Town of Westport MASSACHUSETTS

The Coastal Agricultural Resource Community of New England

✓ APPROVED BY THE PLANNING BOARD

Date of Approval: JUNE 2, 2026

PLANNING BOARD
MEETING MINUTES

Date/time of Meeting: May 19, 2026, at 6:00 p.m.
Location: Town Hall Annex, 856 Main Road, Meeting Room
Call to order: Chairman Whitin called the meeting to order at 6:02 p.m. and the Pledge of Allegiance was recited.

Attendance

Present	Absent
Jim Whitin, Chair	
Bob Daylor, Vice-Chair	
John Bullard	
Jared Potteiger	
	Manuel Soares
Michael Burris, Town Planner	
Diya Wheeler, Assistant Town Planner	
Nadine Castro – Recording Clerk	

Chair's Announcement:
Under M.G.L. Chapter 30A, Section 20(f), the meeting was video recorded and broadcast live on YouTube.

1. Key Action Items
a. Approval Not Required (ANR) 121 Adamsville Road – File #26-4130
Applicants: Mario J. & Fatima Lewis
Action: Lot line adjustment to bring Lot 5 into conformity and incorporate the septic system area.

Summary: Attorney Matthew Asden presented the request. The proposal transfers 16,954 sq. ft. from Parcel B to Parcel A. Both lots meet frontage and intensity regulations. Staff recommended endorsement.

Motion: To endorse the ANR plan for 121 Adamsville Road as presented, finding that it does not require subdivision approval under M.G.L. Chapter 41, Section 81P.

Motioned by: Bullard
Seconded by: Daylor
Vote: 4–0
Result: Motion passed.

b. Adequacy of a Way – 0 Horseneck Road File #26-003U
Applicants: Robbie & Shauna Haynes

Summary: Applicants seek to build a single-family home on a 10-acre parcel accessed via an existing cart path leading to the Guptill property. The way has long been used by residents, delivery trucks, waste removal, and Habitat for Cats visitors. Applicants hold an 85-foot access easement from the end of the traveled way to their parcel.

Planner confirmed:

- The cart path is a way in existence predating subdivision control.
- The easement does not meet the zoning definition of a way.
- A Rural Residential Lane application is the cleanest legal path.

Applicant Request: A narrow finding that the existing way is a "way in existence" up to the entrance of their easement, not including the easement.

Motion: To find that the extent of the way from Old Horseneck Road to the start of the proposed easement includes sufficient construction to be considered a way.

Motioned by: Bullard
Seconded by: Daylor
Vote: 4 in favor
Result: Motion passed

c. Pre-Application Consultation (PAC) Old Harbor Road – File #26-004PAC
Engineer: Tom Morris, Zenith Consulting Engineers
Applicant: Long Built Homes
Proposal: Nine-lot flexible frontage subdivision with three shared driveways.

Summary: The proof plan shows 13 conventional lots; flexible frontage reduces to nine lots. No wetlands are present. High groundwater requires elevated septic systems and grading. Stone walls and scenic features are preserved where possible. The Board discussed driveway spacing, grading, drainage, and culvert conditions. No votes were taken.

d. Approval Not Required (ANR) 966 Drift Road – File #26-4213
Applicants: Russell Goyette & Sherry Miles
Action: Transfer of 19,400 sq. ft. (Parcel A) from Map 54 Lot 51 to Map 54, Lot 50A

Summary: Applicant is purchasing a 30-foot buffer strip to increase distance from the existing house. Both lots meet frontage and zoning requirements. Staff recommended endorsement.

Motion: To endorse, pursuant to M.G.L. Chapter 41 Section 81P, the ANR plan for 966 Drift Road transferring Parcel A (19,400 sq. ft.) from Map 54 Lot 51 to Map 54 Lot 50A.

Motioned by: Bullard
Seconded by: Daylor
Vote: 4–0
Result: Motion passed.

e. Adequacy of a Way – 0 Register Avenue - File #26-005U
Applicants: John & Tracy Paiva
Location: Map 16 Lots 320–339

Summary: Subdivision dates to 1919–1917. Register Avenue is partially built; the remaining section is cleared but not graveled. Wetlands prevent access from the opposite direction. Planner confirmed the way pre-dates subdivision control and can be improved to meet standards.

Motion: To find that the way may become an adequate way once upgraded to the Rural Residential Lane standards.

