

**WEST NEWBURY PLANNING BOARD
MINUTES OF MEETING**

April 4, 2017

Pursuant to a meeting notice posted by the Town Clerk that was delivered to all Board members, a meeting of the West Newbury Planning Board was held on April 4, 2017 in the 2nd floor Hearing Room at the West Newbury Town Offices, 381 Main Street. Board Members Ann Bardeen, Brian Murphey, John Sarkis, and Richard Bridges were in attendance. Planning Administrator Leah Zambarnardi and Associate Member Dennis Lucey were also in attendance. Board Member Raymond Cook was absent.

The meeting was called to order at 7:00 PM. Bridges immediately called the public hearing to order.

7:00 Public Hearing: Proposed Zoning Bylaw Amendment to Section 7.C. "Signs"

Planning Board Clerk John Sarkis read the public hearing notice. Bridges noted that there were no members of the public in attendance. Bridges then asked Zambarnardi for an update on the Signs Bylaw.

Zambarnardi stated she received notification that the Finance Committee voted not to recommend adoption of the Signs Bylaw. She stated that the Selectmen voted 1 in favor, 2 in abstention. Elisa Grammer from the Finance Committee provided Zambarnardi with several reasons as to why the Finance Committee was not in favor in an email. The Board reviewed Zambarnardi's response to Grammer's comments. The Board decided that they will move forward and make their case at the Town Meeting on 4/24/2017. The Board made modifications to the proposed Bylaw in response to some of Grammer's comments. Zambarnardi shared a chart that compared the old Bylaw to the proposed Bylaw and the Board suggested modifications. Zambarnardi will submit her response along with the Bylaw modifications to Elisa.

Bridges made a motion to close the Public Hearing, and it carried 4-0.

Draft Request for Minor Modification to Special Permit – 365 Main St. – Drakes Landing – Cottage Advisors LLC – Modification regarding plan changes, unit sizes, and minimum distance between units.

Zambarnardi shared a draft modification request for Drakes Landing. Zambarnardi summarized the modifications, which included a request to increase the unit sizes. The applicant will no longer request for a 15' minimum length between the buildings. Zambarnardi suggested that the developer present the Board with architecture elevations and footprints. She also suggested that Hall wait until they are closer to site plan review before they submit their modifications to the Board. Lucey recommended that the applicant define if unfinished space is included in the square footage of the units. Bridges stated that Hall has not met with the Conservation Commission yet, and therefore he feels that the Board should wait until that meeting is conducted before they can proceed with the modification request. Zambarnardi stated that it is not known when that meeting will take place. Bridges is concerned that with an updated square footage request it will increase the price.

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The Board felt that the modifications that were documented in the letter are major modifications, and would also require a Public Hearing. Zambarnardi will relay the Board's discussion towards the minor modification request with Hall.

Subdivision Approval Not Required Plans (SANR's)

Zambarnardi stated there were no SANR's.

Update on Planning Board Goals and Priorities FY17 & FY18

Zambarnardi stated she had previously applied for a grant from the state on an economic impact analysis related to sewer infrastructure improvements. This project would be part of the larger Town Center planning process.

Previously, the Board had discussed the creation of a Planning Board Bylaw, which would include the members and their terms. Zambarnardi shared that she did more research and realized that this seems to be a more complicated process than she previously thought. She will work on this more with Town Counsel.

General Business -

Sullivans Court Extension –

Zambarnardi stated that she has driven through the property, and she stated that the road was clear of runoff. She stated that she will contact Meridian to check the erosion control. Per Bridges request she will contact Tom Neve for updates on the property.

Drakes Landing Updates –

Bridges stated that Jay Smith from the Conservation Commission will contact the Board when they know when they will meet with Drakes Landing.

Minutes -

The minutes were continued to the next meeting.

Vouchers -

Zambarnardi stated there were no vouchers.

Correspondence –

Zambarnardi stated if the Planning Board is planning to give a report on the article for the Signs Bylaw, then KC Swallows needs to be informed by 4/14/17. Bardeen recommend to share with Swallow that the Planning Board plans to give a report just before the article.

Zambarnardi stated that there is a Question and Answer Public Open Forum on 4/10/2017 at 7:30pm with the Selectmen. Planning Board members and Zambarnardi discussed attending the Open Forum.

Administrative Details –

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The Board discussed the summer meeting scheduled, and agreed that there will be no meeting on July 5, 2017 due to the holiday week, and July 18, 2017 due to scheduled vacations. Zambarnardi will send out an email to the Board members to see if July 11 or July 12 works best for a July meeting.

The meeting was adjourned at 8:45pm

Submitted by,

Lori Dawidowicz
Recording Secretary