



Town of Duxbury Massachusetts Planning Board

TOWN CLERK
2018 JAN 22 PM 12:35
DUXBURY, MASS.

Minutes 10/11/2017

The Planning Board met on Wednesday, October 11, 2017 at 7:00 PM at the Duxbury Town Hall, 878 Tremont Street, Mural Room.

Present: Scott Casagrande, Chairman; John Bear, Brian Glennon, and George Wadsworth.

Absent: David Uitti, Vice Chairman; Cynthia Ladd Fiorini, Clerk; and Jennifer Turcotte.

Staff: Valerie Massard, Planning Director; and Diane Grant, Administrative Assistant.

Mr. Casagrande called the meeting to order at 7:02 PM.

OPEN FORUM

No items were brought forward during Open Forum.

CONTINUED PUBLIC MEETING, MODIFICATION OF ADMINISTRATIVE SITE PLAN REVIEW: 438 WASHINGTON STREET & 23 MATTAKEESET COURT / DUXBURY YACHT CLUB

Present for the discussion to represent the applicant was Mr. Rick Holden of Duxbury Yacht Club. Planning Board members reviewed documents distributed at the meeting that were also emailed to them in advance, including:

- A revised plan dated September 12, 2017
- A letter dated September 21, 2017 from Mr. Rick Holden on behalf of the Duxbury Yacht Club
- A letter from Mr. Mark Nelson of Horsley Witten dated September 20, 2017 with a review of revised plans
- Email from Ms. Massard to the Planning Board dated October 5, 2017 with the attachments listed above.

Mr. Casagrande stated that he believes the project is all set with revised plans that have been reviewed to the satisfaction of the consulting engineer, Mr. Mark Nelson of Horsley Witten. Ms. Massard noted that the plan shows a retaining wall over four feet in height, and the decision will require that a registered certified engineer approve the retaining wall as needed to meet building code. She stated that the timeline of completion needs to be agreed upon.

Mr. Holden of the Duxbury Yacht Club stated that he agrees with all the items discussed. Regarding the timeline, they would agree to six months although they would prefer twelve months to complete the project. Mr. Bear stated that there does not appear to be any rush, and Mr. Casagrande agreed that one year for completion is acceptable. Mr. Glennon suggested that the twelve-month timeline for completion should be included in the Planning Board motion for approval.

MOTION: Mr. Bear made a motion, and Mr. Wadsworth provided a second, to approve an Administrative Site Plan Review Modification for Duxbury Yacht Club, 438 Washington Street & 23 Mattakeeset with plans entitled, "Minor Modification Plan, Prepared for Duxbury Yacht Club, 23 Mattakeeset Street, Duxbury, MA 02332," dated June 22, 2017; latest revision September 12, 2017; drawn by Cavanaro Consulting, 687 Main Street, Norwell, MA 02061; to be stamped by a registered professional engineer or land surveyor; one sheet; scale 1" = 30,' with conditions to reflect recommendations in a letter from Mark Nelson of Horsley Witten Group dated September 20, 2017; and a completion date within twelve months of the date of the decision.

878 Tremont Street, Duxbury, MA 02332; Telephone: 781-934-1100 x 5476; www.town.duxbury.ma.us/planning

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VOTE: The motion carried unanimously, 4-0.

**PLANNING BOARD REVIEW OF DECISION FOR DEFINITIVE SUBDIVISION:
EVENTIDE, 0, 397, 401 & 405 WASHINGTON STREET / DIAMOND SINACORI
(PUBLIC HEARING CLOSED SEPTEMBER 27, 2017)**

Planning Board members reviewed a draft decision and also a handout from the Planning Director with proposed additional language regarding the Chapter 91 license. Ms. Massard noted that the Planning Board had requested to review the draft decision. Mr. Glennon asked about bolded notes on the draft decision regarding plans to be revised, and Ms. Massard offered to remove those notes if the Planning Board prefers. Mr. Glennon stated that the final document should reference the page number of the decision regarding the conditioned changes rather than the bolded caps as shown on the draft.

Mr. Wadsworth confirmed with Ms. Massard that because the public hearing was closed on September 27, 2017, no public input is allowed. Ms. Massard stated that because there is a minimum quorum for tonight's meeting, a unanimous vote is needed. Mr. Bear had questions on the language in the Chapter 91 license condition which were resolved; they were grammatical in nature.

