

# PLANNING BOARD

## Meeting Minutes

Thursday, March 11, 2021

6:00 P.M.

**PB Members Present:** Brandon Quesnell, Paul Graves, Jeffrey Mulliken, Monica Stubner, Paul Kelly and Steve Azar.

**Members Absent:** Marianne Clements (unexcused).

**Staff:** Thaddeus Soulé (Town Planner).

Mr. Soulé introduced the virtual hearing, explaining the reason the Public Hearing was being held virtually. He then called the roll.

Chair Brandon Quesnell called the Planning Board Public Hearing to order at 6:00 P.M. and turned the meeting back over to Mr. Soulé, who then explained how the Board, the applicants and the public could participate remotely, and reviewed the meeting protocol.

1. **Public Comment:** None.
2. **Consent Agenda:** Approval without objection required for the following item: None.
3. **Public Hearings:**

**PLN 20-2030** *(continued to the meeting of March 25<sup>th</sup>)*

Application by **Jay Abbiuso** seeking a Site Plan Review by Special Permit pursuant to Article 4, Section 4015 a., 1), Site Plan Review by Special Permit, and Article 4, Section 4180, Inclusionary and Incentive Zoning By-Law, to develop vacant land by constructing a total of 12 dwellings, 2 of which will be community housing units, in 4 duplex units and 4 cottages on the property located at **286.5 Bradford Street**. Brandon Quesnell, Paul Graves, Jeffrey Mulliken, Monica Stubner, and Paul Kelly sat on the case.

**PLN 21-2** *(continued to the meeting of March 25<sup>th</sup>)*

Application by **Susan Packard** requesting Site Plan Review pursuant to Article 2, Section 2320(A), High Elevation Protection District (A), of the Zoning By-Laws to install a 16 by 32 in-ground swimming pool surrounded by a patio with new native plants to replace what is removed, a 4' high fence surrounding the back yard, and no new lighting on the property located at **71 Bayberry Avenue**. Brandon Quesnell, Paul Graves, Jeffrey Mulliken, Monica Stubner, and Paul Kelly sat on the case.

**PLN 21-4** *(request to postpone to the meeting of March 25<sup>th</sup>)*

Application by **Robin B. Reid, Esq.**, on behalf of **100 Bayberry, LLC**, seeking a Special Permit pursuant to Article 2, Section 2440, Permitted Principal Uses, A1b1., Two Family Dwelling, and Article 4, Section 4180, Inclusionary and Incentive By-Law, and Site Plan Review by Special Permit pursuant to Article 4, Section 4015, Site Plan Review by Special Permit, a. (1) for developments consisting of the aggregate of three or more residential units, of

the Zoning By-Laws to add a modest two-family duplex on the property located at **18 Winslow Street** with requested waivers from Article 4, Sections 4163 (2) and (3) and 4600.

**PLN 21-5** (*request to postpone to the meeting of March 25<sup>th</sup>*)

Application by **Robin B. Reid, Esq.**, on behalf of **100 Bayberry, LLC**, for Site Plan Review pursuant to Article 2, Section 2320 (A), High Elevation Protection District (A), of the Zoning By-Laws to add a modest two-family duplex to an existing single-family site on the property located at **18 Winslow Street**. *There was a motion from Jeffrey Mulliken to postpone PLN 21-4 and PLN 21-5 to the Public Hearing on March 25, 2021 at 6:00 P.M. Paul Graves seconded. VOTE:*

