



MANCHESTER-BY-THE-SEA

PLANNING BOARD • TOWN HALL
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Minutes of the Planning Board

Monday, May 22, 2023 6:30 p.m. Room 5, Town Hall Hybrid Meeting

<https://us06web.zoom.us/j/81469951372?pwd=TkpzMnlvb09QTENkT2RRWGkrdlJEZz09>

Meeting ID: 893 2818 1744 Passcode: 661073 Dial in: 1.646.558.8656

MEMBERS PRESENT: Ron Mastrogiacomo, Chair, Sarah Creighton, Susan Philbrick, Chris Olney, Laura Tenny, and Christina Delisio

MEMBERS NOT PRESENT: Mary Foley

SELECT BOARD MEMBERS: Ann Harrison, Cathy Bilotta, Becky Jaques

STAFF PRESENT: Interim Town Planner, Betsy Ware, PB Administrator, Gail Hunter

Call to Order

Allow public comment on items not on the agenda – Ms. Jaques, Chair Select Board pointed out that the Chair of the Planning Board sets the agenda.

Cell Signaling Technology (CST) – Parking Requirement Board Discussion

Ms. Ware stated that she had reviewed parking requirements with the communities of Burlington, Woburn, Beverly, and several other communities. Parking requirements for laboratory and manufacturing range from 2.5 parking spaces per 1,000 sq. ft. to 1 space per 1,000 sq. ft. Regarding consideration for the number of employees; there is a range, but the numbers do not appear to relate to any professional standard, such as the Institute of Transportation Engineers (ITE) or a similar organization.

The Town's Zoning By-Law requires "*businesses or professional offices, banks or financial institutions*" to have one parking space per 300 sq. ft. This category is the closest to what is being proposed by CST. Using these figures for a 250K sq. ft. building would require over 800 parking spaces. Ms. Ware indicated this number of parking spaces appeared to be excessive.

The data provided by CST is based on data that allows for a percentage of employees to work remotely. If the policy changes, parking will be tight requiring additional surface parking spaces.

Ms. Ware recommended a transportation and parking consultant should access the parking plan as part of the site plan review process.

During Board discussion Mr. Olney suggested that Ms. Ware review other like facilities. Ms. Tenny pointed out that the Danvers site was only accessible by car and for the Manchester site the company could easily consider a shuttle service from the MBTA stop to the proposed work site.

Ms. Creighton moved to ask Ms. Ware to indicate the Board's willingness to forego review of compact car spaces and to acknowledge that the parking count seems reasonable and during the application and site plan review process that CST should present more quantitatively applicable information to qualify for an exception. Mr. Olney seconded the motion. The motion passed unanimously.

Ms. Ware added that the Planning Board has posted a Public Hearing on Zoning changes to be voted at the June 28, 2023 Special Town Meeting. The CST project is subject to the new Administrative Section 12, which includes site plan review, or the old site plan review found in Section 6.5 of the 2017 MBTS Zoning By-Law.

Public Hearing 7:00 P.M. Site Plan Review Compost Recycling Center, 201 Pine Street, Section 9, MGL. And Allowed Uses

Following comprehensive Board discussion, the following conditions were recommended for approval of the Compost Recycling Center

- The Applicants shall obtain, and comply with, any requisite Conservation Commission authorization.
- The equipment shelter and operations trailer need to be approved by the Select Board and Town Administrator, as they were not included in the original contract documents. No construction of those structures shall be allowed until the contract is updated to include those structures.
- Black Earth Compost operations shall be minimized during transfer station hours. Black Earth Compost shall have a minimum of one and, as needed, two employees coordinate transfer station operations during regular business hours in order to minimize conflicts between the transfer station and Black Earth Compost's operation.
- All vehicles shall comply with traffic speeds on Pine Street.
- Port-o-potties are to be pumped weekly.
- All lighting shall be dark sky compliant and directed downward, using shields.
The Applicants shall install a vegetative buffer, consisting of native species of trees and shrubs, along the property line on Pine Street. The trees and shrubs are to be selected to survive in a wetlands type environment. The area proposed for concrete curbing shall be considered for a vegetative buffer as well, to screen the site activities from Pine Street. This buffer shall be installed prior to receipt of an occupancy permit for the project.
- Compliance with all state, federal and local permits shall be adhered to, with the Town of Manchester by the Sea and CMA Engineers conducting inspections of the Black Earth Compost operation on an annual basis.
- Landscaping to be added to the roadside using natural vegetation creating a natural buffer.
- Limit the size of the proposed curb cuts.

