



Town of Duxbury Massachusetts Planning Board

TOWN CLERK
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DUXBURY, MASS.

Minutes 1/9/2023

The Planning Board met on January 9, 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; Jennifer Turcotte; and David Utti.

Absent: Kristin Rappe and George Wadsworth.

Staff: Emily Hadley, Principal Assistant.

Mr. Casagrande called the meeting to order at 6:00PM.

Open Forum

Mr. Glennon told the Board that the Simmons Farm working group met today, and the group has engaged Jonathan Mark of Waterfront Realty to market the property.

Ms. Turcotte told the Board that the Diversity, Equity, and Inclusion (DEI) Steering Committee met last Thursday, and the group is putting together an Annual Town Meeting article to hire a consultant.

ADMINISTRATIVE ITEMS

ZBA Case #2023-02: 160 Marshall Street

Mr. Utti recused himself from the proceedings for this item, as he is the representative for the applicants.

Mr. Glennon said the record is well-developed, and includes prior zoning enforcement, and animosity on behalf of the owner. He said he would be in favor of deferring judgement to the Zoning Board of Appeals, but wants to make it known that the Planning Board is in favor of enforcing the Zoning Bylaw, and if there are violations they should be remedied. Mr. Glennon said a more-detailed investigation appears to be in order. Ms. Turcotte concurred.

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Mr. Casagrande expressed concerns with the Zoning Enforcement Officer's statement that the Town cannot enforce something that has already happened. Ms. Turcotte agreed that enforcement of the Zoning Bylaw needs to be retroactive by nature.

Motion: Ms. Turcotte made a motion to defer judgement to the ZBA for ZBA Case #2023-02 for 160 Marshall Street. Mr. Glennon provided a second.

Vote: 4-0, unanimous.

December 12, 2022 Minutes

Motion: Mr. Glennon made a motion to approve the minutes of December 12, 2022 as written. Ms. Turcotte provided a second.

Vote: 5-0, unanimous.

ANR Plan: 293 Mayflower Street

Nancy Rufo, Conservation Administrator, was in attendance to discuss the plan. She explained that the plan is to split the parcel into two lots to separate the house from the agricultural land.

Ms. Rufo said there are several easements being agreed to, for the owners to access the barn and home; and there is a second plan showing agricultural easements for the Town to access the bogs.

Lot B is what the Town purchased at Town Meeting. Mr. Glennon said the house lot has exactly 200' of frontage, so it requires endorsement. Mr. Glennon suggested that the plan be revised to clarify the distance marker of 58.6' between Lot A and Lot B to make sure that it does not look like another lot line, and to add a note that Lot B is property to be acquired by the Town. The Board agreed with the proposed edits.

Motion: Mr. Glennon made a motion to endorse the plan entitled "Plan of Land 293 Mayflower Street Parcel 093-024-000 Duxbury, MA," drawn for Earle Ricker; drawn by Stenbeck & Taylor, Inc.; dated December 30, 2022 as Not Requiring Approval under the Subdivision Control Law, conditioned on the edits described above. Mr. Uitti provided a second.

Vote: 5-0, unanimous.

The Winsor at Millbrook Village 40B: Recommendation to Selectboard/MassHousing

Mr. Casagrande recused himself from the proceedings on the item, as his company insures the property.

Mr. Glennon said the Board received a draft memo to the Selectboard/MassHousing with recommendations on the proposed 40B project, and the Board is being asked whether they want

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to provide any additional comments. The Board agreed to send Mr. Ryan's memo to MassHousing.

Discussion: Community One Stop for Growth Expression of Interest Period

Mr. Casagrande said this is another grant opportunity for the Town. Ms. Turcotte said the deadline for applying is not until March, so they have time to get feedback back to Mr. Ryan about the grant.

Mr. Casagrande said the Board is interested in applying for any and all grants that are available, and he is not sure how much input the Board needs to have in this process. Mr. Glennon said if any projects related to this grant can supplement something already been done, he is supportive but he does not want to spread staff too thin. He said the MBTA Communities is of much higher priority at this point in time.

Mr. Casagrande said he and Mr. Glennon will discuss with the Town Manager how much involvement the Planning Board should have in the grant application process.

Zoning Recodification

Mr. Casagrande said the zoning recodification process has been more difficult than they had originally expected, due to the pandemic and switching planners in the middle of the process. He said there are several issues with the working document that need clarification from Town Counsel.

Mr. Glennon said going forward, the Board could consider bringing the zoning recodification and policy changes at the same Town Meeting, since the process has been taking longer than anticipated. Mr. Casagrande said they will need to discuss this approach with the Town Planner and Town Counsel, but he thinks a one-step process is reasonable. Mr. Uitti said the Board needs to make sure that the stakeholder's group is on board with this approach.

Mr. Uitti strongly urged the Board to not lose steam working with the stakeholders in Town on the zoning recodification process. Mr. Glennon agreed.

Mr. Glennon clarified that this process is being led by the Envision Duxbury Comprehensive Plan.

Comprehensive Plan Implementation

Mr. Casagrande said Mr. Ryan has sent out the first set of letters to leaders for tasks in the Comprehensive Plan Implementation Table, and he is working to keep track of responses. Ms. Turcotte suggested there be a master list with one person making edits. Mr. Casagrande suggested that groups provide an update to the Planning Director on a certain timely-basis, such as monthly or quarterly. Mr. Glennon said this could be an automated process. Mr. Casagrande

encouraged staff to move forward with project management software that they are comfortable with.

Planning Director's Report

Mr. Casagrande said staff has identified several properties in Town that could work as part of the MBTA Communities zoning requirements. He said the housing report from 2018 helped to identify potential lots for the zoning district, some of which are areas that already have high-density. There is an agenda item on the next Planning Board's agenda to discuss this further in depth.

Mr. Casagrande said the Board would like to know what new projects are being added to the Planning Director's tasks, and his opinion on what he should focus on

Mr. Glennon told the Board that he and Mr. Casagrande are attending the Selectboard's meeting tonight for their discussion about the Evergreen Terrace street acceptance plan.

ADJOURNMENT

Motion: Mr. Uitti made a motion to adjourn at 6:54PM. Ms. Turcotte provided a second.

Vote: 5-0, unanimous.

Materials reviewed at the meeting:

- January 9, 2023 Agenda
- ZBA Case #2023-02: 160 Marshall Street
- Draft Minutes December 12, 2022
- ANR Application & Checklist: 293 Mayflower Street
- Plan entitled "Plan of Land 293 Mayflower Street Parcel 093-024-000 Duxbury, MA," drawn for Earle Ricker; drawn by Steinbeck & Taylor, Inc.; dated December 30, 2022
- Email from Christopher Ryan RE Ricker ANR Mini-Review dated January 5, 2023
- MassHousing Letter RE Proposed 40B – The Windsor at Millbrook Village Duxbury, MA MH ID No. 1169 dated December 6, 2022
- The Windsor at Millbrook Village MassHousing Application Materials dated December 5, 2022
- Planning Director Memo RE Proposed Comprehensive Permit for The Windsor at Millbrook Village dated December 29, 2022
- Email RE Community One Stop for Growth FY24 Expression of Interest Now Open dated December 19, 2022
- Director of Planning – Duxbury, MA Board Report dated January 9, 2023
- Draft Map Potential Areas for MBTA Communities Zoning
- MBTA Communities Opportunities Spreadsheet