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**PLANNING BOARD  
MEETING MINUTES**

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**Date/time of Meeting:** September 19, 2023, at 6:00 p.m.  
**Place:** Town Hall Annex, 856 Main Road

**Call to order:** The regular meeting of the Westport Planning Board was called to order at 6:03 PM by Chairman, Jim Whitin.

**ATTENDEES**

Chairman-Whitin, and members, John Bullard, Manuel Soares, Mark L. Schmid, Town Planner, Michael Burris, and Assistant Town Planner, Ms. Messier.

**Absent**

Vice-Chairman Daylor

**Chair's Announcement** – Under M.G.L. Chapter 30A, section 20(f) – The meeting was recorded.

**1. Administrative Items**

**a. Southeastern Regional Planning and Economic Development District (SRPEDD)–** Housing Production Plan: Goals and Strategies Presentation

Taylor Perez and Chris Welch of Southeastern Regional Planning and Economic Development District (SRPEDD) gave an update on Westport's Housing Production Plan. During the meeting, Ms. Perez talked about the goals and strategies that were developed based on the needs assessment. Ms. Perez will clarify the definition of subsidized housing, explore inclusionary zoning, and review local action.

Schmid mentioned the Long-Term Building Committee's options for repurposing the Old High School for housing and rezoning Route 6 to allow for housing. Bullard added that the existing town buildings, Town Hall, Annex, and Council on Aging Buildings, could be candidates for housing if the Old High School is repurposed as municipal offices. Ms. Perez will incorporate these options into the Housing Production Plan.

Ms. Perez mentioned the next step would be to present the information to the Board of Selectmen for their input. After receiving feedback from the participating committees, a draft should be ready by November, which will then go to EHOLC for review. Once all boards and committees have reviewed and approved the plan, a five-year Housing Production Plan will be established.

## **b. Planning Office Fee Schedule Review**

Per the Town Administrator's request to increase application fees, Burris will compare fees to surrounding areas, and make recommendations at the October 3rd meeting.

## **2) 6:15 p.m. Public Hearing**

**a. 82 Highridge Road (23-023SP-FF)** – Request by the applicant to consider the Special Permit, Flexible Frontage application for Eric J. & Jillian Raposo for property located at 82 Highridge Road, Assessors Map 42, Lots 7, 8-2 & 1T.

Ms. Messier recommended continuing the meeting to October 3, 2023, at 6:30 because there was no representation to discuss the project.

Ray Rodrigues of 73 Highridge Road was present. He expressed his concern regarding the applicant's boundary lines.

## **Motion to Continue**

At the suggestion of the Assistant Planner, Bullard moved to continue the hearing until October 3, 2023, at 6:30 p.m. Seconded by Soares. 4-0-0

## **3) 6:30 p.m. Public Hearing**

**a. Silverback Construction (21-004SPA-Minor)** - This applicant is requesting a Site Plan Minor Modification for 2 Cheryl's Way, Map 28 Lot 17C, which was approved by the Board in November 2021. The applicant requested a minor modification to reduce parking by one space, leaving 15 spaces, and move the stairwell from inside to outside. It was advertised and notice was mailed to the abutters.

Mike DeMello of Silverback Construction was present. He is requesting approval to have the stairwell from the inside of the building to the outside of the original design of the building to gain an additional 400' for the interior.

## **Motion**

Bullard motioned to determine that the modification to the approved Site Plan is minor. Seconded by Soares. 4-0-0

## **Motion to approve**

Bullard motioned to approve the minor modification to the approved site plan for the elimination of one (1) parking space and for the stairs to be constructed outside of the building envelope versus inside the building envelope. Seconded by Soares. 4-0-0

## **Motion to Close the Public Hearing**

Bullard moved to close the Site Plan Approval for the Minor Modification application for Silverback Construction under the Site Plan Rules and Regulations Section 13.1, for the property at 2 Cheryl's Way, Assessors Map 28, Lot 17C. Seconded by Soares. 4-0-0

## **4) Assistant/Planners report**

### **a. Assistant Planner's Report**

The Board was informed by Ms. Messier with the subsequent information.

**Climate Resilience Committee:** Ms. Messier reminded the Board the next meeting for the CRC will be held virtually on 9/28/23 at 5:00 PM.

### Harbor Water Study:

A meeting was held on 9/6/23 with staff and stakeholders. Ms. Messier mentioned that Frank Getchell presented his latest memorandum regarding the well testing on 755 River Road. Additional testing will be conducted for longer periods.

Short-Term Rental Committee: The Committee was approved by the Selectboard on 9/11/23, with their first public meeting held on 9/14/23. They reviewed a draft by-law and started the process of defining what a short-term rental was and agreed an updated table of uses was required to address Short-Term rentals. The next meeting is September 28, 2023, at 1:30 p.m. The goal would be to present this new by-law at the 2024 Town Meeting.

Plymouth Blvd. Drainage: Ms. Messier mentioned she communicated with Lindsay Wilcox from Woodard and Curran, regarding an MVP grant that was awarded to Fall River for the purpose of creating a preliminary design to improve water conditions in the South Watuppa Pond for the benefit of Fall River, Tiverton, and Westport. Ms. Messier mentioned that she, Manuel Soares, and Jim Whitin would attend the September 25, 2023, Public Informational Meeting on the South Watuppa Pond Water Quality Improvements.

Cemetery – Pare Engineering design review: During the presentation, Ms. Messier provided an update on the engineering design plans for Beech Grove Cemetery's future development.

### b. Planners report

Burris gave an update on the following projects.

- i. Southeast New England Program Network (SNEP) stormwater planning assistance with
  1. Conservation/Westport Land Conservation Trust
  2. Program through SNEP where they provide municipal staff training and technical assistance to design a nature-based stormwater retrofit. The design would be at a more conceptual level. We applied to have a redesign of the ditch near Mill Pond on Gifford Road (not far south of Westport Dairy).
- ii. Municipal Vulnerability Preparedness 2.0 – Request for Proposals Update
  1. Our RFP period closed out last week on Friday. We received two proposals which are under review and we anticipate deciding by the end of the week.
- iii. Economic Development Administration – Public Works and Economic Adjustment Assistance Program Grant for funds for the Route 6 sewer.
- iv. New England Foundation for the Arts - Making it a public grant. This grant provides \$15,000 for participating communities for a public art installation. The Town Planner will look into this further pending availability.

## **5) Correspondence**

- a. Zoning Board of Appeals. *Noted.*
  - i. Notice of Denial of Administrative Appeal: 50 Spinnaker Way short-term rental.
  - ii. Notice of Decision: setback variance of 181 East Beach Road

## **6) Invoices**

- a. Westport Shorelines AG's notice - \$533.00
- b. Quill – Chairs for Planning Department Conference table - \$588.88

## **Motion**

Bullard motioned to approve the invoice for the Shoreline legal notice for \$533.00 and the Quill invoice for \$588.88. Seconded by Schmid. 4-0-0

## **7) Matters not reasonably anticipated within 48 hours**

None.

## **ADJOURNMENT**

The Board unanimously voted to adjourn at 8:06 p.m.

Respectfully submitted,



Nadine Castro  
Assistant Planner II

NOTE: Agenda is subject to change

### **NEXT MEETINGS:**

Planning Board:      October 17, 2023, at 6:00 p.m.  
Public Hearings:      6:15 p.m. Marcotte  
                                 6:20 p.m. Salty Breeze