MOTION: Mr. Glennon made a motion, and Mr. Wadsworth provided a second, to approve the Definitive Subdivision at 0, 397, 401 & 405 Washington Street / Diamond Sinacori with conditions as presented in a draft Certificate of Notification, authorizing staff to modify the decision by amending paragraph 4B regarding the Chapter 91 license as agreed by the applicant and approved by Town Counsel, and plans to be revised by the applicant as outlined in the draft Certificate of Notification, and naming the road Clapp Road.

VOTE: The motion carried unanimously, 4-0.

**COMPREHENSIVE PLAN UPDATE PRESENTATION BY THE METROPOLITAN
AREA PLANNING COUNCIL (MAPC)**

The purpose of tonight's work session was to familiarize the Planning Board and Envision Duxbury volunteer resident Ambassadors with background and feedback so far from the Envision Duxbury survey in preparation for a community-wide forum to be held on Wednesday, November 15, 2017 at the Duxbury Free Library. Staff from the Metropolitan Area Planning Council included:

- Mr. Josh Fiala, Senior Land Use Planner
- Ms. Emma Schnur, Regional Land Use Planner and South Shore Regional Coordinator
- Ms. Carolina Prieto, Community Engagement Specialist
- Ms. Annis Sengupta, Arts & Culture Planner working on behalf of historical / cultural resources.

Mr. Fiala distributed detailed agendas to the Planning Board and the Envision Duxbury Ambassadors. Ms. Kathy Palmer asked what the ambassador role is between now and November 15, and Ms. Massard replied that the MAPC staff is intending to hold a conference call with them in the next couple of weeks in order to develop questions for the ambassador interviews with key stakeholders in the town.

Ms. Schnur asked each participant at tonight's meeting to introduce themselves and one thing they heard from the community so far. Ambassadors present included Ms. Renée Mierzejewski, Ms. Holly Morris, Ms. Kathy Cross, Mr. Sam Butcher, and Ms. Martha Himes.

Ms. Schnur reported that the Duxbury Clipper and Duxbury Schools have supported the Envision Duxbury effort by printing press releases and sending email blasts.

MAPC staff took turns presenting a Power Point presentation:

Introductions and Project Overview: Ms. Schnur described what a master plan is and what will be in it. She stated that the goal of the Comprehensive Plan update is for all interested parties to find a consensus on the direction of the town. She described the process in two phases. The first phase, now through the end of next summer, will focus on Duxbury Today, Housing, Historic & Cultural Resources, and Open Space. Phase 2 will begin next summer through spring 2019 and will focus on Sustainability, Economic Development, Transportation & Circulation, Public Facilities & Infrastructure, Sustainability, and Land Use & Zoning; and then Implementation.

Community Engagement: Ms. Prieto thanked the Planning Board members and ambassadors for spreading the word on completing the surveys, noting that they need as many responses as possible in order to represent the town. She explained the various methods utilized for community engagement, such as the ambassadors, online engagement, email lists, community forum, print materials, events, surveys, and the Envision Duxbury web site (<http://envisionduxbury.mapc.org/>). She noted that anyone can sign up for email notifications through the web site.

Ms. Prieto reported that to date there have been 908 responses to the online survey with a 73 percent completion rate. She reported preliminary results so far for the top community values:

1. High quality school system
2. Open space and natural resources
3. Fiscally responsible local government.

The preliminary results for the town's greatest assets: beaches, schools, harbor / bay. The greatest challenges: housing options, transportation options, and neighborhood business districts. So far respondents have indicated an interest in the following solutions or opportunities in the town: sidewalks and bike paths, planning for climate change, and continued land acquisition.

Ms. Prieto provided an overview of the demographics of respondents so far. Ms. Morris pointed out a missing age group in the survey and MAPC staff will correct this. Ms. Palmer asked if respondents must be year-round residents, and Ms. Prieto responded that anyone who "lives/works/plays" in Duxbury is invited to complete the survey.

Master Plan Existing Conditions: Mr. Fiala stated that the MAPC is designing exercises for the Community Forum in November that will help shape the community vision and help to establish goals. Mr. Wadsworth asked if the MAPC has reviewed the 2014 housing assessment document, and Mr. Fiala answered that they had. Ms. Massard noted that she has provided MAPC with every plan done by the town in recent years.

Mr. Fiala shared data on town demographics, including shared population trends, changes in demographics, household trends, and household growth trends. He noted that the population has increased from 7,636 in 1970 to 15,059 in 2010 and the increase is expected to continue but at the much slower rate of the most recent years. In general, the population is increasing for older residents and decreasing for young adults. The number of households has increased at a slightly higher rate than Plymouth County and at a higher rate than the state by comparison. Geographically, most of the household growth has been in the southeast section of town. Participants noted that developments such as Island Creek expansion and Duxbury Woods have contributed to this geographic trend.