Mr. Olney moved to close and continue the Public Hearing to review the draft Decision on June 12, 2023 at 6:45 p.m. Ms. Creighton seconded the motion. The motion passed unanimously.

Public Hearing – Continued from 4/10/23 Adoption of Rules & Regulations MGL 40A with Subcommittee Report

Mr. Mastrogiacomo requested an update from the subcommittee indicating that there appears to be a disconnect between what the Public Hearing is reviewing and what the subcommittee is doing. He added that this Public Hearing is the fourth Public Hearing on Rules and Regulations, and it appears there is a new document that was forwarded this afternoon.

Ms. Delisio stated the subcommittee felt that the Rules and Regulation document presented by Ms. Ware was too wordy and the subcommittee is modifying the Rules and Regulations using the Town of Harvard, as a model. Ms. Creighton requested clarification that what the subcommittee is doing is creating a new document. Ms. Delisio acknowledged that was correct.

It was agreed that the subcommittee and the Town Planner would work on Article 1 for the next meeting.

Mr. Olney moved to continue the Public Hearing on Rules and Regulations to June 12, 2023 at 7:30 p.m.; Ms. Creighton seconded the motion. The motion passed unanimously.

MBTA Sections 3A

Ms. Ware stated she is meeting with Ms. Marletta to set up a Web site for the MBTA Zoning Task Force similar to the web site established for the 40B project. Ms. Ware is working with an intern to review and compile data for the project.

Data compiling includes but is not limited to the following:

MERSD enrollment data and projections

Data on acreage and lot size by Zoning District

Data on housing units (including duplex and multi-family), by Zoning District.

Data on conservation land, by Zoning District

Data on Town-owned land, including acreage and use, by District.

Data from the past ten years on State grants awarded, (Housing Choice, Infrastructure and , Housing Authority funding)

Data on Housing Authority funding from the State over the past ten years

Reports from various departments on infrastructure capacities for the Town

Once this data has been compiled, the information will be available on the website.

Proposed Warrant Articles Discussion (Creighton)

Ms. Ware stated that a Public Hearing notice has been posted for Tuesday, June 6, 2023, at 7:00 p.m. for discussion on three Warrant Articles:

1. Replace existing Section 12, Administrative By-Law with a new section that includes site plan review.
2. Section 6.5 Site Plan review as originally included in the 2017 By-Law, in the event Section 12 does not pass.
3. Correction of cross-referencing errors. Ms. Ware stated that she is working with Jonathan Murray of KP Law to see if we can make as many cross-referencing corrections as possible.

Ms. Ware stated she had provided a memo specific to the proposed Flood Plain By-Law and is working on a draft for USGS and FEMA indicating that the flood plain maps will not be finalized until January 2024. This will result with the Flood Plain By-Law being placed on the ATM 2024 Warrant.

Planner's Report



Planner's Report 5.22.pdf

Liaison Updates

Coastal Zone Steering Committee – Ms. Tenny stated that the consultant work is nearing completion with short-term and long-term analyses on hardening facilities.

Harbor Management Working Group – Ms. Creighton stated that the Group has met twice and is waiting to hear back from the consultant.

Water Resource Task Force – Mr. Mastrogiacomo indicated that the new tiered water rates will be presented to the Select Board at the Board's next meeting.

Approval of Regular Meeting Minutes (4/10 & 4/24)

Ms. Creighton moved to approve the meeting minutes of April 10, 2023 and April 24, 2023; Mr. Olney seconded the motion. The motion passed unanimously.

Other Matters, as may not have been reasonably anticipated by the Chair. There were no additional matters to discuss this evening.

Adjourn

Mr. Olney moved to adjourn the meeting. Mr. Mastrogiacomo seconded the motion. The motion passed unanimously.