

Rec'd Town Clerk  
Feb. 23, 2022 AM  
9:30AM

1 Approved February 16, 2022

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3 **Southborough Master Plan Committee**  
4 **MEETING MINUTES**  
5 **Wednesday, January 12, 2022 7:00 PM**  
6 **VIRTUAL MEETING/REMOTE PARTICIPATION**  
7

8 Members present: Meme Luttrell, Judith Watson, Tom Marcoulier, William Sines, Kathryn McKee, Karen  
9 Cvitkovich, Sam Stivers, Julie Connelly, Deborah DeMuria (Ex-Officio/non-voting), and Will Warren (Ex-  
10 Officio/ non-voting.) Members absent: Lisa Braccio, Joyce Macknauskas, Gina Glazomitsky, Keturah  
11 Martin, Andrew Mills, Kristen LaVault (Ex-Officio/non-voting) and Karina Quinn (Ex-Officio/non-voting).  
12 Also present: Sarah Hoecker, Business Administrator I to Planning and Kathleen Battles, Recording  
13 Secretary. Ms. Hoecker managed virtual connection through ZOOM application.  
14

15 **CALL TO ORDER:**

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17 The meeting was called to order at 7:06 PM.

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19 Ms. Luttrell conducted a roll call to ensure a quorum was in attendance.  
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21 **Discuss Chapter Review Homework from Last Meeting:**

22 • Economic Development

23 Ms. Connelly reviewed the edits made to the Economic Development Chapter. Ms. Luttrell suggested  
24 the verbiage be clarified when referencing the "Villages" versus the "Downtown District." Discussion  
25 ensued regarding the boundaries of the Downtown District (DD) including the areas that contain  
26 residential properties. Mr. Luttrell asked if the Chapter was referring to the "Zoning District" or the new  
27 DD. Mr. Stivers suggested the Master Plan Committee (MPC) review the Chapter again and provide  
28 feedback as to how to clarify the definitions. Ms. Watson and Ms. Luttrell will work together to clarify  
29 the verbiage regarding the Business Village District and the DD. Goal ED-4 "Balance the financial benefit  
30 to the Town from development and open space" requires additional detail. Mr. Stivers will provide  
31 information regarding goal ED-4 to Ms. Watson. Regarding "Active Organizations" Ms. Watson stated  
32 the information will be included in Chapter 9 which discusses the Implementation Plan. Ms. Luttrell  
33 indicated the Building Department, and the Zoning Board are separate entities. Ms. Watson will make  
34 the change. Ms. Luttrell clarified that the Building Department ensures that Applicants are in compliance  
35 with the Town Code and the Zoning Board of Appeals (ZBA) is responsible for granting Special Permits,  
36 hearing appeals and requests for Variances. Ms. Connelly explained that language was added regarding  
37 vacant office space due to the pandemic. A recommendation was added to "revise zoning regulations  
38 for Route 9 to allow for mixed use development to improve vacancy of underutilized space." Ms. Luttrell  
39 asked if the intention was to use business space for residential property and if that would benefit the  
40 Town. Ms. Connelly clarified the goal also referred to a mix of office and retail space. Ms. Luttrell stated  
41 the Zoning Code refers to "mixed-use as a combination of residential and commercial space." Ms.  
42 Connelly felt it was worth including even in an "exploratory sense." Ms. Luttrell and Ms. Watson agreed  
43 the wording should be edited to included that the goal would be to "explore options."

44 Ms. Connelly left the meeting at 7:33 PM.

45 Ms. Luttrell asked Mr. Marcoulier if the Southborough Housing Opportunity Partnership Committee  
46 (SHOPC) discussed affordable housing on Route 9. He stated discussions were held but nothing had  
47 come to fruition as of yet due to the lack of septic. Ms. DeMuria suggested the wording on goal ED-3.8  
48 which reads "hiring an employee or consultant to research and apply for grants for further development

opportunities particularly for large scale projects which would be difficult or expensive for the town to support on its own including wastewater connectivity and target development through TIF and other programs” be clarified. The MPC agreed the goal should not include “hiring of an employee” but should be more general.