**4. Work Session:**

a) Discuss Draft Planning Board Rules and Regulations: Mr. Quesnell introduced the Rules and Regulations. Mr. Soulé said he had gotten feedback about the draft from Mr. Graves. The latter said that in his opinion, the Town Planner should have greater power in informing applicants that their applications are not ready to be considered by the Board. He said that he knows the Town Planner has that ability to do that now, but it needs to be reinforced. The Town Planner should also be given the power to look at small, simple projects and determine whether engineering or other additional plans are needed. This would be to avoid the applicants having to expend more money on supplemental plans unless it is absolutely required. Mr. Soulé said that there needs to be a clear checklist for applicants and explained how he would utilize that when reviewing applications. Mr. Kelly commented about dimensions on site plans and the issue of what scale is acceptable for submission. The Board discussed scale on site plans. The Board articulated that the scale had to be clearly shown on the page and had to be appropriate for the project. Mr. Soulé will determine whether the scale is easy for the Board to decipher on the plan and if it is easy to determine the information that is being conveyed. He will put the appropriate scale requested for a particular project as a guide for the applicant.

The Board discussed what additional plans would be requested of an applicant and what the trigger for a project would be. Mr. Azar suggested adding on page 5, number 4, the words “and/or Community Development” after the word “Board”. Mr. Kelly asked about an existing-conditions plans and what the requirement is for showing the location of trees on the property. He asked at what point landscaping plans had to be done by a professional and if that is an unnecessary burden to place on an applicant. The Board discussed what to require regarding landscape plans. Mr. Graves summarized by saying that the rules and regulations will give applicants greater guidance as to what the Board will consider acceptable to come to the hearing with without taking away its ability to analyze the material and to send the applicant away to come back with more information or to condition a project. The rules and regulations will inform applicants what information in what form needs to be submitted in order to proceed.

Mr. Mulliken suggested splitting the document into sections; one dealing with application requirements, and the other dealing with how the Board operates and rules and regulations for Board members. Mr. Soulé said he would divide the document into sections for clarity and

make it obvious which are for applicants and which are for Board members. The Board briefly discussed the organization of the information. Mr. Quesnell said that the document can always be revised. Ms. Sutbner asked about how large a project had to be in order for the bike rack requirement to be invoked. Mr. Quesnell asked Mr. Azar, Ms. Stubner and Mr. Soulé get together to make a chart and determine threshold triggers for site plan details, such as the location of propane tanks, bike racks, and trash enclosures. These are items that are not specifically required but are asked for by the Board when reviewing site plan. Mr. Quesnell requested the chart with thresholds for the next meeting on March 25<sup>th</sup> and asked Mr. Soulé to revise the document for approval at the next hearing. He said that the document would be used by the Board and applicants after which reactions to it can be gauged.

b) Pending Decision:

**PLN 21-1**

Application by **Scott Russian** requesting Site Plan Review pursuant to Article 2, Section 2320(B), High Elevation Protection District (B), of the Zoning By-Laws to extend an existing second floor deck across the southwest side of an existing dwelling over an existing first floor deck with new handrails and decking on the property located at **3 Telegraph Hill Road**. *There was a motion by Jeffrey Mulliken to approve the language as written. Paul Kelly seconded. VOTE: 6-0-0.*

c) Minutes of February 25, 2021:

February 25, 2021: *There was a motion by Jeffrey Mulliken to approve the minutes of February 25, 2021 as written. Paul Kelly seconded. VOTE: 6-0-0 by roll call.*

e) **Any other business that may properly come before the Board:** Mr. Mulliken said that he was working on a summation, comments and promotional issues regarding the proposed illumination standards for the Zoning By-Laws and he asked if it was appropriate to post that material on social media. Mr. Soulé indicated that he would have to find out the answer to that question. The Board briefly discussed the issue. Mr. Quesnell said that Mr. Mulliken should attach Mr. Soulé's name to the post. Mr. Mulliken will send the information to Mr. Soulé.

*There was a motion by Jeffrey Mulliken to adjourn the meeting at 7:12 P.M. Paul Graves seconded. VOTE: Unanimous by roll call.*

Respectfully submitted,

Ellen C. Battaglini

Approved by \_\_\_\_\_ on \_\_\_\_\_, 2021  
Thaddeus Soulé, Town Planner,  
on behalf of the Planning Board