



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 Chair, Michael Fortin Jay Shenk .

MINUTES OF REGULAR MEETING

Tuesday, February 24, 2014
Room 222, Town Hall

Attendees: Jon Wyman, Mike Fortin, Jay Shenk, Town Planner Stephen Wallace

Absent: Marie Auger,

Additional Attendees: Mr. Chris Mossman

7:00 p.m.

Jon opened the Planning Board meeting and informed those present the meeting was being audio recorded. Stephen informed the Board that we will be working this year into next on revising the Table of Uses in preparation for (2016) Annual Town Meeting next year. The "Scanlon Report" of 2009 would be the basis for the work. Many Special Permits that were now the responsibility of the ZBA might either become "by right" or be the responsibility of the Planning Board as the permitting authority. Additional definitions were also being proposed by Stephen.

7:15 p.m. - Minutes

Jon asked PB members to review the February 10, 2015 minutes. Jay was not at the Feb 10th meeting and abstained. Mike made a motion to approve the minutes. Seconded Jon. The PB voted AIF to accept the minutes.

7:17p.m. *Review proposed amendments to the Zoning Bylaw's parking standards and schedule a public hearing.*

Stephen updated the PB on the Parking Standards Bylaw that had been tabled before the Fall Special Town Meeting. He reminded the Board it had been set aside at the request of the Bread of Life Church so they could attain their building permit. The BoL Church is close to submitting plans but will not be ready before the advertising deadline for the public hearing.

The Board discussed various sections of the Bylaw language.

Mr. Chris Mossman speaking for the BoL Church told the Board they will not meet the advertising deadline for the Public Hearing for submitting their drawings and asked Board members to consider another 6 month delay or a sunset clause for projects presently being permitted. BoL has made much progress and expect to submit drawings to the building department by March 15th. Stephen told the Board the Building Permit must be in hand by march 10th, the date of advertising for the project to be exempt.

After discussion, Mike made a motion to delay the Parking Bylaw update for 6 more months. Seconded Jay. The PB voted AIF to delay the Parking Standards Bylaw.

Stephen asked PB members to review the zoning materials (Scanlon Report and Table of Uses) and come to the March 10th working meeting prepared to discuss them. Stephen also asked the Board to review additional definitions he had gathered from towns that were doing a good job pulling industry into their towns. Stephen asked members to consider all existing and future uses both commercial and industrial and decide do we want them or not and where, where they are allowed or not, and finally by

right or special permit and will send the Board links to the reports mentioned. Mike asked the Board to also review the recommendations of the Master Plan and the MP Citizen survey.

8:02 p.m. *Review draft Selectmen's Policy for Town Meeting preparations.*

Jon asked the PB to review the Policy. After some questions, Stephen told the Board the Bylaw Review Committee had met and was asking the Town at this years ATM to expand the Committee to be more inclusive and to define their charge. After much discussion of the Bylaw Review Committee and the draft TM Preparation Policy, Jay moved to send an email asking Selectmen to consider three items:

- The policy should clearly spell out who can submit warrant articles for Town Meeting consideration consistent with State law regarding the holding of Town Meetings.
- For all of the eight listed items (with the exception of #7), the policy should clearly delineate who is responsible for each task. For instance, who confirms availability in Item 1, who sets the date in Item 2, etc.
- The Board of Selectmen discuss all of the submitted warrant articles in a public meeting before finalizing the warrant – this means reading each warrant article one by one and not considering them as a collective whole.

Seconded Mike. Voted AIF to send an email.

8:25 p.m. *Planning Board liaison reports.*

Jon discussed the MJTC meeting where MART has discussed its previous efforts to reduce bus schedules to Mount Wachusett Community College as well as other route cutbacks. The completed Trail maps were also being distributed.

8:30 p.m. *Adjourn.*

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

2 Pages of Minutes
Respectfully submitted,
Michael Fortin

3 Attachments :

- 1) Revised Parking Bylaw prepared for Fall Special Town Meeting.
- 2) Scanlon Report of 2009.
- 3) Selectmen's Town Meeting Preparation Policy. 1 page.