

APPROVED MEETING MINUTES

Tuesday, June 2, 2020 Woburn Planning Board Meeting | 7:00 p.m.

Meeting held virtually via Zoom Platform

Chair Kevin Donovan called the meeting to order at 7:00 pm and asked Planner Karen Smith to call the roll.

Mr. Bob Doherty, Ms. Claudia Bolgen, Mr. Jim Callahan, Mr. Michael Ventresca, Ms. Carolyn Turner, and Chair Kevin Donovan were in attendance. Mr. Dave Edmonds was absent. Planning Director Tina Cassidy was also in attendance.

Cassidy stated the meeting was being recorded by both video and audio.

ZONING AMENDMENT TO SECTION 28.12 of the Woburn Zoning Ordinance

Chair Donovan stated the first item on the agenda is a public hearing regarding a proposed zoning amendment sponsored by City Council President Michael Anderson to amend the 1985 Woburn Zoning Ordinance by striking the existing Section 28.12.1 in its entirety and replacing it with the following: "28.12.1 Twenty-four (24) copies of a Technology and Business District Site Plan Review /Special Permit with Site Plan Review Application and two copies of an Application Checklist for Technology and Business Mixed Use District Development, both of which shall be in forms approved by the City Clerk".

Cassidy stated that the existing provision in the Application Requirements section of the Technology and Business Overlay District indicate the application form and submission checklists are included in a different chapter of the zoning ordinance, specifically Section 16. This proposed amendment would strike the existing phrase "...both of which are provided in Section 16 of the Zoning Ordinance (Illustration Addendum)" and replace it with "...shall be in forms approved by the City Clerk." Cassidy feels the proposed approach is more practical and added that this proposal will not change the actual application requirements listed in Section 28.12. She also stated administrative documents of this type should seldom if ever be included in a zoning ordinance.

Cassidy inquired if the Board had any questions and members did not.

Chair Donovan opened the public hearing and asked that if any Zoom participants would like to speak for or against this matter to address the Board. Cassidy called on each person attending the meeting via video and/or audio to see if they would like to speak.

PUBLIC HEARING

Amy Pritchard of 2131 Inwood Drive, Woburn, MA stated she was curious to learn more about these meetings and did not have any specific questions regarding this zoning amendment.

Judith and Joseph Borselli of 15 Sturgis Street, Woburn, MA acknowledged they were looking for the City Council meeting and not this meeting.

Kay Paulsen of 3 Sherman Terrace, Woburn, MA inquired as to whether or not her definitive subdivision application for 3 Sherman Terrace would be discussed at this meeting. Cassidy informed her the application has yet to be submitted to the Planning Department.

Seeing no other interested parties wanted to speak, a motion was made by Doherty to close the Public hearing;
Seconded by Bolgen;

Roll call vote on the motion to close the Public Hearing:

Bolgen-Aye
Callahan-Aye
Doherty-Aye
Edmonds-Absent
Turner-Aye
Ventresca-Aye
Donovan-Aye

Motion carried, 6-0-0 (Edmonds absent).

Cassidy recommended that the Board fully support the amendment as proposed.

There was no discussion.

Motion made by Doherty to accept the Planning Director's recommendation regarding the proposed zoning amendment to Section 28.12 of the Woburn Zoning Ordinance;
Seconded by Turner;

Roll call vote on the motion to approve the Planning Director's recommendation

Bolgen-Aye
Callahan-Aye
Doherty-Aye
Edmonds-Absent
Turner-Aye
Ventresca-Aye
Donovan-Aye

Motion carried, 6-0-0 (Edmonds absent).

**WRITTEN PROGRESS REPORTS FROM DEVELOPERS REGARDING CONSTRUCTION
COMPLETION DATE EXPIRATIONS**

Cassidy updated Board members on staff efforts to solicit written updates from developers as to the status of outstanding subdivision-related obligations. Staff was able to obtain written updates from developers Mr. Fred Cialdea (Crossman Road), Nardone Electric (Buckman Court), and the attorney for Sanco Builders/Santullo (Highview Estates). Cassidy noted if the updates had not yet been provided to the Board for their information they will be emailed by staff subsequent to this meeting.

Cassidy further stated that staff will request written updates from several other developers whose subdivision completion dates will be expiring or who are otherwise required to provide updates during the course of the next few months, and will provide any updates to the Board in similar fashion.

Cassidy explained that no formal action by the Board was needed relative to these updates.

APPROVAL OF MINUTES: April 28, 2020 regular meeting.

Chair Donovan asked if members had reviewed the draft minutes of the last meeting and whether anyone was prepared to offer a motion to accept them.

Motion to accept the April 28, 2020 meeting minutes, as submitted, made by Doherty;
Seconded by Bolgen;

Roll call vote on the motion to accept the April 14, 2020 meeting minutes, as submitted:

Bolgen-Aye
Callahan-Aye
Doherty-Aye
Edmonds-Absent
Turner-Aye
Ventresca-Aye
Donovan-Aye

Motion carried, 6-0-0 (Edmonds absent).

PLANNING BOARD DIRECTOR UPDATE

Cassidy stated that previously the Board had discussed the possibility of foregoing conducting meetings for the duration of the COVID-19 related State of Emergency unless required to do so by virtue of the Acts and declaration of the State of Emergency by Governor Baker. Recently, the Planning Board received two applications for definitive subdivisions in the area of New Boston Street in addition to two different residential special permit applications for projects at the former Kraft site. It is necessary for the Planning Board to make time-sensitive recommendations to the City Council on both Kraft site projects, and could elect to hold public hearings on the definitive subdivision applications without availing itself of the deadlines extended by the pandemic-related information. She recommended the Board cancel its previously-scheduled meeting for June 9, 2020 and instead conduct meetings on June 23, 2020, July 21, 2020 and August 18, 2020 in order to manage the workflow. The public hearings on the definitive plans would be scheduled for June 23rd, but would be continued immediately, without discussion, to July 21st in order to enable members to focus adequate time on the Kraft special permit applications.

The Board was in agreement with the proposed meeting schedule and agendas as known at this time.

Chair Donovan asked Cassidy if there was any other business for the Board to conduct this evening and Cassidy stated no.

ADJOURNMENT

Seeing no further business, Bolgen made a motion made to adjourn the June 2, 2020 Planning Board meeting at 7:42 pm;
Seconded by Doherty;

Roll call vote on the motion to adjourn April 28, 2020 Planning Board meeting at 7:40 pm:

Bolgen-Aye
Callahan-Aye
Doherty-Aye

Edmonds-Absent
Turner-Aye
Ventresca-Aye
Donovan-Aye

Motion carried, 6-0-0 (Edmonds absent).

The meeting adjourned at 7:42 pm.

Table of Documents Used and/or Referenced at Meeting

Planning Board Staff Report (May 12, 2020 meeting)
Staff Report Attachment (Public Hearing on Zoning Amendment): (1) Section 28 Technology Business Overlay District Zoning Amendment (2) Zoning Amendment ORDER from Alderman Anderson 28.12.1.
Staff Report Attachments (Various subdivisions) (1) Staff letters to developers requesting status updates on the Crossman Road, Highview Estates, and Buckman Court subdivisions; (2) Status update letters submitted by developers re: Baker Way and Legacy Lane subdivisions
Draft Meeting Minutes: April 28, 2020 meeting
Draft Declaration by Chair of Suspension of most Planning Board meetings for duration of declared State of Emergency

Respectfully submitted,

Karen Smith

Karen Smith
Planner