



Town of Hamilton
Planning Board
Meeting Minutes of November 21, 2023

Pursuant to the Open Meeting Law, MGL Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Planning Board members, a meeting of the Hamilton Planning Board was posted for November 21, 2023 at 7pm in Memorial Hall, Town Hall, 577 Bay Road. This meeting was held in person and via Zoom, and recorded by HWCAM.

Planning Board members: Jonathan Poore (2024); Rick Mitchell (2024); Emil Dahlquist (2025); Beth Herr (2025); William Wheaton (2025); Marnie Crouch (2026); Patrick Norton (2026); Associates: Matthew Hamel (2026); Open Seat

Call to order: *With a quorum present, the Chair called the meeting to order at 7:01pm, identified the meeting was being recorded and called roll. Present: M. Crouch, Chair; E. Dahlquist, Clerk; W. Wheaton; R. Mitchell; P. Norton; M. Hamel; J. Poore. B. Herr arrived at 7:05. Also present: Patrick Reffett, Director of Planning & Inspectional Services.*

ANR/Approval Not Required Request. *In accordance with MGL Ch. 41, Sec 81, the applicant, 250 Cutler Road LLC, 14 Boardman Lane, Hamilton, MA, is seeking a Form A / Approval Not Required (ANR) endorsement from the Planning Board for multiple parcels at 250 Cutler Road (Assessors map 30, Lot 2). The existing 293,135 SF lot is to be divided into three parcels: Lots A, B and C. The collective property is located within the RA Zoning District.*

M. Crouch read the public hearing notice as published. The applicant's representative, Christopher Vance, appeared before the Board to explain the project. The existing house on the property would remain on lot C. The plan was to utilize existing curb cuts to create a shared driveway for all 3 lots. M. Crouch asked if any easements or existing trails affected the property. It was confirmed there is no evidence of existing horse trails on the property.

Vote: *The Board voted unanimously by roll call vote to approve the ANR request.*

Discussion Regarding Browns Hill Overlay District Zoning. *GCTS representatives are to present their comments to the public and the Planning Board for discussion regarding the draft Brown's Hill Overlay Zoning and related matters.*

M. Crouch said the point of this presentation by the Seminary is present its redlined version of the Brown's Hill Overlay District that reflected its comments on the draft document and explain the requested changes. She stated that it was not her intention for the Board to discuss revisions at the meeting, but rather for the Board to compile their questions for a for consideration at a later meeting. The Seminary's redlined changes were substantive, and it was requested that it focus on those changes.

Dr. Kenneth Barnes, Gordon Conwell Theological Seminary representative, explained the changes that the Seminary would like to see to the draft and that were provided to the Board in a redlined version to the existing draft. The Board indicated that it would respond via an organized and methodical framework at a subsequent meeting.

Board Discussions of Options to Rezone the Business District and Adjacent Town-Owned Properties (Continued From April 2021). *As a continuation of work paused in April 2021 and recently resumed, the Board will discuss several new possibilities and resulting impacts with respect to revitalizing Hamilton's Town Center in light of a potential Town property transition and development opportunities both commercial and residential.*

M. Crouch sent a memorandum to the Board regarding the form-based code and discussed the information. The Select Board was unsure on how and when to fund a form-based code. M. Crouch felt the Planning Board should further clarify this for the Select Board. R. Mitchell explained the Select Board was concerned with approving funds for the form-based code for the reuse of the Winthrop School site and the downtown, noting that the decision regarding the Winthrop School has not been made by the School Committee. The Board discussed benefits/difficulties of having more studies done, including how the §3A MBTA Communities Law could potentially play into the plan. E. Dahlquist discussed the RFP draft that was sent to the Board and reviewed the details on how the Board could set up a potential RFP.

M. Crouch expressed the view that the Board should pursue this goal and questioned each Board member as to their view. No formal vote was taken, but each member offered an opinion: P. Norton wanted to be aligned on goals behind proposing

an RFP before pursuing a form-based code. E. Dahlquist discussed the goals that could be included in the RFP, he just had not written that draft yet. J. Poore agreed with P. Norton that the Board needs alignment on why it should pursue the approach. W. Wheaton was not convinced that an RFP would produce information that was needed and before the town spent money to do this, he wanted an indication a form-based code would make a difference. E. Dahlquist felt this was the most important thing Hamilton could do for the next 20-25 years, adding that it was not going to happen overnight. M. Crouch agreed with E. Dahlquist. B. Herr is happy to continue to explore and agreed that the Board needed to build a case on why it was moving forward, not just for its sake, but as a Town. R. Mitchell wanted to move forward. M. Hamel agreed with the concept.

Board Business – *Board will discuss applicable considerations and vote upon available meeting minutes. Board to discuss and vote upon draft Annual Report 2022. Board to consider and potentially set a 2024 schedule.*

The Board reviewed the annual report that P. Reffett drafted for 2023.

Vote: *The Board voted unanimously by roll call to approve the 2023 Annual Report.*

Board members discussed the representative position on the Community Preservation Committee as an associate member cannot be a representative The CPC normally meets once a month but may meet more when needed. M. Crouch volunteered to be the representative if B. Herr and M. Hamel would help organize the minutes going forward.

P. Norton will continue to work on the stormwater regulations and have some drafts for discussion by the end of this year/ the beginning of next year and work with P. Reffett.

Due to the holidays in December the board discussed the schedule.

Vote: *P. Norton moved, and B. Herr seconded to cancel the December 19th, 2023, meeting. The motion failed 3-4-0 with J. Poore, M. Crouch, B. Wheaton, R. Mitchell voting opposed.*

The Board will meet December 5 & 19.

Adjournment – *The Board voted unanimously by roll call to adjourn at 9:25PM*

Respectfully Submitted By

Patrick Reffett, Director of Planning & Inspections

As approved at the 1.9.24 meeting

The minutes were prepared from video