



OFFICE OF THE
PLANNING BOARD

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

Minutes of Planning Board meeting
October 7, 2019 – Town Hall

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

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

819 Summer Street, Endorse Driveway/Curb Cut plan, Stuart

Mr. Stuart appeared before the Board and brought a copy of his plan for Driveway/Curb Cut that the Board had voted to approve at the September 23, 2019 meeting, contingent on confirmation from the Building Inspector that sufficient measures have been made to protect the existing oil tank on the site.

Mr. Stuart reported that he had spoken with Building Inspector Paul Orlando and Firefighter Andrew Herendeen, a hazardous material technician, who looked up the State regulations and responded by email to Mr. Stuart that (according to the State regulations), "Using bollards is perfectly acceptable as long as you can't hit the tank with a car".

Mr. Stuart said there was no recommendation by the Building Inspector or Fire Department for final inspection.

After discussion, and upon motion made by Mr. Olney and seconded by Mrs. Foley, it was VOTED to authorize Chairman Mastrogiacomio to send a letter to the Building Inspector to be sure that the Fire Department approves of the bollards after the installation. The vote was 3 in favor and 3 opposed. The Vote failed.

Mr. Stuart will ask the Fire Department to inspect the driveway and the bollards when the work is finished.

A majority of the Board signed the Driveway/Curb Cut plan submitted with the application which had been updated to show bollards installed in front of the oil tank.

5 Hickory Hill, Driveway Curb Cut, Seay

Members visited the site on September 30, 2019.

Mr. and Mrs. Seay appeared before the Board. Mr. Seay said the driveway will be used to access the house from the porch so that Mrs. Seay, who has a limiting physical condition, will not need to climb the multiple stair steps from the existing driveway to the door.

Mr. Russell said he did not feel a permit was necessary because this was repair of an existing condition. Mrs. Delisio said that including the boat driveway, this is the third driveway on the lot.

Mr. Mastrogiacomo said the curb has not been cut and the drainage still runs down the street. From a drainage issue it is fine.

Upon motion made by Mr. Coons and seconded by Mr. Olney, it was VOTED to approve the application of Steven and Louise Seay for a Driveway/Curb Cut at 5 Hickory Hill Road as shown on the plan entitled Plan of Land in Manchester by the Sea MA Showing Driveway and Curb Opening, #5 Hickory Hill Road, dated September 4, 2019, Scale 1" = 40' prepared by Jarosz Land Surveying, as a temporary curb cut because of medical reasons for as long as the Seays own the property at 5 Hickory Hill.

Surf Village Conservation Restriction Update, Fish

Tabled to next meeting.

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

Mr. Mastrogiacomo reported that Jack Burke, former chairman of the Parking Study Committee and Police Lieutenant Todd Fitzgerald agreed to attend the Planning Board meeting on November 4. They will give a brief description of what the former Parking Committee found and will give the Board a scope for its study.

Discussion of 40 R Smart Growth Overlay District. Comments, Discussion, Procedure

Mr. Russell recommended contacting Mr. Reyelt to see under which standards a plan would be created. He recommended getting a clear outline of the study, learning what the next steps will be, what DHCD is providing, and what the Town has to kick in, and having a clearer plan in place including site selection and site analysis.

Mrs. Foley said she would like to know what the Board is dealing with and how many acres are buildable.

Ms. Brown said the initial discussion was not meant to be site specific. The Board favored consideration of a 40R District in the LCD. She said a site or sites in the LCD could meet the criteria but would likely be conditioned on the availability of water and sewer. The LCD could be developed, but at what cost. A lot of the LCD is already preserved as conservation land. She

said the Town would need to know what the uses and intensity will be in order to know what the impact will be.

Mrs. Delisio suggested starting at the LCD and working our way back toward town.

Mr. Russell said there are more complex issues and less available real estate downtown.

Mr. Russell will work with Ms. Brown and the DHCD rep.

Mr. George Davis, Trustee of Manchester/Essex Conservation Trust, said everything north of Route 128 is LCD and should be called the Limited Conservation District not the Limited Commercial District, and it is also a significant part of the Town's water system. He asked: What is the nimbleness of the Town?

Mr. Olney said the Town is not very nimble. It is very reactive.

Mr. Russell said 60% is already permanently protected.

Town Planner Report, Brown

Ms. Brown presented her Report which included discussion of: Master Plan, Town Common, Surf Village, 40R Smart Growth Overlay District Community Meeting, Housing Opportunity, Marine Facility/Harbor Master Office and Restrooms, DPW Site Evaluation, Recreational Fields Master Plan, and Western Woods Preservation Option

She reported on Grants Status as follows:

ADA Self Evaluation and Transition Plan: She submitted the request for funding to the Mass Office on Disabilities this week. Awards are expected to be made in December. This has been posted on Town's web site.

Downtown Strategic Plan Grant: The Town was not successful in obtaining this grant due to the large number of competitive applications.

Housing Choice Small Town Capital Grant Application: Submitted in July. Award date not announced.

(MHA RFP – bid submittals have been moved up to November 4)

Master Plan Edits and Final Approval, Brown

Very close to completed. Awaiting final comments from Mrs. Foley (or others interested).

Driveway/Curb Cuts, Discussion, Foley

Mr. Mastrogiacomo recognized Mr. Olney's email about whether the Planning Board should do curb cuts or whether they should go to the DPW.

Mr. Olney said we need to make the requirements clear. They are so vague.

Mrs. Foley said there is a problem with follow up following permitting and the process needs to be clear. Mrs. Foley said we are talking details and we should be talking concepts.

Mr. Olney said there is an issue with approvals and inspections. Planning Board members are not engineers. The place to make the change is in the recodification.

Mr. Russell said there is no process in place to inspect after the driveways are built.

Upon motion made by Mrs. Foley and seconded by Mrs. Delisio, it was VOTED to approve the document entitled Driveway/Curb Cuts Applications Required Data prepared by Mrs. Foley. Four members voted in favor, 2 voted against. The motion passed.

Upon motion made by Mr. Olney and seconded by Mr. Coons, it was VOTED to authorize Mr. Russell to draft a memo to be distributed to the appropriate parties and that the head of the DPW be invited to the next meeting to discuss it.

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

Tabled to next meeting

Updates, Reports, Administrative, Affordable Housing, New Business, and Correspondence received re 3 Colburn Road

Tabled to next meeting

Minutes September 9, September 23, 2019; Recodification Meeting Minutes June 26, July 17, September 16, 2019

Tabled to the next meeting.

Mr. Mastrogiacomo said five things came out of the retreat.

- 1 MAPC – Partnership
- 2 Parking Study Scoping (November 4th Meeting)
- 3 Budgets w/Master Plan Incorporation
- 4 Create Governance Project
- 5 Create Chart of Current Manchester Boards and Committees

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 9:15 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

819 Summer Street Driveway/Curb Cut application

5 Hickory Hill, Driveway/Curb Cut application

Driveway/Curb Cuts Foley Memo

Email from Christopher Olney re Driveway/Curb Cuts

Email from Firefighter Herendeen re 819 Summer Street

Town Planner Report