**TOWN OF GROTON PLANNING BOARD**

**January 23, 2025**

**Meeting Minutes**

A regular meeting of the Planning Board was held on Thursday, January 23, 2025, at 7:00 p.m.

**Members Present:**

Mr. Scott Wilson, Chair

Ms. Lorayne Black, Vice-Chair

Mr. Phil Francisco, Clerk

Mr. David Bonnett, Board Member

Mr. Paul Hathaway, Board Member

Mr. George Barringer, Board Member

**Also Present:**

Mr. Takashi Tada, Land Use Director/Town Planner

***Discussion – Master Plan Update***

Ms. Jill Slankas and Mr. Tony Duong of Barrett Planning Group participated virtually and discussed the latest draft of the Master Plan with the Planning Board. They asked the Planning Board members for additional input related to the implementation tracking mechanism and for additional photographs to include in the report.

Mr. Francisco noted that Figure 3.4.1 in the Transportation chapter still needed to be corrected. He also asked about the latest revisions to the Action Plan.

Ms. Slankas said she would provide a final copy of the Comment Resolution Matrix for reference, which will provide a record of the revisions made in the final report.

Mr. Hathaway said the issue of affordability with respect to high real estate taxes deserves more attention to make the Master Plan fully relevant.

Ms. Slankas confirmed that the final digital version will have active links in the Table of Contents to jump to specific sections, and the Master Plan logo will be updated with the year 2025.

Mr. Tada indicated that the Planning Board would go over the final revisions on February 13, 2025.

***Public Hearings – Special Permits for Hammerhead Lot and Shared Driveway, 101 Longley Road, Assessors’ Parcel 225-28 (C. Curtis)***

Mr. Christopher Curtis, the applicant, and Mr. Matt Hamor, LandPlex Consulting, were present on behalf of the application.

Mr. Tada reviewed the provisions in the zoning bylaw for hammerhead lots, which included;

* Have at least 5 acres of land.
* Have at least 40 feet of frontage.
* Meet a building setback of 200 feet from the road.
* Side and rear property line setbacks are 25 feet.

Regarding the request for a shared driveway, Mr. Tada explained that the Planning Board could approve a special permit for up to 3 house lots on a shared driveway, but anything over three lots would have to be approved by the Zoning Board of Appeals.

Mr. Hamor addressed the Board and said he was requesting approvals for special permits for a hammerhead lot and a shared driveway. He said the parcel was a little larger than 10 acres with one existing single-family house. He said there was a perennial stream in the back, known as Nod Brook, which has a 200-foot riparian zone and a bordering vegetated wetland.

Mr. Hamor stated that they had performed soil testing witnessed by the Nashoba Associated Board of Health to ensure that the location of the proposed septic system and conceptual design could fully support the proposed building. He added the proposed property met all the required setbacks.

Mr. Hamor said they would install an infiltration trench along the entire length of the proposed driveway. He added that the two owners would share approximately 80 feet of the proposed driveway, with mutual rights to maintain the shared portion. Mr. Hamor stated that the applicant's request met all the requirements for a special permit for a Hammerhead Lot.

Mr. Barringer expressed some concern about stormwater runoff. Specifically, he wanted assurance that the infiltration trench would not overflow and/or direct runoff onto the adjacent property.

Mr. Hamor responded that the area of new pavement is relatively small, and the infiltration trench has been designed based on a detailed topographic survey of the site.

Mr. Wilson asked if there were members of the public who had comments or questions. There were none.

**MOTION:** Mr. Barringer made a motion to close the public hearing. Mr. Hathaway seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

**MOTION:** Mr. Hathaway made a motion to approve the Special Permits for a Hammerhead Lot and Shared Driveway on 101 Longley Road, Assessors’ Parcel 225-28, subject to the provision of an As-Built Plan, with a statement added that the drainage system was installed according to the plan, and to “strongly recommend” that the driveway be moved slightly away from the property line. Mr. Francisco seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

***Discussion – Approval Not Required (ANR) Plan, 144 Raddin Road (D. Marsh et al.)***

Mr. Wilson explained the applicant was requesting a lot line adjustment between the two parcels of land. He said the request was to incorporate the land area shown as Parcel 16-1 with the existing land of 144 Raddin Road.

**MOTION:** Mr. Barringer made a motion to endorse the Approval Not Required (ANR) Plan at 144 Raddin Road, drawn by Dillis & Roy Civil Design Group, dated November 25, 2024. Mr. Francisco seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

***Public Hearing (Continuation) – Definitive Subdivision Plan and Special Permit for Major Residential Development, “Gratuity Brook Farm Estates,”63 Gratuity Road, Assessors’ Parcel 216-47 (Routhier & Roper Gratuity Road, LLC)***

* The applicant submitted a request to continue the public hearing until the February 13, 2025, Planning Board meeting.

**MOTION:** Mr. Barringer made a motion to approve the request for the continuation of the public hearing, date specific, to the February 13, 2025, meeting. Mr. Hathaway seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

***Discussion – Appoint Representative to Community Preservation Committee and Montachusett Regional Planning Commission/Joint Transportation Committee***

* To fill Russ Burke’s Appointments:
  + Planning Board Representative to the Community Preservation Committee.
    - Mr. Barringer volunteered to join the Community Preservation Committee until the end of November, and then he would see how things were going.
  + Planning Board Representative to the Montachusett Regional Planning Committee (MRPC) and the (Montachusett Joint Transportation Committee (MJTC).
  + Planning Board Representative to the Select Board.
    - Mr. Francisco volunteered to be the liaison to the Select Board.

Mr. Tada stated that he would send a follow-up email to the Planning Board.

**Discussion – Potential Zoning Amendments for 2025 Spring Town Meeting**

* MBTA Communities Multi-Family Development – Town Counsel feedback and Housing Partnership Support.
  + Comments received from Town Counsel
* Public Hearing date February 13, 2025
* Draft filed with the Town Clerk’s Office
* Floodplain Overlay District
  + Mr. Tada said he would forward the link to the FEMA website where the changes to the flood maps could be seen.
* Accessory Dwelling Unit (ADU) Clean-Up
  + The bylaw passed in the fall, but the Attorney General had suggested some additional fine-tuning to be more aligned with state law.

***Project Updates***

* Groton Hill Music Center – There were no new updates.
* Village at Shepley Hill – There were no new updates.
* Kilbourn Place, 240 Main Street – There were no new updates.
* Village Meadows (Bluebird Lane) – There were no new updates.
* Groton Farms, 500 Main Street – There were no new updates.
* Monarch Path Subdivision – There were no new updates.

***Committee Updates***

* Complete Streets Committee – Ongoing
* Community Preservation Committee
* Conductorlab Oversight Committee – There were no new updates.
* ZBA Updates – There were no new updates.
* Sign Committee – There were no new updates.

***General Business***

* Meeting Minutes
  + November 14, 2024

**MOTION:** Mr. Hathaway made a motion to approve the minutes of the November 14, 2024 meeting, as presented. Mr. Barringer seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

***Planning Board Meeting Schedule***

* February 13, 2025 (Zoom)
* February 27, 2025 (Zoom)
* March 13, 2025 (Zoom)
* March 27, 2025 (In-Person)

***Adjournment***

**MOTION:** At approximately 9:05 p.m., Mr. Hathaway made a motion to adjourn. Mr. Barringer seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

Respectfully submitted:

Trish Gedziun

Recording Secretary

*Approved 5/8/2025*