

## Town of Essex Planning Board Agenda – December 16, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

### Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee Update –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Regular Business – Meeting Minutes

Regular Business – Payroll

Regular Business - Updates from the Acting Chair

### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next regularly scheduled meeting will be held on January 6, 2016 and it will be held at the

## Town of Essex Planning Board Agenda – December 2, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

### Building Inspector's Report

ANR Application – 83 Forest Avenue – William S. Febiger II

ANR Application – Common Boundary Between the property owned by Mr. Shia and the Town of Essex on Robins Island Road; Conomo Point

Board Discussion - Strategic Planning Committee Update presented by Skip Crocker

Board Discussion - The DRAFT 2016 Open Space and Recreation Plan – which can be found on the town website (in three parts) at: [http://essexma.org/Pages/EssexMA\\_OpenSpace/index](http://essexma.org/Pages/EssexMA_OpenSpace/index). A presentation on the draft plan will take place on Monday November 30th at 6 PM in the Essex Senior Center located at 17 Pickering Street.

Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Regular Business – Meeting Minutes

Regular Business – Payroll

Regular Business - Updates from the Acting Chair

### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on December 16, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board Meeting Minutes – December 2, 2015

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Westley Burnham (WB), S. Sturgis Crocker (SC), William French (WF), Dexter Doane (DD) Corey Jackson (CJ), Jason Heath (JH)

Board Members Absent: Kimberly Drake

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

The Building Inspector was not in attendance. However, he had asked a Building Permit application be brought to the meeting which the Board reviewed. The application was for Lot 26 Riverview Hill Road, Assessor's Map 41, Lot 26, the owners of record are David and Pam Denyse. The application was for the siting and construction of a new 2,800 square foot single family dwelling.

The Board reviewed the plans. The Board said it did not meet the rear yard setback requirements and suggested the owners have a new plan to present at the next meeting.

### **ANR Application – 83 Forest Avenue – William S. Febiger II**

The owner, William S. Febiger II and Attorney Mark Glovsky, representing the owner were present.

The Board reviewed the plan. The Board said that the owner is required to show that Forest Street can be used as frontage for subdividing and according to the Essex Department of Public Works the road ends before the section of land being used as frontage.

The Applicant chose to withdraw his application and did so in writing during the meeting.

JH made a motion to accept the withdrawal of the ANR Application without prejudice.

CJ seconded the motion.

The motion was approved by a majority of the Board Members present.

### **ANR Application – Common Boundary Between the property owned by Mr. Shia and the Town of Essex on Robins Island Road; Conomo Point**

The Board reviewed the plan.

JH made a motion to accept the withdrawal of the ANR Application without prejudice.

SC seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Board Discussion - The DRAFT 2016 Open Space and Recreation Plan**

#### **Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees**

- ✓ Community Preservation Committee Update –Kim Drake
- ✓ Building Committee Update – Westley Burnham
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker

#### **Board Discussion - Potential upcoming projects**

### **Adjourn**

## Town of Essex Planning Board Agenda – November 18, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

### Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee Update –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Board Discussion – Town Meeting

Regular Business – Meeting Minutes

Regular Business – Payroll

Regular Business - Updates from the Chair

Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on December 2, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board Meeting Minutes – November 18, 2015

The Meeting was called to order at 7:36 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), S. Sturgis Crocker (SC), William French (WF), Dexter Doane (DD)

Board Members Absent: Corey Jackson, Jason Heath

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

82 Rear Eastern Avenue – Map 121 Lot 4 – Sam Appleton

The Permit Application has the approval of the BOH, Con. Com., Fire Department and the Historical Commission. The property is a three season cottage and the permit is to demolish the existing dwelling and construct a new three season cottage on the same footprint. The property is accessed by an easement.

WF made a motion to approve demolishing of the existing dwelling and the siting and construction of a single family dwelling located at 82 Rear Eastern Avenue subject to the application meets the criteria of the Town of Essex Bylaws and has the required approvals. He also made a motion to approve the Town of Essex Bylaw 6-4-2. due to the fact that the proposed extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood.

KD seconded the motion.

The motion was approved by a majority of Board Members present.

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- ✓ Community Preservation Committee Update –Kim Drake
- ✓ Building Committee Update – Westley Burnham
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker

Board Discussion - Potential upcoming projects

Board Correspondence – The Board discussed an email received from Mr. Michael March of Southern Avenue requesting guidance on subdividing two parcels of land on Main Street and Southern Avenue. The Board suggested he apply to the Board of Appeals for relief on the zoning requirements on the two non-conforming lots and then return to the Planning Board with an ANR Application.

### **Adjourn**

DD made a motion to adjourn the meeting.

SC seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:50 PM

The next Meeting of the Town of Essex Planning Board will be held on December 2, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board Agenda – November 4, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

### Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee Update –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

Board Discussion – Town Meeting

Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Regular Business – Meeting Minutes

Regular Business – Payroll

Regular Business - Updates from the Chair

Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on November 18, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board Meeting Minutes – November 4, 2015

The Meeting was called to order at 7:31 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), S. Sturgis Crocker (SC), William French (WF), Dexter Doane (DD) Corey Jackson (CJ), Westley Burnham (WB), Jason Heath (JH)

Board Members Absent: William French

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

#### **3 Winthrop Street – Assessor's Map 36, Lot 19 – Harry and Linda Dolan**

The application was to construct a one story addition which will include a livingroom, a closet and a bathroom. The application has the approval of the Con. Com., the Fire Department, and Water/Wastewater Department.

CJ made a motion to approve the construction of a one story addition and because the property does not adhere to the current set back requirements that under the Town of Essex Bylaw 6-4.2 which states that the proposed extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood to approve the siting of the new construction, finding it meets the requirements of the Town of Essex Bylaws and it has the required approvals.

SC seconded the motion.

The motion was approved unanimously by the Board Members present.

### **Meeting Minutes**

JH made a motion to approve the meeting minutes of October 7, 2015 and October 21<sup>st</sup>.

DD seconded the motion.

The motion was approved unanimously by the Board Members present.

### **Board Discussion** - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- ✓ Community Preservation Committee Update –Kim Drake
- ✓ Building Committee Update – Westley Burnham
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker

### **Board Discussion** - Potential upcoming projects

### **Adjourn**

DD made a motion to adjourn the meeting.

CJ seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:30 PM

The next Meeting of the Town of Essex Planning Board will be held on November 18, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board Agenda – October 21, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

### Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee Update –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Board Discussion – Upcoming Town Meeting

Regular Business – Meeting Minutes

Regular Business – Payroll

Regular Business - Updates from the Chair

### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on November 4, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – October 21, 2015

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), S. Sturgis Crocker (SC), William French (WF), Corey Jackson (CJ)

Board Members Absent: Dexter Doane, Jason Heath

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- ✓ Community Preservation Committee Update –Kim Drake
- ✓ Building Committee Update – Westley Burnham
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker

### Board Discussion – Upcoming Town Meeting

#### Meeting Minutes

SC made a motion to approve the Meeting Minutes of September 16, 2015.

KD seconded the motion.

The motion approved by a majority of the Board Members present.

#### Administrative Assistant's Payroll

Payroll was signed by the Board Members.

#### Adjourn

WF made a motion to adjourn the meeting.

CJ seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 7:50 PM

The next Meeting of the Town of Essex Planning Board will be held on November 4, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board Agenda – October 7, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

### Building Inspector's Report

### Public Hearing – Proposed Bylaw – Warrant Article

The proposed Warrant Article is to see if the Town will vote to delete the current Bylaw Chapter 6, Section 7 titled Signs and replace it with a new version of the Bylaw to be inserted in Chapter 6, Section 7 and to be titled Signs, or to act or do anything in relation thereto.

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee Update –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Regular Business – Meeting Minutes

Regular Business – Payroll

Regular Business - Updates from the Chair

### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on October 21, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board Meeting Minutes – October 7, 2015

The Meeting was called to order at 7:32 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Westley Burnham (WB), Jason Heath (JH), Dexter Doane (DD), S. Sturgis Crocker (SC)

Board Members Absent: Kimberly Drake, Corey Jackson, William French

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-ellen L. Feener

### Building Inspector's Report

*(It should be noted the Assessor's Map and Lot numbering system has been updated and the map and lot information referenced is what was written on the Building Permit Application which may have been obtained by an outdated list unless otherwise noted).*

### 65 Rear Pond Street - Robert and Melanie Tyack - Assessor's Map 5 Lot 20

*Board Member Dexter Doane recused himself from Board discussion and voting on this application.*

*In order to have a quorum of Board Members voting on the application and due to the Massachusetts Open Meeting Law and the fact that the Town of Essex Board of Selectmen approved remote participation by Board Members, Board Member Kim Drake was able to participate remotely for the review and vote by the Board for this application. Kim Drake participated using an acceptable means of remote participation; her cell phone. Her call was connected with the speakerphone feature on the Chair's cell phone which enabled the remote participant and all persons present at the meeting location to be clearly audible to one another.*

The Building Permit Application was to construct a 20 x 24 pole barn on a 11.25 acre lot. The Application had approval from the Board of Health and Fire Department.

SC Made a motion to approve the siting of a 20 x 24 pole barn on the property located at 65 Rear Pond Street, owned by Robert and Melanie Tyack, finding it has the required approvals and meets the requirements of the Town of Essex Bylaws.

JH seconded the motion.

The motion was approved by three of the Board Members present, one Board Member remotely and one Board Member recused himself from voting. The motion was approved.

*Dexter Doane rejoined the meeting and Kim Drake left the meeting/disconnected from the phone call.*

### Rocky Hill Road -Nicholas & Michelle Ellis - Assessor's Map 5 Lot 10

JH made a motion to approve the citing of the foundation and the construction of a new dwelling located on a 2.42 acre lot with 146 feet of frontage located on Rocky Hill Road owned by Nicholas and Michelle Ellis finding it has the necessary approvals and meets the requirements of the Town of Essex Bylaws.

SC: Seconded the motion.

The motion was approved by the Board Members present.

### 12 Cogswell Court -David Warner -Assessor's Map 38 Lot 70

The Application was to construct a 20 x 24 outbuilding with plumbing for a slop sink. The application has the approval of Wastewater Department.

JH: I make a motion to approve the citing and the construction for a 20 x 24 outbuilding with a plumbing for a slop sink finding it has the required approvals and meets the requirements of the Town of Essex Bylaws.

SC seconded the motion.

The motion was approved by the Board Members present.

**10 Haskell Court -Gerstch -Assessor's Map 15 Lot 4**

The application was to construct a second dwelling on the 10.81 acre lot which has 274 feet of frontage. The application had the approvals of the Board of Health, the Conservation Commission and the Fire Department.

SC made a motion to approve the citing of the foundation and the new construction of 3 bedroom dwelling as a second dwelling on a 10.81 acre lot finding it has the required approvals and meets the requirements of the Town of Essex Bylaws.

DD seconded the motion.

The motion was approved by the Board Members present.

**15 Lufkin Street - David and Ruth Pereen - Assessor's Map 126 Lot 33 (updated map and lot)**

Five of the Planning Board Members are Volunteer Firemen for the local Fire Department. The applicant is also a Volunteer Fireman for the Fire Department. The Board Chair, Westley Burnham, explained to the public that there is no direct interest to any of the Board Members present nor for the local Fire Department and he said he did not believe it would be considered to be a Conflict of Interest to review and vote on this application by Board Members present who are Volunteer Firemen.

JH: Made a motion to approve the demolition of the existing structure, the siting of the foundation, and the construction of a new dwelling, under the Town of Essex Bylaw 6-4.2 which states, "structure or uses may be extended or altered, provided that no such extension or alteration shall be permitted unless there is a finding by the Planning Board that the proposed extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood". finding the application has the required approvals and meets the requirements of the Town of Essex Bylaws.

DD seconded the motion.

The motion was approved by the Board Members present.

**Public Hearing – Proposed Bylaw – Warrant Article**

The proposed Warrant Article is to see if the Town will vote to delete the current Bylaw Chapter 6, Section 7 titled Signs and replace it with a new version of the Bylaw to be inserted in Chapter 6, Section 7 and to be titled Signs, or to act or do anything in relation thereto.

DD made a motion to open the Public Hearing.

JH seconded the motion.

The motion was approved by the Board Members present.

The Chair opened the Public Hearing at 8:00 PM.

The Chair read the Public Hearing Preamble for the public. He explained to the Board Members, the Building Inspector who remained for the Public Hearing and the three people in attendance that Town Counsel, Kopelman and Paige, P.C., had reviewed the proposed bylaw. Yesterday, October 6th, at Town Hall, Westley and the Town Administrator, Brendhan Zubricki, reviewed the proposed bylaw with the attorney from Kopelman and Paige on speakerphone and they had reviewed suggested changes.

The Board listened to comments from the public and reviewed each section of the proposed bylaw. The Board Chair will incorporate the proposed changes into a new draft of the proposed bylaw which will be introduced and explained on the floor during the Town Meeting.

SC made a motion to close the Public Hearing.  
JH seconded the motion.  
The motion was approved by the Board Members present.  
The Chair closed the Public Hearing at 9:10 PM.

**Regular Business – Payroll**

Payroll was signed by the Board Members.

**Adjourn**

DD made a motion to adjourn the meeting.  
JH seconded the motion.  
The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 9:15 PM

The next Meeting of the Town of Essex Planning Board will be held on October 21, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 PM.

Town of Essex Planning Board

Agenda – September 16, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

Board Discussion - Potential upcoming projects

Board Discussion – The Proposed Sign Bylaw and the upcoming Public Hearing for Proposing Bylaw Change

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control and Potentially Propose a change to the existing Bylaw

Regular Business - Updates from the Chair

Regular Business - Payroll

Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on October 7, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

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1530

## Town of Essex Planning Board Meeting Minutes – September 16, 2015

The Meeting was called to order at 7:32 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Westley Burnham (WB), Jason Heath (JH), Dexter Doane (DD), William French (WF)

Board Members Absent: Kimberly Drake, Corey Jackson, S. Sturgis Crocker

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

#### 153 Eastern Avenue – Assessors Map 15 Parcel 44 – Matthew Roberts – Lot Area: 62,118 – Frontage: 144 feet

The Building Permit Application presented was to demolish the existing detached garage and to connect a second unit to the existing dwelling and to connect the two dwellings with a breezeway. The Application did have the required sign-offs/approvals from the Board of Health, Water/Wastewater, the Con.Com. the Fire Department; subject to the sign off from the Historical Commission.

JH made a motion to approve the demolition of an existing garage, the siting of the new foundation and the construction of a second dwelling to be attached by a breezeway to the dwelling current located at 153 Eastern Avenue, finding it meets the current Town of Essex Bylaws and has the necessary Town of Essex approvals.

DD seconded the motion.

The motion was approved by a majority of the Board Members present.

Board Discussion – The Board and the Building Inspector discussed the proposed Sign By-Law

Regular Business – Meeting Minutes of August 5, 2015 & August 19, 2015

JH moved to approve the Meeting Minutes of August 5, 2015.

DD seconded the motion.

The motion was approved by the Board Members present.

WF moved to approve the Meeting Minutes of August 19, 2015.

JH seconded the motion.

The motion was approved by the Board Members present.

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Board Discussion – A Committee Update about the Building Committee was presented by Wes

Regular Business – Payroll

Payroll was signed by the Board Members.

### Adjourn

DD made a motion to adjourn the meeting.

JH seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:45 PM

The next Meeting of the Town of Essex Planning Board will be held on October 7, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board

### Agenda – September 2, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

#### Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

#### Board Discussion - Potential upcoming projects

Board Review – Sign Bylaw and set Public Hearing Date for Proposing Bylaw Change

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control and Potentially Propose a change to the existing Bylaw

Regular Business - Updates from the Chair

Regular Business - Payroll

#### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on September 16, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board Meeting Minutes – September 2, 2015

The Meeting was called to order at 7:30 PM by Vice Chair Kimberly Drake. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), S. Sturgis Crocker (SC), William French (WF), Dexter Doane (DD) Corey Jackson (CJ),

Board Members Absent: Westley Burnham, Jason Heath

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

#### 12 Lufkin Point Lane – Assessor's Map 20, Lot 24

The application was to demolish the existing dwelling. The application was approved by the Board of Health, the Water/Wastewater Department, The Conservation Commission and the Historical Commission.

CJ made a motion to demolish the existing dwelling located at 12 Lufkin Point Road, owned by Rock Haven Trusts I and II, Attorney Douglas Eltico is the Trustee finding it meets the requirements of the Town of Essex Bylaws and it has the required approvals.

SC seconded the motion.

The motion was unanimously by the Board Members present.

#### 14 Lufkin Point Lane – Assessor's Map 20, Lot 25

The application was to demolish the existing dwelling. The application was approved by the Board of Health, the Water/Wastewater Department, The Conservation Commission and the Historical Commission.

DD made a motion to demolish the existing dwelling located at 14 Lufkin Point Road, owned by Charles Swanson, finding it meets the requirements of the Town of Essex Bylaws and it has the required approvals.

SC seconded the motion.

The motion was unanimously by the Board Members present.

#### 16 Lufkin Point Lane – Assessor's Map 20, Lot 26

The application was to demolish the existing dwelling. The application was approved by the Board of Health, the Water/Wastewater Department, The Conservation Commission and the Historical Commission.

SC made a motion to demolish the existing dwelling located at 16 Lufkin Point Road, owned by Charles Swanson and Stephen Swanson, finding it meets the requirements of the Town of Essex Bylaws and it has the required approvals.

WF seconded the motion.

The motion was unanimously by the Board Members present.

#### 124 Eastern Avenue – Assessor's Map 39, Lot 28

The application was to demolish the existing ~~dwelling~~ *garage*. The application was approved by the Water/Wastewater Department.

