

## **Minutes of the Planning Board Meeting of October 4, 2016**

Pursuant to a notice filed with the Town Clerk, the Planning Board met at 7:00 p.m. on October 4, 2016 in the First Floor Meeting Room, 141 Keyes Road, Concord, MA.

Present:

Brooke Whiting Cash, Chair

John Cratsley

John Canally

Rob Easton

Gary Kleiman

Matt Johnson

Allen Sayegh

Absent:

John Canally

Elizabeth Hughes, Town Planner

The meeting commenced at 7:00 p.m. and was audio-recorded. Chair Whiting Cash announced to the audience that anyone recording the meeting should inform her.

### **Recommendation to the Board of Appeals re: Application of Eric Stokes for a Special Permit, under Sections 7.2.5.1, and 11.6, for work within the Flood Plain Conservancy District to construct a garage and associated paved driveway at 20 Winthrop Street (Parcel # 2178)**

Mr. Johnson recused himself from the discussion as a direct abutter and left the meeting room.

The Chair opened the discussion and asked the Applicant to present the project. Molly Obendorf with Stamski & McNary, Inc. and the Applicant Eric Stokes presented the project. The Board reviewed the Town Planner's report and discussed with the Applicant the floodplain compensatory storage and the ability for floodwaters to flow through the garage.

Mr. Canally moved to recommend that the Board of Appeals grant the application of Eric Stokes for a Special Permit with conditions under Sections 7.2.5.1 and 11.6 for work within the Floodplain Conservancy District to construct a garage and associated paved driveway at 20 Winthrop Street. Mr. Easton seconded. All **VOTED** in favor.

Mr. Johnson returned to the meeting.

### **Discussion of Final Tree Preservation Subcommittee Report**

The Chair opened the discussion by complementing the Subcommittee and the work going into the report. She asked that the Board focus their discussion on whether to move forward with one of the two recommended bylaws.

The Board discussed the two bylaw options presented in the report, the question on the impact to Town staff and property owner's rights, the level of outreach needed to move forward for 2017 Annual Town Meeting, what would trigger the bylaw (i.e. major expansion or rebuilding), the requirement for rules and regulations, and the Planning Board's meeting schedule moving forward.

Mr. Johnson moved that the Board proceed with pursuing the drafting of a tree preservation bylaw for the 2017 Annual Town Meeting. Mr. Canally seconded. All **VOTING** in favor.

Mr. Johnson offered to collect comments from each Board member on what they liked and did not like about the two options presented in the Subcommittee's report and present that at the next meeting.

**Recommendation to the Board of Appeals re: Application of the Middlesex School for a Special Permit with Site Plan Review, under Sections 11.6, and 11.8, to renovate the existing nonconforming Theater & Visual Arts Center and the Bancroft Courtyard within the Wetlands Conservancy District at 1400 Lowell Road (Parcel #1533)**

The Chair opened the discussion at 7:50 pm. Steve McKeown, Project Manager, of the Middlesex School; Frank Holmes of Stantec Planning & Landscape Architecture, P.C.; Paul Viccica of CBT Architects, and; Catherine Offenbergh of CRJA-IBI Group appeared before the Board and presented the project.

The Board discussed the reconfiguration of the Bancroft Courtyard, the level of disturbance in the wetland buffer, the stormwater drainage system, the requested waiver to the building height for the Theater, the reduction in the amount of pavement, and the overall renovation of the buildings.

Ms. Whiting Cash pointed out that for the protection of the existing trees to be successful, the Applicant needed to make sure that the tree preservation measures appeared on the landscape and civil plans. Mr. Holmes stated he would make sure that was done.

The Chair opened the discussion up for public comment, which there was none.

Mr. Kleiman moved to recommend that the Board of Appeals grant the application of Middlesex School for a Special Permit and Site Plan with conditions under Sections 11.6 and 11.8 to renovate the existing nonconforming Theater & Visual Arts Center and the Bancroft Courtyard within the Wetlands Conservancy District. Mr. Canally seconded. All **VOTED** in favor.

**2017 Annual Town Meeting Potential Zoning Bylaw Amendment Discussion**

The Town Planner gave an overview of her memo to the Board dated October 4, 2016. The Board had a discussion about the potential amendment and the change in the percentage of square footage expansion allowed under Section 7.1.5. The Board determined it would be beneficial to invite the Zoning Board of Appeals to the meeting on October 25<sup>th</sup> to get their feedback on the proposed amendment.

## **Planning Board Meeting Minutes**

Mr. Johnson moved to approve the minutes of September 13<sup>th</sup> as amended. Mr. Cratsley seconded. All **VOTING** in favor.

The minutes of September 27<sup>th</sup> were not available.

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

- Planner's Report dated 9/30/16 for SP 16-08, 20 Winthrop Street
- Tree Preservation Subcommittee Final Report
- Planner's Report dated 9/30/16 for SP 16-07, Middlesex School
- Planner's Memorandum dated 9/30/16, item #4

The meeting adjourned at 8:57 p.m.

Respectfully submitted,

Gary Kleiman, Clerk

Minutes approved on: 10/25/16