- Land Use and Zoning

Ms. Watson explained that she streamlined the document from the 2008 version to focus on more achievable goals. Ms. Watson included the Lighting Bylaw, the Downtown District which was approved at the Fall 2021 Special Town Meeting (STM) and a reference to the Draft Noise Bylaw. Ms. Luttrell will update several graphs after a discussion with the Town Assessor. The new Zoning Map will be added once the Attorney General approves the new DD. Ms. Luttrell will provide a “summary of vacant land.” Ms. DeMuria asked if the State MBTA Community program should be included in the Housing Chapter which Ms. Hoecker confirmed as the MBTA Community Guidance was received from the State in December 2021. A goal was added to identify additional roads in town that should be given the “scenic road status.” Ms. Luttrell stated that Ms. DeMuria, with assistance from the Town Clerk found that at the 1978 Annual Town Meeting (ATM), all non-numbered roads were deemed to be “scenic roads.” The Planning Board has made a Legal Request for Town Counsel to opine as to whether the approved 1978 ATM Article includes roads that are new since 1978 or if a new Warrant Article will be required to include new roads.

- Vision

Ms. Watson stated most edits made were verbiage edits. She will add the appropriate Hyperlinks. The Vision Survey had 291 participants which was added to the Chapter. The Vision Chapter provides a summary of each Chapter and the goals included in each. The Acknowledgements page was updated to include the Boards/Committees/Commissions the former and current members represent(ed.)

- Community, Historic and Cultural

Ms. Watson stated most edits made were verbiage edits. A Map of Historic Resources will be included once it is reviewed by the Southborough Historical Commission (SHC.) Ms. DeMuria suggested the addition of the following goals: how to collaborate between the Town Government and the Community including the use of Zoom, posting relevant meeting information publicly and digitally, boards being sent all relevant meeting minutes, coordinating with the Town Clerk and the Town Moderator to investigate the potential for Southborough to conduct joint virtual in-person Town meetings. The MPC supported the inclusion of the goals. Discussion ensued regarding the ability to hold virtual Town Meetings. Mr. Stivers felt it was important to retain the goal but with the acknowledgement that it was likely a long-term goal.

- Housing

Mr. Marcoulier explained the Housing Chapter requires an additional review as the goals and graphs have been updated. SHOPC has a meeting scheduled for January 18, 2022 at which time the Chapter will be discussed. Two goals will be combined into one regarding “moderate affordable” inventory. The goal of “achieve at a minimum, 10% affordable housing to obtain 40B Safe Haven Status” was included. Ms. Hoecker clarified that many communities want to reach the 10% limit, but SHOPC’s goal is to consistently improve affordable housing including “moderate affordable housing.” Mr. Marcoulier stated he would like to discuss the Housing Chapter at the February meeting of the MPC.

- Public Services

Mr. Stivers indicated he was still working on the Chapter and was trying to streamline it as much as possible.

Ms. Watson asked how the MPC Update should be presented to the Board of Selectmen (BOS.) Mr. Stivers stated the BOS Chair, Ms. Braccio, oversees the agendas so Ms. Watson should reach out to her. Mr. Stivers also felt the MPC should prioritize which aspects of the Update should be presented to the BOS. Mr. Sines stated it was important to determine the objectives of the MPC going into the BOS meeting. Ms. Luttrell and Ms. Watson will discuss what and how to present to the BOS.

A brief discussion ensued regarding an email sent from Ms. LaVault, the MPC representative of the Recreation Commission. Ms. LaVault indicated via email that the Recreation Commission voted not to support the inclusion of a public pool in the Master Plan Update.

**Homework for Next Meeting:**

Review the Draft Chapters on Housing and Public Services.

**Public Comment:**

None provided at this time.

**Other Business Properly Before the Board:**

The next meeting is scheduled for February 16, 2022 at 7:00 PM.

**APPROVAL OF MINUTES:** MOTION by Mr. Stivers to approve the Meeting Minutes from December 8, 2021. **Seconded** by Ms. Watson. **ROLL CALL:** Meme Luttrell-Yes, Judith Watson-Yes, Sam Stivers-Yes, Tom Marcoulier-Yes, William Sines-Yes, Kathryn McKee-Yes, and Karen Cvitkovich-Yes. **VOTE to Approve: Yes-7, No-0, Absent-6.**

**ADJOURN:** MOTION by Mr. Stivers to adjourn at 8:27 PM. **Seconded** by Mr. Marcoulier. **ROLL CALL:** Meme Luttrell-Yes, Judith Watson-Yes, Sam Stivers-Yes, Tom Marcoulier-Yes, William Sines-Yes, Kathryn McKee-Yes, and Karen Cvitkovich-Yes. **VOTE to Approve: Yes-7, No-0, Absent-6.**

**Documents Used at this Meeting:**

- 2020 Draft Master Plan – Land Use Zoning 10.17.21
- 2020 Draft Master Plan – Vision, Goals, & Planning Process Edit v7
- 2020 Draft Master Plan – Historic, Cultural, & Community Resources Edit v8

Respectfully Submitted,

Kathleen Battles, Recording Secretary