

IPSWICH PLANNING BOARD MEETING MINUTES

Thursday, August 11, 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, August 11, 2016 in Room A, 2nd floor of Town Hall. Board members Heidi Paek, Keith Anderson and Jim McCambridge, Jay Stanbury and Associate member, Carolyn Britt, attended. Kathleen Milano was absent. Staff Senior Planner, Ethan Parsons, also attended.

Paek convened the meeting at 7:30 with a quorum present.

Citizens' Queries: None

Adopt Minutes of June 2, 2016 meeting

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

Documents: Draft minutes of June 2, 2016 meeting

Request by Clarke Associates for minor modification to Special Permit granted 12/10/15 for conversion of accessory building into a dwelling unit at 10 North Main Street.

Dave Clarke appeared before the Board and explained that based on not being eligible for town water they will need to dig a well. Further, the Fire Department will require sprinklers in the building, resulting in having to move the patio to the rear of the building and add a bulkhead for the basement. The volume calculations are met but one window will have to be made smaller to accommodate the bulkhead. Paek asked about the propane tanks because these were not shown on the approved plan. Clarke said these are needed because they cannot dig up North Main Street to hook up to the gas line. Stanbury asked how the patio would drain stormwater. Clarke explained that the topography of the area will aid in directing runoff onto the common area and they will also install a dry well in the patio area. Paek said there is a new trash storage area. Clarke said this was agreed upon with the other condominium owners. Anderson asked about the removal of trees. Clarke explained the Hickory on the right side will be saved but there is a Norway Maple tree on the left side that an arborist has explained is a danger and could fall into the Oak Hill Parking lot. Clarke would like to remove that tree.

Bill Heenehan, 6 North Main Street: Explained the Norway Maple tree is too damaged to be saved, it was clear by looking at it. An arborist has concurred. The Hickory is also damaged but they believe with aggressive measures it could be saved. Boundaries have been set by the arborists indicating where the construction work should stop to save the roots of this tree.

Paek and Anderson requested documentation of the changes, including the arborist's report, for the file. Paek explained the Board requests replacement shade trees when one is lost, so would like a similar tree planted in its place.

Bill Heenehan, 6 North Main Street: The arborist had concerns with the fact that there are a lot of trees on the property and not replacing this tree would allow others to thrive.

Stanbury moved that these are minor modifications. Anderson seconded. The motion passed unanimously.

Anderson moved to approve the changes, including the tree removal, the patio in the rear of the building, the bulkhead and the well, and the construction of a trash collection area off the main driveway and that all changes be documented to the satisfaction of the Planning Office. Stanbury seconded. The motion passed unanimously.

Documents:

- *Letter from David A. Clarke to Planning Board, dated 7/14/16*
- *A1, Proposed Elevations, prepared by Cummings Architects 7/7/16*
- *A1, Proposed Left Elevation, revised through 11/9/15*
- *A1, Proposed Rear Elevation, revised through 3/22/16*
- *S1, Proposed Site Plan, revised through 11/9/16*
- *S1, Proposed Site Plan, revised through 8/9/16*

Request by Aubuchon Hardware for minor modifications to Site Plan Review decision and authorization for granting of a temporary certificate of occupancy for decision granted 11/12/15.

Eamon Moran of Aubuchon Hardware appeared before the Board requesting authorization of a temporary certificate of occupancy. He described the work not yet completed, adding that they held off on planting anything due to the drought conditions. He asked the Board to approve the temporary c.o. until the water ban is lifted or around September 15th. Paek said this was reasonable based on the circumstances. Moran explained Aubuchon would not be comfortable opening now because the driveway would be torn up to install some drainage and they would like to wait until this is completed. They would like to open up in mid-September. Parsons stated that he spoke with Andy Beland of Ipswich Junction about the next phases of construction. Beland said that they are anticipating installing water and sewer lines and then installing the binder and temporary paving markings over the next few weeks, hopefully wrapping up by mid-September. Parsons suggested that the Board require temporary directional signage if inclined to allow the temporary c.o. Stanbury said he would like Aubuchon to submit a summary describing the plans for safety and access during the construction phase. Parsons suggested this might be more appropriate from Ipswich Junction LLC, the property owner. Paek said she would be willing to extend planting dates to October 1st. She also asked if mulch could be put down to improve the appearance of where there is dirt currently. Moran is open minded to that but would need to discuss with the contractor since it would have to come up before the sod is installed. Anderson asked how much pavement is being torn up on the north side. It was confirmed none would be torn up and the area would be striped. Paek said she would like to see mulch and said she would like this made a condition. Britt said the decision did not stipulate construction access while Aubuchon operates and wondered if this could be adjusted. Paek said the Board should consider that Aubuchon is leasing a portion of the site and has no control outside that lease area. Stanbury asked Moran if Aubuchon needed public access immediately. Moran said Aubuchon would like to open for the public as soon as possible.

