



Williamsburg Planning Board

141 Main Street, P.O. Box 447

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Minutes for meeting on February 3, 2014 Approved	Members:	present	not present
	Jim Locke	x	
	Steve Snow	x	
	Bob Barker	x	
	Steve Smith	x	
	Charles Dudek	x	
	Others present:		

Chairman Jim Locke called the meeting to order at 7:00PM.

1. Town resident Mary Colwell came before the Board to inquire about subdivision rules and how they might apply to a lot at #25 Ashfield Road (lying between Ashfield and Nash Hill Roads). The Board reviewed with Ms. Colwell the rules for lot size and for frontage, with a particular reference to the definition of Lot Frontage found on page 67 of the Zoning Bylaw. The Board also discussed with Ms. Colwell the conditions the Zoning Board of Appeals would look for when considering an application for a Special Permit for a common driveway, as listed in Zoning Bylaw section 10.73.
2. Locke brought up a question of whether the Shade Tree Committee has been following the proper procedure for tree hearings. After some discussion, Steve Smith made the following motion: "To authorize the Planning Board Chair to contact the Shade Tree Committee Chair to clarify procedures for tree hearings."
Steve Snow seconded the motion and it passed on a unanimous vote.
3. The Board discussed streamlining and clarifying the Site Plan Review application process. Steve Smith reviewed a document that compared the application and plan requirements for Special Permits versus Site Plan Reviews. The Board discussed the way fees are set and communicated to the public. It was noted that some requirements could be set in rules promulgated by the Planning Board and the Zoning Board of Appeals, rather than having to be written into the Zoning Bylaw. The group agreed to continue discussion at a future meeting, with Charles Dudek tasked to create an example project that could be used to test the rules and Steve Smith tasked to create a sample of a revised application form.
4. The Board discussed flood plain maps and how it might make a determination of suitability should a project in a flood plain be submitted for Site Plan Review.
5. The meeting adjourned at 9:20 PM.

Respectfully submitted,
Steve Smith