

PLANNING BOARD MINUTES

Wednesday, June 21, 2023 – 5:00 PM
ZOOM MEETING

TOWN OF TISBURY
P.O. BOX 602
TOWN HALL ANNEX
VINEYARD HAVEN, MASSACHUSETTS 02568
(508) 696-4270 | Fax (508) 696-7341
aupton@tisburyma.gov
www.tisburyma.gov

IN ATTENDANCE:

Benjamin Robinson – Chair, Connie Alexander – Clerk, Cheryl Doble, Casey Hayward, Elaine Miller, Lora Ksieniewicz – Associate Member*

STAFF/MVC:

Dan Doyle – Special Projects Planner/Martha's Vineyard Commission (MVC),
Amy Upton – Tisbury Planning Board Administrator

SITE PLAN REVIEW BOARD:

Caroline Little, Jeffrey Pratt

* Members that arrived later or left early: Lora Ksieniewicz left early.

Chair Benjamin Robinson called the June 21, 2023 Tisbury Planning Board (TPB) meeting to order at 5:02 PM. Due to ongoing efforts to prevent spread of Covid-19 this meeting was held remotely via Zoom platform. The Public could attend and participate in the meeting by the following method:

-Join Zoom Meeting <https://us06web.zoom.us/j/83543814809> Meeting ID: 835 4381 4809

(Recorder's Note: Discussions are summarized and grouped for clarity and brevity).

MINUTES: March 1, March 15, March 21 of FY 2023

The March 21, 2023 minutes were not available at the time of this meeting.

ELAINE MILLER, AT 7:36 PM, MOVED TO APPROVE THE MINUTES OF MARCH 1, 2023 AS AMENDED. SAID MOTION WAS SECONDED BY CONNIE ALEXANDER. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 5 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

ELAINE MILLER, AT 7:37 PM, MOVED TO ACCEPT THE MINUTES OF MARCH 15, 2023 AS PRESENTED. SAID MOTION WAS SECONDED BY CASEY HAYWARD. THE BOARD VOTED IN FAVOR OF THE MOTION: 3 AYES, 0 NAYS, 0 ABSTENTIONS. MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE. MS. ALEXANDER AND MS. DOBLE WERE NOT PRESENT AT THIS MEETING AND DID NOT VOTE.

APPOINTMENTS:

5:00 PM:

Board Discussions, see below new/old business

5:55 PM:

Joint Meeting of the Planning Board & Site Plan Review Board

Chair Robinson said the Planning Board would recess the regularly scheduled meeting on June 21, 2023 in order to hold the following Deliberation. At the conclusion or continuation of the Deliberation, the Planning Board would resume the regular meeting to conclude all unfinished business.

6:00 PM:

Deliberations for Rob and Jaime Douglas; SP Application for 57 Lagoon Pond Rd, AP9-A-21 pursuant to TZBL 06.06.03; Reconstruction, Extension, or Structural change of a non-conforming structure

Members Present by roll call: Chair Robinson, C. Alexander, C. Doble, C. Hayward, E. Miller

Others: Glenn Provost – Owner Representative/Vineyard Land Surveying & Engineering, Inc., Greg Aborn, Jeffrey DuBard, Lauren Evans, Steve Guard, Amelia Hambrecht, Jason Heywood, Mary Ellen Larsen, Caroline Little, Justin Lucas, Hadley Martins, Jeffrey Pratt, Chris Scott, Amy Upton

THE DELIBERATIONS COMMENCED IN DUE FORM AT 6:04 PM.

Documents on file as referred to during the meeting:

Douglas PBSP-15 57 Lagoon Pond Road

Chair Robinson said last Friday the Site Plan Review Members had conducted a site visit; this Deliberation was being held as a joint meeting to discuss the findings. **Chair Robinson** and **J. Pratt** said this review focused specifically on the materials used on the exterior of the building; they suggested alternatives to Polyvinyl Chloride (PVC) that was proposed for the trim.

A. Upton screen shared the site plan; conditions were discussed as follows:

- ❖ Outdoor lighting.
- ❖ Zoning restrictions for use of the building - it could not be used as residential (no habitation)
- ❖ Prohibition of exterior materials, not to be a PVC based product.
- ❖ Underground utilities and how to address them - what was required.
- ❖ Single curb cut for access to the property.
- ❖ Time of use.

