Chairman Giger called the meeting to order at 7:30 PM at the Town Hall
Members present: Giger, Barringer, Burke, Parent, and Svarczkopf
Members absent: Perkins and Wilson

LETTER OF SUPPORT FOR CONSERVATION COMMISSION’S CPC APPLICATION
Conservation Administrator Barbara Ganem met with the Planning Board to request a letter of support for the Conservation Commission’s application for $150,000 to the Community Preservation Committee (CPC). Ms. Ganem explained that the Conservation Fund was used to purchase the 100+ acre Walker/Cox properties on Chicopee Row. The total amount $716,000 for the purchase was paid from the Conservation Fund. The Commission will receive $400,000 as reimbursement from the LAND grant through the Division of Conservation Services.

Ms. Ganem said the Commission identified its top five priority parcels in the Open Space and Recreation Plan. The Conservation Fund will be used for future purchases.

Attorney Ray Lyons spoke in support of the Conservation Commission’s application because the availability of money in the Conservation Fund encourages landowners to preserve their land.

The motion was made by Barringer, seconded by Parent, to write a letter of support for the Conservation Commission’s CPC application. The motion passed with Giger, Barringer, Parent and Burke in favor; Svarczkopf opposed.

COMPREHENSIVE MASTER PLAN PHASE II
The Board met with Judi Barrett of Community Opportunities Group (COG) to discuss Phase II Master Plan Implementation. The Board identified parking, site plan review, and the Schedule of Use Regulations and the areas to work on for the Fall Town Meeting.

Parking - The Board asked Ms. Barrett to help develop provisions for shared parking and “green-banking” parking spaces. Town Planner Michelle Collette said the regulations should be modified to encourage Low Impact Development (LID) rather than conventional stormwater management systems. Member Burke said the existing parking standards are too rigorous. The Board does not want to require developers to create a “sea of asphalt.” Ms. Barrett said she would investigate options for the Board’s conservation.

Site Plan Review - The Board discussed the Site Plan Review provisions including the existing three-tier system. Ms. Barrett suggested that the Board consider delegating Level I reviews to staff for approval. She asked if it is necessary to have three levels since the submission requirements for Levels II & III are very similar. Member Burke agreed that the Site Plan Review requirements should be based upon performance standards such as the number of parking spaces, impervious area, and traffic generation. The Board agreed that Site Plan Review should be two tiers rather than three. The Board also agreed that the scale model and fiscal impact requirements should be eliminated, but the architectural elevations and floor plans should still be required.

Ms. Barrett asked why the Town requires a fiscal impact analysis when it cannot deny a plan on that basis. Member Burke said it is important to have the applicant provide the information because it brings awareness on the impacts of a project.

Ms. Barrett asked if the Board wanted to review Section 218-18 Major Projects at the same time as Site Plan Review. Member Svarczkopf said he volunteered to investigate possible amendments to the Major Projects and Concept Plan approval provisions. Ms. Barrett said other towns, such as Concord, have a variety of innovative approaches.
**Schedule of Use Regulations** – Judi Barrett and Town Planner Michelle Collette will work on proposed revisions to the Schedule of Use Regulations. They will consult with staff, applicants, local attorneys and engineers in the process.

**Non-conforming Structures** – Attorney Ray Lyons asked the Board to consider amending the provisions on non-conforming lots and non-conforming structures, particularly in the Lost Lake, Town Center, and West Groton village areas. He said some provisions in the by-law are too generous for smaller lots. He noted that the Gale v. City of Gloucester case had changed the provisions for altering non-conforming single or two-family dwellings. Mr. Lyons will prepare a draft amendment for the Board’s consideration.

**MEETING WITH HDC**
Chairman John Giger distributed a draft memorandum outlining the Planning Board and Historic District Commission (HDC) jurisdictions. The Board will meet with the HDC on Tuesday, March 19, 2013.

Meeting adjourned at 10 PM

Respectfully submitted,

Michelle Collette
Land Use Director/Town Planner