



**Town of West Newbury
Planning Board
Tuesday June 6th, 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:

As is permissible by State Law 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 P.M. Members in attendance were Ann Bardeen, Ray Cook, Tim Cronin, and Brian Murphey. Deb Hamilton was not in attendance. Town Planner, Sue Brown, was also in attendance. All participated via Zoom Conference.

1. Stormwater Management Regulations Votes

Ann Bardeen made a motion to accept the amendments to the Stormwater Management Regulations adopted by the Planning Board on December 21, 2021 as presented in the document titled “Town of West Newbury Planning Board Stormwater Management Regulations” with a draft date of June 6th, 2023. Seconded by Brian Murphey. Roll call vote was taken and the motion passed 4-0. Deb Hamilton not in attendance.

Bardeen made a motion for the Planning Board to delegate the Board of Health the Stormwater authorities’ powers and duties to administer, implement and enforce the Stormwater Management Authority Bylaw and Regulations as is allowed by Section 4 of the Stormwater Management Bylaw. Seconded by Ray Cook. Roll call vote was taken and the motion passed 4-0. Hamilton not in attendance.

2. ADU Discussion

Planning Board members went over the draft ADU Bylaw. Building Commissioner, Sam Joslin, commented on the difference between detached and attached accessory apartments and reported that ADU’s haven’t had a huge impact on other similarly sized communities. A resident commented on the short-term rental bylaw that allows Air BnB, VRBO, etc., and asked how the Town can prevent situations like that. Select Board Chair, Wendy Reed, stated there is a policy that needs to be updated so the two bylaws/policies support one another. Chris Wile recommended that there be a duration-limit specified in the bylaw. Wile also recommended that there be an occupancy limit in the bylaw.

3. Non-Conforming Structures and Uses with Sam Joslin

Joslin stated a non-conforming property is one that does not have the land area required for that zone or the street frontage, in these situations landowners need to go to zoning for relief when altering a structure. The proposed language would allow the building official to make decisions based on if the proposed work was not going to increase or create an additional non-conformity.

4. Reorganization of the Board

West Newbury Planning Board Minutes June 6, 2023. Approved July 18, 2023.

Bardeen made a motion for Brian Murphey to serve as the new chair of the Planning Board beginning at the next meeting on June 20, 2023. Seconded by Ray Cook. Roll call vote was taken and the motion passed 4-0.

Bardeen made a motion for Deb Hamilton to serve as the new Vice Chair of the Planning Board beginning at the next meeting on June 20, 2023. Seconded by Cook. The motion passed 4-0.

Bardeen made a motion for herself to serve as the new Clerk of the Planning Board beginning at the next meeting on June 20, 2023. Seconded by Tim Cronin. Roll call vote was taken and the motion passed 4-0.

Cronin will serve as the representative for the Community Preservation Committee, Murphey will serve as the Merrimack Valley Planning Commission liaison and Hamilton will serve as the Affordable Housing Trust liaison.

5. Summer Meeting Scheduled

There will be only one scheduled meeting in July, which will be July 18, 2023, due to the holiday.

6. Planners Report

Town Planner, Sue Brown, discussed the interactive design workshop on Tuesday June 27 that is open to the public. The Housing Production Plan will have a meeting on June 21, 2023 to review the Town's Priority Development Areas (PDA's). The Town has contracted B2Q to assess various town-owned facilities and parcels to determine potential feasibility for siting photovoltaic panels.

7. General Business:

- **Minutes** – None.
- **Correspondence:** There were none.
- **Administrative Details:**

Inspection Reports: 87 Main Street – no issues that need to be resolved; Review Account can be closed out. 519 Main Street – no issues that need to be resolved. Inspections will continue as required.

- **Placement of Items for Future Planning Board Agendas:** None
- **Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting:**

Fred Chanania had a visit with Chris Grant of the Grant Family Farm off of Main Street – large tree at the front of his property will need to be taken down due to poor health. Chanania put together a one-page sheet regarding avoiding tree damage during construction.

Pending appointment by the Select Board, Ian James will be serving as the Associate Member on the Planning Board.

Adjournment:

Bardeen moved to adjourn the meeting at 8:55 P.M. Seconded by Cook. Roll call vote was taken, and the motion passed 5-0.

Respectfully submitted,

Katelyn Bradstreet, *Administrative Assistant to the Planning Board*