

**GROTON PLANNING BOARD
JANUARY 10, 2008
MINUTES**

Chairman Barringer called the meeting to order at 7:00 PM in the Town Hall
Members present: Barringer, Capes, Eliot, Giger, Hess, Perkins and Wilson

CHAPTER 43D STREAMLINED PERMITTING KICK OFF MEETING

Town Clerk Michael Bouchard attended the meeting to swear in the members of the five 43D Committees: Streamlined Permitting (Barringer, Perkins, Morrison, Hanninen, and Barton), Design Guidelines & Handbook (Wilson, Hess, Barton, Eliot and Black), Parking and Traffic Calming (Giger, Delaney, Jackson, Mischel & Stanley), Infrastructure Evaluation (Eliot, Alberghini, Orcutt), and Market Studies (Capes, Turkle, Barker). Committee members not in attendance would be sworn in at the Town Clerk's office at a later date.

Chairman Barringer reviewed the requirements of the Open Meeting Law and cautioned members that e-mail should only be used for administrative matters such as scheduling meetings and distributing information. E-mail should not be used for discussion or deliberation because it could constitute a violation of the Open Meeting Law. Chairman Barringer thanked everyone for volunteering to serve on the 43D Committees.

The Board reviewed the history of the project and the charge of each committee:

Streamlined Permitting:

- Conduct a review of the existing permitting requirements
- Formalize the existing development review procedures by Land Use Department staff and public safety officials
- Revise permitting process to comply with Chapter 43D requirements
- Draft proposed revisions to by-laws and regulations
- Hold public hearings and adopt revisions to regulations
- Assist Planning Board on proposed amendments at the 2008 Annual Town Meeting
- Prepare specific application forms for projects in the PDS
- Assist in preparation of flow chart to be included in the "Station Avenue Priority Development Site" Handbook
- Work with the IT Committee to select permitting software

Design Guidelines & Handbook:

- Design Guidelines with photographs and illustrations
- Traffic flow recommendations
- Station Avenue LID Design Standards (completed and ready for adoption)
- Streamlined permitting process flow chart
- PDS application forms

Parking & Traffic Calming:

- Inventory of all existing available parking spaces including the parking areas at Town Hall, Prescott School, and the Groton Public Library
- Determine the parking needs of the Fire Department
- Determine parking needs for users of the Nashua River Rail Trail
- Encourage shared parking to reduce impervious surface and stormwater runoff impacts
- Recommend potential locations for municipal parking
- Produce illustrations of traffic calming specific recommendations for traffic calming measures at the intersection of Main Street and Station Avenue, at the end of Court Street, and at the egress points on Broadmeadow Road and Adams Avenue for incorporation into the Design Guidelines and Handbook

Infrastructure Evaluation:

- Roads - Assess existing road conditions including emergency vehicle access and egress
- Sidewalks - Assess pedestrian/bicycle access including compliance with ADA
- Stormwater - Inventory drainage structures/stormwater management system
- Parking - Recommend appropriate locations for a new municipal parking area(s)
- Water - Determine potable water supply availability, fire flow pressure and demands, and impacts to the Water Department's storage and distribution system
- Sewer – Determine the potential maximum sewage flow at full build-out. The capacity of the sewer system to serve the proposed use is a critical component of the project
- Utilities – The feasibility of installing underground utilities should be explored with the Groton Electric Light Department, Verizon, Charter Communications and other carriers

Market Studies:

- Interview local businesses to identify their needs and concerns
- Identify all existing home occupations as incubator businesses
- Survey residents about types of businesses they would support
- Recommend a ratio of retail:commercial:residential uses in the Station Avenue Overlay District
- Recommend parking ratio based upon type of use
- Determine how the Town can help support and sustain the local business community
- Identify marketing measures to attract people to the district

Each Committee held a separate organizational meeting to elect a chairman, set up and meeting schedule and review the tasks.

Meeting adjourned at 8:00 PM

Respectfully submitted,

Michelle Collette
Town Planner

