

**STURBRIDGE PLANNING BOARD
MINUTES OF
TUESDAY, OCTOBER 19, 2010**

Ms. Gibson-Quigley called the regular meeting of the Planning Board to order at 6:30 PM
On a roll call made by Ms. Morrison the following members were present:

Present: Russell Chamberland
Penny Dumas
Francesco Froio
Brian McSweeney
Jennifer Morrison
Sandra Gibson-Quigley, Chairman

Absent: James Cunniff

Also Present: Jean M. Bubon, AICP, Town Planner

APPROVAL OF MINUTES

Motion: Made by Mr. McSweeney to accept minutes of October 5, 2010 with corrections noted.
Second: Ms. Morrison
Discussion: None
Vote: 6-0

ANR – FAXON & ST. ONGE

An ANR was submitted by Thomas Faxon and Daniel St. Onge showing the division of a parcel of land owned by Thomas Faxon into Parcel 5A and the remaining land of Faxon. The remaining land has sufficient frontage and area as required and Parcel 5A is to be deeded to and combined with land of Daniel and Shannon St. Onge to form one contiguous parcel of ownership. Both notations are on the plan. Ms. Bubon recommended that the Board endorse the plan submitted.

Motion: Made by Mr. Chamberland to endorse the plan submitted.
Second: Mr. McSweeney
Discussion: None
Vote: 6-0

RULES AND REGULATIONS

The Board reviewed the draft Rules and Regulations and noted various changes and corrections that are required. The Board and Town Planner discussed when it may be appropriate to require a Development Impact Statement and also discussed the possibility of defining projects as Minor and Major for the purpose of the Rules and Regulations and potentially for the Site Plan Approval Bylaw.

Some members thought it may be helpful to have a list of projects recently approved with the square footages contained in the structures to better help them gauge the size projects Ms. Bubon was referencing. She will work on providing that information for the Board and will incorporate all the noted corrections and changes into the Draft document and re-submit that to the Board for further review.

SIGN BYLAW DISCUSSION

The Town Planner received an email from Mr. Suhoski, Town Administrator regarding a recent discussion by the Board of Selectmen regarding the Town's sign bylaw and level of enforcement. The email indicated that there was a mixed opinion amongst members of the Board of Selectmen as to how aggressive enforcement should be, but that the Board felt the bylaw needed to be reviewed and that it was its hope to present recommendations to the Annual Town Meeting in June. The Board of Selectmen suggested forming a Committee for the review but did not want to duplicate efforts of the Planning Board; he was therefore requesting an update from the Planning Board on this matter.

After discussion, the Board agreed to have the Town Planner respond to Mr. Suhoski that the Planning Board recognized that there may be issues with the sign bylaw that should be addressed including but not limited to the temporary sign bylaw, enforcement of the bylaw, design standards for signs, a way finding program, etc. However, given the current workload of the Planning Board and Planning Department, this was not an appropriate time for the Planning Board to work on this issue. The Board had committed to reviewing this bylaw and is still committed to doing so, but planned to begin work after the completion of the Master Plan. It was the feeling of the Board that the Design Review Guidelines, Commercial Tourist District Plan and Master Plan will all help to inform the review of the bylaw. When these major projects are complete, the Planning Board can begin to review the sign bylaw with a first step being to identify the real or perceived issues associated with the bylaw. The Board also suggested researching grant or other funding sources to help pay for a Consultant to assist with this process. The Board agreed that the Annual Town Meeting of 2011 was too aggressive a time frame and thought that Annual Town Meeting of 2012 was more appropriate for the magnitude of this task.

CT DISTRICT REVITALIZATION PLAN

At this time the Board discussed implementation of the CT District Revitalization plan. Ms. Bubon provided the Board with copies of a “Beautification Plan- Proposed Route 20 Design” that was prepared by Brad King of Old Sturbridge Village and Tom Chamberland in 1996 and rough planting recommendations for the Route 20 medians from Tom Chamberland for review and discussion. She thought that this would provide a good starting point for discussions with the Board of Selectmen related to the plantings within the median areas. Board members agreed and discussed extending this planting theme to include the entire CT District saying that it could help to create an identity for the town as well.

Ms. Bubon also printed 11” X 17” maps of the CT District for the Board members and asked that they mark their proposed additions and changes such as river access points identified by sub-groups onto the maps and return them to her. She would then create a map showing all the proposed changes for review at the next meeting. She indicated that public parking lots are also an area that needs to be addressed for this area, but thought that required discussion with the Board of Selectmen. She suggested the Board finalize the draft map at the next meeting and then ask Mr. Suhoski to schedule a work session with the Planning Board and Board of Selectmen.

Ms. Bubon provided some of the parking information that Andrew Golas had compiled for the CT District. Since Mr. Golas is no longer interning for the department she suggested that she work from his recommendations and prepare a draft of a proposed bylaw change that the Board could work with. She would prepare this for an upcoming meeting.

TOWN PLANNER UPDATE

Upcoming Meetings:

- November 9, 2010 – Planning Board
 - November 16, 2010 – Master Plan Steering Committee
 - November 18, 2010 – Public Forum at the Publick House – 6:00 – 9:00 PM
 - November 30, 2010 – Planning Board
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- ♦ Draft CEDS Project Sheets - The Draft CEDS Sheets were submitted to CMRPC for consideration and will be discussed by the Committee on November 3, 2010. Ms. Bubon has the Draft CEDS in electronic format and will email that to the Board as requested.
 - ♦ Master Plan – Ms. Bubon provided the information for the Public Forum for the Master Plan that has been scheduled for Thursday, November 18th from 6:30 – 9:00 pm at the Publick House. She indicated that the Board must review the Draft Chapters and provide any feedback soon and was recommending that members review the Chapters and be prepared to discuss these at the next Planning Board meeting on November 9th.

- Design Review Guidelines – Ms. Bubon was meeting with the Design Review Committee on Wednesday, October 27th to review final edits of the Design Review Guidelines and to discuss holding a Public Hearing for adoption.
- Impediments to Development – Ms. Bubon indicated that a portion of the Packard project was to provide information on Impediments to Development within the Zoning Bylaw. She hoped to have that information to present to the Board by November 9th and that can also be passed along to VHB for consideration.
- Correspondence Mirick O’Connell - The Board received a copy of correspondence from Mirick O’Connell to the Building Inspector regarding the Draper Woods Subdivision. They are indicating that their interpretation is that the recently enacted Chapter 240 of the Acts of 2010 (an Act Relative to Economic Development Reorganization) applies to this subdivision, therefore extending the Completion Date until October 14, 2010, and asks that he advise them if he disagrees with this interpretation.
- Completion Dates – Ms. Bubon provided a list of approvals affected (within the Planning Department) by recently enacted Chapter 240 of the Acts of 2010 (an Act Relative to Economic Development Reorganization) to the Board for its information.
- Mass Energy Insight – Ms. Bubon indicated that she has taken the first training session for the Mass Energy Insight Program and will be taking the second session on Thursday. She indicated that it appears that establishing the energy baseline will be a large task and she planned to discuss this with Mr. Suhoski.

OLD BUSINESS/NEW BUSINESS

None

On a motion made by Ms. Morrison, seconded by Mr. Froio, and voted 6 - 0 the meeting adjourned at 8:27 PM.