



Manchester-By-The-Sea

Minutes of the Planning Board Meeting
July 12, 2021 – 6:30 p.m. - Virtual

Zoom Meeting

<https://us06web.zoom.us/j/85957232821?pwd=VFJQTU9PSzFrbkxrTWk3ay8rVTI3dz09>

Meeting ID: 859 5723 2821 Passcode: 043748

Present: Chairman Ron Mastrogiacomo, Members Sarah Hammond Creighton, Mary Foley, Gary Gilbert, Chris Olney. Absent: Christine Delisio; One vacant seat

Chairman Mastrogiacomo called the meeting to order virtually at 6:30 p.m.

Acknowledge receipt of correspondence

Receipt was acknowledged of the following:

Email chain from William Cross at al re Town Meeting item

Letter of interest from Laura Tenney – June 30, 2021

Letter of thanks from Ms. Schoenherr – June 29, 2021

Letter of Resignation from Gary Russell – June 28, 2021

Allow public comments on items not on the agenda with a limited time

None.

MERSD Memorial School request for administrative change to add concrete pad for utility shed

Town Planner Brown reported that she had received a request from the builder to put a concrete pad under an existing shed at the Manchester Memorial School. Conservation Commission reported that the shed is outside their resource area. Building Inspector Orlando advised that it would be an administrative change, that the Board should vote, and if they accept the change, put the new plan in the file.

Upon motion made by Ms. Creighton and seconded by Mr. Olney, with Chairman Ron Mastrogiacomo, Members Sarah Hammond Creighton, Mary Foley, Gary Gilbert, Chris Olney, voting virtually in the affirmative by roll call vote, Christine Delisio absent, and one vacant seat, it was VOTED to accept the request of MERSD Memorial School for administrative change to add a concrete pad for a utility shed at Manchester Memorial School.

Form Blasting Article Subcommittee to issue guidelines for blasting as described in Article 13.

The matter was postponed to August 23, 2021 at which time it is anticipated that there will be a full Board present. Article 13 was passed at Town Meeting. Mr. Mastrogiacomo is requesting that the Fire Chief weigh in on this matter. He will get further clarification as to whether this should be part of the earth removal by-law or stand alone as blasting.

Update on LCD (MAPC) Overlay District Study

Town Planner Brown reported that she had asked MAPC for three scenarios for the Overlay District and the Board chose a mix of uses for each scenario:

- 1) Balanced growth, mixed use neighborhood, similar to what the owner of the MAC shared at the February LCD Public Forum.
- 2) Low Growth (about half the development of Balance growth), mixed use neighborhood
- 3) Commercial/Industrial with no housing units.

Comparisons were made of vehicular trips, water usage, yearly tax revenue and impervious surface for each.

Responding to the options of identifying the preferred scenario, drafting zoning language, or doing nothing, comments from members and Town Planner Brown included the following:

- We may want to end up somewhere between scenario 1 and 2;
- In this exercise we are just trying to set the rules of what could be built and not what will be built on the site;
- Trip generation information came from the trip generation manual;
- Parking as shown has taken topography into consideration;
- Need more information about parking numbers,
- There is no clear site analysis,
- Back up data on numbers would be helpful,
- The comparison matrix should include other costs to the Town such as number of school children;
- Would like additional information on assessed value and tax revenues for both commercial and residential;
- Would like the MAPC consultant to come in for discussion;
- A smaller hotel may be more likely,
- A smaller commercial footprint may be possible for scenario 3
- Would like DPW and recreation trips and the number of parking spots for the recreational field be added to the data.

The next step is for MAPC Consultant to come before the Board.

Recodification Road Map Committee (public outreach on zoning changes)

Results of Framework meeting

Recodification Priority Document (Olney/Creighton)

Mr. Mastrogiacomo reported that he, Mr. Olney and Ms. Brown had met with Moderator Wilson and Atty. Bobrowski and discussed options of presenting bylaw changes at the Fall Town Meeting. Points of discussion included:

- What will the Town participation be like in November?
- November 8 and 15 were the preferred Town Meeting dates.
- Suggested the Board create a document outlining and prioritizing what the Board wants to present at Town Meeting.
- Ms. Creighton and Mr. Olney have volunteered to prepare a Recodification Priority Document for Board consideration
- Mr. Wilson prefers that if the Board wants to present the whole bylaw then it should be presented in the spring as the annual Town Meeting generally has greater participation.

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- If the order of sections is changed in the fall, and additional changes are made in the spring then the renumbering has to be done again in the spring.

It was suggested that Town Planner Brown work with Atty. Bobrowski to write an article for the changes the Board wants to present to Fall Town Meeting.

Planner's Report

- Town Planner Brown submitted her monthly report which included:
 - Housing Opportunity – MAHT sites and DPW
- LCD Overlay District Vision, Regulations and Application
- Open Space and Recreation Plan
- Western Woods
- Wastewater Treatment Feasibility Study
- Local Rapid Recovery
- Regional Project Grant to support Cape Ann
- Planning Grants

Ms. Brown will prepare a letter of support for the Open Space & Recreation Plan Update for Board consideration.

She will submit a matrix of citizens' comments on . proposed zoning changes.

Members discussed the need to find potential sites for Waste Water Treatment if a connection to another municipal or regional systems is not likely. No action was taken.

Update on new member appointment

The BoS is taking applications for the vacant Planning Board seat. There will be a joint meeting of the BoS and Planning Board on July 19 during which candidates for the vacant seat will be interviewed.

Approval of Regular Meeting Minutes: June 28, 2021

Upon motion made by Ms. Creighton and seconded by Mr. Olney, it was VOTED by roll call vote with Members Mastrogiamo, Creighton, Foley, Gilbert, and Olney voting in favor and Mrs. Delisio absent and one vacant seat, to approve the minutes of June 28, 2021.

Subcommittee and Liaison Updates

Mr. Olney reported that the Affordable Housing Trust had met. He said that no specific actions were taken but there was some good discussion.

Other Matters, as may not have been reasonably anticipated by the chair

None

Upcoming Meetings:

- July 19, 2021 (6:30 PM Joint meeting with BOS)
- July 26, 2021 (6:30 PM)
- August 23, 2021 (TBD)
- September 13, 2021 (TBD)

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September 27, 2021 (TBD)

There being no further discussion and upon motion made by Mr. Gilbert and seconded by Ms. Creighton, it was VOTED to adjourn the meeting. Adjourned at 8:20 p.m.

Submitted,

Approved by the Board on [July 26](#)—, 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.

Documents used at the meeting

July 12, 2021 Agenda

Manchester Memorial School letter from Dustin Lombardi June 24, 2021

June 28, 2021 Minutes

LCD Scenarios Summary July 2, 2021

Planners Update July 12, 2021

Russell Resignation dated June 28, 2021