

Town of Cohasset
Zoning Bylaw Working Group - Master Plan Implementation Committee
February 3, 2022 – Virtual Meeting via Zoom

A meeting of the Zoning Bylaw Working Group was held at 11:00 am on February 3, 2022 virtually on Zoom.

In attendance were:

Katie Dugan, MPIC representative
Cassie Malatesta, MPIC representative
Tom Callahan, Planning Board representative
Woody Chittick, Zoning Board of Appeals representative
Peter Pescatore, Open Space & Recreation representative
Paul Colleary, Planning Board representative
Lauren Lind, Director of Planning

Absent:

Jack Creighton, Cohasset Select Board representative
John Hallin, Building Commissioner & Zoning Officer

The meeting was called to order at 11:04 am.

Minutes

The working group voted to approved minutes from January 25, 2022. Katie Dugan will send this minutes to Town Clerk's office to be posted on the Town website.

RFQ - Comprehensive Zoning Bylaw Redraft & Reorganization

Paul Colleary gave an update to the working group regarding the distribution and reception by prospective consultants of the zoning RFQ. Unfortunately a number of firms on the list did not receive the first email, either because the firms are not checking their info@ emails for new business opportunities or the individuals contacted did not get opened by recipient. Paul Colleary is attempting to contact partners within the firm or leaving voicemails to make sure that RFQ is acknowledged by as many of the firms identified by the ZBWG as prospective consultants.

Paul Colleary has learned that Anderson Kreiger, Camiros and one other firm that had previously contact Michelle Leary will not be bidding. Utile and RKG have indicated that they will take a look at the RFQ and discuss internally. It appears that Bob Mitchell and Barrett Consulting are still planning on bidding and would welcome the extra time to respond to RFQ. Cassie Malatesta suggested contacting Stantec as another potential firm with broad planning services. Paul Colleary will continue to follow up and will circulate a copy of notes from his interactions with various firms.

Based on this feedback, the working group discussed the merits of extending the RFQ deadline by two to three weeks. The working group agreed that additional time might attract additional firms to the RFQ process. Lauren Lind suggested that she, Katie Dugan and Cassie Malatesta work up a proposal and circulate a new RFQ timeline to the working group and Michelle Leary following the meeting. Lauren Lind will also prepare a memo to the Select Board and Planning Board updating them on the change in the timeline and rationale for shift in strategy.

Update Residential Rules & Regulations

Tom Callahan gave the working group a brief update on the Residential Rules & Regulations public hearing discuss at the January 26th meeting. In addition to planning board concerns from Clark Brewer, several developers in Cohasset came forward with concerns regarding regulating non-subdivision private ways and the changes proposed in existing common driveway rules & regulations to lower number of homes from 8 to 3 utilizing

common driveway. The discussion at the Planning Board also raised issues relative to statutory or bylaw provisions which give the Planning Board the authority to regulate private ways. Tom Callahan is following up with Carolyn Murray at KP Law to make sure that the regulatory authority exists and to document this for future Planning Board discussions regarding rules & regulations. The public hearing was continued to March 30, 2022 when a compromise relative to scope of proposed rules & regulations will like be discussed. The working group agreed that it might be helpful to document all the private ways and Planning Board/ZBA discussions that involved access including: Cedar Lane, Black Horse Lane, Diab Lane, Dolan Lane, Black Rock Road, Ocean Ledge, and Lambert's Lane.

Next Steps - Communications

The group revisited the three communications pieces it had drafted in January including the "why zoning matters", "why update the zoning bylaws", and the background document regarding justification for updating the bylaws. The group agreed to comment on these documents by the week of February 10th to get these documents to the 85% threshold so they could begin to be utilized by the working group in public venues. Woody Chittick suggested that eventually a "frequently asked questions" format might be a helpful way to publicize this information to the community. The working group also discussed the need to develop a series of advocates for zoning reorganization & redraft from various committees involved in permitting, Town Meeting and involved citizens.

Comprehensive Zoning Reorganization & Redraft

The working group briefly discussed the work done by Tom Callahan on definitions and reorganization. Katie Dugan suggested that format for definitions work needed to be changed to better reflect what the existing definition is and what the proposed new definition is. Tom Callahan said he would work on reformatting this work. The working group agreed that they would focus next meeting on discussing proposed reorganization outline and dive into the definitions matrix.

Administrative

Peter Pescatore announced to the working group that he will be leaving the Open Space & Recreation Committee and in turn the ZBWG come end of March. He will endeavor to get a representative from the OSRC to fill the spot on the zoning working group. The meeting adjourned at 12:29pm. Katie Dugan will poll the working group to set the next meeting for February based on when redraft of the definitions matrix is available and there is an update on the RFQ.

Documents

1-21-22 Reorganization Memo

1-21-22 Definitions Memo

Comments on TC's Zoning Rewrites

RFQ Zoning Timeline_Jan to March 2022

ZBWG – RE Consultant Considerations_Final