Motioned by: Daylor
Seconded by: Bullard
Vote: 4–0
Result: Motion passed.

f. 854 State Road – File #263302 SPA – Close public hearing

Motion: To close the public hearing.
Motioned by: Bullard
Seconded by: Daylor
Vote: 4–0

g. 82 High Ridge Road – File #263482 SP-FF – Close public hearing

Motion: To close the public hearing.
Motioned by: Bullard
Seconded by: Daylor
Vote: 4–0

h. Cory Ridge Estates – Stormwater O&M Review

Ms. Wheeler updated the Board on the stormwater Operations & Maintenance costs which are estimated at $1,000 per homeowner annually. MBL confirmed all outstanding items were addressed. *No Board action required.*

i. Community Preservation Committee (CPC) Appointment

Motion: To appoint Jared Potteiger as the Planning Board representative to the Community Preservation Committee.
Motioned by: Bullard
Seconded by: Daylor
Vote: 4–0

j. SRPEDD Commission Appointment

Motion: To appoint Chairman Jim Whitin as the SRPEDD (Southern Regional Planning & economic Development District) representative for FY27.
Motioned by: Bullard
Seconded by: Potteiger
Vote: 4–0

2. Planner's Report

a. Town Meeting 2026 Zoning By-law results

- All articles passed without controversy.
- Village Center Zoning received strong support and passed easily.
- Positive momentum heading into the Village Center analysis being conducted with SRPEDD.

b. BayCoast Bank Community Assistance Award

- BayCoast Bank donated $10,000 to the Planning Board.
- Funds will be used as match for an $18,000 MassTrails grant application submitted earlier this year.
- Combined funding would advance the Watuppa Connector and boardwalk design to 25% MassDOT design.

c. Housing Choice Designation

Westport approved as a Housing Choice Community due to:

- Active Affordable Housing Trust
- Zoning policies aligned with state housing goals
- 3% housing growth over the past five years
- Bonus points on several state grant applications
- Access to an exclusive Housing Choice grant program
- Waives match requirements for the Seaport Economic Council grant (up to $1M)

d. Seaport Economic Council Grant – Hix Bridge Landing

- Preparing a grant application to upgrade Hix Bridge Landing**,** including:
- Improved site access
- Salt marsh remediation
- Redesign and rebuild of the boat launch
- Reconfigured site circulation
- Estimated project cost: $2 million**.**
- Grant request likely to be substantial (up to $1M allowed).
- Major cost driver: stormwater management improvements to prevent untreated runoff from entering the river.
- Project complements shellfish restoration efforts.
- Grant would finalize engineering and begin construction.

e. Community One Stop for Growth – Master Plan support letter

- Two grant applications submitted request
- MassEEA (Environmental oriented) – grant request
- One Stop for Growth (Built Environment oriented) – amount pending
- Total project cost: approx. $150,000 over two years.
- Includes technical assistance from SRPEDD.
- Anticipated start: Fall/Winter, pending grant awards and contracting.
- Goal is to begin no later than early 2027.
- Climate Resilience Committee nearing completion of its project.
- Desire to finish climate resilience work before beginning the Master Plan to avoid overlap.
- New Master Plan will include a Climate Resilience section.
- Completing the resilience plan first will strengthen the Master Plan update.

Motion: To authorize the Chair to sign the support letter to the Executive Office of Economic Development for the Master Plan.
Motioned by: Bullard
Seconded by: Daylor
Vote: 4–0

f. Support letter for SRPEDD's Regional Starter Home Zoning Technical Assistance grant application.

Community Assistance Unit funding to help towns create Starter Home Zoning Districts under 40Y program.

- Program provides school impact payments or a lump-sum to participating communities.
- Westport has several pre-existing, developable lots that fit the 40Y model despite current 60,000 sq. ft. zoning.
- Starter homes allowed at 3 bedrooms / 1,850 sq. ft. under the Affordable Homes Act.
- Participation could bring financial benefits for development already likely to occur.
- SRPEDD indicated Westport would be included if the grant is awarded.
- Expected to be a two-year process.

Motion: Board voted unanimously to authorize the Chair to sign the support letter to the Executive Office of Housing and Livable Communities to support SRPEDD's Regional Starter Home Zoning Technical Assistance Program Grant letter.

4. Other Business
Board Reorganization

Motion: Move to appoint members to the following positions.

- Jim Whitin – Chair
- Bob Daylor – Vice-Chair
- Jared Potteiger – Clerk

Motioned by: Bullard
Seconded by: Daylor
Vote: 4–0

5. Adjournment

Motion: To adjourn the meeting.
Vote: Unanimous approval (4–0)
Meeting adjourned at: 8:00 p.m.

Respectfully submitted,

Nadine Castro

Nadine Castro
Recording Clerk

Documents and Exhibits

- 23-035C Stormwater O&M
- 26-4130A Plan
- 26-4130A GIS
- 26-4130A staff Review
- 26-003U Gis
- 26-003U Plan
- 26-003U 0 Horseneck - Adequacy of a Way MEMO #3
- 26-004PAC GIS
- 26-004PAC Narrative
- 26-004PAC Site Plan
- 26-4213A AppGeo
- 26-4213A Plan
- 26-4213A staff Review
- 26-005U GIS
- 26-005U Land Photo's
- 26-005Y Planners Review Adequacy of A Way
- SRPEDD support letter dated May 19, 2026
- Adequacy of a Way (26-4213)
- EOEC Community One-Stop support letter dated 6/1/2026