Harwich Planning Board

Town Hall, 732 Main Street, Harwich, MA – Griffin Room

**MINUTES**

**Tuesday, January 23, 2024 – 6:30 PM**

This meeting of the Planning Board was held in-person and was also available for viewing via the GoToMeeting format.

Members present: Duncan Berry, Emily Brutti, Harry Munns ad Allan Peterson.

The Town Planner, Christine Flynn was also present.

1. **Recording Notice; Call to Order**

Mr. Berry called the meeting to order at 6:30 PM and read the following notice.

*According to MA Law anyone who intends to record the meeting must first notify the Chair who will then inform the other attendees at the start of the meeting.*

1. **Pledge of Allegiance**

Mr. Berry then invited all to join him in reciting the Pledge of Allegiance.

1. **Public Hearings**

**NONE**

1. **Public Meeting**

**Case # PB2007-36** South Westgate Road, Request for full release of Covenant.

Mark Zippo, the developer of the road known as South Westgate Road spoke about the report that had come back from the Town’s contracted engineer, VHB and responded to each of the points that had been brought up. He said that he believed that the road was ready to be released by the Town.

Town Planner, Christine Flynn also referred to the VHB report and noted that both she and the engineer recommended release from covenant for the road with a condition that the developer return a maintenance plan to the Town. She also mentioned the hydrants but Mr. Zippo told the Board to refer to their documents for approvals from the Town Fire Department for the current placement of the hydrants.

Mr. Peterson moved (and then amended his motion) with a second by Ms. Brutti that the Board approve the request for full release from Covenant for **Case # PB2007-36** South Westgate Road, Assessor’s Map 56, Parcels M2-3, M2-4, M2-5, M2-6, M2-7, M2-8 and M2-9 with the condition that the Applicant return a maintenance plan to the Planning Department. The Board voted in favor 4-0-0.

**Case # PB2024-07** Kieran Healy, PLS of the BSC Group, representing Dan Mento has applied for an Approval Not Required to create 4 lots from 1 lot at 0 Queen Anne Road, at the intersection with Orleans Road, Assessor’s Map 74, Parcel S3 in the RR Zoning District.

Kieran Healy presented the case and explained that each of the 4 lots will have the required square footage, frontage and shape factor and should therefore not need subdivision review. He asked the Board to endorse his request for an Approval Not Required.

Ms. Flynn told the Board that both she and the VHB Engineer believe that the request falls within the qualifications for an ANR.

Mr. Peterson moved with a second by Ms. Brutti that the Board endorse the request for an Approval Not Required for Case 2024-07, 0 Queen Anne Road, Assessor’s Map 74, Parcel S3 for the Applicant to create 4 lots from the one current lot as the Board has determined that the project does not need subdivision review. The Board voted in favor 4-0-0. The Board members signed the Mylar plan for the ANR.

**Planning Board Business**

1. Approval of Draft Minutes: 1/09/24. Mr. Berry told the Board that this vote will be deferred until the meeting on February 13, 2024.
2. Approval of a new street name for Veteran’s Memorial Drive. Robbin Kelley, Cemetery Administrator told the Board that the request to name the entrance to the Evergreen Cemetery came about as the result of the successful installation of a Veteran’s Memorial within the cemetery and the hope that naming the entry way will encourage visitors to that memorial. She also spoke about a modernization of the website to make it easier for folks looking for a grave site. Mr. Berry agreed that the memorial was a great way for the Town to honor its brave veterans. Ms. Brutti also agreed and added that the road should be possessive, or, Veteran’s Memorial Drive. Ms. Flynn voiced her approval. Mr. Peterson moved with a second by Ms. Butti that the Board accept the name **Veteran’s Memorial Drive** for the entry way from Route 39 into the Evergreen Cemetery. The Board voted in favor 4-0-0.
3. Approval for new address/street number for 41 Round Cove Road. Ms. Flynn noted

that this had come as a request from the owner. There were no objections from Fire, Police, Highway or the Assessor. Mr. Peterson move with a second by Ms. Brutti that the Board approve the request to change the address for the parcel at Assessor’s Map 95 Parcel B20 from 0 Round Cove Road to 41 Round Cove Road. The Board voted in favor 4-0-0.

Mr. Peterson noted that he had reached out to a few people regarding membership in the Board and was waiting to hear back from a few of those. Mr. Berry spoke about needing new members.

1. Comprehensive Town Planning update:
   1. Housing Production Plan’s (HPP) Housing Needs Assessment Presentation by Karen Sunnarborg, Planning Consultant. (45 minutes)

Karen Sunnarborg joined the meeting remotely and gave a presentation, aided by Power Point explaining the current process to update the Town’s Housing Production Plan and make an up-to-date Housing Needs Assessment. Zoning strategies used in 2016 will not be effective today given how needs have changed. She used graphs and figures on population age, economic trends as well as housing growth and occupancy trends for seasonal and year-round populations. While the median income has increased by 92% between 2000 and 2021, home prices have increased by 191%. The median market rental for a 2-bedroom unit is $2,400.

Ms. Sunnarborg continued by saying that there needs to be a continued focus on rental housing. The “next steps” include presenting the Housing Needs Assessment to the Local Comprehensive Planning Committee and the Housing Trust along with her recommendations. The Town will need to hold community housing workshop sessions, draft the next sections of the Housing Production Plan and conduct another Housing Forum to present the Draft Plan for comments. Then the plan needs approval from the Planning Board and the Board pf Selectmen

Prior to submitting it to the State for approval.

**Adjourn**

Documents and plans related to these applications may be viewed on the [Planning Board's home page](https://www.harwich-ma.gov/planning-board/pages/planning-board-regulatory-project-applications) and are on file with the Town Clerk and the Planning Department at Town Hall, 732 Main Street, Harwich, MA 02645 and may be viewed during regular Town Hall hours. Email [sdelaney@town.hawich.ma.us](mailto:sdelaney@town.hawich.ma.us).

***Next Planning Board Meeting (****Subject to Change****) – February 13, 2024***

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