



**Town of West Newbury
Planning Board
Tuesday September 6, 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 Tim Cronin 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. Administrative Assistant, Katelyn Bradstreet, was also in attendance. All participated via Zoom Conference.

1. Zoning Amendment to Allow Office Use in Res-C Zoning District by Special Permit; Comments Received from KP Law

- The Planning Board sent in a draft of the Proposed Zoning Bylaw Amendment to Robin Stein at KP Law last week to receive feedback on the language of the amendment. Planning Board members discussed the comments and proposed changes that Stein suggested; appropriate changes were made.

2. Review of Accessory Dwelling Units Information

- Planning Board members discussed the information provided on accessory dwelling units. Ray Cook stated the AARP document was extremely useful. Members pointed out that West Newbury currently allows 2-family dwellings by right in all residential districts. The three types of units described in the materials reviewed included: contained within an existing dwelling; attached to an existing dwelling; and detached from an existing dwelling (either in an existing outbuilding, or in a new structure). Deb Hamilton questioned if the Town could increase the number of units to 3 units, and if septic systems would pose an issue. She felt that accessory dwelling units would be a great way to allow senior citizens to remain in their homes.

3. Discussion of MBTA Communities Guidelines; Webinar on September 8, 2022

- Town Manager, Angus Jennings, stated he would be tuning into the MBTA Communities Guidelines webinar on September 8.

West Newbury Planning Board Minutes September 6, 2022. Approved October 4, 2022.

4. General Business

➤ Updates: Catch Basins at Drakes Landing

- The Planning Board had not heard back from David Kelley at Meridian regarding the cleaning of the catch basins at Drakes Landing. Administrative Assistant, Katelyn Bradstreet, said she would contact Kelley to see if there has been an update.

➤ Minutes: March 1, 2022, April 19, 2022, June 7, 2022; Others if any.

- Planning Board members reviewed March 1, 2022, April 19, 2022 and June 7, 2022 minutes and provided comments on suggested changes, if any.

Cronin moved to approve the March 1, 2022 minutes, as amended. Seconded by Bardeen. Roll call vote was taken and passed 5-0.

Cook moved to approve the April 19, 2022 minutes, as amended. Seconded by Bardeen. Roll call vote was taken and passed 5-0.

Cook moved to approve the June 7, 2022 minutes, as amended. Seconded by Bardeen. Roll call vote was taken and passed 5-0.

➤ Correspondence: Public hearing notice from the Town of Newbury regarding a Special Permit Modification Application on September 21, 2022 at 7:15 P.M. Hybrid hearing notice from the City of Haverhill for an application for a Special Permit on September 27, 2022 at 7:00 P.M.

➤ Administrative Details: Town Planner Search & Office Staffing, Associate Planning Board Member Search

- Town Planner search is still active; several applications have come in.
- Associate Planning Board Member search is still active; possibility of an email blast and/or Select Board announcement to try to gauge interest.

➤ Placement of Items for Future Planning Board Agendas:

- Public Hearing on Zoning Amendment to allow office use in Res-C Zoning District by Special Permit (October 4, 2022)
- Discussion on Steep Slopes

➤ Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting:

- There were no items.

Adjournment:

Cronin moved to adjourn the meeting at 8:30 P.M. Seconded by Murphey. Roll call vote was taken, and the motion passed 5-0.

Respectfully submitted,

Katelyn Bradstreet, *Administrative Assistant to the Planning Board*