



**Town of West Newbury
Planning Board
Monday August 1st, 2022
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting**

Open Session: 7:00 PM by remote participation (see below)

Addendum to Meeting Notice regarding Remote Participation:

Pursuant to Chapter 20 Of the Acts of 2021, “An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency”, Approved by the Governor, June 16, 2021, which extended permissions for boards and commissions to conduct remote meetings, the Planning Board conducted its meeting via remote participation. The meeting agenda included instructions for the public about how to participate remotely. No in-person attendance of members of the public was permitted, but every effort was made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that it has been unable to do so, despite best efforts, the Board will post on the Town of West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

Chairperson Ann Bardeen called the meeting to order at 7:00 PM by reading the remote meeting notice, as noted above. Members in attendance were Ann Bardeen, Ray Cook, Tim Cronin, Deb Hamilton & Brian Murphey. Town Planner Leah Zambenardi was also in attendance. All participated via Zoom Conference.

1. Stormwater Educational Session Part 1: Stormwater Permitting

- David Kelley from Meridian provided an overview on what to look for from a stormwater management design perspective when documents come in such as plans, reports, etc. When reviewing plans, temporary erosion control measures should be taken along with measures such as fuel storage locations, concrete washing stations, etc. A report should also be accompanied by a full set of plans. A report includes the stormwater narrative which would explain how the stormwater system was designed, how it meets DEP stormwater management requirements, construction period operation plans and long-term operation plans. Kelley provided documents for review via a screenshare. Board members discussed documents with Kelley. The Planning Board members found the documents very helpful.

2. Consideration of Select Board Request to Begin Process of Preparing a Zoning Amendment to Allow Office Use Within the Residence C Zoning District, by Special Permit, and Subject to Size Limitations Governing Office Use

- Ray Cook agreed with what the Select Board came up with which was to add a section 5.A.5 to the Zoning Bylaws. Section 5.A.5 would be “Uses permitted in the Residence C district on a Special Permit...” Cook believed it was consistent with the current Residence C bylaws. Board members discussed the language of the Zoning Bylaws and discussed proposed plans. Bardeen stated the bylaws should be fairly general. The next steps would be to draft the proposed Zoning Bylaw amendment and hold a public hearing before bringing it to Fall Town meeting on October 24th, 2022. Zambenardi

shared the date options and timeline for the hearing. Board members discussed the date options; options 2 and 3 could potentially work which included a late September or early October hearing date.

3. General Business

- **Updates: Austin Property (Poor House Lane), Drakes Landing, Sullivans Court, 519 Main Street**
 - **Austin Property (Poor House Lane)** – Hamilton attended the executive session of the Select Board meeting. Hamilton stated Austin was approached by a developer a few years ago but the developer backed out due to difficulty upgrading the portion of Poor House Lane. The Austin's do not want to go through years of permitting and upgrading the road if there is another alternative. Hamilton stated the alternative was Essex County Greenbelt purchasing the property with the Town. The executive session revolved around whether the Town wanted to do. Greenbelt, with opinions of the Select Board, wanted to move forward and make an offer to the Austin's for the property. CPA funds could be used by the Town to do the necessary land improvements and the State will match CPA funds. Greenbelt would also have a fundraising campaign to help fund the purchase of the property.
 - **Drakes Landing** – Met on site to go over list of concerns from resident Karen Iorio. Meridian will be providing a report of items discussed and what the findings were. Kelley stated he did not find anything substantially wrong with the grounds and/or development that could not be fixed.
 - **Sullivans Court** – No updates. Zambarnardi left the meeting prior to getting to this.
 - **519 Main Street** – Kelley met with Mike Crowe and ConCom agent, Michelle Greene, and walked the erosion control line. Crowe stated that he would look at areas that need to be refurbished prior to him restarting construction.
- **Minutes:** November 16, 2021, December 7, 2021, December 21, 2021, January 4, 2022, March 15, 2022; Others, if any
 - Planning Board members reviewed minutes and provided comments on suggested changes, if any.
Hamilton moved to approve the November 16, 2021 minutes, as amended. Seconded by Bardeen. Roll call vote was taken and passed 5-0.
Cook moved to approve the December 7, 2021 minutes, as amended. Seconded by Murphey. Roll call vote was taken and passed 5-0.
Bardeen moved to approve the December 21, 2021 minutes, as amended. Seconded by Cronin. Roll call vote was taken and passed 5-0.
Bardeen moved to approve the January 4, 2022 minutes, as amended. Seconded by Cronin. Roll call vote was taken and passed 5-0.
March 15, 2022 minutes not reviewed.
- **Correspondence:** No correspondence was reviewed.
- **Administrative Details** – Building Commissioner Request for Time on August 23, 2022 Agenda Re: Zoning Recodification
- **Placement of Items for Future Planning Board Agendas:**
 - **Review of Steep Slopes**
 - **Discussion on Accessory Dwelling Units**
- **Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting:**
 - Cook shared his Steep Slopes document with the Board. All Board members agreed that it was a great document filled with useful information and pictures. Board members discussed the document.

Adjournment:

Hamilton moved to adjourn the meeting at 9:07 P.M. Seconded by Bardeen. Roll call vote was taken, and the motion passed 5-0.

Respectfully submitted,

Katelyn Bradstreet, *Administrative Assistant to the Planning Board*

West Newbury Planning Board Minutes August 1, 2022. Approved on October 4, 2022.