



# TOWN OF SWAMPSCOTT

## PLANNING BOARD

ELIHU THOMSON ADMINISTRATION BUILDING  
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

**MEMBERS**  
ANGELA IPPOLITO, CHAIR  
GEORGE POTTS, VICE CHAIR  
BETH ISLER  
BILL QUINN  
JR YOUNG

**STAFF**  
S. PETER KANE, DIR. OF COMM. DEV.

# JANUARY 11, 2016 MEETING MINUTES

**Time:** 7:00 -8:15p  
**Location:** Swampscott Senior Center, 200 Essex Street (rear)  
**Members Present:** A. Ippolito B. Quinn, G. Potts, B. Isler, JR Young  
**Others Present:** Pete Kane (Dir. of Community Dev), Dan Grimes (applicant), Peter Pitman (architect)

Meeting called to order at 7:00 pm by Chair Ippolito.

## MEETING MINUTES

The Board discussed the drafted minutes for December 14, 2015. G. Potts made a motion to approve the minutes, seconded by B. Quinn, and unanimously approved.

## SITE PLAN REVIEW

### 15HSSIP-1

### 292 HUMPHREY STREET

Application of Dan Grimes for a Humphrey Street Site Plan Special Permit to add two dormers on the third floor, each being added to the existing bedrooms on the third floor – seeking relief for the front setback requirement within the Humphrey Street Overlay District. Map 2, Lot 142.

Peter Pitman (architect) opened the presentation. He explained that the intent was to add the two doghouse dormers on the third floor. These are two existing bedrooms without egress windows and the layouts of the rooms are inefficient and impractical. The additions make the rooms more functional and add a view for the rooms.

They are seeking relief for the front yard setback. The existing front setback is 11' where 15' is required in the overlay district. The dormers however will be 18' from the front lot line. They are proposing casements rather than double-hung windows in order for egress access. They are also proposing a check rail to the casements.

A. Ippolito asked for more information about the egress and why they can't be double-hung windows. In order to do it, you'd need the windows sized similar to those on the first floor. But by doing the casements with swing, you get the opening needed.

The cladding will be the same as the existing structure – vinyl siding. Applicant is considered going back to the original shingle at some point but not right now.

Mr. Pitman explained cost wise, they could actually do one connected dormer but they don't feel it's appropriate for the house and its style. Doing so however would provide some additional closet space.

The structure includes three units.

There were no comments from the public.

A. Ippolito then went through the Humphrey Street Site Plan Special Permit Criteria. She noted that a number of the items were not applicable due to the small scale of the project. The Board found that the following criteria items were met: 4.7.8.1 B, 4.7.8.1 C, 4.7.8.1 E, 4.7.8.1 F, 4.7.8.3, and 4.7.8.4.

Although there was discussion that the new dormer windows were not similar to existing windows in the building, the proposed exterior mullions would make the casements appear as double-hung windows.

MOTION: B. Isler made a motion to approve 15HSSIP-1 to grant 292 Humphrey St a Humphrey Street Site Plan Special Permit – noting that the existing structure is non-conforming (does not meet front yard setback but is not made any more non-conforming and the dormers are within the setback and meets the criteria for approval). The casement windows will utilize external mullions (check rail) to mimic the appearance of the first and second floor double-hung windows. Seconded by JR Young. Unanimously approved.

## GENERAL DISCUSSION

### ZONING CHANGES

B. Quinn provided an update to the Planning Board. The Zoning Bylaw Review Subcommittee hasn't met since the last Planning Board meeting; they'll be meeting tomorrow evening. He went through the two zoning changes the group is working on: awnings and hotels/inns/motels. He explained the process they've used for each zoning change and how far they are with the revised language (should be ready for the Planning Board next month). The subcommittee will bring the drafted language to the Planning Board in February so the Board can decide if they want to submit the articles to the Selectmen for inclusion in the May Town Meeting Warrant.

### BUILDING INSPECTOR TRANSITION

Manny started Dec 21 and overlapped with Rich before his departure. JR raised the issue that the Planning Board had sent enforcement request letters to Rich but never received responses. P. Kane will follow up with Manny on the two letters.

### MASTER PLAN UPDATE

A revised Sustainability chapter was sent to the Master Plan Committee yesterday. The Land Use chapter hasn't been sent out yet. The Housing Production Plan is also currently underway and will most likely be finalized after the Master Plan.

Meeting adjourned at 8:15PM by motion of G. Potts, seconded by B. Isler, and unanimously approved.

S. Peter Kane  
Director of Community Development