



MANCHESTER-BY-THE-SEA

PLANNING BOARD • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-6405 FAX (978) 526-2001

MINUTES OF THE PLANNING BOARD

May 16, 2022 6:30 p.m. Virtual Meeting

<https://us06web.zoom.us/j/83435694793?pwd=cHBDemN2Tm1jSW1LVkdVR2JRNHYyQT09>
MEETING ID: 834 3569 4793 PASSCODE: 736380

MEMBERS PRESENT: Ron Mastrogiacomo, Chair, Sarah Creighton, Mary Foley, Chris Olney, Christina Delisio and Laura Tenny

MEMBERS NOT PRESENT: , Gary Gilbert

STAFF PRESENT: Sharon George, Sue Brown (toward end of meeting only)

The following minutes were approved by vote of the Planning Board on July 11, 2022

Mr. Mastrogiacomo called the Planning Board meeting to order at 6:30 and informed listeners the meeting was being recorded.

• **Acknowledge Receipt of Correspondence**

1. Letter from Beth & Stephen Colbert, 9 Sea St.
2. Notice of Decision: Town of Essex-143 Main St.
3. Notice of Decision: Town of Essex-3R Lufkin St.
4. Mill River Consultants - 102 Bridge St.
5. Notice of Decision: Town of Wenham -16 Larch Row
6. City of Gloucester-Public Hearing Notice -115 Main St.
7. Town of Essex – Planning Board – Public Hearing -Article 14 Amend Chapter VI of the Town’s Zoning Bylaws “Temporary Moratorium Business and Industrial Conversions”
8. Notice of Decision -Special Permit-Topsfield Road
9. 5/3 Iovanni on Request for Professional Guidance (ADU’s)

M Foley noted there was an email to M Mastrogiacomo from S Mellish that should be included. C Olney noted that M Mastrogiacomo forwarded it to him and he responded to S Mellish. M Mastrogiacomo noted he would upload it to SharePoint.

- **Public Comment** – There was no public comment this evening.
- **Parking Study Vote (Brown)** – The Chair noted he would pass over this agenda item until S Brown joins the meeting.

- **LCD Overlay District next steps (Brown)**

C. Olney provided update. Study has been dormant since 40B interrupted the process. He recommended finishing the Plan and presenting to the board, noting the intention is not to put forth a recommendation for approving the Overlay at this time.

The Board discussed moving the study forward as was voted on in minutes of September 27, 2022.

M Foley and C Olney will work to complete the draft Guidelines and Regulations to present to the Board.

Motion:

S Creighton moved to complete study as specified in 9/27/2021, seconded by C Olney. The Board voted unanimously by roll call vote 6-0.

- **Update about Draft Zoning Bylaw Changes (Creighton/Olney)**

S Creighton noted that she shared a memo outlining next steps. Three people have proofread the articles. She is preparing a presentation for tomorrow's meeting and is sharing tonight in brief at the Board of Selectmen's meeting tonight.

- **Discussion on upcoming Public Hearing**

Zoning changes have been available for two weeks at Town Hall – no one has asked to review.

Mr. Bobrowski is reviewing documents and will be attending part of the public hearing. To date, no errors noted by Mr. Bobrowski.

Chat will be turned off. Will present and take comments section by section. Town Counsel and Mr. Bobrowski confirmed the Board is not required to answer questions. The Board will try to answer questions that help residents understand the changes, but may not want or need to answer all.

M Foley expressed concern that there isn't a more visible notice of the Public Hearing on Town's Main Page. The Board discussed advertising efforts to promote the Public Hearing. Town Administrator's Blog, The Tide, Zoning Web Page, Manchester Face Book.

The Board will present the proposed changes, Mr. Bobrowski will be available to answer questions as directed by Sarah.

Articles will generally be voted on separately, except Sections 1-4 are together. ADU's are recommended to be last. The Board assumes only ADU's will require only a majority (50%) vote.

- **Bobrowski Invoice Approval**

S Creighton moved and C Olney seconded to approve invoices 1-3 as submitted, provide S Brown confirms appropriate Reply as noted in said invoices. Following a discussion by the Board on responses to emails by Mr. Bobrowski, the motion passed 4-1-1. With M Foley abstaining and C Delisio voting no.

- **Parking Study Vote**

S Creighton made a motion to approve approach to Parking Study as Outlined in Greg Federspiel memorandum of April 5, 2022 and that S Creighton work with S Brown on a reporting mechanism. C Olney seconded the motion.

S Brown noticed the data collection volunteer zoom training will be held on Thursday.

The Board discussed the scope and intent of the study.

The motion passed 4-2. With M Foley and C Delisio voting no.

- **Approval of: Regular Meeting Minutes: (3/21, 4/4, 4/11) and any other completed minutes**

R Mastrogiacono moved and C Olney seconded to approve the meetings minutes of 4/4 and 4/11 as amended. The motion passed 6-0.

The 3/21 minutes will be approved at the next meeting.

The Board discussed the need to post meeting minutes in a timelier manner.

- **Adjourn**

R Mastrogiacono adjourned the meeting with unanimous vote of the Board at 7:37.PM.

Minutes submitted by Sue Brown.