

PLANNING BOARD MINUTES

Wednesday, July 5, 2023 – 5:00 PM
ZOOM MEETING

TOWN OF TISBURY
P.O. BOX 602
TOWN HALL ANNEX
VINEYARD HAVEN, MASSACHUSETTS 02568
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IN ATTENDANCE:

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

STAFF/MVC:

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

OTHERS/PRESS:

Louisa Hufstader – Vineyard Gazette

* Members that arrived later or left early: Lora Ksieniewicz arrived at 5:05 PM and left at 6:40 PM.

Chair Benjamin Robinson called the July 5, 2023 Tisbury Planning Board (TPB) meeting to order at 5:03 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/87014369028> Meeting ID: 870 1436 9028

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

MINUTES: March 29, & May 22, 2023 Tabled.

APPOINTMENTS:

5:00 PM:

Board Discussions, see below new/old business

Chair Robinson said the Planning Board would recess the regularly scheduled meeting on July 5, 2023 in order to hold the following Public Hearing. At the conclusion or continuation of the Public Hearing, the Planning Board would resume the regular meeting to conclude all unfinished business.

6:00 PM:

Commence Public Hearing for Brandon Smith; Special Permit Application for Safe Harbor Marina, AP 9-B-2 pursuant to TZBL 06.06.01, 06.06.02, 06.06.04, 06.06.05 and 06.06.10-Site Plan Review Board on site 6/16/23.

Members Present by roll call: Chair Robinson, C. Alexander, C. Doble, E. Miller & Lora Ksieniewicz

Others: Glenn Provost – Owner Representative/Vineyard Land Surveying & Engineering, Inc.,

Chris Scott – Applicant, Lisa Belcastro, Brenda Burt, Steve Guard, Jason Heywood, Louisa Hufstader,

Ross P. Seavy, Esq., Kyle Sheffield, Amy Upton, Sarah Willimann

THE PUBLIC HEARING COMMENCED IN DUE FORM AT 6:01 PM.

Documents on file as referred to during the meeting:

SHM Proposed Site Plan.pdf

MDB Safe Harbor Vineyard Haven Preliminary

Chair Robinson indicated that **L. Ksieniewicz** would be a voting member for this Public Hearing as Board Member **C. Hayward** was not present.

Chris Scott presented the plan which included property and water quality improvements.

Chair Robinson said the materials detailing the commitments as well as documents that had been prepared for the MVC process could be found on the MVC website under active Developments of Regional Impact (DRI); **E. Miller** said it was excellent information and provided a base for the TPB.

Mr. Scott would provide a list of what had been completed so far for the MVC conditions, as well as the Site Plan Review information.

Public Comment:

Sarah Willimann by chat asked: *How High is the tallest rack currently, on the property?*

Mr. Scott reviewed the layout for the new and existing boat racks, which would maximize space while maintaining/improving the water views and safety.

CONNIE ALEXANDER, AT 6:25 PM, MOVED TO CLOSE THE PUBLIC HEARING AND TO CONTINUE DELIBERATIONS TO AUGUST 2, 2023 AT 6:00PM AND TO LEAVE THE WRITTEN RECORD OPEN UNTIL AUGUST 2, 2023 AT 6:00 PM. 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. KSINIOWICZ, MS. MILLER—AYE & MR. ROBINSON—AYE.

Chair Robinson said the Planning Board would recess the regularly scheduled meeting on July 5, 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 Fernando Garcia re: non- appurtenant sign at Locus 15 Merchants Ct. for The Church of Latter-Day Saints per TZBL 05.23.01; Non appurtenant signs: Business District 2

Members Present by roll call: Chair Robinson, C. Alexander, C. Doble, E. Miller & Lora Ksieniewicz

Others: Fernando Garcia – Applicant, Lisa Belcastro, Brent Brown, Allen Green, Louisa Hufstader,

Ross P. Seavy, Esq., Kyle Sheffield, Amy Upton, Sarah Willimann

THE INFORMAL PRE-APPLICATION MEETING COMMENCED IN DUE FORM AT 6:27 PM.

Documents on file as referred to during the meeting:

Post_and_Panel_Sign_specifications

Chair Robinson explained how the bylaw was structured in the B2 district and questioned whether this step was necessary; **A. Upton** said this request came through from the new building inspector to ensure this was done through process and protocol; **Fernando Garcia** said the landlord would grant permission if the Town agreed.

Chair Robinson suggested review of the other businesses at that location, if there were Special Permits for their signage. Members would gather more information to inform the next steps and to get the process right; it was uncertain if the bylaw applied.

