



Town of Sudbury

Planning Board

PlanningBoard@sudbury.ma.us

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

www.sudbury.ma.us/planning

MINUTES

FEBRUARY 24, 2021 AT 7:30 PM

VIRTUAL MEETING

Members Present: Chair Stephen Garvin, Vice Chair Charles Karustis, Clerk John Hincks, Justin Finnicum, John Sugrue, and Associate Member Anuraj Shah

Others Present: Director of Planning and Community Development Adam Duchesneau and Environmental Planner Beth Suedmeyer

Mr. Garvin called the meeting to order at 7:30 PM.

Comprehensive Plan for Rail Trails – Len Simon

Mr. Duchesneau informed the Planning Board of Mr. Simon's request to postpone the presentation and discussion to a future meeting.

Anthony Drive (North Ridge Farm Subdivision) Recommendation regarding Street Acceptance

Developer Jim Fenton was in attendance to discuss the matter with the Planning Board.

Mr. Duchesneau referred to the recent vote taken by the Select Board. Mr. Garvin stated that prior to Planning Board acceptance of the roadway, he wanted assurances the slope of the detention basin at the site would be stabilized and the catch basins would be cleaned. Mr. Garvin opined about stormwater management as well as the drainage easement.

Mr. Garvin suggested asking the Town Engineer about possible Town responsibilities regarding the status of such drainage infrastructure. The Planning Board members agreed that receiving the Town Engineer's comments would be helpful before a vote was taken. The Planning Board members also recommended a review of the easement documents.

Mr. Duchesneau responded that Town staff would present such an inquiry to the Town Engineer and report back to the Planning Board.

Master Plan Update – Draft Final Document

Mr. Duchesneau noted the final three Master Plan documents in three volumes were received from the Horsley Witten Group. He indicated the second document reflected the proposed new Master Plan, with each section addressing opportunities and needs, and possible action items.

Mr. Duchesneau suggested the Planning Board members consider the various action items in the plan before voting to approve the final documents.

Mr. Hincks stated the documents looked great and he recommended the Planning Board review the integration of the documents presented. Mr. Garvin agreed more time should be allotted for additional Planning Board review and comments.

Mr. Hincks noted the Finance Committee had provided comments and he encouraged the other Town boards, committees, and commissions to do so as well.

Mr. Garvin suggested additional comments be submitted to Mr. Duchesneau who could pass such comments along to the Horsley Witten Group.

Mr. Sugrue recommended titling Volume 2 as the Master Plan and the other two volumes as references to the Master Plan. He also indicated the Master Plan document ended rather abruptly and suggested the addition of appropriate closing language.

Mr. Garvin agreed that recognizing Volume 2 as the Master Plan made good sense. He suggested the last page (or the first page) include communication from the Planning Board.

Mr. Duchesneau noted the Planning Board was proceeding to the refinement stage of the updated Master Plan and public comment would be due by March 8, 2021. He suggested the Planning Board might want to discuss such additional comments at their March 10, 2021 meeting. Mr. Duchesneau also recommended other Town boards, committees, and commissions should be allowed to submit comments by March 17, 2021 for Planning Board's discussion on March 24, 2021.

Town Meeting Zoning Bylaw Amendments

Mr. Duchesneau summarized the three proposed Zoning Bylaw amendments that would be presented at the 2021 Annual Town Meeting:

- Updating the references to the Zoning Overlay Districts
- Proposed amendments regarding the regulation of storage trailers/containers
- Adjustments to Section 3200 regarding signage

Mr. Duchesneau suggested Town staff could draft the language for the three Planning Board reports for these proposed Zoning Bylaw amendments.

Mr. Shah offered to present the proposed amendments to Section 3200 regarding signage. Mr. Finnicum offered to present the proposed regulations regarding storage trailers/containers. Mr. Garvin suggested that John Riordan, Chair of the Zoning Board of Appeals, present the proposed storage trailers/containers bylaw, and a Design Review Board members member work on the updates to the proposed signage bylaw.

2020 Annual Report

Mr. Finnicum noted many Planning Board meetings in 2020 were held virtually and this should be memorialized within the 2020 Annual Report. Mr. Duchesneau agreed with Mr. Finnicum's recommendation and confirmed he would include such language in the 2020 Annual Report.

Mr. Garvin suggested adding stormwater management reviews/determinations to the 2020 Annual Report. He added the term “40B” be included in connection with the existing Subsidized Housing Inventory information.

Mr. Hincks motioned to approve the 2020 Annual Report as amended. Mr. Karustis seconded the motion. Roll Call Vote: Mr. Garvin – Aye, Mr. Karustis – Aye, Mr. Hincks – Aye, Mr. Finnicum – Aye, and Mr. Sugrue – Aye.

Minutes for Approval: September 9, 2020

Mr. Hincks motioned to approve the minutes from September 9, 2020. Mr. Karustis seconded the motion. Roll Call Vote: Mr. Garvin – Aye, Mr. Karustis – Aye, Mr. Hincks – Aye, Mr. Finnicum – Aye, and Mr. Sugrue – Aye.

Administrative Report

Mr. Duchesneau stated Ms. Suedmeyer was working with Fuss & O’Neill, the consultants, on the completion of the Bruce Freeman Rail Trail 75% design, trail connections, and parking possibilities. He added Ms. Suedmeyer and the consultants would be meeting with Town boards, committees, and commissions to discuss related topics.

Mr. Duchesneau confirmed the 2021 Annual Town Meeting would be held outdoors in May and that Warrant Article presentations would be virtual recordings in many cases.

Future Meeting Schedule: March 10, 2021 and March 24, 2021

Mr. Garvin noted the upcoming meeting dates and asked if the Planning Board would be voting on the Master Plan on April 14, 2021. Mr. Duchesneau confirmed that would be the likely date to move to a vote on the updated Master Plan.

Mr. Garvin adjourned the meeting at 8:55 PM.