

COHASSET PLANNING BOARD MINUTES

DATE: WEDNESDAY, February 3, 2021
TIME: 6:30 PM

Meeting Held Via Zoom Platform

Board Members Present:

Amy Glasmeier, Chairman (AG)
Tom Callahan, Vice Chairman (TC)
Paul Grady, Clerk (PG)
Clark Brewer, Member (CB)
Erik Potter, Member (EP)
Paul Colleary, Associate Member (PC)

Town Staff Present:

Lauren Lind, Planning Director
Jennifer Oram, Assistant Director, Planning, Permits & Insp. &
Recording Secretary

Chairman Amy Glasmeier called the Planning Board meeting to order at 6:30PM.

Chairman Called for a Roll Call Vote of Members Present: Clark Brewer – Aye, Tom Callahan – Aye, Paul Colleary – Aye, Paul Grady – Aye, Erik Potter - Aye & Chairman Amy Glasmeier – Aye

Chair Glasmeier asked if there was anyone in the audience that wished to speak about anything that was not on the Planning Board agenda this evening. There were no comments.

Chair Glasmeier asked Planning Director, Lauren Lind, to review how the public could ask questions of the Planning Board during the meeting. Ms. Lind explained the process of using the Q & A feature on the Zoom Platform and asked those who submit questions to please include their name and address.

Chair Glasmeier asked if any member of the Board wished to address any items on the agenda. They did not.

Chair Glasmeier addressed the items the Board would be addressing this evening, they include the finalizing of the draft decision of for the HVBOD SP SPA at 124/87 Elm Street project, receiving an update from Building Inspector, John Hallin and then a joint meeting with the MPIC/ZBWG and then administrative items.

Discussion - HVBOD SP SPA 124/87 Elm Street final draft decision language confirmation & vote to proceed with Chair signature on behalf of the Planning Board

Chair Glasmeier reviewed the process she would like to follow for editing the final draft decision on this Harbor Project. After each final edit is read, she would like all Board members to state their name that they approve the edit. Member Brewer stated that they only had a few items until the next agenda item. He said that in his review of the draft that he thinks that there is a section missing on page 21; he said it could be missing or somewhere else. Vice Chairman Callahan stated that he relocated that section to the *Site Governance* section of the decision.

After further discussion, it was agreed that all members would review the document again and will take this topic up at the top of the next meeting on February 10, 2021.

Discussion – Planning, Permits, & Inspections Department update with Building Inspector/Director of PPI John Hallin

The Board welcomed Mr. Hallin and asked that he update the Board on any news from the Building Department. Mr. Hallin stated that there is not a lot of big news, but that he has had a couple of permits come through that look too close to call regarding the need of a Large Home Review (LHR), so he has asked the applicants to file for an LHR. Member Brewer asked if the applicants will be providing a certified calculation of the square footage. Mr. Hallin has requested this from them and expects they will come back with a lower number for their RGFA.

Chair Glasmeier stated she has been contacted by a neighbor at Windy Hill asking about the height of the homes. The Chair asked Mr. Hallin what the mechanism will be to determine the pre-construction grade on the site. Mr. Hallin explained that he would ask for a Site Plan of the existing conditions on the site prior to any work taking place. This helps with the starting point. Often the Building Department will get plans after the demolition or site work has begun; asking for pre-construction site plan with the site topography will make it a clearer starting point for projects. Chair Glasmeier asked if in the future she should send such inquiries to Mr. Hallin. He said she should.

Vice Chairman Callahan addressed the issue of the definition of height and how it is being interpreted. Right now, the Zoning Bylaw Work Group (ZBWG) is not bringing it forward, but it will be in the future. The future change would propose a minimum of measurement points at the pre-construction grade so that information is known before site work begins. Member Clark Brewer raised the issue at the site of 580 Jerusalem Road where the site was uneven and only two data points were used to measure. Mr. Hallin stated that requiring a pre-construction site plan with topography will address these issues. Chair Glasmeier said that the Town should consider you using Lidar measurement. Mr. Hallin stated that he would want a measurement from on the ground.