Anderson moved to approve the temporary certificate of occupancy provided plantings are installed by October 1st, mulch is placed in front of the building, the binder is installed in the driveway and parking area and it is striped and that Ipswich Junction provides written documentation to the Planning Office on the construction plans by September 1st. Stanbury seconded. The motion passed unanimously.

Documents:

- *Site photographs and plan, noted "received at PB meeting 8/11/16"*

Request by Tom Kulevich/Tri-City Sales for minor modification to Special Permit and Site Plan Review decision granted 1/29/15.

Rick Cohen of Tri City Sales appeared before the Board. Tri City Sales would like to add a more pronounced entryway and add a double door and remove one column from the front. Cohen said they would be adding a curb cut and walkway where the double door is going. Parsons said his understanding is the walkway must be ADA complaint. Stanbury cautioned the applicant to double check that it will be compliant because he thought the accessible parking spot needed to be up front near the door. Stanbury felt it made sense to make these changes.

Anderson moved that this is a minor modification. Stanbury seconded. The motion passed unanimously.

Anderson moved to approve the proposed changes as discussed. Stanbury seconded. The motion passed unanimously.

Documents:

- *Letter from Ericka Pasersky to E. Parsons, 8/1/16*
- *Architectural Plans, prepared by Pitman & Wardley Architects, 7/20/16*
 - *A0- Cover Sheet*
 - *AB1- Demolition Plan*
 - *A1- Proposed Plan*
 - *A2- Proposed Front Elevation*
 - *AB2- Existing Elevations*
 - *A3- Framing Plan*

New Public Hearing: Request by Keith Hinzman for a special permit for the proposed conversion of an accessory structure into a dwelling unit at 132 County Road (Assessor's Map 54A, Lot 020B), which is located in the Rural Residence A District, pursuant to *Section IX.P* and *XI.J*, of the Zoning Bylaw

Paek read the legal notice. Paek thanked the applicants for submitting a very thorough application. Paek wanted it noted that Milano is not here but will be watching the video to able to vote on this matter.

Karen Morad, owner of 132 County Road, and Keith Hinzman, architect/applicant, appeared before the Board. Morad said her family moved to Ipswich three years ago and bought the property mainly because of the barn. Their vision was always to convert this for family to use. Currently they use the ground floor as a workshop, office and a garage. The ground floor would remain largely unchanged. The second floor would become the dwelling unit. Hinzman explained they would be staying on the current footprint and the design was discussed. Paek asked if the barn was visible from other properties. Morad said they only have residential abutters on one side. As the barn is toward the rear of the property one would have to look for it. Paek explained there would need to be a community benefit and family use is one of the ones they consider. Secondly, the Board considers visual impact on neighbors and aims for no dramatic changes to the appearance of the converted structures. Stanbury asked when the barn was built. It was confirmed the house was built around 1890 and was added on to in 1910, so somewhere in that time frame. Britt wondered if every tenant in Cable Gardens was notified or only the owner of the property.

Parsons explained the record owner of the property was sent the legal ad, not their tenants. Anderson asked why there was no living room proposed. It was explained that the upper floor is large and a large room could be created for dual purposes. There would be no tenant, it would be functioning like a guest house with a full kitchen. Anderson said this could be viewed more as an extension of the house. He noted that if it were used for family occupancy, any non-family occupancy would be subject to an affordable housing restriction. Stanbury asked if the barn has any historical value. Morad said she would get in contact with the Historical Commission if necessary. Stanbury said the house and barn are stylistically similar to one another, he can't help but think the proposed changes may overshadow the house. Paek stated the Fire Chief has submitted a recommendation. It was noted that the barn will have an automatic sprinkler system. The Board scheduled a site visit for August 22nd at 9AM. Paek explained that some reservations include the barn looking like a 2nd house and the family member not living on site full time. Hearing no further discussion, Paek requested a motion to continue the public hearing.

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

Documents:

- *Special permit application filed with Town Clerk 7/20/16*
- *8/2/16 email from Vicki Halmen to E. Parsons*
- *Memo from Fire Chief Gagnon to E. Parsons, dated 8/1/16*
- *Letter from Keith Hinzman to E. Parsons, dated 7/28/16*
- *Plan of Land owned by Beverly Hospital, prepared 8/3/82*
- *Architectural Plans, prepared by KWH Design, 7/18/16*
 - *CS1.1- Site Plan/Cover Sheet*
 - *A1.1- Floor Plans*
 - *A2.1- Exterior Elevations*
 - *A2.2- Exterior Alterations*
 - *A9.2- Existing Photographs*
 - *A9.1- Volume Study*

Continued Public Hearing: Request by Lorraine & John Page for a special permit for the proposed conversion of an accessory structure into a dwelling unit at 92 High Street (Assessor's Map 30D, Lot 154), which is located in the Intown Residence and Water Supply Protection Districts, pursuant to *Section IX.P* and *XI.J*, of the Zoning Bylaw

John Page, owner of 92 High Street, appeared before the Board. Paek stated the Fire Chief issued a recommendation to install an automatic sprinkler system in the unit. Parsons explained that the applicant has submitted a revised plan showing approximate utility locations. Vicki Halmen, Water and Wastewater Manager, requested a manhole in the driveway at the "T". Paek noted there is ample space for parking and minimal changes are being made to the exterior of the building. As the unit is intended for family use there don't appear to be any concerns with the request. Anderson stated that the application appeared to meet the requirements of the zoning bylaw. He said that as long as the application was approved by the Fire Chief and Water and Sewer Manager he had no problems. Britt asked Page to confirm that the unit was intended for permanent occupancy by his children. Page explained he would offer it to his children and if they didn't take it would remain vacant. Hearing no further discussion, Paek asked for a vote to close the hearing.

