

## PLANNING BOARD MINUTES

Wednesday, January 24, 2024, at 7:00 p.m.

Remote Public Meeting

### Attendance

**Members Present:** Michael Gorr (Chair), James Barr, Bob Roemer, Austen Groener, Erik Neyland, Michael Lau

**Staff Present:** Pamela Harding (Town Planner)

**Others Present:** Kevin Conover (David Ross Associates), Seth Donohoe (Dillis & Roy)

### PUBLIC HEARINGS

1. **1<sup>st</sup> Item: Approval Not Required Plan - 2 Old Harvard Road** - The Applicant seeks creation of two additional lots. Kevin Conover from David Ross Associates, representative for Gayle Zayka, were present. The applicant is proposing to turn one lot into three lots plus a non-buildable Parcel A. Each proposed lot (1, 2, and 3) has an excess of the required minimum frontage and area, and they conform with the lot width requirements. Lot 2 contains an existing house and the new lot lines conform with the setback requirements in the residential district. Parcel A may be donated to the Town of Bolton Conservation Commission in the future.

Michael Gorr made a motion to approve the ANR Plan for 2 Old Harvard Road, the motion received a second by Robert Roemer – Roll call Michael Gorr, yes; James Barr, yes; Robert Roemer, yes; Austen Groener, yes; Erik Nyland yes; **Motion passes 5-0.**

2. **Review of Special Permit Conditions – 357 Main Street** – Request for two additional business uses within existing footprint. Seth Donohoe of Dillis and Roy was present on behalf of Andrew Everleigh. Andrew Everleigh's company, Environmental Pools, intends to use 357 Main Street as their home base. The applicant is seeking approval to rent out additional space to future potential tenants. The building is approximately 21,000 sq. ft. Mr. Everleigh currently has two potential tenants. One tenant would use the space as a blinds and window treatment showroom, and the other tenant is a house staging company which would likely not have employees there on a daily basis. The total parking needed is 44 spaces, and the approved plan had 48 spaces on it. Additionally, they are seeking approval to install a sign in the same location as the current sign on the property. Pam Harding noted that the sign requires a permit through the Select Board. The Planning Board could consider this request to be either an amendment to the existing Special Permit which would require a hearing process, or they could rule it as an insubstantial change to the Special Permit. The Special Permit was required because Environmental Pools classified as a Other Retail Wholesaler Service within a Building. The proposed two tenants are also classified as that use, so if the Planning Board doesn't deem the proposal an amendment to the existing Special Permit, then they can rule it as an insubstantial change and it would meet the criteria of the decision issued. Pam Harding noted that a modification would be related to any tenant that falls under the Other Retail Wholesaler Service use. The Building Inspector was consulted about that determination as he is the official interpreter of the bylaw. The applicant does not intend to designate specific parking spots for the tenants. Erik Neyland stated that he views this as a minor modification.

Michael Gorr made a motion to approve the addition of two lease tenants to 357 Main Street as a minor modification to the existing Special Permits, the motion received a second by Austen Groener – Roll call Michael Gorr, yes; James Barr, yes; Robert Roemer, yes; Austen Groener, yes; Erik Nyland yes; **Motion passes 5-0.**

**3. Land Use Planning Grant – Cluster Development - Review of draft recommendations regarding Subdivision Regulations and Zoning Bylaw -** Robert Roemer gave an overview. After the 1/17/24 meeting, Randall Arendt proposed he could write the regulation under the Subdivision Control regulations, and requested \$3,000 to do so. Pam Harding felt the Planning Board could write the regulations. Mr. Arendt then proposed he would instead write commentary and review the village overlay bylaw, but has not specified a compensation amount for that. Within the existing grant he is planning to hold a public seminar, and to make recommendations on specific changes to both the Bolton bylaw and the Subdivision Control Regs, not necessarily write the specific language. Erik Neyland noted it would be beneficial if Mr. Arendt could give the Board a marked up version of the regulations for them to review and determine if they want to keep them. Pam Harding shared the email sent from Mr. Arendt which outlined his thoughts regarding revising the scope of the proposal. He stated he is willing, within the original budget, to supply specific potential bylaw wording relating to the analysis and recommendations in his review memo that could be inserted into the town's regulations. Mr. Arendt also requested to see a copy of the proposed wording that voters rejected regarding the Cottage option in order to determine a cost estimate on it, as the aspect of the Cottage option was not previously discussed and would constitute an additional work item. Michael Gorr noted that once they receive a cost estimate for the Cottage overlay, then the Board could decide whether they want to spend the funds for it now or in the future. Robert Roemer stated the Board should bring something like the Cottage overlay forward to increase the density of housing, and that the reason it didn't pass the last time was because there wasn't enough public outreach. The next step would be to get a copy of the Cottage overlay to Mr. Arendt to give the Board an estimate. Erik Neyland inquired whether the Cottage overlay could be folded into the Subdivision Bylaws including density bonuses per a specific acreage, instead of having a separate section.

**4. Discussion of Annual Goals -** Michael Gorr noted some of his top priority items include a focus on more affordable housing, and more variety for types of housing in Town. Robert Roemer agreed to focusing on more affordable housing while maintaining a reasonable perspective on open space, which would require a lot of public outreach and a Town meeting in 2025. Robert mentioned other goals that can be handled through regulation, including concerns about not having a good process for 61A Right of First Refusal. Pam Harding noted the Open Space and Recreation Plan Committee will be meeting later in the month and may have some input regarding 61A as well. Austen Groener suggested creating a categorized and ranked list of priorities for the annual goals. Robert noted that town surveys and forums indicate the public wants smaller affordable housing, but in a way that preserves as much open space and agricultural land as possible. Robert suggested identifying items that would require a significant effort and would need to go to a Town meeting as a bylaw, and items which can be handled by procedures, regulations and discussions of process with the Town. Robert requested adding

the Stormwater and Erosion Bylaw as an item onto the list of priorities. Pam Harding stated she would organize the list of priorities into categories of minor changes, major changes, regulations, and those that required a town meeting. Robert stated the results are in for the Master Plan survey, which are on the Town website.

**5. Review of Annual Report** - Michael Gorr noted this report goes into the warrant for Annual Town meeting. It reviews and summarizes what the Board has done over the last year. It is a Massachusetts General Law requirement that all appointed Boards and Committees by the town provide an annual report for the residents of the Town. Pam Harding will check on the status of the Houghton Farm and the Goose Pond Path (Tadmire) subdivision projects.

Commented [1]: spelling correct?

Michael Gorr made a motion to approve the Planning Board Annual Report on the condition with updates to the Houghton Farm and Tadmire subdivisions, the motion received a second by Robert Roemer – Roll call Michael Gorr, yes; James Barr, yes; Robert Roemer, yes; Austen Groener, yes; Erik Nyland yes; Michael Lau; yes. **Motion passes 6-0.**

**6. Approval of Minutes – July 26, 2023**

Michael Gorr made a motion to approve the Planning Board minutes from 7/26/2023 with minor corrections, the motion received a second by Robert Roemer – Roll call Michael Gorr, yes; James Barr, yes; Robert Roemer, yes; Austen Groener, yes; Erik Nyland yes. **Motion passes unanimously.**

**7. Adjourn**

Michael Gorr makes a motion to adjourn the meeting, Robert Roemer seconded, motion passes unanimously 5-0.

Minutes approved on April 24, 2024