



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

Date: February 10, 2025

Time: 6:30 PM

Location: Hybrid – Board Members and Public in Town Hall, Room 5

Members Present: Chair, Sarah Creighton. Chris Olney, Sue Philbrick, Mary Foley, Gordon Brewster

Members Present Online: Perter Morton, Laura Tenny

Staff Present: Marc Resnick, Director of Land Management

Members Absent: Laura Tenny

Call to Order

The meeting was called to order.

Correspondence

Ms. Creighton acknowledged the following correspondence:

- Two correspondences from Elizabeth Thomas on 01/15 about CST noise
- Correspondence from Christine Delisio about the posting or failure to post
- Two correspondences from Lorraine Iovanni on 01/22 about MVTA zonings and draft regulations for Chapter 97 pending at the State
- Correspondence from Lorraine Iovanni on 01/23 about the fire
- Two correspondences from Lorraine Iovanni on 01/28 (topic not specified)
- One correspondence pertaining to the Form A from an ANR, which will be discussed later in the meeting.

Approval Not Required (ANR) 206 Summer St

Tom Sachs from Hancock and Associates presented the ANR plan for 206 Summer Street on behalf of property owner Tim Huff. The plan proposed adjusting the property line to accommodate a dwelling along the property line due to the steep hillside.

Mr. Sachs explained that the property has an access easement and common drive. He noted that extensive cut would be required for the house site, but the cut and fill would balance out. A Special Permit for this work would be filed separately.

Ms. Creighton noted that the Board would discuss items for Special Permit at another time and that the meeting's focus was on the lot line adjustment shown in the ANR.

The Board discussed the location of the proposed house and driveway. Marc Resnick confirmed the ANR was acceptable.

MOTION: Ms. Philbrick moved to endorse the plan of land for 206 Summer Street as approval not required. Mr. Brewster seconded. The motion passed unanimously.

The Board then scheduled a site walk for 206 Summer St on Wednesday, February 18th at 4:00 PM to review the property prior to the upcoming cut and fill Special Permit Hearing.

Approval Not Required (ANR) 2 Orchard Ln

John Judd from Gateway Consultants presented the ANR plan for 2 Orchard Lane on behalf of Dr. Walker. The plan proposed subdividing the property into two lots - Lot B (1.8 acres) and the remaining lot (3.8 acres). Both lots would have frontage on Forrester Road.

Mr. Judd explained that an existing driveway easement would be extended to continue serving Dr. Walker's house. He confirmed both lots meet the required area, frontage and setbacks. The Board discussed access and addressing for the lots. Marc noted they had received a request for extension to this meeting due to the 21-day deadline.

MOTION: Mr. Olney moved to approve the application for 2 Orchard Lane, prepared for Eric and Craft and Walker by Gateway Consultants dated 01/02/2025, scale 1 to 30 feet as endorsed as approval not required. Ms. Philbrick seconded. The motion passed unanimously.

Public Hearing Special Permits for 7 Central Street

Ms. Creighton opened the Public Hearing and John Harding presented plans to renovate the existing building at 7 Central Street to accommodate three residential units in addition to the existing restaurant use. He showed historic photos and explained the proposed changes:

- The front portion would remain commercial, proposed as a cafe
- Three residential units would be added - two in the back portion and one on the second floor above the cafe
- An outdoor patio would be added where a previous addition was removed
- Five parking spaces would be provided in the rear

The Board discussed several aspects of the proposal:

- Lighting plans, particularly for safety in the rear parking area
- Flood concerns for the basement level and parking area
- Parking requirements and allocation between residential and commercial uses
- Fire access and building code requirements
- Potential to designate one unit as affordable housing

Public comments were received from:

- Sarah Pierce, who commended the owner's previous renovation work and inquired about the possibility of including an affordable unit
- Sandy Rogers, who asked about ventilation and fire code requirements for mixed residential/commercial use

MOTION: Ms. Philbrick moved to closed the Public Hearing for 7 Central St. Mr. Olney seconded. The motion passed unanimously.

Mr. Olney moved to approve the special permit as requested with the following conditions:

1. Lighting shall comply with historic commission review and zoning requirements
2. The front portion of the building shall remain as commercial space
3. The Board finds the parking requirement is less than the previous use and notes the site can accommodate 5-8 spaces in the rear
4. Signage shall be reviewed by the historic commission

Ms. Philbrick seconded. The motion passed unanimously.

Board Discussion on Possible Zoning Changes for Spring Town Meeting Associate Planning Board Members

The Board discussed proposing a bylaw to allow associate members who could vote on special permits and site plan reviews. Key points included:

- Proposing 1-2 associate members
- Terms of 1-2 years, potentially staggered
- Appointment by Select Board or jointly with Planning Board
- Associate members would attend meetings regularly but only vote when designated

The Board agreed to draft language with options to get public input at the hearing.

Site Plan Review Applicability

Marc presented proposed changes to expand site plan review criteria beyond just parking requirements. The Board discussed the proposed criteria and agreed to move it forward to a public hearing after getting Town counsel review.

Zoning Introduction Removal/Rewrite

Marc recommended removing the lengthy introduction section from the zoning bylaw, as it is more informational than regulatory. The Board discussed potentially creating an informational guide separate from the bylaw. They agreed to seek Town counsel's input on removing this section.

Accessory Dwelling Units

The Board had an extensive discussion on proposed bylaw changes for accessory dwelling units (ADUs), including:

- Distinguishing between "standard" ADUs allowed by right under new state law and larger ADUs requiring special permit
- Regulations on size, parking, short-term rentals, and other aspects
- Whether to allow ADUs in all districts or limit larger ones in certain areas
- Adding purpose and applicability sections

The Board agreed to incorporate the discussed changes and move forward to a public hearing, with the possibility of needing a second hearing if substantial revisions are needed.

General District Commercial Uses

The Board briefly discussed the need to address commercial use requirements in the downtown area, particularly for mixed-use developments. They agreed this was a complex issue requiring more planning and decided not to pursue changes for the spring town meeting.

Floodplain By-Law

Marc presented a draft floodplain bylaw update required to maintain flood insurance eligibility. The Board discussed:

- Designating the floodplain administrator (building inspector vs. town administrator or designee)
- Lowering the threshold for requiring base flood elevation data in subdivisions
- Concerns about adding responsibilities to the part-time building inspector

The Board agreed to incorporate suggested changes and send to town counsel for review before moving to a public hearing.

Liaison Reports

This agenda item was tabled due to time constraints.

Public Comment

No additional public comments were made.

Approval of Meeting Minutes from 11-25-2024, 1-13-2025

MOTION: Mr. Olney moved to approve the minutes of 11/25/2024. Ms. Philbrick seconded. The motion passed unanimously.

The minutes from 1/13/2025 were not available for review.

Adjournment

MOTION: Mr. Olney moved to adjourn the meeting. Ms. Philbrick seconded. The motion passed unanimously, and the meeting was adjourned at 9:50pm.