CHERYL DOBLE, AT 6:33 PM, MOVED TO APPROVE WITH THE SIX CONDITIONS, BROADLY SPEAKING, AND TO CONTINUE DELIBERATIONS ON JULY 19, 2023 AT 6:00PM. SAID MOTION WAS SECONDED BY ELAINE MILLER. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 5 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

Chair Robinson said the Planning Board would recess the regularly scheduled meeting on June 21, 2023 in order to hold the following Informal Pre-application Meeting/Review. At the conclusion or continuation of the Review, the Planning Board would resume the regular meeting to conclude all unfinished business.

6:15 PM:

Informal pre-application meeting with Brandon Smith re: Safe Harbor Marina, 100 Lagoon Pond Rd. AP 9-B-2 in the Waterfront/Commercial Management District-Site Plan Review Board on site 6/16/23

Members Present by roll call: Chair Robinson, C. Alexander, C. Doble, C. Hayward, E. Miller

Others: Brandon Smith – Applicant, Greg Aborn – Plymouth Solar Energy, Jeffrey DuBard, Lauren Evans, Allen Green, Steve Guard, Amelia Hambrecht, Jason Heywood, Mary Ellen Larsen, Caroline Little, Justin Lucas, Hadley Martins, Jeffrey Pratt, Glenn Provost, Chris Scott, Amy Upton

THE INFORMAL PRE-APPLICATION MEETING COMMENCED IN DUE FORM AT 6:34 PM.
Documents on file as referred to during the meeting:

SHM_Existing_Site_Plan_Friday
SHM_Proposed_site_plan_Friday
BoatRacks_New_Racks_layout

Chair Robinson said this was an opportunity for Site Plan Review Members to vet any issues; **J. Pratt** and **C. Little** said there were no new findings.

Chair Robinson outlined the project highlights which included:

- Removal of one building
- Demolition of three buildings in a flood zone
- Addition of a concrete gravel way
- Configuration and additions of boat racks
- Re-orientation for parking

Chair Robinson said a key item for the TPB was the easement that runs along the northeast/northwest boundaries, which could be acted upon if the Town had a project plan.

Discussion points:

- ❖ New parking plan and traffic implications/improvements.
- ❖ The boardwalk and public access.
- ❖ Solar panel installation and the challenges faced.

6:30 PM:

Informal Discussion with Shane Tavares re: installation of solar panels at 100 Lagoon Pond Rd.-Site Plan Review Board on Site 6/16/23

Please see above — 6:15 PM: Informal pre-application meeting with Brandon Smith re: Safe Harbor Marina, 100 Lagoon Pond Rd. AP 9-B-2 in the Waterfront/Commercial Management District-Site Plan Review Board on site 6/16/23

Chair Robinson said the Planning Board would recess the regularly scheduled meeting on June 21, 2023 in order to hold the following Informal Pre-application Meeting/Review. At the conclusion or continuation of the Review, the Planning Board would resume the regular meeting to conclude all unfinished business.

6:45 PM:

Informal Discussion with Jeffrey DuBard re: moving historic boat shop from 100 Lagoon Pond Rd to 51 Lagoon Pond Rd to store until plans are finalized- Application pending under TZBL 06.00.00

Members Present by roll call: Chair Robinson, C. Alexander, C. Doble, C. Hayward, E. Miller

Others: Jeffrey DuBard – Applicant, Allen Green, Steve Guard, Amelia Hambrecht, Jason Heywood, Justin Lucas, Chris Scott, Brandon Smith, Amy Upton

THE INFORMAL PRE-APPLICATION MEETING COMMENCED IN DUE FORM AT 6:50 PM.

Documents on file as referred to during the meeting:

SKM_C360i23061513030

J. DuBard explained the historic significance of the building and his long term plans for the building. He outlined the plans of moving/relocating the building from the current location at Safe Harbor Marina (SHM) to one of his properties on Lagoon Pond Road as temporary storage. (SHM was giving the building away.)

Chair Robinson recommended the next steps be with the Building Department - the TPB did not have any involvement at this time as long as the site was secured. **C. Alexander** asked **J. DuBard** to provide regular status updates with a six month check-in to keep Members informed.

