

## IPSWICH PLANNING BOARD

### MEETING MINUTES

Remote Meeting using ZOOM  
Thursday, April 2, 2020 at 7:00 PM

Pursuant to a meeting notice posted by the Town Clerk and delivered to all Board members, a remote meeting of the Ipswich Planning Board was held on Thursday, April 2, 2020 using ZOOM. Board members Keith Anderson, Carolyn Britt, Paul Nordberg, Mitchell Lowe, Kevin Westerhoff and Helen Weatherall were present. Staff, Ethan Parsons, was also present.

Anderson convened the meeting at 7:01 PM with a quorum present.

Anderson requested a roll call for Board members present. He noted all Board members were present as well as Planning Director, Ethan Parsons, who hosted the meeting, and minute taker, Odile Breton. Anderson stated the Board meeting scheduled for April 23, 2020 will most likely also take place using ZOOM due to the current state of affairs with COVID-19.

**Citizen Queries:** None noted

#### **Request by David Drown for Approval Not Required plan endorsement for plan of land at 7 and 9 Island Park Road**

Anderson said two neighbors are exchanging 866 square feet of land to straighten the lot line between the properties. Parsons stated it does not afford either property owner any new building lots.

*Lowe moved to endorse the Approval Not Required plan. Britt seconded. The motion passed unanimously.*

*Documents: ANR Plan for 7 and 9 Island Park Road, prepared 3/13/20 by Eastern Land Survey Associates*

#### **Continued Public Hearing: Request by Symes Development & Permitting LLC for Special Permit and Definitive Subdivision approval for a 35-unit Open Space Preservation Zoning (OSPZ) Development at 173 Linebrook Road (Assessor's Map 29D, Lot 21), located in the RRA District, pursuant to Sections V, XI.A and XI.J of the Zoning Bylaw and the Rules and Regulations Governing the Subdivision of Land in Ipswich**

Anderson said Symes requested an extension to April 30, 2020. Anderson asked if there are any objections from Board members. None noted.

*Westerhoff moved to continue the public hearing without discussion to April 23, 2020 and extend the timeframe for action until April 30, 2020. Nordberg seconded. The motion passed (4 votes – Lowe abstained).*

**New Public Hearing: Dan and Kathleen Gallanar request a special permit for the conversion of an accessory structure into a dwelling unit at 16 Argilla Road (Assessor's Map 42C Lot 125B), which is located in the Intown Residence District, pursuant to Sections IX.P and XI.J of the Zoning Bylaw.**

Anderson opened the public hearing. Mat Cummings, architect, presented for the applicant. Cummings discussed the current conditions of the site and explained that the applicants' request is to convert a two car garage to a studio style dwelling unit. The space between the main house and the garage is large. Cummings stated that at this time the owners have not decided how the converted garage will be used. It's possible they may use it for family or rent it.

Lowe asked if there is vehicular access from Kinsman Court. Cummings responded no. Lowe asked if there was sidewalk access or a gate. Cummings stated there is an existing fence and a gate could be added. Westerhoff was concerned with safety at the end of Kinsman Court. He asked Cummings to consider landscaping or granite blocks. Westerhoff asked if the lot could be split. Parsons said no because there is not enough frontage on the Kinsman Court side of the lot.

Cummings stated the garbage would be put out on Argilla Road. He will inquire of the applicants as to snow plowing and snow removal. Cummings discussed the architecture of the proposed conversion. He said two dormers will be added for character. A cupola and a porch will also be added. The base of the garage stays the same. The interior is an open studio plan. Lowe asked if the cupola adds ventilation. Cummings said it is decorative and will discuss the ventilation option with the applicant.

Britt stated that the conversion needs to meet the Stretch Code. Cummings said that is not a problem. Anderson asked if the applicant has spoken to the utility service providers. Cummings said yes and the utility lines can come from Kinsman Court. He said the utilities are included in the submitted plans.

Nordberg asked if the applicant spoke with neighbors about the conversion plan. Cummings said yes and the neighbors are in favor of the design. Anderson noted the challenge of a site visit given the current state and asked if Board members could go to the site individually. Parsons suggested scheduling three or four time frames for visits by the Board members. Parsons will contact the applicants and coordinate with Board members. The Board said that should work.

*Lowe moved to continue the public hearing to April 23, 2020. Nordberg seconded. The motion passed unanimously.*

*Documents: Special Permit Application dated 2/24/20, including Architectural and Site Plans, prepared 2/24/20 by Cummings Architects*

**Adopt minutes 2/27/2020 and 3/2/2020 meetings.**

Britt suggested grammatical edits for both meeting minutes.

*Lowe moved to accept the February 27, 2020 minutes as amended. Britt seconded. The motion passed unanimously.*

*Lowe moved to accept the March 2, 2020 minutes as amended. Britt seconded. The motion passed unanimously.*

*Documents: Draft minutes of 2/27/20 and 3/2/20 meetings*

### **Adjournment**

*Nordberg moved to adjourn. Westerhoff seconded. The motion passed unanimously. Meeting adjourned at 7:52 PM.*

Meeting minutes prepared by: Odile Breton

Adopted on: May 14, 2020