



TOWN OF SWAMPSCOTT

PLANNING BOARD

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

MEMBERS
ANGELA IPPOLITO, CHAIR
GEORGE POTTS, VICE CHAIR
BETH ISLER
BILL QUINN
JR YOUNG

STAFF
S. PETER KANE, DIR. OF COMM. DEV.

FEBRUARY 16, 2016 MEETING MINUTES

Time: 7:00 -8:26p
Location: Swampscott Senior Center, 200 Essex Street (rear)
Members Present: A. Ippolito B. Quinn, G. Potts, B. Isler
Members Absent: JR Young
Others Present: Pete Kane (Dir. of Community Dev), Jeff Comfort (applicant), Neil Zolot (reporter)

Meeting called to order at 7:05 pm by Chair Ippolito.

MEETING MINUTES

The Board reviewed the drafted minutes for the January 2016 meeting. B. Isler made a motion to approve the minutes, seconded by B. Quinn, and unanimously approved.

SITE PLAN REVIEW

PETITION 15-38

234 WINDSOR AVENUE

Application of Mercedes Balcells-Camps seeking a dimensional special permit, special permit (nonconforming structure/use), and site plan special permit to add an attic and extend a back porch. Map 11, Lot 337.

The applicant's husband, Jeff Comfort, presented the project proposal. They've proposing to add a second floor to their existing flat-roofed home. One room will get a higher ceiling, while an additional floor will be added - and providing sloped roofs for better snow clearing. They no longer want to put a garage in their existing basement. The square footage of the home will be increased by 842 sf. Mr. Comfort provided the Board members with a site plan of the project. They've identified the large trees on the property but none will be removed (some minor trimming). One rhododendron may be removed.

A. Ippolito wanted to clarify the building footprint. It will remain the same. They will extend the existing deck to run the full length of the house. She then asked about the abutters and if there was any feedback. Mr. Comfort said they've spoken with all their neighbors and none had any issue.

G. Potts asked about the caliper of the existing trees and if there were any Norway Maples. Mr. Comfort wasn't positive but they marked all the 6"+ caliper trees.

A. Ippolito asked about the roof. Right now because it's flat, they have to shovel it off. With the slope, it will not require the shoveling. G. Potts asked what the new height will be - 30'.

A. Ippolito then went through the findings for a site plan special permit and didn't find any issues.

MOTION: G. Potts made a motion to recommend favorable action on the proposal for site plan special permit. Seconded by B. Isler. Unanimously approved.

GENERAL DISCUSSION

ZONING WARRANT ARTICLES

A. Ippolito then moved the Board to discuss the zoning warrant articles that had been drafted by the Zoning Bylaw Review Subcommittee and Director of Community Development.

First Article – The article deals with typographical issues in section “3.2.0.0. Signs.” B. Quinn explained the current words and why they needed to be corrected. Very simple and cleans up the language.

MOTION: G. Potts moved to submit the article to the Board of Selectmen for inclusion in the warrant for Town Meeting. Seconded by B. Isler. Unanimously approved.

Second Article – The awning element of the sign bylaw that was approved at the May 2014 TM made getting awnings (for commercial purpose) more difficult than needed. The ZBRS revised the process to make commercial awnings without advertising to be allowed (but still go through Planning Board site plan review).

MOTION: G. Potts moved to submit the article to the Board of Selectmen for inclusion in the warrant for Town Meeting. Seconded by B. Isler. Unanimously approved.

Third Article – This is the article to revise and outline lodging establishments in the zoning bylaw. B. Quinn went through the proposed revision for the Table of Uses and then the definitions for each type: hotel, motel, inn, bed & breakfast. The ZBRS did a lot of research about other communities. A. Ippolito recommended adding some language within purpose for “economic, cultural, and social benefits”. She asked if there should be a limit to the number of rooms for a hotel. P. Kane noted that the dimensional limits of the zoning districts limit the capacity that a building could be. She also recommended adding “bar” to 5.13.3.5. She then was curious how temporary structures would be allowed for hotels (for functions) - should it be by right, limited? A. Ippolito will research to see what current process is.

MOTION: G. Potts moved to submit the article to the Board of Selectmen (with the edits) for inclusion in the warrant for Town Meeting. Seconded by B. Isler. Unanimously approved.

PLANNING BOARD SEATS

B. Isler and G. Pott's seats are up for election this year. A. Ippolito asked if they were planning to run for their seat. B. Isler asked how easy it is to get on the ballot. The members discussed how to get the required signatures and to get more than required just in case any need to be removed. B. Quinn brought up that you're not supposed to bring the sheet for signatures to public buildings/meetings. He recommended going door to door. A. Ippolito then went through the Planning Board's history of doing site plan review, and rarely having special permit authority. The Master Plan is nearing completion. She wants the Planning Board to think about how to implement it. Some towns create

another “implementation committee.” She, Pete, and MAPC have discussed it and decided that it may be best for the Planning Board to oversee implementation.

MASTER PLAN UPDATE

P. Kane went through the remaining master plan schedule dates. The rough draft plan will be made available on Feb 24. That will start the public comment period which will then close on March 28. The Master Plan Committee will meet on Feb 29 and then again in April to finalize the plan. The final plan will then be brought to the Planning Board in May for their approval.

VINNIN SQUARE

A. Ippolito discussed the economic development working group (made up of her, two Selectmen, the Town Administrator, and Director of Community Development) and the topic of Vinnin Square. She brought up the Livable Community Workshop that had been done in 2013. She wants to get actions from the final report started and moving.

Meeting adjourned at 8:26PM by motion of G. Potts, seconded by B. Quinn, and unanimously approved.

S. Peter Kane
Director of Community Development