



Town of Duxbury Massachusetts

Planning Board

TOWN CLERK
2023 APR -6 AM 8:11
DUXBURY, MASS.

Minutes 2/27/2023

The Planning Board met on February 27, 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 Jennifer Turcotte.

Absent: David Uitti; and Kristin Rappe.

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

Mr. Casagrande called the meeting to order at 6:10PM.

Open Forum

Mr. Casagrande informed the Board that Mr. Wadsworth submitted a resignation letter for his seat on the Board. The Board discussed potentially contacting people from the talent bank that indicated they were interested in the Planning Board.

Mr. Glennon thanked the Board members and staff for their donation to the Duxbury Playground Fund in memory of his late mother.

Administrative Items

ZBA Case #2023-03: 326 Marshall Street

Mr. Casagrande said this is a case where it is a pre-existing, non-conforming lot, with over 15% coverage, so they are allowed an additional 3% coverage. Mr. Glennon stated that the applicants are removing a substantial non-conformity by removing the garage. Ms. Turcotte said the proposed project is less non-conforming than what is currently there, as they are removing the garage and improving setbacks.

Motion: Ms. Turcotte made a motion to recommend approval of the special permit application for 326 Marshall Street. Mr. MacDonald provided a second.

Vote: 4-0, unanimous.

PLANNING BOARD MINUTES

Date: February 27, 2023

Page 2 of 5

Minutes

Motion: Ms. Turcotte made a motion to approve minutes of February 13, 2023 as written. Mr. Casagrande made several edits. Ms. Turcotte amended the motion to include Mr. Casagrande's edits. Mr. MacDonald provided a second.

Vote: 4-0, unanimous.

Recommendation to Annual Town Meeting 2023: Proposed Local Historic Districts

Mr. Ryan told the Board that the map for the proposed Alden Local Historic District was revised to show only the Duxbury Free Library and the Wright Building, and offsets, in the district, creating "lines of convenience" for the district boundaries. He said the Massachusetts Historical Commission and Town Counsel approved of this method. He said it was discussed at the Finance Committee meeting that the map should be revised to exclude any of the modern school buildings in the district that are located on the same parcel as the Duxbury Free Library.

Mr. Casagrande said the Local Historic District Commission is hoping to build a consensus of districts over time. He said there have been attempts to make whole streets or large areas into Local Historic Districts, but there was pushback from residents.

Mr. Ryan discussed the possibility of establishing a bylaw in the future that allows the Town the Right of First Refusal for buildings in a certain historical area, such as the Shipbuilder's District of Washington Street, if the intention is to demolish.

Motion: Ms. Turcotte made a motion to recommend approval of Article 21: Proposed New Local Historic Districts to Annual Town Meeting. Mr. Glennon provided a second.

Vote: 4-0, unanimous.

Zoning Recodification

Mr. Ryan told the Board there are funds set aside for zoning recodification, and General Code Corporation can do the recodification and legal checking for the Zoning Bylaw and the Subdivision Rules and Regulations for under that amount. Mr. Ryan said he will follow up with some of their Massachusetts clients to ask about their experience with the company.

Ms. Turcotte stated that the zoning recodification is a large task that requires a lot of focus and a full legal review, and this seems like a good solution.

Mr. Ryan said the Zoning Bylaw needs to have provisions to establish processes for all the different special permits in Town and review criteria for Administrative Site Plan Reviews. He said this project is beyond the scope of what he is currently able to spend his time on.

PLANNING BOARD MINUTES

Date: February 27, 2023

Page 3 of 5

Mr. Ryan said the Town is waiting on confirmation from MAPC that they have received the DLTA grant to update the inclusionary bylaw, which would hopefully be completed before the zoning recodification.

Comprehensive Plan Implementation

Mr. Ryan reminded the Board that they need to set a joint-meeting with the Selectboard to discuss the implementation of the Envision Duxbury Comprehensive Plan.

Planning Director's Report

Complete Streets

Mr. Ryan said the Town has received seven responses to the Request for Qualifications (RFQ) for the Washington Street Survey and Design for Complete Streets. He said staff will be following up on three of the companies and calling references, and they will be awarding the contract soon.

