



OFFICE OF THE
PLANNING BOARD

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

Meeting of the Planning Board
September 9, 2019 – Town Hall

Present: Chairman Ron Mastrogiacomo, Members Christine Delisio, Mary Foley, Gary Russell
Absent: Members Loren Coons, Andrea Fish, Christopher Olney

Chairman Mastrogiacomo called the meeting to order at 7:00 p.m.

3 Colburn Road – Accept Withdrawal without Prejudice of application for Special Permit

Upon motion made by Mr. Russell and seconded by Mrs. Foley it was VOTED to Accept the Withdrawal Without Prejudice of the application of Alexander Westerhoff for a Special Permit at 3 Colblurn Road.

8 Burnham Lane, Driveway/Curb Cut, Madden

Ms. Abbie Zuker and Mr. Bill Nolan, Architects of Savoie Nolan, appeared before the Board representing property owner Christopher Madden with his application for Driveway/Curb Cut at 8 Burnham Lane.

Ms. Zuker said the proposed bituminous concrete driveway will be 24 ft. wide and 20 ft. deep for a total of 480 sf and it will replace the existing 740 sf bituminous concrete driveway which is currently at the corner of Burnham Lane and Sumac Lane.

The new garage will be 24 ft wide and 26 ft deep for a total of 830 sf of impervious. Two cars will fit inside the garage. A mudroom will connect the garage to the house.

There will be Gutters and Downspouts to an Infiltration trench. There is very little slope; it is a very flat site. Run off will be cupped so that it infiltrates into the yard. A small amount of runoff will infiltrate into the street.

The Driveway will accommodate guest parking for two cars. There is room on site to create a hammerhead. Mr. Russell requested that they try to accommodate the smallest possible hammerhead or gravel or pea stone. The existing drive will become grass.

The Board will hold a Site Visit on Saturday, September 21 at 9 a.m. Mr. Nolan will mark the entrance and be present at the Site Visit.

33-35 Coolidge Point Road, Driveway/Curb Cut, Burbank

Engineer Jack Sullivan appeared before the Board representing property owners Jeffrey and Cindy Burbank with their application for Driveway/Curb Cut at 33-35 Coolidge Point Road. Mr. Sullivan said that presently there are two gravel driveways. The plan is to remove an existing two story wood frame house at the south west corner of the lot, replace it with a carriage house and move the southern driveway northward away from the lot line. The existing car port at the northwest of the site will also be removed, the northern driveway will be moved further south, and the proposed driveway will connect to the existing driveway and continue on to the existing residence. Two cars can be parked in the new driveway which will be 310 ft long and will have a pull out area. Both driveways will be gravel. The Conservation Commission has approved any work where necessary. There is no surface run off. There are no water issues.

The Existing driveway has an access and a utility easement. The utility easement will remain. A new access easement will be created.

The Board will hold a Site Visit on Saturday, September 21 at 9:30 a.m. Mr. Sullivan said he will mark the entrance and be present at the Site Visit.

819 Summer Street, Driveway/Curb Cut, MacGregor

Mr. Jeffrey Steuart and his wife Maureen MacGregor appeared before the Board with their application for Driveway/Curb Cut at 819 Summer Street. The site is the final property in Manchester heading toward Gloucester. The proposed new driveway will be on the northern side of the residence and the existing driveway on the southern side of the residence will remain. The State requires 16 ft wide at the street and they have obtained a State permit. There will be 6 ft between the property line and the driveway where 5 ft are required. There will be a “no parking” turn area of pervious pavers so that cars can leave the property headed forward. The drainage flows down Summer Street. The site is a 2 ½ acre lot. There is no impervious issue.

The Board will hold a Site Visit on Saturday, September 21 at 10.00 a.m. Mr. Steuart will mark the entrance and be present at the Site Visit

Surf Village Conservation Restriction Update, Brown

Ms. Brown will have the latest version of the document reviewed by Town Counsel and will bring it to the next meeting

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

Tabled to later meeting

40R Overlay District in the LCD, Update on the planning of the September 24 event, Russell

Mr. Russell will put a notice in the Cricket. The event will be September 24 at 7:00 p.m.

Master Plan Edits and Final Approval, Brown

Ms. Brown wrote a new profile page on governance and resilience which will go in the back of the Master Plan document. Mr. Russell will write the forward introduction piece from the Planning Board. Ms. Brown will add some maps.

CPC Update, Mastrogiacomo

The CPC met on August 15. They are expecting the Town Common to come before them for additional funds.

Driveway/Curb Cuts, Discussion, Foley

The Board continued to discuss the form which Mrs. Foley submitted relating to the requirements for driveway/curb cut applications.

Town Planner Report, Brown

Ms. Brown submitted the September 9, 2019 Planners Report, Project Updates and reported on the items therein as follows:

Master Plan; Town Common; Surf Village; ADA Self Evaluation and Transition Olan; 40R Smart Growth Overlay District Community Meeting; Housing Opportunity; Marine Facility/Harbor Master Office and Restrooms; DPW Site Evaluation; Downtown Strategic Plan Grant; and, Housing Choice Small Town Capital Grant Application.

Parking Study

Mrs. Delisio said she wants to get the money to start the parking study. Ms. Brown will put the money into professional services for the studies.

Discussion of Planning Board retreat

Mr. Russell will create an agenda.

Update on Development Scheduling: Sewer Connection Limitation (6.11) Discussion, Delisio

No discussion.

Water Resource Overlay Protection District (4.9), Discussion, Foley

No discussion.

Stormwater Management Special Permit (6.15), Discussion, Foley

No discussion.

Updates, Reports, Administrative, Affordable Housing, New Business,

Minutes August 5, August 26

Tabled to next meeting

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

Submitted,
Helene Shaw-Kwasie
Secretary

Approved by the Board on October 21, 2019
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 this meeting: Town Planner Report, Colburn Road, Burnham Lane, Coolidge Point, Summer Street