



Town of Westminster

MASSACHUSETTS 01473
FROM THE OFFICE OF THE
PLANNING BOARD

Phone: (978) 874-7414

swallace@westminster-ma.gov

Jon Wyman, chairman

Marie N. Auger, vice chairman

Michael Fortin

Andrew Rice

Linda Wiest

MINUTES OF REGULAR MEETING

November 08, 2016

Room 222, Town Hall

Attendees: Jon Wyman, Mike Fortin, Linda Wiest, Town Planner Stephen Wallace.

Absent: Andrew Rice, Marie Auger.

Additional Attendees: none.

7:00 p.m.

Jon opened the Planning Board meeting and informed those present the meeting was being audio recorded.

7:00 p.m. - *Approve meeting minutes from September 27 and October 24, 2016.*

Jon asked PB members to review the September 27, 2016 and October 24, 2016, and November 03, 2016. There was not a majority of members who had attended those meeting dates available to vote.

No minutes were approved and they will be reviewed for approval at the next meeting.

7:01 p.m. - *Public Hearing: Zoning amendment for November Special Town Meeting: housekeeping amendment to the dimensional standards of the Adult Entertainment Facilities and Activities bylaw (Section 205-37.2).*

Jon read the Public Notice Published in the newspaper and opened the Public Hearing. Stephen briefed the Board telling them this was a general housekeeping measure identified by the new Building Commissioner to clarify the language that could be interpreted to suggest that the Town wants to have Adult Entertainment and Activities located near residential districts, schools, libraries, churches and other civic buildings. The words SHALL NOT be located have been added to the beginning of each of the 4 sections of the current uses. Jon asked Board members if there were any comments or questions and whether they had enough information to make an informed decision. Linda motioned to close the Public Hearing. Seconded Mike. The Board voted AIF to close the Public Hearing.

Mike made a motion to accept the proposed Amendment as written. Seconded by Linda. The PB voted AIF to accept the Amendment to Section 205-37.2 as written. The Article will be . The Board reviewed the quantity of proposed storage and the locations proposed and compared them with the previous quantities, fuel types and locations. The Amendment will be passed back to the Selectmen for inclusion in the Warrant for the November Fall Town Meeting.

7:05 p.m. - *Finalize Planning Board Special Permit application.*

Stephen asked PB members to review the draft for the PB Special Permit Application. He told the Board the application had been reviewed previously at the November 3 2016 afternoon working meeting and there were no further comments by PB members. The only other possible change would be to extend the time of approvals for Special Permits from two to three years as recently allowed by the State Legislature, but that would need a approval from the Zoning Board and a change to the Chapter 205 Zoning Bylaw.

There was discussion about whether there could be differing time periods for different Special Permits. Stephen told the Board that it was possible to have differing time expiration requirements but they would all require votes to changes in the zoning bylaw at Town meeting. The present time expiration is two years for all special permits except for adult uses which expire after one year.

Mike made a motion to approve the new PB Special Permit form with the added language that Special Permits shall expire after two years “with the exception of Adult Uses which shall expire after one year.” Seconded Linda. Voted AIF.

7:12 p.m. - Working Session on residential zoning amendments for Annual Town Meeting May 2017.

Stephen started the session off with the laundry list:

Accessory Structures in Residential Zoning Districts: No accessory structures will be allowed within the front yard setback. Under 120 square feet will be allowed within 5 feet of property lines. Over 120 square feet will be required to meet the zoning district setback standards in the Land Space Requirements Table 205 Attachment 2.

Regulating Lot Dimensions: Stephen told the Board that at prior working meetings on October 24th and November 3rd, the Board agreed to the following ideas in regards to 205-13: 1) There is no need to require the front yard width requirement to extend to “a building”. 2) There shall be a point on each lot from which a circle having a radius of 100 feet can be drawn without touching any of the opposing lot lines. 3) At no point shall the width of a lot from side lot line to side lot line be less than fifty four (54) feet. 4) Once past the front yard setback which will be allowed to taper inward, there is no need for the Planning Board to concern itself with lot shape as long as there is enough land to accommodate a house, well and septic system.