CJ made a motion to construct an accessory building for a new detached two car garage with second floor storage space for the property located at 124 Eastern Avenue which is owned by Greg and Karin Carroll, finding it meets the requirements of the Town of Essex Bylaws and it has the required approvals.

SC seconded the motion.

The motion was unanimously by the Board Members present.

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- ✓ Community Preservation Committee Update –Kim Drake
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker

Board Discussion - Potential upcoming projects

**Adjourn**

DD made a motion to adjourn the meeting.

CJ seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:32 PM

The next Meeting of the Town of Essex Planning Board will be held on September 16, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

# Town of Essex Planning Board

Agenda – August 19, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

## Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee Update –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Regular Business – Meeting Minutes

Regular Business – Payroll

Regular Business - Updates from the Chair

## Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on September 2, 2015, at a location TBD and will commence at 7:30 p.m.

## Town of Essex Planning Board Meeting Minutes – August 19, 2015

The Meeting was called to order at 7:31 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), Jason Heath (JH), Dexter Doane (DD)

Board Members Absent: Corey Jackson, S. Sturgis Crocker, William French

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

#### 2 Andrews Street – Kusulas – Map 6 – Lot 16 – 9.45 Acres

The Building Inspector discussed with the Planning Board a Building Permit Application that was submitted to him in 2009 and approved. The Application was for 2 Andrews Street to build a 60 x 120 foot barn which would have no water or sewer. The Application did have the required sign-offs/approvals from the Board of Health, the Con.Com. and the Fire Department. Since the Application had expired the Applicant would need to submit a new application.

The Building Inspector explained the Planning Board about the Site Plan Review which was reviewed by the Board on July 1, 2009. The Board approved the construction and the siting of barn at that time. The Building Inspector asked if the Planning Board would require the Applicant to submit a new Site Plan Review Application.

The Board discussed the Site Plan Review decision. The Applicant/Owner was present at the Meeting and she stated that she would not be altering the plan and all construction of the barn was to remain the same as the plan which was approved in 2009. The Board unanimously decided that the Owner would not be required to submit a new Site Plan Review Application.

DD made a motion to re-accept the 2009 Site Plan Review Decision finding it meets the current Town of Essex Bylaws.

KD seconded the motion.

The motion was approved by a majority of the Board Members present.

#### 65 Eastern Avenue

During the Regularly Scheduled July 15, 2015 Meeting of the Planning Board, the Board approved a Site Plan Review Application for 65 Eastern Avenue. The proposed new construction of a 7,200 square foot Storage Building with a footprint which will exceed 2,500 square feet.

During the July 15<sup>th</sup> Meeting the Board reviewed the plan, the application and Town of Essex Bylaw 6-3.5 Site Plan Review. The Board Members agreed that it should be noted in the approval that in Section h. Hazardous Material that unless notified (*the required Town of Essex Departments*) no hazardous material are to be stored and in Section i. Site Specific Criteria that Lighting should have house shields and shall not allow lighting to spill off site.

**Regular Business – Payroll**

Payroll was signed by the Board Members.

**Adjourn**

WF made a motion to adjourn the meeting.

SC seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:36 PM

The next Meeting of the Town of Essex Planning Board will be held on August 19, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

# Town of Essex Planning Board

Agenda – August 5, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

## Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee Update –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

Board Review – Definitive Subdivision Application for 0 Choate Street – Rebecca Brown Trustee c/o J. Donovan – Public Hearing to be scheduled

Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Regular Business – Meeting Minutes

Regular Business – Payroll

Regular Business - Updates from the Chair

## Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on August 19, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## **Town of Essex Planning Board Meeting Minutes – August 5, 2015**

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

**Board Members Present:** Kimberly Drake (KD), Westley Burnham (WB), S. Sturgis Crocker (SC), William French (WF)

**Board Members Absent:** Dexter Doane, Corey Jackson, Jason Heath

**Building Inspector:** Bill Sanborn – **Administrative Assistant:** Mary-Ellen L. Feener

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### **Board Review – Definitive Subdivision Application for 0 Choate Street – Rebecca Brown Trustee c/o J. Donovan – Public Hearing to be scheduled.**

The Board reviewed the Subdivision Plan and the Application. The applicant answered general questions regarding the application. The Board explained to the applicant that the Board would not be willing to accept the proposed road and the proposed frontage. The Board offered the Applicant the option to withdraw his application and resubmit an Application at a future date. The Applicant chose to withdraw his application without prejudice and wrote and signed a document stating his withdrawal of the Subdivision Plan and Application.

SC made a motion to accept the withdrawal of the Definitive Subdivision Plan and Application for 0 Choate Street, Rebecca Brown Trustee c/o J. Donovan.

KD seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Board Discussion** - Potential upcoming projects

**Board Discussion** - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

**Board Discussion** - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- ✓ Community Preservation Committee Update –Kim Drake
- ✓ Building Committee Update – Westley Burnham
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker

### **Regular Business – Meeting Minutes**

KD made a motion to accept the Meeting Minutes of July 1, 2015 and July 15, 2015 as amended.

SC seconded the motion.

Motion approved by a majority of the Board Members present.



**Regular Business – Payroll**

Payroll was signed by the Board Members.

**Adjourn**

WF made a motion to adjourn the meeting.

SC seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:36 PM

The next Meeting of the Town of Essex Planning Board will be held on August 19, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board Agenda – July 15, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

### Building Inspector's Report

Informal Discussion –Lot A-Riverview Hill Road: Attorney J. Guerin to discuss the siting and setbacks for a proposed new dwelling

Site Plan Review – 59 Choate Street: Owners: William & April Harb - New construction of a single family dwelling with a footprint which will exceed 2,500 square feet

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee Update –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Regular Business – Meeting Minutes

Regular Business – Payroll

Regular Business - Updates from the Chair

Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on August 5, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board Meeting Minutes – July 15, 2015

The Meeting was called to order at 7:39 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), S. Sturgis Crocker (SC), Jason Heath (JH), William French (WF), Corey Jackson (CJ)

Board Members Absent: Dexter Doane

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

The Building Inspector did participate in a discussion with the Board Members regarding correspondence received at Town Hall regarding the property located at 88 Belcher Street and a stone wall on a Scenic Road.

The letter was written by Thomas A. Ellsworth, 105 Belcher Street, dated July 14, 2015: "Dear Madam and Sirs: I *(it)* would appear that the owners of the above *(property noted at the top of the letter was listed as 8 Belcher but the writer meant to write 88 Belcher Street)* may have violated the Essex Scenic Way by law. As you can see from the attached pictures there is significant disturbance of the existing stone walls. It would be appreciated if you would into this matter."

It was decided that the Administrative Assistant would contact the Department of Public Works and inquire if they had any updates about the work done at the property and the status of the stone wall and the driveway.

### **Informal Discussion –Lot A-Riverview Hill Road with Attorney J. Guerin to discuss the siting and setbacks for a proposed new dwelling**

The Board Members, the Building Inspector, Attorney John Guerin and the new property owner discussed potential locations on the lot for the owner to site the new dwelling.

### **Site Plan Review – 59 Choate Street: Owners: William & April Harb - New construction of a single family dwelling with a footprint which will exceed 2,500 square feet**

The Board reviewed the plan, the application and Town of Essex Bylaw 6-3.5 Site Plan Review.

KD made a motion to approve the siting of a single family dwelling located at 59 Choate Street, owners William and April Harb, finding it meets the criteria of the Town of Essex Bylaw 6-3.4.4 Criteria (for Site Plan Review) and finding the application and Building Permit has the necessary approvals and that it meets the requirements of the Town of Essex Bylaws.

*(There was no further criteria required by the Board.)*

JH seconded the motion.

The motion was approved by a majority of Board Members present.

**Site Plan Review – 65 Eastern Avenue - New construction of a 7,200 square foot Storage Building with a footprint which will exceed 2,500 square feet**

The Board reviewed the plan, the application and Town of Essex Bylaw 6-3.5 Site Plan Review. The Board did agree that it should be noted in the approval that in Section h. Hazardous Material that unless notified (*the required Town of Essex Departments*) no hazardous material are to be stored, in Section i. Site Specific Criteria that Lighting should have house shields and shall not allow lighting to spill off site and the Board did not approve the siting of the foundation and it was also noted that the siting shall not be approved until the Building Permit has the required approvals and the Building Inspector has met and discussed the Building Permit with the Planning Board and which time the Board may decide to approve the siting.

SC made a motion to approve the Site Plan Review Application for 65 Eastern Avenue, the owner being PMC Realty Trust which is located at 239 Western Avenue, Essex, and the construction of a Storage Building at 65 Eastern Avenue with the above mentioned criteria as well as the criteria of Town of Essex Bylaw 6-3.4.4 Criteria (for Site Plan Review) and finding the application and Building Permit has the necessary approvals and that it meets the requirements of the Town of Essex Bylaws.

JH seconded the motion.

The motion was approved by a majority of Board Members present.

**Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees**

- ✓ Community Preservation Committee Update –Kim Drake
- ✓ Building Committee Update – Westley Burnham
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker

**Board Discussion - Potential upcoming projects**

**Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control**

**Regular Business – Payroll**

**Regular Business - Updates from the Chair**

**Adjourn**

JH made a motion to adjourn the meeting.

SC seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:55 PM

The next Meeting of the Town of Essex Planning Board will be held on August 5, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board

### Agenda – July 1, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

#### Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee Update –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Regular Business – Meeting Minutes of

Regular Business – Payroll

Regular Business - Updates from the Chair

#### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on July 15, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

The July 1, 2015 regularly scheduled meeting of the Planning Board was cancelled due to a lack of quorum.

## Town of Essex Planning Board

### Agenda – June 17, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

#### Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee Update –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake
4. Strategic Planning Committee Update – Skip Crocker

Board Discussion – Further Discussion regarding proposing goals for the Strategic Planning Committee

Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Board Discussion/Update – Lowland Farm Road: Review of Email/Correspondence received from Nicholas Van Wyck

Regular Business – Email Inquiry regarding Lot 10 on Soginese Road

Regular Business – Meeting Minutes of May 20, 2015 & June 3, 2015

Regular Business – Payroll

Regular Business – Invoice from H.L. Graham

Regular Business – Chair to sign Form for a Line Item Transfer for Office Phone

Regular Business - Updates from the Chair

#### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on July 1, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board – Meeting Minutes – June 17, 2015

The Meeting was called to order at 7:36 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), S. Sturgis Crocker (SC), Jason Heath (JH), Corey Jackson (CJ)

Board Members Absent: Dexter Doane (DD), William French (WF)

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

210 Rear Western Avenue – Dennis & Rosemary Burnham

Previous Assessor Map 8 – Lot 36; New Assessor Map 144 – Lot 9

The Building Inspector presented the Building Permit Application for the siting of a foundation to increase the footprint of the existing dwelling. The increase in the footprint would not surpass 2,500 square feet. The lot has 380.44 feet of frontage and it is 43,560 square feet. The lot is located in the Water Resource Protection District. The application has the approval of the BOH, Con. Com. and the Fire Department/911.

KD made a motion to accept the siting of the foundation.

SC seconded the motion.

The motion was approved by the Board Members present.

### Lot 10 on Soginese Road

The Building Inspector, the Planning Board, the owner and the Architect representing the owner discussed the lot, the potential location to site the new dwelling and the shared driveway. The owner is now aware of Bylaw 6-6.3 regarding Driveways as well as the section of the Bylaw which states that "3. No building permit shall be issued for any lot with access by a common driveway until an easement running with the land in perpetuity providing for maintenance and snow removal is executed by the owner(s) of the lots sharing the driveway, recorded at the Registry of Deeds, and evidence thereof is submitted to the Building Inspector.

### Board Discussion - Committee Updates

The Board Members who volunteer to serve on the Boards or Committees presented updates to the Planning Board Members.

- ✓ Community Preservation Committee –Kim Drake
- ✓ Building Committee Update – Westley Burnham
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker

### Board Discussion – The Strategic Planning Committee

The Board discussed which goals they would collectively like to propose to the Strategic Planning Committee as areas to focus on with the new Strategic Plan. Board Member Skip Crocker would present the suggestions of the Planning Board at the next Strategic Planning Committee Meeting.

### Correspondence – Lowland Farm Road Subdivision

The Board reviewed the email correspondence recently received from Nicholas Van Wyck regarding the Lowland Farm Road Subdivision. The content of the email correspondence was the following and the email was sent to the Planning Board office on June 12, 2015: "Dear Essex Planning Board, Sorry for the delay in a response but, as this email will explain, such a delay is a consequence of the situation we are in. Specifically the ownership/title for the Lowland Farms property in Essex has been transferred into a new charitable trust, per my father's estate instructions. At present we are waiting for the IRS to sign off of the final Estate dispositions and are somewhat in limbo being unwilling to spend funds



## Town of Essex Planning Board – Meeting Minutes – June 17, 2015

until certain the IRS is in approval. We expect the closing letter shortly. We understand that the Town has bond funds on hand specifically for road repair and are not against using these funds to settle this matter. Respectfully, Nicholas Van Wyck (as Trustee)”

### Regular Business – Meeting Minutes of May 6, 2015 and May 20, 2015

JH moved to approve the Meeting Minutes of May 6th as amended.

KD seconded the motion.

The motion was approved by the Board Members present.

KD moved to approve the Meeting Minutes of May 20th.

CJ seconded the motion.

The motion was approved by the Board Members present.

### Regular Business – At least four Board Members signed the Invoice from H.L. Graham Associates for Technical Review at the Lowland Farm Road Subdivision.

### Regular Business – the Chair signed the Line Item Transfer Form for the Office Phone Bill.

### Adjourn

CJ made a motion to adjourn the meeting.

JH seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 9:00 PM

The next Meeting of the Town of Essex Planning Board will be held on July 1, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board

### Agenda – June 3, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

#### Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

#### Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

#### Regular Business - Updates from the Chair

Regular Business – Meeting Minutes of May 6, 2015 and May 20, 2015

#### Regular Business - Payroll

#### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on June 17, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board – Meeting Minutes – June 03, 2015

The Meeting was called to order at 7:39 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), S. Sturgis Crocker (SC), Jason Heath (JH)

Board Members Absent: Dexter Doane (DD), William French (WF), Corey Jackson (CJ)

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### Board Discussion - Committee Updates

The Board Members who volunteer to serve on the Boards or Committees presented updates to the Planning Board Members.

- ✓ Community Preservation Committee –Kim Drake
- ✓ Building Committee Update – Westley Burnham
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker

### Adjourn

JH made a motion to adjourn the meeting.

SC seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:17 PM

The next Meeting of the Town of Essex Planning Board will be held on June 17, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board

### Agenda – May 20, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

#### Building Inspector's Report

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

#### Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Board Discussion/Update – Lowland Farm Road: Review of the report from the Clerk of the Works

#### Regular Business - Updates from the Chair

Regular Business – Board vote on Chair, Vice Chair, Clerk, Vice Clerk for the upcoming year

#### Regular Business - Payroll

#### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on June 3, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Meeting Minutes – May 20, 2015

The Meeting was called to order at 7:32 PM by Chair Kim Drake. The Meeting was held at the T.O.H.P. Burnham Library.

### Board Members Present:

Kimberly Drake (KD), William French (WF), Dexter Doane (DD) Westley Burnham (WB), S. Sturgis Crocker (SC), Jason Heath (H)), Corey Jackson (CJ)

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### Board Discussion/Update – Lowland Farm Road: Review of the report from the Clerk of the Works

The Board reviewed and discussed the report.

### Board Discussion regarding the recent Town Election

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

### Regular Business – Board vote on Chair, Vice Chair, Clerk, Vice Clerk for the upcoming year

The Board agreed that for the next year Westley Burnham will be Chair, Kim Drake will be Vice Chair, Corey Jackson Clerk and William French Vice Clerk.

JH made a motion to nominate Westley Burnham to be Chair.

DD seconded the motion.

The motion was approved unanimously.

JH made a motion to nominate Kim Drake as Vice Chair.

SC seconded the motion.

The motion was approved unanimously.

WF made a motion to nominate Corey Jackson as Clerk.

JH seconded the motion.

The motion was approved unanimously.

SC made a motion to nominate William French to be Vice Clerk.

CJ seconded the motion.  
The motion was approved unanimously.

Adjourn \_\_\_\_\_

WF: I make a motion we adjourn the meeting.

JH seconded the motion.

The motion was unanimously approved.

The meeting was adjourned at 8:06PM

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The next Meeting is scheduled for June 3, 2015

The Meeting will be held at the T.O.H.P. Burnham Library and will commence at 7:30 p.m.

## **Meeting Minutes – May 6, 2015**

The Meeting was called to order at 7:36 PM by Chair Kim Drake. The Meeting was held at the T.O.H.P. Burnham Library.

### **Board Members Present:**

Kimberly Drake (KD), William French (WF), Dexter Doane (DD) Westley Burnham (WB), S. Sturgis Crocker (SC)

**Board Members Absent:** Jason Heath, Corey Jackson

**Building Inspector:** Bill Sanborn – **Administrative Assistant:** Mary-Ellen L. Feener

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### **Board Discussion – The fact an As-Built Plan has not been presented to the Board for the completion of the Lowland Farm Subdivision**

There was approximately 12 people in attendance for this portion of the meeting. The majority of those in attendance own property on Lowland Farm Road.

Adam Bediz, 12 Lowland Farm Road, shared with the Board the homeowners concerns regarding the current condition of the road. Michael Gerhardt, 5 Lowland Farm Road, also shared with the Board his concerns and thoughts regarding possible solutions to have the road finished.

Lisa Byrnes, 20 Lowland Farm Road, asked why the Town would not use the funds being held in an escrow account for the subdivision to finish the road.

Chair, Kim Drake, shared with the Board and those in attendance the history of the subdivision and the fact that this particular subdivision created a unique situation for the applicant submitted numerous plans over the course of many years and finally brought the Town of Essex to Court where an Agreement for Judgment was delivered on February 15, 2001.

