

HARWICH PLANNING BOARD
HARWICH TOWN HALL
732 Main Street- DONN B. GRIFFIN ROOM
TUESDAY, DECEMBER 11, 2018 – 6:30 PM
MINUTES

BOARD MEMBERS PRESENT: Chairman, Jim Joyce; Vice-Chairman, James Atkinson; Alan Peterson; Mary Maslowski; Joseph McParland; Craig Chadwick. David Harris was present via Telephone conference call.

OTHERS PRESENT: Town Planner, Charleen Greenhalgh; Executive Director of Harwich Chamber of Commerce, Cyndi Williams.

CALL TO ORDER - 6:30 PM by Chairman, Joyce with a quorum present.

Chairman, Joyce announced the Recording & Taping Notification: As required by law, the Town may audio or video record the meeting. Any person intending to either audio or video record this open session is required to inform the chair.

Public Hearing – None

Public Meeting

Meeting Minutes: November 27, 2018. Mr. McParland made the motion to adopt the minutes, the motion was seconded by Vice-Chairman, Atkinson, unanimously voted via roll-call.

Advisory Opinions: Zoning Board of Appeals December 19, 2018 - No comments

Old Business

Zoning Review, continued review and discussion

Accessory Apartment

Mrs. Greenhalgh reviewed comments prepared by Attorney Adam Costa. After a review of Attorney Costa's comments, it was decided to correct several reference errors.

In addition, it was agreed upon to change number 5 under Accessory Apartment to "The applicant shall record with the Registry of Deeds for Barnstable County a certified copy of the special permit decision and the special permit shall lapse if it not recorded and if it's not duly exercised in accordance with Massachusetts General Law Chapter 40A Section 9".

Mr. Atkinson raised the question regarding possible mechanisms to ease the process of creating affordable housing without easing the process of creating high cost summer rentals. Mrs. Greenhalgh will discuss with Attorney Costa and continue the discussion at the next meeting.

Accessory Apartments vs Bedrooms in an Accessory Structure - No discussion

Sign Code – “A-Frame” Signs and Fines

The Board decided to amend the title of “A-Frame” Signs and Fines to “Freestanding Portable Signs”, and change the definition to: “A single or double-faced, freestanding, portable sign; made of wood, cardboard, plastic, or other lightweight and rigid material having the capability to stand on its own support(s), with no moving parts or lights”.

Wearable Signage – Sandwich Board Signs

After a lengthy discussion, it was decided that a “Sandwich Board Sign shall be no more than six square feet in area per side, with the vertical dimension not exceeding three feet”.

The recommended regulations for section H. A-Frame/Easel/Sandwich-Board signs are as follows:

- (1) A sign permit from the Building Department shall be required;
- (2) The area of the sign shall be no more than six (6) square feet per side;
- (3) The sign height above the ground shall not exceed three (3) feet;
- (4) The sign width shall not exceed three (3) feet;
- (5) The sign shall be unlit, shall be inaudible, and shall have no moving parts;
- (6) The sign shall be stable and have no external supports;
- (7) The sign area (one side only) shall count towards the total allowable sign area (in square feet) for the business, pursuant to §325-27
- (8) The sign shall indicate no more than the name of the business, a special event, hours of operation, sale of a product or service, and price;
- (9) Only one (1) freestanding portable sign per business may be located on a property; a business with street frontage on two (2) streets may have no more than one (1) such sign on each street front; however, if there are multiple businesses on a property, there shall be no more than one (1) such sign per business, regardless of the street frontage;
- (10) The sign may only be displayed up to two (2) hours before the business is open to the general public and during the time business is open to the general public; and
- (11) The sign shall also comply with the requirements of §325-26.D-G,

Work will continue on this bylaw.

Retaining Walls for Septic Systems

Section 325-18 was found to be incorrectly labeled, and will be corrected through-out.

The Board discussed and decided to amend the recommended Zoning Bylaw Article Retaining Walls for Septic Systems and to add a new subparagraph “R. Retaining Wall(s) for Septic Systems”. The section will now read as follows: “R. Retaining Wall(s) for Septic Systems. The provisions of §325-17 notwithstanding, on an improved parcel, a retaining wall(s) associated with the installation of a septic system (e.g. mounded septic system) required by the Board of Health and/or Title 5, shall be setback no less than 10 feet to any lot line”.

Building Height – Flood Plan - No discussion.

Mrs. Greenhalgh noted that the Board of Selectmen would like to review all final changes made in January. She also pointed out that the Chamber of Commerce would be reviewing the sign code changes prior to the Board of Selectmen.

Briefings and Reports by Board Members

Mr. Chadwick provided an update on his attendance at the Harwich Center Initiative meeting. He made note that there is a scheduled a meeting with all the stake holders. He also suggested possibly designating a liaison to the committee.

Mr. McParland made note that he is the representative for Capital Outlay Committee. He announced that the committee gave the annual report to the selectmen earlier this week.

Mr. Atkinson reminded everyone of the Community Preservation Committee will be meeting this Thursday.

Chairman, Joyce reminded everyone of the next meeting will be Thursday, December 20th at 6:30 PM.

ADJOURNMENT: The motion was made by Chairman, Joyce to adjourn at 8:22 PM. The motion was seconded by Vice-Chairman, Atkinson, so voted unanimously via roll-call.

Respectfully submitted,
Kathleen A. Tenaglia, Board Secretary.

Adopted: January 8, 2019