

MEMORANDUM

Subject: Site Plan Review Submission – Project Narrative

Project: Town of Groton Cow Pond Brook Fields Facility Renovation

Date: 28 January 2026

To: Town of Groton
Planning Board

By: Megan Buczynski, PE
Principal

Dear Planning Board Members:

On behalf of the Town of Groton we are pleased to provide the Planning Board with the required information for submission for a Site Plan Review in regard to the proposed renovations at the Cow Pond Brook Fields Facility.

Project Overview

Cow Pond Brook Fields is a large recreational complex that hosts multi-purpose rectangular fields used by G-D Youth Soccer Club and G-D Youth Lacrosse, and youth baseball diamonds used by G-D Youth Baseball among other miscellaneous uses. The site is situated on a previously mined gravel pit and is bound by wooded area with bordering vegetated wetlands (BVW) to the north, Cow Pond Brook Road to the east, wooded area that includes BVW and Vernal Pools to the south, and wooded area that includes Cow Pond Brook to the west. Parking at the existing site is broken into a southern gravel parking area and a northern gravel parking area. Both parking areas have dedicated access drives and are gravel lots not formally delineated with spaces. No stormwater infrastructure exists at the site. There is athletic lighting at two (2) of the rectangular fields and one (1) of the youth baseball fields in the existing conditions. Parking lot lighting is limited to three (3) spotlights into the parking areas.

The Town of Groton identified this project as needed and desired based on a variety of factors including, but not necessarily limited to, the following:

1. Compliance with Conditions set forth by the Natural Heritage Endangered Species Program (NHESP) regarding use of the drive leading down to the southern (Youth Baseball) parking area.
2. Need to remove parking from Cow Pond Brook to improve safety of access and egress from the site.

3. Need to provide accessibility into and around the site.

In conjunction with these needs, additional program elements that had been identified in the Town's Open Space and Recreation Plan, through survey of residents, and through the initial programming process of the project have been included in the project. In addition, environmental requirements associated with the entire site being jurisdictional under NHESP related to the presence of an endangered species dictates mitigation requirements per the Massachusetts Endangered Species Act (MESA).

The following are the major program elements within the project:

- New access drives and parking areas that connect the southern and northern parking areas.
- New paved parking lots with increased parking spaces to remove parking from the main road area.
- New accessible walkways along the parking lots, into, and around the site (including accessible perimeter walkway).
- New accessible playground area.
- Relocation of Youth Baseball Field 3 to accommodate the parking layout.
- New Athletic Lighting at Youth Baseball Field 2 to accommodate early spring and late fall use.
- Removal of the football field amenities and field improvements to create a more usable rectangular field space (current field is too narrow).
- Parking lot lighting.
- Stormwater improvements.
- NHESP habitat mitigation including restoration of the existing youth baseball driveway and development of a turtle nesting habitat area.

The following provides detail on compliance with the Site Plan Review requirements for this project.

Zoning Summary

The project site is located on parcels 248-40, 57, and 51. These are contiguous parcels owned by the Town. The properties are zoned as Residential / Agricultural per the Zoning Map dated April 29, 2019. There are no zoning overlays on this property. It is however important to note that parcels 40 and 57 both have Article 97 protection under the Park Commission.

The following sections of the Town Charter are applicable to the project:

Chapter 198 Stormwater Management – Low-Impact Development Chapter 215 Wetlands

Chapter 218 Zoning

- 218-2.5 Site Plan Review
- 218-4 Zoning Districts
- 218-5 Use Regulations (5.1-5.3)
- 218-6.2 Schedule of Intensity Regulations
- 218-8.1 Off-street Parking and Loading
- 218-8.3 Appearance

Chapter 381 Part 5 Site Plan Review

This submission will focus on the items in Chapter 218 Zoning and 381 Part 5 Site Plan Review. Refer to Permitting Summary below for compliance with other Chapters and associated permitting submissions.

Per Section 218-2.5 of the Zoning Bylaw, this project triggers Site Plan Review in accordance with item B(2)(a), (b), (c), and (d). These are related to proposed changes to number of parking spaces, alteration of traffic flow, and alterations to drainage system, topography, stormwater runoff patterns, and lighting. Per Item C(2) the project triggers the Major Threshold of Review per item (a) the addition of six (6) or more new parking spaces.

