



Manchester-By-The-Sea Minutes of the Planning Board

Date: February 9, 2026

Time: 6:30 p.m.

Members Present: Peter Morton, Sarah Creighton, Gordon Brewster, Chris Olney, Brian Frey & Sandy Bodmer-Turner

Members Absent: Susan Philbrick

Staff Present: Marc Resnick, Director of Land Management

Call to Order

Planning Board Chair called the meeting to order at 6:30 PM. Board members present included Brian Frey, Peter Morton, Sarah Creighton, Chris Olney, Gordon Brewster, and Associate Members- Isabella Bates and Nancy Garvey. Marc Resnick, Town Planner, was also present.

Public Comment on Matters Not on the Agenda

No public comments were received.

Public Hearing: 22 Union Street LLC, 22 Union Street - Special Permit

The Chair opened the public hearing via roll call vote for a special permit for the use of a reconstructed and expanded non-conforming building and site plan review pursuant to Section 12.6.

Adam Zaiger presented the application for 22 Union Street LLC, which requested a Special Permit to use an expanded reconstructed building for three residential units where two would be allowed by right. The application also requested a waiver of parking requirements and site plan approval.

Chris Vance, the project architect, presented the architectural plans for the property. He explained that the current L-shaped building would be razed and replaced with a smaller footprint structure. The new building would include either:

- Option A: Three retail spaces on the first floor (600-1000 square feet) & residential units on the second and third floors
- Option B: One small retail space (450 square feet) with three residential units

The three-story building would have a mansard roof design to appear as a two-and-a-half story structure, with parking spaces underneath the third-floor overhang at the rear. The building would be set back slightly from Union Street with landscaping areas. The maximum height would be 31'2" from the average grade, which is below the allowed 35' height.

Adam Zaiger explained how the project meets the nine criteria required for the special permit under Section 12.5 of the bylaw. The new design would reduce overall building and lot coverage to below 70%, improve sight lines, and provide better pedestrian experience along

Union Street. The project underwent traffic review by the ZBA and includes dark-sky compliant lighting.

The Board raised several questions about:

- Stormwater management, particularly regarding water currently running through the basement
- Construction impacts on Union Street, sidewalks, and pedestrian access
- Clarification of the marketing approach for the retail spaces
- Snow management from the roof onto the sidewalk
- Sustainability features (the project will be all-electric)

One public comment was received from Gar Morse, 11 Jersey Lane, who supported the project but expressed concern about ensuring the final construction matches the quality shown in the renderings.

After discussion, the Board decided to:

- Ask Marc to draft conditions for the special permit and site plan review
- Request a narrative about stormwater management plans
- Consult with the DPW about sidewalk standards and restoration
- Discuss construction management to minimize disruption on Union Street
- Continue the public hearing to February 23rd at 6:30 PM

*Motion by Mr. Olney to continue the public hearing to February 23, 2026, at 6:30 PM.
Seconded by Mr. Morton. Motion passed unanimously.*

Finalize Articles for Annual Town Meeting

Downtown Zoning Article

The Board reviewed the downtown zoning article draft dated February 8, 2026. The changes included:

- Moving definitions and dimensional requirements to their respective sections in the bylaw
- Clarifying the description of mixed-use requirements
- Adjusting table formatting to improve clarity
- Removing specific parking restrictions in Harbor's Edge district

After discussion, the Board voted to submit the draft to the Select Board with the agreed-upon edits.

*Motion by Mr. Morton to approve the downtown zoning article draft with the discussed edits and authorize Marc to make the changes and submit them to the Select Board.
Seconded by Mr. Olney. Motion passed unanimously.*

The Board also decided to exclude 37 Beach Street from the Harbor's Edge district.

*Motion by Mr. Olney to exclude 37 Beach Street from the Town Center district.
Seconded by Mr. Morton. Motion passed unanimously.*

Inn Article

The Board reviewed the inn article, which would allow inns with 12 rooms or less with one space per guest plus two additional parking spaces in several districts.

Motion by Mr. Morton to advance the article for inns to the Select Board. Seconded by Mr. Brewster. Motion passed unanimously.

Hotel Article

The Board reaffirmed their previous decision to table the hotel article.

