

PLANNING BOARD
MEETING MINUTES
November 28, 2023

7:00PM

Remote Meeting

Members Present: Scott Carlson, Otto Lies, Frank Doyle, and James Parker

Not Present: Brynn Zawada

Others present: David George, Town Planner; Sara Flagg, Recording Secretary; Jane Wyrick, CMRPC, Zoning Diagnostic

S Carlson called the meeting to order at 7:00 pm.

ANR

D George informed the Board that there are no ANR's for review tonight.

Zoning Diagnostic

Jane Wyrick, CMRPC, shared a presentation. She stated that they did the review more in-depth in anticipation of zoning updates that may be needed. Things that were taken into consideration included:

- Comments from the Town
- Master Plan Strategies
- Updates to MGL
- CMRPC Recommendations

Some of the Town comments included small clarifications, accessory apt in use regulations, chicken use regulations, updating business uses to remove obsolete and add new uses, etc. Jane reviewed their key findings which included revising language to update and streamline, reevaluate and update some uses, clarifying regulation definitions for signage, parking, drive-thru, etc. There was discussion about administration and enforcements, Jane clarified that in most cases the Board could make recommendations to the Board of Selectman and they would need to make the final decision.

Master Plan Strategies took into account the Town's future goals for

- Population and Housing
- Historical and Cultural Resources
- Economic Development

The Board discussed what the next steps would be and D George answered that this Zoning Diagnostic project shows potential updates and there would be a separate project to begin to incorporate and revise the Zoning bylaws which could be a year - year and a half long project based on grant implementation.

O Lies expressed concern about the Open Space - Cluster Conservation bylaw. He stated that there are 2 separate versions (Word and PDF) and it should be clarified which one is valid. D George answered that there is one version on the Town website and that would be the valid one.

The Board members expressed their thanks to Jane and CMRPC for the thorough review and are very pleased with the recommendations. Jane said her next step would be to provide some additional information to the Board before the contract ends in December regarding the information she wasn't able to go over.

S Carlson asked about the Zoning Board's role in this project. D George answered that the ZBA's role was earlier and limited. Further explained that should Zoning changes become something they want to revise then likely a Committee would be established to meet and discuss further.

Jefferson Village Center Zoning

D George shared the map showing the 2 zoning areas. There has been redevelopment work that was started in 2015 and an overlay concept has been suggested rather than create a separate zoning which would distract from revitalization. He also shared the Village Center Overlay Zoning Bylaw Draft for the Board's review and comment.

Section 1 -Purpose and Intent

Section 2- Establishment

Section 3 - Administration

Section 4 -Permitted Uses

Section 5 - Dimensional Requirements

Section 6 - Parking, Loading and Landscaping Requirements

Section 7 - Lightning Requirements

Section 8 - Signage

Section 9 - Nonconformity

Section 10 - Conditions

Section 11 - Severability

F Doyle inquired about the neighbors/businesses already in the area. S Carlson commented if they want businesses there needs to be available off street parking. O Lies would like to see comments from the Economic Development Committee and echoed S Carlson's comment about parking. D George explained that this draft document is the first step for the Board's review and then the Town would do outreach to the community and EDC for comment. J Parker asked about the other agencies' involvement. D George clarified that the Planning Board would have general oversight but input from other entities would be considered and discussed with the Board. S Carlson asked if this would need to be approved by the Board of Selectmen. D George answered that yes this would go to Town Meeting.

S Carlson asked about the timeline for the ECC cleanup. D George said initial site assessment is being done by the LSP so at this time there is not a timeline but the process has begun to get this put in motion.

The Board would like to review this before it goes in front of Town Council. D George requested comments before the December 12, 2023 meeting, the Board agreed they can provide but there may not be time during the meeting to discuss further.

Minutes:

July 11, 2023 -

Motion by O Lies, seconded by J Parker to APPROVE THE JULY 11, 2023 MINUTES. APPROVED 4-0

November 14, 2023-

Motion by J Parker, seconded by F Doyle to APPROVE THE NOVEMBER 14, 2023 MINUTES. APPROVED 4-0

May 10, 2022 -

Motion by S Carlson, seconded by F Doyle to APPROVE THE MAY 10, 2022 MINUTES. APPROVED 4-0

Other Business -

O Lies asked if there is an update on Pine Trees lawsuit. D George and S Carlson stated that an Executive Session would be needed in order to have a discussion.

THE NOVEMBER 28, 2023 PLANNING BOARD MEETING ADJOURNED AT 8:47 PM.