This Site Plan Review Application is being developed in compliance with Item G(2) Major site plan submission requirements as further explained below. The following waivers are requested related to the submission requirements:

G(2)(b) – due to the size of the site and to limit multiple pages per section, we request allowance for a sheet size of 30"x42".

G(2)(l) – the site use will not change as part of the project. As such a formal analysis of the consequence of the proposed development has not been included.

G(2)(m) – as the site use is not changing and buildings are not included as part of the project we request a waiver to the 3D site model of the project site.

Permitting Summary

In addition to this Site Plan Review, the project requires a Stormwater Management Permit through the Earth Removal Stormwater Advisory Committee, an Order of Conditions via a Notice of Intent filing with the Conservation Commission, a Conservation Management Permit in compliance with MESA through NHESP, and a filing of an Environmental Notification Form (ENF) with MEPA due to work within the Petanawag ACEC associated with Cow Pond Brook, it is not anticipated that an Environmental Impact Report (EIR) with MEPA will be required.

The Stormwater Management Permit is being submitted in conjunction with this application. The Notice of Intent is being filed with Conservation and as part of the NOI filing, a streamlined review by NHESP is being requested via the NOI process. The ENF will be filed shortly after these permits as well.

Earthwork Cut/Fill Analysis Summary

The proposed project balances the site and utilizes existing gravel material on-site to the extent practicable. Within the parking lot area the grades generally raise in comparison to existing to obtain the necessary separation to groundwater of the subsurface infiltration systems. The most significant earthwork is associated with the new southern driveway proposed at the site and the construction of the site retaining wall to allow for maintaining the location of Youth Baseball Field #2. Material generated will be used as good gravel base material in the proposed bituminous concrete profile as shown on the project details. Minimal materials will leave the site.

Applicable Chapter 218 Zoning Criteria Compliance

218-2.5 Site Plan Review

Compliance with G(2), Submission Requirements for Major Site Plan Review:

- (a) Plans have been prepared and stamped by a Professional Engineer.
- (b) As noted previously plans are 30x42, but include the items listed.
- (c) Topography is shown at 1-foot contours.
- (d) A Stormwater Report and accompanying documentation have been submitted with the Site Plan Review Application as well as to the Earthwork Erosion Stormwater Committee for a Stormwater permit.
- (e) A traffic assessment prepared by a traffic engineer is included with the Site Plan Review application.
- (f) A landscaping plan has been submitted and stamped by a landscape architect (refer to Layout and materials Plan L1.1 and L1.2).

- (g) The parking at the site is described down below (218-8.1). Based on the use there is no loading, delivery/export anticipated. The Town does not currently remove snow from the site as the site is not used in the winter and does not anticipate beginning snow removal. Any public address systems are temporary and would only be used for tournament style games. There is currently a public address system associated with the existing football field, but this is being removed as part of the project. Hours of operation are dawn to dusk with the exception of permitted nighttime activities through the Park Commission, which currently includes nighttime rectangular and diamond fields up to 9pm.
- (h) A photometric lighting plan is included in the plan set. With the installation of a new athletic field lighting system and parking lot lighting, the system will utilize a web-based programming system to set lights to turn on and off at specific hours based on use. Permitted night use has historically been to 9pm, so it is anticipated that athletic lighting would turn off at 9pm and parking lot lighting by 9:15pm to allow people and cars to leave the site.
- (i) As the project is not changing use at the site, is providing great environmental improvements associated with the endangered species on-site, and is being reviewed by both Conservation as well as NHESP, it is not anticipated that a development impact report is needed for this project review.
- (j) An existing conditions plan is included in the plan set.
- (k) Floor plans / architectural drawings are not applicable to this project.
- (l) [1] Analysis related to natural environment is part of the reviews through Conservation (NOI), Stormwater Committee (SW Permit), and NHESP (Conservation management Permit). [2] The project does not utilize municipal water or sewer. [3] This is a public recreational site and as such Economics are not applicable to review. [4] With the sunken topography of the site, the increased plantings at the parking lot, and the upgrades to the fencing and access points, the proposed final project will continue to compliment the visible environment as an outdoor recreational complex.
- (m) As there are no buildings associated with the site, a waiver is requested for this item.

