

IPSWICH PLANNING BOARD MEETING MINUTES

Thursday, February 25, 2016, 7:30 p.m.

Pursuant to a meeting notice posted by the Town Clerk and delivered to all Board members, a meeting of the Ipswich Planning Board was held on Thursday, February 25, 2016 in Room A, 2nd floor of Town Hall. Board members Heidi Paek, Jay Stanbury, Keith Anderson, Kathleen Milano and Cathy Chadwick, and Associate member, Carolyn Britt, attended. Senior Planner, Ethan Parsons, also attended.

Paek convened the meeting at 7:31 PM with a quorum present.

ANNOUNCEMENTS: The True North Ale and Ipswich Junction special permit and site plan review applications and the 195-199 High Street special permit applications will not be discussed tonight. The applicants requested continuations without discussion.

CITIZENS' QUERIES:

Dan Cashman, 17 Spring Street: Said that he is worried about the impact accessory structure conversions have on the school system and traffic congestion in the area. Paek explained that the conversion bylaw requires a special permit and requires applicants meet certain standards. Mr. Cashman feels the bylaw is not helping the town.

Kathleen Spinale, 27 Pleasant St: Asked if there is an inventory of the accessory apartments in town. She said the apartments were meant to be built for family members and if their occupancy status has changed they need to come back before a board. Parsons said that the Planning Department retains information about accessory conversions and monitors their status. Spinale feels there is a lot of congestion in the in-town residential area and the residents' concerns are not being taken into account. Paek explained the bylaw, and the Board's authority in considering special permit applications.

Adopt Minutes from 1/7/2016

Chadwick moved to approve the 1/7/2016 minutes. Anderson noted that page 2 should be edited by adding the word "not" so that the section on the 45 Turkey Shore Road decision should "not be paved". The motion passed unanimously.

Documents:

-Draft Minutes from 1/7/15

Request by Kevin McGinness for approval of minor modification to Site Plan Approval granted August 22, 2006, 55 Mitchell Road.

Kevin McGinness appeared before the Board to discuss the minor modification. He said he would like to install an exterior stairway for access to the 2nd floor of the approved office building. Paek said the change seemed to make sense and would not affect site circulation.

Stanbury moved to find that this is a minor modification. Chadwick seconded. The motion passed unanimously.

Stanbury moved to approve the minor modification. Anderson seconded. The motion passed unanimously.

Documents:

- *Letter from Thad D. Berry, P.E. and Kevin McGinness to Planning Board, 2/12/16*
- *Site Plan Modification Plan, Sheet A.100, prepared by Thad D. Berry, P.E., 2/8/16*

New Public Hearing: Request by Frederick Scopa for a special permit for the proposed conversion of an accessory structure into a dwelling unit at 44 Brownville Ave.

Paek read the legal notice and opened the hearing. Ken Savoie, project architect, and Frederick Scopa, applicant, appeared before the Board. The applicant would like to tear down an existing structure and rebuild it in a new footprint. Savoie said the structure has no historical value and was poorly constructed. They are proposing to rebuild the structure in a conforming manner. Paek noted that the bylaw requires five parking spaces. Paek also noted the Board received a note from John Gianakakis, resident of 37 Broadway, who opposes the project.

Dan Cashman, 17 Spring Street: Said that there are many accessory structures in this neighborhood that could be converted. He has concerns about this occurring. Paek explained that applicants would have to comply with the bylaw.

Joe Salmon, 47 Brownville Ave: There should be a survey done on this property. They should have 30% open space and he's not sure this is met. He feels this is creating a multifamily development, and the Board should apply those guidelines. He has concerns about a dry well going in because no soil tests have been performed. He feels there are large water issues on this site. He has reservations with this project being allowed to move forward.

Mark Lacroix, 46 Brownville Ave: There was a water issue on his property, which disappeared since a building next door added a storm water recharge system. He has concerns about water from the proposed project. He feels the fencing on his property line should be taller than 6-8 feet to screen for privacy.

