



TOWN OF GROVELAND

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**TOWN OF GROVELAND
MASSACHUSETTS 01834**

BOARD:	Zoning Board of Appeals
TOPIC:	Monthly Meeting
MEETING DATE:	November 1, 2017
MEETING PLACE:	Town Hall Meeting Room
TIME:	7:30 P.M.
MEMBERS PRESENT:	K. Bailey, K. Franson, J. Normand, D. MacDonald
MEMBERS ABSENT:	none
GUESTS:	Sam Joslin, Building Inspector
RECORDER:	J. Hauss

Bailey opened the meeting at 7:30 p.m.

Application 2017- Chesterton Special Permit for Signage

Bailey opened the public hearing by reading the legal notice for Chesterton into record.

Jay Kahn, representing The Sign Center for Chesterton, showed poster boards regarding the new signage which is being proposed.

The existing Salem Street sign (the front entry monument) is proposed to be replaced with a 36x100 double-faced, GE LED illuminated aluminum sign cabinet saying "Chesterton". This will be mounted on the existing brick base.

The new "Visitor Entrance" monument located within the site will be (1) 36x120 single faced sign on an aluminum post covered in black.

The new "Global Training Center" sign will be free standing located within the site. This is (1) sign 18x60 single faced mounted between (2) 4x4 aluminum posts covered in black.

The Board asked questions regarding lighting of the front entry sign and visibility of the signs from the street and from neighboring properties. The Board asked to clarify the size of each proposed sign.

Bailey asked if there were comments from abutters or from anyone in the audience. There were no comments.

Normand said you won't see any of the signs because they are away from the street. The signs are less detrimental.

Bailey motioned to grant the special permit for the signs. MacDonald seconds the motion. (Voted: 4-0).

Informal Discussion – John and Grace Stokes- Provisions for accessory apartment. This meeting is an informal meeting and it is an advisory meeting.

The Stokes presented questions regarding “habitable area” space in the building. What square footage is counted for an in-law apartment? The bylaw states the maximum floor size for an accessory apartment within a principle dwelling shall not exceed 25% of the habitable area of the dwelling in which it is located or 900 sq. whichever is greater. Habitable area is not defined in the bylaw.

The Board asked Mr. Joslin how he would interpret this provision. Mr. Joslin pointed to the definition of “habitable area” in the Massachusetts building code, which excludes unfinished basements, workshops, unfinished attics, closets, and garage space. The Board asked clarifying questions and agreed that the term “habitable area” only contemplates usable living area and not unfinished areas.

Mr. Stokes asked the board members for clarification if the porch, which has a roof, would be considered part of the living space. The Board said it would not be part of the habitable area based on the building code definition.

Discussion on revisions on the application process

Bailey presented a draft of a new application form and stated that she hopes that the new form can make it easier for applicants to fill out the form electronically and to submit information electronically so that it’s easier for the Board to process the applications.

Mr. Joslin spoke about the application process and would like to see if the new application can be turned into an electronic file, similar to building permit applications.

Bailey questioned whether the Board should require that applicants apply for a building permit before coming to the Board. This would allow Mr. Joslin the opportunity to review the proposed work to identify what relief is needed to ensure that applicants are seeking appropriate relief. Mr. Joslin said that in other towns’ applicants come to him first and he can help them but that it’s up to the Board how it would prefer to handle the process.

Mr. Joslin asked that the Board make sure he gets copies of decisions so that he has them when applicants then apply for building permits.

Bailey went over the new application. There was discussion regarding whether site plans should be required to be prepared by professionals. MacDonald objected to the requirement of stamped drawings on applications were deemed unnecessary. Bailey will be working on the application.

Voting for Vice-Chair

Bailey said the Boards needs to vote for a Vice-Chair. Bailey nominated Normand. MacDonald seconds the motion. **(Voted: 4-0).**

Invoices for payment

Franson motioned to pay Julie Hauss for Adm. Services for \$295.65. MacDonald seconds the motion. **(Voted: 4-0).**

Franson motioned to approve minutes from October 4. MacDonald seconds the motion. **(Voted: 4-0).**

There is a training course scheduled for November 13 by the Merrimac Chapter American Planning Association dba Citizen Planner Training. The cost is \$30.00.

The Groveland Housing will host a seminar on Monday, Nov. 6 at 7:00 p.m.

MacDonald motioned to adjourn the meeting at 8:33 p.m.
Franson seconds to adjourn meeting at 9:04 p.m. **(Voted: 4-0).**

Approved: Kary Bay Date: 12/6/17