



OFFICE OF THE  
**PLANNING BOARD**

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

Minutes of Planning Board Meeting  
July 22, 2019 – Town Hall

Present: Interim Chairman Ron Mastrogiacomo, Members Loren Coons, Andrea Fish, Mary Foley, Gary Russell

Absent: Christine Delisio

At 7:00 p.m. Interim Chairman Mastrogiacomo called the Planning Board meeting to order in a joint meeting with the Board of Selectmen.

Meet with Selectmen to elect new member

During the meeting with the Board of Selectmen, the Board conducted interviews with candidates Donna Furse, Brian Miller, and Brian Sollosy, and a telephone interview with Christopher Olney.

Mr. Mastrogiacomo reported that in a combined vote with the Board of Selectmen, the Planning Board voted by a vote of 4 in favor and one in opposition to elect Christopher Olney to fill the vacancy on the Planning Board.

At 8:00 p.m. the Board returned to the Planning Board meeting room to continue their meeting.

Confirm or Re-appointment of Liaisons to other Boards/Committees

After a brief discussion, and upon motion made by Mr. Russell and seconded by Ms. Fish it was voted to meet on August 5, 2019.

After a brief discussion, and upon motion made by Mr. Russell and seconded by Ms. Fish it was voted to table the confirmation or re-appointment of Liaisons to other Boards/Committees to August 5, 2019.

84 Old Essex Road, Driveway/Curb Cut, Griffin

Engineer Robert Griffin of Griffin Engineering Group, LLC appeared before the Board representing Michael Panzero of MJP Properties in his application for Driveway/Curb Cut at 84 Old Essex Road. Mr. Griffin displayed plans and stated that there have been no changes to the

plan since the Board's approval of the Special Permit. He said the ZBA also approved the project.

Mr. Griffin said the plan is to pave the driveway and the turn-around area. The driveway is 22 ft. wide and the neck is 18 ft. He said drainage on the site is such that water will hit the curb line and some will go to the catch basin down the street. On-site roof detention will take care of the water. The impervious area of the driveway will be about 500 – 600 sf. There will be two parking spaces in the 28 ft x 26 ft garage.

Responding to Abutter Sandy Rogers, 82 Old Essex Road, Mr. Griffin said that the purpose of the turnaround area in the driveway is to allow automobiles to leave a driveway facing forward.

After a brief discussion, and upon motion made by Mr. Russell and seconded by Ms. Fish it was voted to hold a site visit at 84 Old Essex Road on August 3, 2019 at 9:00 a.m. Mr. Griffin will return before the Board on August 5, 2019.

#### Surf Village Conservation Restriction Update, Brown

After a brief discussion and upon motion made by Mr. Coons and seconded by Mr. Russell, it was VOTED to request that Town Counsel review the Surf Conservation Restriction. Mr. Mastrogiacomo signed the request form which will be submitted to the Town Administrator for approval.

#### Sign letters of appreciation to former members Canny and Sullivan

Members signed the letters of appreciation to former members Canny and Sullivan.

#### Parking Study/Options, Article XIV General Bylaws modification, Foley

Members discussed parking study options.

Town Planner Brown said the Planning Board has been in contact with MAPC and Town Administrator Federspiel.

Ms. Brown said there needs to be a baseline, and she recommended that a consultant be engaged.

Mr. Russell said the Board needs a frame work of what they can and cannot handle themselves.

Mrs. Foley volunteered to be the point person to find out what has been documented including information from the Police Department, the 2014 Comprehensive Plan, and any traffic studies that are available

Upon motion made by Mr. Russell and seconded by Mr. Coons, it was VOTED to authorize Mrs. Foley to start gathering existing parking data.

Set date(s) for public presentation/listening session for 40R Overlay District in the LCD, Russell

Upon motion made by Ms. Fish and seconded by Mrs. Foley it was VOTED to table this matter until the full Board is present and to authorize Mr. Russell to work with Town Planner Brown to contact the State about having someone come in and give a presentation.

Ms. Brown said that 40-R is an opportunity for the town to select the site, create zoning and regulations. The Board would hold a public hearing and then take it to Town Meeting. A developer could then come in and submit his plans in accordance with the regulations. There are financial incentives from the State to the developer and to the Town. The developer would be required to come before the Planning Board for Site Plan Approval. The project could be mixed use.

Status of 96 Pleasant Street, Update on Infiltration System and Driveway, Fish

At the July 8 meeting, Ms. Fish agreed to write to the Building Inspector regarding 96 Pleasant Street and 4.9.5.1(o) on behalf of the Board. She reported that the matter has ground to a halt. She said she could not write the letter because the way she reads the regulation there is an exception for someone building a foundation for a house. She was not able to write a persuasive letter when someone building a house is allowed to build his foundation or the installation of utility works in the water table. It is not against the regulations and it is not something that requires a Special Permit. She said she read it to say that the by-law is trying to prevent surface runoff that carries pollutants from going directly into the water table.

Mr. Russell said the intent of the by-law was more about protecting the aquifer and water table from whole scale site reconfiguration.

Upon motion made by Mr. Coons and seconded by Mr. Russell it was VOTED to table the matter to the September 9 meeting when the full Board is present.

Ms. Fish said we will have gone through dry season by the September meeting. She suggested that Board members read through Section 4.9.5 of the Zoning By-law in preparation for the discussion.

Town Planner Report, Brown

Ms. Brown reported she is still waiting for information as to why Mass Housing says the DPW site on Pleasant Street is not suitable for an affordable housing project. She is still waiting for information. The Housing Trust recommends that we still look at opportunities on that site for affordable development.

Regarding how a grant is chosen to be applied for, Ms. Brown said she selects and Mr. Federspiel confirms.

Master Plan Edits and Final Approval, Brown

Members discussed language and language styles. Mr. Russell will write the introduction to the Master Plan by September.

CPC Update, Mastrogiacomio

There has been no meeting in July.

Driveway/Curb Cuts, Discussion, Foley

Ms. Fish said she would like to see a maximum width of curb cut downtown. Mrs. Foley suggested a check list. Mr. Russell suggested having a table on the plan.

Discussion of planning for Planning Board retreat, Foley

Upon motion made by Ms. Fish and seconded by Mr. Mastrogiacomio, it was VOTED to table the matter until September. Mr. Russell and Mrs. Foley will work together to explore having a retreat in September and come back with an agenda.

Minutes: June 24, July 8

Upon motion made by Mr. Russell and seconded by Mr. Coons, it was VOTED to approve the minutes of June 24, 2019 as amended.

Upon motion made by Mr. Coons and seconded by Ms. Fish, it was VOTED to approve the minutes of July 8, 2019 as amended.

New Business

Members will send questions to the secretary to pass along to Mr. Bobrowski regarding the Recodification.

Upon motion made by Mr. Coons and seconded by Mr. Russell, it was VOTED that Mr. Mastrogiacomio would review the report submitted by Mike DeRosa re Conservation Commission matters at 27 Masconomo Street.

There being no further business to come before the Board, and upon motion made by Ms. Fish and seconded by Mr. Russell, it was VOTED to adjourn. Adjourned at 9:15 p.m.

Submitted, Approved by the Board on August 5, 2019

Helene Shaw-Kwasie Mary Foley

Secretary

Clerk Pro Tem

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

Materials that were used at the meeting:  
84 Old Essex Road, Driveway Site Plan  
July 22, 2019 Minutes