

**GROTON PLANNING BOARD
FEBRUARY 5, 2004
MINUTES**

Chairman Barringer called the meeting to order at 7:30 PM in the Town Hall
Members present: Barringer, Clements, Degen, Lewis, Perkins and Wilson
Member absent: Eliot

SITE PLAN REVIEW – RAYMOND LELIEVRE, TOWNLINE ROAD

The Board reviewed the site plan submitted by Raymond Lelievre to convert an existing, 1960 sq ft building from a single-family house to an office building. The business-zoned property is located on Townline Road (Route 119) near the Townsend and Pepperell borders.

Mr. Lelievre submitted a new plan showing 13 diagonal parking spaces, a barrier to prevent traffic from backing out onto Route 119, and separate exit and entrance locations. Mr. Lelievre said the new plan meets the regulations including the 22 ft width aisle width.

Member Degen asked about the width of the exit and entrances. Mr. Lelievre said they would be 20 ft wide. Member Degen asked about parking for the disabled. Mr. Lelievre said it is shown on the plan. Member Degen asked about the barrier along Route 119. Mr. Lelievre said it would be a berm with lighting. Member Degen cautioned the applicant to be careful with the type of light fixtures used to be sure they did not create glare on Route 119.

Member Clements asked if more pavement would be added. Mr. Lelievre said he might have to increase the paved area by about 20%. Member Clements asked if the spaces would be lined. Mr. Lelievre said, "yes." Member Clements asked about the flow of runoff. Mr. Lelievre said it flows toward Route 119, but the road is higher so the water does not reach the road.

Chairman Barringer read the comments from the Police Chief and the letter from the Pepperell Water Department.

Member Wilson said all his concerns have been addressed.

Member Perkins asked if a dumpster will be installed. Mr. Lelievre said he was not sure, but if a dumpster is needed, it will be located on the cement platform with the existing shed. The shed will be removed because it is not in good condition. Trash removal trucks can access the dumpster from Proctor Road.

Member Perkins asked about the hours the lighting would be left on. She said it is very important that lights not shine onto traffic or abutting properties. Mr. Lelievre said the lights would only be on when the offices are occupied. Lights may be installed on the deck.

Chairman Barringer asked the applicant to submit a lighting plan showing the location of the lights and fixture design. Member Degen added that the lights must be shielded and should be low wattage.

Member Lewis said he visited the site several times. The runoff is caught before it reaches Route 119. The proposed island should work well to define traffic flow. There is enough room for snow storage on the site. The cement platform under the shed is a good location for a dumpster with access from Proctor Road.

The motion was made by Perkins to approve the Level I site plan submitted by Raymond Lelievre on February 2, 2004, with the following conditions:

1. The parking area is adequate to serve the proposed use and there are no drainage issues at the present time. However, a new site plan must be submitted to the Planning Board for its review and approval if there is any change in use (see §218-25B Applicability).

2. A detail sheet showing the proposed lighting shall be submitted to the Planning Board.
3. The entrance and exit locations must be delineated clearly on the site to keep traffic flow safe and orderly.
4. If a dumpster is used, it shall be located on the existing cement platform where the shed is located. Access to the dumpster shall be from Proctor Road. The dumpster shall be properly screened from abutters and the public way. The dumpster shall be sealed with a cover.
5. There shall be no net increase in the rate or volume of storm water runoff from the site as required in Section 218-25G(1)(c).
6. Lighting shall not intrude onto other properties or public ways as required in Section 218-25G(1)(h).
7. Parking for the disabled and access to the building shall comply with the requirements of the Architectural Access Board Regulations, 521 CMR, and the Americans with Disabilities Act.
8. All signs must conform to the Sign By-Law, Chapter 196 of the Code of the Town of Groton.

The motion was seconded and passed unanimously.

(Member Lewis left the meeting.)

GROTON WOODS INDEMNIFICATION

The Board received a letter from Attorney Robert Collins dated February 3, 2004 regarding the release of lots in the Groton Woods subdivision and an indemnification agreement. The Board will request that Mr. Collins add the names of the subdivision road, the lots to be released, and sign off by the Planning Board's engineer and Highway Surveyor to the agreement.

