



## *Williamsburg Planning Board*

141 Main Street, P.O. Box 447

Haydenville, Massachusetts 01039-0447

Phone: (413) 268-8400

Fax: (413) 268-8409

Minutes for meeting on **November 1, 2021**

Member	Present	Not Present	Member	Present	Not Present
Tariq Abu-Jaber	X		Jean O'Neil	X	
Amy Bisbee	X		Eric Schmitt	X	
Chris Flory	X		Steve Smith	X	
Holly Hendricks	X				
<b>Other attendees:</b>					

At 7:07 pm Chair Smith called the meeting to order.

1. Review of prior meeting minutes, and vote to accept

Meeting Date	Comments	Motion to Accept	Motion to Accept as Amended	Second	Vote Yea - Nay
10/18/21		O'Neil	Flory		6-0 (Bisbee abstains)

2. Welcome Tariq Abu-Jaber to the Planning Board
3. Outreach to other committees in process
4. Chair Smith has requested to meet with the Select Board, perhaps November 18th.
5. Zoning Bylaw: reviewed [comments just received](#) from the Attorney General's office on zoning changes approved at Town Meeting in June. Chair Smith will inquire with Brenda about posting change on the website.
6. Ongoing Review of Current Zoning Bylaw: Section 6 - Site Plan Review (facilitated by O'Neil). Reviewed and discussed various applications on the websites. The Planning



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Board Form is called "Application for Site Plan Review" (see 4 page application below).

The board discussed the following potential changes:

- a. Fix typos and re-scan document
  - b. A shorthand process "if you want to \_\_\_\_, do this \_\_\_\_"
  - c. Clarifying bylaws 5.3.1 to underscore the circumstances in which Site Plan Reviews are required. The update may clarify that Section 6 only applies to SPRs (Special Permit with Site Plan Review), and not all Special Permits (Section 5).
  - d. Conflict in the number of plans the applicant is asked to submit: 11 copies on the form itself vs. 6 copies on the application form; there is also a reference to the number of copies in section 5.3.1 which should be harmonized (or removed).
  - e. Potentially re-word Section 6.0 for clarity; For example *"An applicant seeking a building permit for a non-residential or non-agricultural structure that has an aggregate footprint greater than 5,000 square feet must go to the Zoning Board to request a Special Permit. This request includes preparation of a Site Plan which will be reviewed by the Planning Board."*
  - f. 6.3b add floodplain, add historical
  - g. 6.51a, trees are vegetation
7. Section bylaw reviews to be coordinated as follows
- a. Section 9: Setback, Frontage, Multifamily - Bisbee
  - b. Section 9: Lot Access, Accessory Apartments, Accessory Structures - Smith
  - c. Maximum Lot Coverage Projects, Restrictions on Lot Drainage - Flory
  - d. Parking, Fence - Abu-Jaber
  - e. Sign Regulations and Restrictions - O'Neil
  - f. Soil Mining, Vehicle Storage, Home Occupations, Outside Lighting - Hendricks
  - g. Age Restricted Housing - skip, since recently covered
  - h. Marijuana Facilities and Adult Use - skip
  - i. Solar PV Installations - skip
  - j. Transient Lodgers - Schmitt
8. Discussion of zoning bylaws related to marijuana establishments (MEs). Chair Smith shared a draft use table based on the state Cannabis Control Commission's list of Marijuana Establishments. It was noted in a [Hampshire Gazette article](#) recently that Chesterfield recently fielded a survey on this topic, which can be found at: <https://bit.ly/3BIYU7i> Hendricks shared language regarding odor, which appears to be provided by the state, and adopted by other town and cities in Western Massachusetts.
9. New Business. A Site Plan Review for the public safety complex is expected to arrive in December.



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At 8:59 pm the meeting adjourned. The next scheduled meeting is 11/15, with subsequent meetings expected on 12/6 and 12/20.

Respectfully submitted,

Eric Schmitt



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### The Commonwealth of Massachusetts TOWN OF WILLIAMSBURG

#### Office of the Planning Board APPLICATION FOR SITE PLAN REVIEW

Non-residential, non-agricultural structure or structures, which have an aggregate footprint exceeding five thousand (5000) square feet. (Section 6.0)  
And not in excess of ten thousand (10,000) square feet (section 4.3)

To the Town Clerk  
Williamsburg, Massachusetts:

Pursuant to the provisions the Protective Bylaw of the Town of Williamsburg, application is hereby made to the Planning Board for Site Plan Review

On premises located at \_\_\_\_\_  
Street and number assessor's map and parcel number

Owned by \_\_\_\_\_  
Name address deed recorded Book - Page

Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
Signature

Applicant \_\_\_\_\_ address \_\_\_\_\_  
Please print name street town zip

Please include the attached check list of application elements as part of the application.