Senior Housing

The Board reviewed the senior housing article draft dated February 6, 2026. Key changes included:

- Using "facility" instead of "development" in most instances
- Removing the 10% limit on accessory uses
- Adding deed restriction requirements
- Setting minimum lot sizes: half acre in districts A, B, D, G, Town Center, and Harbor's Edge; one acre in districts C and E
- Clarifying affordable unit requirements by referencing section 9.4.10
- Removing maximum unit size restrictions for assisted living units

The Board also received public comment from Gary Gilbert, 11 Magnolia Avenue, who suggested minimizing lot size requirements and focusing on density limitations instead, as well as clarifying local preference plan requirements.

*Motion by Mr. Olney to advance the senior housing draft dated February 6, 2026, with the discussed revisions and after review by Mark, Peter, and Chris, to the Select Board.
Seconded by Mr. Morton. Motion passed unanimously.*

ADU Article

Motion by Mr. Olney to advance proposed changes to the ADU article on behalf of the Zoning Board of Appeals to the Select Board. Seconded by Mr. Morton. Motion passed unanimously.

Driveway Entrance General By-Law Amendment

The Board reviewed the driveway entrance bylaw amendment dated January 22, 2026, with the clarification that regulations would be promulgated by the Planning Board.

Motion by Mr. Olney to advance the driveway entrance bylaw with the change that regulations are promulgated by the Planning Board to the Select Board. Seconded by Mr. Morton. Motion passed unanimously.

Review of Housing Production Plan Proposals

Marc explained that the Housing Production Plan is renewed every five years. He presented three proposals:

- Karen Berg, who prepared the original plan and previous update (\$20,000)
- Judy Barrett (\$40,000)
- MAPC (\$60,000-\$70,000)

Mark recommended Karen Berg due to her familiarity with the town and reasonable cost. The plan would be funded through previously approved CPC funds.

Motion by Mr. Morton to select Karen Berg's proposal to prepare the Housing Production Plan as recommended by the Town Planner. Seconded by Mr. Olney. Motion passed unanimously.

Discussion with Peter Considine Concerning Possible Rezoning Proposal for 115 School Street

Peter Considine of 25 Pleasant Street presented his plan to submit a citizen petition to rezone four properties on School Street, including 115 School Street which he recently purchased, from Residence A to Residence B district. He explained that:

- The current Residence A zoning makes the existing lots non-conforming
- The rezoning would allow him to potentially subdivide his newly purchased 1.3-acre property while preserving the existing historic house
- The rezoning would affect four properties to avoid spot zoning
- The property is within the Watershed Protection District

The Board did not take a formal position on the rezoning proposal but advised Mr. Considine that they would review the citizen petition once submitted and hold a public hearing as required.

Other Matters Not Previously Anticipated

No other matters were discussed.

Correspondence

The Board acknowledged receipt of correspondence but did not discuss specific items.

Approval of Meeting Minutes

The Board reviewed and approved several sets of meeting minutes:

- February 18, 2025:
Motion by Mr. Olney to approve the February 18, 2025 minutes. Seconded by Mr. Morton. Motion passed unanimously.
- June 9, 2025:

Motion by Mr. Morton to approve the minutes of June 9, 2025. Seconded by Mr. Olney. Motion passed unanimously.

- September 3, 2025:

Motion by Mr. Olney to approve the September 3, 2025 minutes. Seconded by Mr. Morton.

- October 14, 2025:

Motion by Mr. Morton to approve the October 14, 2025 minutes with amendment to clarify "Sandy" referred to Sandy Rogers. Seconded by Ms. Bodmer-Turner. Motion passed unanimously.

- January 12, 2026:

Motion by to Chair Creighton to approve the January 12, 2026. Seconded by Ms. Bodmer-Turner. Motion passed unanimously.

- January 15, 2026:

Motion by Mr. Olney to approve the January 15, 2026 minutes. Seconded by Ms. Bodmer-Turner. Motion passed unanimously.

- January 29, 2026:

Minutes not included in packet, held for future review

Adjourn

The meeting was adjourned.

Motion by Chair Creighton to adjourn the meeting. Seconded by Mr. Olney. Motion passed unanimously.