



Town of Duxbury Massachusetts Planning Board

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DUXBURY, MASS.

Minutes 06/28/2017

The Planning Board met on Wednesday, June 28, 2017 at 7:00 PM at the Duxbury Town Hall, 878 Tremont Street, Mural Room.

Present: Scott Casagrande, Chairman; David Uitti, Vice Chairman; Brian Glennon, Jennifer Turcotte, and George Wadsworth.

Absent: Cynthia Ladd Fiorini, Clerk; and John Bear.

Staff: Valerie Massard, Planning Director; and Diane Grant, Administrative Assistant.

Mr. Casagrande called the meeting to order at 7:03 PM.

OPEN FORUM

No items were brought forward for Open Forum.

ADMINISTRATIVE SITE PLAN REVIEW (CONTINUED):

BONGI'S TURKEY ROOST, 414 KINGSTOWN WAY / BONGI REALTY TRUST

Present for the discussion were the applicant, Mr. Tom Pierce, and his representatives: Mr. Paul Brogna of Seacoast Engineering; and Mr. Lester Lloyd of Lloyd Architects in Plymouth. Also present was Mr. Patrick Brennan of Amory Engineers, the town's consulting engineer. Mr. Casagrande noted that revised plans had been submitted by the applicant and reviewed by Mr. Brennan with a review letter dated June 26, 2017. Mr. Casagrande stated that he would like to determine whether the Planning Board members are satisfied with the revised plans including a new landscape plan and lighting plan.

Mr. Brogna explained plan revisions, stating that at the Planning Board's suggestion the new building has been moved back six feet in order to provide a six-foot striped "no parking" zone. Also in response to Planning Board concerns, the customer entrance has been moved to the northwest side of the building instead of the front, closer to the parking area, and now includes a vestibule. Mr. Brogna noted that a lighting plan has also been submitted that complies with Zoning Bylaws so that there will be no offsite light pollution. He summarized that the revised plans address all of the Planning Board issues raised at the initial public meeting on June 14, 2017 and Mr. Brennan's concerns outlined in his initial peer review letter dated May 31, 2017.

Ms. Massard asked if the applicant would be agreeable to a condition to provide a construction schedule and a plan showing the proposed staging/storage area for equipment and materials, and phasing of construction and parking for the ongoing operation of the business during the construction process. Mr. Brogna agreed and noted that he is prepared to attend a pre-construction meeting as well.

Mr. Glennon noted that revised plans show that the bollards have been moved closer to where vehicles will be parked. Ms. Massard noted that the lighting plan is appropriate and not excessive. Mr. Casagrande asked if there would be any pole lights, and Mr. Brogna replied, "No." Mr. Casagrande also noted that landscaping has been added to the plan to provide a buffer to an adjacent dwelling as requested.

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Mr. Casagrande asked for any public comment. Mr. Lawrence King of 376 Autumn Avenue stated that he is concerned with the traffic flow on Kingstown Way, noting that vehicles often travel the wrong way. He asked about the proposed use for the former turkey barns that will remain on the site. He also asked about the zoning for the property. Mr. Casagrande confirmed with Mr. Pierce that the buildings will be used for storage. Ms. Massard stated that the property was rezoned to Neighborhood Business 1 by Town Meeting. She noted that the Administrative Site Plan Review process reviews the new building, not the entire site. She stated that Mass Highway will have to approve the curb cuts and the Fire and Police Departments approved them also, finding that the reconfiguration will be safer. She noted that the applicants are proposing to reduce the curb cuts which should improve the safety. Mr. Brogna noted that a sign has been added directing traffic to a right turn only out of the property. He stated that the property owners will obtain a curb cut closure from Mass Highway after the Site Plan Review process is finished. Mr. Glennon commended the applicant for addressing all the outstanding issues quickly.

Mr. Wadsworth asked if the wells have been sampled yet, and Mr. Brogna responded that he is obtaining the protocol and will do the water testing soon.

MOTION: Mr. Glennon made a motion, and Mr. Uitti provided a second, to approve an Administrative Site Plan Review for Bongi's Turkey Roost, 414 Kingstown Way / Bongi Realty Trust subject to standard conditions plus a demolition staging plan.

