

Charlemont Planning Board

October 1, 2015 Meeting Minutes

Members Present: Robert Malone, Chair, Gisela Walker, Carlene Hayden

Members Absent: Michael Kane

Guests: Pat Smith, FRCOG, Michael Sisum, Cold River Cafe

Call to Order – 7:04 pm

Robert Malone called the meeting to order at 7.04 pm

Item # 1

The Board discussed the proposed amendments to the zoning bylaw. Pat Smith, Sr. Land use Planner with the FRCOG presented her first draft of the revisions. Among some of the proposed changes were shortening the public notice requirements for Site Plan Reviews, general language and grammar cleanup and discussion on shortening the appeal period and the appeal to the ZBA. Pat will incorporate the changes and draft public meeting notices and will email them to the Board.

Item # 2

After discussion, Gisela Walker agreed to stay on as representative to the Franklin Regional Planning Board, Malone and Hayden agreed to attend meetings, as their schedules permitted.

Item # 3

Mike Sisum from Cold River Café came in to discuss a 10'x50' addition to the kitchen part of the café. Sisum explained that they needed more prep room in the kitchen area. Hayden asked if he had measured to be sure the addition would not encroach on the property setbacks and Sisum confirmed he had. The Board then reviewed with Sisum the requirements of the Site Plan Review and those that could be waived. It was agreed to schedule the hearing for October 22nd if all required documents were submitted in time to Hayden.

Item # 4

The earth removal behind the fairgrounds was discussed. Walker had tried to establish the history of earth removal on this property. Formerly, when a large amount of sand was being removed on the property, a cease and desist was issued but a court ruling allowed the owners to use up to 11,000 tons that was needed for flood damage. A right-of-way was granted over Bill Stephens' parents' property and the Town allowed access via the fairgrounds. It was noted that there was no documentation on this and that perhaps a letter would need to be written to the owners.

Item # 5

The Board discussed a meeting with the Traffic Calming Committee and Abandoned and Derelict Properties Task Force regarding the Main Street redesign project. It was noted that a clear vision should be defined for these meetings with a goal of what they want out of them. Malone agreed to consider engineering the meetings.

Item # 6

The Board discussed additional signage that was added to the building at 97 Main Street/Overwatch Outpost. Malone noted that he had an informal conversation with store owner Charles Ricko about the signs and that Ricko felt the signs were necessary to boost his business. It was discussed that a letter from the Board may need to be sent out reminding him that he is over his signage allowance.

Item # 7

The Board reviewed past language used in Special Permits to condition the screening of dumpsters and is interested in using consistent language in the future. Hayden gave the Board a list of the common language used for conditions on past Special Permits. After review, the Board agreed to use these as a guide, revising as needed.

Item # 8

The Board discussed the possibility of a Planning Board open house to explain to the public what the Board does and how it works, etc. and to get the word out that Planning Board members are needed. It was suggested to hold the open house in early December.

Adjourn – 9:37 pm

Chairman Malone adjourned the meeting at 9:37 pm. Next meeting: Thursday, October 22, 2015 at 7:00 p.m. with the Cold River hearing at 8:00 p.m.

Correspondence/Documents Reviewed in meeting of 10/1/15:

1. *First Draft zoning amendments, by Pat Smith*
2. *Excerpts from Chapter 40A; The Zoning Act*
3. *Request letter from Franklin Regional Planning Board to select a representative, 9/16/15*
4. *Plans for Cold River Café expansion*
5. *List of submittal requirements for Site Plan Review*
6. *Commonly used language of conditions from Previous special permits*
7. *Fall, 2015 CPTC workshops flier*