

IPSWICH PLANNING BOARD

MEETING MINUTES

Meeting in person

Thursday, March 30, 2023

7:00 pm

Pursuant to a meeting, notice posted by the Town Clerk and delivered to all Board members, a meeting of the Ipswich Planning Board (PB) was held on Thursday, March 30, 2023, at Town Hall in Room A. Board members Toni Mooradd, Carolyn Britt, Mitch Lowe, Helen Weatherall (late arrival 7:05 pm), Jenn Crawford and Associate Member Laurie Paskavitz were present. Interim Planning Director Glen Gibbs (late arrival 7:15 pm) and Staff Planner Andrea Bates were present.

Mooradd convened the PB meeting at 7:02 pm with a quorum present. Attendance of members was taken.

Citizen Queries: None noted.

New Public Hearing: Request by Town of Ipswich Public Works for Scenic Road Approval pursuant to the Scenic Road Bylaw for the removal of two trees at 57 Argilla Road, located in the Rural Residence A District

Rick Clarke, Ipswich Public Works Director, was present for the application. Clarke explained the safety concerns with the trees flagged for removal. He noted that two trees will be planted on Argilla Road to replace the removed trees. He will work with Shade Tree to select the appropriate trees and location. No public comment noted.

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

Lowe made a motion to approve the removal of two trees as written in the decision and replacing with two trees and Crawford seconded. *The motion passed unanimously.*

New Public Hearing: Request by Town of Ipswich Public Works for Scenic Road Approval pursuant to the Scenic Road Bylaw for removal of one tree at 63 Argilla Road, located in the Rural Residence A District

Rick Clarke, Ipswich Public Works Director, was present for the application. Clarke explained the safety concerns with the tree flagged for removal. He noted that one tree will be planted on Argilla Road to replace the removed tree. He will work with Shade Tree to select the appropriate tree and location. No public comment noted.

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

Lowe made a motion to approve the removal of one tree as written in the decision and replacing with one tree and Crawford seconded. *The motion passed unanimously.*

New Public Hearing: Request by Town of Ipswich Public Works for Scenic Road Approval pursuant to the Scenic Road Bylaw for the removal of one tree across from 211 Argilla Road, located in the Rural Residence A District

Rick Clarke, Ipswich Public Works Director, was present for the application. Clarke explained the safety concerns with the tree flagged for removal. He noted that one tree will be planted on Argilla Road to replace the removed tree. He will work with Shade Tree to select the appropriate tree and location. No public comment noted.

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

Lowe made a motion to approve the removal of one tree as written in the decision and replacing with one tree and Crawford seconded. *The motion passed unanimously.*

New Public Hearing: Request by Town of Ipswich Public Works for Scenic Road Approval pursuant to the Scenic Road Bylaw for the removal of one tree at 336 Linebrook Road, located in the Rural Residence A District

Rick Clarke, Ipswich Public Works Director, was present for the application. Clarke explained the safety concerns with the tree flagged for removal. He noted that one tree will be planted on Argilla Road to replace the remove tree. He will work with Shade Tree to select the appropriate tree and location. No public comment noted.

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

Crawford made a motion to approve the removal of one tree as written in the decision and replacing with one tree and Lowe seconded. *The motion passed unanimously.*

Request by New England Biolabs for the Planning Board to authorize the issuance of a Temporary Certificate of Occupancy for the GEPD Special Permit Modification dated March 12, 2020 for its property located at 240 County Road

Weatherall is recused. Paskavitz is appointed a voting member on this application. Attorney Don Greenough and Pat Norton (Facilities Director for New England Biolabs) were present. Attorney Greenough explained the request for a temporary certificate of occupancy is to allow fitting the interior of the building to get it ready for occupancy. Norton noted that exterior landscaping has begun. Trees (145) and shrubs (1,111) are being planted. It is estimated that the building will be ready for occupancy in June 2023. They are anticipating administrative functions will be moving in the building over the next few months.

Public Comment: Helen Weatherall, 44 Fellows Road, inquired about the removal of the temporary road. Norton noted that the main road will be reestablished in May 2023.

No further PB comments.