DISCUSSION: Ms. Turcotte asked if the monitoring well should be included in conditions, and Mr. Casagrande responded that it is voluntary.

VOTE: The motion carried unanimously, 5-0.

DUXBURY MASTER PLAN KICK OFF WITH METROPOLITAN AREA PLANNING COUNCIL (MAPC)

Present for the discussion were representatives from the Metropolitan Area Planning Council: Ms. Emily Torres-Cullinane, Community Engagement Manager & South Shore Coalition Sub-Regional Coordinator; and Ms. Amanda Chisholm, Chief Economic Development Planner. Also present were six of the twenty members of the community who had been invited as Master Plan "Ambassadors."

Ms. Chisholm started the discussion by asking participants to identify one outcome they would like to see from the Master Planning process:

- Ms. Turcotte – Traffic and pedestrian improvements at Hall's Corner
- Mr. Uitti – More community engagement so residents feel their voices are being heard
- Mr. Casagrande – A realistic vision of where the Town of Duxbury is headed reflecting positive changes
- Mr. Glennon – A good Master Plan
- Mr. Wadsworth – A defensible Build-Out Analysis and process, and to find out what residents want
- Mr. Fernando Guitart – To find out what the town is all about
- Ms. Sara Wilson – An accurate comprehensive plan, because the last one was tragically incorrect in its process and methodology. She would also like to see the Master Plan address sea level rise and climate change and its effect on the coastline
- Ms. Kristin Rappe – Duxbury's long term plans
- Ms. Myrna Walsh – To help Duxbury become an age-friendly community
- Ms. Patricia Loring - Open space and sea level rise
- Mr. Samuel Butcher – Engaging residents in the Master Plan process.

Ms. Chisholm and Ms. Torres-Cullinane had prepared a Power Point presentation but due to technical difficulties could not project the presentation. Handouts were provided instead. Ms. Chisholm presented background information on what a Master Plan is and what it provides to the community. She also provided a general timeline and defined the Planning Board's role and the Ambassadors' role in the Master Plan process. She provided resources

that are already in place and a snapshot of current and projected demographics based on the 1970 - 2010 U.S. Census. She showed a map of the current land use in Duxbury.

Ms. Torres-Cullinane led some brainstorming exercises on the purposes of community engagement:

- Mr. Wadsworth – Educating the public and getting opinions from those who do not attend Town Meetings
- Mr. Uitti – Finding a way to reach adults with children who are typically too busy to engage
- Ms. Rappe – To hear different perspectives so everyone feels they are part of the process
- Ms. Loring – Accuracy
- Ms. Walsh – To hear great ideas
- Ms. Massard – Connecting government with the citizens and building trust
- Mr. Glennon – Opportunities to consider thoughts about the future of the town and what industries and/or zoning districts may be needed
- Mr. Casagrande – To get input from people with diverse interests and involvement.

Ms. Torres-Cullinane then asked participants to identify who the stakeholders are in the Master Plan. She first asked about interest groups, then geographic groups. She sought input on anyone else who may not fit into a category. She offered to distribute the list compiled by Ms. Chisholm for participants to add more stakeholders as they think of them.

Ms. Torres-Cullinane asked for input on opportunities and challenges of community engagement:

- Mr. Casagrande – Most people in town are interested even if they do not attend Town Meetings
- Mr. Uitti – Eyes glazing over at the mention of a Master Plan
- Mr. Wadsworth – Concern that the Planning Board is bringing its own agenda
- Mr. Glennon – Giving people a sense that they are being heard
- Ms. Walsh – The survey may not dig deep enough to gather nuanced responses.

Ms. Torres-Cullinane assured participants that the focus groups led by the Planning Board and Ambassadors will provide an opportunity to “dig deeper.” Ms. Wilson asked if the survey will be on paper or online, and Ms. Massard responded that a web site will be created so that people can fill out the survey on their own time.

Ms. Chisholm wrapped up the discussion by introducing the Master Plan logo: “Envision Duxbury.” She noted that at the next meeting on October 11, 2017 at 7:00 PM in the Town Hall Mural Room, participants will review input gathered to date and will discuss the format and agenda for the first public meeting.

