr. Herbert explained that the transaction is scheduled to close January 30, 2019 and that Mr. Gaynor will need to submit an ANR plan to the Planning Board for their next meeting on January 24, 2019.

Mr. Crow replied that a zoning amendment can include language clarifying between stories and feet, and that any zoning change would require a corresponding covenant change. Mr. Herbert explained the state’s guidelines regarding affordable housing, which are based on the Area Median Income, and noted that the developer is willing to consider building some affordable units.

Mr. Crow commented that pushing proposed development closing to existing development makes sense to him, but ultimately it is difficult to talk about zoning language without seeing examples. Mr. Herbert expects UGC to present at the next BOS meeting about potential development. The Board discussed the risk of progressing with a project that residents do not like; Mr. Herbert agreed that ideally there should be a consensus from Town, neighbors, etc.
Mr. Rossi disclosed that he is an abutter to the RTD. Mr. Crow commented that the Board will check with Town Counsel if that constitutes a conflict of interest.

**Town Planner Position Update**

Mr. Herbert stated that the Town will be engaging a professional recruiter to assist with the search for candidates to fill the Town Planner position. Mr. Herbert states he hopes to have the position posted and filled by March. Mr. Buchanan and Mr. Rubertone previously offered to participate in the review process.

**Public Hearing to Discuss Planning Board Fee Schedule**

Mr. Crow noted that informal discussion of the fee schedule occurred at their last meeting, and calls to order the public hearing to consider and amend the Planning Board’s Fee Schedule. Proposed changes include increasing the Site Plan Review fee by $25 to accommodate the cost of abutter notification mailings. Special Permit and Subdivision Fees would increase from $300 to $400 to cover the cost of legal advertisements and mailings (if applicable). Proposed new fees would include $400 for Special Permit Modifications which could be waived at the Board’s discretion if the changes are deemed to be minor, and a Design Review fee of $50 to cover the cost of mailings. By combining the cost of legal advertisements and mailings and including it as part of the application fee, this streamlines the administrative process for the Planning Department.

Mr. Rubertone motioned to close the public hearing, which was seconded by Mr. Williams, and the motion passed 4-0-0.

Mr. Rubertone motioned to approve the new fee schedule as discussed, which was seconded by Mr. Williams, and the motion passed 4-0-0.

**50 Megunko Road – Site Plan Review Modification**

The applicants were present for the public hearing. Joyce E. Hastings, P.L.S., on behalf of the applicant presented an overview of application. Previous Site Plan Review was approved by Planning Board in 2017 for use as an auto body shop. Site Plan Modification needed due to a different occupant/different use- trucking company. Proposed changes include different location of salt bin, addition of truck wash bay and “closed” system separating water and materials (instead of a tight tank system). Also reduced overall number of parking spots.

Mr. Rubertone asked for clarification about Conservation Commission review. Ms. Hastings clarified that they previously appeared before Conservation and received recommendations; since moving salt bin location, they noted that they will have to appear again before Conservation for approval of modifications. Ms. Hastings also noted that retaining wall has already been installed in an effort to stabilize the slope in order to protect abutter.

Mr. Crow noted that any parts of project that require more technical review are under purview of other departments (Board of Health, Conservation). Mr. Crow asked the audience for comments; there are none. Site Plan Modification would need to be filed at Registry of Deeds following expiration of appeal period.

Mr. Rossi motioned to approve the Site Plan Modification as shown, including all conditions from the original Decision. The motion was seconded by Mr. Rubertone, and the motion passed 4-0-0.

Mr. Crow explained that this item was a late addition to the meeting agenda as it was unforeseen by the Chair.

Mr. Crow noted that multiple lots from this subdivision have required lot releases, and if this continues, the Planning Department may want to look into re-releasing the entire subdivision to avoid individual requests.

Mr. Williams motioned to re-release 25 Haven Way, Unit 11, which was seconded by Mr. Rubertone, and the motion passed 4-0-0.

**Approval Not Required of Subdivision of Land – Megunko Transit LLC**

Mr. Herbert addressed this earlier in the meeting, stating that the plan was not ready; therefore, this item will be moved to the next meeting agenda.

**Report from Board Members and Town Planner**

Ms. Dumas, Assistant Town Planner, provided updates regarding upcoming cases. The Planning Department received a Preliminary Plan application for Village of Americas, Phase VIII, along with a Preliminary Plan application for Village at Clocktown. Ms. Dumas noted that the applications are being reviewed and will be added to a future meeting.

**Administrative Matters**

There were none.

**Review and Approval of Minutes from December 13, 2018.**

Mr. Williams motioned to approve the minutes from the December 13, 2018 Planning Board Meeting, as amended. The motion was seconded by Mr. Rubertone, and the motion passed 4-0-0.

**Adjournment**

Mr. Williams motioned to adjourn the meeting at 8:40 PM, which was seconded by Mr. Rossi and the motion passed 4-0-0.

**Documents Presented**

1) Agenda for PB Meeting on January 10, 2019.
2) Continuance Request from George Connors, Esq. on behalf of 0 Tri Street.
3) UGC Development Handout.
4) Draft of proposed changes to Planning Board Fee Schedule.
5) Site Plan Modification Application and Plans for 50 Megunko Road.
7) Draft Minutes from December 13, 2018 Planning Board Meeting.