



OFFICE OF THE
PLANNING BOARD

TOWN HALL, 10 CENTRAL STREET, MANCHESTER-BY-THE-SEA, MA 01944-1399

Zoom Meeting

<https://zoom.us/j/97072639950?pwd=U0VCZkpMcW1Ua0NRSnhTTlhTQW1OQT09>

Meeting ID: 970 7263 9950

Passcode: 355296

Minutes of Planning Board Meeting – January 11, 2021 - Virtual

Present: Chairman Ron Mastrogiacomo; Members Loren Coons, Christine Delisio, Mary Foley, Gary Gilbert, Chris Olney, Gary Russell

Staff Present: Town Planner Sue Brown

Minutes: Helene Shaw-Kwasie

Chairman Mastrogiacomo called the meeting to order at 6 p.m.

Mr. Russell spoke about a letter that appeared in the Cricket written by Sheila P. Hill. He said the letter was factually untrue. Mr. Olney, Mr. Mastrogiacomo and Mr. Gilbert expressed their appreciation for the work that the Town Planner Sue Brown has been doing.

Acknowledge receipt of correspondence. None received.

Allow public comments on items not on the agenda with a limited time. None received.

Presentation to the Board by the Town's LCD Smart Growth Overlay District (mixed use neighborhood) feasibility study Consultant.

Mr. Mastrogiacomo introduced Chris Kuschel, AICP, Senior Planner at the Metropolitan Area Planning Commission, the Town's 40R work group Consultant. The presentation included Design guidelines submitted by Board members which have been incorporated and sent to Mr. Kuschel.

Mr. Russell explained the nature and composition of the LCD.

Mr. Kuschel delivered a Power Point presentation of the proposed guidelines..

Mr. Kuschel answered questions about land uses in the LCD and the process involved with 40R planning and the state DHCD.

Town Planner Brown described the limits and the area the 40R district would contain.

30 University Place, Driveway/Curb Cut, Marci/Marshall Continue to February 22, 2021
Mr. Mastrogiacomo read a request from Macri/Marshall to continue their application for Driveway Curb Cut at 30 University Place.

Upon motion made by Mr. Olney and seconded by Mr. Russell, it was unanimously VOTED by roll call vote to continue the meeting on the application of Macri/Marshall to February 22, 2021 at 7 p.m.

Draft Curb Cut By-law Comments (Presented by Ad Hoc Committee)

Mr. Olney presented the draft bylaw language for a vote of support and suggested changing the name of the bylaw from Curb Cut to Driveway Entrance.

Motion was made by Mr. Coons and seconded by Mr. Gilbert to accept the Ad Hoc Committee proposed language for driveway entrances entitled Driveway Entrances. Discussion ensued. Mrs. Foley would like a public process and someone to inspect.

Regarding taking it out of the Zoning By-law and putting it into the General Bylaws, Town Counsel Witten said it will require two-thirds vote at Town Meeting. First there will need to be a public hearing. Town meeting would vote two articles, the first to take it out of Zoning and the second to put it in the General Bylaws.

After discussion, it was VOTED by roll call vote of 5 members in favor, Mrs. Foley opposed and Mrs. Delisio abstained to accept the Ad Hoc Committee proposed language for driveway entrances entitled Driveway Entrances submitted January 7, 2021

Housing Production Plan Comments and Potential Vote to Approve

Motion was made by Mr. Gilbert and seconded by Mr. Olney to approve the HPP as revised and move it forward to the Board of Selectmen. After a brief discussion it was unanimously VOTED by Roll Call vote to approve the Town of Manchester-By-The-Sea Housing Production Plan Prepared by Karen Sunnarborg, Housing and Planning Consultant With technical assistance from Sue Brown, Town Planner With funding support from the Manchester Community Preservation Fund dated November 2020 and revised through January 2021.

Off-Street Parking Regulations Comments (6.1, 6.1.2, 6.1.7)

Members discussed the Off Street Parking Comments in the draft Recodification document submitted by Mrs. Foley.

Mr. Gilbert said the changes will be the subject of a public forum, a public hearing and Town Meeting.

Town Planner Brown will submit a document with track changes.

Design Guidelines Deferred to January 25, 2021 Meeting

Accessory Dwelling Units Relevant Comments Deferred to January 25, 2021 Meeting

Approval of Regular Meeting Minutes: December 14, 2020

Upon motion made by Mr. Olney and seconded by Mrs. Delisio, it was unanimously voted to approve the minutes of December 14, 2020.

Subcommittee and Liaison Updates

P& P Subcommittee. Mrs. Delisio reported that she and Mrs. Foley had met. Mr. Witten said Roberts Rules is the default and can be modified. He said the chairman can call an emergency meeting.

CPC. Mr. Mastrogiacomo reported that CPC had met on January 6. They approved going forward with all the projects that were submitted to them.

Housing. Mr. Olney reported that the CPC had voted to provide the Affordable Housing Trust \$200,000.

Finance Committee. Mrs. Foley reported that she had attended the meeting.

Schedule of Upcoming PB meeting: Jan 25, Feb 8, Feb 22, Mar 8

Recodification Meeting Minutes

Upon motion made by Mr. Mastrogiacomo and seconded by Mr. Olney, it was voted by a vote of six in favor and Mrs. Foley abstaining to approve the Recodification Meeting Minutes of December 15, 2020.

Recodification Meeting with Atty. Bobrowski will be February 2, 2021

Agenda Items for Next Meeting Discussion

Mrs. Foley submitted a copy of the LCD Study which will be discussed at the next meeting.

Mr. Russell will lead a discussion on Defining the Town Character; defining community agreement and land owners' rights.

There being no further discussion and upon motion made by Mr. Olney and seconded by Mr. Coons, it was unanimously VOTED by roll call vote to adjourn the general portion of the Planning Board Meeting. Adjourned at 8:45 p.m.

Submitted,

Approved by the Board on February 8, 2021

Helene Shaw-Kwasie
Secretary

Mary Foley
Clerk

N.B. These minutes are not verbatim. They are the secretary's interpretation of what took place at the meeting.

Relevant Documents:

Planning Department Budget

30 University Place, Request for Continuance to January 11, 2021

PowerPoint Presentation by MAPC

Draft Curb Cut By-law Comments (Presented by Ad Hoc Committee)

Housing Production Plan Comments

Off-Street Parking Regulations Comments (6.1, 6.1.2, 6.1.7)

Regular Meeting Minutes: December 14, 2020

Town Planner Report (Brown)

Recodification Meeting Minutes: December 15, 2020