Lowe made a motion to authorize the Ipswich Building Inspector to issue a temporary certificate of occupancy and Paskavitz seconded. *The motion passed unanimously.*

New Public Hearing: Request by Coastal Milling Works LLC for special permit for a proposed manufacturing establishment at 79 Turnpike Road, which is located in the Planned Commercial District pursuant but not limited to Sections V. and XI.J of the Zoning Bylaw

Joseph Edmunds was present for the application. He explained the application and proposed business operations for the existing building and space. He noted the business produces robotics for prosthetics and hours of operation are between 8:00 am and 5:00 pm. There is existing signage and the name will be changed. Britt asked about water usage for the business. Edmunds explained that water is used to fill coolants and a water-soluble oil coolant is added. The tanks for the machinery are 30 gallons. The tanks are professional drained for maintenance. Nothing is disposed in the drains or sewer.

Britt is concerned that the public hearing and decision are reviewed in one meeting. She requested that item 7 (minimizing water use) be addressed. Edmunds explained the 30-gallon tanks are filled as needed throughout the year. Mooradd suggested adding a condition regarding water use. The Planning Department will request proposed water use and request the proposal be evaluated by the Ipswich Water Department and if applicable, make recommendations to minimize water use.

No public comment noted.

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

Lowe made a motion to approve the special permit as drafted and amended for additional findings and conditions (proposed water use/mitigation and review of proposal by the Ipswich Water Department and required type of use under Special Permit – manufacturing of a product) and Crawford seconded. *The motion passed unanimously.*

Continued Public Hearing: Request by Kenneth Breen for a special permit to create a new single-family infill lot at 6 Perley Ave. (Assessor's Map 41D Lot 115), which is located in the IR District, pursuant but not limited to Sections IX.S and XI.J of the Zoning Bylaw

Larry Graham (H.L. Graham & Associates) and Kenneth Breen (owner/applicant) were present for the public hearing. Mooradd noted that PB visited the site on their own. Mooradd noted a memo from the Water Department regarding the sewer pipe under the porch. Lowe noted that changes made on the site plan were not reflected on the architectural plan. He requested the information regarding the 140 sq. ft. loft area be consistent on the plans.

Gibbs reviewed the special permit decision. He noted the applicant will make a \$40k payment to the Affordable Housing Trust. A condition was added to require that areas documented on the site plan match on the architectural plan. It was noted that the applicant will submit an ANR Plan for the lot split. Mooradd reviewed the Town water mitigation requirements and noted the fee is \$1500 per bedroom. Bates added the Building Department uses a permitting system for all Town fees.

Public Comment: Tom Rogers, 14 Farley Ave, inquired how an individual home on a split lot can be constructed to be affordable. Gibbs noted the bylaws were not designed to expect individual

constructed homes to be affordable. The bylaws are designed to encourage multi-family affordable housing to be developed.

No further comments from the PB or public.

Low made a motion to close the public hearing and Crawford seconded. *The motion passed unanimously.*

Low made a motion to approve the special permit as drafted and amended (conditions #8 and 315) and Weatherall 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.

The application was continued without discussion. Bates noted the applicant signed an extension through April 9, 2023.

Discussion of Potential Zoning Amendments

Town staff prepared a memo proposing a process and timeline to develop zoning articles for Fall Town Meeting. It is important for the PB to engage stakeholders early and often for potential zoning amendments. Gibbs reviewed suggested topics for zoning amendments. The definition of lot area was discussed and Mooradd suggested evaluating contiguous requirement in the language. Other topics included revisiting drive-through facilities by special permit, increase application flexibility for accessory apartments provision, and expanding application of the ADU provision which is currently allowed in the IR District. An additional topic suggested is to update the design standards and guidelines and strengthen the Design Review Board review process. Low suggested reviewing the definition of a dwelling unit and how PB looks at density with dwelling units.

The proposed timeline was reviewed. An understanding and impact analysis need to be completed before presenting zoning amendments to the Select Board and Finance Committee.

Mooradd suggested the PB review the topics and timelines and make suggestions.

Minutes to Adopt March 9, 2023

Mooradd made one edit for the Special Permit request by Kenneth Breen. She added an explanation for the PB decision to not send the application before the DRB.

Low made a motion to approve the minutes of March 9, 2023 as drafted and amended and Britt seconded. *The motion passed unanimously.*

Announcements None noted.

Adjournment

Crawford made a motion to adjourn, and Lowe seconded. *The motion passed unanimously.*

Meeting adjourned at 9:44 pm

Meeting notes taken by: Odile Breton

Accepted on: April 27, 2023