

Present: Chairman Peter Abair, Marty Long, Dan Carty, and John Hincks (Associate Member), Meagen Donoghue (Director of Planning and Community Development) and Beth Suedmeyer (Environmental Planner)

Absent: Christopher Morely and Stephen Garvin

At 7:35 p.m., Chairman Abair called the meeting to order.

Joint Meeting with the Design Review Board – The Coolidge Phase II Comprehensive Permit – 189 Landham Road (Assessor’s Map K10-0012) - Discussion and Recommendations to Zoning Board of Appeals

Present: Applicant’s Attorney Joshua Fox, B’Nai B’rith Project Managers Holly Grace, and Max Glickman, Applicant’s Architect Tom Schultz, Design Review Board members Jennifer Koffel, Susan Vollaro and Deborah Kruskal

At 7:35 p.m., Chairman Abair opened a Joint Meeting with the Design Review Board (DRB) regarding The Coolidge at Sudbury Phase II Comprehensive Permit application process, noting the Boards will be providing comments to the Zoning Board of Appeals (ZBA) for consideration. The Board was previously in receipt of copies of the “Stormwater Report in Support of The Coolidge at Sudbury Phase 2 187-189 Boston Post Road Sudbury, MA” prepared by Hancock Associates and accompanying plans, calculations and exhibits, a memorandum from the Council on Aging to the ZBA dated November 30, 2016, a memorandum from Ms. Donoghue to the ZBA dated December 1, 2016, a letter from Horsley Witten Group dated January 3, 2017, a letter from Hancock Associates dated January 5, 2017 and a memorandum from the Conservation Commission to the ZBA dated January 9, 2017. In addition, copies of an email from Planning Board member Stephen Garvin dated January 11, 2017, noting his comments regarding the project were distributed to the Board tonight.

The applicant’s attorney Joshua Fox introduced the applicant’s team in attendance, noting their engineer was unable to attend tonight’s meeting. Mr. Fox stated the applicant has been working with the ZBA and Fire Chief regarding requirements. He also stated the applicant has incorporated many suggestions from the DRB into a revised design. He further stated work is progressing towards a final site plan. Mr. Fox stated Horsley Witten Group was hired as the Stormwater Management Peer Reviewer, and it has been working with the applicant’s firm, Hancock Associates, to respond to concerns. Mr. Fox stated Hancock will be providing additional calculations and details to Horsley Witten and the ZBA in the next two weeks. Ms. Suedmeyer later stated this would be prior to the next ZBA meeting on February 6, 2017, when it is also hoped that there will be a

revised report which will also be able to be reviewed by the Peer Reviewer prior to February 6th.

Chairman Abair stated the Board appreciates the applicant meeting with the Board tonight as friendly Chapter 40B applicants have done in the past. He referenced comments received from Board member Steve Garvin, noting his comments and recommendations will form the basis of the Board's feedback to the ZBA.

Ms. Suedmeyer provided a summary of Mr. Garvin's comments, including that there is a lack of clarification of details from the applicant and there are a number of inconsistencies and omissions from reports. Ms. Donoghue later noted the comments would be shared with the applicant subsequent to tonight's Meeting. Mr. Garvin's emailed comments stated details and cross sections of the BMPs and a soil erosion plan should be submitted, along with a plan to explain what the drainage and erosion control plan will be during construction. He also recommended that the applicant should begin the SWPP process and that the detention basin freeboard should be as close to one foot as possible. Mr. Garvin further suggested that the applicant should provide more Low Impact Development (LID) BMPs drainage features and that the Phase I landscaping/screening along Landham Road should be augmented. He also stated that he agrees with a comment made by the Conservation Commission regarding the inclusion of a designated reserved parking area for use in the future. Mr. Garvin also raised the issue of septic/treatment plant Title 5 thresholds, which were also broached by the ZBA and the Conservation Commission, and he suggested the Board of Health should opine on this.

Mr. Fox stated the applicant has made minor updates on the landscape plan, and it is working with the Conservation Commission regarding a suggested native species list. He also stated the estimated parking counts are based on the real experience with Phase I. Mr. Fox stated the proposed plan will still provide one parking space per dwelling, which the applicant believes is adequate.

Mr. Long stated there appears to be technical information which still needs to be submitted. He stated that he hopes the applicant will cooperate to submit the requested information to help address identified concerns.