Kim explained the reasons why the Town holds funds in an escrow account for all new subdivisions until they are completed.

The Board decided that the Administrative Assistant would contact the Engineer/Clerk of the Works and request an updated list of what should be done to complete the road and an estimate of costs to complete the work.

The Board voted to have the Chair write a letter which would be sent to the Apple Street Nominee Trustees which would request that the Board is updated on the status of work to be done for an As-Built Plan to be submitted.

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

Regular Business – Meeting Minutes of April 15, 2015

DD made a motion to approve the Meeting Minutes of April 15, 2015.

SC seconded the motion.

The motion was approved by the Board Members present; 5:0 – 2 members were absent.

Regular Business – Staples Invoice

The Board signed the invoice.

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WF: I make a motion we adjourn the meeting.

WB seconded the motion.

The motion was approved by the Board Members present; 5:0 – 2 members were absent.

The meeting was adjourned at 8:35 PM

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The next Meeting is scheduled for May 20, 2015

The Meeting will be held at the T.O.H.P. Burnham Library and will commence at 7:30 p.m.



## Town of Essex Planning Board

### Agenda – May 6, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

#### Building Inspector's Report

Board Discussion – The fact an As-Built Plan has not been presented to the Board for the completion of the Lowland Farm Subdivision

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

#### Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

#### Regular Business - Updates from the Chair

#### Regular Business – Meeting Minutes of April 15, 2015

#### Regular Business – Staples Invoice

#### Regular Business - Payroll

#### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on May 20, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## **Town of Essex Planning Board - Meeting Minutes – April 15, 2015**

The Meeting was called to order at 7:36 PM by Chair Kim Drake. The Meeting was held at the T.O.H.P. Burnham Library.

**Board Members Present:** Kimberly Drake (KD), Skip Crocker (SC), Westley Burnham (WB), Corey Jackson (CJ), Jason Heath (JH) ---- **Board Members Absent:** William French, Dexter Doane

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

#### **80 Main Street – Map 37, Lot 24 – Scott Woodward (Pike Marine)**

The Building Permit Application presented by the Building Inspector was to tear down the building which was damaged by a fire and to construct a new 22 'x 55' building upon the original footprint. The building will not exceed a height of 32 feet to the middle of the peak.

The Board reviewed the application and the plans.

WB: I move to approve the demolition, siting and reconstruction of the 22' x 55' building upon the original footprint for the property located at of 80 Main Street, owned by Scott Woodward; the business named Pike Marine, subject to the approval of the Department of Public Works, the Conservation Commission and subject to what is required for the completion of the Building Permit Application finding it meets the criteria of the Town of Essex Bylaw 6-4.3.

CJ seconded the motion.

The motion was approved by the Board Members present; 4:0.

### **Strategic Planning Committee**

Board Member Skip Crocker volunteered to serve on the Strategic Planning Committee.

### **Meeting Minutes**

SC: I make a motion to accept the Meeting Minutes of February 18, 2015, March 4, 2015 and April 1, 2015.

WB seconded the motion.

The motion was approved by the Board Members present; 4:0.

### **Regular Business/Board Discussion – Correspondence**

The Board reviewed the correspondence sent by James Appleyard of Riverview Hill Road dated April 7, 2015.

The Board Members present agreed that since a response regarding the same concern had been sent to J. Appleyard following the regularly scheduled meeting on April 1, 2015, another response to reiterate the previous response was not required.

The Board Members present also agreed that J. Appleyard's main concern was regarding a private road and as previously stated by the Board, "Questions regarding the maintenance of the road should be directed to the Department of Public works and property owners who reside on a private road may request the road become a public road but there is a process that must be followed and questions regarding the process should be directed to the Town Administrator."

**Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees**

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

**Adjourn**

JH made a motion to adjourn the meeting.

CJ seconded the motion.

The motion was approved by the Board Members present; 4:0.

The Chair declared the Meeting was adjourned at 8:25 PM

The next Meeting is scheduled for May 6, 2015. The Meeting will be held at the T.O.H.P. Burnham Library and will commence at 7:30 p.m.

## Town of Essex Planning Board

### Agenda – April 15, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

#### Building Inspector's Report

#### Regular Business/Board Discussion – Correspondence

Letter from J. Appleyard, Riverview Hill Road

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

#### Board Discussion - Potential upcoming projects

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

#### Regular Business - Updates from the Chair

#### Regular Business – Payroll

Regular Business – Meeting Minutes of February 18<sup>th</sup>, March 4<sup>th</sup>, April 1<sup>st</sup> (there wasn't a meeting March 18<sup>th</sup>)

#### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on April 15, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board - Meeting Minutes – April 1, 2015

The Meeting was called to order at 7:34 PM by Chair Kim Drake. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), William French (WF), Jason Heath (JH), Dexter Doane (DD), Skip Crocker (SC), Westley Burnham (WB) ---- Board Members Absent: Corey Jackson

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

#### 29 Pond Street – Assessors Map 8 – Lot 62 – Robert Smith & Diane Polley

The Application was to frame a new 29' x 43' one story ranch style dwelling with a full unfinished basement, two bedrooms, 1.5 baths and an 8' x 10' screen porch. The application has the approval of the BOH, Water Department, Conservation Commission and the Fire Department/911.

The Board reviewed the application and the plans.

JH made a motion to approve the siting of the second single family dwelling on one parcel located at 29 Pond Street finding it met the requirements of the Water Resource Protection District, the Town of Essex Bylaws and the application has the required approvals from the Town of Essex.

SC seconded the motion.

The motion was approved by the Board Members present; 6:0 – 1 Board Member was absent.

### **ANR – 162 Southern Avenue**

Isaac M. Rowe, R.S., Project Manager ,Mill River Consulting; Attorney John Thomson, Beverly MA, and Vernon L. LeBlanc of LeBlanc Survey Associates, Inc. were present as representation for the applicant, Valerie Henderson.

Isaac Rowe share a brief overview and then Attorney Thomson and Vernon LeBlanc answered questioned asked by the Board Members.

The Board reviewed the plan and the application.

WB made a motion to endorse the ANR for the parcel identified as Assessors Map 6, Lot 5, Parcel A, a 3.78 +/- acre parcel with an existing dwelling at 162 Southern Avenue to obtain Parcel B-2, a 3,782 +/- square foot parcel which was deemed as a non-buildable lot from the parcel identified as Assessors Map 6, Lot 5F, Parcel B, a 1.45 +/- acre vacant parcel located at 0 Southern Avenue which is a non-buildable lot.

JH seconded the motion.

The motion was approved by the Board Members present; 6:0 – 1 Board Member was absent.

### **Regular Business/Board Discussion – Correspondence**

The Board reviewed the correspondence sent by James Appleyard of Riverview Hill Road and the draft response. Copies of all correspondence may be found in the file for the property located in the Planning Board office.

The majority of Board Members felt that the gist of a response to Jim Appleyard’s letter regarding the ANR plan which was endorsed by the Board in 2014 for land owned by Lynne Anne and James M. Hagar, was the last two paragraphs of the draft letter, “Questions regarding the maintenance of the road should be directed to the Department of Public works and Property owners who reside on a private road may request the road become a public road but there is a process that must be followed and questions regarding the process should be directed to the Town Administrator.”

The Board Members present agreed that the Administrative Assistant would send the letter to J. Appleyard.

### **Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees**

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

### **Payroll**

### **Adjourn**

SC made a motion to adjourn the meeting.

DD seconded the motion.

The motion was approved by the Board Members present; 6:0 – 1 Board Member was absent.

The Chair declared the Meeting was adjourned at 8:48 PM

The next Meeting is scheduled for April 15, 2015. The Meeting will be held at the T.O.H.P. Burnham Library and will commence at 7:30 p.m.

**March 18, 2015**

The regularly scheduled meeting of the Planning Board was cancelled by the Chair.

The next meeting will be held on April 1, 2015.

## Town of Essex Planning Board - Meeting Minutes – March 4, 2015

The Meeting was called to order at 7:33 PM by Chair Kim Drake. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), William French (WF), Jason Heath (JH), Dexter Doane (DD), --- Board Members Absent: Westley Burnham, Skip Crocker

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### **Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees**

1. Community Preservation Committee –Kim Drake
2. Conomo Point Committee Update - Kim Drake

### **Regular Business – Payroll**

### **Regular Business – Meeting Minutes of February 18, 2015**

The Board Members agreed to review the Meeting Minutes at the next regularly scheduled meeting of the Planning Board.

### **Regular Business – Campaign Financing Avadavat – required paperwork to be signed by Board Members**

### **Adjourn**

JH made a motion to adjourn the meeting.

DD seconded the motion.

The motion was approved by the Board Members present; 5:0 – 2 Board Members were absent.

The Chair declared the Meeting was adjourned at 8:14 PM

The next Meeting is scheduled for March 18, 2015. The Meeting will be held at the T.O.H.P. Burnham Library and will commence at 7:30 p.m.



## Town of Essex Planning Board - Meeting Minutes – March 4, 2015

The Meeting was called to order at 7:33 PM by Chair Kim Drake. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), William French (WF), Jason Heath (JH), Dexter Doane (DD), ---- Board Members Absent: Westley Burnham, Skip Crocker

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### **Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees**

1. Community Preservation Committee –Kim Drake
2. Conomo Point Committee Update - Kim Drake

### **Regular Business – Payroll**

### **Regular Business – Meeting Minutes of February 18, 2015**

The Board Members agreed to review the Meeting Minutes at the next regularly scheduled meeting of the Planning Board.

### **Regular Business – Campaign Financing Avadavat – required paperwork to be signed by Board Members**

### **Adjourn**

JH made a motion to adjourn the meeting.

DD seconded the motion.

The motion was approved by the Board Members present; 5:0 – 2 Board Members were absent.

The Chair declared the Meeting was adjourned at 8:14 PM

The next Meeting is scheduled for March 18, 2015. The Meeting will be held at the T.O.H.P. Burnham Library and will commence at 7:30 p.m.

## Agenda February 18, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

### Building Inspector's Report

ANR Application – 80 Pond Street – James and Norrie Stavros

Board Review of the Meeting Minutes for February 4, 2015

Regular Business/Board Discussion – Correspondence

### Regular Business

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

Board Discussion - Potential upcoming projects and/ or warrant articles the Board may consider proposing for Town Meeting 2015

Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

Regular Business - Updates from the Chair

Regular Business – Payroll

### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on March 4, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board - Meeting Minutes – February 18, 2015

The Meeting was called to order at 7:40 PM by Chair Kim Drake. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), William French (WF), Jason Heath (JH), Dexter Doane (DD), — Board Members Absent: Corey Jackson, Skip Crocker

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### **ANR Application – 80 Pond Street**

James and Norrie Stavros – Assessors Map 5, Lot 4 – Surveyor: Gateway Consultants, Inc. Lynnfield.

The Board reviewed the application and the plan.

JH made a motion to endorse the ANR plan submitted by James and Norrie Stavros, dated January 19, 2015, to create a new lot from the existing lot located at 80 Pond Street which is located in the Water Resource Protection District; Lot C to be a 90,746 square foot lot and Lot D to be a 98,193 square foot lot. DD seconded the motion.

The motion was approved by the Board Members present; 5:0 – 2 Board Members were absent.

### **Board Review of the Meeting Minutes for February 4, 2015**

WB made a motion to approve the meeting minutes of February 4, 2015.

JH seconded the motion.

The motion was approved by the Board Members present; 5:0 – 2 Board Members were absent.

### **Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees**

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

### **Adjourn**

WB made a motion to adjourn the meeting.

JH seconded the motion.

The motion was approved by the Board Members present; 5:0 – 2 Board Members were absent.

The Chair declared the Meeting was adjourned at 8:15 PM

The next Meeting is scheduled for March 4, 2015. The Meeting will be held at the T.O.H.P. Burnham Library and will commence at 7:30 p.m.

## Agenda February 4, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

### Building Inspector's Report

### Board Review of the Meeting Minutes for January 21, 2015

### Regular Business/Board Discussion – Correspondence

### Regular Business

### Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

### Board Discussion - Potential upcoming projects and/ or warrant articles the Board may consider proposing for Town Meeting 2015

### Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

### Regular Business - Updates from the Chair

### Regular Business – Payroll

### *Meeting to Adjourn*

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on February 18, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board - Meeting Minutes – February 4, 2015

The Meeting was called to order at 7:36 PM by Chair Kim Drake. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), William French (WF), Corey Jackson (CJ), Dexter Doane (DD), Skip Crocker (SC) ---- Board Members Absent: Jason Heath

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### Board Review of the Meeting Minutes for January 21, 2015

The Board Members reviewed the meeting minutes.

SC: Motion to approve the Meeting Minutes of January 21, 2015 as amended.

CJ seconded the motion.

The motion was approved by the Board Members present; 6:0 – 1 member was absent.

### Board Discussion with Town Planner, Matthew Coogan

The Board and Matt Coogan discussed the steps for the Town of Essex to become a certified Green Community. Matt explained a few of the obstacles that may need to be overcome in order to obtain the designation.

### Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

### Board Discussion - Potential upcoming projects and/ or warrant articles the Board may consider proposing for Town Meeting 2015

The Board discussed developing a draft Bylaw for a Downtown Zoning District.

BF: I make a motion we adjourn the meeting.

CJ seconded the motion.

The motion was approved by the Board Members present; 6:0 – 1 members were absent.

The meeting was adjourned at 8:28 PM

The next Meeting is scheduled for March 4, 2015The Meeting will be held at the T.O.H.P. Burnham Library and will commence at 7:30 p.m.

## Agenda – January 21, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library, 30 Martin Street, Essex MA and will commence at 7:30 p.m.

### Building Inspector's Report

### Site Plan Review – 2 Southern Avenues – Applicant: Dominic Olivio – for a Change of Use

### Regular Business/Board Discussion – Correspondence

- Update from Board Member Skip Crocker regarding the January 12, 2015 Board of Selectmen's Meeting which he attended
- Notices from abutting cities/towns

### Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

### Board Discussion - Potential upcoming projects and/ or warrant articles the Board may consider proposing for Town Meeting 2015

### Board Discussion - Grant Application for Strategic Planning Assistance

### Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

### Regular Business - Updates from the Chair

### Regular Business – Review of the Planning Board Annual Report

### Regular Business – Payroll

### Regular Business – Meeting Minutes of December 17, 2014

### Regular Business – Campaign Financing Affidavit – required paperwork to be signed by Board Members

### Meeting to Adjourn

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on February 18, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## Meeting Minutes – January 21, 2015

The Meeting was called to order at 7:35 PM by Chair Kim Drake. The Meeting was held at the T.O.H.P. Burnham Library.

### Board Members Present:

Kimberly Drake (KD), William French (WF), Corey Jackson (CJ), Jason Heath (JH) -- Dexter Doane (DD) arrived at 7:40PM

### Board Members Absent:

Westley Burnham, S. Sturgis Crocker

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

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### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

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### Site Plan Review – 2 Southern Avenues – Applicant: Dominic Olivio – for a Change of Use

The Board reviewed the application and the plan. The application had been submitted due to the fact the Applicant was requesting a Change of Use. The building currently is classified by the Assessor as "Store" and the Applicant was requesting the use become Residential. He stated that it was his intent to have a Home Occupation with a residence on the second floor and a shop for his paddle board business on the first floor.

The Applicant, Dominic Olivio is not the owner of the property. The owner of the property, Alan Waller, had written a letter acknowledging his agreement that Dominic Olivio could apply for the Site Plan Review for the property. The letter submitted will be part of the file.

The Board discussed the Bylaw Definition of Home Occupation amongst themselves and with the Applicant.

The Applicant stated that he would like to display paddle boards in exterior front of the shop. The Board reviewed the Home Occupation Bylaw and the Board Members unanimously agreed that with a Home Occupation the Applicant would not be allowed to display paddle boards. The Board discussed with the Applicant the fact that he could still present the Site Plan Review Application for a Change of Use but that if he wanted to display paddle boards outside of the shop he would need to apply to the Board of Appeals for a Commercial Use.

The Applicant said he wanted to proceed with the Site Plan Review Application. The Planning Board reviewed Bylaw 6-.3.5 Site Plan Review and they reviewed the criteria.

JH made a motion to approve the Change of Use from Store to Residential and the Home Occupation for the property located at 2 Southern Avenue, owner is Alan Waller and the applicant is Dominic Olivio.

DD seconded the motion.

The motion was approved by the Board Members present; 5:0 – 2 members were absent.

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**Board Discussion - Potential upcoming projects and/ or warrant articles the Board may consider proposing for Town Meeting 2015**

The Board discussed and agreed upon the future goal of developing a Bylaw for a Downtown Zoning District.

**Regular Business – Meeting Minutes of December 17, 2014**

The Board reviewed the draft meeting minutes.

JH: I make a motion we accept the meeting minutes of December 17, 2014.

DD seconded the motion.

The motion was approved by the Board Members present; 5:0 – 2 members were absent.

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BF: I make a motion we adjourn the meeting.

CJ seconded the motion.

The motion was approved by the Board Members present; 5:0 – 2 members were absent.

The meeting was adjourned at 9:00 PM

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The next Meeting is scheduled for February 4, 2015

The Meeting will be held at the T.O.H.P. Burnham Library and will commence at 7:30 p.m.



## Agenda – January 7, 2015

The Public Meeting of the Town of Essex Planning Board is to be held at the T.O.H. P. Burnham Library,  
30 Martin Street, Essex MA and will commence at 7:30 p.m.

