

IPSWICH PLANNING BOARD

MEETING MINUTES

Remote Meeting using ZOOM
Thursday, June 11, 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, June 11, 2020 using ZOOM. Board members Keith Anderson, Carolyn Britt, Paul Nordberg, Mitchell Lowe, Kevin Westerhoff and Helen Weatherall were present. Planning Director, Ethan Parsons, was also present.

Anderson convened the meeting at 7:05 PM with a quorum present.

Anderson requested a roll call for all present. He noted all Board members were present as well as Planning Director, Ethan Parsons, and minute taker, Odile Breton.

Citizen Queries: None noted.

Request by True North Ale to allow temporary outdoor dining at 116 County Road, which was the subject of a 2016 Special Permit and Site Plan Review approval

Anderson noted nobody was present to represent True North Ale. Parsons provided an explanation of the request. There is an area that is requested to be used for outdoor seating for customers due to Covid-19 related restrictions on indoor uses. Parsons described the area was along the side of the building, on the end of the building nearer the Aubuchon Hardware site. Parsons noted the property owner submitted a letter supporting outdoor seating for True North Ale. It was noted that corporate events have been cancelled at this time. Nordberg, Westerhoff and Lowe stated they supported the request and thought it was a good idea. Westerhoff asked about making the area safe for customers. Weatherall stated there is ample space for outdoor seating and is supportive of the request.

The Board expressed its support but took no formal action because members were of the opinion that since this would be a temporary installation due to the coronavirus and since the Select Board approval would be required, the request should be handled by the Select Board.

Documents:

- *Request by True North Ales for outdoor dining at 116 County Road, dated May 28, 2020*
- *Letter from Ipswich Junction, LLC to Select Board, dated May 26, 2020*

Request by Elizabeth Z. Coakley, Trustee, The Salt Tide Trust, for ANR plan approval at 190 Argilla Road

Larry Graham was present for the applicant. He explained the request was to split a lot on Argilla Road resulting in a new buildable lot. Anderson noted that subdivision rules do not apply. Britt asked about the building setback from the pond. Graham stated it was 100 feet.

Lowe moved to approve the ANR noting subdivision rules do not apply. Nordberg seconded. The motion passed unanimously.

Documents: 190 Argilla Road ANR plan, prepared by Donohoe Survey, Inc., May 11, 2020

Continued Public Hearing: Request by J&K Realty Trust (Jim Baker) for a special permit for a multifamily use for the creation of four dwelling units within the existing building at 195 and 199 High Street (Assessor's Map 21, lot 7A & 93), which is located in the Highway Business Zoning District, pursuant to but not limited to Sections V, XI.J, of the Zoning Bylaw

Jim Baker was present. Anderson provided a summary of the application and an overview of the initial public hearing.

Baker stated that the Electric Light Department requested an upgrade for electrical service on the site, which results in the need to install a transformer on the site. Baker identified the location of the requested transformer near the southern corner of the lot.

Lowe inquired about the adequacy of water service. Baker stated current water service is adequate. Britt asked about the location of the 72 parking spaces. Baker noted the parking spaces are in the front and in the rear of the buildings. He stated that parking in the rear of State Supply is only for that business. Residents will park in the front. Baker noted the parking space calculation is documented on the site plan and 69 parking spaces are required.

Parsons reviewed the draft decision. Parsons stated the application is being treated as a Special Permit modification. Parsons noted an edit will be made regarding the addition of the transformer on the site. Baker will pay a \$30,000 fee to the Affordable Housing Trust before a certificate of occupancy is issued for any of the new units.

Britt asked about adding solar panels to the roof. Baker replied that solar panels are already on the roof.

Anderson asked for public comments and any additional questions from the Board. No additional questions or public comments were noted.

Lowe moved to close the public hearing. Britt seconded. The motion passed unanimously.

Nordberg moved to approve the decision as modified and discussed. Lowe seconded. The motion passed unanimously.

Documents: Draft decision prepared by Planning Department staff, version June 11, 2020

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

Jeff Rhuda of Symes Permitting & Development and Rich Harrington of Williams and Sparages were present. Anderson asked for an update. Anderson said the discussion of the trail needs to continue this evening.

Harrington reviewed items from the peer review letter (Bob Puff) and requested the Board provide any additional change requests this evening so the plans can be revised.

