

IPSWICH PLANNING BOARD

MEETING MINUTES

Meeting in person

Thursday, January 12, 2023

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 (PB) was held on Thursday, January 12, 2023, at Town Hall in Room A. Board members Toni Mooradd, Carolyn Britt, Mitch Lowe, Helen Weatherall, Jenn Campbell and Associate Member Laurie Paskavitz were present. Staff Andrea Bates and Interim Planning Director Glenn Gibbs were present.

Mooradd convened the PB meeting at 7:06 pm with a quorum present. Attendance of members was taken. Mooradd welcomed Glenn Gibbs who will be working 15 hours/week as the Interim Planning Director while the Town searches for a new Planning Director.

Citizen Queries: None noted.

Continued Public Hearing: Request by ANFM Realty LLC for a Special Permit for a residential mixed-use project (adding 7 units within existing buildings) at 21-23 Market Street (Assessor's Map 42A Lot 212), which is located in the Central Business District, pursuant but not necessarily limited to *Sections V.D, VI, VII, IX.I, and XI.J* of the Zoning Bylaw

Laurie Paskavitz was appointed a voting member on this application on November 10, 2022. Frank Pasciutto, owner / applicant, was present for the hearing.

The application is for an addition of 7 units (1 at 21 Market St. and 6 at 23 Market St.). Mooradd provided a status of the application. A draft decision was prepared.

Gibbs reviewed the draft decision focusing on key conditions and findings. Lowe suggested corrections for exterior changes under background and finding #5 (deck and patio door being added to 21Market St, and window wells added to 23 Market St.). Placards to be installed to designate residential parking only (it was noted during business hours, the parking is available for commercial use). Six charging stations will be installed. Pasciutto noted he entered into an agreement to purchase four charging stations today. Charging stations will be available to the public during business hours. Each charging station requires the use of a credit card to pay for charging a vehicle. It was noted that the affordable unit must be a 2-bedroom unit. No public comments noted.

Lowe made a motion to close the public hearing and Britt seconded. *The motion passed unanimously.*

Lowe made a motion to approve the Special Permit for 21-23 Market Street as drafted and amended and Paskavitz seconded. *The motion passed unanimously.*

Continued Public Hearing: Request by ANFM Realty LLC for a Special Permit for a residential mixed-use project (adding 3 units within existing building) at 25 Market Street (Assessor's Map 42A Lot 211), which is located in the Central Business District, pursuant but not necessarily limited to *Sections V.D, VI, VII, IX.I, and XI.J* of the Zoning Bylaw

Laurie Paskavitz was appointed a voting member on this application on November 10, 2022. Frank Pasciutto, owner / applicant, was present for the hearing.

The application is to add two dwelling units in a mixed-use building at 25 Market Street. There are no proposed exterior changes to the building. Pasciutto noted one unit will be a Group One accessible unit and is a 1-bedroom unit. The 2-bedroom unit proposed will be the affordable unit. A draft decision was prepared.

Gibbs reviewed the draft decision focusing on key conditions and findings. For condition #5, Lowe provided the correct terminology for accessibility unit as defined by MAAB 521 CMR. Lowe explained that Group One for accessibility includes requirements to meet standard use such as clearance requirements. Britt expressed concern where parking for a unit in one building is allocated to a parking space belonging to another building. She is concerned on how this will be addressed in the future if there is a change in ownership. Gibbs suggested adding language to the decision related to any changes in ownership. No public comment noted.

Britt made a motion to close the public hearing and Lowe seconded. *The motion passed unanimously.*

Lowe made a motion to approve the Special Permit for 25 Market Street as drafted and amended and Britt seconded. *The motion passed unanimously.*

Continued Public Hearing: Request by GCTH Ipswich LLC, for a modification of an existing Special Permit/Site Plan Review decision for a GEPD use for the Turner Hill property for the demolition of the "Coachman's Dwelling" and the construction of a new structure in its place and reconfiguration of cart paths in its vicinity at the applicant's 251 Topsfield Road property (Assessor's Map 51 Lot 7), which is located in the RRA and Water Supply Protection District A, pursuant but not necessarily limited to *Sections V, IX.H, X and XI.J* of the Zoning Bylaw

Laurie Paskavitz was appointed a voting member for this application on December 1, 2022. Attorney Connor Walsh (Glovsky & Glovsky), Larry Graham (H.L. Graham & Associates), David Massey (principal for applicant), Krista Boyles (architect) and Rich Ward (Development Director for the applicant) were present for the application.

