

## **WEST NEWBURY PLANNING BOARD**

### **MINUTES**

**September 17, 2019 7:00 p.m.**

**Planning Office**

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 September 17, 2019 at 7:00pm in the Planning Office at the West Newbury Town Offices, 381 Main Street. Board Members Ann Bardeen, Richard Bridges, Raymond Cook, Tim Cronin, Brian Murphey, and Wendy Reed were present. Town Planner Leah Zambenardi was also in attendance.

#### **Call to Order**

Chair Murphey called the meeting to order at 7:01 PM.

**Drakes Landing Open Space Preservation Development (Approved January 2018) – Daley Drive**  
Request for Phase I Bond Reduction, Release of Phase II units from Covenant not to Convey, and Acceptance of Phase 2 Bond, Project Update

Denis Hamel, GM2 Associates/Cammett Engineering provided an overview and update on completed project items. Howard (Chip) Hall, Cottage Advisors, added more detail. All affordable units will be conveyed before the end of the year.

Melissa Robbins, Deschenes & Farrell requested a bond reduction in the amount of \$34,949 for Phase 1 items already completed. An amended tri-partite agreement and bond worksheet for Phase 1 was provided. She also provided a tri-partite agreement for Phase II and stated that Meridian and Town Counsel had given positive recommendations on this.

Cook asked for confirmation that owners understand they are responsible for maintaining trails. Robbins reported that there had been outreach and that Town Counsel had reviewed the related covenant.

Murphey moved that the Board reduce the bond on Phase 1 to \$34,949, Cook seconded and the motion carried 5-0.

Robbins requested the Board create a new Phase 2 bond in the amount of \$25,479.

Murphey moved to accept a new bond for Phase 2 in the amount of \$25,479, Cronin seconded and the motion carried 5-0.

Robbins further requested lot releases of 27 market rate and affordable units. Zambenardi had reviewed the requests against the site plan review conditions.

Murphey moved to release 8 units at Drakes Landing 16, 18, 20, 25, 27, 29, 31 & 35. Cronin seconded and the motion passed 5-0.

Board members signed the documents. Zambenardi will notarize them. Once recorded, copies will be returned to the Planning Office.

*Documents reviewed:*

*100 scale plan Drakes Landing (presented by Howard Hall)*

*Letter to West Newbury Planning Board - Open Space Preservation Development-Drakes Landing, Meridian Associates, Inc., Sept. 17, 2019*

*Phase 2 Work Status, Drakes Landing, Meridian Associates, Inc., Aug. 28, 2019.*

*Revised Tri Party Phase 2 – Drakes Landing, Sept. 12, 2019*

*Tri Party Phase 2 – Drakes Landing Aug. 28, 2019*

### **Discussion of Amendments to Zoning Bylaw for Submission at Fall Town Meeting**

The Board had reviewed the article request form and the language and rationale for each proposed amendment. The Town Manager sent it to Town Counsel for review. Town Counsel suggested removal of the tourist home reference - page 3, item J. The Board discussed a review of all permutations of "tourist homes". Zambarnardi suggested the Board consider not changing the tourist home reference at this time. Murphey concurred. Board agreed to not make the change as defined in J. No motion needed.

Murphey will attend the Oct. 8, 2019 Finance Committee meeting to discuss the proposed changes. There were no other comments from Town Counsel. He stated that Town Meeting is November 4th. Murphey thanked the Board and Zambarnardi for reviewing and making changes.

### **Discussion of Work Planning/Prioritization**

The Board agreed to postpone further solar-related discussions until the spring. The Commonwealth may issue solar guidelines later this fall.

### **General Business**

#### **Pentucket School Project**

Bridges asked Zambarnardi about the impact of the regional school building project on the Planning Office workload. Town Manager Jennings and Zambarnardi met with Vertex, the Owner's Project Manager. Vertex will send plans for departmental feedback before they are submitted for approval. Peer review of plans are welcomed and encouraged by the Planning Board under Site Plan Review. Meridian estimated the review cost to the Town at \$7,000. The Board discussed the project's responsible entities. . Board members felt a neighborhood meeting should precede a Planning Board Public Hearing.

### **Work Planning and Prioritization**

Murphey suggests returning to work planning and prioritization. Cook suggested prioritizing a review of accessory units. Bardeen suggested that the Board of Health be asked to comment on these types of units. Cook noted that accessory units could provide an additional option for affordable housing while Bardeen noted the multi-generational utility of accessory housing. The Board will continue the discussion at future meetings.

### **Sullivans Court Extension**

Zambarnardi reported that Town Counsel agreed that Thomas Neve's contract to finish the project, including lot 3, is with the Planning Board. Neve must provide proof in assignment of permits. Zambarnardi will forward Mr. McCarron's email to Board. Reed noted that the Conservation Commission had sent a letter to Neve regarding driveway paving at Lot 6. The deadline is the end of November. No easement has been submitted; it must be recorded before the project is closed out.

### **Sign at Public Safety Complex**

The Planning Board will appear before the Selectmen on September 30, 2019.

## **A Public Hearing on Zoning Articles is scheduled for October 1, 2019**

### **Vouchers**

The Board signed off on vouchers for the legal ad for amending fees; payments to Meridian for Sullivan's Court and Drakes Landing inspections.

### **Minutes**

The minutes of August 6, 2019 were reviewed. Murphey moved to accept as the minutes as amended, Cook seconded, and the motion carried 5-0.

The minutes of August 20, 2019 were reviewed. Murphey moved to accept the minutes as amended, Cook seconded, and the motion carried 5-0.

### **Correspondence**

Zambernardi had received an email from Liz Callahan, Chair, West Newbury Energy Advisory Committee sharing minutes of a meeting that Cronin and Cook attended. Zambernardi will attend an Economic Development Group (SEDC) meeting in October. Zambernardi stated that Reed had asked her for information about an easement appearing on a drawing of 38 Crane Neck Street. Reed stated that the Open Space Committee is looking at the easement for a trail. She stated that the local name is Job Swamp. Zambernardi stated that the Board received correspondence from Haverhill indicating that it has approved an adult use marijuana establishment.

### **Administrative Details**

Administrative Assistant and Work Station Setup - Zambernardi stated that a new office email and phone line have been set up. She stated that Jodi Bertrand has started training about an hour or so per week.

### **Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting**

There were none.

### **Adjournment**

Bridges moved to adjourn the meeting at 8:45 PM. Cook seconded and the motion carried 5-0.

Respectfully submitted,

Kathryn C. Carr, Recording Secretary