GROTON DUNSTABLE HIGH SCHOOL STORAGE SHED

The Board met with Andy Baum of David E. Ross Associates and Steve Burnham of the Groton Dunstable Regional School District to discuss the proposed 40' x 60' storage shed to be installed at the new Groton Dunstable Regional High School site. The Board received a letter dated January 26, 2004 from the Groton Dunstable Regional School District requesting a waiver of the site plan review requirements.

Mr. Baum said the shed is an existing "Morton" building to be moved to the site. It will be used to store maintenance equipment. The shed will be located outside the 100 ft wetlands buffer and not within the area subject to a conservation restriction.

Member Wilson asked why the school did not anticipate the need for the storage during the original site plan review process. Mr. Baum said at that time, the School District planned to outsource maintenance. In the meanwhile, the School District decided to have its own maintenance department do the work.

Member Wilson said architects and engineers prepared the original site plan. He asked why such a capital expenditure is proposed when the school has not been open for one year.

Member Perkins asked if access to the storage shed would be paved or gravel. Mr. Baum said, "gravel." Member Perkins asked about the length of the access road. Mr. Baum said about 80 ft. Member Perkins noted that there is no clearing limitation shown on the sketch plan. There is potential impact on the neighborhood with the size of the building and the amount of tree clearing required. The plan should be submitted to the Planning Board for Site Plan Review.

Mr. Burnham said the Morton building will be moved from the Gibbet Hill Farm to the high school site.

Chairman Barringer asked Member Perkins if she is an abutter to the high school site. She said, "no" her property is

not within 300 ft of the site.

Member Degen said this building contains 2400 square feet so it is more like a barn than a shed. He asked if the Board has jurisdiction over accessory structures. Planning Administrator Michelle Collette read §218-25B Applicability, which states:

“Any application for a building permit, special permit or certificate of occupancy (for a change of use) involving a commercial, office, industrial, institutional or multifamily use, or structure for such use shall be subject to site plan review.”

Member Degen asked if the shed would be erected in the portion of the site earmarked for a new elementary school. Mr. Baum said the School District has not made a decision on constructing an elementary school yet.

Member Degen asked if the entire building would be on a slab. Mr. Burnham said a slab would be under only half of the building. Member Degen asked if floor drains would be installed. Mr. Burnham said “no,” because there would not be any water installed in the building.

Member Perkins asked if the shed would be installed in the Water Resource Protection District. Mr. Baum said, “no.” Member Perkins asked if fertilizers or other lawn chemicals would be stored in the shed. Mr. Burnham said only a minimal amount. The maintenance staff usually brings the chemicals to the site for applications.

Chairman Barringer asked if road salt would be stored in the shed. Mr. Burnham said, “no.”

The motion was made by Perkins to require submission of a Level I site plan for the proposed storage shed at the Groton Dunstable Regional High School. *The motion was seconded and passed unanimously.*

COMPREHENSIVE MASTER PLAN IMPLEMENTATION SCHEDULE

The Planning Board reviewed and edited the Comprehensive Master Plan Implementation Schedule. When the revisions are complete, the Board will distribute the schedule to other Town departments and public safety officials for review and comment.

ZONING AMENDMENTS

The Board discussed the possibility of amending the Zoning By-law to include an “accessory apartment” provision and to eliminate duplexes by-right.

Member Perkins said the Housing Task Force is considering accessory apartment provisions, including the possibility of using tax incentives if such units are deed restricted to be affordable.

Members Wilson and Degen expressed concern about developers using the by-right duplex provisions as a threat when negotiating the number of units to be constructed in a subdivision.

Chairman Barringer and Member Perkins said the Board must proceed cautiously with amending the duplex by-right provisions because duplexes are supported in the Master Plan as a means of providing affordable housing.

Member Clements said it is important to distinguish between “lots” and “units” in the Zoning By-law and Subdivision Regulations. Members agreed.

Chairman Barringer asked if the Board wanted to consider allowing accessory apartments in homes that are part of Flexible Development subdivisions and on hammerhead lots.

The Board will work with Attorney Mark Bobrowski on February 26, 2004. The Board will wait and propose such amendments for a future Town Meeting – not the 2004 Annual Town Meeting.

Meeting adjourned at 9:30 PM

Respectfully submitted,

Michelle Collette
Planning Administrator