



# Truro Planning Board Agenda

## Remote Meeting

Wednesday, July 19, 2023 – 5:00 pm

[www.truro-ma.gov](http://www.truro-ma.gov)

### Open Meeting

This will be a remote public meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website ([www.truro-ma.gov](http://www.truro-ma.gov)). Click on the green "Watch" button in the upper right corner of the page. Please note that there may be a slight delay (approx. 15-30 seconds) between the meeting and the television broadcast/live stream.

Citizens can join the meeting to listen and provide public comment by entering the meeting link; clicking on the Agenda's highlighted link; clicking on the meeting date in the Event Calendar; or by calling in toll free at [1-877-309-2073](tel:1-877-309-2073) and entering the access code [297-890-469#](tel:297-890-469) when prompted. Citizens will be muted upon entering the meeting until the public comment portion of the hearing. If you are joining the meeting while watching the television broadcast/live stream, please lower or mute the volume on your computer or television during public comment so that you may be heard clearly. Citizens may also provide written comment via postal mail or by emailing Liz Sturdy, Planning Department Administrator, at [esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov).

Meeting link: <https://meet.goto.com/297890469>

### Public Comment Period

The Commonwealth's Open Meeting Law limits any discussion by members of the Board of an issue raised to whether that issue should be placed on a future agenda. Speakers are limited to no more than 5 minutes.

#### 1. Planner Report

#### 2. Chair Report

#### 3. Minutes

- ◆ June 21, 2023

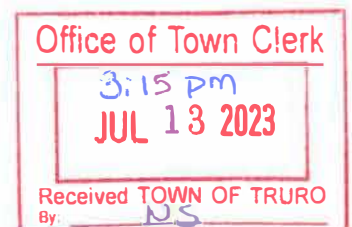
### Board Discussion:

- ◆ Proposal for Zoning Bylaw Amendments
- ◆ Warrant Articles Fall Town Meeting – Warrant closes August 10 at 4 pm
  - Duplex
  - House Size
- ◆ Potential Warrant Articles Spring Town Meeting

Next Meeting: Wednesday, August 9, 2023 at 5:00 pm

Work Session/Meeting: TBD

### Adjourn





# TOWN OF TRURO

## PLANNING BOARD

Meeting Minutes

June 21, 2023 – 5:00 pm

REMOTE PLANNING BOARD MEETING

**Members Present (Quorum):** Anne Greenbaum (Chair); Rich Roberts (Vice Chair); Jack Riemer (Clerk); Paul Kiernan; Ellery Althaus; Caitlin Townsend; Virginia Frazier

### **Members Absent:**

**Other Participants:** Town Planner/Land Use Counsel Barbara Carboni; John Dundas (Select Board Liaison); William Henchy (Attorney for Susan Hanway-Applicant); Susan Hanway (Applicant); Paul Kopicki (Applicant); Ezra Ambrose (Designer for Susan Hanway-Applicant)

Remote meeting convened at 5:03 pm, Wednesday, June 21, 2023, by Chair Greenbaum who announced that this was a remote public meeting aired live on Truro TV Channel 18 and was being recorded. Town Planner/Land Use Counsel Carboni provided information as to how the public may call into the meeting or provide written comment. Members introduced themselves to the public.

### **Public Comment Period**

Public comment, for items not on the agenda, was opened by Chair Greenbaum and there were none.

### **Planner Report**

Town Planner/Land Use Counsel Carboni reported that she and Planning Department Administrator Liz Sturdy have worked to update the application form and instructions for telecom applications. Town Planner/Land Use Counsel Carboni noted that the form and instructions incorrectly identified the form for a ***Site Plan Review*** instead of a ***Special Permit***. The change has been made and Town Planner/Land Use Counsel Carboni would like to review the form and instructions with the Members at the upcoming work session next Wednesday. This topic will be added to the upcoming work session agenda for the Members' review.

Town Planner/Land Use Counsel Carboni also noted that the Local Comprehensive Plan Committee (LCPC) had held a great outreach event.

### **Chair Report**

Chair Greenbaum reported that nearly 50 people attended the LCPC meeting and gave the LCPC feedback. The goal is to have a new LCPC draft plan for the Town to review in September and move forward to Town meeting in October.

## Minutes

None

## Public Hearings (Continued)

**2023-004/SPR Susan Hanway** for property located at 59 South Pamet Road (Atlas Map 51, Parcel 51). Applicant seeks Residential Site Plan approval for conversion of existing dwelling into a Habitable Studio and construction of a new dwelling in Seashore District.

Chair Greenbaum recognized Attorney Henchy who provided an update on this project including the submission of requested materials. Members, Town Planner/Land Use Counsel Carboni, and the Applicant's representatives discussed the habitable studio, ridge height, elevations, the proposed conditions of the plan for approval, and the review criteria.

The following conditions were discussed among the Members, Town Planner/Land Use Counsel Carboni, and the Applicant: no full kitchen in the habitable studio, the standard Night Sky provision, any deviation of the plans must go through the Building Commissioner before construction, and that an engineer must certify that the completed construction was built in accordance with the approved plans by the Planning Board before a Certificate of Occupancy will be issued.

