

## APPROVED MINUTES

Tuesday, April 14, 2020 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 City Planner/Grant Writer Dan Orr to call the roll.

Mr. Dave Edmonds, Mr. Bob Doherty, Ms. Claudia Bolgen, Mr. Jim Callahan, Mr. Michael Ventresca, Ms. Carolyn Turner, and Chair Kevin Donovan were in attendance. Planning Director Tina Cassidy, City Planner/Grant Writer Dan Orr, and Planner Karen Smith were also in attendance.

### **DISCUSSION/DECISION: 3 SHERMAN TERRACE PRELIMINARY SUBDIVISION PLAN (Kathleen Paulsen)**

Cassidy provided an overview of the two requests before the Board on this matter after a continuance of discussion from the March 10<sup>th</sup> meeting. The two requests pertain to granting an extension of time for Board action (from the current date of April 15<sup>th</sup> to April 30<sup>th</sup>) and to continue discussion until the Board's next scheduled meeting on April 28<sup>th</sup>. The applicant's legal counsel has represented that the additional time will be used to gather input from both Department of Public Works and Planning staff to consider further modification to the roadway layout. No further discussion on this matter ensued.

Donovan asked the Planning Director for her recommendation. Cassidy responded that her recommendation is to grant the applicant's proposed extension of time for Board action on the 3 Sherman Terrace preliminary subdivision application, from the current date of April 15, 2020 to April 30, 2020, and to continue discussion of the application to the Board's April 28, 2020 meeting, at 7:00 pm.

Doherty made a motion to accept the Planning Director's recommendation,  
Seconded by Bolgen;

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

Bolgen-Aye

Callahan-Aye

Doherty-Aye

Edmonds-Aye

Turner-Aye

Ventresca-Aye

Donovan-Aye

Motion carried, 7-0-0.

### **12 BUCKMAN COURT DEFINITIVE SUBDIVISION: REQUEST FOR ACCEPTANCE OF OPERATIONS AND MAINTENANCE PLAN AND COVENANT AND ENDORSEMENT OF DEFINITIVE SUBDIVISION PLAN MYLARS (Nardone Electric)**

Cassidy provided an overview of the developer's requests to accept the draft Covenant to serve as surety guaranteeing subdivision completion and the Engineering Department-reviewed Operation & Maintenance (O&M)/dust control plan. Should both documents ultimately be accepted, the applicant also proposes endorsement of the Mylar plan (revised to reflect all Planning Board prior-accepted modification and conditions of approval) for subsequent recordation at the Registry of Deeds.

Cassidy stated that she would recommend a motion to accept the draft O&M/dust control plan and Covenant documents for 12 Buckman Court subdivision, as submitted. No further discussion ensued.

Motion to accept the Planning Director's recommendation, made by Bolgen;  
Seconded by Doherty;

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

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

Motion carried, 7-0-0.

**DISCUSSION/DECISION: APPOINTMENT OF TWO BOARD MEMBERS TO COMMERCE WAY CORRIDOR OVERLAY DISTRICT CONCEPT PLAN REVIEW COMMITTEE FOR 316 NEW BOSTON STREET FILING (Planning Staff)**

Cassidy provided background to the Board as to the nature of this matter and the requirement for the appointment of two (2) Planning Board members to the Commerce Way Corridor Overlay District (CWCOD) review committee for the purpose of reviewing a pending project located at 316 New Boston Street. Although the timeline for committee meetings is currently unclear, a vote would at least assist the Council in establishing a reviewing body.

Cassidy further stated that members Jim Callahan and Bob Doherty are willing to serve as Board representatives on the resurrected CWCOD Committee, and with no objection expressed by other members, their proposed appointment could be formalized by vote this evening. Members expressed their collective support for voting to appoint members Callahan and Doherty.

Motion to appoint Bob Doherty and Jim Callahan as the Planning Board's representatives to the CWCOD concept plan review committee for the 316 New Boston St. project, made by Edmonds;  
Seconded by Bolgen;

Roll call vote on the motion to appoint Doherty and Callahan as CWCOD Committee representatives:

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

Motion carried, 7-0-0.

**DISCUSSION/DECISION: AUTHORIZATION OF CHAIR TO ENDORSE ANR PLANS ON BEHALF OF THE PLANNING BOARD DURING DECLARED STATES OF EMERGENCY (Planning Staff)**

Cassidy explained the rationale for proposing the authorization of temporary Chair and Vice-Chair endorsement of ANR plans following staff review of applications for their conformance to the Subdivision Rules & Regulations. Such authorization would create a contingency for applications given current restrictions preventing in-person meetings and the logistical challenges of obtaining multiple written signatures. In addition, authorization could be tied to directly to the timing of the current COVID-19-related emergency order in place at the state level so that it expires occurs once the order is lifted. Members expressed general agreement with this approach, and no further discussion ensued.

