

**Town of Charlton**  
**OFFICE OF THE TOWN CLERK**  
**37 Main Street**  
**Charlton, MA 01507**  
**508-248-2249**



**VOTE CERTIFICATE**

**TOWN OF CHARLTON**

At a legal meeting of the qualified voters of the Town of Charlton, held May 19, 2025, the following business was transacted under **Article 21:**

**ARTICLE 21.            ZONING BYLAW AMENDMENT – §200 – 7.1 ADMINISTRATION and § 200-7.2 GRANTING AUTHORITY**

To see if the Town will vote and amend the Zoning By-law Section 200-7.1 Administration and Section 200-7.2 Granting Authority, by deleting certain language struck through and amending and inserting new language as recommended. The full text of the proposed amendment will be available for public review at Town Hall and on the Town's website prior to the Town Meeting. A public hearing will be held by the Planning Board as required under M.G.L. Chapter 40A, Section 5; or take any action relative thereto or thereon.

**SPONSOR: PLANNING BOARD**

**MOTION: I move that Article 21 be accepted as printed in Appendix H and amended.**

**RECOMMENDATION OF THE PLANNING BOARD: Planning Board supports this motion.  
2/3rds Vote Needed per MGL Chapter 40A, Section 5, fifth paragraph**

**MOTION TO AMEND S200-7.2 J 4) By striking wording :as shown by a traffic study performed by a registered professional. MOTION PASSES BY MAJORITY VOTE 50 – YES, 7 - NO**

**MAIN MOTION AS AMENDED PASSES BY NECESSARY 2/3<sup>RD</sup> VOTE 49 – YES, 7 - NO**

**Appendix H. ARTICLE 21. ZONING BYLAW AMENDMENT – §200 – 7.1 ADMINISTRATION and § 200-7.2 GRANTING AUTHORITY**

To see if the Town will vote and amend the Zoning By-law Section 200-7.1 Administration and Section 200-7.2 Granting Authority, by deleting certain language struck through and amending and inserting new language as recommended; or to take any other action relative thereto.

**Section 7  
Administration  
§ 200-7.1 Administration**

**D. Site plan review and approval**

(1) Purposes and thresholds. For the purpose of ensuring adequate stormwater management, wastewater disposal, screening, parking and loading spaces, utilities, water supply and pressure, landscaping, protection of significant natural and man-made features, lighting, and erosion and sedimentation control, compatible site design, safe pedestrian and vehicular access, protection of the natural environment, and compliance with the provisions of this bylaw, a site plan shall be submitted for review and approval to the Planning Board, for the following uses:

(a) New construction of all uses identified with the symbol "P" ("P" Use) on the Use Regulation Schedule of § 200-3.2B of this bylaw.

(b) Expansion of any "P" Use existing to increase floor space by at least twenty-five percent (25%) or five thousand (5,000) square feet, whichever is less;

(c) Any change in a P Use if:

[1] The change is from one (1) major category of use listed in the Use Regulation Schedule to another major category of use (for example, a change from any use listed under Business Uses to a use listed under Industrial and Warehouse Uses), or

[2] Such change would result in a more intensive use, as measured by the need for more than five (5) additional parking spaces (as required by § 200-4.2B of this bylaw) or an increase in traffic generation (as measured by the Institute of Transportation Engineers Trip Generation Manual or another source standard in the industry).

(d) Resumption, subject to the other requirements and proscriptions of this bylaw, of any "P" Use described above discontinued for more than two (2) years.

(e) ~~All uses in those districts where site plan approval is required.~~ All uses which a special permit is required (SP)

(2) General requirements.

(a) All site plans required under this bylaw shall be prepared by a registered professional architect, registered professional landscape architect, or registered professional engineer, unless the Planning Board waives this requirement because of unusually simple circumstances and specifically exempted herein. Ten (10) copies of site plans and other plans required by Subsection D(3) below shall be submitted to the Planning Board or its designee.

Applicant shall submit a narrative with the plan if necessary for a layperson to understand the plan or any detail thereof. Each page of the submitted plans shall have a Planning Board signature block at approximately the same location. At the written request of the applicant, the Planning Board may waive any information requirements it judges to be unnecessary to the review of a particular plan.

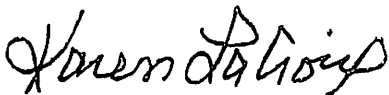
- (b) For those uses/structures referenced in Subsection D(1)(a) through (d) (e) of this section as site plan approval pursuant to this § 200-7.1 is a prerequisite the granting of a building permit.
- (c) The Planning Board may in any particular case, where such action is allowed by law, in the public interest and not inconsistent with the purpose and intent of this site plan review, waive strict compliance with its rules and regulations.
- (d) The Planning Board may waive the requirement for site plan review where there is a change in use or occupancy and no substantial construction or improvements to the site will occur.
- (e) The waiver may be granted only after a finding by the Planning Board that the proposed use will not substantially affect existing drainage, vehicular and pedestrian circulation patterns, and any of the other standards or criteria provided for hereafter in this section, and that sufficient parking exists to serve the new proposed use.
- (f) The Planning Board shall require an application for a waiver of site plan submittal that shall at a minimum include a narrative describing the prior use of the site, sufficient plans, drawing and or photographs to show the nature of the proposed use and its impact.

#### § 200-7.2 Granting Authority

~~B) The Zoning Board of Appeals. The Zoning Board of Appeals shall have the authority to issue special permits for development in floodplain zones as specified in § 200-6.4 of this bylaw. The Zoning Board of Appeals also shall have the authority to issue special permits for altering the number of mobile homes in an existing mobile home park, as specified in § 200-5.2B(3) of this bylaw.~~

- J) Unless otherwise addressed by the Bylaw, the Planning Board shall use the following criteria for granting a special permit.
  - 1) Provides opportunities for services beneficial to the community as a whole.
  - 2) The proposal does not result in unreasonable noise odor or glare.
  - 3) The lot size provides more than reasonable setbacks to building structures and accessory uses including parking or loading areas.
  - 4) Does not result in traffic exceeding the capacity of the roadway.

A True copy, Attest



Karen M. LaCroix  
Town Clerk