

**WEST NEWBURY PLANNING BOARD
MINUTES OF MEETING**

June 6, 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 June 6, 2017 in the 2nd floor Planning Board Office at the West Newbury Town Offices, 381 Main Street. Board Members Ann Bardeen, Brian Murphey, Raymond Cook, John Sarkis, were in attendance. Town Planner Leah Zambenardi was also in attendance. Richard Bridges and Associate Member Dennis Lucey were absent.

The meeting was called to order at 7:00 PM

Request for Minor Modification Impacting Unit Sizes – Open Space Residential Design Special Permit – 365 Main Street (AKA Drakes Landing) – Cottage Advisors, LLC
(continued from 5/2/17 meeting)

Chip Hall along with Attorney Melissa Robbins and Scott Brown, architect, presented their request for a minor modification to the Drakes Landing project. Robbins had previously provided the Board with a numbered list of the changes along with the plans. Brown presented and discussed the architectural plans. The following describes the requested changes:

Unit B – Within the Unit B model there will be two options, B1 and B2. Hall is proposing that with the B2 Unit that there be a buyer option of 440 sq ft totaling a 2267 sq ft unit. The extra square footage will be above the garage. Robbins concurred with Cook's calculation that an estimate of ten maximum B units will be dispersed amongst the development.

Unit D – The Base model of Unit D is 1861 sq. ft., and Hall requested that there be a buyer option of an additional 265 sq ft, thus totaling 2126 sq ft. Within this unit there will be one bedroom downstairs, and two bedrooms upstairs. Hall stated that there will be a maximum of ten D units.

Unit E (duplexes) - There are four model options for the Unit E homes. Three of the Unit E options exceed the square footage allowed by the special permit. It is requested that the base for Unit E increase the footprint from 1100 sq ft to 1200 sq ft. For E3 it is requested that there be an increase of 184 sq ft above the garage. For unit E6 there would be an additional 3rd bedroom, which would be an increase of 264 sq ft.

It was a concern in the previous meeting that the minor modification request will cause an increase in price on the homes. Hall provided the Board with a Market Analysis, and explained that his price for the proposed units are below the current market value. Within Hall's report it displayed the average market value within the last 12 months. The report indicated that in the Town of West Newbury the average single-family home is \$569K, 2744 sq ft, and that for new construction homes were \$749k with average sq ft of 3197. Hall stated that the Ocean Meadow average condo price is 595k and the average size unit is 2166 sq. ft. The report also showed that the US average size home has increased to 2687 sq ft. The Drakes Landing project is proposing \$531k for the single-family homes (not including the affordable homes) and the average base size is 1900 sq ft.

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Some discussion ensued about the conditions of approval of the Special Permit regarding unit sizes. The Board discussed whether the requested changes are minor or major modifications. While it was mutually understood the unit sizes were not discussed in any detail during the public hearing the majority of the Board felt it was due diligence to provide the public with a hearing to modify them. The Board reviewed the considerations for the Minor Modifications within the Special Permit request, which state that the SPGA or its agent may allow minor modifications of construction or site plan details provided that they do not alter the intent or the conditions of the approval. The Board agreed that the requests are major as they do alter the written language of the conditions of the Special Permit. They therefore agreed to have a public hearing on 7/13/2017. It was noted that on 7/13/2017 there will also be a public hearing for the beginning of the site plan review.

Cook made a motion that per the letter dated 5/9/2017 by Attorney Robbins, that points 1 thru 6 constitute a major modification. Bardeen seconded the motion, and the motion passed 4-0-0.

Sullivan's Court Extension, Estate Homes at Rivers Edge, Definitive Subdivision Plan and Special Permits (Approved April 21, 2015) – Tom Neve, Walker Development – Status of Project and Schedule for Completion

Tom Neve had provided the Board with the following updates in an email:

1. Neve discussed the layout at the intersection of Whetstone Street and Sullivans Court as required by the Certificate of Approval. He suggested that the Planning Board schedule an on-site meeting with Meridian, Gary Bill, members of the Planning Board and himself to discuss the anticipated improvements. Those improvements, once agreed, shall be marked on the ground so the construction crew can see the limit of work. The work will require, removal of bad pavement, installation of sufficient gravel subbase, installation of Binder pavement and backup gravel along binder edge. The Board agreed that it is acceptable to wait till final paving of the development, and that they will discuss this issue in a year. It was noted that Gary Bill has been involved with this work.
2. Neve stated that he needs to schedule the installation of Final Pavement on Sullivans Court from Whetstone Street to and including the cul-de-sac and the intersection.
3. The installation of the long single driveway on lot 6 needs to be completed. This work shall include the wetland crossing and preparation of the home site on lot 6. Neve also stated that the underground utilities for this lot is completed.
5. Neve is starting Construction on Lot #1. He is expecting the building permit next week and the house will be 2800-3000 sq ft.