Walsh noted the Design Review Board (DRB) reviewed the plans and was favorable to the design of the concession stand. Graham discussed to the plan. The gas line was eliminated. Propane tanks will be used for the grills and fire pit. Sheet 4 of the plan was added which includes drainage and details. Landscape plans were reviewed and non-native plants originally proposed were changes to native species.

Walsh provided information on the seventh historical structure, the Hill Garage. The structure will be renovated and used as dry storage for the golf course. The applicant is amenable to this being a condition in the decision for this application. Gibbs to include language in a draft decision related to the renovation of the Hill Garage. Gibbs suggested the applicant submit plans and begin the application/approval process for the Hill Garage before a certificate of occupancy is issued for the concession stand.

Britt is concerned about the use of propane gas. She encouraged the applicant to not use fossil fuels. Weatherall and Paskavitz supported Britts comments. Walsh noted the grills and the fire pit are outdoors. There is one fire pit and gas use is minimal. Timers can be installed to ensure the fire pit and grills are turned off. Britt requested the applicant to gather information for timer controls. Use of the concession stand will be from April to November to go along with the golf course use.

A draft decision to be prepared for February 2, 2023. No public comment noted.

Lowe made a motion to continue the public hearing to February 2, 2023, at Town Hall in Room A at a meeting beginning at 7:00 pm and Paskavitz seconded. *The motion passed unanimously.*

Continued Public Hearing: Request by PGN Real Estate Trust for a Special Permit for a multifamily dwelling (4 units) at 145 High Street (Assessor's Map 30A Lot 26A), which is located in the Highway Business and Water Supply Protection Zone II Districts, pursuant but not necessarily limited to *Sections V.D, VI, VII, IX.C, IX.K, and XI.J* of the Zoning Bylaw

Laurie Paskavitz was appointed a voting member for the application. Larry Graham (H.L. Graham & Associates), Bill Nolan (Savoie Nolan Architects) and Peter Nikolakopoulos, applicant, were present.

Nolan noted there were concerns expressed from the PB and DRB on this application. Nolan broke down the concerns under three categories: Size and Density, Community, and Architecture. Nolan noted a formal landscape plan needs to be submitted for review. Nolan said the lot size is 43,667 sq. ft. and 6,720 sq. ft. is buildable. The proposed buildings take up 3,564 sq. ft. or 8% of the lot size and 53% of the buildable portion. The existing single-family building is 2,176 sq. ft. and the new buildings are a 39% increase and add three additional dwelling units.

The buildings are proposed to be three stories. The maximum height allowed in the zone is 45 ft. and the proposed buildings are 38.5 ft. There are no waivers requested with the application.

Under the community category, Nolan reviewed landscaping and pointed out exclusive use areas for each unit. He noted community areas which can be used for gardens and park benches. Weatherall was not supportive of the amount of mulch used in the landscape diagrams. She suggested raised garden beds for residents to use. Britt suggested planting small trees in the No Build Zone (NBZ).

Nolan said the project creates housing while maintaining open space. The four units proposed amounts to \$109,500 to the Affordable Housing Trust (AHT) fund.

Nolan noted the receipt of comments from the DRB. Mooradd noted that the DRB suggested making the buildings look different. Nolan said there are subtle differences with each building.