Chair Glasmeier asked about when she could get access to Permitteyes. Mr. Hallin said there should be some availability in March. It needs to be decided who will have access, but there is a good team in place, and everyone will be working together.

Member Potter addressed Lidar measurement as mentioned from the Chair. He stated that she made a good point, but that experienced engineers like John Cavanaro have stated that it is not used. Mr. Hallin stated that Lidar is a general tool, but what needs to be used needs to be on the ground and must be certified by a Site Engineer. Chair Glasmeier will submit a dossier on Lidar.

Joint Meeting with the Master Plan Implementation Committee (MPIC) Zoning Bylaw Working Group (ZBWG)

Present for this presentation from the Zoning Bylaw Working Group:

- Katie Dugan, Chair (MIPC Rep.)
- Cassie Rosano (MIPC)
- Woody Chittick (Zoning Board Rep.)
- Peter Pescatore (Open Space and Recreation Rep.)
- Tom Callahan (Planning Board Member)
- Paul Colleary (Planning Board Member)
- Jennifer Oram (Assistant Director of P, P & I)

Documents Used (on file in the Planning Board Office):

- Power Point presentation Prepared by Katie Dugan – on file in the Planning Board Office and some slides are shown below.

Katie Dugan called the meeting of the Zoning Bylaw Working Group (ZBWG) by roll call vote: Cassie Rosano – Present, Woody Chittick – Present, Cassie Rosano – Present, Peter Pescatore – Present, Tom Callahan – Present, Paul Colleary – Present and Katie Dugan – Present.

Ms. Dugan reviewed, in detail, the make-up of the ZBWG and what work the group is currently working on. To roll out the goals of the Cohasset Master Plan, via the MPIC, it was recommended that working groups be established to carry the many goals in the plan forward.

Ms. Dugan reviewed the charge of the ZBWG:

Zoning Bylaw Working Group

COMMITTEE CHARGE

The working group will advise the community and boards with updates and revisions to the zoning bylaws for adoption at future Town Meetings.

- ❖ **Review & re-write zoning bylaw** and address area-specific zoning needs articulated in the Cohasset Master Plan, Open Space & Recreation Plan and Harbor Plan.
- ❖ **Increase inter-board coordination & public transparency** related to potential zoning changes.
- ❖ **Update the Planning Board**, Cohasset Select Board, Zoning Board of Appeals, and the MPIC on work in progress.
- ❖ **Coordinate public forums and communication** to the community related to potential zoning changes.

Ms. Dugan then reviewed what came out of the Master Plan and what the main focuses are to be, and reviewed the slide below for the Board:

Zoning Bylaw Working Group

MASTER PLAN GOALS & STRATEGIES



The Master Plan contains 20 goals & strategies which directly or indirectly relate to zoning. The following are goals which relate to zoning:

- Plan and invest strategically in **smart growth** in order to **preserve Cohasset's community character**.
- **Revitalize the Harbor area** in accordance with Harbor Plan vision and landside development and infrastructure investments.
- **Protect open space** in all town-wide land use decisions in order to **preserve access and scenic beauty** in accordance with Open Space & Recreation Plan.
- **Attract and retain diverse business** in Cohasset while retaining town character.
- **Diversify Cohasset's housing stock** and promote increased options for household of varying sizes, incomes, tenures and ages.