Motion to authorize Chair Kevin Donovan and Vice-Chair Claudia Bolgen to endorse ANR's on the Planning Board's behalf for the duration of the State's declared COVID-19 emergency, made by Doherty;  
Seconded by Bolgen;

Roll call vote on the motion to authorize Chair and Vice Chair endorsement of ANR's on behalf the Planning Board during the declared COVID-19 State of Emergency:

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

Motion carried, 7-0-0.

**APPROVAL OF MINUTES:** February 25, 2020 and March 10, 2020 regular meetings

Motion to accept the February 25, 2020 meeting minutes, as submitted, made by Bolgen;  
Seconded by Turner;

Roll call vote on the motion to accept the February 25, 2020 meeting minutes, as submitted:

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

Motion carried, 6-0-1, with Doherty abstaining due to absence at the February 25, 2020 meeting.

Motion to accept the Mach 10, 2020 meeting minutes, as submitted, made by Bolgen;  
Seconded by Doherty;

Roll call vote on the motion to accept the March 10, 2020 meeting minutes, as submitted:

Bolgen-Aye  
Callahan-Aye

Doherty-Aye  
Edmonds-Aye  
Turner-Abstain  
Ventresca-Aye  
Donovan-Aye

Motion carried, 6-0-1, with Turner abstaining due to absence at the March 10, 2020 meeting.

## **PLANNING BOARD DIRECTOR UPDATE**

Cassidy raised the general topic of holding future meetings in the context of the current pandemic and the sustainability of holding Planning Board meetings virtually. There are specific concerns with the lack of access or creating barriers, amongst both Petitioners and the general public, with regard to participating in, witnessing, or presenting material on a virtual meeting platform. This process may result in exclusion of those without consistent Internet access.

Cassidy further stated that she would like to propose discussion on how the Planning Board should be approaching its meetings in the short-term during this scenario. Members may opt to keep the current schedule or only holding Planning Board meetings if absolutely necessary, insofar as the Governor's issued State of Emergency places a stay on time-sensitive subdivision applications for the duration of the State of Emergency, in addition to the 45-days following its conclusion. The "required meetings only" approach could go into effect following the upcoming April 28<sup>th</sup> meeting, which is also scheduled to occur virtually. Members expressed general agreement with approach of holding meetings only as required for the above-referenced duration following the Board's April 28<sup>th</sup> meeting.

Bolgen stated that she believes the Board would be flexible in holding a special meeting in the event that the City Council is looking for a timely recommendation from the Planning Board on a zoning amendment-related Petition. Members concurred with this statement.

Bolgen asked about the logistics of handling Mylar signatures to complete endorsement. Cassidy responded by presenting several options for members to provide signatures on the 12 Buckman Mylar and a letter that will be submitted to the Registry of Deeds notifying its staff of sole Chair/Vice-Chair endorsement of ANRs (should the need arise for recordation of such plans for the stated duration). Depending on the Board's level of comfort, options include individual scheduled visits to City Hall, placing the Mylar sheets outdoors for signature as time allows, or arranging for individual drop-off/pick-up at members' homes. Doherty responded that he would be in support of the Planning Director selecting individual appointment times and sending to each member so that they may choose the most convenient time to individually visit City Hall and provide needed signatures. Members expressed general agreement with that approach, and no further discussion on this matter ensued.

## **ADJOURNMENT**

Seeing no further business, Bolgen made a motion made to adjourn the April 14, 2020 Planning Board meeting at 7:32 pm;  
Seconded by Doherty;

Roll call vote on the motion to adjourn April 14, 2020 Planning Board meeting at 7:32 pm:

Bolgen-Aye  
Callahan-Aye

Doherty-Aye  
Donovan-Aye  
Edmonds-Aye  
Turner-Aye  
Ventresca-Aye

Motion carried, 7-0-0.

The meeting adjourned at 7:32 pm.

*Table of Documents Used and/or Referenced at Meeting*

Planning Board Staff Report for April 14, 2020
Staff Report Attachment (3 Sherman Terrace Preliminary Subdivision): (1) Request form for an extension of time for Board Action
Staff Report Attachments (12 Buckman Court): (1) Draft Covenant; (2) Draft Operation and Maintenance (O&M) plan; and (3) Engineering comment letter relative to draft O&M plan
Staff Report Attachment (CWCOD Review Committee Appointments): (1) Copy of Section 23 of the Woburn Zoning Ordinances (WZO)
Draft Meeting Minutes: February 25, 2020 and March 10, 2020 meetings

Respectfully submitted,

*Dan Orr*

Dan Orr  
City Planner/Grant Writer