Mooradd suggested reducing the height of each building as the proposed building appear to be out of character with abutting properties. Lowe is fine with the general layout proposed. Lowe noted the exterior design is bland. Britt said some good improvements were made and agreed with Lowe's comments. Britt suggested the lawn in the back be converted to a meadow to mirror the abutting property. Paskavitz asked about changes to the exterior of the buildings. Nolan said some changes were done to make the appearance of the buildings look smaller. Nolan noted the roof can accommodate solar panels. Nolan said charging stations can be installed at the discretion of the owners. Crawford expressed concern about the exclusive use areas as there is no convenient access for the resident. Weatherall said the design is bland and lacks elegance. She suggested alternative bushes for the landscape plan. Witch hazel and blue berry bushes were suggested. Weatherall also suggested not mowing the back lawn. No public comment noted.

Lowe made a motion for the applicant to submit plans for a 3rd party review and Paskavitz seconded. *The motion passed unanimously.*

Lowe made a motion to continue the public hearing to February 2, 2023, at Town Hall in Room A at a meeting beginning at 7:00 pm and Britt seconded. *The motion passed unanimously.*

Continued Public Hearing: Request by New England Biolabs, Inc. for a Modification of 3/12/2001 GEPD Special Permit to determine the new allowable floor area allowing using the calculation in *Section IX.H.3.b.i of the Zoning Bylaw* (which allows new floor for dwelling lots that could be created under normal application of one-acre zoning) at New England Biolabs, Inc. property at 214 & 240 County Road (Assessor's Map 63, Lots 2 & 7), located in the Rural Residence A District (an on NEB's GEPD lot)

Helen Weatherall is recused. Laurie Paskavitz was appointed a voting member for this application on October 20, 2022.

Attorney Don Greenough (Glovsky & Glovsky), Pat Norton (Director of Facilities NEB), and Matt Connors (Hancock Associates) were present. The application is for a definitive subdivision approval (how many lots could have been developed if the site was a subdivision).

Peer review comments were received and Hancock Associates responded to the comments. Connors reviewed the Hancock responses. Floor plain line was added to the plan. Location of test pits for soil testing were also added to the plan. The road was revised for a 6% grade instead of a 10% grade. The connector road was corrected for improved site distance on the road. There is access to each lot. Hancock is waiting for final peer review comments.

The plan documents 39 lots. 39 lots x 3000 sq. ft. = 117,000 sq. ft. for additional building on the site. NEB is not proposing additional building at this time. It was noted that the original special permit allowed 265,000 sq. ft. of building (247,000 have been used) based on the historical

building renovations. This application is for a new floor calculation allowed under the bylaw. Applicant to provide a summary of what has been built/used.

The next PB hearing will be to review final peer review comments and review the draft decision. No public comment noted.

Lowe made a motion to continue the public hearing to February 2, 2023, at Town Hall in Room A at a meeting beginning at 7:00 pm and Paskavitz seconded. *The motion passed unanimously.*

Announcements/ New Business

Mooradd reminded members that the February 16, 2023 meeting is for a business meeting and the PB will meet with the Affordable Housing Trust (AHT). Mooradd requested PB members provide topics for the agenda. Paskavitz requested information on distributions made by AHT. Britt would like to discuss the expansion of affordable units. Weatherall would like communications between the PB and AHT to improve. Lowe suggested discussing zoning changes. Crawford suggested information for new PB members and check on the PB mission and how the PB is meeting Town needs and working efficiently.

Mooradd provided an update on the search for a new Planning Director. She noted the Town has received applications/resumes. She said a small group has been formed to interview candidates. The group includes Jennifer Hughes (Conservation Commission Chair), Stephen Crane (Town Manager, Toni Mooradd (Planning Board Chair), Mary Gallivan (HR), and Colleen Fermon (Director of Public Health). Mooradd requested PB members email her interview questions.

Weatherall shared emails regarding concerns that the PB meetings are not available on ZOOM. Mooradd said the concern should be addressed with the Town Manager.

Adjournment

Lowe made a motion to adjourn, and Paskavitz seconded.

Meeting adjourned at 10:31 pm

Meeting notes taken by: Odile Breton

Accepted on: February 2, 2023