



Town of Duxbury Massachusetts

Planning Board

TOWN CLERK
2020 OCT -6 AM 9:01
DUXBURY, MASS.

Minutes 8/24/20

The Planning Board met on August 24, 2020 at 5PM. This meeting was conducted remotely via zoom video call due to COVID-19.

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020, Order imposing strict limitation on the number of people that may gather in one place, the Town of Duxbury's Board and/or Committee meetings will be conducted via remote participation to the greatest extent possible with members. For this meeting, members of the public who wish to watch the meeting may do so by viewing the Duxbury Government Access Channels – Verizon 39 or Comcast 15 – which will be available via video on-demand through PACTV's website <https://www.pactv.org/pactv/towns/duxbury/duxbury>

NO IN-PERSON ATTENDANCE OF MEMBERS OF THE PUBLIC WAS PERMITTED.

Every effort was made to ensure that the public could adequately access the proceedings to the best of our technical abilities; and despite our best efforts due to lack of technical infrastructure, this meeting will be available on PACTV to view a video recording and a transcript or other comprehensive record of proceedings as soon as possible after the meeting.

Public phone-in access was available during this meeting at 781-934-1100 x5475 Public email access was available during this meeting at duxburyplanningboard@gmail.com.

Present: Scott Casagrande, Chairman; Brian Glennon, Vice-Chairman; David Uitti, Clerk; Cynthia Ladd Fiorini; George Wadsworth; and Keith MacDonald.

Absent: Jennifer Turcotte.

Staff: Valerie Massard, Planning Director.

Mr. Casagrande called the meeting to order at 5:03PM.

Open Forum

Mr. Glennon said that he has an administrative matter regarding the meeting materials. He said that Ms. Massard has been sending out the materials via PDF portfolio and some members were having trouble accessing the files. Ms. Massard also sent out a link to a Dropbox folder that

PLANNING BOARD MINUTES

Date: August 24, 2020

Page 2 of 8

allowed members to download the files. Mr. Glennon asked the Board if everyone can access the Dropbox files. Ms. Ladd Fiorini said she can access the files in Dropbox but she cannot print things out easily. She said that she cannot open the files in the PDF portfolio format. Mr. Glennon inquired whether it may be better to send out the link to the Dropbox folder with the agenda materials in the future.

Mr. Glennon asked the rest of the Board for their input. Mr. Casagrande asked Ms. Massard if there is a way to organize the files in Dropbox. Ms. Massard said she drags and drops the items into her personal Dropbox account, so it would be extra work to try to organize them in a particular way. She said that Ms. Hadley does not have the required Adobe PDF software and there is a spending freeze because of COVID-19, so Ms. Massard has been organizing and sending out all the agenda materials. Mr. Casagrande asked if Ms. Hadley could login to the Dropbox and organize the files after they have been uploaded, so all the like items are grouped together, for example all the minutes are together. Ms. Massard said she would like to stop using her personal Dropbox. She said Ms. Hadley was assigned a laptop to remotely login to the Town's network about eight weeks ago, but before that they were using her personal Dropbox and they were having a hard time syncing all the documents. Ms. Massard said that she could set up a Town Hall Dropbox account because she is not comfortable continuing to use her personal account. Mr. Casagrande said that Ms. Massard should continue to move forward sending the materials out via Dropbox and he asked the Board members to do some research into how to open the files on their computer. Ms. Massard said if members download the PDF portfolio, all of the documents are in order and it is the easiest, cleanest way to open the files on their computer. Mr. Casagrande said that his work computer does not allow him to download the documents. Ms. Massard said he has to download the free app to view the documents. Mr. Glennon encouraged all Board members to try to open the PDF portfolio on their computers when the next meeting materials are sent out. Board members will revisit this matter at the next meeting to decide how best to proceed in the future.

