



OFFICE OF THE  
PLANNING BOARD

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

Minutes of Planning Board Meeting August 23, 2021 – Virtual – 6:30 p.m.

Zoom Meeting

<https://us06web.zoom.us/j/89283053635?pwd=VWdNeVRpYnBLb0g5cEZQVFd5TDhpZz09>

Meeting ID: 892 8305 3635 Passcode: 313097

Present: Planning Board Members Chairman Ron Mastrogiacomo, Members Sarah Hammond Creighton, Christina Delisio, Mary Foley,

Absent: Gary Gilbert, Chris Olney, Laura Tenny

Staff Present: Town Planner Sue Brown

Minutes: Helene Shaw-Kwasie

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

Acknowledge receipt of correspondence

- Joint Letter from Tarr and Hill regarding SLV application to Mass Housing Finance Agency
- Michael Massimi Letter with attached memo from Dave Thompson regarding Hamilton Chebacco Village Development. Mr. Mastrogiacomo reported that he had established contact with the Hamilton Planner and PB Chair and requested that if there is to be a peer review MBTS PB be considered if there would be any impact to the MBTS water supply.
- Notice of Public Hearing Chebacco Village postmarked August 5, 2021

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

There were none.

10 Forest Lane, Driveway/Curb Cut, Collins

Mr. Timothy Collins appeared virtually with an application for Driveway/Curb Cut at 10 Forest Lane. He reported that the new driveway is located 20 ft to the south of the existing driveway and runs parallel to the existing one for 180 ft. The drop-off grade will be 0.666. The driveway will be graded to the northeast. There will be a grass swale. There are boulders along the property line. There are no obstructions to either driveway, no obstructions to the site lines. There is no storm sewer on Forest Lane. The driveway will be gravel with cobblestones at the road. The existing driveway has an easement but the new driveway does not.

Members will hold a site walk on August 27 at 8: a.m. The driveway will be staked.

Update on LCD (MAPC) Overlay District Study (Brown)

Town Planner Brown reported that the next steps are for MAPC to draft zoning regulations and design guidelines. MAPC asked for guidance on uses, housing affordability and on the district boundary. They need a framework for moving forward. The Board needs to discuss how to control the mix of uses. The MAPC remaining scope is for drafting Zoning Regulations and Design Guidelines the time period has been extended, Town Planner will check with Greg on end date and will confirm funds remaining. The project was supposed to be completed by the end of Fiscal 21 but MAPC gave permission to go a little longer.

Board members asked for time to review and digest the summary of decisions they had received from the Town Planner. It will be on the agenda September 13.

Town Planner recommends that Board members decide on what they want to be developed and allow it by right if it meets the zoning criteria they develop. Development that could not meet zoning criteria would be by special permit.

Members comments and questions included whether housing except assisted living should be allowed; goals for the District, time limitations for this project given the focus on Zoning recodification and updates, and water and sewer availability.

Mr. Mastrogiacomo requested that Town Planner Brown confirm with MAPC what the date is to use the money, and refresh the scope to the Board members, and bring it back up at the September 13 meeting.

#### Draft Open Space & Recreation Plan Letter of Support (Brown)

Town Planner Brown drafted the Letter of Support. Members requested a presentation to the Board. It was requested that the last sentence be revised from “walkable and bikeable” to “preserve the character of the town and natural resources”.

Ms. Brown will make the revisions and send the letter.

#### Recodification Road Map Committee (public outreach on zoning changes)

##### Discussion of Recodification approach for Town Meeting (Olney/Creighton)

Mrs. Creighton reported that changes have been made and that she and Mr. Mastrogiacomo will need to meet with the Town Moderator. She will try to have documents for the Board to review before September 13 as there are five meetings left before Town Meeting, one of which has to be public hearing.

Mrs. Foley noted that November 13 is the BOS public forum on dispatch.

#### Planner’s Report (Brown)

Town Planner Brown submitted her report and members discussed the following:

- Housing Opportunity – MAHT sites and DPW
- LCD Overlay District Vision, Regulations and Application
- Open Space and Recreation Plan Update
- Western Woods Preservation
- Local Rapid Recovery Grant
- Regional Project Grant to support Cape Ann Businesses
- Downtown Parking Study request denied due to lack of MAPC staff to undertake the project. • Downtown Strategic Plan still under consideration

She said that MAHT will be coming to talk to the Planning Board. The date has not been set.

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Planning Board needs to make a recommendation on Chebacco Woods transfer of land and she will draft the report for review.

Subcommittee and Liaison Updates

Mr. Mastrogiacomo reported that CPC met in August and went over existing projects. They welcomed new member Woody Kelly. There will be a meeting in September 16 to open the season for new projects.

PB Retreat

The date has not been set yet. Sylvia Vriesendorp will contact members individually privately and will join the retreat.

Approval of Regular Meeting Minutes: July 26, 2021

Upon motion made by Mrs. Creighton and seconded by Mrs. Delisio, it was VOTED by roll call vote with Members Mastrogiacomo, Creighton, Delisio, and Foley, voting in favor and Members Gilbert, Olney and Tenny absent, to approve the minutes of July 26, 2021.

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

None

Upcoming Meetings

- September 13, 2021 (6:30 PM)
- September 27, 2021 (TBD)
- October 12, 2021 (TBD)
- October 25, 2021 (TBD)
- November 8, 2021 (TBD)
- November 15, 2021 FALL TOWN MEETING

There being no further discussion and upon motion made by Mrs. Creighton and seconded by Mrs. Delisio, it was VOTED by roll call vote with all members present voting in the affirmative to adjourn the meeting. Adjourned at 7:55 p.m.

Submitted, Approved by the Board on

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:

- August 23, 2021 Agenda
- July 26, 2021 Minutes
- LCD Uses Memorandum
- Planners Update August 23, 2021
- Draft Open Space & Recreation Plan Letter of Support (Brown)