



# TOWN OF SWAMPSCOTT

## OFFICE OF THE PLANNING BOARD

ELIHU THOMSON ADMINISTRATION BUILDING  
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

### MEMBERS

PATRICK JONES, CHAIR  
ANGELA IPPOLITO, VICE CHAIR  
SYLVIA BELKIN  
JEFFREY BLONDER  
GEORGE POTTS

### STAFF

HELEN KENNEDY, SECRETARY  
S. PETER KANE, TOWN PLANNER

# JANUARY 14, 2013 MEETING MINUTES

**Time:** 7:00 – 8:30 pm

**Location:** Swampscott Senior Center, 200 Essex St

**Members Present:** A. Ippolito, J. Blonder, S. Belkin, G. Potts

**Members Absent:** P. Jones

**Others Present:** Pete Kane (Town Planner); Stewart Lytle (reporter)

Meeting called to order at 7:05 pm by Angela Ippolito, Vice Chair (acting chair for the meeting).

## MEETING MINUTES

Board reviewed minutes from the December 10, 2012, meeting. On a motion made by J. Blonder and seconded by A. Ippolito, minutes of the meeting were approved unanimously.

## SITE PLAN REVIEW RULES & REGULATIONS

At last month's meeting, the Planning Board approved the new "Guide to Site Plan Review & Special Permit" which acts as a unified citizen's guide and rules & regulations for the Planning Board and Zoning Board of Appeals. Along with approving the new rules and regulations, the Planning Board also approved an application fee increase.

Town Planner Kane noted that since the Planning Board vote, a ZBA member has made a recommendation of some changes to the rules and regulations before the ZBA votes on them. P. Kane stated that he liked the recommended edits and would send them to the Planning Board for their review. The Planning Board and Zoning Board of Appeals will then take up a vote in February to approve the revised version (at separate hearings).

Additionally, P. Kane stated that the ZBA member also recommended that the Waiver of Compliance fee be increased from the original \$200 fee to \$300. This will also be taken up by both boards in February when they vote on the rules and regulations for site plan review.

## ZONING BYLAW REVIEW SUBCOMMITTEE

The Planning Board has received nine inquiries from residents to serve on the new Zoning Bylaw Review Subcommittee. P. Kane provided the Board with the names and credentials of the interested individuals. The Board

members discussed the various people that had expressed interest and then voted on how they would like to see work on the subcommittee.

The Board had previously agreed that G. Potts would serve as chair to the subcommittee. The vote for the remaining four seats was: Eugene Barden, Jody Watts, Paul Johnson, and Jay Mahler.

P. Kane will verify the final steps to establish the subcommittee by speaking with the Town Administrator. The subcommittee should begin meeting in February – initial meeting will be a Wednesday at 2pm.

## COMMUNITY PRESERVATION ACT

P. Kane brought up that he has spoken with the Community Preservation Coalition late last year. The Coalition rep had offered to give a presentation to town officials about what CPA is, how it's recently changed, and how we can go about getting it passed in Swampscott. The Board agreed that arranging for the presentation would be very helpful. P. Kane said he thinks that early March may be the best time for it but will work with the Coalition based on their schedule.

## TEMPLE PDD – SUBDIVISION PLANS

The soon-to-be owners of the old temple site (837 Humphrey St) are preparing the final documents to submit to the Town to begin the subdivision and site plan reviews. Prior to setting the subdivision definitive plan hearing, the Planning Board needs to approve a location on the site where the petitioner will install a sign to advertise the hearing. P. Kane met with the petitioner's lawyer to discuss this step and the petitioner supplied a plan with a proposed location.

The Board review the location (street-side just to the southwest of the parking lot entrance) and agreed this was the best location for the posting.

P. Kane asked Board members to review the subdivision rules and regulations in preparation for this upcoming Definitive Plan review. He will email the rules and regs to the Board members.

## EARTH REMOVAL ADVISORY COMMITTEE

The Personnel Director sent a memo to the Planning Board, Board of Health, and Conservation Commission to remind these bodies that they must make annual appoints of one of the members to the Earth Removal Advisory Committee (ERAC). G. Potts stated that he was interested in serving on the committee for the Planning Board. The Board discussed what this may require (time, types of reviews, need for site visits) which G. Potts agreed to.

A. Ippolito then made a motion to recommend G. Potts as the Planning Board's appointment to ERAC, J. Blonder seconded, unanimously approved (with G. Potts abstaining as he didn't believe he should be voting for himself).

## COMMUNITY VISIONING STUDY

A. Ippolito inquired about what's happening with the Community Visioning Study. P. Kane stated that MAPC is completing the report right now and they plan to submit the final report to the Planning Board this month. A. Ippolito

then asked if the report is something that Town Meeting should vote on. P. Kane stated that Town Meeting shouldn't vote on a report, but the Board did agree that it should be a topic point when the Planning Board provides its opening report.

## TOWN MEETING DISCUSSION

P. Kane also informed the Board that he had submitted the budget for the Board with level funding. He explained that he requested separate line items for Planning Dept and Planning Board expenses, so that Planning Board legal ad fees do not impact his department needs. Doing the split though did not require requesting additional funding for the next budget year.

P. Kane also stated that he submitted a capital improvement request in order to do a Master Plan for the Town. The Board all agreed that this was a logical next step based on the recent Community Visioning Study (and the Planning Board's survey from early 2012).

J. Blonder moved to adjourn, seconded by G. Potts, motion unanimously approved at 8:05pm.

S. Peter Kane  
Town Planner