



OFFICE OF THE  
PLANNING BOARD

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

Meeting of the Planning Board– January 25, 2021  
6:00 p.m. - Virtual

<https://zoom.us/j/99434442231?pwd=MzE0S1JhVHQ0UXM5Q3djeUdHVDDd5Zz09>  
Meeting ID: 994 3444 2231  
Passcode: 725765

Present: Chairman Ron Mastrogiacomio; Members Loren Coons, Christine Delisio, Mary Foley, Gary Gilbert, Chris Olney, Gary Russell

Chairman Mastrogiacomio called the meeting to order.

Acknowledge receipt of correspondence. There was none.

Allow public comments on items not on the agenda with a limited time. There was none.

Accessory Dwelling Units Relevant Comments

Chairman Mastrogiacomio noted that as a result of the Board's vote on September 14, 2021 to revisit existing ADU bylaw language to the draft bylaw language dated May 19, 2020, proposed by the Citizens Housing Zoning Study, the Chair received over 2 pages of comments on the ADU bylaw, and presented comments relative to the language change proposed in the current by-law for discussion by the Board. Those comments included allowing ADUs as of right versus special permit, an amnesty provision, off-street parking requirements, maximum size based on square footage of home, altering the purpose statements, where to allow ADUs, restriction of ADUs to minimum lot size.

Mrs. Foley expressed concern that the Board had not vetted the proposed bylaw. Mr. Russell responded that the vote was to accept the language that would be presented in a public workshop. After discussion, no action was taken. Mr. Mastrogiacomio said the language will go through workshops, a public hearing and Town Meeting.

Discussion on the matter will be continued to a future meeting.

Proposed General Bylaw: Gilbert

Mr. Gilbert submitted a draft bylaw he proposed as a General By-law which would decrease the number of Planning Board members from 7 to 5, all of whom would be appointed and not voted.

Members discussed the manner in which appointed members would be appointed.

Ms. Lorraine Iovanni, Pine Street, spoke in opposition.

After discussion, and upon motion made by Mr. Gilbert and seconded by Mr. Coons, it was VOTED by a roll call vote of five in favor (Coons, Gilbert, Mastrogiacomo, Olney, Russell) and two abstaining (Delisio [not in Planning Board scope], Foley [not in Planning Board scope]) to adopt the language in the proposal submitted by Mr. Gilbert for a five-man appointed Planning Board, to be brought forward at public hearings.

#### LCD Economic Development/Market Analysis Study (Foley)

- Discussion
- Board approve it going forward
- Budget \$ for the study

Mrs. Foley led a discussion of a LCD Economic Development/Market Analysis Study after reaching out to Town Administrator Federspiel and the FinCom for a cost estimate. The study would focus on what commercial development could bring in the most revenue.

Mr. Russell said there is not a data base of existing projects; pre-existing samples do not exist for a study. He recommended starting with an assessment of what types of business the community would support and then doing the feasibility studies. The infrastructure costs, generally born by the developer, relate to the type of proposed development.

Mrs. Delisio said there had been a plan to have members of several boards collaborate to study the whole LCD; there needs to be an idea of where water and sewer can be. She requested that the group be reinstated.

After discussion, and upon motion made by Mrs. Foley and seconded by Mrs. Delisio it was VOTED by a vote of five members (Coons, Delisio, Foley, Olney, Mastrogiacomo) in favor and two members (Gilbert and Russell) in opposition to request that the Finance Committee consider in the Fiscal '22 budget recommending approval of a \$50,000 allocation to fund an LCD Economic Development/Market Analysis Study.

#### Definition of "Town Character" (Russell)

Mr. Russell made a presentation on the Definition of Character, and town character and how it relates to zoning and regulations. He said a lot of what character includes in what we experience driving and walking through town and that in the Master Plan Visioning process, preserving the unique character of MBTS and protecting natural resources the Town kept coming up as very important to protect. . Character is subjective and qualitative. There are ways to protect character including historic preservation planning, demolition delay by law review, design overlay districts based on character, and a separate town character document. Do we want to regulate this or not? The challenge is that if we are going to protect character we need to know what that means, and he does not think that the timing is right for a study.

Mr. Olney said that what makes the town charming would not be allowed in today's zoning

Approval of Regular Meeting Minutes: January 11, 2021

Mrs. Foley said she does not think the Board is following the OAG Guidance for minutes. Residents should be able to look at the minutes and understand what the discussion was. There is not enough detail in the minutes.

Mr. Mastrogiacomo said that in Town Counsel's email of September 28, 2020, Town Counsel said to keep the minutes brief.

Mr. Mastrogiacomo requested that Members make changes to the minutes and submit them to the secretary and the Board can consider them at the next meeting.

Subcommittee and Liaison Updates

CPC Master Plan Subcommittee. Mr. Mastrogiacomo reported that the CPC Master Plan Subcommittee is continuing with editing the CPC Master Plan.

Affordable Housing. Mr. Olney reported that there is a meeting of the AHT on January 27<sup>th</sup> to discuss the affordable housing site draft proposal.

ZBA. Mr. Gilbert reported that there is a proposal before the ZBA to turn the Old Corner Inn into six apartments with a house for the caretaker. Applicant will make revisions and return to the next meeting.

FinCom. Mrs. Foley reported that the FinCom had met on the 21<sup>st</sup>. They discussed a communications center as currently communications are being sent to Middleton. They discussed 40B and 40R.

Town Planner Report (Brown)

Town Planner Brown reported that she had been working on a Rapid Recovery Grant to the State for technical assistance to help downtown business recover from COVID and be more resilient. Regarding the Wastewater treatment, she had a conversation with the DPW on re-routing pipes through Beverly and on to Southern Essex Sewer District. The cost might be prohibitive. DPW will complete the study and get all data and lay out what other options might be.

Regarding 40R, at the January 12 meeting it became apparent that people are focused on housing and taking focus off commercial. There is a land owner who wanted to create assisted living.

The commercial component has gotten lost. There will be a public forum to discuss commercial at the Planning Board February 22 meeting

Planning Board Report to the Town Report

Mr. Mastrogiacomo will send the Report to the Town report to Town Administrator's office.

Schedule of Upcoming PB meetings: Feb 8, Feb 22, Mar 8, March 22

Upon motion made by Mr. Mastrogiacomo and seconded by Mrs. Foley, with six members voting in favor and Mr. Gilbert opposed, it was VOTED to change the meeting time from 6:00 to 6:30.

Recodification Meeting with Mr. Bobrowski: Feb 2

The next Recodification meeting will be February 2 with Atty. Bobrowski.

E-mails (SharePoint)

The secretary will populate SharePoint as soon as emails are received. Board members will have access to read and download. Only the secretary and Town Planner will be able to edit. All different versions of the revised minutes will be in SharePoint.

Agenda Items for Next Meeting Discussion

NEXT AGENDA: Discuss Reinstating the original LCD Study Group, Foley Gilbert, Finance Committee, ZBA

There being no further discussion and upon motion made by Mr. Olney and seconded by Mr. Coons, it was unanimously VOTED by roll call vote to adjourn. Adjourned at 8:45 p.m.

Submitted,

Approved by the Board on February 8, 2021

Helene Shaw-Kwasie  
Secretary

Mary Foley  
Clerk

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

Relevant Documents:

January 25, 2021 Agenda

Draft Minutes of January 11, 2021

Town Planner Report of January 11, 2021

Draft Report to the Town Report

Foley email re meeting minutes

LCD Economic Development Study document

Planning Board enabling law document