Mr. Carty stated he is concerned about the controls which will be in place during the construction process. He also stated he has concerns regarding the motivation for the proposed subdivision plan, and he would like clarification that the subdivision approach proposed by the applicant is legal.

Mr. Fox stated the applicant has researched and reviewed the legality of the subdivision plan and they do not believe there is an issue. He emphasized the applicant has chosen this approach not as a way to circumvent Title 5 requirements, but rather for ownership structure, tax treatment and financing purposes.

In response to a question from Mr. Hincks, Ms. Suedmeyer reviewed concerns shared by Mr. Garvin and the Conservation Commission. She stated the proposed project will go before the Conservation Commission in the future for a Notice of Intent submission review.

Chairman Abair asked if there has been a traffic study performed. Mr. Fox stated there has been a study and a corresponding presentation was previously given to the ZBA. Chairman Abair asked for clarification regarding how traffic is directed as one enters the property. With the use of a plan exhibit, Project Manager Holly Grace showed the planned one-way loop, which was recommended by the Fire Department.

At 8:05 p.m., the Boards focused the discussion on architectural design. With the use of exhibits of renderings, the applicant's architect Tom Schultz reviewed the revised renderings of the western and eastern buildings shared with the ZBA at the January 9, 2017 meeting. He highlighted the different window patterns and the features added to differentiate the main entrance building. Mr. Schultz stated the ZBA seemed happy with the revised plans.

Chairman Abair asked to see a rendering of the view of the proposed buildings from Route 20 and he asked for clarification of the elevation variance. Ms. Grace displayed a slide of the requested view, and Mr. Schultz explained that one enters the development at the property's high point, and that there is a berm between the street and the parking lot.

DRB member Jennifer Koffel noted differences between tonight's exhibits and renderings dated November 28, 2016 previously provided to the DRB. Mr. Schulz confirmed that the exhibits presented tonight are revised and the most up-to-date versions.

DRB member Susan Vollaro noted the windows on the floorplan previously provided are different than on previous renderings. Mr. Schultz stated the floorplan matches the new renderings as presented tonight. Ms. Vollaro stated she believes the front of the main entrance building has been improved in the latest revisions, but she still believes it is a bit underwhelming and it needs to be revised to be more obvious as the main entrance.

DRB member Debbie Kruskal stated the rendering shows landscaping trees, but she believes the plan indicates there is not enough room on the ends to plant what is depicted. Ms. Kruskal asked if the parking lot on the east could be shifted to be closer to Route 20 to allow for the planting of more trees. She also noted there are a lot of evergreens on the western side, but she believes a major tree should be planted there and also in the back of the property for the enjoyment of the tenants.

Ms. Koffel stated that, after reviewing tonight's exhibits, she believes the applicant has responded to previous feedback, noting the building proportions are much improved. She thanked the applicant's team for incorporating previous suggestions.

Chairman Abair stated he believes the proposed buildings are attractive and the development is an asset for the Town. However, he referenced feedback received following the construction of Phase I, that the landscape plan had not provided the continuity with the surroundings which had been anticipated. Thus, he recommended that the applicant tries to improve this situation in Phase II. He suggested Town staff could review records to see if the Town had made a finding on the Phase I landscaping feedback which could be shared with the ZBA.

Mr. Fox stated he believes there was a follow-up visit by the Town after construction of Phase I which noted that the landscaping was consistent with the plan. Ms. Grace stated she believes supplemental plantings have also been installed and dying plants have been replaced.

Ms. Suedmeyer stated she spoke with the Stormwater Management Peer Reviewer and suggested that it might be helpful for the applicant to submit a report regarding Phase I stormwater-related and Title 5 inspections.

At 8:25 p.m., Chairman Abair thanked the applicant for coming tonight, and he closed the discussion and he adjourned the Joint Meeting with the DRB.

Planning Board Rules and Regulations – Review and Discuss

At 8:25 p.m., Chairman Abair opened a discussion regarding the Planning Board's Rules and Regulations. Copies of an email from Chairman Abair dated December 23, 2016 and the "Town of Sudbury Planning Board Procedures Adopted October 23, 2013" were distributed to the Board tonight.