Examples of zoning specific strategies identified in the Master Plan include:

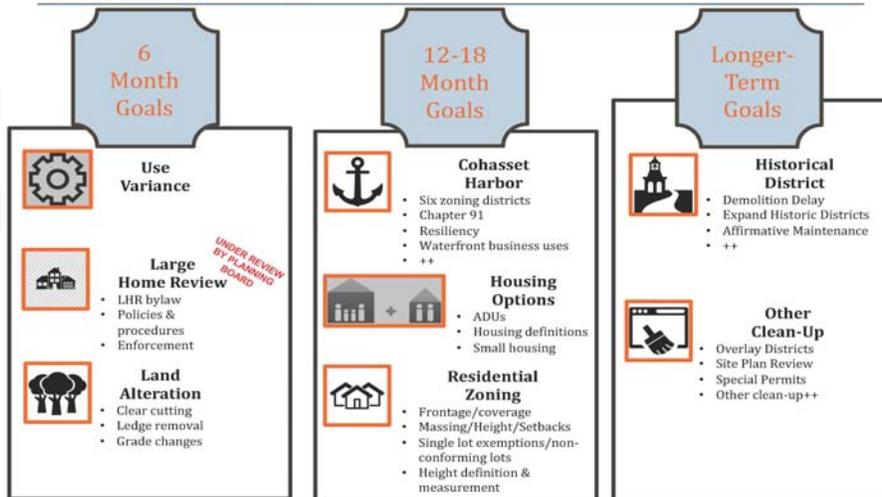
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|------------------------------|--------------------------|
| Accessory Dwelling Units | Historic District Zoning |
| Context Appropriate Density | Rooftop Solar Arrays |
| Age-Friendly/Smaller Housing | Demolition Delay Bylaw |
| Zoning for "Missing Middle" | Land Alteration Bylaw |
| Improve Permitting Process | Mixed-Use in Village |

Planning Board Member Clark Brewer asked if the ZBWG would be hiring a consultant to revise or re-write any of the identified Zoning Bylaws, adding that the group would need professional consulting. Ms. Dugan stated that they have requested funds to help with certain goals and they do have the Town Manager's approval to work with Town Counsel when needed.

After further review of the goals that came out of the Master Plan, Ms. Dugan reviewed the slide showing the timelines:

Zoning Bylaw Working Group

WORKING GROUP GOALS



Ms. Dugan asked if at this point the Planning Board had any questions. They did not.

Ms. Dugan reviewed the working groups within the ZBWG. Cassie Rosano is the project lead on Residential Zoning, Woody Chittick is the project lead on Housing and Peter Pescatore is the project lead on the Harbor.

Cassie Rosano reviewed what group has been working on for Residential Zoning utilizing the slide below:

Zoning Bylaw Working Group

RESIDENTIAL ZONING

DRAFT – FOR DISCUSSION

BENCHMARKING –
TABLE OF AREA OF REGULATIONS

INVENTORY & CATEGORIES -
HOUSING DEFINITIONS

INITIAL OBSERVATIONS

WORK IN PROGRESS

- Completed several research & benchmarking efforts related to zoning districts, table of area regulations, table of uses, and housing definitions
- Identified examples of diagrams & illustrations to clarify zoning (height, pre-construction elevation)
- Attained legal opinion on proportional zoning

THEMES

- Analyze for **voids, inconsistencies & redundancies**
- Evaluate bylaws for **alignment across three critical areas** (definitions, allowance/restricted uses and area regulations)
- Identify **5-8 categories of housing types** to further organize zoning bylaws
- Re-assess **key dimensional aspects** (height, setbacks, coverage, frontage, massing)
- Document key **protocols/measurements** in Building & Inspections Department and include diagrams were possible

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Zoning Bylaw Working Group

Woody Chittick then reviewed what his group has been working on in terms of Housing and other definitions regarding this long-term goal of the ZBWG:

Zoning Bylaw Working Group

HOUSING OPTIONS

DRAFT – FOR DISCUSSION

RESEARCH – MAPC

INTERVIEWS & BENCHMARKING –
S. SHORE NEIGHBORS

INITIAL RECOMMENDATIONS

WORK IN PROGRESS

- Reviewed two MAPC studies – Living Little & Small Housing Options
- Interviewed 5 S. Shore Planning Directors & MAPC on Accessory Dwelling Unit (ADU) bylaws
- Prepared memo on recommendations related to Cohasset’s ADU bylaw (300:15)

