

**WEST NEWBURY PLANNING BOARD  
MINUTES OF MEETING**

April 18, 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 18, 2017 in the 2<sup>nd</sup> floor Planning Board Office at the West Newbury Town Offices, 381 Main Street. Board Members Ann Bardeen, Brian Murphey, Raymond Cook, and Richard Bridges were in attendance. Planning Administrator Leah Zambarnardi and Associate Member Dennis Lucey was also in attendance. Board member John Sarkis was absent.

The meeting was called to order at 7:00 PM

**Planning Board Goals and Priorities FY17 & FY18**

Zambarnardi shared a summary on the Board's priorities and goals. The Board discussed each topic and it went as follows:

**Affordable Housing –**

The Board discussed Safe Harbor, Inclusionary Housing, and the Regional Housing Plan. Zambarnardi's document stated that Safe Harbor is achieved if the Town's "Fair Share" obligations under 40B are met, and in the case of West Newbury, this would be if low or moderate income housing has been developed on sites comprising 1.5% or more of the total land area in the community zoned for residential, commercial or industrial use. Zambarnardi stated that currently West Newbury affordable housing inventory is a little over 2%. Discussion ensued on whether the Town meets the requirement if CR and APR properties can't be considered and recent HAC cases. Zambarnardi stated she would request from MVPC more accurate calculations using GIS, and the Board agreed this would be a worthwhile exercise. The Board discussed what is excluded and not excluded within the calculations. For Inclusionary Housing Zambarnardi asked the Board about allowing Fee In Lieu of Units requiring moderately priced units. Zambarnardi stated that if more money is collected from fees, then a Housing Trust would likely be created. The Board opts not to pursue this at this time. The sentiment is the goal is to have developers create the units, not pay a fee.

**OSPD –**

The Board agreed to make modifications to the OSPD Bylaw. Cook suggested to have a percentage for each part of the land, undisturbed (land that doesn't have housing on it), disturbed, unbuildable (wetlands, slopes, buffers). He also suggested that there be a preliminary vote once the percentages are met. The Board agreed with Cook's proposal but rather than a definite percentage, it be no less than a certain percentage. He also suggested that each part of land is defined in the bylaw. Zambarnardi suggested increasing Density Bonus to allow the developer to achieve the density allowed by right if it were a conventional plan. Cook suggested that the overall density be 75% and remove limitations within section 6.B.13. He also recommended to clean up section 6.B.10 (open space requirements) in the bylaw. Bridges recommended better defining the exclusions of the developed area as well as the term "contiguous". Zambarnardi stated that she would like to better define the procedures of the OSPD within the Rules and Regulations. Cook suggested that it needs to go hand in hand with better defining the bylaw as well. Bridges suggested that the Board needs to have a future discussion about storm water management and wastewater systems and whether they can be in the open space.

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#### Duplexes –

The Board discussed that for all proposed duplexes, a Special Permit with performance guidelines be required. Bridges proposed a permitting-light process be created. Murphey suggested that neighbors of the proposed duplexes be allowed to state their opinion. It was also suggested that the Bylaw define the square footage of in-law apartments, and additions, in which depending on the square Footage, a special permit may not be required.

#### Town Center Planning –

Zambernardi stated that she will be attending a site visit with DHCD and Steve Cecil of Harriman, and that the Board's feedback will be welcomed.

#### Planning Board Establishment –

Previously it was discussed that there wasn't a Bylaw establishing the Planning Board. Zambernardi stated that the Planning Board was established pursuant to GL Ch. 41, S. 81K thru 81Y by Local Option on 2/20/1953. She will send Mike McCarron proposed text and will seek his input on where to place it.

#### Office Administration –

Zambernardi stated that there is roughly \$1600 left in the budget, and she plans to purchase a new desk, as well as a projector and screen. The Board concurred with Zambernardi's purchase plans.

Zambernardi shared her off-site meeting schedule.

The Board reviewed Active and Inactive Escrow accounts. Zambernardi will work on closing out the inactive accounts.

### **General Business -**

#### *Sullivans Court Extension –*

Zambernardi stated that there were no updates.

#### *Drakes Landing Updates –*

Zambernardi stated that she is expecting that Chip Hall will present his request for a minor modification at the next Planning Board meeting.

#### *Follinsbee Lane Updates –*

Zambernardi stated that there were no updates.

#### *Minutes -*

The Board reviewed the 3/21/2017 meeting minutes. Bridges made a motion to approve to the 3/21/2017 meeting minutes with minor corrections. Bardeen second the motion and it carried 5-0-0.

#### *Vouchers -*

Zambernardi had vouchers for W.B Mason, The Daily News, and payment to Meridian for Sullivans Court.

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*Correspondence –*

Previously it was discussed that the Conservation Commission proposed a retaining wall for Drakes Landing. Zambarnardi stated that Melissa Robins notified her that they will file a Notice of Intent (NOI) for the alternate road scheme that the Planning Board prefers, offering to double the size of the replication area, as well as implement other suggestions of the Conservation Commission. Zambarnardi stated that the probable outcome will be that Drakes Landing will be issued an Order of Conditions from the Conservation Commission. She also stated that there won't be another meeting between Chip Hall and the Conservation Commission before the filing of the NOI.

Zambarnardi stated that John Gorman, Gorman Homes LLC, corresponded with the Conservation Commission. She stated that Jay Smith from the Conservation Commission wrote a letter indicating that the Conservation Commission will view the bigger area of land rather than just the one lot that needs the access over the wetlands, and if there is an alternative for the actual access it will be required. She also stated that if it were to be one lot then the wetland crossing would be approved by the Conservation Commission. The Board concurred that this question should go to the Conservation Commission as a whole for their feedback, not just the Conservation Agent.

Murphey shared that he had filed a complaint to the Zoning Officer with regards to the signs at the Service Station at the former Bruneault property, and that the issue was resolved.

*Administrative Details –*

*Town Meeting and Signs Bylaw -*

The Board discussed posting the Signs Bylaw information on Facebook. Zambarnardi will research the options of posting the information on the West Newbury News Facebook page. The Board discussed their approach and preparation for the Town Meeting on 4/24/17. Zambarnardi stated that she did notify KC Swallow that the Board requested to report before the vote on the item at the Town Meeting. Murphey requested the Board get a statement from Glenn Clohecyc the Building Inspector that can be shared at the Town Meeting. Bridges recommended that the handout begin with Glenn Clohecyc's comments, and then continue to explain why the Proposed Signs Bylaw is better. Zambarnardi stated that the statement on the website gives the reason and the process. She also stated that the tables posted on the website gives a lot of information, and that they are in the Fin Comm. booklet. Board members will be attending the Town Meeting and stated it is not necessary for Zambarnardi and Clohecyc to go.

*Summer Meeting Schedule-*

The Board discussed the summer meeting scheduled, and agreed to the following meeting schedule:

*June 6 – Election officers on the agenda*

June 20

July 13

August 1

August 15

The meeting was adjourned at 9:30pm

Submitted by,

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Lori Dawidowicz  
Recording Secretary