Neve then stated that all the above work totals less than a \$100K of work to do within the development.

Neve also shared with the Board that the work anticipated during the 2018 construction season will be construction of homes on Lots 2 and 4. He is hoping that by 2018 that lots 3 and 6 (the two Riverfront Lots) will be sold, and if not the 2019 and 2020 construction season spec. homes will be built on those lots.

Zambernardi read from the original approval for Sullivans Court pertaining to completion deadlines, and the Board agreed that Neve is in compliance with the conditions. Chris Ryan from Meridian stated that everything looks good within the development, and he is open to an eventual on-site meeting.

Discussion occurred relating to paving Sullivans Court and the impact construction vehicles have on new pavement. It was agreed that Neve would hold off on paving Sullivan's Court to Whetstone Street until Spring 2018. At that time he will come back to the Board with an update on construction and to discuss whether to pave at that time or to hold off. Zambernardi stated she spoke with Gary Bill, who agreed that construction vehicles can undermine new pavement and that paving should wait until construction is further along.

Notice of Intent to Sell Chapter 61A Land for Residential Use – 50 Garden Street, Estate of Gordon G. Follansbee – Planning Board recommendation to Board of Selectmen on Right of First Refusal

The Board reviewed the location of the land for sale.

Cook made a motion that the Board recommend to the Selectmen that this land is not of particular use for the town and that the Town should not exercise its right of first refusal. Bardeen seconded that motion. Motion passed 4-0-0.

Updates on Planning Board Goals and Priorities FY17 & FY18

Zambernardi shared a packet of her updates on the goals for the Board. Within Zambernardi's packet she discussed the following updates:

1. For Chapter 40B the contract was approved for LTA Hours, GIS Mapping Services from MCPV to assist Town Planner in determining compliance with minimum land area provision. Zambernardi stated that it will take two weeks for the MVPC to complete the study, and that the town will pay up to \$500 in FY17. Zambernardi is going to provide the following for this project: checking the restrictions on development of cemeteries, provide spreadsheet with data on affordable units in Town (include acreage, ownership and % undisturbed), and compare assessor's data set to that of the Open Space Committee to confirm that no properties are left out. She also obtained a copy of the DHCD's Draft Guidelines for calculating the minimum land area. She stated that she might submit comments on the CR & APR issue to DHCD. Once the study is completed then the Board will have current data on file, perhaps proving "Safe Harbor" in the event a 40B development is proposed. Sarkis recommended that once the study is completed, that the letter from MVPC be posted on the website.

2. The West Newbury Housing Needs workshop was held on 5/31, and Zambernardi stated that it went well. Zambernardi stated that once the final plan is determined it will assist the Board in their own decisions with the attached-unit issues.

3. Zambernardi stated she had a productive and informative meeting with Steve Cecil, consultant from Harriman, and Emmy Hahn from DHCD on 5/24/17 regarding the town center planning. The study will look at: Case Studies (similar towns with new or planned package treatment facilities serving the small-town center), scale of development in town center – to be decided by the town, ID properties potentially served by the facility, site selection, type of treatment facilities available to accommodate desired scale, and finance options. Zambernardi stated that the information coming from this study will be informative

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focusing on the situation in West Newbury. She also stated that a steering committee will form and that the Board can suggest members for the committee.

4. Zambenardi provided the Board with a draft of the rules and regulations for Planning Board establishment.

5. Zambenardi provided the Board with a list of the Planning Board processes. Within those processes she indicated the resources and checklist that are available as well as what is needed.

6. Zambenardi also provided the Board with an update of her report from February 2016 on attached units. The Board discussed that they want to work on refining the definitions pertaining to attached units.

General Business -

Follinsbee Lane - Updates

Zambenardi stated that there is \$16,000 left for the performance bond. Meridian is reviewing the as-built plan and there is still a list of remaining items that need to be completed. She stated that Steve Breen is currently working on that list, and as soon as the work is completed then Meridian can perform their inspection. Chris Ryan from Meridian stated that he believes that they have pretty much completed everything on the as-built, and he will inspect the work once it is completed by Steve Breen.

720 Main Street – Updates

Zambenardi stated that the 720 Main St. property is the Daley lot with some common driveways, reduced frontages and ANR lots. She stated that they started building, and Meridian will be inspecting the common driveway.

Minutes -

The Meeting minutes were continued to the next meeting.

Vouchers -

Zambenardi had vouchers for office supplies, Meridian invoices, and payroll. Zambenardi also stated that she received an estimate of \$1,100 for her office desk.

Correspondence –

There was no correspondence.

Administrative Details – Officer Elections

The Board did not discuss the elections as Rick Bridges was not in attendance.

The meeting was adjourned at 9:30pm

Submitted by,

Lori Dawidowicz
Recording Secretary

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