There was discussion about subdivisions of back land and access to that land in the future.

Table of Dimensional Requirements:

Footnote #2 will be eliminated. 2) Not less than the frontage requirements shall be maintained throughout the front yard depth, except as provided for in Note 1 above.

Add a new footnote #2: Lots that are zoned for industry shall maintain a twenty-foot non-disturbed vegetated buffer along any lot line that abuts a residential zoning district.

Table of Uses:

Townhouses will be allowed by right in all residential districts and the Village Center District. Stephen addressed prior concern about requiring parking spaces for rental and townhouse type units by consulting the Parking Generation Handbook to determine that the existing requirement of two per unit will be enough. Language for Conversion of Single Family Structures to Multi-Family Structures and Temporary Residential Structures will be removed from the Table of Uses and placed into new Sections of the Bylaw.

Home Occupations:

Item C-6 restricting parking in the front yard was eliminated.

Item C-7) Traffic **and parking** generated by the home occupation shall not be more disruptive to the neighborhood than traffic **and parking** normally resulting from residential development considering volume, type, hours and other traffic characteristics.

Accessory Dwelling Units: Item D requiring inspections will be eliminated. There was discussion about detached accessory dwelling units.

Stephen will make the changes to the drafts and resend them to Board members for approval before posting to the website. Stephen will be visiting major Boards in Town to discuss and review the draft amendments and solicit input.

7:42 p.m. Planner report for October.

-The Economic Self Assessment has been completed and sent back to the Dukakis Center. They will hold a public meeting to review the answers on December 7th. They will take that information and assemble it to rank where the Town stands and present that information at a future public meeting.

- MRPC has determined that there is enough vacant developable land behind the new senior center to accommodate the 72 units we've been planning for. MRPC will attend Dec. 19th Selectmens meeting to present their report. Stephen expects Selectmen will give go-ahead to bring a consultant on board to draft RFP.

- Ned Lafortune from Wachusett Brewery has plans to expand the business to include an outdoor beer garden.

The PB signed the voucher for the Public Hearing Notice for the Zoning Amendment for Fall Town meeting.

Jon reported the Government Study Committee will also make a presentation at Fall Town Meeting to report on their progress. They are meeting once a month and inviting consultants to gather information. Ideas being worked on are a Town Manager and possible 5 member BoS.

Mike reported that MRPC is working to revise pay scales for their Planning Staff. A new meeting schedule on Thursday nights will begin in the new year.

Mike also told the Board that after six years of doing so, he will no longer be able to continue to take minutes for the Board. He asked Board for support in adding a budget request for a minute taker. All other major Boards in Town pay someone to take their minutes.

7:59 p.m. Adjourn.

Linda made a motion to adjourn. Mike seconded. The PB voted AIF to adjourn.

3 Pages of Minutes
Respectfully submitted,
Michael Fortin

7 Attachments:

- 1) Public Hearing Notice published in the Gardner News for: *Zoning amendment for November Special Town Meeting: housekeeping amendment to the dimensional standards of the Adult Entertainment Facilities and Activities bylaw (Section 205-37.2)* 1 page.
- 2) *Plan Board Special Permit application - draft 2.pdf* 4 pages.
- 3) *Accessory Dwelling Unit - Revisions Draft #3.pdf* dated October 25, 2016. 3 pages.
- 4) *2016 Laundry List of Residential Zoning Changes - Draft 3.pdf* dated October 25, 2016) 3 pages.
- 5) *Home Occupations - Draft #3.pdf* dated October 25, 2016 2 pages.
- 6) *2016 Table of Uses - Residential Draft #3.pdf* dated October 25, 2016. 3 pages.
- 7) *2016 amendment - adult uses.pdf* not dated. 2 pages.