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

Page asked how long he would have to build the unit if the special permit was approved. It was explained he had two years to occupy the unit before the special permit lapses. Parsons read the draft decision. Parsons proposes striking condition 7B, and 8C will become 7B. Paek would also like to address the scenario where the unit would not be occupied within two years, noting that the decision should allow the applicant to come before the Board in a year and a half and ask for an extension. The Board agreed to specify this.

Anderson moved to approve the decision as discussed. Stanbury seconded. The motion passed unanimously.

Documents:

- *Driveway Plan for Barn, 92 High Street, prepared by John Page, 7/26/16*
- *Email from Chief Nikas to E. Parsons, sent 7/28/16*
- *Email from Vicki Halmen to E. Parsons, sent 8/2/16*
- *Memo from Fire Chief Gagnon to E. Parsons, dated 8/1/16*
- *Draft decision, prepared by Planning Office Staff, 8/9/16*

Continued Public Hearing: Request by the Great Escape for a special permit for a proposed retail establishment at 78 Turnpike Road, which is located in the Planned Commercial District, pursuant to Section V and XLJ of the zoning Bylaw.

Logan Chase appeared before the Board. Paek explained there are really no exterior changes to the building. Hearing no further discussion, Paek asked for a vote to close the hearing.

Anderson moved to close the public hearing. Paek seconded. The motion passed unanimously.

Parsons read the draft decision. Paek recommended the applicant meet with Parsons to discuss what is allowed for signs because some of the installed signs are not compliant.

Britt moved to approve the special permit as discussed. Stanbury seconded. The motion passed unanimously.

Documents:

- *Plan Great Escape, received by Planning Office 7/20/16*
- *Floor Plan & Operation Details, received 7/20/16*
- *Draft decision, prepared by Planning Office Staff 8/9/16*

Continued Public Hearing: Proposed zoning amendments for Special Town Meeting, amendments to housing and sign regulations and miscellaneous amendments.

Paek explained this is the second of an anticipated three public meetings for the hearing on these matters for Special Town Meeting. Parsons presented a Powerpoint presentation on the proposed sign bylaw amendments. Paek asked the Board to think about the regulatory changes, such as whether or not to allow roof mounted signs. Paek said she would like to propose that illuminated signs should only be lit during business hours. Anderson said that a business owner may take issue with this. Paek suggested that if a time frame is specified it should be moved back to 9PM instead of 11PM. Anderson brought up the proposed requirement that freestanding signs be set back ten feet and how this could obscure sign

visibility. Parsons explained that the proposed bylaw would allow a special permit for unique circumstances such as this. Paek also raised issue with having to register temporary signs and standard informational signs. Paek also suggested limiting the number of temporary signs allowed. Britt suggested that there are differences between standard informational type signs, such as real estate and political, and perhaps these should be treated differently.

Paek explained the housing article. Paek said that the article would add a minimum parcel size and she has concerns about possibly excluding a project that makes sense because the lot doesn't meet the minimum requirement. Paek explained that at a recent meeting with the Selectmen that board asked whether infill hosing would lower the value of existing houses. Staff had done some basic research and concluded that the infill houses likely had not diminished the value of surrounding properties. Anderson didn't want to eliminate the lot size requirement for the conversion proposal. Britt said she would like the Board to consider increasing the payment in lieu amount for other business. Parsons explained the miscellaneous changes.

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

Documents:

- Article proposing amendments to housing related provisions, 7/29/16 draft

New Business

1. Jeff Anderson has been appointed by the Planning Board to the Design Review Board in the past and is seeking reappointment.

Anderson moved to reappoint Jeff Anderson to the Design Review Board. McCambridge seconded. The motion passed unanimously.

2. 10-12 Market Street: Construction has started. The approved plans include an elevator and a ramp. They have asked to forgo the ramp and install a planting bed. The owner's cost is running high for the ramp and he doesn't need it at this time. Anderson said part of the community benefit was the handicap accessibility and what the implication of this is. Parsons explained that he looked at the decision today and the Inclusionary Housing requirement was met because the unit was formerly residential prior to being used for commercial activities.

Anderson moved the request was a minor modification. Stanbury second. The motion passed unanimously.

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

Adjournment Motion: *Anderson moved to adjourn the meeting at 10:16 PM. Stanbury seconded. The motion passed unanimously.*

Respectfully submitted by Jennifer Dionne

The Board approved these minutes on October 13, 2016