

**WEST NEWBURY PLANNING BOARD
MINUTES OF MEETING**

March 7, 2017

Pursuant to a meeting notice posted by the Town Clerk that was delivered to all Board members, a meeting of the West Newbury Planning Board was held on March 7, 2017 in the 2nd floor Planning Board Office at the West Newbury Town Offices, 381 Main Street. Board Members Ann Bardeen, Brian Murphey, Raymond Cook, and Richard Bridges as in attendance. Planning Administrator Leah Zambarnardi was also in attendance. Board Member John Sarkis and Associate Member Dennis Lucey were absent.

The meeting was called to order at 7:00 PM

Subdivision Approval Not Required Plans (SANR's)

Zambarnardi stated that there were no SANR's.

Pre-Application Conference – Charles Rotondi on behalf of Francis Karam – 289 Main St. (former Brunault property)

Charles Rotondi and Francis Karam presented their proposed Gas Station/Repair shop which was the former Brunault property. Karam introduced himself and gave a brief background of his professional experience.

Karam stated that the station will have two tanks which will consist of one 10,000 gal. regular tank, and one 10,000 gal. split tank that will have super and diesel. The gas station will also offer a repair shop, inspections, and free air. The proposed gas station will be full-service. Rotondi shared that a soil study (21E) was conducted and it came back clean. The Board reviewed the preliminary sketch plan with Karam, which included the septic design. Karam explained that they are requesting a 5 ft. addition so they will be able to meet the state required guidelines which state that the bays be 34 ft. Karam and Rotondi understand that the additional footage request will need to be presented to the Zoning Board for approval.

During the review of the design, Karam stated that he plans to have a canopy over the pumps. Murphey shared that he will not vote in favor of the gas station if it has a canopy as it adversely effects the neighborhood, and will not visually fit. Karam understood, and after some discussion, relayed that he wants to cooperate with the Board and will remove the canopy from the design plan. Karam shared that being a full-service gas station, the Fire Marshall's laws require a fire extinguisher at each pump. Murphey requested that Karam abide by the Signs Bylaw going before Town Meeting in April for the gas station sign. Karam stated that he has made some changes to the building such as interior lighting, and replaced windows. He plans to replace the gutters, and repaint the building. Karam shared his minor landscaping plans such as adding whiskey barrels with flowers along the property line. Zambarnardi suggested having defined curb cuts rather than them being flush with the road. The Board and Karam briefly discussed the traffic flow through the lot. Some discussion occurred on whether or not Karam should have a traffic study done, and Karam explained why he felt it was not necessary to the Board. Murphey stated that the Board would rely on the police department to review the traffic flow. Karam shared the concrete pad requirements over the tanks and septic tank, and stated that the rest of the lot will be paved. Cook

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proposed that warm LED outdoor lighting be used for the business. Karam shared how the fuel delivery truck will enter the lot, and that he is expecting delivery once a week and that it will be delivered at a time that won't disrupt the Town. Zambenardi suggested that Karam consider a more defined curb along Main Street as well as landscaping around the proposed freestanding sign.

Karam stated that the proposed business hours for the repair shop will be Monday – Friday 7:30-6, Saturday 7:30-4. The gas service will be open to 6am-9pm Monday – Friday, Saturday and Sunday 6am-8pm.

Karam and Rotondi plan to return with a revised plan that will reflect the proposed changes from the Board for Special Permit review.

Cottages at River Hill (Follinsbee Lane) – Cottage Advisors, LLC – Partial Release of Phase III Performance Bond and Acceptance of Final As-Builts

Zambenardi shared that Meridian sent a letter on 2/28/2017 which stated that everything for the as-builts is in order with a few items that the developer has agreed to undertake in the spring. Meridian is recommending the Board accept the as-built plan, and release the majority of the third bond, but retain \$16,474 for the items that need to get done in the spring. Zambenardi stated the spring items to be done are landscaping, erosion control, and signs. Zambenardi will submit a letter to Chip Hall requesting a final as-built plan that includes the engineers stamp along with certification from engineers that the plan shows conditions as-built. The Board briefly discussed retaining more money for the additional work that needs to be done in the spring, but in the end agreed to Meridian's recommendation.

Bridges made a motion to accept the As-Built Plan entitled, "Final As-Built Plan Follinsbee Lane – Phase I Cottages at River Hill West Newbury, MA", revised through 2/10/17, drawn by LandTech Consultants, 515 Groton Road, Westford, MA provided that the plans be amended to reflect the following:

- That the words "Phase I" be removed from the plan title.
- That the stamps of the RPE and RLS be added to the plans.
- That the following statement be added to the plan: "All utilities shown are as-built as to location and grade, all stone bound monuments have been properly and accurately set in accordance with Professional Land Surveying standards, the roadway is constructed as shown, the project is entirely as constructed in accordance with the proposed grading plan, and that the drainage patterns conform to the drainage analysis as submitted to and approved by the Planning Board." This statement should be certified by the RPE and RLS. Bardeen seconded the motion, and it carried 4-0.

Bridges made a motion to allow the release of \$28,643 of the \$45,117 Phase III security bond. The remaining bond amount is therefore reduced to \$16,474. Murphey seconded the motion and it carried 4-0.

Per Murphey's request, Zambenardi stated that she will include the items that need to be completed in the spring within the cover letter that is sent to Chip Hall.

General Business -

Sullivans Court Extension –

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Zambernardi stated that Meridian conducted a site inspection, and that everything was in order. She shared the content of the site inspection report from Chris Ryan to the Board.

Drakes Landing –

Zambernardi stated that there was no appeal filed, but that Cottage Advisors hopes to request minor modifications to the Special Permit at the following meeting on 3/21/17.

Minutes -

The board reviewed the 1/17/2017, 1/31/2017, and 2/21/17 meeting minutes. Bridges made a motion to approve the 1/17/2017 meeting minutes with minor corrections. Murphey second the motion, and it carried 4-0.

Bridges made a motion to approve the 1/31/2017 meeting minutes with minor corrections. Cook second the motion, and it carried 4-0.

Bridges made a motion to approve the 2/21/2017 meeting minutes with minor corrections. Bardeen second it and it carried 3-1-0, with Bridges abstaining.

Vouchers -

Zambernardi had one voucher for Board signature to pay Meridian.

Zambernardi also requested signatures for the certificate of vote for the bond releases for Phase I, and II, and to reduce the Phase III bond for the Cottages at River Hill.

Correspondence –

Zambernardi had multiple correspondence including: legal notices from Newbury and Haverhill; street number issuances for Middle St. lots, builder's lot 2 on Ash St., builder's lot 72 on Ash St., address change on Bachelor St.

Administrative Details –

Zambernardi stated that April 4, 2017 will be the only date when a public hearing can be done for the proposed Signs Bylaw amendment before the town meeting.

Bridges stated that the Board needs to review their "To Do List" for them to work on. The Board discussed looking at the OSPD Bylaw. Zambernardi stated that she could write up a report that would contain feedback on OSPD she has gathered over the two years.

Other – The Board briefly discussed the Selectmen's Meeting held on 3/6/2017.

The meeting was adjourned at 9:00pm

Submitted by,

Lori Dawidowicz
Recording Secretary

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