



OFFICE OF THE  
PLANNING BOARD

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

Minutes of the Meeting of the Planning Board  
September 23, 2019 - Town Hall

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

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

8 Burnham Lane, Driveway Curb Cut, Madden

A Site Walk was held on September 21. Members Mastrogiacomo, Olney and Delisio attended. Ms. Fish and Mr. Coons drove by independently.

Architect Bill Nolan said the ground pitches towards the garage and there will be crushed stone which will serve as an infiltration trench on the side of the driveway. He put a handwritten note on the Plan which read "Note: No parking within 5'0" of property line.

Architect Abbie Zucker said the total impervious will be 26%.

Upon motion made by Mr. Olney and seconded by Ms. Fish, it was unanimously VOTED to approve the application of Christopher Madden for Driveway/Curb Cut at 8 Burnham Lane as shown on the plan prepared by Savoie Nolan Architects LLC entitled Madden Residence, 8 Burnham Lane, Manchester, MA scale 1" = 20', dated September 23, 2019 showing the following handwritten notation on the Plan: "Note: No parking within 5'0" of property line."

33-35 Coolidge Point Road, Driveway Curb Cut, Jeff and Cindy Burbank

Engineer Jack Sullivan appeared before the Board. He said nothing has changed on the plan since the last meeting.

A Site Walk was held on September 21. Members Mastrogiacomo, Olney and Delisio attended. Ms. Fish and Mr. Coons drove by independently.

Upon motion made by Mr. Coons and seconded by Ms. Fish, it was unanimously VOTED to approve the application of Jeffrey and Cindy Burbank for Driveway/Curb Cut at 33-35 Coolidge Point Road as shown on the plan prepared by Sullivan Engineering Group, LLC entitled 33-35 Coolidge Point Road Driveway Permit Plan of Land located in Manchester-by-the-Sea, MA (Essex County) prepared for Jeff + Cindy Burbank, Scale 1" = 20', date: September 3, 2019.

Upon motion made by Mrs. Delisio and seconded by Ms. Fish, it was VOTED to ask the opinion of legal counsel whether the regulations pertaining to Driveway/Curb Cuts apply to driveways that enter from and exit onto a private road.

819 Summer Street, Driveway Curb Cut, Stuart

Mr. Stuart and Ms. MacGregor appeared before the Board.

A Site Walk was held on September 21. Members Mastrogiacomo, Olney and Delisio attended. Ms. Fish and Mr. Coons drove by independently.

Mrs. Stuart said there is a 4 ft. drop in one section where the driveway will be between 819 and the neighbor. The drop off is 10 ft. off the property line. There is an oil tank at the end of the drive. He suggested putting in a Bollard. He has a permit from the State for a 16 ft. wide curb cut and is going down to 11 ft. He needs the second driveway for an in-law apartment.

Upon motion made by Mr. Olney and seconded by Mrs. Delisio, it was unanimously VOTED to approve the application of Maureen R. MacGregor for Driveway/Curb Cut at 819 Summer Street as shown on the plan prepared by Meridian Associates, Inc. entitled Proposed Curb Cut Site Plan located in Manchester-by-the-Sea, Massachusetts (Essex County) prepared for Jeffrey Stuart, scale 1" = 20', date August 29, 2019 contingent on approval of the Building Inspector that sufficient measures have been made to protect the existing oil tank on the site.

Ms. MacGregor will bring the plan to the Board for signature at the October 7, 2019 meeting.

5 Hickory Hill, Driveway/Curb Cut/ Seay

Mr. and Mrs. Seay appeared before the Board. Mrs. Seay said she had hired John Filias of Jeffreys Creek to put in a driveway in February, 2019. The driveway has already been installed.

Board Members will hold a Site Walk on September 28 at 9 a.m. Mrs. Seay said Mr. Filias will be in attendance.

Surf Village Conservation Restriction Update, Fish

Ms. Brown said Town Counsel had reviewed the Conservation Restriction and said it was fine. The Conservation Commission had also reviewed the Conservation Restriction and condominium documents and said it was fine. Ms. Brown said the State needs additional information which the applicant's attorney is working on submitting.

Upon motion made by Mr. Mastrogiacomo and seconded by Ms. Fish, it was agreed that Ms. Fish would review the language of the Conservation Restriction and the Condominium document.

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

Mrs. Foley requested that in the Fall the Planning Board submit to Town Meeting a request for funding for a Parking Assessment. The Board needs to understand the parking in the whole town.

Mr. Mastrogiacomo said the Board does not have a scope and a proposal to send out to firms.

Ms. Brown said she had applied to MAPC for Technical Assistance and they could not do it this year.

Mr. Olney and Mrs. Foley volunteered to work on the scope. They will review the scope for a parking study to be presented at November Town Meeting or in the Spring, whenever it is ready.

40R Overlay District in the LCD, Update on the planning of the September 24 event, Russell  
Mrs. Delisio will be at the MERHS library before the meeting begins and she will take notes at the meeting...

Ms. Brown said DHCD will run the presentation. It will be a community meeting. She said to be sure that the computer is able to connect with the system at the library.

#### Master Plan Edits and Final Approval, Brown

Town Planner Brown distributed copies of the latest version of the Master Plan. Mrs. Foley will review the document and get comments back to Ms. Brown. Mr. Russell has said he would write the introduction piece. The map can be separate.

#### CPC Update, Mastrogiacomo

Mr. Mastrogiacomo said the CPC had approved adding \$10,000 to the Town Common estimate... He said Project Season is now open and the deadline is December 1.

#### Driveway/Curb Cuts, Discussion, Foley

Mr. Olney said the Planning Board should establish criteria for driveways, establish what the requirements are and the DPW should approve. Members discussed. Mrs. Foley will re-send her criteria which will include sending the approved plan to DPW.

#### Discussion of Planning Board retreat

Mr. Russell is making the preparations for the retreat.

#### Discussion of Recodification of the Zoning Bylaws and Alignment with Master Plan, Delisio

Ms. Brown will ask Mr. Bobrowski for a list of items.

#### Affordable Housing

Mr. Olney said the Manchester Housing Trust would like to repair the existing affordable housing. The town owns the land and the State subsidizes the affordable units. The Trust would like to put out an RFP to form a partnership with a private developer. It would have to be for mixed housing. The Trust wants to take some of its money and put it into this.

Minutes

Upon motion made by Mr. Olney and seconded by Mrs. Delisio, it was VOTD to approve the minutes of August 5, 2019.

Upon motion made by Ms. Fish and seconded by Mrs. Delisio, it was VOTED to approve the minutes of August 26, 2019.

The minutes of September 9, 2019 were tabled to the next meeting.

There being no further business to come before the Board, and upon motion made by Mr. Coons and seconded by Mr. Olney, it was VOTED to adjourn. Adjourned at 9:25 p.m.

Submitted, Approved by the Board on October 21, 2019

Helene Shaw-Kwasie                      Mary Foley  
Secretary                                      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  
8 Burnham Lane Driveway/Curb Cut application  
33-35 Coolidge Point Driveway/Curb Cut application  
819 Summer Street Driveway/Curb Cut application  
5 Hickory Hill, Driveway/Curb Cut application  
Surf Village Conservation Restriction  
Master Plan Final Draft  
Driveway/Curb Cuts Foley Memo  
Minutes: August 5, 2019  
Minutes: August 26, 2019