



# Town of Duxbury Massachusetts Planning Board

TOWN CLERK

2023 APR 27 AM 8:38

DUXBURY, MASS.

## Minutes 3/13/2023

The Planning Board met on March 13, 2023 at 6:00PM in the Large Classroom, second floor, Duxbury Senior Center; 10 Mayflower Street Duxbury, MA 02332.

Present: Scott Casagrande, Chair; Brian Glennon, Vice Chair; Keith MacDonald, Clerk; and Kristin Rappe.

Absent: David Uitti and Jennifer Turcotte.

Staff: Christopher Ryan, Planning Director; and Emily Hadley, Principal Assistant.

Mr. Casagrande called the meeting to order at 6:05PM.

### Open Forum

Ms. Rappe told the Board she was asked by a member of the public why the Planning Board does not televise their meetings. The Board discussed that they are currently not able to be televised live since their meetings overlap with the Selectboard, but could potentially upload their recorded meetings to the PACTV if they hold hybrid meetings. Staff will reach out to PACTV to discuss televising future meetings.

Mr. Glennon stated it may be his last meeting with the Planning Board, since he is running for the Selectboard. He reflected on his 12 years on the Planning Board, citing the completion of the Envision Duxbury Comprehensive Plan as one of its major achievements. If elected to the Selectboard, he said he will be an advocate for implementation of the Comprehensive Plan. Mr. Casagrande thanked Mr. Glennon for his work on the Board over the years.

At Annual Town Election, Ms. Rappe is on the ballot for re-election to the Board and there is a blank space for a write-in candidate. Mr. Glennon told the Board that Wayne Dennison is open to joining the Planning Board if he wins the write-in vote.

Allison Shane, South Station Street, introduced herself to the Board and told them she is interested in becoming a Planning Board member.

**Administrative Items**

***Cooper Hill Subdivision***

Mark Casey, representing the applicants, was in attendance to discuss the project.

Motion: Mr. Glennon moved to approve the as-built plan revised through February 28, 2023 for the Cooper Hill Subdivision. Seconded by Mr. MacDonald.

Vote: 4-0, unanimous.

Motion: Mr. Glennon moved to refund the outstanding escrow balance for the Cooper Hill subdivision to the applicant. Seconded by Ms. Rappe.

Vote: 4-0, unanimous.

Motion: Mr. Glennon moved to release the performance bond held for the Cooper Hill subdivision. Seconded by Mr. MacDonald.

Vote: 4-0, unanimous.

***Invoices***

Motion: Mr. Glennon moved to approve PGB Engineering LLC Invoice #118A for the Cooper Hill subdivision in the amount of \$156.00. Seconded by Mr. MacDonald.

Vote: 4-0, unanimous.

Motion: Mr. Glennon moved to approve PGB Engineering LLC Invoice #118C for the Parkside subdivision in the amount of \$2,06.00. Seconded by Ms. Rappe.

Vote: 4-0, unanimous.

***Minutes***

Motion: Mr. Glennon moved to approve the minutes of February 27, 2023 as written. Seconded by Ms. Rappe.

Ms. Rappe made edits to the minutes.

Motion: Mr. Glennon revised his motion to approve the minutes of February 27, 2023 as revised. Seconded by Ms. Rappe.

Vote: 4-0, unanimous.

### **6:00PM Public Hearing: Parkside Subdivision**

Mr. Glennon explained that the Board will be continuing the public hearing to the next meeting without discussing the project. The reason for delaying the public hearing is to avoid potential quorum issues due to changing membership at the upcoming election.

Motion: Mr. Glennon moved to open the public hearing for the Parkside Subdivision. Seconded by Ms. Rappe.

Vote: 4-0, unanimous.

Motion: Mr. Glennon moved to waive reading of the public hearing notice. Seconded by Mr. MacDonald.

Vote: 4-0, unanimous.

Motion: Mr. Glennon moved to continue the public hearing to March 27, 2023 at 6:00PM. Seconded by Ms. Rappe.

Vote: 4-0, unanimous.

### **Zoning Recodification**

Mr. Ryan told the Board that he needs to get obtain quotes from 3 agencies before they can go to contract with General Code Corporation for Zoning Recodification. He said he received an accelerated performance schedule from General Code Corporation, and he has received good reviews from other Towns who have used their services. The Town will know within a few days whether they have any other viable quotes from other companies.

Mr. Ryan said many of the communities he has worked for has used this system, and it works well. The Planning Board agreed that this process will be a faster, more cost-effective way to complete the zoning recodification, and will get the bylaw to a place where policy changes can be made in the future.

### **Comprehensive Plan Implementation**

Mr. Ryan told the Board he will request a spot for the Board on the Selectboard's April 10, 2023 agenda to discuss Comprehensive Plan Implementation.

### **Other Business**

Mr. Ryan told the Board he sent a list of all projects he is working on to discuss with the Chair and Vice Chair where to focus his efforts.



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Mr. Glennon thanked Mr. Ryan for being prepared at Annual Town Meeting, and thanked Mr. Casagrande for speaking to Planning Board items.

### **Adjournment**

Motion: Mr. Glennon moved to adjourn at 7:00PM. Seconded by Mr. MacDonald.

Vote: 4-0, unanimous.

Materials reviewed at the meeting:

- March 13, 2023 Agenda
- Director of Planning – Duxbury, MA Board Report, dated March 13, 2023
- Plan entitled “As-Built Plan for Cooper Hill Rd. in Duxbury, Mass”; prepared by South Shore Survey Consultants, Inc.; prepared for North Duxbury, LLC; dated December 28, 2022 and revised through February 28, 2023; stamped by Lloyd J. Lowell, P.L.S.; scale 1” = 40’; one sheet.
- Planning Department Memo RE: Cooper Hill Subdivision As-Built & Fund Release Info
- PGB Engineering LLC Letter RE: Cooper Hill – Roadway As-Built Plan, dated February 28, 2023
- PGB Engineering LLC Invoices #118A & #118C
- February 27, 2023 Minutes
- Public Hearing Notice: Parkside Subdivision
- Email from Brad McKenzie RE: Parkside Subdivision Public Hearing through March 6, 2023
- Public Hearing Potential Postponement Notice: Parkside Subdivision
- Parkside Subdivision Application Materials – January 12, 2023 Submittal: Application, Checklist, Drainage Report, Environmental Impact Report, Letters to Town Clerk & Board of Health
- Plan entitled “Definitive Subdivision Plan to be known as Parkside Keene Street (Assessor’s Map 25 Lots 003-000, 004-000, 004-008 & 006-000) Duxbury, Massachusetts”; prepared by McKenzie Engineering Group, 150 Longwater Drive Suite 101 Norwell, MA 02061; applicant Perry Phillips Woods, LLC, 20 Winthrop Square Boston, MA 02110; dated January 9, 2023; stamped by Bradley C. McKenzie, Professional Engineer; scale 1” = 100’; 19 sheets.