



## *Williamsburg Planning Board*

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**Minutes**  
for meeting on  
**December 12, 2016**  
**Approved**

<b>Members:</b>	present	not present
Jim Locke	x	
Steve Snow	x	
Robert Barker	x	
Steve Smith	x	
Charles Dudek	x	
Chris Flory	x	
<b>Others present:</b>		
Mary Dudek		

Chairman Jim Locke called the meeting to order at 7:03PM.

1. The Board reviewed minutes from the October 17 meeting. Charles Dudek moved to accept the minutes, Steve Snow seconded the motion, and the motion passed unanimously.
2. The Board reviewed minutes from the November 22 meeting. Robert Barker moved to accept the minutes, Chris Flory seconded the motion, and the motion passed unanimously.
3. The Board set its next meeting date for Tuesday January 3 and the next following meeting for Monday January 23.
4. The Board discussed issues of zoning enforcement and the roles of the Building Inspector, Board of Selectmen, and Planning Board. The Board discussed whether enforcement should be driven only by complaints and whether written complaints were required.
5. The Board discussed compliance with the Sign Bylaw. Steve Smith was to revise the informational flyer to a two-page format compatible with a cover letter similar to Flory's draft.
6. Locke asked Board members to think about the Board's agenda for 2017, to be discussed at the January 3 meeting.
7. The meeting adjourned at 8:17PM.

Respectfully submitted,  
*Steve Smith*