### Building Inspector's Report

### Board Review of the Meeting Minutes for December 17, 2014

### Regular Business/Board Discussion – Correspondence

### Regular Business

### Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Centennial Grove Committee –Jason Heath
2. Community Preservation Committee –Kim Drake
3. Building Committee Update – Westley Burnham
4. Conomo Point Committee Update - Kim Drake
5. Long Term Planning Committee Update – Skip Crocker

### Board Discussion - Potential upcoming projects and/ or warrant articles the Board may consider proposing for Town Meeting 2015

### Board Discussion - State Fire Code: Updates to Fire Lane Widths and the Rules and Regulations Relative to Subdivision Control

### Regular Business - Updates from the Chair

### Regular Business – Payroll

### *Meeting to Adjourn*

The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

The next Meeting of the Town of Essex Planning Board will be held on January 21, 2015, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

JAUNARY 7, 2015

THE MEETING WAS NOT OPENED DUE  
TO THE FACT THERE WAS NOT A  
QUORUM OF PLANNING BOARD  
MEMBERS PRESENT.



## Town of Essex Planning Board Meeting Minutes – December 21, 2016

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

### Board Members

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair,  
S. Sturgis Crocker

William French, Clerk  
Jason Heath

Board Members Present: Westley Burnham (WB), Kimberly Drake (KD), William French (WF), Jason Heath (JH)  
Board Members Absent: Corey Jackson, S. Sturgis Crocker, Dexter Doane

Building Inspector: Bill Sanborn – Assistant Building Inspector: Bill Holton  
Administrative Assistant: Mary-Ellen L. Feener

### BUILDING INSPECTORS REPORT

#### 36 Eastern Avenue – Michael and Heather Harrell – Map 136, Lot 28

The Building Permit application was to remove the existing second story and rebuild with an addition to the second story over the existing first floor and to replace siding and windows. The lot size is non-conforming: 5,000 square feet with 37.65 feet of frontage. The application has the approval of the BOH, Con. Com. Water/Wastewater Department/DPW, Fire Department/911.

JH made a motion to approve the Building Permit Application under Town of Essex Bylaw 6-4.2.

KD seconded the motion.

The motion was unanimously by the Board Members present.

### BOARD DISCUSSION

Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- Kim Drake shared updates regarding the Community Preservation Committee & Conomo Point Committee
- Westley Burnham shared an update about the Building Committee

### ADJOURN

JH made a motion to adjourn the meeting.

WF seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 7:50PM

The next Meeting of the Town of Essex Planning Board will be held on January 4, 2017, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – November 16, 2016

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

### Board Members

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair,  
S. Sturgis Crocker

William French, Clerk  
Jason Heath

Board Members Present: Westley Burnham (WB), Kimberly Drake (KD), Dexter Doane (DD), William French (WF), S. Sturgis Crocker (SC), Jason Heath arrived at 8:02 PM

Board Members Absent: Corey Jackson

Building Inspector: Bill Sanborn – Assistant Building Inspector: Bill Holton

Administrative Assistant: Mary-Ellen L. Feener

### BUILDING INSPECTORS REPORT

The Building Inspector did not have any Building Permit Applications which required review or approval by the Planning Board.

### BOARD DISCUSSION

Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- Kim Drake shared updates regarding the Community Preservation Committee & Conomo Point Committee
- An update regarding the Strategic Planning Committee was shared by Skip Crocker
- Westley Burnham shared an update about the Building Committee

### PUBLIC HEARING

At 8:00 PM the Chair opened the Public Hearing for the Application submitted by the Board of Selectmen, as the Essex Conomo Point Commission, for a Recreational Facility on land owned by the Town of Essex located at 138/153 Conomo Point Road and the immediate surrounding of 153 Conomo Point Road, Assessor's Map 108, Lots 41 & 61, for a small park, for public waterfront access and for parking, as required by Town of Essex Bylaw 6-3.4.2 Uses Requiring Special Permits and Bylaw 6-10 Wetlands Overlay District.

The Chair read for the Public the Preamble for Public Hearings.

Town Administrator, Brendhan Zubricki, gave a brief presentation to the Board. Brendhan did share with the Board the fact at the most recent meeting of the Conservation Commission the Commission had approved an Order of Conditions for the project being present to the Planning. Town Counsel of Kopelman & Paige shared more information with the Board and the Public.

WB asked what the width of the ramp would be and if it would be installed on a seasonal basis. The Town Administrator answered both questions.

The Chair then opened the floor for questions from the Public,

Thayer McKenzie, 130 Conomo Point Road, asked if there would be a public restroom and trash pickup. The Town Administrator said trash barrels and a temporary toilet system may be considered and discussed by the Selectmen.

There were no comments or questions from the Public or the Board.

KD made a motion to close the Public Hearing at 8:26 PM.

SC seconded the motion.

The motion was approved by a majority of the Board Members present.

#### ADJOURN

CJ made a motion to adjourn the meeting.

WF seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:35 PM

The next Meeting of the Town of Essex Planning Board will be held on December 7, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – November 2, 2016

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

### Board Members

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair,  
S. Sturgis Crocker

William French, Clerk  
Jason Heath

Board Members Present: Westley Burnham (WB), Corey Jackson (CJ) Dexter Doane (DD), William French (WF), S. Sturgis Crocker (SC), Kimberly Drake (KD) arrived at 8:27 PM

Board Members Absent: Jason Heath

Building Inspector: Bill Sanborn – Assistant Building Inspector: Bill Holton

Administrative Assistant: Mary-Ellen L. Feener

### BUILDING INSPECTORS REPORT

The Building Inspector did not have any Building Permit Applications which required review or approval by the Planning Board.

### BOARD DISCUSSION – LOWLAND FARM ROAD SUBDIVISION

The Chair explained to the Board Members present how the Association had gathered bids and had an estimate for the final work required on the subdivision road.

CJ made a motion to release a portion of the escrow funds held by the Town of Essex for the Lowland Farm Subdivision so that the road may be completed.

DD seconded the motion.

The motion was approved by a majority of the Board Members present.

CJ made a motion for the Chair to write and sign a letter on behalf of the Board to the Town requesting funds be released from the escrow account held by the Town of Essex for the subdivision.

DD seconded the motion.

The motion was approved by a majority of the Board Members present.

### MEETING MINUTES

SC made a motion to accept the Meeting Minutes of Meeting Minutes of October 5, 2016 and October 19, 2016 as amended.

DD seconded the motion.

The motion was approved by a majority of the Board Members present.

### BOARD DISCUSSION

Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- Kim Drake was not present during this portion of the meeting to share updates regarding the Community Preservation Committee & Conomo Point Committee
- An update regarding the Strategic Planning Committee was shared by Skip Crocker
- Westley Burnham shared an update about the Building Committee

## PUBLIC HEARING

At 8:00 PM the Chair opened the Public Hearing for six proposed Warrant Articles: 1st Warrant Article: to replace the current definition of "SIGN" located in section 6-2.2 Definitions. 2nd Warrant Article: to replace the current parking requirements for RESIDENTIAL STRUCTURES located in 6-6.1.1 Table of Parking Requirements to read "Two parking spaces for each dwelling unit". 3rd Warrant Article: To replace 6-6.3 Driveways. Paragraph c. 4th and 5th Warrant Articles: To modify 6-10.3 Water Resource Protection Overlay District, 6th Warrant Article: To complete four minor scrivener edits within Chapter VI of the Bylaws.

The Chair read to those in attendance the Preamble for Public Hearings.

The Chair read the 1st Warrant Article which was to replace the current definition of "SIGN" located in section 6-2.2 Definitions and he shared with the public the reasoning of the proposed article.

Karin Gertsch, 11 Haskell Court, asked a question regarding the limitations for the size of a sign and the Board explained that the Sign Bylaw which had been approved at a previous Town Meeting did address the permitted size of a sign.

The Chair presented the 2nd Warrant Article which was to replace the current parking requirements for RESIDENTIAL STRUCTURES located in 6-6.1.1 Table of Parking Requirements to read "Two parking spaces for each dwelling unit".

There were no comments or questions from the Public or the Board.

The Chair presented the 3rd Warrant Article which was to replace 6-6.3 Driveways. Paragraph c.

Bob Paralee, 16 Milk Street, Thomas DeMeo, 35 Water Street, and Elizabeth Vicksell, 2 Turtleback Road, each asked questions about the proposed warrant article and the questions were answered by the Board.

The Chair presented the 4th and 5th Warrant Articles where were to modify 6-10.3 Water Resource Protection Overlay District.

Maria Burnham, 30 Southern Avenue, Thomas Ellsworth, 105 Belcher Street, Isabel Parlee, 15 Milk Street, Karin Gertsh, 11 Haskell Court, William Robinson, 4 Turtleback Road, Stephen Payne, 11 School Street, Peter Kelleman, 94 John Wise Avenue, Vickie Cataldo, 125 Rocky Hill Road, Michael Cataldo, 125 Rocky Hill Road, Katie Blair St. John, 76 Forest Avenue, Elizabeth Vicksell, 2 Turtleback Road, Judith Brain, 59 Wood Drive, Beth Palmer, 206 Southern Avenue, John Havighurst, 10 Winthrop Street, Thomas DeMeo, 35 Water Street, Julie Scofield, 69 John Wise Avenue, Phyllis Leland, 136 Eastern Avenue, either asked questions or shared with the public and the Board comments regarding the proposed warrant articles. The Board answered each question and assured the public that their comments would be taken into consideration.

The majority of the public in attendance left the meeting.

The Chair presented 6th Warrant Article which was to complete four minor scrivener edits within Chapter VI of the Bylaws.

There were no comments or questions from the Public or the Board.

SC made a motion to close the Public Hearing at 9:30 PM.

DD seconded the motion.

The motion was approved by a majority of the Board Members present.

## ADJOURN

CJ made a motion to adjourn the meeting.

WF seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 9:35 PM

The next Meeting of the Town of Essex Planning Board will be held on November 16, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – October 5, 2016

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), Jason Heath (JH), Corey Jackson (CJ)

Board Members Absent: Dexter Doane, William French, S. Sturgis Crocker

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### BUILDING INSPECTORS REPORT

#### 119 Martin Street – Map 134 Lot 88 – Michael Potter

The Building Permit Application was for a new roof, painting, repointing and a new garage with a floor above. The Application will require a Town of Essex Bylaw 6-4.2 finding.

JH made a motion to approve the Building Permit Application for a 6-4.2 finding due to a non-conforming set back due he proposed alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood'.

KD seconded the motion.

The motion was passed by a majority of the Board Members present.

### BOARD DISCUSSION WITH TOWN PLANNER MATT COOGAN

#### ADJOURN

CJ made a motion to adjourn the meeting.

JH seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 9:05 PM

The next Meeting of the Town of Essex Planning Board will be held on October 19, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.





## Town of Essex Planning Board Meeting Minutes – September 21, 2016

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), Jason Heath (JH), S. Sturgis Crocker (SC), Dexter Doane (DD)

Board Members Absent: Corey Jackson, William French

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### BUILDING INSPECTORS REPORT

The Building Inspector did not have any Building Permit Applications which required review or approval by the Planning Board.

### Meeting Minutes

The Board reviewed the Meeting Minutes of September 7, 2016, as amended.

JH made a motion to approve the minutes as amended.

SC seconded the motion.

The motion was passed by a majority of the Board Members present.

### Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- ✓ Community Preservation Committee Update –Kim Drake
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker
- ✓ Building Committee Update – Westley Burnham

Board Discussion – A draft Warrant Article to propose edits to the current Water Resource Protection Overlay District Bylaw 6-10.3

The Board reviewed and discussed the draft warrant article presented by WB.

Regular Business – Review of Special Permit Application submitted by David Cutter, 40 Robbins Island Road.

The Board reviewed the application and the Bylaw and determined that a Special Permit was not required and the Applicant may choose to submit an application to the Board of Appeals.

SC made a motion to allow the Chair the authority on behalf of the Board to accept the withdrawal of the application by the applicant if the applicant chooses to withdraw without prejudice.

DD seconded the motion.

The motion was passed by a majority of the Board Members present.

Regular Business – Payroll

Regular Business - Updates from the Chair

ADJOURN

JH made a motion to adjourn the meeting.

SC seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 9:06 PM

The next Meeting of the Town of Essex Planning Board will be held on August 5, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – September 7, 2016

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), Jason Heath (JH), S. Sturgis Crocker (SC)

Board Members Absent: Dexter Doane, Corey Jackson, William French

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### BUILDING INSPECTORS REPORT

#### 1 Kings Court – Map 6 Lot 12 New Map 151 Lot 17 – Scott Harmon, Trustee

The permit application was to move the existing dwelling further from the street and to put it on a new foundation, to remove a one story kitchen addition and the addition of a 26 x 26, two story addition in place of the original kitchen. The approval by the Planning Board would be subject to the approval of the Board of Health. The application was approved by the Conservation Commission, DPW Water/Wastewater and the Fire Department.

JH made a motion to approve the relocation, the siting and the addition to the dwelling and the relocation of an existing barn which are located at 1 Kings Court, Scott Harmon, Trustee, subject to the approval of the BOH and that the application has the required approvals from the Town of Essex and the it meets the requirements of the Town of Essex Bylaws.

SC seconded the motion.

The motion was passed by a majority of the Board Members present.

### Meeting Minutes

The Board reviewed the Meeting Minutes of August 17, 2016, as amended.

JH made a motion to approve the minutes as amended.

SC seconded the motion.

The motion was passed by a majority of the Board Members present.

### Open Space & Recreation Committee

The Board reviewed and discussed the draft report written by the Open Space & Recreation Committee. The proposed suggested edits/comments discussed were as follows:

Page 15 in part 1 of the OSRC states "Essex does not have formal zoning beyond the state minimum requirements, although it does have a water resources overlay district and Conomo Point overlay districts (See Map 4 on Page 20) and an Open Space Residential Design Bylaw. The Office of Coastal Zone Management has recommended that formal zoning bylaws be enacted to protect the estuary<sup>14</sup>; however, much resistance remains due to the belief that a formal zoning

bylaw will facilitate development by giving developers a defined process, and that numerous problems would arise from current nonconforming uses.”

Planning Board Comment(s): Essex does have extensive zoning requirements, we do not have districts similar to other cities and towns, except for Conomo Point where two specific districts, Southern and Central (not overlay) have been created to facilitate the sale of properties. We also have a Wetlands Overlay district and a Flood Zone overlay district.

The OSRC states: A 2001 full build-out analysis indicated that Essex’s population could theoretically quintuple to nearly 17,000 if all potentially developed land was densely developed.

PB Comments: While it is generally agreed upon that the build-out is a worst case scenario, it is both undesirable and unlikely to occur; however, the sheer magnitude of the numbers relative to current conditions lends gravity to the mission of protecting remaining open spaces and preserving the community’s character. It should also be noted that the lack of affordable housing in Essex has led to the phenomenon of “land rich/cash poor” landowners splitting off parcels as a means of generating income or providing housing lots for family members. Therefore, an increase in well-planned affordable housing units may well reduce the amount of unplanned development of open spaces; however, the septic constraints on multi-unit housing will likely discourage this for the time being and no continued action is currently occurring under Essex’s Community Development plan at this time.

Since the 2001 buildout analysis was completed a large portion of the theoretical buildout property has been placed under various conservation control by Green Belt, Trustees of Reservations, Manchester Essex Conservation Trust, and individual land owners utilizing Chapter 61 provisions. Therefore, the 17,000 figure is currently very inaccurate. We also changed the definition of Lot Area to exclude all wetlands from area requirement calculations for minimum lot area requirements. Believe we are still the only Town with this strict a requirement in Massachusetts.

The Planning Board is actively working on two zoning amendments related to housing: a Mixed Use Bylaw and a Bylaw for a Downtown District to better utilize the downtown area. Both are recommendations extrapolated from the recent report written by the Town of Essex Strategic Planning Committee.

Page 19 of the OSRC: 3. Long-Term Development Patterns Historically, residential and commercial zoning districts have not been created by the Town of Essex.

PB Comments: Most of the Town has been one mixed-use (Should be termed “General zoning district) zoning district where each lot can have residential or commercial uses. Lots must be 30,000 square feet or greater if they are located on a road established by 1972, or 40,000 square feet or greater if they exist on a road created after 1972. The only exception to this is in the Water Resource Protection District, where a 40,000 square foot minimum lot size is required for each dwelling unit regardless of when the road was created. Business uses in this district are exempted however, and as a result, business use continues to grow along Route 22 in the Water Resource Protection District (see Map 4). The Town also has Wetlands and Floodplain Overlay districts that help protect those resources from damaging development. The Floodplain Overlay district is based on the latest FEMA Flood Plain maps

OSRC Page 28 states: Much is being done to address these water quality issues.

PB Comments: As discussed in Section 3, under Wastewater Infrastructure, Essex constructed a new sewer system connected to the Gloucester wastewater treatment plant in 2006. Monitoring conducted through 2007 indicated that the new sewer infrastructure successfully improved water quality to the point where MA DEP allowed the Town to stop its quarterly monitoring program. Until the year 2000, Essex did not have any mechanism within its zoning bylaw for enforcing storm water standards. To address this concern, the town approved an amendment to the site plan review bylaw that includes drainage management review for commercial and multi-family projects. This action was a major step in reducing water quality impacts to critical resources protected within the town’s wetland district, the flood plain district, and the water resources protection district. However, storm water from residential development is not covered

under the site plan/special permit change because these sections only cover commercial and multi-family rather than single family and subdivision development. It seems only logical to extend the amendment to include these forms of development, as they too stand to impact protected resource.

Storm water management is considered and reviewed as part of all Subdivision reviews submitted under MGL Chp 81 guidelines. Site Plan Review process does not require formal storm water review in its current requirements.

OSRC Page 29 states: Recreational access is provided to the River via several points. The public boat launch is located off of the Route 133 causeway, on the western side of the River, and is used as both a canoe/kayak launch and a powerboat launch. Although Essex has a small harbor with two marinas, and used to be the site of a thriving boat building industry in the 1800's, the shallowness and complexity of the River limits harbor access to small recreational boats today. Therefore, it is not a working harbor covered under the Office of Coastal Zone Management's Harbor Planning program. Conomo Beach on the eastern side of the River provides recreational swimming access, and the causeway bridge itself is used as a swimming entry point. The Essex portion of Crane's Beach is accessible by boat or via the Trustees of Reservations' entry in Ipswich.