Compliance with H(1), (2), and (3) Decisions:

- (a) Trees are preserved to the extent practicable with the exception of the wooded area where the new southern drive is proposed to provide the third ingress/egress point at the site.
- (b) Refer to 218-8.1 regarding plantings associated with the parking lot area. There is limited additional plantings within the areas of the site associated with the athletic fields.

- (c) The project is being reviewed for a Stormwater Management Permit.
 - (d) The project site is integrated into the existing terrain and does not obstruct scenic views or negatively affect historic and cultural amenities. There are no stone walls found on-site within the limits of the proposed work.
 - (e) The project is being reviewed for a Stormwater Management Permit.
 - (f) A traffic study is being provided as part of the application showing compliance with traffic safety.
 - (g) With the natural sunken topography of the site parking, visibility from neighboring properties is limited.
 - (h) Based on the locations of the egress headlights will not shine into residential properties.
 - (i) As shown on the photometric lighting plan, lighting intrusion is minimized based on the design.
 - (j) The site use will not change and the character of the site will not change from its current condition.
 - (k) There are no on-site wastewater disposal systems proposed on-site.
 - (l) There is no water supply required on-site. The site irrigation utilizes on-site wells.
 - (m) The project is not typing into any municipal infrastructure.
- (2) No new buildings are proposed as part of the project.
- (3) All materials will be submitted as required.

218-4 Zoning Districts, 218-5 Use Regulations and 218-6 Intensity Regulations

Refer to plans and Zoning Chart for compliance.

218-8.1 Off-street Parking and Loading Compliance

- A. A traffic study has been completed providing existing use information and associated parking needs based on site use.
- B. A total of 295 parking spaces has been included in the project with seven (7) handicap spaces within that count.
- C. Parking and design locations
 - (1) Parking lot location mimics existing use except that the parking areas are now all connected along the eastern perimeter of the site.
 - (2) Parking spaces are 9x18 and all access drives and interior drive aisles are 24' wide. Designated accessible parking spaces are shown on the plans in compliance with MAAB.

- (3) There are three (3) access points allowing ingress and egress from the site along Cow Pond Brook Road. These access points have been reviewed with both Police and Fire prior to submission of this permit application.
- (4) The parking surface is a traditional bituminous concrete paving with permanent parking space striping.
- (5) No parking spaces require backing up into a public way.
- (6) An O&M plan is included with the Stormwater Report describing maintenance requirements at the Parking Lot and associated stormwater utilities.
- (7) The project is requesting a waiver to item C(7) regarding parking lot plantings. The proposed parking lot is a long linear parking lot with a drive aisle and parking spaces on both sides of the drive. At the southern end of the parking lot, closest to the resource areas including the vernal pools, the design aims to keep parking farther from these resource areas to the extent practicable. In reviewing the regulation and discussing the requirement during the Land Use Committee review meeting, the regulation seemed to be written for lots with greater internal parking counts rather than a linear lot. As such we are requesting a waiver to allow for the landscape area to be considered along the exterior of the lot.

$295 \text{ spaces} \times (9' \times 18') \text{ per space} = 47,790 \text{ sf} \times 15\% = 7,168.50 \text{ sf Landscaping}$

$2,220 \text{ lf adjacent to spaces} \times 4' \text{ plot} = 8,880 \text{ sf landscaping space}$

As shown in the calculations, the grass areas adjacent to the parking spaces is greater than the required landscape area and as such this intent is met if the landscape space is allowable on the exterior of the parking spaces.

It is understood that shade within parking area is an important aspect of this regulation per 218-8.1.E(1). Utilizing the 15% idea on the number of spaces,

$295 \text{ spaces} \times 1 \text{ tree @ } 15\% \text{ of spaces} = 43 \text{ trees}$

The plan currently is proposing twenty-six (26) new trees at the site that abut the parking lot and along Cow Pond Brook. These trees supplement existing twenty (20) trees at the site that are being maintained as part of the project. There are forty-six (46) trees in total meeting the intent of this regulation to provide shade at the parking areas.