Ms. Ladd Fiorini said she read an interesting article yesterday in the idea section of the Globe called "Of White Support for Black Lives." She said the article had a lot to do with zoning and affordable housing. She said she thinks it is worthwhile for the Board to think about the origins of the zoning laws, and she does not think their intention is to exclude people of color or low income people, but that is the result of the zoning that has been occurring in Duxbury and other Towns for years.

ZBA Referral, Special Permit: 14 Chestnut Street (ZBA Case #2020-10)

The applicant proposes to change use of the building to a cabinet-making shop. Mr. Casagrande said this is the building that was previously a fitness center that was having issues with the neighbors. He said it is an allowable use for the Neighborhood Business District 2 (NB2).

Mr. Joe Hicks, from Wood Decor, Inc., said that he and his business partner, Mr. Jeff Wodzinski, are the applicants, and they are interested in purchasing the property and operating their cabinet-making shop. Mr. Casagrande asked if they are purchasing the entire property or just moving in

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

as a tenant. Mr. Hicks said they are purchasing the entire property. Mr. Hicks said that it is going to be a custom cabinet-making shop with a showroom, and they plan to meet clients there as well. Mr. Casagrande said the parking is adequate. Mr. Hicks said there are only six employees.

Mr. Glennon said it appears that Wood Decor, Inc. is the intended applicant, but the application was submitted by an entity known as J&W, LLC. He asked about the relationship between J&W, LLC and Wood Decor, Inc. and asked who the intended applicant is. Mr. Hicks said Mr. Jeff Wodzinski and himself put the application under their names (J&W, LLC). Mr. Glennon asked if that is a legal entity in Massachusetts. Mr. Wodzinski said he is working with his attorney to set up the LLC to put on the application, but the LLC will probably change to the address. Mr. Wodzinski said the ownership will likely be "14 Chestnut" and Wood Decor, Inc. will be paying rent to the LLC.

Mr. Glennon said the current owner appears to be South Shore Capital, LLC, but it is not on the application. He asked if South Shore Capital, LLC is aware of the application. Mr. Wodzinski stated that the current property owner is aware of the application, and the intended closing date is around September 11th. Mr. Glennon said they should revise the application as necessary to make sure the application has the correct entities as the applicants and owners.

Mr. Glennon said that Mr. Casagrande alluded earlier to issues related to the property with the prior occupant. He asked about the proposed hours of operation and any anticipated noise/vibrations. Mr. Wodzinski said they plan to stick to Monday through Friday hours from around 6:30/7:00AM to 4:00PM. He said they occasionally work late and they may have walk-in clientele that want to meet on the weekends. He said that running the machines generally will not occur on the weekends. Mr. Wodzinski said they try to stick to 5-day week in general and they've been pretty successful in doing that over the past 16 years they've been in business. Mr. Glennon asked if they run the business with the doors closed, so the noise will be contained. Mr. Wodzinski said they usually keep the doors shut, but they do have to receive deliveries and load trucks so they may open the back doors at times that do not face any of the neighbors. He said the machines are not very loud.

Mr. Casagrande asked if they will be doing staining and painting on the property as well. Mr. Hicks said they have a finisher that they bring everything to. Mr. Casagrande said the neighbors had an issue with noises with the prior tenant from the noises of dropping large weights. He told the applicants to be aware that there are neighbors close by. The applicants acknowledged these concerns.

Motion: Mr. Glennon made a motion to recommend approval of the special permit application of 14 Chestnut Street to the Zoning Board of Appeals. Ms. Ladd Fiorini provided a second.

Vote: Mr. MacDonald - Aye; Mr. Glennon - Aye; Mr. Uitti - Aye; Ms. Ladd Fiorini - Aye; and Mr. Casagrande - Aye. *Mr. Wadsworth was experiencing technical difficulties and was unable to vote.

Extension Request: 104 Tremont Street (Dr. Wiemeyer)

Mr. Casagrande said that due to COVID-19, construction of six parking spaces that were previously approved by the Board through Administrative Site Plan Review was delayed and the applicant is looking for an extension to further delay construction. Mr. Casagrande asked Ms. Massard how long of an extension the Board should grant. Ms. Massard suggested two years.

