

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

1 Approved February 16, 2022

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

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 Bracco, 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.

CALL TO ORDER:

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

19 Ms. Luttrell conducted a roll call to ensure a quorum was in attendance.

21 Discuss Chapter Review Homework from Last Meeting:

- 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

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

53 • Land Use and Zoning

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

67 • Vision

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

72 • Community, Historic and Cultural

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

82 • Housing

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

90 • Public Services

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

93

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

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

102

103 **Homework for Next Meeting:**

104 Review the Draft Chapters on Housing and Public Services.

105

106 **Public Comment:**

107

108 None provided at this time.

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110 **Other Business Properly Before the Board:**

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

113

114 **APPROVAL OF MINUTES:** **MOTION** by Mr. Stivers to approve the Meeting Minutes from December 8,
115 2021. **Seconded** by Ms. Watson. **ROLL CALL:** **Meme Luttrell-Yes, Judith Watson-Yes, Sam Stivers-Yes,**
116 **Tom Marcoulier-Yes, William Sines-Yes, Kathryn McKee-Yes, and Karen Cvitkovich-Yes.** **VOTE to**
117 **Approve:** **Yes-7, No-0, Absent-6.**

118

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

122

123 **Documents Used at this Meeting:**

124 • 2020 Draft Master Plan – Land Use Zoning 10.17.21
125 • 2020 Draft Master Plan – Vision, Goals, & Planning Process Edit v7
126 • 2020 Draft Master Plan – Historic, Cultural, & Community Resources Edit v8

127

128 Respectfully Submitted,

129

130 Kathleen Battles, Recording Secretary