PB Comments: should be 3 Marinas, Essex, Pike, and Perkins, and several private docks and no portion of Crane's beach is in Essex.

OSRC Page 74 states: The Harbormaster collects mooring and launch fees that provide funds to maintain harbor services and moorings. Currently the Harbormaster maintains a waiting list for permanent moorings. Managing Agency: The Town Harbormaster oversees the use of the Town Landings and enforces parking regulations. Current Use: The principal seven-acre town landing on the causeway sees heavy summer use from recreational boaters and year-round use from local clammers. Swimming is not permitted at the site. The other landings see use consistent with their accessibility. Recreation Potential: Primarily for summer water sports. Public Access/Access for People with Disabilities: A resident sticker is needed to park at the landings. The main town landing site has handicapped parking. A parking lot constructed in 2003 behind the Police/Fire Station on Martin Street provides additional parking for residents and non-residents wishing to use the main town landing site. Most of the other town-landings have limited access and parking.

PB Comments: Town landing is nowhere near 7 acres, might be ¾ acre total.

The OSRC suggests designating Lufkin and Island Roads to the Scenic Road and requesting Special Legislation to allow Town regulation of John Wise Avenue as a Scenic Road

The PB suggests the OSRC review the Massachusetts General Law regarding Scenic Roads which does not protect or provide any jurisdiction beyond the Public / private property line.

#### ADJOURN

JH made a motion to adjourn the meeting.

SC seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 9:00 PM

The next Meeting of the Town of Essex Planning Board will be held on September 21, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – August 17, 2016

The Meeting was called to order at 7:35 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), Jason Heath (JH), S. Sturgis

Board Members Absent: Dexter Doane (DD)

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### BUILDING INSPECTORS REPORT

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### MEETING MINUTES

The Board reviewed the Meeting Minutes of August 3, 2016.

JH made a motion to approve the meeting minutes of August 3, 2016.

SC seconded the motion.

The motion was approved by the Board Members present.

### BOARD DISCUSSION

Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

Community Preservation Committee Update –Kim Drake

Conomo Point Committee Update - Kim Drake

Strategic Planning Committee Update – Skip Crocker

Building Committee Update – Westley Burnham

### BOARD DISCUSSION

Potential future projects and Warrant Articles. Westley will draft potential changes for the Watershed Protection District for the Board Members to review at the next meeting.

### ADJOURN

JH made a motion to adjourn the meeting.

WF seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:26 PM

The next Meeting of the Town of Essex Planning Board will be held on September 7, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – August 3, 2016

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), Jason Heath (JH), Dexter Doane (DD), S. Sturgis Crocker (SC), Corey Jackson (CJ)

William French (WF) arrived at 7:40 PM

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

#### **182 SOUTHERN AVENUE – HENRY PETER HOARE – MAP 6, LOT 5**

Board Members Dexter Doane and Corey Jackson recused themselves from the Board Discussion and Vote for this Building Permit Application due to the fact that they may be professionally hired by the owner and they could have a financial interest in having the Building Permit approved.

The Chair announced for the record that the applicant is a volunteer Fireman for the Town of Essex.

The Building Permit Application was to demolish and construct a new 60 x 40 foot barn. The height will be 26 feet 6 inches. The barn will not be heated. The lot is 6.12 acres. The application has the approval of the Conservation Commission. There will be a septic system.

JH made a motion to approve the Building Permit Application for 182 Southern Avenue owned by Henry Hoare to demolish the existing barn and to construct a new 60 x 40 foot barn finding it has the necessary approvals and meets the requirements of the Town of Essex Bylaws.

SC seconded the motion.

A roll call of the Board Members was taken. Kim Drake voted in favor, Westley Burnham voted in favor, Jason Heath voted in favor, S. Sturgis Crocker voted in favor, William French voted in favor.

The motion was approved by a majority of the Board Members.

#### **LOWLAND FARM SUBDIVISION – UPDATE FROM CHAIR**

The Board reviewed a Memo from Graham Associates, Inc. dated July 25, 2016.

### **ADJOURN**

JH made a motion to adjourn the meeting.

KD seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:12 PM

The next Meeting of the Town of Essex Planning Board will be held on August 17, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board Meeting Minutes – July 20, 2016

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Westley Burnham (WB), S. Sturgis Crocker (SC), William French (WF), Corey Jackson (CJ), Dexter Doane (DD)

Board Members Absent: Kimberly Drake, Jason Heath

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

#### **52 REAR LUFKIN POINT ROAD - NEW MAP & LOT: 110-68 - OLD MAP & LOT: 20-10 – OWNERS COLIN & DESTINY CREEDEN**

The Building Permit Application required the Planning Board to review and vote on a few items: A finding under Bylaw 6-4.2 due to a non-conforming side yard setback of 15 feet on the east side of the property, the demolition of the existing dwelling and the construction of a new dwelling and a Change of Use for the dwelling is currently considered to be a single family dwelling and the application is requesting that the use is changed from a single family dwelling to a two family dwelling. The Building Permit was approved by the Board of Health, Conservation Commission and the Fire Department.

CJ made a motion for the demolition of the existing dwelling.

SC seconded the motion.

The motion was approved by a majority of the Board Members present.

CJ made a motion to site the foundation and construction of a new dwelling on the existing footprint which under Town of Essex Bylaw 6-4.2 required a Finding due to a side yard setback which the Board Members present found that "the proposed extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood.

SC seconded the motion.

The motion was approved by a majority of the Board Members present.

CJ made a motion to approve the Change of Use from a single family dwelling to a two family dwelling.

SC seconded the motion.

The motion was approved by a majority of the Board Members present.

#### **73 STORY STREET - NEW MAP & LOT: 134-25 - OLD MAP & LOT: 32-16 - OWNER: DAVID LANDRY**

The Building Permit Application was for a Change of Use from a single family dwelling to a two family dwelling due to the construction of an apartment above the garage. The Building Permit was approved by the Conservation Commission, the DPW/Waste Water, and the Fire Department.

SC made a motion to approve the Change of Use from a single family dwelling to a two family dwelling due to the existing apartment above the garage.

DD seconded the motion.

The motion was approved by a majority of the Board Members present.



### **DEFINITIVE SUBDIVISION PLAN – CENTRAL CONOMO POINT/ROBBINS ISLAND ROAD**

The Conditions of the Approval for the Decision of the Definitive Subdivision Plan Application for the division of land with existing structures located on Robbins Island Road for land owned by the Town of Essex located in the Central Conomo Point Zoning District.

The Board Members reviewed the Plan and the Chair reviewed the Decision approved by the Planning Board and the conditions which had to be met in order to have the Board endorse the Plan.

The Board Members were satisfied that items were completed to their satisfaction.

WF made a motion to endorse the Definitive Subdivision Plan for the division of land with existing structures located on Robbins Island Road for land owned by the Town of Essex located in the Central Conomo Point Zoning District finding that all the Conditions as set forth in the Decision approved by the Planning Board on March 16, 2016.

DD seconded the motion.

The motion was approved by a majority of the Board Members present.

### **LOWLAND FARM SUBDIVISION – UPDATE FROM CHAIR**

Present: Attorney Miranda Gooding, Glovsky & Glovsky, 8 Washington St, Beverly, MA 01915 was present representing the homeowners of Lowland Farm Road and Andrew Briggs, 21 Lowland Farm Road, Manager of Lowland Farm Road Home Owners Association.

The Board, Attorney Gooding and Andrew Briggs discussed the outstanding work to be done to complete the Subdivision as outlined in the Memo dated May 14, 2015, from the Clerk of the Works, the Engineer, Larry Graham.

It was decided that the Chair would contact Larry Graham to request an updated Memo which would supplement and update the May 14, 2015, letter regarding the remaining improvement work for Low Land Farm Road.

It was agreed upon that in the future the Planning Board would hold a Public Hearing regarding the completion of the road and the subdivision.

WF made a motion for the Chair to contact Larry Graham and request an updated Memo.

DD seconded the motion.

The motion was approved by a majority of the Board Members present.

### **COMMITTEE UPDATES**

Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- ✓ Community Preservation Committee Update –Kim Drake
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker
- ✓ Building Committee Update – Westley Burnham

## **MEETING MINUTES**

The Board reviewed the Meeting Minutes of June 15, 2016.  
SC made a motion to approve the Meeting Minutes of June 15, 2016, as amended.  
The motion was approved by a majority of the Board Members present.

SC made a motion to adjourn the meeting.  
CJ seconded the motion.  
The motion was unanimously by the Board Members present.  
The Chair declared the Meeting to be adjourned at 8:26 PM.

The next Meeting of the Town of Essex Planning Board will be held on August 3, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 PM.

Due to the Fourth of July holiday the Planning Board did not have a Meeting on July 1<sup>st</sup>.



## Town of Essex Planning Board Meeting Minutes – June 15, 2016

The Meeting was called to order at 7:35 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), S. Sturgis Crocker (SC), William French (WF), Jason Heath (JH), Dexter Doane (DD)

Board Members Absent: Corey Jackson

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

There was a property owner present who had a question regarding a recent incident where the he was approached by a member of the Essex Fire Department regarding his driveway and the access it provided. The home is currently under construction. The owner is Scott Bradford of 4 Riverview Hill Road.

The Board Members agreed the driveway was adequate. The Board asked the homeowner to keep in mind that a driveway should be adequate for emergency vehicles to access and suggested the owner review the Bylaw regarding the requirements for common driveways as a guideline.

### **ANR Application - 83 Forest Avenue - William S. Febiger II.**

William Febieger and Attorney Mark Glovsky were present.

The Board reviewed the application and the plan.

The Chair said that he had spoken to the Fire Chief and that the Fire Chief had said that he was satisfied with the proposed turn-around.

SC made a motion to endorse the ANR Plan for 83 Forest Avenue finding it meets the Town of Essex Bylaws subject to the road complying with the Standards of the Bylaw and that the turn-around for emergency vehicles was deemed satisfactory to the Essex Fire Chief.

DD seconded the motion.

The motion was approved by a majority of the Board Members present.

**ANR Application – 22 John Wise Avenue – Michael Ginn**

The Board reviewed the plan and the application.

WF made a motion to endorse the ANR Plan for 22 John Wise Avenue finding it meets the minimum standards of the Town of Essex Bylaws. It should be noted for the record that Lot B currently has an existing single family dwelling and an existing two family dwelling.

SC seconded the motion.

The motion was approved by a majority of the Board Members present.

**ANR Application – 41 & 45 Forest Avenue – Dana P. Woulfe and John J. Ytzen-Handel**

The Board reviewed the application and the plan. The owners were requesting a lot line changes.

KD: Motion we endorse the application and ANR plan for 41 Forest Avenue for two residential lots with dwelling on each lot for an even land swap to change lot lines.

SC seconded the motion.

The motion was approved by a majority of the Board Members present.

**Adjourn**

WF made a motion to adjourn the meeting.

SC seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:42 PM

The next Meeting of the Town of Essex Planning Board will be held on July 20, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – May 18, 2016

The Meeting was called to order at 7:34 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), S. Sturgis Crocker (SC), William French (WF), Corey Jackson (CJ), Jason Heath (JH), Dexter Doane (DD)

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### **Meeting Minutes**

The Board reviewed the meeting minutes of March 2<sup>nd</sup>, March 16<sup>th</sup>, April 6<sup>th</sup>, April 20<sup>th</sup> and May 4<sup>th</sup>.

JH made a motion to approve the meeting minutes as amended.

KD seconded the motion.

The motion was approved unanimously.

### **ANR Application – John Donovan – 84 Choate Street**

Attending the meeting to represent the Applicant: Joseph M. Small, PLS, Project Surveyor, Hancock Associates, 185 Centre Street, Danvers, MA 01923

The Board reviewed the application and the plan.

SC: Motion we endorse the application and ANR plan for the creation of a single building lot and six non-buildable parcels as shown on the plan dated May 10, 2016, Project #3383.

JH seconded the motion.

The motion was approved unanimously.

### **Board Discussion – An update from the Chair regarding the future ANR Application on 83 Forest Avenue**

Mr. William S. Febiger II, the owner of the property, and his attorney, Attorney Mark Glovsky, had presented documentation to support the fact that Forest Street and the portion of Forest Street on

which Mr. Febiger would like to utilize for frontage in order to subdivide, was and is an existing way. The portion of the way on which Mr. Febiger would like to use for frontage is not acceptable to the Planning Board due to the current condition of the way and for the lack of space for emergency vehicles to turn around and the sub-standard conditions for vehicles.

The Essex Fire Chief, Daniel Doucette, did inspect the current hammer-head turn around proposed by the owner and he told the Planning Board Chair that it was acceptable.

The Board Members also agreed that the owner would need to upgrade the way further in order for the Board Members to agree that it is an acceptable way to be used for frontage. It was decided the Chair would speak to Attorney Mark Glovsky regarding the concerns of the Board.

The Board Members discussed the fact that the owner had proven the way was a public way though there are signs posted which state it is private property and there is a fire gate on this portion of the way which impedes access by the public.

**Board Discussion – An update from the Chair regarding his conversations with the Clerk of the Works, the Apple Street Nominee Trust, Town Counsel and some of the residents of Lowland Farm Road regarding the future completion of the Lowland Farm Road Subdivision.**

The Chair has been in communication with all of the involved parties. He said the homeowners have hired an independent contractor to provide them an independent cost analysis of how much money it would require to complete the road.

**22-26 John Wise Avenue – Michael and Jayne Ginn**

Michael Ginn was in attendance and towards the end of the meeting he asked if he could address the Board and ask about the ANR plan which he previously withdrew. The Chair explained that he had met with Mr. Ginn and his wife, Jayne Ginn for over an hour at Town Hall approximately a week ago and that he and they had reviewed the plan. The Board did allow Mr. Ginn to approach the Board and as a group they reviewed the plan and listened to Mr. Ginn's newest proposal regarding what he would like to do with the property. Mr. Ginn and the Board discussed the plan for approximately fifteen minutes.

During the course of the discussion with Mr. Ginn there was also discussion amongst the Board Members regarding the Bylaws and the use of the terms 'Structure' and 'Dwelling Unit'.

**Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees**

Community Preservation Committee Update –Kim Drake: At the Town Meeting the Warrant Article proposed by the CPA was voted on, and approved. The Warrant Article was to spend \$50,000 of CPA funds for the Sagamore Property. It was also approved at the Town Meeting to increase the percentage of the tax levy for the mandatory CPA fund.

Building Committee Update – Westley Burnham: The Committee may have a meeting in the near future.

Conomo Point Committee Update - Kim Drake: Kim has been unable to attend the last few meetings.

WB brought forward the question of what constitutes a Recreational Facility and the Board discussed his question.

Strategic Planning Committee Update – Skip Crocker: Skip will continue as a member of the Committee and Westley will remain the Alternate Member when/if Skip cannot attend a Committee meeting.

**Board Discussion – Lowland Farm Road**

The Chair shared an update with the Board Members present regarding the conversations he has recently had with a few of the Lowland Farm Road homeowners, The Clerk of the Works and Town Counsel.

**Board Discussion – Board nomination and vote for the 2016-2017 Chair, Vice Chair, Clerk, Vice Clerk and OPF**

KD nominated Jason Heath for the OPF.  
DD seconded the motion.  
The motion was approved unanimously.

SC nominated CJ for Clerk.  
WF seconded the motion.  
The motion was approved unanimously.

JH nominated WF for Vice Clerk.  
DD seconded the motion.  
The motion was approved unanimously.

CJ nominated WB for Chair.  
DD seconded the motion.  
The motion was approved unanimously.

JH nominated KD for Vice Chair.  
SC seconded the motion.  
The motion was approved unanimously.

For the next year: Westley Burnham, Chair; Kimberly Drake, Vice Chair; Corey Jackson, Clerk; William French, Vice-Clerk; Jason Heath, the Official Folder of Plans.

**Adjourn**

CJ made a motion to adjourn the meeting.  
JH seconded the motion.  
The motion was unanimously by the Board Members present.  
The Chair declared the Meeting to be adjourned at 8:55 PM

The next Meeting of the Town of Essex Planning Board will be held on June 1, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.





## Town of Essex Planning Board Meeting Minutes – May 4, 2016

The Meeting was called to order at 7:33 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), S. Sturgis Crocker (SC), William French (WF), Corey Jackson (CJ), Jason Heath (JH)

Board Members Absent: Dexter Doane

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### Site Plan Review – 70 Island Road – Jeffrey Ritchie – Assessor's Map 101 Lot 010

The application was submitted due to the fact the owner would like to construct a new single family dwelling with a proposed footprint which will exceed 2,500 square feet. The Board reviewed the plan and the application. The Board reviewed Town of Essex Bylaws 6-3.5, 6-3.5.2, and 6-3.4.4 which all pertain to Site Plan Review.

JH made a motion to endorse the Site Plan Review Application for the property located at 70 Island Road.  
SC seconded the motion.

The motion was approved by a majority of the Board Members present.

### ANR Application – 22-26 John Wise Avenue – Michael and Jayne Ginn

The Board reviewed the plan and determined the proposed plan could not be endorsed. Mr. Ginn wrote a letter during the meeting withdrawing the application.

JH made a motion to withdraw the application without prejudice.

WF seconded the motion.

The motion was approved by a majority of the Board Members present.

### Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- ✓ Community Preservation Committee Update –Kim Drake
- ✓ Building Committee Update – Westley Burnham
- ✓ Conomo Point Committee Update - Kim Drake
- ✓ Strategic Planning Committee Update – Skip Crocker

Board Discussion - Potential Draft Bylaws to propose in the future. Possible topics are: Solar Panels, Downtown District, Fees, Site Plan Review.

The Chair said that he was reviewing examples of solar panel bylaws and gathering information to share with the Board so that the Board can discuss if such a bylaw would be beneficial for the Town of Essex.