Mr. Fiala noted that there has been a 9.9 percent increase in the number of housing units since 2000, and 89 percent of housing stock is single-family residential homes that is owned versus rented. He shared other housing stock data such as vacancy rate, sales volume, and median sales price.

Regarding affordability, Mr. Fiala noted that the median household income in Duxbury is \$120,267, sixty percent higher than Plymouth County and 75 percent higher than the state average. The median sales price of homes in 2016 was dramatically higher than surrounding communities. He covered more detailed data on household income distribution, household income by household type, fair market rents, and housing cost burden. He noted that housing options are limited for lower income residents.

Mr. Glennon asked, for example, if the median home price is \$575,000.00 and the median salary is \$120,000.00, if the salary would be insufficient to purchase a home, and Mr. Fiala replied that Mr. Glennon is correct; the home buyer would need a salary of \$166,000.00 in order to afford a twenty percent down payment to purchase a median-priced home. Mr. Fiala stated that this income gap affects younger families wanting to own a home. Mr. Casagrande noted that this has been the case for many years in Duxbury.

Mr. Fiala addressed constraints to development in town:

- Open space and conservation parcels
- Areas without access to municipal water services
- Limited public sewer access
- Special permit requirements for most uses except single family homes, potentially affecting the diversity of housing stock
- Decrease in allocation of CPA funds to housing with the lowering of Duxbury's levy from three percent to one percent.

Open Space: Ms. Schnur presented the data on Open Space and Recreation Resources within the town. She noted that the Duxbury Open Space & Recreation Plan was recently completed and that Duxbury has a diversity of resource types with a variety of opportunities and needs. She noted that the Town of Duxbury has a clearly defined greenbelt system thanks to forward thinking by town officials in the 1960s going to one-acre zoning, and the Town of Duxbury was one of the first in the state to purchase cranberry bogs and retain them as working bogs. She spoke about Duxbury Beach, conservation lands, and recreation facilities. She noted that a good portion of the town is identified as a priority habitat for endangered species such as the Eastern box turtle.

Ms. Schnur presented information on recreational facilities, stating that the Town of Duxbury has a variety of playgrounds, fields and courts that are managed by the School, Public Works, and Recreation Departments. She noted that there may be an opportunity to consider consolidation of the management of these various facilities.

Ms. Schnur summarized major Open Space challenges, including flooding and sea level rise. She noted that there are concerns regarding the high risk of coastal flooding, but inland flooding near wetlands during storms could also be an issue.

Historic and Cultural Resources: Ms. Sengupta noted that data on historic resources and open space resources overlap because they are intertwined in Duxbury's history. She noted that there is a great deal of interest in historic preservation in the town, and there is an effort underway to develop an historic preservation plan. She provided examples of how investment today results in historic assets of the future. She divided the history of Duxbury into four categories: Colonial Era, Shipbuilding Era, Summer Tourism Era, and Commuter Era.

Ms. Sengupta reported that the state historic inventory has over 7,750 listings in Duxbury for houses, markers, gravestones, and other historic resources. The goal is to develop tools for how to approach this rich resource base. She noted that so far the town has adopted a mix of public and private preservation strategies, providing more detail on each one. She provided maps of two geographic "asset clusters" of historic and cultural resources: one at the Bluefish River to Alden Street, and the other from the Tarkiln Community Center to the school, senior housing and historic open space. She presented a list of proposed next steps for preserving these valuable resources and connecting them to one another.

Community Forum Preparation: Mr. Fiala provided an overview of the community forum scheduled for November 15, including the purpose and goals of the meeting and the format. He presented the various methods of outreach for getting the word out to invite members of the community to the forum. After the forum, the MAPC staff will be working to compile both the survey results and the community forum results into a draft of goals and a town-wide community vision.

Mr. Wadsworth asked if the output will include a buildout analysis, and Mr. Fiala replied that it depends on the goal and sometimes a buildout analysis is not helpful. Ms. Massard noted that the town is close to reaching its build-out

limit because much of the easier-to-develop land in the town has already been developed and now only more challenging land is available for development. She stated that the Planning Board will be working on land use / zoning issues in the next year or so.

Mr. Casagrande thanked the MAPC staff for their thorough presentation, and encouraged residents to attend the Envision Duxbury Community Forum on Wednesday, November 15 at 6:30 PM at the Duxbury Free Library, Merry Room.

