



Town of Duxbury Massachusetts Planning Board

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Minutes 10/10/18

The Planning Board met on Wednesday, October 10, 2018 at 7:00 PM at the Duxbury Town Hall, 878 Tremont Street, Mural Room, lower level.

Present: Scott Casagrande, Chairman; David Uitti, Vice-Chairman; Cynthia Ladd Fiorini, Clerk; John Bear; and George Wadsworth, Clerk Pro-Tem, and Jennifer Turcotte.

Absent: Brian Glennon.

Staff: Valerie Massard, Planning Director; and Ashley MacMillan, Administrative Assistant.

Mr. Casagrande called the meeting to order at 7:04 PM.

OPEN FORUM / COMMITTEE LIASON REPORTS

Ms. Ladd Fiorini announced a reminder that the deadline to apply for Community Preservation Committee project funds is October 15.

A.) PRESENTATION: Design Review Board

Sarah McCormick, Chair of the Design Review Board (DRB), has been working with her fellow committee members to research, write, and create a book of Residential Building Guidelines. While the document is still in its draft phase, the DRB hopes to publish and release it to the public soon as a resource for all to use.

Ms. McCormick said the purpose of the DRB is to review, discuss, and report to the Zoning Board of Appeals regarding Special Permit cases that are referred to the DRB by the Building Department.

To create the Design Guidelines book, Ms. McCormick reported that she and her colleagues extensively researched several case studies and examples from within Duxbury and similar communities. One major goal of the DRB was to create this booklet with the classic New England character and aesthetic in mind.

Sue Borges, a DRB member, said she recognized a need for a set of established guidelines to aid successful projects. Ms. Borges announced that when finished, the booklet will be available to anyone in town as a resource, not just Special Permit applicants. Ms. Borges gave the Planning

Board a PowerPoint presentation demonstrating the overarching topics and goals of the Design Guidelines booklet.

Ms. McCormick reiterated that the Design Guidelines are not rules, but rather suggestions and advice for those who want to achieve the classic Duxbury character. Ms. Nancy Johnson, an architect and DRB committee member, added that the booklet was created to be a helpful resource to homeowners, builders, developers, and anyone in town who might find it useful. Ms. Johnson said that a major goal of the booklet is to balance all the elements of design, and hopes it will help homeowners maximize space and create the best design for their personal style.

Mr. Uitti said that he thinks the book is great and is a service to the town. Mr. Uitti likes the idea of making the book available to all and suggests using online resources and social media to spread the book around. Mr. Uitti encourages homeowners and builders to use this resource. Mr. Wadsworth agreed, adding that perhaps this document can be available from the town's website. Ms. Turcotte said it's a good idea to have the book available both online and in-person at Town Hall.

Mr. Casagrande said the DRB has done a great job with public outreach and helping people understand and engage in the mission of the DRB. Mr. Casagrande has heard from several people around town that the DRB has positive interactions with applicants. Mr. Casagrande suggested giving the booklet to Special Permit applicants prior to public hearings so they can be better prepared.

Mr. Casagrande mentioned that the cost of printing many copies of the booklet could become expensive. Mr. Uitti suggested printing a few copies to leave at public places such as Town Hall, and making copies available for purchase online. Ms. Massard suggested leaving a copy at the Library. Ms. McCormick answered that the next step for the DRB is figuring out how to pay for the printing and distribution.

The Planning Board thanked the Design Review Board for the time and effort spent on creating the Design Guidelines book, and for coming out to the meeting to give the presentation.

B.) INFORMAL PRESENTATION: Duxbury Bay Maritime School

Chuck Leonard, President of the Duxbury Bay Maritime School (DBMS) came to give an informal presentation of the improvements that will occur at DBMS. Because DBMS is an educational facility, it is exempt from zoning (with the exception of massing, parking a limited review), but Mr. Leonard wanted to keep the Planning Board in the loop. Mr. Leonard said he would like the construction improvements to be cohesive to the rest of the campus.

Mr. Leonard has plans to add a rowing facility to DBMS, a need he has recognized as the sport grows in the community. The rowing facility will provide an indoor rowing environment where athletes can train when the weather prohibits students from practicing on open waters. The

PLANNING BOARD MINUTES

Date: October 10, 2018

Page 3 of 5

location of the parking is already a developed area where trailers had been parked. Trailers have been relocated – no change to surfacing or grading is proposed.

Mr. Leonard also has plans to construct an ecology lab at DBMS. DBMS hosts many field trips and educational outings that support ecology and a new classroom facility would meet the need of these programs. Mr. Leonard reported that the construction designer is using the architect from surrounding buildings to maintain the overall aesthetic of the campus in designing the replacement of the existing metal warehouse structure.

