

WEST NEWBURY PLANNING BOARD
MINUTES OF MEETING
FEBRUARY 21, 2017

Pursuant to a meeting notice posted by the Town Clerk and delivered to all Board members, a meeting of the West Newbury Planning Board was held on February 21, 2017 in the 2nd floor Planning Board Office at the West Newbury Town Offices, 381 Main Street. Board Members Ann Bardeen, Brian Murphey, John Sarkis, and Associate Member Dennis Lucey were in attendance. Planning Administrator Leah Zambenardi was also in attendance. Board Members Richard Bridges and Raymond Cook were absent.

The meeting was called to order at 7:15 PM

Subdivision Approval Not Required Plans (SANR's)

Zambenardi stated that there were no SANR's.

General Business -

Cottages at River Hill -

Zambenardi stated that Meridian Engineering is currently reviewing revised As-Builts that Land-Tech sent on Feb 9, 2017. Zambenardi stated that all items that involved the erosion control will be addressed in the spring.

Sullivans Court Extension -

Zambenardi stated she received an email from Tom Neve stating that his contractor installed additional erosion control, fixed erosion control, installed check dams, and replenished rip-rap as needed.

Zambenardi stated that Meridian's engineer, Chris Ryan, will do a site visit to review the changes.

Haverhill Bank -

Zambenardi stated that tinted plexi-glass was put over the drive thru sign.

Drakes Landing –

Sarkis asked Zambenardi for an update. She stated that there was a meeting held on 2/13/2017 with Board members to finalize the written Special Permit for Drakes Landing. Zambenardi stated the decision was filed on Tuesday 2/14/2017.

Nick Cracknell, planner from Keystone Planning and Design, attended the meeting on behalf of Howard "Chip" Hall to ask questions about the written decision. Cracknell stated they would agree to reduce the project to 34 units. He said they propose to accomplish this by removing a duplex.

Cracknell stated that the decision states that the distance between the buildings as-built shall be no less than 18ft. Cracknell requested that the decision be revised to state that the distance has a design goal of 20 ft., but the minimum as-built distance shall be 15-feet. He reminded the Board that 18-feet was not discussed at the January 31st public hearing. He stated that they don't believe there should be an issue with 18 ft. given the removal of a duplex unit, though they would like to have the requirement be 15 ft.

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There was some discussion as to whether the intention of this request was to save time and money from engineers continually reviewing the development, rather than a planning concern.

Cracknell stated that the decision states that the units are restricted to a specified maximum finished living space, exclusive of garages, basements and unfinished attics. Cracknell stated the verbiage restricts Hall to not be able to have a bonus room over an existing footprint. Zambenardi stated that the Board discussed this issue on 2/13/2017 and it was agreed that Hall would need to come back for a modification if expansion for a bonus room was desired. Bardeen stated that they are concerned that if expansions are made, units would become larger than the Board is comfortable with and more costly. Cracknell requested that Section the decision be revised so that the units are restricted to the footprints exclusive of garages, basements, and unfinished attics as shown on the OSPD plan. Therefore, there would be flexibility to have bonus room over an existing footprint such as over a garage. Murphey stated that he is not in favor of this revision, and would like to stick to the dimensions that have already been agreed to. Sarkis advised that Cracknell present graphics that would show architecture with the bonus rooms for consideration by the Board. Murphey agreed that might influence his opinion. Zambenardi stated there would need to be a request for a modification to the Special Permit in order for the Board to do this.

Cracknell stated that at the Jan 31, 2017 public hearing the Board requested that the roadway be moved as far away as possible from the abutters and closer to the wetlands. Cracknell wanted to make sure that Board generally supported the proposed design so it can be presented to the Conservation Commission. The Board Members reviewed the proposed new roadway and compared it to the previous plan. The board overall was in favor for the proposed new roadway. Zambenardi stated that she likes the proposed plan, but is uncertain whether the Conservation Commission will approve it.

Cracknell stated he will submit a request for minor modification in March, which will include the removal of the duplex unit, modification of the distance between buildings, addition of a provision for bonus rooms, and modifying the road layout if acceptable to the Conservation Commission. Zambenardi stated the request for a minor modification should be submitted at least a week in advance of a meeting.

Minutes -

The Board reviewed the 1/3/2017 meeting minutes. Sarkis made a motion to approve the 1/3/2017 meeting minutes with minor corrections. Murphey second the motion, and it carried 3-0 Sarkis sustained.

Vouchers -

Zambenardi had one voucher for Board signature to pay Meridian for Follinsbee and Sullivans Court.

Correspondence –

Zambenardi shared three letters with the board: a hearing notice from Haverhill for February 28, the meeting dates for the next two Mondays for budget and Town Planner discussions, and shared that she had previously emailed the board a power-point from the selectman about the proposed Town Manager position with the proposed article.

Zambenardi stated she was contacted by the owner of the Frisky Dog, 164 Indian Hill St. The owner would like to speak with the Board about modifying her Special Permit to allow 30 dogs rather than 20 for her business. The owner has no plans to expand the building. The owner shared her concern that the Hayes Haus on 159 Indian Hill Street is possibly not in compliance with the Town Bylaws, and could potentially cause harm to her business plans because of the overall impact in the neighborhood. The

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Board discussed the Hayes Haus and multiple concerns with that business that has occurred over time. The Board agreed that the owner of Frisky Dog can discuss her request with them, but that it might not be fruitful. They indicated they would consider her application on its own merits but acknowledged that the neighborhood might come out to the meeting.

Administrative Details – Discussion of Town Planner Position

Zambernardi stated that there was a previous Executive Session held by the Board where they discussed upgrading the Planning Administrator position to a Town Planner which would also involve a salary change and grade change from 7 to 8. The reason for the grade and title change is because the responsibilities Zambernardi conducts surpass administrative responsibilities. Zambernardi shared that Mike Bertino advised the Board to go to the Personal Committee and then the Finance Committee to get approval. She stated that Selectmen Joe Anderson advised that a Planning Board member present this proposal to the Selectmen as there are several other departments in Town that are looking to add new positions and upgrade existing positions. Zambernardi stated the Finance Committee requested their presence at the February 27, 2017 meeting to discuss the position, and then it will be discussed with the Selectmen. Bardeen shared the benefits of Zambernardi's experience, and that her skills allow the Board to keep everything in house rather than having to pay outside help.

The meeting was adjourned at 9:00pm

Submitted by,

Lori Dawidowicz
Recording Secretary