



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 July 26, 2022

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				
Other attendees:					

At 7:03 pm Chair Smith called the meeting to order.

1. Committee Liaison Reports
 - a. Jean O'Neil - Economic Development Committee is working with UMass team on a community survey, which nearly ready for release; response deadline of August 8
 - b. Amy Bisbee - ZBA received a new short term rental application and a new campground application
 - c. Chair Smith notes the town has received notice that 73 Old Goshen Road will be coming out from Chapter 61A in advance of a sale. The planning board may be asked for a point of view from the select board as to whether the town should consider its right of first refusal.
2. Master plan discussion. Various planning approaches and considerations discussed. Everyone agrees there is lots of relevant material and pre-work out there, and that it is important to become more familiar with it. O'Neil shared an informative Grant Studies and Reports Summary document dated February 21, 2019 (see below). Board agreed to focus the next two meetings on the master plan. The first meeting will be a structured whiteboard discussion with the goal of identifying opportunities and challenges to be mapped against the core master plan topics. At the conclusion of this session, the board expects to select a specific topic for deeper discussion in the second meeting.



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The next meetings are planned for August 8th and August 22nd.

The meeting adjourned at 8:07.

Respectfully submitted,

Eric Schmitt



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Community Development

Williamsburg, Town of

Grant Studies and Reports, Summary (Source: Town Website)

Updated: February 21, 2019

Note: Any goal or recommendation should be read in the report itself for full context.

Building Needs Report, 2010

https://www.burgy.org/sites/williamsburgma/files/uploads/williamsburg_building_needs_committee_report_2010.pdf

- Many of the Town's buildings are in disrepair; most carry the burden of a substantial backlog of deferred maintenance. Substantial initial public investments call for regular upkeep to maintain value. Regular maintenance is usually less expensive for the Town than replacement.
- Need for a coordinated, regular response to building maintenance requirements.
- An ongoing budget be established for continued maintenance of Town buildings.
- Address facility requirements for both Fire and Police departments.
- Utilizing the entire James School building and site to accommodate the Town's administrative offices and Life Safety requirements.
- Initiate a campaign to renovate and restore these structures, or be forced to privatize the buildings with the expectation that the new owners could restore and maintain the structures.

Burgy Walk Audit - WalkBoston 2016

https://www.burgy.org/sites/williamsburgma/files/uploads/burgywalkaudit_walkboston_20160415.pdf

- Reduce traffic speed
- Safer crosswalks
- Pedestrian infrastructure improvements
- Parking
- Public Green Space

Community Development Strategy – 2013

https://www.burgy.org/sites/williamsburgma/files/uploads/fy13_community_development_strategy.pdf

- Summary of various planning documents used by the Town of Williamsburg that builds upon those planning efforts to outline a plan of action intended to accomplish specific community development goals that will have a positive impact on the Town, including a priority list of projects and activities.
 - Anne T. Dunphy renovation
 - Funding for social service programs serving low and moderate income households
 - Public Safety Complex, Senior Center, Town Office Space



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- Walking trails and open space needs
- Aging Infrastructure

Facilities Master Planning Committee Final Report – 2017

https://www.burgy.org/sites/williamsburgma/files/uploads/fmpec_report_1-18-17_final_0.pdf

- Public Safety Complex
- Town operations transition to Helen E. James building
- Establish committee or professional assistance for long term oversight of town projects in the area of planning, economic development, and facilities.
- Establish 20-40 year capital infrastructure budget
- Create Village Center Plan or Town Master Plan

Healthy Aging & Community Design – 2016

https://www.burgy.org/sites/williamsburgma/files/uploads/healthy_aging_community_design.pdf

- Expand the mission of the Senior Center to be the main point of contact and primary advocate for older adults in Williamsburg
- Establish joint use agreements for exercise spaces, commercial kitchen, community events and Senior Center use.
- Create a membership-based organization to help older adults with daily needs.
- Adopt Community Preservation Act (CPA)
- Planning Board reviews all recommended housing related zoning changes
- Adopt a Complete Streets policy
- Adopt a policy that sets minimum standards for pedestrian and bicycle circulation in future municipal facility projects
- Improve crosswalks in Williamsburg center
- Improve connections to existing parks/public spaces in Williamsburg Center
- Establish walking loops with signage and maps
- Support community gardens

Healthy Hilltowns - Mass in Motion - Final Report – 2016

https://www.burgy.org/sites/williamsburgma/files/uploads/healthy_hilltowns_final_report_with_health_data.pdf

- [Does Not cover Williamsburg]

Open Space and Recreation Plan – 2011

https://www.burgy.org/sites/williamsburgma/files/uploads/williamsburg_osrp_2011.pdf

