

Charlemont Planning Board
October 15, 2020 Meeting Minutes
Charlemont Fairgrounds

Members Participating

Carlene Hayden, Bill Harker, Gisela Walker, Bob Nelson, Jim Sinclair

Other Participants

Marie Hyytinen, Hyytinen Hollow Tubes

Call to Order

Planning Board Chair Bob Nelson called the meeting to order at 6:05 PM.

Discussion of Special Permit for Hyytinen Hollow Tubes

The Board discussed the framework for a new/revised Special Permit for Hyytinen Hollow Tubes. Carlene facilitated the discussion by reviewing the list of requirements for a special permit (see Attachment 1). Items included lighting, signage, hours of operation, parking, screening, and a specific plot plan to a reasonable scale. Carlene stated that the goal is for Marie to submit a full permit application versus an amendment to the current permit, as conditions have changed substantially since the current permit was issued. However, Marie still has a right to this permit.

Marie discussed the fact that she had purchased a third parcel of land adjacent to her current property and was anticipating using it for parking. She stated that she is still developing plans for the parcel but there is a building on the parcel that she will likely demolish. Gisela advised that Marie should consider long term use of the entire property (i.e., a ten-year forecast) in her application to minimize the need to come back to the Board for an amendment.

The Board also discussed the use of temporary signs along the river. There was some discussion regarding whether temporary signs could be placed within the river boundaries and whether they needed to be removed when the business was not open. Jim Sinclair asked Bill Harker if he could get something in writing from the Conservation Commission regarding any limits on temporary signs (i.e., flags) along or within the defined riverbank.

The Board requested that the permit address the total number and size of signs; both permanent and temporary. The Board also requested that the permit application include the sale of hot dogs (food) and the use of a shuttle service (if applicable).

The Board briefly discussed the potential use of a portion of the property for camping and whether such use needed to be part of the permit. Marie was clear her only intended camping was for family members.

The Board requested a copy of the brochures used by Hyytinen Hollow tubes

The Board also discussed conducting a site visit, but it was agreed to hold off until late winter or early spring, which is the timeframe Marie expected to prepare and/or file the special permit application.

Action Items

The Board approved the minutes from the September 24, 2020 meeting.

Follow-Up Items

For the upcoming agenda, Bob stated he would edit and send out a mark-up of the Charlemont Planning Board Rules and Regulations.

Next Meeting

The date for the next meeting is November 5, 2020 starting at 5:00 PM.

The Board discussed the location for the next meeting. Carlene agreed to follow-up on the use of the school cafeteria or the Selectmen's Office as options. If no site is reasonably available, the Board will look at conducting virtual meetings for the time being.

Commented [E1]:

Adjournment

A motion was made by Bill Harker and seconded by Jim Sinclair to adjourn the meeting at 7:15 PM.

Documents Viewed in Meeting of 10/15/2020:

1. Agenda for 10/15/2020 meeting
2. List of Requirements for Hyytinen Hollow Special Permit
3. Minutes from meeting of 9/24/2020 meeting