

**GROTON PLANNING BOARD
JANUARY 24, 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
43D Committee members present: Fran Dillon, Dan Barton, Tom Delaney

CHAPTER 43D UPDATES

Design Guidelines – Member Wilson reported that the Design Guidelines Committee met with Peter Flinker of Dodson Associates to continue working on the Design Guidelines. The Committee discussed incorporating the LEED – ND check list in the guidelines. The committee will meet again on February 12, 2008.

Member Eliot said the Richard Chilcoat agreed to represent the Groton Historical Society on the Design Guidelines Committee. Mr. Chilcoat works for the National Park Services as a project manager/historic preservationist at the Boott Mills in Lowell. The motion was made by Wilson to appoint Richard Chilcoat to the Design Guidelines Committee. *The motion was seconded and passed unanimously.*

Infrastructure Evaluation – Member Eliot reported that the Infrastructure Evaluation Committee will meet with Nitsch Engineering on Tuesday, January 29, 2008 at the Groton Electric Light Department.

Marketing Studies – Member Capes reported that the Market Studies Committee reviewed its charge and began working on a survey of business owners and residents. The Committee acquired the list of all businesses in Groton from the Town Clerk's office. He said there are many available tools such as the University of Wisconsin's web site. The Committee will meet with Doug Kehlhem of the Massachusetts Alliance for Economic Development and Bonnie Biocchi of the Massachusetts Office for Business Development on Monday, January 28, 2008.

Parking and Traffic Calming – Highway Surveyor Tom Delaney reported that the Committee had two meetings – one with Gary Hebert of FST to discuss the methods of surveying available parking spaces. The Committee discussed designing a template for mixed use parking based upon the Station Avenue plan as a whole. He said the Committee will recommend that the parking spaces be located behind the businesses. They also discussed providing parking for the Nashua River Rail Trail in a location separate from parking areas for businesses.

Member Hess noted that if there are fewer parking spaces for cars, there is more opportunity for pedestrians. He agreed that synergies could be created by sharing parking for mixed use.

Selectman Fran Dillon said the Town owns the MacGregor parcel which could be used for a parking area.

January 24, 2008

Page 2

Member Giger said Fran Stanley is researching the agreement between the Town and the Commonwealth of Massachusetts on services the Town would provide for Nashua River Rail Trail.

Streamlined Permitting – Member Perkins reported that the Streamlined Permitting Committee is developing the permitting process, filing fees and application forms. The Committee is working with the Land Use Departments' staff, the MRPC, and Town Counsel. The IT Committee is assisting with the selection of permitting software.

SIGN BY-LAW

The Board met with the Sign committee to discuss incorporating the Sign By-law into the Zoning By-law. At the present time, the Sign Committee has jurisdiction over signs outside the Historic Districts, and the Historic Districts Commission (HDC) has jurisdiction over signs within the Historic Districts.

HDC Chairman Dan Barton said the HDC would be happy to continue to review applications within the Historic Districts. However, the HDC would like backup on enforcement issues.

Member Perkins asked if the Sign Committee would be able to submit a proposal for the changes to the Planning Board. She asked if the Board should wait until after the Station Avenue project is completed before working on the Sign By-law.

Member Giger said the Sign Committee and Planning Board must coordinate the changes carefully. The Town must understand which signs will be grandfathered when the change occurs.

Dan Barton noted that any signs installed in the Station Avenue Overlay District must be reviewed by the Design Review Committee under a process that is similar to the HDC's.

Meeting adjourned at 8:15 PM

Respectfully submitted,

Michelle Collette
Town Planner