MBTA Communities

Mr. Ryan told the Board that he, Mr. Glennon, and Ms. Hadley attended a kick-off meeting for the MBTA Communities project with J.M. Goldsten, consultant, earlier that day. They discussed the Town's goals, expectations, and obstacles in terms of the project. Mr. Glennon stated that one of his concerns is having this multi-family zoning requirement adversely affecting the denominator of the Chapter 40B housing requirement for the Town.

Mr. Ryan said the Town should hopefully have an updated inclusionary bylaw in place by the time the MBTA Communities goes into effect.

Mr. Ryan said they will have an in-person meeting with J.M. Goldsten, that they will try to schedule during a Planning Board meeting.

Mr. Ryan explained that the Town was partnered with J.M. Goldsten, as a free consultant, through an application to the Massachusetts Housing Partnership for technical assistance. The consultant will calculate whether the Town can get to the required number of units and density with the potential zones that the Town provides them with. He said staff provided J.M. Goldsten with 11 potential areas for the zone, and they are hoping to narrow that down to about 4 or 5 areas.

Mr. Ryan told the Board that he submitted the Town's expression of interest in the One Stop for Growth Grant. He said there is a limit of \$100,000, and matching money might enhance their chances. He said this grant is very competitive, so Towns have to compete against their own projects as well as other Towns, so they should prioritize one project to move forward with.

PLANNING BOARD MINUTES

Date: February 27, 2023

Page 4 of 5

Mr. Ryan said for areas that are potential village centers, they would need to have an extensive public process and to create a master plan for the area. He suggested that the Town focus the MBTA Communities zoning on areas that are not potential village centers.

Coastal Resiliency

Mr. Ryan said there are numerous coastal resiliency projects that the Coastal Resiliency Task Force will be responsible for, such as beach nourishment, the seawall, etc. and staff will become overwhelmed for time as the number of tasks increase.

Mr. Ryan told the Board that the Seaport Economic Council grant for Snug Harbor, will take up a lot of time as well.

Mr. Ryan told the Board there is a \$100,000 grant earmark from Josh Cutler's office to be used for coastal resiliency work. He said he will be suggesting hiring an Environmental and Sustainability Planner as staff, using the funds to seed the position, or as a consultant. Mr. Ryan said coastal resiliency and sustainability are important issues in Town. He said these are addressed throughout the Envision Duxbury Comprehensive Plan as one of its main goals, and several groups and committees will need to be involved in these projects.

Mr. Ryan said the Coastal Resiliency Task Force is taking up a lot of staff's time and will require more time in the future as new projects arise. Mr. Casagrande said he will discuss this with the Town Manager and Finance Director after Annual Town Meeting.

Mr. Ryan said FEMA has a grant program for house-raising; the Town would have to write the grant and administer the program. He said he thinks this is a great idea for the Town, but staff does not currently have the capacity to do this.

Mr. Ryan said if the Town does not choose to hire someone for the specific purpose of environmental and sustainability issues, the Town is big enough to support more than one planner. He said the Town needs to focus on economic development as well, to bring in more revenue to the Town.

ADJOURNMENT

Motion: Ms. Turcotte made a motion to adjourn at 7:36PM. Mr. Glennon provided a second.

Vote: 4-0, unanimous.

Materials reviewed at the meeting:

- February 27, 2023 Agenda
- ZBA Case #2023-03: 326 Marshall Street
- Draft Minutes February 13, 2023

PLANNING BOARD MINUTES

Date: February 27, 2023

Page 5 of 5

- Local Historic Districts Warrant Article Annual Town Meeting 2023
- Local Historic District Preliminary Study Report: Proposed Expansion to the Powder Point District, dated November 2022
- Local Historic District Preliminary Study Report: Proposed Expansion to Winsor District, dated November 2022
- Local Historic District Preliminary Study Report: Proposed New Alden Local Historic District, dated November 2022
- Massachusetts Historical Commission Letter RE: Local Historic District Preliminary Study Report for the Expansion of the Powder Point Historic District, dated December 21, 2022
- Massachusetts Historical Commission Letter RE: Local Historic District Preliminary Study Report for the Expansion of the Winsor Historic District, dated December 21, 2022
- Massachusetts Historical Commission Letter RE: Local Historic District Preliminary Study Report for the Alden Local Historic District, dated December 21, 2022