THEMES

- Overhaul ADU bylaw.** Existing bylaw has generated 2 applications in 19 years
 - By-right conversion for internal ADUs
 - Allow modification of attached structures & conversion of existing detached structures to ADUs
- Identify **zoning opportunities to increase diversity in housing stock,**
 - Moderate-income households - Seniors, young families, & smaller households
- Collaborate** with Affordable Housing Steering Committee & Trust on zoning issues related to the Housing Production Plan

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Zoning Bylaw Working Group

Ms. Dugan then asked to wrap up the presentation and move on to next steps regarding Annual Town Meeting. They have submitted three Notice of Intents to the Select Board Office for Annual Town Meeting. She would like to know how the Board would like to work with the ZBWG going forward. Member Brewer said they should set up a timeline. Ms. Dugan would like to come before the Planning Board to discuss the proposed bylaws informally, then the Board would send them to the Select Board and then the Select Board will forward them back to Planning so the Public Hearing process can commence. They will then need to go before the Advisory Committee, and the final stop the Select Board for a recommendation for the Warrant.

As for the continuing work between the ZBWG and the Planning Board, Vice Chairman Callahan suggested that there be a regular agenda item for updates on this working group and other liaison appointments of the Board. Member Brewer would like to get a group working on the Housing needs soon.

Vice Chair Callahan asked if they would be discussing the Large House Review (LHR) this evening. There was then an extensive conversation about what placeholders the Board has on the Warrant as of now. The LHR is one of them. Member Potter stated that he would not be in favor of making any changes to what they have now; he wants to see data before they make a mistake like last time. He would like Town Counsel to weigh in on putting teeth in it regarding landscaping etc. Ms. Dugan suggested they could use the Assessor's database; they could get some metrics from there. Mr. Callahan stated that Member Potter's points are well taken. He thinks they should switch it to a Special Permit process. Associate Member Colleary offered to help gather the metrics. Vice Chairman Callahan stated that his issues are, 'what is the objective of this bylaw'? Member Potter agreed and asked what are the people's rights? He would like an opinion from Counsel.

Prior to ending this discussion, Member Brewer said they do not have this evening to endlessly speculate the LHR. He suggests everyone re-read the bylaw in anticipation of further discussion and thanked Katie Dugan for meeting and for the great presentation. Mr. Brewer also thanked Ms. Dugan for wrestling all these issues and he thinks that regular updates from members on the ZBWG is a great idea. He added that they should plan another joint meeting in June or July to discuss housing and thanked her again for the great work.

Member Potter asked Chair Glasmeier to confirm he and Mr. Callahan could request opinions from Counsel on LHR. Chair Glasmeier stated yes.

Administrative:

Upcoming Applications/Meetings:

Ms. Lind updated the Board on upcoming filings that will be before the Board. For the meetings in February, there will be two Large Home Reviews on Windy Hill, a filing at 1 Pleasant Street for a mixed-use building seeking relief for a Special Permit under the Village Business District and for a Site Plan Review. There will also be a Site Plan review for 147 South Main Street and three ANR applications.

Ms. Oram updated the Board that engineers will need to be brought on for both 1 Pleasant Street and 147 South Main Street.

Minutes:

MOTION:

Vice Chairman Callahan to approve the minutes of October 14, 2020

SECOND:

Member Brewer

VOTE:

Roll Call Vote: Clark Brewer - Aye, Tom Callahan – Aye, Erik Potter – Aye, Paul Colleary – Aye, Amy Glasmeier – Aye and Paul Grady –Aye (6-0). MOTION CARRIES

Adjournment:

MOTION:

Member Brewer to adjourn the meeting at 9:03PM

SECOND:

Member Potter

VOTE:

Roll Call Vote: Paul Grady - Aye, Paul Colleary – Aye, Tom Callahan – Aye, Erik Potter – Aye, Clark Brewer and Amy Glasmeier –Aye (6-0). MOTION CARRIES

Meeting adjourned at 9:03PM

APPROVED