Motion: Ms. Ladd Fiorini made a motion to extend Dr. Wiemeyer's Administrative Site Plan Approval for an addition of six parking spaces for an additional two years from September 18, 2020. Mr. Uitti provided a second.

Vote: Mr. MacDonald - Aye; Mr. Glennon - Aye; Mr. Uitti - Aye; Ms. Ladd Fiorini - Aye; and Mr. Casagrande - Aye. *Mr. Wadsworth was experiencing technical difficulties and was unable to vote.

Complete Streets: Introduction and Overview

Ms. Massard introduced Mr. Ray Hebert and Ms. Keri Pyke, consultants from the firm of Howard Stein Hudson. She said they are here to give a general overview of the Complete Streets project and answer any questions the Board has. Ms. Massard said they recently entered into contracts with the State and Howard Stein Hudson to help with the Complete Streets program. The Planning Department has a page on the Town's website for anyone who is interested in reading about the program. She said the Town has a grant from the State that is paying for the services, which allows for community-wide transportation planning within the restraints of the roadways. She said that in the Comprehensive Plan the Conservation and Cemetery Departments said they do not intend to be part of any transportation network in the community. She said they are looking at roads and opportunities to network in Duxbury.

Ms. Pyke, Principal of Transportation Planning, said Howard Stein Hudson has done plans for Towns all over the State, such as Cohasset, Hanover, and Agawam. Mr. Hebert said they have been all over the South Shore and just finished East Bridgewater. He said he hopes to bring money into Duxbury for transportation funding projects. Ms. Pyke said the program is completely funded by the State. She said Howard Stein Hudson will help Duxbury put together a plan of projects that are transportation-related. Once the plan is in place it gets submitted to the State and then Duxbury can apply for construction funding.

Ms. Pyke said there is a misconception that the Complete Streets program means Towns have to put bike lanes and sidewalks on every street. She said it is not a one-size-fits-all program and they work with the Town. She said they will link a "wiki-map" on the Town website that allows people to go online and place a pin to show spots that people are concerned about (for example: an area with too high of a speed limit). This map allows for public input from people who do not want to take part in public zoom meetings, and it also has a feature where if you can agree with other people's comments, so they can see areas that multiple people see as an issue. Ms. Massard said the wikimap is an interactive map, which the public can access on their computers or phones

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

PLANNING BOARD MINUTES

Date: August 24, 2020

Page 5 of 8

and it is an evolving map. Ms. Pyke said Ms. Massard has sent them links to Town documents, such as the Comprehensive Plan, so they will be reviewing and pulling information out of those documents and pulling information out of MassGIS. She said Duxbury will have a report at the end that describes projects. Duxbury will also receive a rough idea about costs for projects and GIS files that are created that can be uploaded to the Town's GIS database.

Mr. Glennon asked Ms. Pike and Mr. Hebert if: (a) they have identified any high-level matters of concern; and (b) there are any difficulties or challenges particular to the Town. Ms. Pyke said they are just getting starting pulling out information, and nothing has stood out to them yet. Ms. Massard said Exit 10 is a priority and they want to look hard at road widths because a lot of roads are hundreds of years old and were not designed to accommodate larger vehicles and trucks. She said they want to try to narrow down where they have flexibility and where they might need to acquire easements. Ms. Massard said that various committees have already spoken in support of the Complete Streets program, such as the Senior Center, Highway Safety Committee, Sidewalk and Bike Path Committee, Open Space Committee, and the Board of Selectmen.

Ms. Ladd Fiorini asked if State roads can be included in the Complete Streets program. Ms. Pyke said that currently the State does not allow Towns to apply for construction funding for State roads, but they have recommended that all their clients include those projects in their plans because it helps the State know it is a priority and it then may make it possible to bring it to community planning agencies or get funding elsewhere. Ms. Ladd Fiorini said that Exit 10 is a State road that is coming off of a State highway and there are also some issues on Route 14 by Ashdod.

