



**Town of West Newbury  
Planning Board  
Tuesday September 20<sup>th</sup>, 2022  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://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 7:03 PM by reading the remote meeting notice, as noted above. Members in attendance were Ann Bardeen, Ray Cook, Tim Cronin, Deb Hamilton & Brian Murphey. Planning Board administrative assistant, Katelyn Bradstreet, was also in attendance. All participated via Zoom Conference.

**1. Review of the Draft Zoning Bylaws with Building Commissioner, Sam Joslin**

- Building Commissioner, Sam Joslin, provided an updated draft of the Zoning Bylaws, which he is hoping will be the final draft. Joslin stated he will be going through other documentations to see if there are any references to sections in the Zoning Bylaws that need to be updated. Joslin will be drafting a warrant article for KP Law to review. Joslin stated that the updated Zoning Bylaws have not been changed significantly, but the language has been changed and sections have been reorganized for easier readability. Ray Cook suggested adding an Appendix D that would provide a map of the older bylaw locations to the new bylaw locations. Joslin thought that would be a good idea. Joslin stated that right now the main goal is to just reorganize the sections without changing any of the wording in order to make it more user friendly.

**2. MBTA Communities**

- Bardeen mentioned that her and Town Manager, Jennings, attended the webinar on September 8, 2022. Bardeen stated it was about an hour long, scripted webinar that can now be viewed on the MBTA communities website. She stated the Town of West Newbury has been reclassified as an adjacent rural community. The Towns set target number of units is 87 units with the 15 unit per acre density still in place. There is no requirement for a minimum zone area. The final plan is not due until the end of 2023 but all communities must submit an action plan filed by January 31, 2023. Brian Murphey stated that MVPC had been contacted by DCHD and stated they will be involved with the communities but had
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no additional details at this time. Tim Cronin questioned if the Town applied for the technical assistance grants and Bardeen confirmed that the Town did.

### **3. Continued Discussion on Accessory Dwelling Units**

- Deb Hamilton stated the Affordable Housing Trust was thrilled regarding the option of accessory dwelling units. Hamilton mentioned the Town already allows 2-family duplex units by-right so she doesn't expect the residents to disapprove of the accessory dwelling units. Bardeen mentioned that she wants to keep the discussion of accessory dwelling units separate from Affordable Housing since they are not on the same track at all. The purpose of the accessory dwelling units is to provide a diversity of housing types.

### **4. Discussion Regarding Steep Slopes**

- Cook provided a revised version of the Sleep Slopes document that he created. Cook added information on the slope angles that can easily be mowed. Cook stated he added this to the document for developers so they know what angles can be safely mowed if steep slopes are within the development. Cook stated that most equipment manufacturers set a range between 15% and 20% as the maximum cross slope to be mowed safely. Cook added two new definitions for Slope Gradient and Slope Resource Area to the document.

### **5. General Business:**

- **Updates: New Planner Search, Special Town Meeting Date: Monday October 24<sup>th</sup>, 2022 at 7 P.M in the Annex, Report on MBTA Communities Webinar held on September 8, 2022**
  - **New Planner Search:** Bardeen stated that Cronin and Murphey had taken part in a preliminary screening for applicants. The screening brought forth two qualified applicants that will be interviewed during the October 4, 2022 Planning Board meeting.
  - **Special Town Meeting Date: Monday October 24<sup>th</sup>, 2022 at 7 P.M in the Annex**
  - **Report on MBTA Communities Webinar held on September 8, 2022**
    - *See notes in section 2 of meeting minutes: MBTA Communities*
- **Minutes:** May 17, 2022, July 19, 2022, Others if any.
  - Planning Board members reviewed minutes and provided comments on suggested changes, if any. **Hamilton moved to approve the May 17, 2022 minutes, as amended. Seconded by Bardeen. Roll call vote was taken and passed 5-0. Hamilton moved to approve the July 19, 2022 minutes, as amended. Seconded by Bardeen. Roll call vote was taken and passed 5-0.**
- **Administrative Details – Review of 2023 Planning Board Meeting Schedule**
  - The Board reviewed the tentative 2023 Planning Board meeting schedule. The only question regarding the schedule was a meeting in November that would be on an election day. Bardeen stated that public meetings can be held on election days, but the Board can not have a public hearing. Murphey stated that the November meeting date can be changed when the date gets closer, if needed. Board members agreed to keep the tentative 2023 schedule, as is, for now.
- **Correspondence:**
  - Three legal notices from the Newbury Zoning Board of Appeals for Special Permits for an upward extension. Public hearing notice from the City of Haverhill for a zoning change.
- **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)**
- **Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting:**

### **Adjournment:**

**Hamilton moved to adjourn the meeting at 8:37 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*

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