ELAINE MILLER, AT 7:07 PM, MOVED THAT THE TISBURY PLANNING BOARD WOULD PERMIT TEMPORARY STORAGE OF THIS BUILDING ON A SIX MONTH TIME PERIOD TO BE UPDATED TO THE BOARD IN SIX MONTHS; WITH THE EXPECTATION THAT A PROPER APPLICATION WILL BE FORTHCOMING THAT WILL REQUIRE BOTH MARTHA'S VINEYARD COMMISSION REVIEW AND TISBURY PLANNING BOARD REVIEW. SAID MOTION WAS SECONDED BY CHERYL DOBLE. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 5 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

6:55 PM:

Joint Meeting Adjourned

A quorum was not present. **Caroline Little and Jeffrey Pratt left the meeting at 6:49 PM

Chair Robinson said the Planning Board would recess the regularly scheduled meeting on June 21, 2023 in order to hold the following Approval Not Required (ANR) Review. At the conclusion or continuation of the Review, the Planning Board would resume the regular meeting to conclude all unfinished business.

7:00 PM:

Form A- ANR for Allen J. Green & Christie A. Coon, AP 2-B-2 at Locus; 96 Algonquin Avenue, Tisbury, Ma.

Members Present by roll call: Chair Robinson, C. Alexander, C. Doble, C. Hayward, E. Miller

Others: Cody Coutinho – Owner Representative/Vineyard Land Surveying & Engineering, Inc., Jeffrey DuBard, Allen Green, Amelia Hambrecht, Jason Heywood, Justin Lucas, Chris Scott, Brandon Smith, Amy Upton

THE REVIEW COMMENCED IN DUE FORM AT 7:08 PM.

Documents on file as referred to during the meeting:

2023-06-12 451-2 Form A Plan

C. Coutinho screen shared the assessors map and the site plan; he explained with the division, both lots would be of adequate size. He said the owners did not have the intention to record the plan, but to have it in place to increase the value of the house for a future buyer.

Chair Robinson asked for a notation on the plan specific to the leaching field issue and the necessary steps to resolve the issue for the Board of Health (BOH) if this division would go forward, what would need to be done if the division were to happen. **Chair Robinson** said without the notation on the plan, the TPB would be hesitant to endorse this.

Chair Robinson asked **C. Coutinho** to grant an extension so that the needed language could be added, and to have the BOH and Town Counsel review the language before moving forward. The owners were in agreement to extend as needed; July 5, 2023 was the anticipated date to review this again.

★ *The Planning Board resumed their regularly scheduled session at 7:17 PM to address all unfinished business.*

BOARD DISCUSSIONS:

A. NEW BUSINESS

a. Master Plan (MP) updates w Dan Doyle-review community outreach sessions

Chair Robinson screen shared the *Draft Tisbury Vision Plan Goals and Objectives revised by Town Master Plan Steering C'tee & Planning Board*.

D. Doyle highlighted the changes from the prior document; Members discussed the Objectives and made edits where appropriate.

Goal 1: Governance

Goal 2: Natural Resources and Open Spaces

Goal 3: Zoning and Land Use

Goal 4: Economic Development

Goal 5: Transportation

Goal 6: Housing

Goal 7: Community Health

C. Doble said the Consultants needed these quickly, as they would guide the implementation plan; she recommended sharing this updated document with the Master Plan Steering Committee so they could see the changes.

ELAINE MILLER, AT 6:02PM, MOVED TO ADOPT THESE GOALS AND OBJECTIVES AS AMENDED. SAID MOTION WAS SECONDED BY CHERYL DOBLE. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 5 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

b. Discussion re: Planning Board operating budget, amendment, and renewal of contract with Teresa Kruszewski d/b/a 51 Art

Chair Robinson said an arbitrary cap was set at \$9000.00; the existing contract needed to be amended to \$16,500.00 for services incurred/for services to the end of the fiscal year; he indicated this would not be a budgetary issue.

CHERYL DOBLE, AT 7:18 PM, MOVED TO AMEND THE EXISTING CONTRACT TO \$16,500.00. SAID MOTION WAS SECONDED BY ELAINE MILLER. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 5 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

A. Upton recapped the FY23 spending for minutes; she used this [historical] information to estimate the contract dollar amount of \$16,500.00 (on the Professional Services Line) for FY24; this contract was for minutes of the two standard meetings each month - additional meetings would be on a case-by-case basis.

Members discussed the need for this sub-contracted service and confirmed the set amount would be appropriate; they were in full agreement to increase the hourly rate from \$47.00 to \$50.00 for FY24.