- Promote working Farms
- Vibrant village centers, protected open space
- Watershed management for protection
- Scenic, historic, ecological areas protected
- Recreation



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- Informed community

Planning for Economic and Fiscal Health Report – SGA

https://www.burgy.org/sites/williamsburgma/files/uploads/sga_report_-_memo.pdf

- Parking Audit
- Develop and economic development entity
- Revise current zoning to allow for more compact housing types
- Reorient Public Spaces towards natural features
- Develop a strategic plan for the Haydenville & Williamsburg town centers and the main street corridor
- Write and implement a complete streets policy

Study to Inform Reuse of Town Owned Properties in Village Centers - 2017 - Fine Point

https://www.burgy.org/sites/williamsburgma/files/uploads/finepoint_assoc._11.1.17_report.pdf

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- Consider long-term financial and economic benefits of proposed new use
- Start sooner rather than later
- Establish guidelines/conditions for reuse
- Review the options for selling the properties and incorporating the reuse conditions
- Consider non-conventional financing
- Review for any regulatory barriers to live-work options
- Retaining town ownership of HEJ school and accommodating Town offices, Council on Aging, and possibly public safety
- Town to consider more active role in business development and support
- Promote coworking/shared office space
- Consider establishing a Visitor Center
- Create a local entity to increase the number of visitors and length of stay
- Work with HCDC to develop senior housing
- Address parking issues
- Plan and research the future of the Old Town Hall
- Consider adopting the Community Preservation Act

Village Centers Study – 2011

https://www.burgy.org/sites/williamsburgma/files/uploads/williamsburg_village_centers_study.pdf

Key short-term zoning recommendations of this study are to:

- Amend the boundaries of the Village Mixed Use Zoning District to include only the existing and desirable future expansion areas for the village centers.
- Revise the Use Table for the Village Mixed Use Zoning District to allow uses that promote the identity and goals of the village centers, and to prohibit uses that undercut this identity.



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- Amend the dimensional standards and supporting regulations for the Village Mixed Use District to reflect the community's desire to support and promote a traditional village center development pattern, including smaller lot size, frontage, setback and coverage standards.
- Create site plan review provisions that ensure that all proposed developments within the Village Mixed Use District are reviewed for their compatibility with the village centers and the town goals established by this study.
- Allow only one curb cut and promote new parking that is located behind or to the side of buildings when feasible, and that does not obstruct access to or enjoyment of the Mill River.

Key short-term non-zoning recommendations of this study are to:

- Capitalize on the current school planning effort to identify opportunities for public, shared parking lots that serve the village centers.
- Establish a committee to address walkability and traffic calming in the village centers.
- Create a mixed-use recreation corridor between the Williamsburg and Haydenville centers.
- Establish a village centers business association to promote pedestrian activity and economic development.
- Explore potential funding and strategies for historic preservation and maintenance of the town's historic buildings and cultural areas.

Additional medium and long-term recommendations include:

- Review home occupations provisions with the goal of promoting home businesses and cottage industries.
- Establish a Stormwater Bylaw to protect water quality in the Mill River and its tributaries throughout the Town of Williamsburg.
- After completion of a parking study and/or provision of additional public parking options at the school parking lots, revisit the town's off-street parking standards to consider potential reductions in the village centers.

Village Centers Findings & Recommendations – 2011

https://www.burgy.org/sites/williamsburgma/files/uploads/williamsburg_2011villagecentersstudyfinalpresentation.pdf

- Amend the boundaries of the Village Mixed Use Zoning District to include only the existing and desirable future expansion areas for the village centers.
- Revise the Use Table for the Village Mixed Use Zoning District to allow uses that promote the identity and goals of the village centers, and to prohibit uses that undercut this identity.
- Amend the dimensional standards and supporting regulations for the Village Mixed Use District to reflect the community's desire to support and promote a traditional village center development pattern, including smaller lot size, frontage, setback and coverage standards.
- The community also wants to promote flexible reuse of existing buildings.



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- Create site plan review provisions that ensure that all proposed developments within the Village Mixed Use District are reviewed for their compatibility with the village centers and the town goals established by this study.
- Allow only one curb cut
- Promote new parking that is located behind or to the side of buildings when feasible, and that does not obstruct access to or enjoyment of the Mill River.
- Capitalize on the current school planning effort to identify opportunities for public, shared-parking lots that serve the village centers.
- Establish a committee to address walkability and traffic calming in the village centers.
- Explore potential funding and strategies for historic preservation and maintenance of the town's historic buildings and cultural areas.
- Review home occupations provisions with the goal of promoting home businesses and cottage industries.
- Establish a Stormwater Bylaw to protect water quality in the Mill River and its tributaries throughout the Town of Williamsburg.
- Revisit the town's off-street parking standards to consider potential reductions in the village centers.