#### \*\*\*ADMINISTRATIVE USE ONLY\*\*\*

Completed application received by Town Clerk \_\_\_\_\_ and \_\_\_\_\_  
(date) (time)

Filing fee \$ \_\_\_\_\_  
(\$250.00)

Signature of Town Clerk \_\_\_\_\_

Received by Planning Board \_\_\_\_\_  
Signature date

Application No. \_\_\_\_\_ Date of Joint Public Hearing \_\_\_\_\_



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Application elements to be included as part of the application for Site Plan Review		
		The Planning Board may request any additional information it judges to be necessary or convenient, or waive any information requirements it finds unnecessary, for the review of a particular plan.
Administrative Use	Included	Application Elements
		A. Fee paid. Town of Williamsburg exempted.
		B. Each application for Site Plan Review shall be submitted to the Planning Board by the current owner of record, accompanied by eleven (11) copies of the site plan.
		C. A registered architect, surveyor, landscape architect, or professional engineer shall prepare all site plans. All site plans shall be on standard 24" x 36" sheets and shall be prepared at a sufficient scale to show:
		D. The location and boundaries of the lot, adjacent streets or ways, and the location and owners names of all adjacent properties.
		E. Existing and proposed topography including two foot contours, the location of wetlands, streams, water bodies, drainage swales, areas subject to flooding, and unique natural land features.
		F. Existing and proposed structures, including dimensions and elevations.
		G. The location of existing and proposed parking and loading areas, driveways, walkways, access and egress points.
		H. The location and description of all existing and proposed septic systems, water supplies, storm drainage systems, utilities, and refuse and other waste disposal methods.
		I. Proposed landscape features including the location and a description of screening, fencing and plantings.
		J. The location, dimensions height, and characteristics of proposed signs and lighting.
		K. The location and a description of proposed open space or recreation areas.



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Meets	Does Not Meet	<b>For Administrative Response Included for Applicant Information</b>
		<b>6.5 Site Plan Review Criteria</b>
		6.51 The following criteria shall be considered by the Planning Board in the review and evaluation of a site plan, consistent with a reasonable use of the site for the purposes permitted or permissible by the regulations of the district in which it is located:
		a. The development shall be integrated into the existing terrain and surrounding landscape, and shall be designed to protect abutting properties and community amenities. Building sites shall, to the extent feasible: 1) minimize impact on wetlands, steep slopes, flood plains, hilltops; 2) minimize obstruction of scenic views from publicly accessible locations; 3) preserve unique natural or historical features; 4) minimize tree, vegetation and soil removal and grade changes; 5) maximize open space retention; and 6) screen objectionable features from neighboring properties and roadways.
		b. In the absence of town services, the development shall be served with adequate water supply and waste disposal systems provided by the applicant. For structures to be served by an on-site waste disposal system, the applicant shall submit a septic system design prepared by a Certified Engineer and approved by the Board of Health.
		c. The plan shall maximize the convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent ways. The plan shall describe estimated average daily and peak- hour vehicular traffic to be generated by the site, traffic flow patterns for vehicles and pedestrians showing adequate access to and from the site, and adequate circulation within the site.
		d. The site plan shall show adequate measures to prevent pollution of surface or groundwater, to minimize erosion and sedimentation, to prevent changes in groundwater levels, and to prevent increased run-off and potential for flooding. Drainage shall be designed so that run-off shall not be increased and that neighboring properties will not be adversely affected. A system of groundwater recharge shall be provided that does not degrade groundwater quality. Recharge shall be by storm water infiltration basins or a similar system covered with natural vegetation. Dry wells shall be used only where other methods are not feasible. All basins and wells shall be preceded by oil, grease and sediment traps to facilitate removal of contamination. Any and all recharge areas shall be permanently maintained in full working order by the owner.
		e. Electric, telephone, cable TV, and other such utilities are required to be underground unless proven to be physically and environmentally unfeasible.



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		f. Exposed storage areas, machinery, service areas, truck loading areas, utility buildings and other unsightly structures or uses shall be set back or visually screened to protect the neighbors from objectionable site characteristics.
		g. Outdoor lighting shall be designed to prevent glare or light, which reflects, strays or scatters beyond the subject structure of structures.
		h. Noise generated by machinery or equipment shall not extend beyond the property line.
		i. The site plan shall comply with all other provisions of this Bylaw.
		6.52 Before a finding on a site plan, the Planning Board may request the applicant to make modifications in the proposed design of the project to ensure that the above criteria are met.
		6.53 After a public hearing, the Planning Board may waive, for good cause shown, any or all requirements of site plan review where such action is in the public interest and not inconsistent with the purpose and intent of the Protective Bylaw.



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Section	Use	VR	VM	RU	Notes
	Industrial/manufacturing/sawmills	N	SP/SPR	SP/SPR	
	Kennel	N	SP	SP	See Definitions, Section 19
	Light industry	N	SP	SP	
	Lodging facility	SP	SP	SP	
	Independent Testing Facility, Marijuana Cultivator, Marijuana Product Manufacturer, and Marijuana Transporter	N	SP/SPR	SP/SPR	
	Marijuana Retailer	N	SP/SPR	N	
	Medical Marijuana Treatment Center	N	SP/SPR	N	
	Craft Marijuana Cooperative	N	SP/SPR	N	
	Cultivator	N	SP/SPR	N	
	Independent Testing Laboratory	N	SP/SPR	N	
	Marijuana Courier	N	SP/SPR	N	
	Marijuana Delivery Operator	N	SP/SPR	N	
	Marijuana Research Facility	N	SP/SPR	N	
	Microbusiness	N	SP/SPR	SP/SPR	
	Product Manufacturer	N	SP/SPR	N	
	Retailer	N	SP/SPR	N	
	Standards Laboratory	N	SP/SPR	N	
	Transporter	N	SP/SPR	N	