Harrington presented the site plan for Phase 3 and identified the changes to the trail at the rear of the developed portion of the site. He also identified proposed lighting at the entrances, crosswalks and main driveways for Phase 3.

Britt asked if the Town bylaws require access from frontage. Parsons stated the bylaws do not require access by frontage. Harrington reviewed Phase 2. He identified the changes based on peer review for drainage on Phase 2.

Anderson noted the Board received lighting specifications for street lights. He stated the applicant worked with the Electric Light Department on the light specifications. Britt asked if lighting would be dark sky compliant. Rhuda stated the lights to be used were requested by the Electric Light Department and will have hoods on them.

Weatherall asked about the surface material for the trail. Harrington stated it is documented on the site plan and said it will be a stone dust trail and that it is distinctively a path. Weatherall asked for clarification on the trail maintenance responsibilities. Rhuda stated that the portion of the trail that passes through the developed portion of Phase 3 will be maintained by the homeowner's association. Weatherall asked about the maintenance of the remainder of the trail. Rhuda stated that the open space will be owned by another entity and maintenance will be their responsibility.

Nordberg asked if there are rules or policies established for the trail given that it passes through private property. Hannah Wilbur, Ipswich Open Space Manager, stated that Town open space is open from dawn to dusk. The trails going through private property are easements and there will be an easement agreement.

Andrew Brengle from the Open Space Committee stated his understanding was that a trail that continues from Phase 3 through to Mile Lane was agreed to be included in the development. Rhuda stated his understanding is that the Town would construct the access from Mile Lane onto the property for farming. Anderson read a portion of the agreement between the developer and the Select Board. The agreement states the developer will *plan and develop a trail through the property*.

Rhuda stated temporary access to the farming area is being provided. He said it is up to the Town and the farmer to build a permanent access road to the farming area.

Parsons noted that the Select Board did not take a position on this topic at their last meeting.

Rhuda stated Symes intends to deed the open space area to the Town of Ipswich. Westerhoff said the Select Board/Symes agreement is not explicit in that the developer has to construct a farm access road. Rhuda stated his understanding was that Symes would construct a trail through the

areas of the site that are being developed. He is disappointed that the agreement is vague and being interpreted. Anderson asked if Symes would agree to remove trees and stumps to create space for the proposed farm access road. Rhuda agreed and stated that the Town would need to have them marked.

Lowe suggested going before the Select Board to ask about the agreement and the Select Boards' expectation. Nordberg and Anderson did not agree that would be beneficial. Westerhoff reminded the Board that the issue was already presented to the Select Board and they took no position.

Britt said she is concerned that a proper cost benefit analysis was not completed. Harrington stated he is working on it. Rhuda asked if the analysis is a subdivision requirement and stated the development is not a subdivision. Harrington pointed out that Road A in Phase 2 is a subdivision.

Anderson stated an extension through at least July 16, 2020 is needed. Rhuda agreed to the extension. There were no objections to the extension from the Board.

Westerhoff moved to continue the public hearing to July 9, 2020. Nordberg seconded. Lowe abstained. The motion passed with 4 votes.

Documents: Memo to Planning Board from E. Parsons, 6/5/20, Regarding potential conditions and other considerations.

Certificate of Vote

Anderson explained that the certificate of vote is to authorize the Chair of the Planning Board (Keith Anderson) or Planning Director (Ethan Parsons) to sign certain documents on behalf of the Board after a vote. This action requires a vote and subsequent notarized signatures at the Town Clerk's office.

Lowe moved to authorize Keith Anderson or Ethan Parsons to sign certain documents and plans on behalf of the Planning Board after a vote. Nordberg seconded. The motion passed unanimously.

Adopt Minutes of April 23, 2020

No edits were noted.

Lowe moved to approve the minutes of April 23, 2020. Nordberg seconded. The motion passed unanimously.

Documents: Draft minutes of April 23, 2020 meeting

Anderson announced that spring Annual Town Meeting is scheduled for June 30, 2020 and it is only for financial matters. Anderson stated the proposed amendments to zoning bylaws will need to be initiated again for fall Special Town Meeting. Public hearings will need to be scheduled to begin the process again.

Adjournment

Westerhoff moved to adjourn. Lowe seconded. The motion passed unanimously.

Meeting adjourned at 9:16 PM

Minutes prepared by: Odile Breton

Adopted on: July 30, 2020