Ms. McCormick asked what the new parking construction will be, and Mr. Leonard answered that there will be an additional 15 new parking spaces. Mr. Leonard stated that the local building owners are currently devising ideas to alleviate parking congestion at Snug Harbor, a long-standing issue, through coordinating event planning, shuttles, and other mechanisms.

Mr. Wadsworth asked if there will be a need for additional bathhouses and locker rooms, and Mr. Leonard expressed that he does not see a need for that at this time, but the potential could grow.

Mr. Uitti said he thinks the facility is tremendous for the town, and thinks the proposal is great. Mr. Uitti asked what the plan is for the existing erg room, and Mr. Leonard answered that it will be used as storage.

Mr. Leonard pointed out that Michael Whitmore created the presentation boards.

Ms. Massard asked that the Board make a determination that given this informal presentation, with the increased parking and appropriate massing, whether the Board will require a more formal Administrative Site Plan Review with public notice. The Board determined that it was satisfied with the presentation and given the improvements a formal review would not be necessary.

C.) ZBA REFERRAL: 1 Fort Hill Lane

Ms. Massard said the proposal for this preexisting undersized lot, to demolish and reconstruct an existing garage, would be reducing coverage but increasing volume, as it will be two (2) stories.

Mr. Bear said he thinks the applicant should consider rehabbing the preexisting, nonconforming building instead of demoing and rebuilding it.

Ms. Turcotte pointed out that the building in the proposal is not functioning as a garage, but an accessory building.

Ms. Ladd Fiorini mentioned that it appears that by squaring off the building to Fort Hill Lane, the setbacks to the road and to the septic would be improved. Mr. Casagrande said there appears to be an overhead wire, and perhaps that is why the orientation of the building is the way it is.

Motion: Mr. Uitti moved to recommend deferral to the ZBA for the Special Permit case for 1 Fort Hill Lane, for the proposed demolition and reconstruction of the existing garage with the following considerations: (1) consider the possibility of improving on/reducing the nonconforming setbacks where feasible; the plans appear to allow for squaring off the new structure which would improve the setbacks, and (2) consider how the addition of the second story to the building will affect the overall aesthetic of the neighborhood. Ms. Turcotte provided a second.

Vote: 6-0, unanimous.

D.) OTHER BUSINESS

Diamond Sinacori Escrow Release

Ms. Massard announced that while looking into some old accounting matters, the Planning staff noticed that the department still has remaining escrow funds for Diamond Sinacori. The Planning department has closed the remaining Purchase Order for this account, and is looking for approval from the Planning Board to release any remaining monies to Diamond Sinacori.

Motion: Mr. Bear moved to approve the release of remaining escrow account funds to Diamond Sinacori, LLC, and Ms. Turcotte provided a second.

Vote: 6-0, unanimous.

Engineering Invoices

Motion: Ms. Ladd Fiorini made a motion to approve Amory Engineers, P.C. invoices 14973B, 14973C, 14973D, and 14973E in the amounts of \$770, \$70, \$315, and \$385, respectively, for payment. Mr. Uitti provided a second.

Vote: 6-0, unanimous.

Motion: Ms. Ladd Fiorini made a motion to approve the Merrill Engineers invoice 6228 in the amount of \$450 for payment. Ms. Turcotte provided a second.

Vote: 6-0, unanimous.

New Business for Next Planning Board Meeting

Ms. Massard reminded everyone that the next Planning Board meeting on October 24 will be a public outreach forum with the Metropolitan Area Planning Council to update everyone on the Phase 2 of the Envision Duxbury Master Plan project. This meeting will take place at the Duxbury Bay Maritime School to accommodate more guests, and will start at 7 PM. Ms.

PLANNING BOARD MINUTES

Date: October 10, 2018

Page 5 of 5

Massard mentioned that the Hall's Corner project contact, Kartik Shah, may be attending the meeting as well and the Planning Department will have a public engagement table set up to discuss the Hall's Corner project with people of the town.

ADJOURNMENT

Motion: Mr. Wadsworth made a motion to adjourn at 8:31 PM, and Ms. Turcotte provided a second.

Vote: 6-0, unanimous.

The next Planning Board meeting will take place on October 24, 2018 at 7:00 PM at the Duxbury Bay Maritime School meeting room, 457 Washington Street, Duxbury, MA.

Materials reviewed at the meeting:

- Design Review Board PowerPoint presentation
- Design Review Board draft guidelines booklet
- Presentation Boards from DBMS (Architectural elevations, etc...)
- ZBA Referral: 1 Fort Hill Lane
- Amory Engineers Invoices
- Merrill Engineers Invoice
- Construction Cost Estimates September 2018

