



Town of Hamilton  
 Planning Board  
 Meeting Minutes of October 3, 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 October 3, 2023 at 7pm in Town Hall, 577 Bay Road. This meeting was held in hybrid format (in person/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 7:02pm, identified the meeting was being recorded and those present: M. Crouch, Chair; E. Dahlquist, Clerk; B. Herr; W. Wheaton; R. Mitchell; P. Norton; M. Hamel; J. Poore.*

Also present: Director of Planning & Inspectional Services, Patrick Reffett.

**ANR Request – 370 Chebacco Road / Assessors Map 72, Lots 7 and 11.** *In accordance with MGL Ch. 41, Sec.81 the owners/ applicants (Thomas and Elizabeth Spang) are seeking a Form A / Approval Not Required (ANR) endorsement from the Board regarding said property. The land area is within the RA zoning district which requires lots to be a minimum of 80,000 sq. ft.*

This item was postponed at the applicant's request.

**Request To Amend Existing Site Plan –** *As per the Hamilton Zoning Bylaw Section 10.6, Willow Street Hamilton LLC, the owner of 59-63 Willow Street, (Assessors Map 61, Lots 20 and 21) requests a minor amendment to the existing site plan to allow for an outside ground mounted generator.*

David Traggorth, from Willow St. Hamilton LLC appeared before the Board via Zoom; the new tenants would like a generator in case of power outages. The Board discussed the details of the application.

**Vote:** *The Board voted unanimously by roll call to approve the minor amendment to the existing site plan for 59-63 Willow Street to allow for an outside ground mounted generator.*

**GCTS Reuse Initiative –** *Status report as to advancement on the Brown's Hill (Gordon Conwell Seminary) rezoning effort.*

Dr. Ken Barnes, Gordon Conwell Seminary, appeared via zoom and provided an update to the Board. He commented the Seminary is impressed with the work the Board has put into this project and the Seminary will provide the Board with a market update soon and they felt everything was moving in the right direction. M. Crouch requested an update on the Brown's Hill Overlay District (BOHD) since it won't appear at this Fall town meeting. Dr. Barnes discussed the seminary's understanding of the BHOD. R. Mitchell responded the Board needed the red lined comments from Seminary on the overlay district to move forward adding the importance of these details to provide a sense of direction for the Board. This was discussed at length. The Seminary planned to be back at the next meeting with more information as requested; the Board agreed to wait for this update before proceeding.

**Stormwater Management Town Bylaw -** *The Board will continue its review of the Stormwater Management Bylaw with the intention of identifying provisions that may warrant amendment, as well as identifying provisions that should be added to the Bylaw in furtherance of its Purpose and Intent.*

M. Crouch explained that the Select Board had unanimously voted to approve the bylaw for approval and a revised version will be attached to the warrant. The Board needs a one-page document to hand out at town meeting to summarize the changes. The Board went over the summary M. Crouch had created and discussed in length the changes with town counsel, who attended via zoom. The Board will review the document again before the next meeting to make sure no additional changes are necessary before submitting the warrant on October 19<sup>th</sup>.

**Board Discussions Regarding Various Potential Changes to Hamilton Bylaw.** *The Board will discuss a number of possible areas to modify and/or add to the existing Hamilton Zoning Bylaw including Form Based Zoning; a Flexible Residential Development bylaw; rezoning of Winthrop School Campus area; MBTA Communities 3A Zoning updating; Inclusionary Housing bylaw; the Groundwater Protection Overlay District zoning map; and other possible areas of zoning improvement interest as time allows.*

J. Poore said that Wenham and Hamilton have similar hurdles with the MBTA multi-family zoning requirements and felt a conversation with the Planning Board in Wenham would be helpful. The Board agreed a joint meeting would benefit both communities. The Board continued to discuss the MBTA communities' law at length.

**Board Business** – *The Board will discuss upcoming scheduling, hearing dates, and vote upon meeting minutes for Sept 7, 2023 and July 11, 2023.*

The Board decided to send edits to P. Reffett and vote on the minutes once the changes had been made.

M. Crouch spoke to Jamie Knudsen, the Chair of the Affordable Housing Trust about updating the inclusionary bylaw and questioned if the Board should just update specific sections. The Board confirmed this approach.

P. Reffett will put together a draft of the annual report for the Board to review.

P. Norton said there was a vision session for the (new) Cutler Elementary School and the future of the Winthrop Elementary School. Currently, there are no official plans for either the Winthrop or the Cutler sites, but the MSBA process requires some surveys be done as part of its review process for potential funding of a new school.

**Adjournment** – *The Board voted unanimously by roll call to adjourn at 8:58PM*

*Respectfully Submitted By  
Jennifer Dionne, Recording Secretary  
10.19.23*

*The minutes were prepared from video*