MINUTES
May 9, 2023

Members Present: Chris Owen, Will Dunham (arrived 8:02), Frank Hoek, Addie Mae Weiss, Associate Member Elizabeth Wendorf (arrived 7:18), and Town Planner Gino Carlucci

Members Absent: Rob Wolff

Other Present:

Chair Chris Owen called the meeting to order at 7:06 pm in the Sherborn Police Station Conference Room.

Minutes
Frank Hoek made a motion to approve the April 18, 2023 minutes, as submitted. Addie Mae Weiss seconded the motion, and all voted in favor 3-0.

Discussion of past and future traffic issues to address
Chris Owen requested that Frank Hoek and Addie Mae Weiss look at past traffic work and work with DPW and Chief of Police to identify concepts for a traffic study/mitigation for up to $50,000 at a potential fall town meeting (or if there is no fall town meeting, then up to $75,000 for a spring town meeting in 2024). He requested an update on the work at the June Planning Board meeting. There was discussion about traffic calming measures, developments in surrounding towns, traffic counts, and the challenges of counting ADESA trucks.

Update and discussion on Section 3A Compliance
Chris Owen proposed a timeline for Section 3A compliance: finalization of a zoning district by September, a joint meeting with Select Board, Advisory, and Planning Board in September, outreach over the fall, a public hearing in early 2024, and a warrant article at town meeting in spring 2024. Spring Meeting 2024.

Gino Carlucci stated that the State may issue a housing planning grant (up to $100,000) for several specific activities including outreach/engagement to educate residents on
housing needs in the community. Mr. Owen suggested the Town apply and use funds for public outreach related to Section 3A.

Mr. Owen stated the Planning Board will discuss the zoning district on June 6.

Mr. Carlucci stated the Town’s consultant (funded by grant) will draft a bylaw using the State’s model. He also noted MassHousing Partnership is organizing peer-to-peer discussions with similar towns on Section 3A, with the first meeting on 5/16/2023.

**Summer meeting dates**
Chris Owen proposed summer in-person meetings on June 6, July 11, and August 1, with additional zoom meetings for urgent business if needed.

**Follow-up on solar bylaw**
Chris Owen requested that Rob Wolff, Will Dunham, and Frank Hoek track the bills at the State House addressing best practices for mitigation of tree loss, as well as ongoing studies by other groups (Department of Energy, Mass Audubon, etc). He requested an update from these individuals in July and October to inform any potential modifications to the solar bylaw.

Mr. Owen also requested that Rob Wolff, Will Dunham, and Frank Hoek research and consider a potential bylaw for battery storage as a primary use: What are other towns doing? What is the need? What are the financial benefits? Mr. Owen requested collaboration with Select Board, Advisory Committee, and Energy/Sustainability Committee.

Frank Hoek commended Will Dunham on his presentation at annual town meeting. Elizabeth Wendorf stated that the handout was well done and she was glad to see engaged citizens speak up.

**Town Planner Report**
Gino Carlucci made the following notes:

The Citizens Planners Training Collaborative (CTPC) is having a session on introduction to zoning, and will send an email with details in case any Board members wish to attend.

He will be conducting a site visit at Silverwood Farm on 5/11/2023, in advance of the public hearing at the next meeting.

There is still ongoing developer interest in 41 N Main St.

Maple/Sanger roundabout funding application is in progress.

There is a new developer involved in a potential development on Coolidge St. Their plan is slightly different from the Meadowbrook Commons project that Pulte previously submitted and withdrew. Planning Board has no discretion to approve a project that increases floor area by >10% from the preliminary plan.
Hearing: Consideration of revisions to Schedule C (Fee Schedule) of Rules and Regulations (Document #1)

At 7:55 pm, Chair Chris Owen opened the continuation of the hearing from 5/2/2023. He stated that while the approved warrant article cleans up the Planning Board Rules and Regulations, it was not explicit about updating the fee schedule. The last time the fee schedule was updated was in 2011.

Mr. Owen and Gino Carlucci have reviewed Schedule C (Fee Schedule) and determined that the fees for Approval Not Required, Subdivision, Site Plan, and Special Permit are all in line. There was some discussion about the Scenic Road Permit fee and the potential for an additional Stormwater Management Permit fee. There was also discussion about the continued exclusion of a Preliminary Site Plan Fee to encourage applicants to engage in the process early through a preliminary site plan.

Addie Mae Weiss moved to amend Schedule C of the Planning Board Rules and Regulations to increase the Scenic Road Permit Fee from $25 to $100. Frank Hoek seconded, and all voted in favor 4-0.

Frank Hoek moved to amend Schedule C of the Planning Board Rules and Regulations to add a Stormwater Management Permit Fee for $250 plus the cost of outside engineering services. Will Dunham seconded, and all voted in favor 4-0.

The hearing was closed at 8:08p.

Closing

Chris Owen stated that Gino Carlucci agreed to serve as interim Town Planner until June 2024 (following his retirement in June 2023) on an as-needed basis.

Addie Mae Weiss stated that the May 4 Select Board meeting included a discussion of a potential water district in the vicinity of Coolidge Street that would facilitate an Intermunicipal Agreement with neighboring towns. If a District is defined, then a developer within that District would pay for water-related infrastructure.

The meeting was adjourned at 8:28 pm.

Respectfully submitted,

[Signature]

Stefani Harrison

Documents discussed:

1. Schedule C (Fee Schedule) of Rules and Regulations, current fees from 2011.