Kathleen Spinale, 27 Pleasant Street: Also considers this a multifamily development. She has issues with the applicant building a carport and changing the existing structure. She feels like the protective zoning bylaws are not protecting the residents in the area. She would like the Planning Board to really look into the bylaw on converting accessory buildings. Paek explained the Board anticipates discussing this bylaw before the fall town meeting.

William Carey, 35 Broadway Ave: Has concerns about this project moving forward because this is a demolition and new construction, not a conversion. He felt this should appear before the Zoning Board and not the Planning Board. Has concerns about water funneling into his property.

Gianakakis, 37 Broadway: Son of John Gianakakis, owner of 37 Broadway, commented on his father's letter that was submitted and briefly discussed. He felt the project benefited the landlord and not the residents of the neighborhood. He said there are serious water issues in this area. If things move forward he felt there should be a natural buffer across the property line instead of a fence to block headlights and provide screening.

A site visit was scheduled for Saturday, March 5th at 9AM.

Milano moved to continue the public hearing. Anderson seconded. The motion passed unanimously.

Documents:

- *Special Permit Application filed with Town Clerk 2/2/16*
- *Memo from Ken Savoie to Planning Board, dated 2/1/16*
- *Existing Conditions Plan, prepared by Donohoe Survey, Inc., 2/4/16*
- *Architectural Plans, prepared by Savoie Nolan Architects LLC, 2/1/16*
 - *Sheet A1- Accessory Apartment Floor Plan*
 - *Sheet A2- Accessory Apartment Exterior Elevations, revised 2/25/16*
 - *Sheet A3- Accessory Apartment Exterior Elevations, revised 2/25/16*
 - *Sheet A4- Car-port & Accessory Apartment Perspective Elevation, revised 2/25/16*
 - *Sheet A5- Abutters Diagram, revised 2/19/16*
 - *Sheet A6- Existing and Proposed Volume Design, 2/25/16*
 - *Sheet A7- Drywell Detail, 2/25/16*
 - *Sheet E1- Existing Garage Floor Plan & Elevation*
 - *Sheet E2- Existing Garage Photos*
 - *Sheet E3- Existing Conditions Photos*
 - *Sheet S1- Proposed Site Plan, revised 2/19/16*
- *Abutters Map 300 Foot Radius*
- *Zoning Map*
- *Letter from John Gianakakis to Planning Board, dated 2/15/16*
- *Letter from William F. & Paula E. Carey, dated 2/22/16*

New Public Hearing: Request by Holloran Companies for a special permit and site plan review
application for eleven dwelling units and one commercial office unit at 30 South Main Street.

Paek read the legal notice and opened the public hearing. Christopher Latham, attorney for Holloran Companies, LLC, appeared before the Board to discuss the project. The applicant proposes a mixed-use building with eleven residential and one commercial office on the first floor by reusing and preserving the existing building on site. There will be 17 parking spaces on the subject property. John Seger, architect, described the building alterations. Latham said the applicant has appeared before the Affordable Housing Partnership, Historic Commission and Design Review Board and are working through their recommendations. Paul Avery, civil engineer, explained the existing and proposed site conditions. Latham explained why they feel they meet the special permit criteria. The historic structure would be saved and preserved and they will make one unit affordable and handicap accessible. They are proposing a \$10,000 payment to the Affordable Housing Trust and their project will increase housing stock, contribute property taxes and increase property values in town. Latham noted that the applicant requests some waivers. They do not want to do a storm water management plan because they are going to be improving what is already existing. This project will also be going before the Conservation Commission. Chadwick wanted to know what would happen with the oak tree out front, noting it is a beloved tree and its care is important. Anderson asked about snow removal. It was confirmed that the plan would be revised to show defined areas for snow removal. Stanbury asked if the roof-mounted mechanical and plumbing equipment would be covered. Seger said the hot water heaters would be in the units, the condensers would be outside, and there would be an enclosed mechanical room. A site visit was scheduled for Saturday March 5th at 10AM. Paek discussed the waivers. The Board felt the storm water would be touched on by the Conservation Commission and the affordable housing issues around Section VI, footnote 11 would need to be discussed at the next meeting.