D. There is no shared parking proposed.

- E. The parking is located greater than 20' from public ways. Refer to plans and traffic study report for information on layout. All parking spaces are 90-degrees, are 9'x18' and all maneuvering aisles are 24' (2-way traffic).
- F. There are no shared driveways proposed.

218-8.3 Appearance Compliance

- A. Buildings are not part of the proposed project.
- B. Buildings are not part of the proposed project.

Closing

Thank you for your review of this information. We look forward to the Planning Board Meeting on February 26th to review the project submission. If you have any questions on the enclosed documentation, please do not hesitate to contact me directly at (781) 355-7040 or by email at meb@activitas.com.

Respectfully,

ACTIVITAS



Megan Buczynski, PE
Principal
meb@activitas.com

Attachments:

- Abutter Information
- Site Plan Review Application (Separate Attachment)
- Traffic Study (Separate Attachment)
- Plan Set (30x42)
- Stormwater Report (Separate Attachment, electronic only)
- Operation and Maintenance Manual (Separate Attachment, electronic only)
- SWPPP (Separate Attachment, electronic only)



TOWN OF GROTON
Office of the Board of Assessors
173 Main Street
Groton, MA 01450
(978) 448-1127
FAX: (978) 448-1115
www.grotonma.gov

Date: 11/21/25


Map: 248 Parcel: 40 Lot: 0

Address: 599 Cow Pond Brook Rd.

CERTIFICATION OF ABUTTERS

Abutters are within 300 feet of any requested parcel's lot lines. We hereby certify that the enclosed list includes the name and addresses of all parties taken from the Board of Assessor's Real Estate property files per the deeds received as of 11/20/25. It is with interest under MGL Chapter 40A, Section 11 as amended to the best of our knowledge and belief.

This abutter's list will not satisfy legal requirements for notice, if ninety days have elapsed from the date of request.



Megan Foster – Principal Assessor
Tammi Mickel - Assistant Assessor



300 feet Abutters List Report

Groton, MA
November 21, 2025

Subject Property:

Parcel Number: 248-40
CAMA Number: 248-40
Property Address: 599 COW POND BROOK RD

Mailing Address: TOWN OF GROTON, PARK
173 MAIN ST
GROTON, MA 01450

Abutters:

Parcel Number: 248-12
CAMA Number: 248-12
Property Address: BRIDGE ST

Mailing Address: NEW ENGLAND FORESTRY
FOUNDATION
P. O. BOX 1346 32 FOSTER STREET
LITTLETON, MA 01460

Parcel Number: 248-13
CAMA Number: 248-13
Property Address: BRIDGE ST

Mailing Address: NEW ENGLAND FORESTRY
FOUNDATION
P. O. BOX 1346 32 FOSTER STREET
LITTLETON, MA 01460

Parcel Number: 248-24
CAMA Number: 248-24
Property Address: 43 HOYTS WHARF RD

Mailing Address: WILLIAM AND ROBERTA, HAYDEN
LIVING TRUST
43 HOYTS WHARF RD
GROTON, MA 01450

Parcel Number: 248-25
CAMA Number: 248-25
Property Address: 47 HOYTS WHARF RD

Mailing Address: MAHONEY, BRENDEN S.
PO BOX 955
GROTON, MA 01450

Parcel Number: 248-26
CAMA Number: 248-26
Property Address: 53 HOYTS WHARF RD

Mailing Address: BABICH REVOCABLE TRUST, THE
ANTHONY M.
53 HOYTS WHARF RD
GROTON, MA 01450

Parcel Number: 248-27
CAMA Number: 248-27
Property Address: 61 HOYTS WHARF RD

Mailing Address: HOEY, JESSICA
61 HOYTS WHARF RD
GROTON, MA 01450

Parcel Number: 248-28
CAMA Number: 248-28
Property Address: 90 HOYTS WHARF RD

Mailing Address: KEEFE, VANESSA W
90 HOYTS WHARF RD
GROTON, MA 01450

Parcel Number: 248-29
CAMA Number: 248-29
Property Address: 60 HOYTS WHARF RD

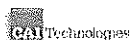
Mailing Address: LINTA, SUSAN ANN
60 HOYTS WHARF RD
GROTON, MA 01450