CHERYL DOBLE, AT 7:29 PM, MOVED TO APPROVE THE CONTRACT FOR [TERESA KRUSZEWSKI] FISCAL YEAR 2024 WITH A CAP OF \$16,500.00. SAID MOTION WAS SECONDED BY CONNIE ALEXANDER. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 5 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

c. Committee review and assignments for FY-24

Please see below: B. OLD BUSINESS; II Active Committee Assignments, Re-assignments & Reports.

d. Bills Payable: Payroll;\$2209.60, 51Art-MVMinutes; \$1000.00 Non-Travel Re-imbursement; \$325.92,

A. Upton said the new total was \$3393.27 as minutes were revised to \$857.75. She explained the non-travel reimbursement which included office and cleaning supplies.

CONNIE ALEXANDER, AT 7:40 PM, MOVED TO APPROVE THE BILLS PAYABLE AS PRESENTED [REVISED TOTAL OF \$3393.27]. SAID MOTION WAS SECONDED BY CASEY HAYWARD. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 5 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

B. OLD BUSINESS

I. Upcoming TPB Calendar: Public Hearings, Appointments & Discussions

- **Informal discussion w Xerxes Agasipour re; 4 State Rd (educomp building) and possible municipal campus/Town Hall (June 28th, July 26th, August 30th)**
 - Nothing was decided.
- **Schedule follow up joint meeting with Select Board - review topics for discussion (June 28th, July 26th, August 30th)**
 - Nothing was decided.
- **Schedule a joint meeting with the WT PB to meet with residents of Red Coat Hill rd/Shubael Weeks Path Neighborhood (June 28th, July 26th, August 30th)**
 - **E. Miller** said she was looking for more specifics to narrow it down and understand the situation clearer.

II. Active Committee Assignments, Re-assignments & Reports

A. All Island Planning Board - All members TBD

B. Byways Committee - possible new w/ Amy Upton, Lora Ksieniewicz

(Could be a working group prior to forming a committee/perhaps a subcommittee for the Open Space and Recreation Committee?)

C. Climate Committee - Ben Robinson and/or Casey Hayward

C. Hayward would remain.

D. Community Preservation Committee - Cheryl Doble and/or Heidi Dietrich

C. Doble would remain.

E. Land Bank Advisory Committee - Elaine Miller and/or Casey Hayward

E. Miller was the current Chair and said there was a specific make up for this committee; they were not public meetings. **C. Hayward** expressed interest in being part of this group; **E. Miller** said an opportunity for her involvement could be within the year.

F. Open Space and Recreation (OSRC) - Cheryl Doble and/or _____

C. Doble said they were getting swamped with the workload, they needed help. **E. Miller** suggested hiring an admin to assist with the workload. **Chair Robinson** suggested once a seat opened, it would be the opportunity for **L. Ksieniewicz** to step into that position.

G. Sewer Advisory Committee - Connie Alexander

C. Alexander would remain.

H. Site Plan Review Board - Ben Robinson, and/ or Lora Ksieniewicz, Amy Upton

Chair Robinson said **A. Upton** was reviving this Board; he said an architect (non-voting representative) was required as well as a Planning Board representative - it would be the opportunity for **L. Ksieniewicz** to step into that position.

I. Tisbury Affordable Housing Committee - Elaine Miller and/or _____

E. Miller would remain.

J. Tisbury Waterways Committee - Casey Hayward and/or _____

Chair Robinson would be the representative.

K. ADDED AT THE MEETING: Water Resource Committee (WRC) - Ben Robinson

Chair Robinson would remain.

L. Vision Forum - removed for now because of Master Plan commitments

A. Upton would confirm the statutory assignments.

ELAINE MILLER, AT 8:04 PM, MOVED TO APPOINT THE COMMITTEE MEMBERS AS DISCUSSED. SAID MOTION WAS SECONDED BY CHERYL DOBLE. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 5 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

CORRESPONDENCE:

1. Martha's Vineyard Commission Meeting Schedule
2. Mvmeetings 51-Art contract renewal
3. Red Coat Hill Rd/Shubael Weeks Path emails and associated documents

Other business not reasonably anticipated 48 hours in advance of meeting:

None.

ADJOURNMENT:

DISCUSSION ENSUED THEREON, UPON A MOTION DULY MADE BY CONNIE ALEXANDER AND SECONDED BY ELAINE MILLER, THE MEETING UNANIMOUSLY ADJOURNED AT 8:05 PM.

Respectfully submitted;



Teresa Kruszewski, Recorder

APPROVAL: Approved and accepted as official minutes;

Date

Benjamin Robinson, Chair

APPROVED SEPTEMBER 20, 2023