

**PLANNING BOARD
NOVEMBER 17, 2011
MINUTES**

Chairman Burke called the meeting to order at 7:30 PM.

Members present: Burke, Barringer, Capes, Giger, and Parent

Member absent: Perkins and Wilson

PUBLIC HEARING – SPECIAL PERMIT, CROTEAU, 66 NORTH STREET

The Board held the continuation of the public hearing to consider the special permit application for Flexible Development submitted by Gerald and Joan Croteau create seven new units off North Street. The Board voted unanimously to continue the public hearing on December 8, 2011 at 7:30 PM.

ROCKY HILL BOND RELEASE

The Board received request from David Moulton to release the performance bond for Quail Ridge Road and a portion of Robin Hill Road in the Rocky Hill subdivision. The Board deferred action until the December 8, 2011 meeting pending a recommendation from Nitsch Engineering.

TOWN CENTER DESIGN GUIDELINES

The Board met with Peter Flicker of Dodson Associates to discuss preparation of Design Guidelines for the Town Center Overlay District (TCOD) as part of Phase II of the Comprehensive Master Plan. The Fall Town Meeting, held on October 24, 2011, voted to approve \$15,000 in funds for the Design Guidelines as outlined in the proposal dated August 17, 2011 from Dodson Associates. The scope of services includes a walk around the Town Center with public officials and an active public participation process.

Chairman Burke said it is important to first define what area the Town Center encompasses. This is a good time to undertake the planning process. He added that the public must understand how design guidelines work and that they are “dynamic” rather than “static.” Mr. Flicker said the Board could hold work sessions on Saturday mornings to encourage public participation.

Member Giger noted that the Master Plan recommends expanding the Historic Districts as part of the implementation plan.

Member Capes asked whether the Town Center Overlay District guidelines would supplement or replace the Station Avenue Overlay District Design Guidelines. Chairman Burke said the plan has changed and must be re-examined. The process should include visioning for the Town Center so that the guidelines may be extended to other areas in the future.

Member Parent asked whether the guidelines should apply only to project in the TCOD or become part of Site Plan Review. Chairman Burke said including the guidelines in Site Plan Review would require a zoning amendment. Member Parent asked who would be the advocate to expand the TCOD and Priority Development Site (Chapter 43D). Chairman Burke said the 43D designation is separate from the TCOD. Member Giger said the 43D establishes the expedited permitting process. Chairman Burke said design guidelines usually apply to commercial and multifamily developments and not to single family homes.

Member Barringer said the Design Guidelines must be referenced in the Zoning By-law. He asked if the Board should recommend expanding the guidelines beyond the Town Center. Chairman Burke said design guidelines are only established in the Town Center under the current zoning by-law, but the

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Board may want to consider proposing an amendment to apply design guidelines in other areas. The visioning process may generate broader interest.

The Board established a timeline with the walk of the Town Center to be held in early December and the first workshop in January or February.

Member Capes stressed that the process should include as much public participation as possible. The Board agreed.

The motion was made by Capes, seconded by Barringer, requesting that the Town Manager sign the authorization to include the scope submitted by Dodson Associates in Phase II of the Comprehensive Master Plan.

FY 2013 BUDGET

The motion was made by Barringer, seconded by Parent, to approve the Budget Request for FY 2013 as prepared by the Land Use Director. The motion passed unanimously.

ACADEMY HILL EXTENSION

The Board received a request from the Academy Hill Realty Trust to extend the deadline to repair the Cherry Tree Lane culvert from December 1 to December 7, 2011. The Board voted unanimously to grant the extension.

Meeting adjourned at 9 PM

Respectfully submitted,

Michelle Collette
Land Use Director/Town Planner