



**Town of West Newbury
Planning Board
Tuesday February 7th, 2023
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 7:03 P.M. Members in attendance were Ann Bardeen, Ray Cook, Tim Cronin, Deb Hamilton and Brian Murphey. Town Planner Sue Brown was also in attendance. All participated via Zoom Conference.

1. Updates on Stormwater Management Regulations

- Sue Brown stated the Stormwater Working Group have been trying to come to conclusions on adjusting the regulations to make them practical, while still protecting the Town. The working group has come up with a draft recommendation for the Planning Boards input and it includes having a two-tiered approach. It would remain having a permit requirement but if it is outside the MS4 area and does not connect to an MS4 system, then it would go through a less onerous permitting process. This would require the applicant to put in a VNP to handle the one-inch rain event, similar to MS4. Brown would like to put in the language that the project could not increase runoff to another property, public way or to a public resource. The other recommendation was to have the Planning Board pass the authority for the permitting to the Board of Health which has the capacity in its Agent to do the permitting. Bardeen agreed that it made sense to have a two-tiered system. Brian Murphey questioned if 87 Main Street was within the MS4 district. Building Commissioner, Sam Joslin, stated it was not in the MS4 district. Brown stated that if it contributes to the drain/stormwater system, it would go through the highest permitting system. Murphey questioned why the Board of Health would have the authority. Brown stated it is more of a capacity issue and health agent, Paul Sevigny, has the knowledge base on permitting sewer systems. Murphey stated it would make more sense if ConCom was the permitting authority. Joslin stated that all projects go through the Board of Health as a starting point since all projects require septic (no public sewer in town). Brown stated the final red-lined draft will be available in the future to review with the Planning Board.

2. Updates on Solar Bylaw

- Brown shared the red-lined version of the Solar Bylaw Amendment. Brown went over the changes that were recommended from Robin Stein. Planning Board members reviewed the document and discussed proposed changes.

3. Discussion on Planning Board Hearing Options for Town Meeting Articles

- Brown shared the hearing date options and timeline with the Planning Board members. Options included the 3/7 meeting, a special meeting on 3/14, or a meeting on 3/21 only if FinCom does not wish to review. Bardeen stated she would rather not have a special meeting designated for the public hearing due to other obligations. Brown and Bardeen agreed to hold public hearing at the 3/7 meeting.

4. Discussion on MBTA Communities Initiative

- Brown stated she sent out the RFQ to four consultant teams and received one proposal so far. Once the deadline to submit proposals has been met, Brown will review proposals to ensure all applicable information is provided. Brown will then schedule their presentations for review to the Planning Board. Bardeen stated it would be a great idea to have Town Manager, Angus Jennings, attend the presentation meeting.

5. Discussion on Accessory Dwelling Units

- Brown updated the ADU matrix excel sheet that she created previously. Planning Board members, along with Brown and Joslin, agreed to update the owner-occupancy requirements to allow for a temporary 6 month absence per year and owner may rent out the space with prior notice to the town, single ownership only (condo ownership not allowed), etc. Board members discussed new entrance locations, parking options, minimum lease terms, etc. Discussion will continue at the next meeting.

6. Town Planner Report

- Brown shared her report with the Board members. Brown suggested to have one of the Planning Board members be on the stakeholder committee for the Housing Production Plan. Brown mentioned that the planning page on the Towns website will have a section dedicated to the MBTA Communities project. No change in the Wireless Bylaw – KP Law has begun to review and will report back to the Planning Board once completed.

7. General Business:

- **Minutes – January 17, 2023; Others, if any**
 - Bardeen moved to approve the minutes of January 17, 2023, as amended. Seconded by Cook. Roll call vote was taken and the motion passed 5-0.
- **Correspondence:** Alternative legal ad options – The Town Common paper. Planning Board members stated they had never heard of it. Bardeen suggested to stick with what we've used previously – The Daily News.
- **Administrative Details:** There were none.
- **Placement of Items for Future Planning Board Agendas:** There were none.
- **Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting:** There were none.

Adjournment:

Bardeen moved to adjourn the meeting at 9:12 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*