



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

BOARD/COMMITTEE: Planning Board
MEETING DATE: June 1, 2020
TIME: 7:00 PM
PLACE: Remote Meeting through Zoom pursuant to Current Executive Order of March 12, 2020. See instructions below.

AGENDA

Public Comment (3 mins per commenter)

Zoning Bylaw Audit – Scope of Work
Boxborough Building Committee – Planning Board representation
Zoning Bylaw Presentation
- Review timeline for presentations

Administrative Business

Meeting Minutes
Correspondence and New Business (if any)
Town Center/Enclave Project
Planning Board Training
Solar Bylaw

Committee Reports: Community Preservation Committee
Design Review Board (Verner)
Economic Development Committee (White)
MAGIC Representative (Markowitz)
Water Resources (Fillmore)
LELWD Small Cell Committee (Markowitz)

Planning Board Goals: Master Plan Action Items

*A quorum of the Economic Development Committee may be present.
A quorum of the Select Board may be present.*

<u>Planning Board Meetings:</u> June 15, 2020 June 29, 2020	<u>Future Meeting Dates:</u>
--	-------------------------------------

Join Zoom Meeting

<https://us02web.zoom.us/j/81850303371>

Meeting ID: 818 5030 3371

One tap mobile

+13017158592,,81850303371# US (Germantown)

+13126266799,,81850303371# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 818 5030 3371

Find your local number: <https://us02web.zoom.us/u/kbkMZQ30gh>

Boxborough solar regulation funding from MAPC?



Perkins-High, Lily <LPerkinsHigh@mapc.org>

Wed 5/27/2020 12:30 PM



Hi Simon,

Apologies for the delay in getting back to you. Here's what I heard from Ralph:

Regarding the solar bylaw, those funds were reallocated since that project was not advanced in 2019. So my suggestion is that if the Town is interested in reinitiating that project, Simon should send a new project proposal so we can add it to the list of projects for consideration. Nicole could probably give us a sense as to what the budget would be for picking up the project again. If the basic project remains unchanged, Simon can simply resubmit it on Town letterhead signed by the Town Administrator.

I'd be happy to connect you with Nicole Sanches, the former project manager, if that would be useful.

I also asked Ralph about the steps we would need to take to secure funds for a future iteration of the water quality resources project. I've copied his direction below:

Finally, if the Town is considering a follow-up project related to the water quality resources work, we will need a new proposal. We accept proposals on a rolling basis but I would suggest that it should be submitted sooner rather than later.

If you and the Water Resources Committee would like to pursue funding, please let us know. We'd be delighted to work with you to pull together a proposal.

I'm back "in the office" now and should be around all day today and tomorrow to answer your questions.

Best,
Lily



May 28, 2020

Simon Corson
Planning Director
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

Reference: Scope of Work for Zoning Review

Dear Simon:

Per your request, I am providing the following scope of work and fee proposal to assist you and the Planning Board with a zoning diagnostic of the Boxborough Zoning Bylaw. The tasks we propose to perform are described below.

Task 1. Conduct an initial review of the existing Zoning Bylaw (ZBL), focusing on the following considerations:

- a. Structure and format
- b. Navigability, finding aids (such as cross-references), and ease of use
- c. Clarity of words, phrases, and sections or subsections
- d. Consistency
- e. Use and placement of definitions
- f. Simplicity in approval processes
- g. Consistency with Zoning Act and judicial decisions
- h. Obsolete or missing provisions, e.g., technology updates

Task 2. Meet with Town Planner, Building Inspector, and members of the Planning Board and Zoning Board of Appeals, to seek comments on the existing ZBL. The purpose of these interviews is to understand strengths and weaknesses of the ZBL from the perspective of those who administer, interpret, and enforce it. Scope assumes two meetings (group or individual interviews, or combination thereof).

Task 3. Conduct a group interview with local developers, engineers, attorneys, and others familiar with Boxborough's zoning. Focus will be on clarity, consistency, operation of permit review and decision procedures, etc. Scope assumes one meeting (group interview).

Task 4. Review Planning Board and Zoning Board of Appeals administrative rules and regulations for content, consistency with ZBL, and opportunities to relocate information from the ZBL to rules and regulations.

Task 5. Review a sample of recent special permit and site plan review decisions and, if applicable, records of cases under appeal.

Task 6. Prepare draft zoning diagnostic report, incorporating findings from Task 1 and subsequent interviews with local officials and user groups. In addition, we will provide comments on policies, practices, and procedures in a limited set of comparison towns.

Task 7. Meet with Planning Board, Town staff to review the draft and receive comments on it. Scope assumes one meeting.

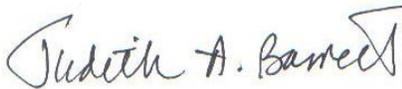
Timeframe for Completion: September 30, 2020

Estimated Hours: 50-55

Lump Sum Fee: \$9,625

If my proposal is acceptable to you and the Planning Board, please so indicate by returning a copy of this letter to me, signed by the town official with authority to engage us. We are prepared to begin work on this assignment on June 15, 2020.

Thank you,



Judith A. (Judi) Barrett
Owner and Managing Director
EIN 86-1066293

Acceptance of Proposal by the Town of Boxborough/Boxborough Planning Board

Signature

Date

Name

Title