***Chair Robinson** said the Planning Board would recess the regularly scheduled meeting on July 5, 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.*

6:30 PM:

Informal Pre-application meeting with Ross Seavey re: Sawyer Realty Group, LLC. at locus 33 Lagoon Pond Rd, AP 9-A-14 in the Waterfront/Commercial Management District (TBD)

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

Others: Ross P. Seavy, Esq. – Owner Representative, Lisa Belcastro, Allen Green, Amelia Hambrecht, Louisa Hufstader, Kyle Sheffield, Amy Upton, Sarah Willimann

THE INFORMAL PRE-APPLICATION MEETING COMMENCED IN DUE FORM AT 6:40 PM.

Documents on file as referred to during the meeting:

Sawyer PB Presentation

Chair Robinson said it was recognized that Mr. Seavy had been the Town Building Commissioner up until a month ago; there were rules that applied from the State Ethics Department that would dictate if/how Mr. Seavy could be involved in this process.

Ross Seavy, in great detail, explained what had happened to date on the property and how the property owners would like to proceed; **Mr. Seavy** said he wanted to reserve the right to use preexisting conditions.

Members discussed at length the property [history and] demolition as well as the process and necessary homework that needed to be done to move the project forward; the Public Hearing would not be scheduled until the Ethics decision for Mr. Seavy was finalized; **A. Upton** reminded the Board there was a statutory timeframe to keep this moving along.

***Chair Robinson** said the Planning Board would recess the regularly scheduled meeting on July 5, 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 pre-application meeting with Amelia Hambrecht re: 187 Lagoon Pond Rd, Tisbury, Ma. AP 12-D-24

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

Others: Amelia Hambrecht – Applicant, Reid Silva – Vineyard Land Surveying, Inc., Lisa Belcastro, Allen Green, Louisa Hufstader, Kyle Sheffield, Amy Upton, Sarah Willimann

THE INFORMAL PRE-APPLICATION MEETING COMMENCED IN DUE FORM AT 7:15 PM.

Documents on file as referred to during the meeting:

Hambrecht ANR Plan.pdf

Hambrecht Overlay Site Plan.pdf

Amelia Hambrecht said she wanted to move the Caleb Prouty House from the Stop and Shop property to her property; she was unsure how to proceed as it was not a clear process.

Members reviewed the proposal and had a lengthy discussion of steps that could [possibly] be taken;

Chair Robinson suggested **Ms. Hambrecht** work with **A. Upton**.

***Chair Robinson** said the Planning Board would recess the regularly scheduled meeting on July 5, 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 at Locus; 96 Algonquin Avenue, Tisbury, Ma., AP 2-B-2

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

Others: Allen Green – Applicant, Reid Silva – Vineyard Land Surveying, Inc., Louisa Hufstader, Amy Upton

THE REVIEW COMMENCED IN DUE FORM AT 7:50 PM.

Documents on file as referred to during the meeting:

2023-07-05 Division plan.pdf

Reid Silva screen shared the revised site plan with the notes as requested; criteria for endorsement from the TPB was discussed.

(Please see document on file for details: APPROVED Minutes TPB June 21, 2023.pdf; 7:00 PM: Form A- ANR for Allen J. Green & Christie A. Coon, AP 2-B-2 at Locus; 96 Algonquin Avenue, Tisbury, Ma.; pg 5)

ELAINE MILLER, AT 8:02 PM, MOVED TO APPROVE AS PRESENTED WITH THE NOTE. SAID MOTION WAS SECONDED BY CONNIE ALEXANDER. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 4 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

★ *The Planning Board resumed their regularly scheduled session at 8:02 PM to address all unfinished business.*

BOARD DISCUSSIONS:

A. NEW BUSINESS

a. Master Plan (MP) updates w Dan Doyle-update on round table discussions

MPSC Meeting Topics and Timeline

D. Doyle said the next MP Steering Committee (MPSC) meeting would be July 11, 2023 (off cycle due to the July 4th holiday). Discussion topics would include summer outreach and setting dates for the Implementation Plan; he screen shared the upcoming Agenda for Board review.

Chair Robinson said after the review of goals and objectives would come the actions; he asked if this would be something done with Judi Barrett/ Barrett Planning Group LLC (BPG/the Consultants) or would the Consultants work through them first and then present them to the MPSC and TPB? What was the process to prioritize?

C. Doble said the MPSC would start with the goals; she said it was important that we as a community identify our priorities and critical pieces before the Consultants went into the process.

- Members discussed the importance of giving guidance to the Consultants for critical decision making.
- Concern was expressed that regular communication with the Select Board and Town Staff was not in place, that there seemed to be challenges setting something up.

Members discussed the [necessary] specifics of the Implementation Plan and the need to ask critical questions, e.g. Density and what did we/Tisbury want; Septic and the associated costs. **C. Doble** said she was concerned that it lacked specificity and therefore would be difficult to share with others at this stage; guidance was needed from BPG to get to real answers. **C. Doble** said the process was at a point where things were coming together, it was critical to get things right as there was about six weeks to get the Implementation Plan together before the August presentation.