Mr. Casagrande said he thinks the biggest issue is completing sidewalks and creating sidewalks in high-traffic areas where it is dangerous for people to walk around. He asked if it would be possible to fill in areas where there are not sidewalks or do they need to bring existing sidewalks up to ADA code and reconstruct them all. Ms. Pyke said that they could fill in the gaps and break the project into pieces, which is something that East Bridgewater did.

Mr. Casagrande said he thinks the Town has an opportunity where people are more willing to fill in the spaces where there are sidewalks needed. He said there are gaps because they need to go on people's private property because the road takes up the entire right of way. He said people are fine with sidewalks going in where there are already beaten paths, and most people have a rock wall that is setback from the street. Mr. Hebert said that Pembroke had a similar situation and they now have sidewalks that are being utilized from Hanson all the way down to Pembroke center. Mr. Casagrande said there was a not-for-profit organization that was trying to raise money to build sidewalks that people were donating to; so people want to get involved and outreach has already begun. Ms. Pyke said MassDOT wants this to be a useful program for towns, so they will put sidewalks where they are needed in Town.

Mr. Casagrande said there are a lot of walking trails through the Conservation Department and residents would like the paths to be more walkable and have more parking, but they do not want

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

to have to cut down trees to create a new parking lot. Ms. Pyke said they can think about where connections currently exist and make it easier for people to get to them.

Ms. Pyke said she is looking forward to working with the Board on these projects in the future. She said they are trying to wrap up the process by the end of the calendar year. Ms. Massard mentioned that the Department of Public Works is just as involved in this process as the Planning Board.

Planning Projects

Ms. Massard said that it has been about six months since she has given the Board a written report about Planning Department projects. She said she has been working on four grant applications. She said she has applied for the Green Communities grant with Brian Cherry, Director of Facilities, and Barbara Bartlett, Energy/Special Projects Manager. There is a grant application for long-range planning for sea level rise and water quality for the Duxbury, Kingston, and Plymouth Harbor through the Municipal Vulnerability Preparedness (MVP) program. She said she applied for a second round of the Coastal Resiliency (CZM) grant in order to look at beach nourishment and do permitting at the public sea wall. She said there is an outreach meeting on Thursday at 7PM on PACTV.

Ms. Massard said the Complete Streets program is an outcome of the Board's work on the Comprehensive Plan, in which one of the biggest needs that was identified was transportation and walkability. Another top priority that was identified by the Planning Board is climate resiliency. She said the Town has been heavily-engaged in planning along the waterfront to figure out what to do about sea level rise. Duxbury is working closely with Marshfield on what to do about the ocean-facing coast area, Duxbury Beach Reservation are using the same consultant to do the same project up and down the coastline.

Ms. Massard said last fall, the Town talked to the public about alternative types of housing that might be feasible for Duxbury, and they are working with Cohasset, Norwell, Hingham, and Scituate on a shared project with MAPC to look at suitable options for smaller homes that would fit into each town. She said they will be doing some public outreach with the final product via zoom in the fall. She said MAPC will give the Town a toolkit that they can talk about when the Board is looking at Neighborhood Business districts during Zoning Recodification.

Mr. Casagrande said Duxbury is seeing a large influx of city-dwellers who are bidding up houses and the Board should think about whether the business districts could expand in the future to accommodate this influx. Ms. Massard said houses are being sold overnight all along the South shore as people are fleeing cities because of COVID-19, remote work flexibility, or other reasons. Mr. Casagrande said houses are going into multiple bid wars. As a recent example, a house sold for about \$600,000 over asking price in one day. He added that these new residents may expect new types of amenities and businesses in town. Mr. Glennon said it is great that there is an interest in Duxbury, but cautioned that the Board should make sure it is not too reactionary in its decision-making, and that the Board should continue to be guided by the Comprehensive Plan.