The Chair explained that he has been in contact with the Town Planner and they are discussing a draft bylaw for a Downtown District and once that is ready it will be discussed and reviewed at a regularly scheduled meeting.

The Board discussed changes they would like to make with the current Site Plan Review Bylaw.

The Board discussed the current fees charged for applications.

Board Discussion – Lowland Farm Road

The Chair shared an update with the Board Members present regarding the conversations he has recently had with a few of the Lowland Farm Road homeowners, The Clerk of the Works and Town Counsel.

Board Discussion – Planning Board Nomination of DPW Commissioner

The Board discussed potential nominees for the position. There is one open seat. It was decided that Essex residents Brian Feener and Scott Woodward would be the two names the Planning Board would provide to the Department of Public Works Commission. Brian Feener has served on the DPW Commission for many years. Scott Woodward submitted a letter to the Planning Board which outlined his qualifications and willingness to serve on the Commission.

BF made a motion to nominate Brian Feener and Scott Woodward to the DPW Commission as potential candidates for the open seat on the Commission.

JH seconded the motion.

The motion was approved by a majority of the Board Members present.

Adjourn

SC made a motion to adjourn the meeting.

CJ seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:37 PM

The next Meeting of the Town of Essex Planning Board will be held on May 18, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – April 20, 2016

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), Jason Heath (JH), Dexter Doane (DD), S. Sturgis Crocker (SC), Corey Jackson (CJ), William French (WF)

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### ANR Application – John Donovan – 84 Choate Street

The Board reviewed the plan and determined the application form did not have the proper signatures. Mr. Donovan wrote a letter during the meeting withdrawing the application.

SC made a motion to withdraw the application without prejudice.

KD seconded the motion.

The motion was approved by a majority of the Board Members present.

### ANR Application – 83 Forest Avenue – William S. Febiger II

The Board reviewed the plan and determined the Board could not endorse the plan this evening without further discussions regarding adequate turn-arounds for Fire Trucks and Emergency Vehicles. Mr. Febiger wrote a letter during the meeting withdrawing the application.

JH made a motion to withdraw the application without prejudice.

KD seconded the motion.

The motion was approved by a majority of the Board Members present.

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees: Community Preservation Committee Update –Kim Drake, Conomo Point Committee Update - Kim Drake, Strategic Planning Committee Update – Skip Crocker and the Building Committee Update – Westley Burnham.

Board Discussion - Potential upcoming projects

### Board General Business - Board vote regarding the number of required signatures for invoices

KD made a motion to approve the requirement of four signatures for payroll and invoices and if necessary one signature of either the Chair or the Vice Chair would be sufficient.

WF seconded the motion.

The motion was passed by a majority of the Board Members present.

Regular Business – Payroll

Adjourn

SC made a motion to adjourn the meeting.

CJ seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 9:00 PM

The next Meeting of the Town of Essex Planning Board will be held on May 4, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – April 6, 2016

The Meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), William French (WF), Jason Heath (JH), Dexter Doane (DD)

Board Members Absent: S. Sturgis Crocker, Corey Jackson

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener (was not present)

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

Public Hearing: MGL Chapter 40, Section 15C, Scenic Road Designation, Improvements; Fines, application requesting to work on portions of a stone wall in order to install a driveway. The owner is Daniel S. Bona. The address is: 47 Choate Street. Assessor's Map: 105, Lot 12.

The Board reviewed the plan and the application.

DD made a motion to approve the application and plan for work on a designated Scenic Road, the address being 47 Choate Street and the owner is Daniel Bona.

WF seconded the motion.

The motion was approved by a majority of the Board Members present.

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees: Community Preservation Committee Update –Kim Drake, Conomo Point Committee Update - Kim Drake and Building Committee Update – Westley Burnham.

### Regular Business – General Office

Updated Public Hearing Preamble

Board discussion regarding application fees

### Adjourn

JH made a motion to adjourn the meeting.

DD seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:15 PM

The next Meeting of the Town of Essex Planning Board will be held on April 20, 2016, at the Essex Fire House Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – March 16 2016

The Meeting was called to order at 7:36 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), William French (WF), Jason Heath (JH)

Board Members Absent: Dexter Doane, S. Sturgis Crocker, Corey Jackson

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

#### 19 Soginesse Road – Lewis H. Spence & Robin J. Ely – Assessor's Map 112 Lot 7

The Building Permit Application presented to the Board by the Building Inspector was for the siting and construction of a single family dwelling. The footprint does not exceed 2,500 square feet. The lot is 278,348 square feet with 171.33 feet of frontage. The application has the approval of the BOH, Con. Com, and the Fire Department.

WF made a motion to approve the siting and construction of a single family dwelling located at 19 Soginesse Road contingent on validation the height of the structure meets the requirements of the Bylaws, that the application has the necessary approvals and the application meets the requirements of the Town of Essex Bylaws.

JH seconded the motion.

The motion was approved unanimously by a majority of the Board Members present.

Continuation of a Public Hearing from February 24, 2016, for the application submitted by the Town of Essex/Board of Selectmen, for the Approval of a Definitive Subdivision Plan Application for the Central Conomo Point Subdivision, the Robbins Island Road portion, under the Rules and Regulations Relative to Subdivision Control. The first portion of the Central Zoning District, Beach Circle, was previously approved and subdivided.

The Town Administrator, Brendhan Zubricki, shared with the Board that the revised plan that was before them this evening was a plan which reflected the changes requested by the Planning Board. The plan was on file with the Town Clerk and reviewed by the Town Departments and Commissions as required by MGL.

The Chair, Westley Burnham, explained to those present that the Planning Board Members had conducted a site visit.

Bruce Fortier, Southern Avenue asked to address the Board. He asked it if the proposed subdivision met the requirements of the Bylaw. Westley Burnham responded that it did meet the requirements of the Zoning District.

Bruce Fortier, Southern Avenue, asked if the Board had consulted with Town Counsel. Vice Chair Kimberly Drake replied that there was not a requirement for the Board to consult with Town Counsel.

There were no further comments from the public or by the Board.

KD made a motion to close the Public Hearing.

JH seconded the motion.

The motion was approved by a majority of the Board Members present.

The Public Hearing was closed at 8:04 PM.

#### ANR Application – John Donovan – 84 Choate Street

The Board reviewed the plan and determined the plan did not have proper frontage in Essex. Mr. Donovan wrote a letter during the meeting withdrawing the application.

JH made a motion to withdraw the application without prejudice.

KD seconded the motion .

The motion was approved by a majority of the Board Members present.

#### Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

#### Regular Business – Payroll

#### Decision for the Definitive Subdivision Plan Application for the Central Conomo Point Subdivision, the Robbins Island Road portion

The Chair had written a draft Decision. The Board Members reviewed the draft Decision and edits were agreed upon. The Board Members agreed to have the Administrative Assistant complete the edits and the Chair to review and sign the Decision.

WF made a motion to approve the Decision as amended and to have the Chair sign the final Decision.

JH seconded the motion.

The motion was approved unanimously.

Adjourn

KD made a motion to adjourn the meeting.

WF seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 9:08 PM

The next Meeting of the Town of Essex Planning Board will be held on March 16, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.





## Town of Essex Planning Board Meeting Minutes – March 2, 2016

The Meeting was called to order at 7:36 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), William French (WF), Jason Heath (JH)

Board Members Absent: Dexter Doane, S. Sturgis Crocker, Corey Jackson

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

1. Community Preservation Committee –Kim Drake
2. Building Committee Update – Westley Burnham
3. Conomo Point Committee Update - Kim Drake

### Board Discussion - Potential upcoming projects and/ or future warrant articles

The Town Planner, Matthew Coogan was present to discuss potential warrant articles with the Board.

### Regular Business – Payroll

### Regular Business – Meeting Minutes

WF made a motion to approve the Meeting Minutes of January 20, 2016, February 3, 2016 and February 24, 2016 as amended.

DD seconded the motion.

The motion approved by a majority of the Board Members present.

### Adjourn

KD made a motion to adjourn the meeting.

WF seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:45 PM

The next Meeting of the Town of Essex Planning Board will be held on March 16, 2016, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.

## Town of Essex Planning Board – Meeting Minutes – February 24, 2016

### Planning Board Members

Westley Burnham, Chair	Jason Heath
Kimberly Drake, Vice Chair	Dexter Doane
Corey Jackson, Clerk	S. Sturgis Crocker
William French, Vice Clerk	

Board Members Present: Jason Heath (JH), Kimberly Drake (KD), Westley Burnham (WB), William French (WF), S. Sturgis Crocker (SC)

Board Members Absent: Dexter Doane, Corey Jackson

Town of Essex Building Inspector: William Sanborn

Planning Board Administrative Assistant: Mary-Ellen L. Feener

The Meeting was held in the Town of Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA and the meeting was opened at 7:30 PM by the Planning Board Chair Westley Burnham.

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications to be reviewed or approved by the Planning Board.

The Building Inspector did have a question regarding a property located at 165 Main Street and the current use of the property and what would be currently allowed as a use.

The Building Inspector provided documentation to the Board Members which stated that in 1999 the property had been used as two apartments and an antique shop. Subsequently according to the Building Inspector the property has been used as a single apartment on the third level and an antique shop on the first two levels. There is also an accessory building/barn on the lot.

The Planning Board discussed the fact that when it was known that a sewer system would be installed for the use of many of the properties in Essex, (approximately around the year 2,000) the Planning Board and many other of the Town of Essex Departments reviewed each property that would be able to utilize a new sewer system and at that time deemed the use of each property.

The Planning Board Members agreed that if the potential buyer(s) contacted the Department of Public Works and asked what use had the property been categorized as having when the sewer system was installed then the Board would agree that that was the current use.

### Public Hearing

The Public Hearing for the application submitted by the Town of Essex/Board of Selectmen, for the Approval of a Definitive Subdivision Plan Application for the Central Conomo Point Subdivision, the Robbins Island Road portion, under the Rules and Regulations Relative to Subdivision

Control, was opened at 7:55 PM by the Planning Board Chair Westley Burnham. Following the opening of the Public Hearing, the Chair read the Preamble for Public Hearings for those in attendance sharing with them how the Public Hearing would be conducted by the Chair and the Planning Board.

The Town of Essex Board of Selectmen were present. The Town Administrator Brendhan Zubricki, was in attendance. Town Counsel, Attorney John Goldrosen, Kopelman and Paige P.C., was present. Janet Carter Bernardo, PE, LEED AP, Senior Project Manager, of the Horsley and Witten Group, the engineering company hired by the Town of Essex to prepare the plan was present.

*(A note regarding the addresses of the people who spoke during the Public Hearing: the addresses some people stated for the record were of the land they lease from the Town of Essex located on Robbins Island Road and not necessarily the address where they permanently reside.)*

Westley Burnham asked the Town Administrator if the property line dispute with a Robbins Island Road resident, Mr. Shia had been resolved. The Town Administrator replied it had been resolved.

*(During a Public Hearing on March 5, 2014, the Town Administrator had presented on behalf of the Town of Essex and the Board of Selectmen (the Applicants) an Amended Plan for the Definitive Subdivision Plan for a Central Conomo Point Zoning District. The original Definitive Subdivision Plan had been submitted to the Planning Board in the fall of 2013 and that plan included the land located on Robbins Island Road. The Amended Plan excluded the land on Robbins Island Road until the property line dispute between Mr. Shia and the Town could be resolved.)*

The Chair read aloud four letters which had been submitted to the Planning Board office to the public. The letters will be integrated with the file at the Planning Board office which is available to the public and the letters will be added to the Meeting Minutes of February 24, 2016, upon the approval by the Board of the Meeting Minutes which are also considered to be public record.

Angus Bruce, 51 Pond Street, Member of the Town of Essex Conservation Commission, addressed the Board and stated he was at the Public Hearing on behalf of the Conservation Commission. He said he was in attendance to share the concerns voiced at the most recent Conservation Commission Meeting regarding the proposed walkway to the marsh. Planning Board Member Kimberly Drake explained that the walk way would remain as it is in its current state and there wasn't any indication on the plan that there would be any type of boardwalk or other walkway installed. The Town Administrator confirmed that there wasn't any type of boardwalk being proposed at this time.

Planning Board Member Kimberly Drake elaborated on a question brought forward in one of the letters Westley read for the public regarding the right of way and she explained that there is a distinction between a Right of Way and the actual paved area.

The Board Members discussed the letter written and submitted by Katie Ryan, 46 Robbins Island Road. Ms. Ryan's concerns were regarding adequate parking spaces for each of the proposed lots.

Judy Riggs, 41 Robbins Island Road, asked if it was possible to remove trees so that there would be parking available for the property leased by Katie Ryan at 46 Robbins Island Road. It was explained to her that for many instances in the Town when an owner would like a tree removed, *(on a road that does not have a Scenic Road designation)* the owner would perhaps need the approval of the Tree Warden and perhaps by the Conservation Commission.

Rolph Madsen, 89 Pond Street, asked how the lots could be allowed to be less than the size allowed by the State and if the project met the Standards of Adequacy. The Chair explained to Mr. Madsen that his question had been addressed many years ago when the Southern Conomo Point Zoning District had been approved and the smaller lot sizes had been acceptable for the two Zoning Districts already approved and accepted by the Town. He explained the Applicants requested waivers for items that did not meet the Standards found in the Rules and Regulations Relative to Subdivision Control. He further explained that the Bylaws for those Zoning Districts had been accepted by the Massachusetts Attorney General.

Richard Denton, 26 Island Road, asked how the proposed easement(s) could be granted between Mr. Shia and the Town of Essex. (*As shown on the proposed plan*). The Board explained that the easement(s) given to Mr. Shia were granted due to an agreement between private parties and did not pertain to the plan and application currently before the Board other than the fact the easement(s) were noted on the submitted plan.

Jeff Colder, 34 Robbins Island Road, asked about a line on the plan. The Town Administrator clarified the purpose of the line as being an indicator of the easement granted Mr. Shia.

Michael Sullivan, 42 Robbins Island Road, asked about the line between 44 and 42 Robbins Island Road and explained that what was drawn was not what had historically been used by the two proposed lots as their area. The Town Administrator replied that his question will be reviewed. Mr. Sullivan also asked about the lot located near 42 Robbins Island Road which on the plan stated it was 'designated not to be for habitation'. The Board Members explained that there were many items they would review prior to submitting a decision for the Definitive Plan before them, they would not be discussing, nor were they privy to the proposed use of the proposed lot.

Karen Gomez, 25 Island Road, asked about the future involvement of the Conservation Commission and the proposed lots. The Chair explained that if a Building Permit Application required the review and approval by the Conservation Commission that is what would happen.

Ms. Gomez also asked about the Standards of Adequacy and once again the Chair explained that the proposed subdivision was being 'fit' into what currently exists in the area (the existing dwellings, the road(s), etc.) and that for each of the subdivisions on Conomo Point there had been requests by the applicants for waivers from the existing Subdivision Rules and Regulations and the Planning Board would need to review the List of Waivers requested for this plan and then the Board Members would vote on each request which would be incorporated into a written Decision.

The Board Members agreed that a few of the Board Members would conduct a site visit so that they may compare the proposed plan with the actual area and discuss what they viewed when the Public Hearing continued.

Jason Heath made a motion to continue the Public Hearing to March 16, 2016 during the regularly scheduled meeting of the Planning Board which will be held at the Essex Fire Station Meeting Room. The Public Hearing to begin at 7:45 PM.

Kimberly Drake seconded the motion.

The motion was approved by a majority of the Board Members present.

Board Discussion - Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- Community Preservation Committee Update –Kim Drake
- Conomo Point Committee Update - Kim Drake
- Strategic Planning Committee Update – Skip Crocker
- Building Committee Update – Westley Burnham

Board Discussion – Correspondence

The Board reviewed and discussed the letter the Planning Board received from the Essex Board of Selectmen regarding the Planning Board’s request to allow the Planning Board more time with the Town Planner. Copies of the letters will be made part of these Meeting Minutes upon the approval by the Board.

Motion to Adjourn

William French made a motion to adjourn the meeting.

Jason Heath seconded the motion.

The Motion was passed by the majority of Board Members present.

There being no further business to come before the Planning Board, the Chair declared the Meeting to be adjourned at 9:18 PM.

The next regularly scheduled meeting of the Planning Board is scheduled to be on March 2, 2016, at the Town of Essex Fire Station Meeting Room, 24 Martin Street, Essex MA and will commence at 7:30 PM. The location and date of the meeting is subject to change.

## Town of Essex Planning Board Meeting Minutes – January 6, 2016

The Meeting was called to order at 7:31 PM by Chair Westley Burnham. The Meeting was held at the T.O.H.P. Burnham Library.

Board Members Present: Kimberly Drake (KD), Westley Burnham (WB), S. Sturgis Crocker (SC), Jason Heath (JH), Dexter Doane (DD)

Board Members Absent: Corey Jackson, William French

Building Inspector: Bill Sanborn – Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### ANR – 47 Choate Street – Daniel Bona

The Application was to divide one lot into two conforming lots.

The Board reviewed the plan.

JH made a motion to endorse the application and plan to divide one lot into two conforming lots.

DD seconded the motion.

The Board Members present unanimously endorsed the application and the plan.

### Adjourn

KD made a motion to adjourn the meeting.

SC seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:10 PM

The next Meeting of the Town of Essex Planning Board will be held on January 20, 2016, at the T.O.H.P. Burnham Library, 30 Martin Street, Essex MA, and will commence at 7:30 p.m.

## **Town of Essex Planning Board Meeting Minutes – December 20, 2017,**

The meeting was called to order at 7:30 PM by Vice Chair Wes Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, William French, S. Sturgis Crocker, Dexter Doane

Absent Members, Kimberly Drake, Corey Jackson, Matt Greco

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

#### **80 Pond Street--Map 05-4 (Old Map) 153-1 (New Map)—Edward Lane, Matthew Lane**

The Building Inspector presented a plan and application for a lot to be cleared for construction of a new foundation.

