

PLANNING BOARD  
Meeting Minutes  
Tuesday, September 9, 2014  
Department of Community Development  
6:00 P.M.

**Members Present:** Mark Weinress (arrived at 6:45 P.M.), Dorothy Palanza, Grace Ryder-O'Malley and Brandon Quesnell.

**Members Absent:** John Golden and Marianne Clements.

**Staff:** Gloria McPherson, Town Planner.

The meeting was called to order at 6:10 P.M.

### **Meeting Agenda:**

#### 1. Work Session

##### a) Discussion of proposed Zoning By-Law Amendments:

- i. Proposed amendment to Article 4, Special Regulations, Section 4035, Commercial Design Standards, of the Zoning By-Laws, regarding pedestrian and bicycle circulation and infrastructure requirement for Commercial Developments and Redevelopments.

The Board briefly discussed the proposed draft amendment. Ms. McPherson will send the proposed amendment to the Bicycle Advisory Committee. The Board agreed to invite the Committee to the next meeting. Ms. McPherson reviewed the abandoned bicycle by-law. The Board discussed #4 of the plan requirements and decided to allow circular or post and ring type bike racks as well.

- ii. Proposed amendment to Article 3, General Requirements, Section 3430, Illumination, regarding outdoor lighting design standards.

The Board discussed the enforcement of this by-law. Ms. Ryder-O'Malley will speak to Police Chief Golden about handling the enforcement of the by-law. The Board discussed Section 3431 regarding the purpose and applicability of the by-law. The Board agreed to add a sentence about protecting the nature and wildlife from the adverse effects of night lighting in Section 3431. Ms. McPherson will work on subsection A to make sure it refers to the applicability of the by-law.

The Board would like the Historic District Commission to continue to be updated about the draft amendments. Ms. McPherson will e-mail a copy of these amendments to the HDC its review and comments.

The Board discussed the definition of 'Event Lighting'. The Board decided to strike this definition, as it was referred to in Section 3434 subsection E and in Section 3436 subsection C.

The Board discussed regulations for floodlights. The Board decided to strike the phrase, "830 lumens for flood lights" and add "provided that there is no light spillage across property lines."

The Board discussed outdoor recreational lighting and temporary lighting in view of the many special events that occur in Town in the summer. The Board discussed striking the word 'temporary' in the title of Section 3436. Board discussed the remainder of Section 3436. In subparagraph 6, the Board discussed expanding the scope of buildings included. After some discussion, the Board decided to strike the whole subparagraph. Ms. Ryder-O'Malley volunteered to speak with Attorney Chris Snow, who is on the Board of the Pilgrim Monument, about the by-law.

The Board discussed subsection C regarding lighting for temporary use/special events and decided to strike it. Subsection B will become subparagraph 7 under subsection A.

The Board discussed Section 3435, subsection B, specifically the phrase concerning the Federal Aviation Administration and decided to move it to subparagraph 7 on Section 3436.

The Board discussed Section 3436, subsection A, subparagraph 3, restricting the period of time that holiday and winter lighting can be used. The word 'religious' and 'celebration' were stricken and the language was changed to allow this type of lighting 'during the holiday period' and not for any specific period of time. The subparagraph would now read, "Winter lighting and lighting for holidays for residential and commercial properties is allowed before and during the holiday period."

The Board discussed Section 3433, subsection A and decided to strike it. The Board discussed the following subsection and the concept of fully shielded and full cutoff fixtures. The Board decided that all fixtures should be full cutoff and have no references to fully shielded or partially shielded fixtures. The definition of 'partially shielded' was removed from Section 3432. In the last sentence of Section 3433, subsection F, it was decided that full cutoff fixtures would be 'required', not 'preferred'. The Board split subsection A, which will require full cutoff fixtures, into subsection A, subparagraph 1 and 2 to separate out residential properties from commercial properties.

The Board examined Section 3434 in regard to uplighting and highlighting. 'All' was inserted after the phrase, "...as long as..." in subsection A, subparagraph 1. The Board would like to convey that even though uplighting is allowed, down-lighting is strongly preferred. The phrase "...to prevent light spillage so this uplight is captured" was stricken. The Board discussed subsection B. The Board decided to use the words 'non-profit properties' instead of 'non-profit museums'. The Board discussed swimming pool lighting, which it decided to exempt, specifically underwater swimming pool lighting and other water features. The Board discussed subsection D and decided to change the period of time from five minutes to ten minutes.

The Board examined Section 3435, subsection A regarding a linear architectural feature. Ms. McPherson suggested renamed Section 3434 Uplighting and Highlighting and put the linear architectural features under the Highlighting subsection.

The Board considered Section 3434, subsection F regarding blinking, flashing, moving, revolving, scintillating, etc. lighting and made no changes.

- iii. Proposed amendment to Article 2, Section 2400, Use Regulations, to add a section regarding Mobil Storage Structures.

The Board discussed whether and how this issue should be regulated. The definition of 'Mobile Storage Structures' was discussed. Ms. MacPherson found an appropriate definition for mobile storage structures from Huntsville Alabama. It was decided that the word 'mobile' would be changed to 'portable'.

The Board then discussed subparagraph E and decided to amove the phrase, 'In the GC Zoning District' to the beginning of the subparagraph from the middle of the paragraph. The Board discussed subparagraph C and decided to add language to the effect that storage structures would have to be removed upon completion of the work and when the building permit expires.

The Board reviewed and discussed subparagraph A in regard to allowing the parking, loading or unloading of a structure for a 48-hour period in a single month in regard to Stop-n-Shop, which occasionally leaves large tractor-trailers on its property for storage property. Ms. McPherson speculated that Stop-n-Shop would need to get a Special Permit to allow those tractor-trailers to be stored.

Subparagraph E will become Section 3441 and will indicate where portable storage structures are allowed in the GC Zone and Section 3440 indicates where they are prohibited. The length of the storage structures in the new Section 3441, #2 was discussed, as many tractor-trailers are 53' long. '40' was changed to '53'. The height of tractor-trailers is usually more than 13'. A change was made to 14'. The width was changed from 8' to 8.5'. The Board decided to add in #3 the phrase "and shall be subject to the requirements of the Dimensional Schedule as defined in the Zoning By-Laws." In #4, the word 'required' was added before 'parking area' and the word 'area' was replaced with the word 'spaces' and the word 'aisle' was taken out.

The Board discussed the category G19 Portable Storage Structure to be added to Article 2, Section 2450, Permitted Accessory Uses. It was decided to allow the structures in the S Zoning District. The Board decided that it was important in the GC Zone to specify that these structures are only allowed on private property.

- b) Review and approve the minutes of the July 24, August 14 and August 28, 2014 meetings. The approval of minutes was postponed.
- c) Any other business that may properly come before the Board. The Board needs to appoint someone to represent the Planning Board on the Community Preservation Committee.

There was a motion by Grace Ryder-O'Malley to adjourn the Planning Board meeting at 9:00 P.M.

Respectfully submitted,  
Ellen C. Battaglini

Approved by \_\_\_\_\_ on \_\_\_\_\_, 2014

Mark Weinress, Chair