OTHER BUSINESS

Engineering Invoices:

MOTION: Mr. Glennon made a motion, and Mr. Wadsworth provided a second, to approve the following Amory Engineers invoices dated October 2, 2017:

- Invoice #14778A in the amount of \$690.00 for services related to 295 Saint George Street
- Invoice #14778C in the amount of \$345.00 for services related to Millbrook Station
- Invoice #14778D in the amount of \$793.50 for services related to 1065 Summer Street

VOTE: The motion carried unanimously, 4-0.

Public Comment: Ms. Jeanne Clark of Surplus Street requested to speak the Planning Board regarding how the board might address issues raised by unfinished construction at a property on Evergreen Street. Mr. Casagrande apologized that the Planning Board's agenda is tight, and Ms. Clark said she would write a letter to the *Duxbury Clipper* instead.

OCPC Signatory: Ms. Massard stated that the Planning Board has been asked to provide a recommendation to the Board of Selectmen regarding the appointment of someone to serve as a Signatory Member on the Old Colony Metropolitan Planning Organization (MPO) as is required for communities with a population greater than 14,000. Mr. Casagrande agreed to speak with Mr. Shawn Dahlen, Chairman of the Board of Selectmen.

CFM Response to Federal Policy Change: Board members reviewed an email from the Association of State Floodplain Managers responding to the federal administration's proposal for Congress to provide hurricane disaster relief using \$16 million of National Floodplain Insurance Program (NFIP) debt and a number of NFIP reforms. NFIP supports the debt relief but strongly objects to considering fifteen NFIP reform ideas outside the comprehensive NFIP reauthorization. Ms. Massard cautioned that residents should stay informed on potential changes to the NFIP.

Mr. Casagrande stated that a major issue is that no one anticipated inland flooding because it had not happened to that extent previously. He stated that the goal on the federal level is to get more people paying for flood insurance to create a larger pool of resources. He noted that weather and flooding patterns are different now than in the past. He stated that the inland study should have been done first. Ms. Massard agreed that weather patterns with extreme droughts and storms are expected to continue.

Citizen Planner Training Collaborative Workshops: Ms. Massard announced that a fall schedule has been issued, and staff will forward the information on upcoming workshops.

Atlantic Link Project: Board members reviewed an email from the Executive Office of Energy and Environmental Affairs to government officials about a comment period for a proposal to install a submarine power transmission line between New Brunswick, Canada and Plymouth, Massachusetts in order to deliver energy produced by land-based wind farms and hydropower. Ms. Massard noted that a site visit has been scheduled in Plymouth and comments are due to the Massachusetts Environmental Protection Agency by October 30, 2017.

ADJOURNMENT

The Planning Board meeting adjourned at 9:15 PM. The next Planning Board meeting will take place on Wednesday, October 25, 2017 at 7:00 PM at the Duxbury Town Hall, Mural Room.

MATERIALS REVIEWED

- Planning Board agenda for 10/11/17
- Draft Certificate of Notification for Clapp Road
- Amory Engineers invoice #14778A dated 10/02/17 re: 295 Saint George Street
- Amory Engineers invoice #14778C dated 10/02/17 re: Millbrook Station
- Amory Engineers invoice #14778D dated 10/02/17 re: 1065 Summer Street
- Construction Cost Estimates for September 2017

Distributed at Meeting

- Email from V. Massard to PB dated 10/05/17 re: DYC on Wednesday
- Letter from M. Nelson to V. Massard dated 09/20/17 re: Response to Cavanaro Consulting, Inc. revised modification plan for the Duxbury Yacht Club
- Letter from R. Holden on behalf of the Duxbury Yacht Club to V. Massard dated 09/21/17
- Revised plans dated 09/12/17 for Duxbury Yacht Club ASPR Modification
- Email from A. Kwesell of KP Law to R.W. Galvin et al dated 10/11/17 re: Clapp Road Chapter 91 opinion
- Revised page 7 of draft Certificate of Notification for Clapp Road re: new Paragraph 4B regarding Chapter 91 license
- Email from V. Massard to PB dated 10/05/17 re: Notice of MEPA Consultation Session and Comment Period Extension – EEA 15764, Atlantic Link Project, Plymouth
- Letter from P. Ciaramella of OCPC to S. Dahlen of Duxbury Board of Selectmen re: OCPC MPO Signatory member
- Email from ASFPM Executive Office to V. Massard dated 10/06/17 re: ASFPM Supports Administration's Hurricane Assistance & NFIP Forgiveness

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