Dexter Doane made a motion to approve the siting of the foundation at 80 Pond Street stating that all bylaws and regulations had been met and has all the necessary signatures. The application also has Conservation and Board of Health approval.

Skip Crocker seconded the motion.

The motion was approved by a majority of the Board Members present.

### **BOARD DISCUSSION:**

Discussion on the results of the Downtown Initiative Public Forum as presented on December 14, 2017.

### **Meeting Minutes**

Skip Crocker made a motion to approve the Minutes of December 06, 2017.

Dexter Doane seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Skip Crocker made a motion to adjourn the meeting. Bill French seconded the motion which was approved by a majority of the Board Members present. The Vice Chair declared the Meeting to be adjourned at 8:15 PM.

The next Meeting of the Town of Essex Planning Board will be held on January 03, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes – December 06, 2017,**

The meeting was called to order at 7:30 PM by Vice Chair Wes Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, William French, Matt Greco, S. Sturgis Crocker

Absent Members, Kimberly Drake, Corey Jackson, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

#### **82 Apple Street--Map 10-2 (Old Map) 141-13 (New Map)—Jason Prudden**

The Building Inspector presented a plan and application for new construction at 82 Apple Street.

Bill French made a motion to approve the siting of the foundation at 82 Apple Street stating that all bylaws and regulations had been met and has all the necessary signatures. The application has Conservation approval.

Skip Crocker seconded the motion.

The motion was approved by a majority of the Board Members present.

### **UPDATES FROM THE CHAIR:**

In response to an email of 10/31/2017, Wes Burnham met with a representative of Tower North Development regarding a potential new tower site in Essex.

In response to an email of 11/13/2017, Wes Burnham met with Peter Brown concerning the Drinkwater property off Southern Ave.

### **Meeting Minutes**

Matt Greco made a motion to approve the Minutes of November 15, 2017.

Skip Crocker seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Skip Crocker made a motion to adjourn the meeting. Bill French seconded the motion which was approved by a majority of the Board Members present. The Vice Chair declared the Meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on December 20, 2017 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 martin Street, Essex and will commence at 7:30 PM.



## **Town of Essex Planning Board Meeting Minutes – November 15, 2017,**

The meeting was called to order at 7:30 PM by Vice Chair Wes Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, William French, Matt Greco, Dexter Doane

Absent Members, Kimberly Drake, S. Sturgis Crocker, Corey Jackson

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

There was no Building Inspector's report, due to the fact that there were no Building Permits which required review or approval by the Planning Board.

### **Board Discussion**

Discussion on Planning Board topics presented at the Town Meeting held on November 13, 2017. Town's Zoning Bylaw corrections and Temporary Moratorium on Marijuana Establishments were approved.

In response to an email of 10/31/2017, Wes Burnham will meet informally with representative of Tower North Development regarding a potential new tower site in Essex.

In response to an email of 11/13/2017, Wes Burnham met with Peter Brown concerning the Drinkwater property off Southern Ave.

### **Meeting Minutes**

Dexter Doane made a motion to approve the Minutes of November 1, 2017.

Bill French seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Matt Greco made a motion to adjourn the meeting. Bill French seconded the motion which was approved by a majority of the Board Members present. The Vice Chair declared the Meeting to be adjourned at 8:50 PM.

The next Meeting of the Town of Essex Planning Board will be held on December 6, 2017 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes – November 1, 2017,**

The meeting was called to order at 7:30 PM by Vice Chair Wes Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street.

### **Board Members**

Present Members, Westley Burnham, William French, Matt Greco, Corey Jackson,

Absent Members, Kimberly Drake, Dexter Doane, S. Sturgis Crocker

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

#### **4 Soginese Road—Map 14-1G (Old Map) 120-23 (New Map)-- Christopher J. Wolf**

The Building Inspector presented site plan and application to replace and extend a pre-existing nonconforming barn at 4 Soginese Road.

Bill French made a motion to make a finding under 6-4.2 to replace and extend a pre-existing nonconforming barn stating that the proposed extension shall not be substantially more detrimental than the existing nonconforming use to the neighborhood.

Corey Jackson seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Board Discussion**

Discussion on Planning Board topics to be presented at the Town Meeting to be held on November 13, 2017.

Bill French made a motion that the Planning Board recommend for approval, at the Town Meeting, zoning article #5 and zoning article #6

Corey Jackson seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Meeting Minutes**

Matt Greco made a motion to approve the Minutes of October 18, 2017.  
Bill French seconded the motion.  
The motion was approved by a majority of the Board Members present,

### **Adjourn**

Corey Jackson made a motion to adjourn the meeting.  
The Bill French seconded the motion.  
The motion was unanimously approved.  
The Vice Chair declared the meeting adjourned at 8:25

## **Town of Essex Planning Board Meeting Minutes – October 18, 2017**

The meeting was called to order at 7:30 PM by Vice Chair Wes Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street.

### **Board Members**

Present Members, Westley Burnham, William French, S Sturgis Crocker, Matt Greco, Dexter Doane

Absent Members, Corey Jackson, Kimberly Drake

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

There was no Building Inspector's report, due to the fact there were no Building Permits which required review or approval by the Planning Board.

### **ANR Application – 107 Belcher Street Rear—Map 017-13B (Old Map) Map 114-1 (New Map) Brian Patrician Jr.**

The Board reviewed the application and the plan to create two lots which are not to be considered buildable lots.

Dexter Doane made a motion to endorse the ANR plan for 107 Belcher Street Rear to create two non-buildable lots.

William French seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Meeting Minutes**

Skip Crocker made a motion to approve the Minutes of October 4, 2017 (as corrected) William French Seconded the motion which was voted unanimously.

### **Public Hearing**

The Public Hearing for the application submitted by the Town of Essex/Board of Selectmen, to see if the Town will vote to amend the Town's Zoning Bylaw by adding a new section,

**TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**, that would provide as follows, and further to amend the Table of Contents to add Section 6-14 "Temporary Moratorium on Recreational Marijuana Establishments".

The meeting was opened at 8:00 PM by the Planning Board Vice Chair, Westley Burnham. Following the opening of the Public Hearing, the Vice Chair read the Preamble for Public Hearings for those in attendance, sharing with them how the Public Hearing would be conducted.

The Town of Essex Selectmen, Lisa O'Donnell and Andrew Spinney were present. The Town Administrator, Brendham Zubricki, was in attendance. Also in attendance were Walter Rich and Michael McConnell.

The Town Administrator, Brendham Zubricki, discussed the article requested by the Board of selectmen, based on the recommendations by Town Counsel, Kopelman and Paige.

Westley Burnham discussed the State timelines as they related to the Town's needs to study and address the legal, planning and public safety issues.

Brendhan Zubricki stated that March 15, 2018 is the date for the Cannabis Control Commission to issue regulations, regarding the issuance of licenses for recreational marijuana establishments.

Lisa O'Donnell stated that the Town Boards would need time to plan properly.

**TO SEE IF THE TOWN WILL VOTE TO AMEND THE TOWN'S ZONING BYLAWS AS FOLLOWS:**

The Vice Chair summarized the article to make corrections, submitted to the Planning Board, to five different Bylaws to correct certain Bylaw numbering. There would be no change in intent, only direction to different sections.

Brendham Zubricki questioned if the Planning Board would have a one page handout for the Town Meeting on November 13, 2017.

The Vice Chair opened the meeting for questions from Board Members and Public. No further questions were received.

Skip Crocker made a motion to close the Public Hearing.

Dexter Doane seconded the motion.

The motion was approved unanimously.

The Public Hearing was closed at 8:15 PM

**Board Discussion:**

Update on Downtown Initiative –

Lisa O'Donnell provided positive information received from the public. Consultants are currently working toward a future public forum. Possibly early December.

**Adjourn**

Skip Crocker made a motion to adjourn the meeting. Dexter Doane seconded the motion which was voted unanimously. The chair declared the Meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on November 1, 2017 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin St, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes – October 04, 2017

The meeting was called to order at 7:30 PM by Chair Kim Drake. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street.

### Board Members

Present Members: Kimberly Drake, Westley Burnham, William French, S Sturgis Crocker, Matt Greco

Absent Members, Corey Jackson, Dexter Doane

Building Inspector: William Sanborn

Temporary Administrative Assistant: Dawn Burnham

### Building Inspector's Report

#### J. Masterson Construction – Jeff Masterson

Discussion with Building Inspector and Jeff Masterson of J. Masterson construction concerning Drinkwater Property off of Laurel Lane. Discussed for possible uses, access issues, frontage issues and the Gloucester Watershed impact on any new uses. Mr. Masterson questioned if the town would be willing to transfer some abutting Town property to possibly create frontage. He was referred to the Board of Selectman to pursue.

#### 147 Eastern Avenue—Map 15- 47 (Old Map) Map 137-14 (New Map)

Building Inspector discussed violation of Junk Yard Bylaw, visited property, estimate in excess of 140 vehicles stored on back lot. A notice was sent from his office, and an employee on premises during site visit was advised to contact the Building Inspector.

#### 60 Eastern Avenue—Map 38-42 (Old Map) Map 127-14 (New Map)

Building Inspector reported a brief discussion with property owner concerning current and proposed uses for the accessory building located on this property. More to come.

#### 22-26 John Wise Avenue—Map 13-15 (Old Map) 120-4 (New Map)

Building Inspector gave update on enforcement notice of zoning violation issued for the property recently created by Approval Not Required plan submitted and endorsed by the Planning Board. Mr. Ginn informed that no permits associated with this property will be issued until this issue is resolved.

#### 69 Choate Street—Map 16-9<sup>A</sup>(Old Map) Map 105-6 (New Map) -- Bubble Factory

Building Inspector gave an update on the permits involved with the Bubble Factory. Early August permit request reviewed and approved to do renovation to the barn to create home office space. Actual

construction exceeded permitted approval. Fire Chief advised and stopped installation of 1000 gallon propane tank and has requested information on furnaces and other related equipment installed on premises without proper permitting. Building Inspector informed the applicant that the current Permit is revoked. Currently waiting response from applicant.

**101 Southern Avenue – Map 10-015 (Old Map) 140-58 (New Map)**

Building Inspector questioned regarding the status of the current dilapidated and caving in barn located at that address. Building Inspector stated the building is not considered a public safety risk, and no action will be taken at this time.

**Board Discussion**

Discussion of Recreational Marijuana Moratorium to be presented at the Fall Town Meeting. Board decided to assign section 6-14 to the new Bylaw. Further discussion of removing the entire 6-14 at annual Town Meeting 2019 as the moratorium will have expired in December 2018.

Brief discussion of Bylaw changes to review for May 2018 Annual Town Meeting.

Continued to review applicability and need for Solar Installation Bylaw.

Flood Plain Zoning Bylaw needs to have map references updated due to new FEMA maps being issued.

**Chairman's Update**

Board of Selectmen have invited Planning Board members to a joint meeting with the Animal Control Officer and Board of Selectmen to discuss regulating size and other aspects of dog kennels in the Town of Essex on 10/16/2017.

Brief discussion on the Social Media email from the Essex Town Clerk addressing Secretary of State's communication concerning Deliberation and Electronic Communication (revised March 10, 2017)

Kim Drake read a notification of a request to the DEP to allow installation of a seasonal floating dock to be located in front of 12 Lufkin Point Lane. Chairman to verify with the DEP if any actions are required by this Board.

**Meeting Minutes**

Skip Crocker made a motion to approve the Minutes of September 20, 2017. Bill French Seconded the motion which was voted unanimously.

**Adjourn**

Bill French made a motion to adjourn the meeting. Skip Crocker seconded the motion which was voted unanimously. The chair declared the Meeting to be adjourned at 8:57 PM.

The next Meeting of the Town of Essex Planning Board will be held on October 18<sup>th</sup>, 2017 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin St, Essex and will commence at 7:30 PM.



## Town of Essex Planning Board Meeting Minutes – September 20, 2017

The meeting was called to order at 7:32 PM by Chair Kim Drake. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street.

### Board Members

Present Members: Kimberly Drake, Westley Burnham, Dexter Doane, William French , S Sturgis Crocker

Absent Members: Matt Greco, Corey Jackson

Building Inspector: William Sanborn, on vacation

Temporary Administrative Assistant: Dawn Burnham

### Building Inspector's Report

Not available, Bill Sandborn on vacation

### Board Discussion

- Board discussed a recent citizen complaint regarding property at 147 Eastern Ave, Chair verified all information forwarded to the Building Inspector for resolution.
- Board briefly discussed a complaint received from an abutter to 60 Eastern Ave, information will be forwarded to the Building inspector to investigate.
- Wes Burnham reported a conversation with the Animal Control Officer, Amy Reilly, concerning possible bylaw changes at a future date concerning Dog Kennels. To be addressed later for possible presentation to the May 2018 ATM.
- Board discussed a request from the BOS for placing an article on the Fall Town Meeting warrant for a Moratorium on Recreational Marijuana establishments. Requires a Public Hearing by the Planning Board. This moratorium is proposed until December of 2018 to allow time for the State of Mass regulations to be written and reviewed to determine if any local zoning changes will be warranted prior to establishing retail marijuana locations.

**Motion:** by Wes Burnham to schedule a public hearing on October 18<sup>th</sup> 2017 at 8pm. Seconded by Bill French, Passed unanimously.

- Board discussed five (5) reference errors identified in the current bylaws. These errors appear to have been missed when Section 6 of the bylaws was reorganized in 2010.

**Motion:** by Skip Crocker to include an article for action at the Fall Town meeting and to include this article in the public hearing scheduled for October 18<sup>th</sup> following the previously scheduled Marijuana Moratorium article. Seconded by Dexter Doane, Passed unanimously.

- Committee Updates from the Board Members who volunteer to serve on the Boards or Committees: Community Preservation Committee–Kim Drake,
- Strategic Planning Committee Update – Skip Crocker,
- Building Committee Update – Westley Burnham.

No updates discussed.

#### **Chairman's Update**

None

#### **Meeting Minutes**

William French made a motion to approve the Minutes of September 6<sup>th</sup>, 2017. Dexter Doane Seconded the motion which was voted unanimously.

S Sturgis Crocker made a motion to adjourn the meeting. Dexter Doane seconded the motion which was voted unanimously. The chair declared the Meeting to be adjourned at 9:10 PM.

The next Meeting of the Town of Essex Planning Board will be held on October 4<sup>th</sup>, 2017 at the Essex Fire Station Meeting Room, 24 Martin St, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes – September 06, 2017

The meeting was called to order at 7:30 PM by chair Kimberly Drake. The meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

### Board Members

Kimberly Drake, Chair  
Corey Jackson,  
Dexter Doane

Wes Burnham, Vice Chair  
S. Sturgis Crocker

William French, Vice Clerk  
Matthew Greco, Clerk

Present Members: Westley Burnham, Kimberly Drake, William French, Matthew Greco, Dexter Doane, S. Sturgis Crocker

Absent Members: Corey Jackson

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### Building Inspector's Report

#### 1 Kings Court—Map 6 , Lot 12 (Old Map) Map 151-17 (New Map) –Scott Harmon

The Building Inspector presented plans to build a new barn type structure. The Building Inspector confirmed that all approvals had been received. The Board approved siting of a new structure.

Dexter Doane made a motion to approve the siting of the new building finding it meets the requirements of the Town of Essex Bylaws.

S. Sturgis Crocker seconded the motion

The motion was approved by a majority of the Board Members present.

#### 134 Southern Avenue—Map 10, Lot 11 (Old Map) Map149-5 (New Map)-- Bothways Farm Realty Trust

The Building Inspector presented plans for tearing down a portion of the current house and adding a breezeway to connect to a new house. The new dwelling will be a single level. There will not be a second floor. The Building Inspector confirmed that all approvals had been received.

Dexter Doane made a motion to approve the addition stating that it meets all setback requirements.

S. Sturgis Crocker seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Board Discussion**

Vice Chair, Wes Burnham reported back on the Downtown Initiative meeting of 8-31-2017. This was the first of three discussions with local stakeholders. Those attending at this early stage voiced concerns, ideas and suggestions for the Town of Essex going forward.

Based on the input of those attending the meeting, the consultants will convey their recommendations to the Town.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of August 02, 2017 & August 16, 2017.

Wes Burnham made a motion to approve the meeting minutes of August 02, 2017  
S. Sturgis Crocker seconded the motion.

S. Sturgis Crocker made a motion to approve the minutes of August 16, 2017  
Dexter Doane seconded the motion.

Both motions were approved by a majority of the Board Members present.

### **Adjourn**

Kim Drake made a motion to adjourn the meeting.

Wes Burnham seconded the motion.

The motion was approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 9:30 PM.

The next meeting of the Town of Essex Planning Board will be held on September 20, 2017 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex MA, and will commence at 7:30 PM.

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Town of Essex Planning Board Meeting Minutes – August 16, 2017

The meeting was not opened due to the fact that there was not a quorum of planning board members present.

**Board Members**

Kimberly Drake, Chair  
Corey Jackson  
Dexter Doane

Westley Burnham, Vice Chair  
S. Sturgis Crocker

William French, Vice Clerk  
Matthew Greco, Clerk

Present Members: Westley Burnham, S. Sturgis Crocker, Matthew Greco

Absent Members: Kimberly Drake, William French, Corey Jackson, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

The next meeting of the Town of Essex Planning Board will be held September 6, 2017 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex MA, and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes – August 02, 2017

The meeting was called to order at 7:30 PM by chair Kimberly Drake. The meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

### **Board Members**

Kimberly Drake, Chair  
Corey Jackson,  
Dexter Doane

Wes Burnham, Vice Chair  
S. Sturgis Crocker

William French, Vice Clerk  
Matthew Greco, Clerk

Present Members: Westley Burnham, Kimberly Drake, William French, Matthew Greco, Dexter Doane, S. Sturgis Crocker

Absent Members: Corey Jackson

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

#### **82 Main Street—Map 037, Lot 25**

Board member S. Sturgis Crocker recused himself from the Board discussion and vote due to the fact that he does business with property.