PLANNING BOARD MINUTES

Date: August 24, 2020

Page 7 of 8

Mr. Casagrande said the Town needs to change the zoning for small houses. Ms. Massard said residents want accessory dwelling units. She said that as an outcome of public forum, residents said that some underutilized areas are places where smaller units could go. Ms. Massard said Senate has approved a housing bill that is expected to take up in September where there would be initiatives available for Towns to opt in to be more flexible with their zoning. She said she will send the Board an email with the information. Mr. Casagrande asked if there will be flexibility beyond Chapter 40B housing. Ms. Massard said it is separate from Chapter 40B. She said the Town currently does not qualify for housing grants because Duxbury's zoning is not flexible enough.

Invoices

Motion: Mr. Uitti made a motion to approve Amory Engineers, PC invoice #15433B for Evergreen Terrace in the amount of \$518.00. Mr. Glennon provided a second.

Vote: Mr. MacDonald - Aye; Mr. Glennon - Aye; Mr. Uitti - Aye; Ms. Ladd Fiorini - Aye; Mr. Wadsworth - Aye; and Mr. Casagrande - Aye.

Motion: Mr. Uitti made a motion to approve Amory Engineers, PC invoice #15433A for Modoc Street in the amount of \$296.00. Mr. Glennon provided a second.

Vote: Mr. MacDonald - Aye; Mr. Glennon - Aye; Mr. Uitti - Aye; Ms. Ladd Fiorini - Aye; Mr. Wadsworth - Aye; and Mr. Casagrande - Aye.

Mr. Glennon asked Ms. Massard about why the KP Law, PC invoice is from the last fiscal year. Ms. Massard said that things got lost in the shuffle on both ends due to COVID-19.

Motion: Mr. Uitti made a motion to approve KP Law, PC invoice #125054 for Zoning Recodification in the amount of \$1,906.50 and Merrill Corporation invoice #9252 for 308 Summer Street (LaCoss Road) in the amount of \$560.00. Mr. Wadsworth provided a second.

Vote: Mr. MacDonald - Aye; Mr. Glennon - Aye; Mr. Uitti - Aye; Ms. Ladd Fiorini - Aye; Mr. Wadsworth - Aye; and Mr. Casagrande - Aye.

Minutes

Motion: Mr. Glennon made a motion to approve minutes from July 27, 2020 as written. Mr. MacDonald provided a second.

Ms. Ladd Fiorini suggested a minor change, which was then incorporated into the motion, as seconded.

Vote: Mr. MacDonald - Aye; Mr. Glennon - Aye; Mr. Uitti - Aye; Ms. Ladd Fiorini - Aye; Mr. Wadsworth - Aye; and Mr. Casagrande - Aye.

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

PLANNING BOARD MINUTES

Date: August 24, 2020

Page 8 of 8

ADJOURNMENT

Motion: Mr. Uitti made a motion to adjourn at 6:19PM. Ms. Ladd Fiorini provided a second.

Vote: Mr. MacDonald - Aye; Mr. Glennon - Aye; Mr. Uitti - Aye; Ms. Ladd Fiorini - Aye; Mr. Wadsworth - Aye; and Mr. Casagrande - Aye.

The next Planning Board meeting will take place on Monday, September 14, 2020 at 5:00 PM via Zoom.

Materials reviewed at the meeting:

- Agenda August 24, 2020
- ZBA Case #2020-10 (14 Chestnut Street)
- Email Correspondence RE: Extension Request - 104 Tremont Street (Dr. Wiemeyer)
- Memo August 20, 2020: Planning Board Priorities - Brief Update
- Complete Streets Landing Page
- Planning Board Priorities Flow Chart - April 2016
- KP Law Invoice #125054
- Merrill Invoice #9252
- Amory Invoice #15433A & #15433B
- Draft Minutes July 27, 2020