Parcel Number: 248-39
CAMA Number: 248-39
Property Address: HOYTS WHARF RD

Mailing Address: TOWN OF GROTON, PARK
173 MAIN ST
GROTON, MA 01450

Parcel Number: 248-40
CAMA Number: 248-40
Property Address: 599 COW POND BROOK RD

Mailing Address: TOWN OF GROTON, PARK
173 MAIN ST
GROTON, MA 01450



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11/21/2025

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300 feet Abutters List Report

Groton, MA
November 21, 2025

Parcel Number: 248-41
CAMA Number: 248-41
Property Address: 600 COW POND BROOK RD

Mailing Address: TOWN OF GROTON, LANDFILL
8051 CONGRESS AV ATTN TAX DEPT
MA 12211
BOCA RATON, FL 33487-2797

Parcel Number: 248-42
CAMA Number: 248-42
Property Address: COW POND BROOK RD

Mailing Address: DEFCON 1 LLC
390 BROADWAY ROAD
DRACUT, MA 01826

Parcel Number: 249-57
CAMA Number: 249-57
Property Address: COW POND BROOK RD

Mailing Address: TOWN OF GROTON
173 MAIN ST
GROTON, MA 01450



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11/21/2025

Page 2 of 2

BABICH REVOCABLE TRUST, T
53 HOYTS WHARF RD
GROTON, MA 01450

WILLIAM AND ROBERTA, HAYD
43 HOYTS WHARF RD
GROTON, MA 01450

DEFCON 1 LLC
390 BROADWAY ROAD
DRACUT, MA 01826

HOEY, JESSICA
61 HOYTS WHARF RD
GROTON, MA 01450

KEEFE, VANESSA W
90 HOYTS WHARF RD
GROTON, MA 01450

LINTA, SUSAN ANN
60 HOYTS WHARF RD
GROTON, MA 01450

MAHONEY, BRENDEN S.
PO BOX 955
GROTON, MA 01450

NEW ENGLAND FORESTRY FOUN
P. O. BOX 1346
32 FOSTER STREET
LITTLETON, MA 01460

TOWN OF GROTON
173 MAIN ST
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TOWN OF GROTON, LANDFILL
8051 CONGRESS AV
ATTN TAX DEPT MA 12211
BOCA RATON, FL 33487-2797

TOWN OF GROTON, PARK
173 MAIN ST
GROTON, MA 01450

TOWN OF GROTON

173 Main Street
Groton, MA 01450
Tel: 978-448-1127
E-mail: Assessors@grotonma.gov
www.grotonma.gov

**Board of Assessors**

Donald R. Black
Garrett C. Boles
Jennifer N. Moore
Principal Assessor
Megan L. Foster
Assistant Assessor
Tammi Mickel

Certified Abutters' List Request *

Date of Request: November 21, 2025

Address/es for Abutters List: 599 Cow Pond Brook Road

Map: 248 Parcel/s: 40 Lot/s: 0
Map: _____ Parcel/s: _____ Lot/s: _____

Department/s Seeking List:

Board of Appeals (Zoning) _____ Planning Board ☒ Select Board _____ Historic District _____
Board of Health _____ Conservation Commission ☒ Water Department _____ Earth Removal/Stormwater ☒

- Do you want us to forward this to the Department you have requested the list for?
(Conservation Commission does not accept them) Yes ☒ No _____
- Do you want to pick it up? Yes _____ No ☒ Telephone number _____
- Do you want it e-mailed? Yes ☒ No _____ E-mail address bjm@activitas.com

MGL Chapter 40A, Section 11:

"Parties in interest" as used in this chapter shall mean the petitioner, abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within three hundred feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town, the planning board of the city or town, and the planning board of every abutting city or town. The assessors maintaining any applicable tax list shall certify to the permit granting authority or special permit granting authority the names and addresses of parties in interest and such certification shall be conclusive for all purposes.

MGL Chapter 66, Section 10:

(B) A custodian of a public record shall, within 10 days following a request for public records, comply with such a request, etc.

*This is a required form to be filled out for all Certified Abutters' Lists.

Ben McDonough

(Your name printed)

(617) 981-9845

(Phone Number)

Ben J McDonough
(Signature)