



OFFICE OF THE  
PLANNING BOARD

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

Minutes of Planning Board Meeting  
February 10, 2020 – Town Hall

Present: Chairman Mastrogiacomo, Members Coons, Delisio, Foley  
Absent: Fish, Russell, Olney

Chairman Mastrogiacomo called the meeting to order at 7:08 p.m. He announced that the meeting is being recorded by Jon Kwasiel for use by the Secretary in preparation of minutes.

Acknowledge receipt of correspondence

Mr. Mastrogiacomo acknowledged receipt of a Valentine from Realtor Pam Cote.

Public comments on items not on the agenda

Resident Anneliese Joly Wyler appeared before the Board to discuss an item that is not on the agenda. She reported that she and two other abutters had submitted a letter dated January 30, 2020 to the Planning Board regarding the use of a private home at 305 Summer Street for commercial use. Members will review the letter and discuss it on February 24, 2020.

Ms. Wyler said there are problems with the noise level on Ocean Street. No action was taken.

Mr. Steve Kelley, Summer Street, said the lights of a dentist's office on Summer Street are kept on all night long and keep abutters from sleeping. No action was taken.

Discussion of February 3, 2020 Meeting with the Board of Selectmen, Mastrogiacomo

Members discussed the joint meeting they had attended with the Board of Selectmen on February 3, 2020

Mrs. Delisio requested that the Planning Board be included on the distribution list of the periodic update report that Mr. Federspiel prepares for the Board of Selectmen.

Discussion ensued about having Land Use Committees fall under the Planning Board. Mr. Mastrogiacomo said there was a bit of push back from BoS Chairman Boling who said he would rather have a subcommittee of members of different Boards and citizens. Mrs. Foley said she would submit a draft letter to the Board of Selectmen regarding the Bike and Ped Committee and the Downtown Improvements Committee.

Mr. Mastrogiacomo asked Mrs. Foley to prepare a letter to the Board of Selectmen on Committee Alignment for the secretary to distribute to the Board for discussion at the next

meeting. Mrs. Delisio said she felt Mrs. Foley should prepare and send the letter without waiting for the next meeting.

Upon motion made by Mrs. Delisio and seconded by Mr. Coons, it was VOTED to submit the letter to the Board of Selectmen regarding Committee Alignment written by Mrs. Foley.

Mr. Mastrogiacomo said that he is the Liaison to the Board of Selectmen and will be the focal point of communication to the Board of Selectmen. He will discuss planning another meeting with the Planning Board and with BoS Chairman Boling. Mrs. Foley suggested holding the meeting on a regularly scheduled basis.

Mr. Mastrogiacomo will talk to Mr. Boling to schedule regular meetings and if something comes up that has an imminent need to be discussed the PB will ask for a meeting.

Discussion of Zoning Recodification, Delisio

Mrs. Foley and Mrs. Delisio requested discussing with Mr. Bobrowski at the next Recodification Meeting the question: Who goes where for permits and who does the enforcement.

Discussion of Master Plan Implementation, Delisio – no discussion

Update on the Western Woods meeting being held on February 4, Brown/Coons

Mr. Coons reported that the Professional Forester, Matt Roberts, who is working on a Forest Stewardship Plan for the Manchester/Essex Wilderness Conservation Area addressed the Western Woods working group on February 4, 2020. Mr. Roberts would be available to begin working for the Town on July 1, 2020.

Ms. Brown said that the Town is proposing preserving about 500 acres. The Town owns around 200 acres. The MCT owns around 100-200 acres. Private owners own another 100 or so acres. There had been discussion about contacting private owners with the idea of purchasing their land for a stewardship plan.

Ms. Brown said that for the present the goal is to purchase a 12 acre parcel but overall they want to preserve the entire area.

Review first 10 outstanding questions on the Recodification Draft, Town Planner

Members discussed outstanding questions from the Recodification Draft of December 28, 2019, as follows:

	Section	page	Regarding	Question/Note/Request
1	6.3.2	17	Landscaping and Screening	Are Street Buffer Strips needed in any districts?
2	6.3.3	17	District Buffer Strip	Is this needed, if so where
3	6.4.3. A.2	20	Light Trespass	approve of wording
4	6.4.3.A.2	21	Hours of Operation	approve of wording

5	6.4.3.B.1	21	Noise Limitation	approve of wording
6	6.4.3.C	22	Site Development Standards	Should these provisions be removed from this section and merged into new section 6.6 - The existing topo and land clearing section does not have a lot of soft standards
7	7.5.4	39	Location Adult Entertainment Est.	Should this be LCD?
8	8.2	43	Planned Residential Development	Consider deleting and substitute 8.3 Flexible Development
9	8.3.3	49	Applicability (Flexible Development)	Is a minimum lot size needed? If so, what size?
10	8.3.9	51	Affordable Component	What is the right amount to be restricted to affordability change from Housing Authority to Local Affordable Housing Trust

Items will be discussed further at the Recodification meeting with Atty. Bobrowski on February 13, 2020, including: noise limitations and how they apply in General and Zoning by-laws; Standards; 8.33; 8.6.8; 8.4, when the affordable component kicks in.

Discussion of Driveway/Curb Cuts Application Procedures and Enforcement, Foley

Mrs. Foley continued to stress the need for driveway curbs cuts application procedures, water infiltration systems and enforcement, and a flow chart.

Mr. Mastrogiacono said he had spoken with BoS Chairman Boling who said he did not think this matter was germane to bring up before the Board of Selectmen. Mr. Mastrogiacono said he will ask Mr. Boling about who enforces curb cuts.

Mr. Mastrogiacono will follow up with Mr. Federspiel on electronically posting and depository of applications and decisions and how that would work.

Discussion of Grants/Studies, Foley - tabled

Mrs. Foley said she was at the most recent Finance Committee meeting. She said she asked Mr. Federspiel how much money has been spent on Land Use Studies, grant money that has come in for Land Use Studies, and what the return has been, and has there been a cost benefit analysis.

Ms. Brown said she would put together a Land Use Map with keys.

Mrs. Delisio said there needs to be better communications between Boards so that the Planning Board hears of plans early on in the process.

Updates, Reports, Administrative, Affordable Housing, CPC Report, Master Plan Updates, New Business

Town Planner Brown submitted her Planner's Report dated February 10, 2020 relative to Master Plan, Housing Opportunity, Grants Status, Western Woods Preservation Option, Wastewater Treatment Facility Feasibility Study, ADA Self-Assessment and Transition Plan and Housing Production Plan Update.

There being no further business to come before the Board and upon motion made by Mr. Mastrogiamaco and seconded by Mrs. Delisio, it was VOTED to adjourn. Adjourned at 9:10 p.m.

Submitted

Approved by the Board on February 24, 2020

Helene Shaw-Kwasie  
Secretary

Mary Foley  
Clerk

Documents used at the meeting:

Outstanding Questions from Recodification Draft

Town Planner's Report dated February 10, 2020

Letter from abutters of 305 Summer Street referred to but not read into record

Future Planning Board Meetings:

February 24, 2020, March 9, 2020, March 23, 2020. Town Meeting is April 6, 2020. Town Elections are May 19, 2020