



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
March 25, 2019 – Town Hall

Present: Chairman Canny, Members Coons, Delisio, Foley, Mastrogiacono, Sullivan
Absent: Member Fish

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

159 Bridge Street/8 Jersey Lane, ANR, West/Moroney

Engineer Vaclav Talako of Hancock Survey, Inc. appeared before the Board representing Andrew West and James Moroney in their application for ANR at 159 Bridge Street/8 Jersey Lane.

Mr. Talako displayed a plan of the property. He said that there is a flooding problem on Mr. West's property. To alleviate the flooding, a pipe and a drainage inlet are to be installed. Mr. Moroney (159 Bridge Street) is transferring a 20 ft. x 20 ft. parcel, 400 sq. ft., to Mr. West (8 Jersey Lane) so that Mr. West will be able to put in a drainage inlet and replace a line. As Mr. West is the most effected by the drainage he would then have easy access to fix it.

Upon motion made by Mr. Coons and seconded by Mrs. Sullivan, it was VOTED to endorse as ANR #808 the Plan entitled 159 Bridge Street & 8 Jersey Lane, Manchester-by-the-Sea, prepared for Andrew West by Hancock Associates, Scale 1" = 30' dated 11/6/18.

1-23 Saw Mill Circle, Release of Surety, Windover Elm Street Properties, LLC

Atty. Miranda Gooding of Glovsky & Glovsky appeared before the Board accompanied by Kristen Poulter of Windover.

Atty. Gooding said the subdivision at 1-23 Saw Mill Circle, formerly the Definitive Subdivision Plan for Elm Street Village, was approved in 2014. The Applicant provided a Bond in April 2015 to secure the construction of ways and the installation of municipal services serving the Premises,. The applicant since sold the entire property as one parcel. The bond was reduced on September 26, 2016 to \$90,750, which was left to be sure that drainage and utilities were all in place. The bond remained for three years. The three years expires in September, 2019.

The Conservation Commission closes out this month. DPW Director Charles Dan sent an email signing off on the release. The previous DPW Director had also signed off on it.

The Inspections were completed. The punch list was done. There is no ongoing inspection or inspector.

Upon motion made by Mr. Mastrogiacomo and seconded by Mr. Coons, with Mrs. Delisio abstaining, it was VOTED to release the balance of the Bond of \$90,750 to the Applicant, Windover Street Properties, LLC. Members signed the release.

84 Old Essex Road, Informal Discussion, Griffin

Engineer Robert Griffin appeared before the Board to informally discuss plans for 84 Old Essex Road. He said the property is before the ZBA for relief for side and front setbacks. The side is 6 ft. The front is 12 ft. The lot is 13,000 sq. ft. There is a stone foundation wall in the front. The plan is to tear down the existing house and put in a colonial, 2,500 sq. ft. There is currently a 12 to 18 ft. grade change, front to back. There will be 30% disturbance on the lot, more than 10% set back disturbance. The site is in WROPD III. Impervious will be 18.5% by the time it is finished. There will be room for two cars in front of the garage.

Mr. Griffin will file the applications for special permit and WROPD Determination and will wait to file the application for driveway/curb cut until later on in the permitting process.

0 Overledge Road, Gift to the Town

The owners of 0 Overledge Road have offered to give a small piece of property to the Town. The Conservation Commission is interested in acquiring it and has agreed to manage the site. Their plan is to clean it up.

Upon motion made by Mr. Coons and seconded by Mrs. Delisio, it was VOTED to recommend approval of acceptance of 0 Overledge Road by Town Meeting.

Administrative

Responding to Mrs. Foley, Mr. Canny explained the process regarding a WROPD Determination application, and that the approved system is installed during the site work stage

Regarding Driveway/Curb Cut applications, Mr. Canny said the Planning Board is the approving agency. The Building Inspector looks at the location of the driveway. Currently there is no department or commission that checks to see if the driveway is done according to the plan except the Conservation Commission when it is applicable.

Town Planner Brown said the DPW is responsible for connecting the storm drains.

Ms. Brown will ask Town Administrator Federspiel to call a joint meeting of the Conservation Commission, Planning Board and Zoning Board and other Boards and Commissions to discuss permitting enforcement, among other matters.

Town Planner Report

Recodification of the Zoning By-Law. Ms. Brown reported that Mr. Witten and Mr. Bobrowski had submitted quotes for the Recodification of the Zoning By-law. Mr. Witten had submitted a fee of \$5,000 in advance with a billing rate of \$250 per hour following. Mr. Bobrowski had submitted a fee of \$5,000 in advance and then a lump sum of the balance (of \$35,000).

Upon motion made by Mrs. Delisio and seconded by Mrs. Sullivan, it was VOTED to engage Mr. Bobrowski to prepare the Recodification of the Zoning By-law.

40-R. Ms. Brown reported that this is an overlay zone that is primarily for creating housing. A town can choose to create this with town meeting vote and then it needs state approval. If this occurs, the developer would only need site plan review. It would be based on incentives by the state. The money comes from state and the town writes the regulations. It does not supersede the Conservation Commission.

Mr. Canny said that towns that have 40-R districts are more development progressive.

Ms. Brown will take the lead and pursue a subcommittee.

Affordable housing. Ms. Brown reported that only Mass Housing Partners has looked at the DPW site. No developers have been on the site. Mass Housing is providing technical assistance to the Town. Wetland delineation will be done in the near future.

Town Common. Ms. Brown reported that there is nothing that requires permitting by the Planning Board. The Historic District Commission, Tree Warden and Conservation Commission and Board of Selectmen will make the final decision.

Complete Streets. Mrs. Delisio requested that the Department of Planning be on the website.

She said flashing lights such as those on School Street are not in the town character.

Ms. Brown said this is another good topic for a group meeting.

Master Plan Subcommittee

The Subcommittee will be meeting on March 28 and April 4.

There being no further business to come before the Board, and upon motion made by Mr. Coons and seconded by Mrs. Sullivan, it was VOTED to adjourn. Adjourned at 9:30 p.m.

Submitted,

Approved by the Board on May 6, 2019

Helene Shaw-Kwasie
Secretary

Connie Sullivan
Clerk

N.B. These minutes are not verbatim. They are the secretary's interpretation of what took place at the meeting.

Materials that were used at the meeting:

Plan entitled 159 Bridge Street & 8 Jersey Lane, Manchester-by-the-Sea, prepared for Andrew West by Hancock Associates, Scale 1" = 30' dated 11/6/18.

Release of Surety Bond, 1-23 Saw Mill Circle, Windover Elm Street Properties, LLC

Town Planner Report