



## Manchester-By-The-Sea Minutes of the Planning Board

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**Date:** February 24, 2025

**Time:** 6:30 PM

**Location:** Hybrid – Board Members and Public in Town Hall, Room 5

**Members Present:** Chris Olney, Sue Philbrick, Mary Foley, Gordon Brewster, Peter Morton, Laura Tenny

**Members Absent:** Sarah Creighton

**Staff Present:** Marc Resnick

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### **Call to Order**

The meeting was called to order.

### **Correspondence**

Board members acknowledged receiving two pieces of correspondence from Lorraine Iovanni, including one on Friday and another that day which had not yet been reviewed.

### **Approval Not Required – 239 Summer Street**

#### **Discussion**

Tom Sachs from Hancock and Associates presented an ANR plan for 239 Summer Street on behalf of Tom Dodge. He explained they were proposing to move an existing lot line to make a nonconforming lot more conforming and provide more yard space. The lot is currently nonconforming due to size and frontage.

Board members asked clarifying questions about the existing structures, confirmation there would be no construction or disturbance, and whether it was in the historic district. Sachs confirmed it was just moving the lot line with no other changes.

#### **Motion**

Mr. Olney moved to endorse the plan submitted by Hancock and Associates for the Trustees of Anne Dodge revocable trust at 239 Summer Street dated 02/06/2025, noting the plan states the Planning Board endorsement does not certify compliance with zoning bylaw. Mr. Brewster seconded. The motion passed unanimously.

### **Approval Not Required - T. Ford LLC - 30 and 34 Pine Street**

Mr. Ford presented plans for 30 and 34 Pine Street, explaining his original intention was to keep the existing Hatcher house and have two adjacent lots. However, after the community housing overlay district was enacted, he realized he could potentially do up to 10 units on the combined properties.

His plan was to have three single family homes on Pine Street and two duplexes under the community housing provisions. However, he was informed by the planner that the underlying zoning frontage requirements still applied, which impacted his plan.

Ford requested to withdraw his current application and resubmit a modified plan. There was discussion about the potential number of units allowed under different scenarios. The Board agreed to accept the withdrawal rather than vote on an extension.

### **Board Discussion of site walk at 206 Summer Street**

Tom Sachs of Dean Park Associates provided an overview of the special permit application for earthwork at 206-208 Summer Street. Key points included:

- The project requires moving a significant amount of soil for the septic system, driveway, and house location.
- A retaining wall up to 10 feet tall is proposed, using modular block materials.
- The driveway will have a 15% slope initially, grading down to 8% and 4%.
- Infiltration trenches are proposed along the driveway to manage runoff.
- The septic field location is constrained by ledge and groundwater separation requirements.
- Native plantings are proposed between the driveway and common drive.

Board members expressed concerns about the extensive earthwork required and the visual impact of the tall retaining wall. They requested the applicant consider alternative wall materials and provide examples at the formal hearing.

There was discussion about potentially lowering the garage elevation or stepping the house down the hillside, but Sachs explained the driveway grade was dictated by fire department standards.

The Board agreed to continue discussions at the formal hearing on March 10th. They requested the applicant provide more details on proposed plantings and consider ways to minimize the project's impact.

### **Board Discussion of General By-Law Section 46 Driveway Entrances and Planning Board Driveway Regulations**

Marc explained proposed changes to the driveway entrance bylaw, including:

- Clarifying that special permits are required for two driveway entrances
- Increasing minimum driveway width from 8 feet to 10 feet based on fire department input
- Adding a 6% maximum grade requirement within 25 feet of the road

Board members discussed whether to keep the existing 12 foot maximum width or increase it. There were concerns about impervious surface impacts from wider driveways.

The Board debated whether to allow special permits for two entrances at all, with some feeling it should remain prohibited except in rare circumstances. They agreed to revisit this question after getting public input.

Other topics discussed included:

- Clarifying enforcement procedures and fines
- Potentially moving detailed construction standards to the regulations rather than bylaw
- Ensuring requirements are not more onerous for ADUs than single family homes

The Board agreed to have Marc make some revisions based on the discussion and review a final draft at the March 10th meeting before sending to the Select Board.

### **Board Discussion on possible Zoning changes for Spring Town Meeting**

#### **Associate Planning Board Members**

The Board discussed the Select Board's preference for having one associate member appointed jointly by the Planning Board and Select Board for a one year term. They agreed to finalize language for this at the March 10th meeting.

#### **Site Plan review applicability**

Minor revisions were noted to clarify language. No major changes were proposed.

#### **Zoning Introduction removal/rewrite**

The Board acknowledged the Select Board's request to have a separate one-page overview document available rather than including introductory text in the bylaw itself.

#### **Accessory Dwelling Units**

The Board had an extensive discussion on both the standard (required) ADU provisions and the potential large ADU special permit option. Key points included:

Standard ADU provisions:

- Clarified only one ADU allowed per lot
- Debated whether to require architectural plans/stamps
- Discussed parking requirements and rental term limits
- Agreed to combine occupancy-related provisions

Large ADU special permit option:

- Debated whether to include this option at all or start with just the standard ADU provisions
- Discussed size limits, with some preferring to cap at 1200 sq ft rather than 1500 sq ft
- Considered excluding D1/D2 districts
- Debated parking requirements (1 vs 2 spaces)

- Discussed potentially allowing conversion of existing structures over 900 sq ft

The Board agreed to keep both options for now to get public input at the March 10th hearing, but several members expressed reservations about the large ADU provision.

### **Floodplain By-Law**

Marc reported the floodplain maps are expected to be finalized by the March meeting. He is confirming with state officials that the bylaw must be adopted in its current format rather than separating regulatory details as was done with stormwater.

### **Liaison Reports**

Gordon reported the Downtown Improvement Committee is very active and passionate about improving the town center, including public restrooms, signage, and enhancing the retail environment.

Chris Olney reported on affordable housing activities, including:

- A survey completed for Newport Park showing some development constraints
- An ongoing survey of the Plains area
- Discussions about a potential land transaction with a property owner and nonprofit
- The Powder House Hill LIP application was submitted to the state for review, which could potentially add 29 units to the town's subsidized housing inventory if approved

### **Public Comment**

Sarah Pierce asked for clarification on the maximum number of units that could be built at 30 and 34 Pine Street under various scenarios. Marc explained that even if subdivided, the community housing overlay would limit it to a total of 10 units across both original parcels, with 2 required to be affordable.

### **Approval of Meeting Minutes from 1-13-2025**

The minutes were not included in the packet, so approval was deferred.

### **Other matters not reasonably anticipated by the Chair**

Mary raised a concern about a recently approved special permit for 7 Central Street, noting the approved off-street parking area is accessed via a right-of-way owned by a private entity. The Board agreed this needs to be looked into further.

The meeting was adjourned at 9:07pm.

By: Shannon Bianchi