

Charlemont Planning Board

November 5, 2015 Meeting Minutes

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

Members Absent: Michael Kane, Dan Miller.

Guests: James Hawkins; Building Inspector.

Call to Order – 7:05 pm

Malone called the meeting to order at 7:05 pm.

The minutes from the meeting of 10/22/15 were reviewed and approved.

Item # 1; 7:15 Appointment

Building Inspector James Hawkins attended the meeting to discuss and clarify thresholds for needing a Site Plan Review (SPR) in the Village Center District. After discussion, it was agreed that SPRs for existing businesses are required if they expand their footprint by a percentage (to be determined by the Planning Board) or if the use is expanded in such a way as to be a major change to the past use.

Discussed Planning Board providing the Building Inspector with a copy of the Board's decision on Special Permits or Site Plan Reviews at time of filing with the Town Clerk. Asked if building permit is not issued until 20 day appeal period is up, why they needed a copy and Hawkins responded that it gave them time to review the decision and conditions carefully to ensure compliance. The Board felt this made sense.

Discussed that building code doesn't deal with outside seating, only inside; however per the zoning bylaw, one parking space required per employee and one space per 150 sf of retail floor space, so outside seating area also needs to be considered with regard to parking space requirements.

Hawkins questioned the need for Berkshire East to file a special permit application for each additional use or activity they wanted to do at the mountain. Walker explained that the question of a general "recreation" permit was put before Town Counsel previously and they advised against it. The Board will continue to require Special Permits for all new buildings/uses at Berkshire East.

Discussed the issue with plans submitted to the Planning Board differing from those submitted to the Building Inspector. Hawkins suggested stamping plans with language such as "Approved by the Planning Board on (Date)" to ensure they are the same as those submitted to BI. Any changes to plans made after PB review should be required to be copied to the Planning Board.

Malone thanked Hawkins for his time and for working on this process with them.

The Board noted that they should remind Pat Smith that they need to draft a much more streamlined bylaw amendment process.

Item # 2

Per a recent complaint received that realtors have placed several signs at a designated memorial site for a Vietnam Veteran, Walker investigated and asked the Realtor to please remove the sign. Although usually temporary in nature, these signs have been reported to be left for 6 months or more. The Board may need to revisit realtor's signs, and perhaps may need to consider them off-premise signs, per zoning regulations.

Item # 3

Walker discussed the staffing need for the Earth Removal Committee and noted that they need someone to initially help with drafting of the bylaws, posting meetings, minutes, etc. Asked Hayden to check the budgets for Planning Board, Board of Health and Conservation Commission to see what could potentially be pooled to pay for staffing needs.

The Board will need to revisit the earth removal issue at the Fairgrounds after the Committee has gotten underway and finalized their bylaws.

Item # 4

It was noted that many signs in town are non-compliant or are in disrepair. It was discussed that a letter should go out to all business owners with a copy of the sign bylaws reminding them of what is allowed and that the Board will be meeting with owners to discuss their signage. Chairman Malone agreed to draft a letter.

Item # 5

The Board reviewed their mail and correspondence.

Upcoming Meetings/Workshops:

1. Multi-Committee meeting regarding Main Street redesign project: Tuesday, November 17 at Hawlemont School at 6:00 p.m. Malone, Walker and Hayden will attend.
2. Conflict resolution workshop: Wednesday, November 18 at FRCOG (Transit Center) building on Olive Street in Greenfield, from 7:00-9:00 p.m. Malone will plan to attend.
3. Planning Board Rules & Regulations hearing in conjunction with Planning Board Open House slated for December 17th.

Adjourn – 8:40 pm

Malone adjourned the meeting at 8:40 pm. Next meeting: Thursday, November 19, 2015 at 7:00 p.m.

Respectfully submitted,

Carlene Hayden/Gisela Walker

Documents Reviewed in meeting of 11/5/15:

1. *Minutes from meeting of 10/22/15.*
2. *Charlemont zoning bylaws.*
3. *Public hearing notices from Shelburne, Buckland and Colrain ZBA's.*