

WEST NEWBURY PLANNING BOARD
MINUTES OF MEETING
April 26, 2016

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 April 26, 2016 in the Planning Board Office at the West Newbury Town Offices, 381 Main Street. Board Members Ann Bardeen, Richard Bridges, Raymond Cook, Brian Murphey and John Todd Sarkis were present. Planning Administrator Leah Zambenardi and Associate Member Dennis Lucey were also present.

The meeting was called to order at 7:00 PM.

Subdivision Approval Not Required Plans (SANR's)

Zambenardi stated that no SANR's had been submitted for this meeting.

Follinsbee Lane, Cottages at River Hill, Open Space Preservation Development Special Permit (Section 6.B) and Site Plan Review (Section 8.B) – Cottage Advisors, LLC – Approved March 11, 2014 - Requests for Acceptance of Interim As-Built Plan, Performance Bond (Phase 3) and Unit Releases from Covenant Not to Convey

Chip Hall of Cottage Advisors, LLC addressed the Board and stated he would like to delay his request until the next meeting. He stated that Zambenardi contacted him about an occupancy permit issued for Lot 22, because that unit had not yet been released from the Covenant not to Convey. He stated that Lot 22 was sold in error, because it had not yet been released. Members discussed checks and balances for ensuring this type of error does not occur in the future. Hall stated that his team hastily prepared the documents for tonight's request to address the Lot 22 issue, but that Zambenardi found some errors in that submittal. He stated the submittal has since been revised and would be ready for a vote at the next Planning Board meeting. Zambenardi stated she has contacted Charlie Wear at Meridian to review the revised submittal and to respond in time for the next meeting.

Cook allowed the agenda to be taken out of order to address other requests by Cottages Advisors under General Business Items on the agenda.

Cottages at River Hill – Minor Modification Request

Hall requested a minor modification of the approved plans for Follinsbee Lane to change the location of the second mail station. He distributed existing and proposed plans showing the location of the mail station. He noted an error on the plans stating that the mailbox unit would have 12 units, not 22 units.

After some discussion, Cook made a motion to consider the requested modification as a minor modification to the approved plan. Murphey seconded the motion and it carried unanimously.

Cook then made a motion to approve the substance of the proposed change. Murphey seconded

West Newbury Planning Board, Minutes, April 26, 2016. Approved May 10, 2016.

the motion and it carried unanimously.

365 Main Street – Update

Hall stated that they submitted a 2-Lot Definitive Subdivision for the property to maintain their zoning freeze on the property. Zambenardi stated that the earliest date for a public hearing is May 24th. She stated that the decision deadline is July 24, 2016 (90 days from the date of submittal). Members agreed to set the public hearing for May 24th. Cook noted that the Board is interested in seeing the Open Space Preservation Development plan being submitted, the Yield Plan in particular. He stated he would like to start that review around the same time the Definitive Plan is being considered.

Discussion of Zoning Bylaw Amendments

- Signs: Board members take up review, comment and edit of the draft Bylaw. The Board edited 2 pages and then tabled the matter to the next meeting. Cook stated he is optimistic this amendment could be submitted in time for Fall Town Meeting. He incorporated the edits into the draft during the discussion and would distribute the most recent version after the meeting.
- Two-Family Structures: Bridges asked that the Board take up review of this topic. Members discussed issues related to whether allowing two-family structures by right is a problem. Some members felt that two-families on large lots would have little to no impact on the neighborhood. Cook brought up the topic of property owners building two, single family structures on a property and connecting them by a breezeway. He commented this is an abuse of the Bylaw. Members generally concurred that the Town should have some input on how two-families are built. They generally concurred that requiring a special permit for two-families should be the mechanism for doing so. The Board was optimistic that such a Zoning Amendment would be ready in time for Fall Town Meeting. Cook then tabled the matter for further discussion.
- Open Space Preservation Development & Inclusionary Housing: Cook tabled these matters to a future meeting.

General Business:

- Haverhill Bank – Zambenardi stated that the Bank would soon install an architectural rendering of the new building at the construction site.
- Vouchers – Zambenardi distributed a voucher for payment of invoices for office supplies.
- Administrative Details – Zambenardi discussed her May vacation plans with the Board. Murphy stated that the Open Space Committee needs to submit their request for Local Technical Assistance from MVPC very soon. Zambenardi would follow up on this.

The meeting was adjourned at 9:00 p.m.

Submitted by,

Leah J. Zambenardi, AICP
Planning Administrator

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