PLANNING DIRECTOR REPORT

Planning Director Accomplishments: Ms. Massard distributed a Planning Director’s Report dated June 2017 with a spreadsheet of work since she started as Planning Director in October 2015. She also distributed a chart of “Planning Board Priorities Discussion, April 2016.” Mr. Casagrande reported that he is speaking with Ms. Massard prior to meetings so that there are no surprises at the meeting. Ms. Massard stated that she would like more dialog with Planning Board members in advance if members have issues or questions to be addressed.

Mr. Casagrande reported that he and Ms. Massard attended a recent Board of Selectmen meeting to discuss why Ms. Massard is not currently working on the Zoning Bylaw recodification. He stated that they explained the variety of things Ms. Massard is working on and the Board of Selectmen got a better understanding. Ms. Massard stated that it is helpful to have the support of the Planning Board chairman, and her code of ethics requires her to let Planning Board members know when she is not able to get to things in timeframes being requested by others. Mr. Glennon commended Ms. Massard on the amount of work she gets done. Ms. Turcotte also commended Ms. Massard on doing an excellent job.

Comprehensive Plan: Mr. Glennon asked what the Planning Board members can do between now and the next Comprehensive Plan meeting in October. Mr. Casagrande stated that the Planning Board should set aside 15 to 20 minutes at each meeting to discuss the Comprehensive Plan. Ms. Massard stated that she will be setting up individual meetings with the Ambassadors who were not able to attend tonight's kickoff meeting.

OTHER BUSINESS

Engineering Invoices:

MOTION: Ms. Turcotte made a motion, and Mr. Uitti provided a second, to approve payment of the following Amory Engineers invoices dated June 12, 2017:

- Invoice #14682A in the amount of \$1,012.50 for services related to Bongi's
- Invoice #14682B in the amount of \$438.75 for services related to 113 Tremont Street / Hamori
- Invoice #14682C in the amount of \$1,485.00 for services related to Millbrook Marketplace.

VOTE: The motion carried unanimously, 5-0.

MOTION: Ms. Turcotte made a motion, and Mr. Uitti provided a second, to approve payment of the following Merrill Engineers invoices:

- Invoice #4492 dated June 21, 2017 in the amount of \$1,740.00 for services related to 308 Summer Street
- Invoice #4493 dated June 22, 2017 in the amount of \$2,755.00 for services related to 232 Surplus Street.

DISCUSSION: Mr. Glennon noted that the Planning Board reviews all invoices to make sure the charges are valid.

VOTE: The motion carried unanimously, 5-0.

ADJOURNMENT

The Planning Board meeting adjourned at 9:10 PM. The next Planning Board meeting will take place on Wednesday, July 12, 2017 at 7:00 PM at the Duxbury Town Hall, Mural Room.

MATERIALS REVIEWED

- PB agenda for 06/28/17
- Revised plans for Bongi's dated 06/22/17, including new Landscape Plan and Lighting Plan
- Cover letter from P. Brogna of Seacoast Engineering Company dated 06/22/17
- "Duxbury Master Plan: Kick Off Planning Board Meeting" agenda prepared by MAPC
- "Community Engagement Guide 2017" prepared by MAPC and submitted on 06/21/17
- "Stakeholder List" prepared by staff
- Amory Engineers invoice #14682A dated 06/12/17
- Amory Engineers invoice #14682B dated 06/12/17
- Amory Engineers invoice #14682C dated 06/12/17
- Merrill Engineers invoice #4492 dated 06/21/17

Distributed at Meeting:

- Letter from P. Brennan of Amory Engineers dated 06/27/17 re: Bongi's
- Email from list serve to V. Massard dated 06/26/17 re: Supreme Court ruling on takings, including merger issues
- Merrill Engineers invoice #4493 dated 06/22/17
- "Planning Board Priorities Discussion, April 2016" chart
- "Planning Director Report June 2017" spreadsheet
- "Community Engagement Strategy Chart" from MAPC
- "Planning Board & Master Plan Ambassadors Roles and Responsibilities" from MAPC
- "Duxbury Master Plan 2017-2019: Schedule" spreadsheet from MAPC
- "Duxbury Master Plan, Project Kickoff, June 28, 2017" Power Point presentation print-out from MAPC

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