Chairman Abair referenced Section 4.6 of the current Procedures, noting no new business should be taken up after 9:30 p.m., unless done so at the discretion of the Chairman or as required by a statutory deadline. The Board concurred this is a good practice, and the Chairman should consult with the Board as to whether he should exercise his discretion to extend a meeting past 9:30 p.m.

Chairman Abair also referenced Section 5.4 of the Procedures, noting materials should be submitted at least six days prior to a meeting date. He requested that this be emphasized to applicants. Mr. Hincks stated he believes adherence with this procedure would help meetings to be more productive.

Chairman Abair reminded everyone to try to be more conscious of the existing procedures, and he concluded the discussion.

2016 Annual Planning Board Town Report – Review and Vote

At 8:29 p.m., Chairman Abair opened a discussion regarding the draft 2016 Annual Planning Board Town Report. The Board was previously in receipt of copies of a draft “Sudbury Planning Board 2016” Report.

Chairman Abair asked, and the Board concurred, that the word “and” be added before the third to last word of the fourth paragraph on Page 1 of the draft Report.

Mr. Carty asked, and the Board concurred, that “2015” be replaced with “2016” about two thirds down on Page 2 of the Report immediately before the development chart at the bottom of the page. Mr. Carty also noted that his name has been omitted on the last page and in the signature block, and that Mr. Garvin’s name is listed twice. The Board concurred that these corrections be made to the final Report. The Board also suggested that the second paragraph on Page 1 of the draft Report be revised to reflect that Mr. Hincks joined the Board prior to Mr. Carty.

Ms. Donoghue stated she will need Board members to sign the final report prior to January 27, 2017.

On motion duly made and seconded, it was unanimously

VOTED: To approve the “Sudbury Planning Board 2016” Report, as amended tonight.

Recreational Marijuana Bylaw Update

At 8:38 p.m., Ms. Donoghue distributed copies to the Board of a handout regarding the legalization of recreational marijuana in Massachusetts for informational purposes. She stated the State has extended the timeline for implementation of the new law, and thus Ms. Donoghue stated the Board can discuss this in the future as a possible article for the October 2017 Town Meeting.

Mr. Carty stated he would work with Ms. Donoghue to craft a draft article.

Mr. Long suggested researching if other towns have drafted a moratorium which could be used as a model.

In response to comments from the Board, Ms. Donoghue stated the Town cannot restrict this activity to a certain location.

Mr. Carty stated that, since the State has extended the timeline, he agrees that the issue can wait to be addressed until the October 2017 Town Meeting.

Miscellaneous

Chairman Abair asked what the timeframe is for the Board to act upon the vote at the last Town Meeting regarding a study for placing utilities underground. Ms. Donoghue stated she will research this.

Chairman Abair stated that in the past, the Planning Board members were assigned to individual projects and should be revisited. These projects were put off because last year, the Board primarily focused on National Development's redevelopment of the Raytheon property. Ms. Donoghue stated she would research the files for the Board's former list.

Minutes

On motion duly made and seconded, it was unanimously

VOTED: To approve the meeting minutes of November 9, 2016, as previously amended.

Mr. Carty asked, and the Board concurred, that the end of the third paragraph on Page 14 of the December 14, 2016 Meeting Minutes be revised to read as follows: "He stated he is uncomfortable with the activities of Northwoods, which, among other things, includes a retail enterprise, which is a violation of current zoning."

On motion duly made and seconded, it was also unanimously

VOTED: To approve the meeting minutes of December 14, 2016, as amended tonight by Mr. Carty.

Upcoming Meeting Schedule

The next meetings are scheduled for January 25, 2017 and February 8, 2017 at 7:30 p.m.

Chairman Abair stated he would like to invite former Planning Board Chairman Craig Lizotte to a future meeting to provide the Board with a primer on stormwater management permit reviews. He noted that the Board relies on Mr. Garvin's and Ms. Suedmeyer's expertise for guidance for stormwater-related items, and he thinks it would be helpful for the Board to have this learning opportunity. The consensus of the Board was that such a presentation would be helpful and it should be scheduled for a lightly scheduled meeting date. Ms. Donoghue stated there is nothing currently on the January 25, 2017 agenda. Chairman Abair stated they will try to coordinate this presentation for January 25, 2017. Mr. Hincks stated it would also be helpful to conduct site visits for stormwater-related applications.

The meeting was adjourned by Chairman Abair at 8:54 p.m.