

Planning Board Minutes, 08/23/2016

Lenox Planning Board August 23, 2016 Minutes

Members in Attendance

Kameron Spaulding (KS), *chair*; Tom Delasco (TD), *vice chair*; Pam Kueber (PK); Kate McNulty-Vaughan (KMV)

List of Documents for This Meeting

Minutes:

- July 26, 2016
- August 9, 2016

Memo:

- Draft memo to Board of Selectmen (BoS) re Planning Board (PB) recommendations on Local Tax Incentive Procedure (TIF/STA)

Parking:

- Map of proposed Village Center parking overlay district
- Zoning bylaw amendment dated 5/5/15 (approved as amended by the PB)
- Draft zoning bylaw amendment dated 4/28/15 (revised by KM, JL, GM)

Accessory Dwelling Units:

- Section 135-6.0, special regulations 6.7, accessory apartments

Planning Board role in special permit application review:

- S2311-section-by-section matrix

Action Items

- PK to revise draft TIF/STA memo to the BoS and send to GM
- GM to review and send around again to all PB members for final comments
- GM to place PB on the agenda for the September 13, 2016, BoS meeting. All PB members should plan to attend (KS or GM will make the presentation)
- PB members to read through all minutes subject to approval and be ready for next meeting

Agenda Items for Next Meeting

- Line edit of zoning bylaw amendment (5/15/15)
- Approve minutes of previous meetings
- Finalize TIF/STA memo to BoS

KS called the meeting to order at 6:10 pm.

Approval of Minutes

- July 26, 2016 (tabled because the most recent version was not available for PB members to read)
- August 9, 2016 (tabled because the minutes were lengthy and would take too long to read at the meeting)

TIF/STA Memo to Board of Selectmen

PK walked the PB members through the text of the draft memo she prepared. Several wording changes were suggested and added by PK to the working draft. PK will make the proposed changes and send to Gwen Miller (GM) for review and redistribution to members of the PB. The final version will be presented at the BoS meeting on September 14, 2016. GM will be asked to put the PB on the agenda for this meeting. KS will be the lead presenter.

Zoning Bylaw

Parking

KS noted that the 5/5/15 version is the latest and that the 4/28/15 document is included in case PB members wish to refer back to it.

KS said the big-picture idea behind the parking bylaw amendment is to encourage more creative use of space downtown. Now, when a business owner changes the use of a site he or she must meet parking requirements of the new use. In the downtown business district, few can really meet this requirement. The hope with this amendment is to let someone who isn't changing the square footage of a business make the change of use without having to meet new parking requirements. He added that a business owner who is building new construction or doing a significant expansion *would* need to meet new parking requirements. The idea is to unlock every spot from its use; this could be helpful or influential in encouraging business improvements. KS suggested the PB hold a non-formal public information session soon but hold the bylaw vote until next spring's Town Meeting. He noted that the town still needs to address the actual number of parking spaces and develop a long-term parking solution for downtown.

Accessory Dwelling Units (ADU)

KS noted the ADU document from the town of Lexington. He suggested tabling discussion of this for a later meeting, once the state legislature has made a determination regarding multi-family units and ADUs.

Other Business

KS said the current priorities for the PB are parking, ADUs, the table of uses and dimensional requirements. These are close to being finalized (within a month or so). Regarding other issues, such as expedited permitting, the PB may need some outside help. This could take six months or more.

KS mentioned that there is a guidebook to business development for those interested in opening a business in town. This needs updating.

TD moved to adjourn; PK seconded. The meeting was adjourned at 7:48 pm.

Submitted by
Alison Sneider