**Member Frazier made a motion to approve the Site Plan Review in the matter of 2023-004/SPR with the conditions as delineated in the meeting.**

**Member Althaus seconded the motion.**

**Roll Call Vote:**

**Chair Greenbaum – Aye**

**Member Townsend - Aye**

**Member Althaus – Aye**

**Member Frazier – Aye**

**Member Riemer – Aye**

**Member Kiernan – Aye**

**Vice Chair Roberts - Aye**

**So voted, 7-0-0, motion carries.**

## Board Discussion

Chair Greenbaum led the discussion on the temporary sign process and potential revision with the Members and Town Planner/Land Use Counsel Carboni. Members discussed the possibility of giving the Building Inspector the administrative authority to approve temporary signs in Truro instead of the Planning Board; however, this would also require a change to the Bylaw. Members also discussed the approval authority for permanent signs.

Chair Greenbaum reviewed the topics on the agenda for the upcoming work session with the Members and Town Planner/Land Use Counsel Carboni.

**Member Frazier made a motion to adjourn the meeting at 6:30 pm.**

**Member Townsend seconded the motion.**

**Roll Call Vote:**

**Chair Greenbaum – Aye**  
**Member Townsend - Aye**  
**Member Althaus – Aye**  
**Member Frazier – Aye**  
**Member Riemer – Aye**  
**Member Kiernan – Aye**  
**Vice Chair Roberts - Aye**  
**So voted, 7-0-0, motion carries.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Alexander O. Powers". The signature is fluid and cursive, with a large initial "A" and "O".

Alexander O. Powers  
Board/Committee/Commission Support Staff

**DRAFT REVISED DUPLEX BYLAW for FALL TOWN MEETING 7.13.23**

This version includes additions, changes and questions for the Board to consider based on comments at the March 29, 2023 Public Hearing & discussion at 5.24.23 Planning Board Meeting & feedback at the 6.8.23 Truro Housing Authority Meeting.

§ 40.1 Duplex Houses and Apartments

- A. Purpose. For the purpose of promoting the more efficient use of land, in keeping with the protection of the quality of life and ecology, and at the same time giving relief to those with problems of obtaining adequate housing, ~~duplexes may be created by Right the Board of Appeals may approve a special permit authorizing the~~ through new construction of duplex houses or the conversion of single-family dwellings to ~~2 units apartments~~, consistent with the following conditions.
- ~~B. New Construction. lots of one acre or more are required for new construction; the duplex shall not exceed 3,000 sq. ft.; the requirements of paragraph D shall be met.~~
- ~~C. Conversion of single family dwellings in any zoning district except the Seashore District and the Water Resource Protection District may be approved by special permit from the Board of Appeals. Lots shall meet current minimum lot area requirements; no more than one apartment in addition to the primary dwelling unit may be created from any one single family dwelling; the floor area of the secondary dwelling unit shall not exceed 50% of that of the primary dwelling unit; the floor area of the secondary dwelling unit shall not exceed 600 sq. ft.~~
- B. These structures, either new or conversion, are allowed in all districts except: Beach Point and Seashore District. The requirements of paragraph E shall be met.
- C A minimum lot size of 33,750 sq ft. is required for both new construction and conversion of existing structures.
- D. The Total Gross Floor Area (definition in 10.1) of the new or expanded structure(s) shall not exceed 3,600 sq. ft. for a Residential District Minimum Lot Size of 33,750 sq. ft. (or .775 acre) and prorated to 3,668 sq. ft. for one acre of land:
- a. Plus 300 sq. ft. for each additional contiguous acre of land, or fraction thereof prorated.
- ~~D. Requirements. All new construction or conversions shall comply with the following.~~
- ~~1. All applicable provisions of the building, health and safety codes, as determined by the Building Commissioner and Board of Health shall be met.~~
  - ~~2. One unit shall be owner occupied.~~
  - ~~3. The applicant shall demonstrate that the new construction or conversion is essential to provide needed housing.~~
  - ~~4. The new construction or conversion is compatible with and will not derogate from or be detrimental to the neighborhood.~~
  - ~~5. Section 50, Area and Height regulations of this bylaw.~~
  - ~~6. The use is in harmony with the general purpose and intent of the bylaw.~~

- E Requirements. All new construction or conversions shall comply with the following.
1. All applicable provisions of the building, health and safety codes, as determined by the Building Commissioner and Board of Health shall be met.
  2. One unit shall have a 12-month lease.
    - a. Rental of said unit for a period of less than twelve (12) months (including, but not limited to, seasonal rental and rental through vacation rental services and websites) is prohibited.
    - b. Proof of year-round rental shall be provided annually to the Building Commissioner or their designee, by the owner in the form of a lease and a signed affidavit from both the owner and renter stating the unit is being rented accordingly and is used as a primary residence.
  3. The other unit shall either be owner occupied or have a 12-month lease.
    - a. If there is a 12-month lease:
      - i. Rental of said unit for a period of less than twelve (12) months (including, but not limited to, seasonal rental and rental through vacation rental services and websites) is prohibited.
      - ii. Proof of year-round rental shall be provided annually to the Building Commissioner by the owner in the form of a lease and a signed affidavit from both the owner and renter stating the unit is being rented accordingly and is used as a primary residence.
    - a. If the unit is owner occupied there shall be no rentals for less than 8 months (including, but not limited to, seasonal rental and rental through vacation rental services and websites)
  4. The building conforms to Section 50, Area and Height regulations of the Truro Zoning Bylaws.
  5. The use is in harmony with the general purpose and intent of the bylaw.
  6. The two units and lot on which they are located shall remain in common ownership, and shall not be severed in ownership, including that the lot, buildings or units thereon shall not be placed in a condominium form of ownership.
  7. Units that are rented under this section shall be inspected annually or as frequently as deemed necessary by the Health and Building Departments for compliance with public safety and public health codes. The owner of the property shall be responsible for scheduling such inspection and shall pay any applicable inspection fees.

