**The Public Meeting of the Town of Essex Planning Board was held at the Essex Town Hall 2nd Floor Stage, and commenced at 7:00 PM.**

**The Board of Selectmen were in attendance.**

 **Effective 9/14/2021, masks are required in Town of Essex Municipal Facilities.**

At 7:08 PM the Planning Board meeting was called to order by Chair, Kimberly Drake.

**Board Members in person attendance:** Westley Burnham, Michael McConnell, Lisa O’Donnell

**Board Members attending remotely:** Kim Drake, S. Sturgis Crocker, Shelly Bradbury

**Board Members absent:**  Matt Greco,

**Administrative Assistant**: Mary Heeney

**BUILDING INSPECTOR’S REPORT:**

8 Sumac Drive, Map 110-005, Tom Hastings

Property is located in the Conomo Point Southern Zoning District

Builder, Sean Costello was also in attendance for 8 Sumac Drive.

The Building Inspector presented an application and plan for 8 Sumac Drive to demolish an existing home and attached garage and construct a new home and attached garage. Lot size is 2.7 acres. The plan meets all set back requirements and minimum regulations for a single family home in the Conomo Point Southern Zoning District.

Lisa O’Donnell made a motion to approve the application by Tom Hastings for the demolition of a house and attached garage for property located at 8 Sumac Drive and the building of a new house and garage stating that it meets all the requirements for a single family home in the Conomo Point Southern Zoning District.

Michael McConnell seconded the motion.

The board unanimously approved the motion.

35 Dodge Street, Map 128-070, Curt Bergeron

The Building Inspector informed the board that the applicant, Curt Bergeron, was not ready to present an application before the board. He requested that the application be listed on the February 2, 2022 Agenda.

67 Main Street, Map 128-161, Stacey & Paul Clarimundo

The Building Inspector informed the board that he has not received all the information for 67 Main Street. He requested that the application be listed on the February 2, 2022 Agenda.

The Chair asked the board how they would like to continue the meetings, in person or using remote applications. The board members in attendance were in agreement that they would like to continue in person only. The Chair informed the board that she would be participating remotely until such time as she feels comfortable enough to participate at Town Hall.

**At 7:53 Ruth Pereen, Chair, Board of Selectmen, called the Board of Selectmen to order.**

**Members attending remotely – Guy Bradford, Peter Phippen**

**Also attending remotely – Brendhan Zubricki**

**MAPC ZONING PROJECT.**

**Essex Zoning Bylaw Review Project**

**Presentation by members of MAPC, Andrea Harris-Long and Courtney Lewis**

The MAPC team introduced themselves and gave a brief overview of the presentation.

The Town of Essex is beginning the process to review and update its zoning bylaw. The Planning Board, Town Planner, Town Administrator, and the Board of Selectmen are working together with the Metropolitan Area Planning Council to better understand its existing land use patterns and characteristics. Essex also wants to hear from residents and business owners, on how it should proceed with the zoning revision process. MAPC is helping the Town by conducting an audit of existing zoning regulations and organizing community engagement opportunities.

An outline of the presentation by MAPC was distributed which included the project topics for discussion. Maps, included in the presentation, highlighted the existing land uses including, but not limited to Residential, Commercial/Industrial, Mixed Use.

The presentation included:

* Review of current zoning including bylaw elements and districts
* Review of maps
* Enforcement Issues
* Existing land uses
* Future development
* Community forum

Discussion followed on the topics presented. After continued discussion, a date of February 15, 2022 was set to host a community forum to review current findings and get potential recommendations.

**BOARD MEMBER COMMITTEE UPDATE:**

* Community Preservation Committee – Kim Drake.

Kim Drake informed the board that the Community Preservation Committee had not met.

* Strategic Planning Committee Update -- Westley Burnham.

Wes Burnham reported that the committee is working on a draft plan.

* Economic Development Committee – Westley Burnham

The Economic Development will be meeting on January 26

* Housing Coalition --Shelly Bradbury—Shelly reported that the Housing Coalition reviewed various bylaws that other towns had in their own bylaws for an affordable housing trust. There was discussion on each section and what would be right for the Town of Essex. An outline of the bylaws that were liked by others on the committee will be given to the BOS for further discussion at the next BOS meeting. Dana Menon, Essex Town Planner, went through other town bylaws and presented the collection in a document for out discussion.

**BOARD REVIEW OF MEETING MINUTES:**

The board reviewed the meeting minutes of January 5, 2022

Wes Burnham made a motion to approve the minutes as written.

Michael McConnell seconded the motion. The board voted to accept the minutes. (Shelly Bradbury abstained).

**Adjourn, Board of Selectmen:**

At 9:24 Ruth Pereen made a motion to adjourn the Board of Selectmen’s portion of the meeting.

**Adjourn:**

Westley Burnham made a motion to adjourn the meeting of the Planning Board

Michael McConnell seconded the motion

The motion was unanimously approved by the Board Members The Chair declared the Meeting adjourned at 9:25 PM.