Stanbury moved to continue the public hearing. Anderson seconded. The motion passed unanimously.

Documents:

- *Memo from Chief Nikas to E. Parsons, dated 2/8/16*
- *Email from Vicki Halmen to E. Parsons, sent 2/10/16*
- *Letter from Chris Latham, Latham Law Offices LLC, to Planning Department, Board & Historical Commission, dated 1/29/16*
- *Letter from John Seger, Seger Architects, Inc., dated 1/26/16*
- *Photographs of existing building*
- *Purchase and Sale Agreement, signed 11/16/15*
- *Letter from Sean Malone, Oak Consulting Group LLC, to Planning Board, dated 1/29/16*
- *Quitclaim Deed, recorded at Essex South Registry of Deeds, Book 26050, Page 36*
- *Certification of Ipswich Town Meeting Vote on Article 20, April 5, 2004 Town Meeting*
- *Certification of Ipswich Town Meeting Vote on Article 16, October 17, 2005 Town Meeting*
- *Reciprocal Access and Utility Easement Agreement*
- *Land Exchange Agreement*
- *Preservation Restriction Agreement Between the Town of Ipswich and Ipswich RE Holdings LLC*
- *Site Plan Review Application, filed with the Town Clerk 2/1/16*
- *Special Permit Application, filed with the Town Clerk 2/1/16*
- *Ipswich Old Town Hall- Adaptive Re-use, plans prepared by Seger Architects, 1/29/16*
 - *Cover Sheet*
 - *Sheet EX- Existing Plans*
 - *Sheet A1.1- Proposed First Floor Plan*
 - *Sheet A1.2- Proposed 2nd & 3rd Floor Plans*
 - *Sheet A1.3- Proposed Elevations*
- *Engineering/Site Plans, prepared by Oak Consulting Group, 1/29/16*
 - *Sheet C-001- Existing Conditions Plan*
 - *Sheet C-002- Site Plan*
 - *Sheet C-003- Site Details Plan*
- *IHC Letter*
- *DRB Recommendation*

Continued Public Hearing: Request by J&K Realty Trust for a special permit for a multifamily use and modification of a site plan approval for the addition to a mixed use building and related site development at 195 and 199 High Street.

Anderson moved to continue the Public Hearing without discussion. Stanbury seconded. The motion passed unanimously.

Continued Public Hearing: Request by True North Ale Company, LLC and Ipswich Junction, LLC for a Special Permit and Site Plan Review for an office building, enclosed manufacturing in a proposed building, storage building and related site development at 114-116 County Road.

Anderson moved to continue the public hearing without discussion. Stanbury seconded. The motion passed unanimously

New Public Hearing: Request by J&K Realty Trust for a special permit for a multifamily use and modification of a site plan approval for the addition to a mixed use building and related site development at 195 and 199 High Street. This request pertains to the Water Supply Protection District requirements.

Paek read the Legal Notice and opened the public hearing.

Anderson moved to continue the public hearing without discussion. Stanbury seconded. The motion passed unanimously.

NEW BUSINESS:

Ipswich Junction and True North Ale requested an extension of the Board's review period until April 1st.

Stanbury moved that the Board consent to the extension. Anderson seconded. The motion passed unanimously.

GENERAL BUSINESS: The Board discussed potential zoning amendments for the 2016 special town meeting. The sign bylaw has discrepancies and could use clear charts and format changes for it to be easier to read. Parsons felt if it was rewritten it would be more user friendly and sound.

Other issues include reviewing homes exceeding a size threshold. A resident wrote the Board a letter asking if large houses could be regulated. The Board will review the accessory building conversion regulations to see if any changes should be made. It was noted that no particular case is bringing this forward, rather it's something that the Board recognizes could be strengthened. Britt also wondered about coastal zoning and adjusting lot area definitions, with the intent of protecting structures from rising sea levels.

ADJOURNMENT: *Anderson moved to adjourn the meeting at 10:08. Chadwick seconded. The motion passed unanimously.*

Respectfully submitted,

Jennifer Dionne

The Board approved these minutes on May 5, 2016