Implementation Plan Presentation

- The BPG would provide dates for a presentation of the Implementation Plan; preliminary dates being discussed were at the end of August, 2023. (22 - 26/TBD); BPG would stay an extra day to hold an in-person follow-up/drop in session.
- **D. Doyle** said setting the dates was important, as a venue needed to be booked and ample [lead] time for /publicity advertising was necessary.

D. Doyle said to keep the general public informed, he was talking with the MV Times to run a column periodically throughout the summer, that would look at the content and actions associated with the MP and the significance to the Town. He said it was unclear who would generate the content; he recommended setting up a process for review to ensure messaging was proper and timely. He would contact the Vineyard Gazette as well.

C. Doble said the importance of the papers would help people understand the key issues being faced and to build a better understanding as it approached Town Meeting.

C. Alexander recapped the Wastewater Capacity Management Plan developed by the Sewer Advisory Council in March 2023. The concept was that it was one Town district and the goal was to create a program that prioritized allocation as follows:

50% to housing, 25% to economic development (commercial, light industrial),
15% to reserve, 10% to Town use.

She said this draft version would go to legal counsel before anything was finalized. She suggested including this with the MP and would share the most current version with the Board. Members discussed having the Consultants review this to give a neutral perspective.

Commercial District Property Owner Sessions

D. Doyle said there were three over the last weeks; the notes from the session will be passed along to Dodson & Flinker. **D. Doyle** said D&F was asking to create small working groups for design review and to test some of the principals:

1. What properties to further explore for visioning and renderings where there are agreements in place with those property owners.
2. Prioritization of those sites and renderings as there could be more ideas than budget.

C. Doble said inviting [more] people and asking them to bring a friend to add more variety to the groups/discussion had value in building an understanding and to tackle the questions to gain support; she didn't feel the smaller groups would be enough.

Next Steps/Re-codification of Bylaws

Members discussed how to move forward and who was best to do this specialized work. Members felt strongly that Judi Barrett and Jonathan Silverstein (Planning Board Counsel for Special Permits), were the best choices as there was already a relationship in place; they were familiar and involved with the MP process and the Town in general. **Chair Robinson** said it would be good to have that person in place by September.

b. Interview candidate(s) for Planning Board Administrator Position

Chair Robinson read into the record the letter from Amy Upton, the interested candidate. He said a vote would happen at the next meeting; there were no other candidates.

Discussion included:

- ❖ Changes in workload and responsibilities - was extra training needed? And if so, did the Town provide that training?
 - Sidebar discussion to create resources for onboarding new staff in the future occurred.
- ❖ How to determine when a topic has had enough review and when it should be dropped.

c. Payroll; \$2209.60, 51Art-MVMinutes; \$1057.50, MVC consultant Dan Doyle June Invoice; \$1300.00 Town Counsel; \$960.00 in arrears for Bransford, Planning Board FY23 operating budget reimbursement; \$561.94

Members said to hold on payment of the legal fees [Bransford] until the Accounting Department gave the final numbers. A process to monitor the values in the 53G accounts needed to be worked out and should include a breakdown of payment of bills.

CHERYL DOBLE, AT 8:04 PM, MOVED TO APPROVE BILLS PAYABLE AS PRESENTED FOR PAYROLL, 51ART-MVMINUTES AND DAN DOYLE. SAID MOTION WAS SECONDED BY CONNIE ALEXANDER. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 4 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

CONNIE ALEXANDER, AT 8:08 PM, MOVED TO APPROVE THE OPERATING BUDGET REIMBURSEMENT. SAID MOTION WAS SECONDED BY ELAINE MILLER. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 4 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

B. OLD BUSINESS

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

- **Planning Board member appointments and committees for FY24**
 - **Chair Robinson** said a working group could be established to provide a benefit to the OSRC; if it proved not to be useful it could be disbanded.
- **Informal discussion with Jay Grande, Select Board and Xerxes Agassipour Re; 4 State Rd and possible Town Hall -possible dates July 26 or August 9 at 3pm.**
 - Nothing was decided.

II. Committee Reports (Updates only)

- A. All Island Planning Board
- B. Byways & Complete Streets group
- C. Climate Committee
- D. Community Preservation Committee
- E. Land Bank Advisory Committee
- F. Open Space and Recreation Committee (OSRC)
- G. Sewer Advisory Committee
- H. Site Plan Review Board
- I. Tisbury Affordable Housing Committee
- J. Tisbury Waterways Committee

CORRESPONDENCE:

1. Martha's Vineyard Commission Meeting Schedule

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

None.

ADJOURNMENT:

DISCUSSION ENSUED THEREON, UPON A MOTION DULY MADE BY CHERYL DOBLE AND SECONDED BY ELAINE MILLER, THE MEETING UNANIMOUSLY ADJOURNED AT 8:31 PM.

Respectfully submitted;



Teresa Kruszewski, Recorder

APPROVAL: Approved and accepted as official minutes;

Date

Benjamin Robinson, Chair

APPROVED OCTOBER 18, 2023