Board Vice Chair Wes Burnham recused himself from the Board discussion and vote due to the fact that there was a personal relationship with property owner.

Board approved siting of new building, remove existing shed and relocate oil storage tank. The Building Inspector confirmed that all approvals had been received.

Bill French made a motion to approve the sighting of the new building finding it meets the requirements of the Town of Essex Bylaws.

Dexter Doane seconded the motion

The motion was approved by a majority of the Board Members present.

S. Sturgis and Wes Burnham returned to meeting.

## **2 Andrews Street—Map 006, Lot 16**

The owner presented a plan for a Site Plan review for 2500 square feet to be added to existing barn.

The Board approved the siting of the addition pending final sign off required on building permit application.

Wes Burnham made a motion to approve the site plan review for Margo Kusulas and Jared McGrath proposed building, 70 x34, to be connected to existing hay barn.

Bill French seconded the motion.

S. Sturgis Crocker made a motion to the siting of the building.

Dexter Doane seconded the motion.

Both motions were approved by a majority of the Board Members present.

### **Board Discussion**

Board Member S. Sturgis Crocker recused himself due to prior involvement.

Board discussed signage relevant to businesses located on Dodge Street. Discussion of Town Council's opinion that the signs put in place by private individuals are billboards. The Board discussed this and determined that they do not meet our definition of billboards. The signage space is not for lease, therefore it is not considered a billboard in the Town of Essex. (ref. definitions at front of section 6 of the Town's bylaws)

The Chair will inform the Board of Selectmen of the finding relative to Town Council's opinion.

### **Board Discussion**

1-Discussion on upcoming Downtown Initiative kick off meeting to discuss possible stakeholders for input at scheduled meeting of 8/31.

2-Vice Chair, Wes Burnham reported back on Ipswich Planning Board meeting he attended re: 2.4 acre solar project under consideration. The Board discussed potential solar project in Essex and agreed that it should be Industrial "A" zoning.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of July 19, 2017.

Kim Drake made a motion to approve the meeting minutes of July 19, 2017

Dexter Doane seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Kim Drake made a motion to adjourn the meeting.

William French seconded the motion.

The motion was approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 9:30 PM.

The next meeting of the Town of Essex Planning Board will be held on August 16, 2017 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex MA, and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes – July 19, 2017

The meeting was called to order at 7:30 PM by chair Kimberly Drake. The meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

### Board Members

Kimberly Drake, Chair  
Corey Jackson,  
Dexter Doane

Wes Burnham, Vice Chair  
S. Sturgis Crocker

William French, Vice Clerk  
Matthew Greco, Clerk

Present Members: Westley Burnham, Kimberly Drake, William French, Matthew Greco, Corey Jackson

Absent Members: S. Sturgis Crocker, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### Building Inspector's Report

#### 27 Centennial Grove -- Map 146, Lot 022-27

Discussion based on complaint of work at 27 Centennial Grove. Owner to apply for proper building permits before continuing work.

#### 6 Water Street – Map 136, Lot 034

Board approved removal of existing porch – to replace with a two (2) story addition. Under 6-4.2 the proposed construction will be no more detrimental than the existing use.

The vote was unanimous.

#### 123 Main Street –Map 136, Lot 132

Board discussed with Building Inspector proposed 18x32 addition to existing two (2) family. Lot is pre-existing non - conforming lot. Proposed addition meets all zoning setbacks.

No action required by the Board.



### **ANR application – 25 Apple Street**

The Board reviewed the application and the plan.

Wes Burnham made a motion to endorse the ANR plan presented by XLO Realty Trust to create parcel "A" to be transferred to adjoining property at 21 Apple Street. Plan was prepared by LeBlanc Survey Associates dated 6/20/2017.

William French seconded the motion.

The vote was unanimous.

### **Board Discussion**

Discussion on email from Eric Holt re: installation of large scale ground solar array off Essex Park Road. Board decided to consider such a project under Industrial Class A of the Town of Essex By-Laws.

There was continued discussion on how to proceed in the future. The possibility of writing a Solar By-Law was presented.

Kim asked the Board for suggestions on potential future projects to discuss at the next meeting.

### **Meeting Minutes**

Kim Drake made a motion to approve the Minutes of June 21, 2017. Bill French seconded the motion which was voted unanimously.

### **Adjourn**

Matthew Greco made a motion to adjourn the meeting. Corey Jackson seconded the motion which was voted unanimously. The chair declared the Meeting to be adjourned at 9:30

The next meeting of the Town of Essex Planning Board will be held on August 2, 2017 at Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

Town of Essex Planning Board Meeting Minutes – July 5, 2017

The meeting was not opened due to the fact that there was not a quorum of planning board members present.

**Board Members**

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair  
S. Sturgis Crocker

William French, Clerk  
Matthew Greco

Present Members: Westley Burnham, Kimberly Drake, Dexter Doane

Absent Members: William French, Clerk, Corey Jackson, Vice Clerk, S. Sturgis Crocker, Matthew Greco

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

The next meeting of the Town of Essex Planning Board will be held on July 19, 2017 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex MA, and will commence at 7:30 PM.

Town of Essex Planning Board Meeting Minutes – June 21, 2017

The meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA, 01929

**Board Members**

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair  
S. Sturgis Crocker

William French, Clerk  
Matthew Greco

Present Members: Westley Burnham, Kimberly Drake, Matthew Greco , William French, S.Sturgis Crocker, Dexter Doane

Absent Member: Corey Jackson,

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

**Building Inspector's Report**

**111 Conomo Point Road –Map 108, Lot76**

Board member Dexter Doane recused himself from the Board discussion and vote of 111 Conomo Point Road due to the fact he is currently involved in the construction of the property.

The Building Permit Application for 111 Conomo Point Road was for renovation to enclose a back porch and make changes to the second floor which would not be higher than the existing roofline.

Kim Drake made a motion to approve the Building Permit Application stating it was no more detrimental than the existing use under 6-4.2.

S. Sturgis seconded the motion.

The vote was unanimous with the exception of Dexter Doane.

**6 Water Street – Map 136, 34**

Informal discussion of proposed reconstruction of three season porch. Referred to Building Inspector for further guidance.

### **Election of Board Officers**

S. Sturgis made a motion to appoint Kim Drake to the position of Planning Board Chair.

William French seconded the motion.

The motion was voted unanimously.

S. Sturgis made a motion to appoint Wes Burnham to the position of Vice Chair.

William French seconded the motion.

The motion was voted unanimously.

Kim Drake made a motion to appoint William French to Vice Clerk.

Dexter Doane seconded the motion.

The motion was voted unanimously.

Kim Drake made a motion to appoint Matthew Greco to Clerk

Dexter Doane seconded the motion.

The motion was voted unanimously.

### **Chairman's Update**

Discussion of required reading for Town Policies

Discussion of Lowland Farms, final paperwork close out and final escrow payment

Kim Drake discussed the grant received for creation of the downtown district and improvements for economic development. Summarized initial kick off meeting held with consultant and MAPC representative.

Brief discussion of security cameras to be installed along the Essex River as proposed by Essex Police.

Kim Drake briefly discussed the dedication of the John J. Donovan Reservation , and the Sagamore Hill conservation Area which will be held on July 9, 2017.

**Meeting Minutes**

William French made a motion to approve the Minutes of June 07, 2017. Dexter Doane seconded the motion which was voted unanimously.

Wes Burnham made a motion to adjourn the meeting. Dexter Doane seconded the motion which was voted unanimously. The chair declared the Meeting to be adjourned at 8:30 p.m.

The next Meeting of the Town of Essex Planning Board will be held on July 05, 2017 at the Essex Town Hall 2nd Floor Meeting Room, 30 Martin Street, Essex MA, and will commence at 7:30 PM.

Town of Essex Planning Board Meeting Minutes – June 07, 2017

The meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA, 01929

**Board Members**

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair  
S. Sturgis Crocker

William French, Clerk  
Matthew Greco

Present Members: Westley Burnham, Kimberly Drake, Matthew Greco , William French

Absent Member: Dexter Doane, Corey Jackson, S. Sturgis Crocker

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

**Building Inspector's Report**

Building Inspector was not present.

**Chairman's Update**

Discussion of required reading for Town Policies

Discussion of new office set up and improvement of filing system as time allows

Discussion of Lowland Farms, final paperwork close out and final escrow payment

Kim Drake discussed the grant received for creation of the downtown district and improvements for economic development. Summarized initial kick off meeting held with consultant and MAPC representative.

Brief discussion of security cameras to be installed along the Essex River as proposed by Essex Police.

Board decided to postpone the election of Board Officers until future date to be determined.

**Meeting Minutes**

Kim Drake made a motion to approve the Minutes of May 17, 2017. Bill French seconded the motion which was voted unanimously.

Kim Drake made a motion to adjourn the meeting Bill French seconded the motion which was voted unanimously. The chair declared the Meeting to be adjourned at 20:18.

The next Meeting of the Town of Essex Planning Board will be held on June 21, 2017 at the Essex Town Hall 2nd Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

Town of Essex Planning Board Meeting Minutes – May 17 , 2017

The meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA, 01929

**Board Members**

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair  
S. Sturgis Crocker

William French, Clerk  
Matthew Greco

Present Members: Westley Burnham Dexter Doane, Kimberly Drake, Matthew Greco , S Sturgis Crocker

Absent Member: William French, Corey Jackson

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

**Building Inspector's Report**

Brought plans for 176 John Wise Avenue. The owner wants to change current property to two family use. Proposed plan reviewed by board and building inspector.

Motion: Kim Drake moved to approve the proposed addition and conversion to two family use finding all required approvals have been received and proposed construction meets all the requirements of the current zoning laws in effect. Seconded: Dexter Doane, voted unanimously by all members present.

Westley Burnham is recusing himself from discussion on the following due to previous financial involvement with this property. Kim Drake to assume Chairman Position for the following action.

Presented plans for the replacement of the existing residential structure located at 2 Hardy Lane. Proposed plan reviewed by board and building inspector, new house to be constructed within the existing footprint.

Motion: Dexter Doane moved to approve the siting of new house to be located within the existing footprint finding the change is no more detrimental than the existing non-conforming use under 6-4.3 of the Essex Bylaws. All other required approvals have been received. Seconded: S. Sturgis Crocker. Voted approval by all members except Westley Burnham abstained due to need to recuse from any action.

Held informal discussion with Roland, Jane, Richard and Carla Adams regarding property located at 4 & 8 Belcher Street. Discussion was centered around subdivision of 14 acre lot. Building Inspector and Board recommended to approach the Appeals Board for a possible variance.



S. Sturgis left meeting to respond to a fire alarm call. 20:30.

Board decided to postpone the election of Board Officers until future date to be determined.

Motion: Kim Drake moved to postpone annual elections until a future date. Seconded: Dexter Doane. Voted unanimously by all members present.

### Meeting Minutes

Kim Drake made a motion to approve the Minutes of April 19, 2017. Dexter Doane Seconded the motion which was voted unanimously.

### Chairman's Update

Chairman discussed the Town offices moving back into the Town Hall at 30 Martin Street should be completed by end of next week.

Board welcomed newly elected Board Member: Matthew Greco and new Administrative Assistant: Mary Heeney.

Chairman discussed briefly the Chief of Police's request to place surveillance cameras at various locations on the Essex River. Board of Selectman to make decision in approximately three weeks following a public forum held on May 15, 2017.

S Sturgis Crocker made a motion to adjourn the meeting. Dexter Doane seconded the motion which was voted unanimously. The chair declared the Meeting to be adjourned at 9:10 PM.

The next Meeting of the Town of Essex Planning Board will be held on June 7, 2017 at the Essex Town Hall 2nd Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes - April 19, 2017**

The meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA, 01929

### **Board Members**

Westley Burnham, Chair	Kimberly Drake, Vice Chair	William French, Clerk
Corey Jackson, Vice Clerk	S. Sturgis Crocker	Jason Heath
Dexter Doane		

Present Members: Westley Burnham, S. Sturgis Crocker, Kim Drake, William French, Jason Heath, Corey Jackson

Absent Members: Dexter Doane

Building Inspector: William Sanborn

Temporary Administrative Assistant: Dawn Burnham

Also Present: Mark & Ingrid Renzi

The Meeting was called to order by Chair, Westley Burnham at 7:30.

### **Building Inspector's Report:**

5 Lufkin Point Road – Rob Hass

The Board previously approved the plan in its entirety. Jason Heath moved to reaffirm the Boards approval. S. Sturgis Crocker seconded the motion which was voted unanimously.

Board performed a Site Plan Review for construction of a new single family dwelling at 86 Southern Ave. See plan for details. Jason Heath motioned the Board accept the plans. The motion which was seconded by Kim Drake and passed unanimously.

The Building Inspector is sending a citation to The Boat House Restaurant To bring their sign into compliance.

The Board and the Building Inspector discussed the zoning violation created the owners of 22 John Wise Avenue. The Inspector will send notification.

### **The Public Hearing for the Water Shed Protection By-Law change opened at 8:00pm.**

No one from the public was present.

The Board briefly discussed the change.

Jason Heath moved to close the hearing. S. Sturgis Crocker seconded the motion that was voted unanimously. Kim Drake will present this Article at the Annual Town Meeting.

**The Public Hearing to renew Sprint's Special Permit opened at 8:10pm**

No one from the public or the applicant were present.

The Board briefly discussed the draft written by the chair. William French moved the Board approve the draft. S. Sturgis Crocker seconded the motion which was voted unanimously. Jason Heath moved the hearing be closed. S. Sturgis Crocker seconded the motion which was voted unanimously.

**Chairman's Report**

Building Committee: Town Administrator, Brendhan Zubricki and Fire Chief, Dan Doucette are looking in to emergency funding to fix the fire station floor under the ladder truck.

**Meeting Minutes**

William made a motion to approve the Minutes of April 19, 2017. Jason Heath Seconded the motion which was voted unanimously.

Jason Heath made a motion to adjourn the meeting at 8:15. William French seconded the motion that was voted unanimously.

The next Meeting of the Town of Essex Planning Board will be held on May 17, 2017 at the Essex Fire Station Meeting Room, 24 Martin St, Essex and will commence at 7:30 PM.

Town of Essex Planning Board Meeting Minutes – April 5, 2017

The meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA, 01929

**Board Members**

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair  
S. Sturgis Crocker

William French, Clerk  
Jason Heath

Present Members: Westley Burnham Dexter Doane, Kimberly Drake, William French , S Sturgis Crocker

Absent Members: Jason Heath, Corey Jackson

Building Inspector: William Sanborn

Temporary Administrative Assistant: Dawn Burnham

Also present: Lori Baker, candidate for the Administrative Assistant position.

**Building Inspector's Report**

- brought plans for Winthrop St. The owner wants to connect the breezeway/garage and put an addition on the present house. The Board approved the sighting of the addition to the main house. The inspector will refer the homeowner to the Board of Appeals for the rest of the proposed construction.
- Presented plans for proposed construction of a 36'x24' 2 car garage at 2 School St.. S. Sturgis Crocker motioned to approve the garage construction. Kim Drake seconded the motion which was unanimously passed.
- Kim Drake brought up the new sign at The Boat House Restaurant, asking if it is legal. Inspector Sanborn stated he will check on this.
- The Board & Inspector discussed the fact Ernie Neiberle wants to relocate the sign now in the middle of his gas pump island. It was decided Mr. Neiberle should seek a Building Permit. The Planning Board will review it in the context of 6-4.2, "no more detrimental than present sign".

**Meeting Minutes**

William French made a motion to approve the Minutes of April 5, 2017. Dexter Doane Seconded the motion which was voted unanimously.

### **Chairman's Update**

The Board has 2 Hearings on April 19<sup>th</sup>.

First Hearing to renew the Sprint Cell Tower Special Permit. The current permit expired February 2, 2017.

Second Hearing proposed by-Law change to be presented at the Annual Town Meeting, May 1,2017.

Low Land Farm appeals period ends tonight, April 5, at midnight.

Town Building Committee: The floor under the Ladder Truck is collapsing. Steel plates have been placed under the truck to prevent further damage to the floor.

### **Administrative Assistant**

The 2 candidates for the Administrative Assistant position were discussed. Dexter Doane made a motion to offer Mary Heeney the position. Kim Drake seconded the motion which was voted unanimously.

Chairman Burnham discussed the possibility of adding a Special Permit requirement to address Kennels in Town. The Town Clerks office issues the Kennel Permits. The Board of Health controls sanitation issues. Further discussion will follow at a later meeting.

S Sturgis Crocker made a motion to adjourn the meeting. Dexter Doane seconded the motion which was voted unanimously. The chair declared the Meeting to be adjourned at 9:10 PM.

The next Meeting of the Town of Essex Planning Board will be held on April 19, 2017 at the Essex Fire Station Meeting Room, 24 Martin St, Essex and will commence at 7:30 PM.

Town of Essex Planning Board Meeting Minutes – March 15, 2017

The meeting was called to order at 7:30 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA, 01929

**Board Members**

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair  
S. Sturgis Crocker

William French, Clerk  
Jason Heath

**Board Members Present:** Westley Burnham (WB), Jason Heath (JH), William French (WF), Dexter Doane (DD).

**Board Members Absent:** S. Sturgis Crocker, Kimberly Drake, Corey Jackson.

**Substitute Administrative Assistant:** Dawn A. Burnham

**Building Inspector's Report**

There was no Building Inspector's Report due to the fact there were no Building Permits which required review or approval by the Planning Board.

**Meeting Minutes**

Jason Heath made a motion to accept the Meeting Minutes of March 1, 2017. Dexter Doane seconded the motion.

The motion was approved unanimously by the Board Members.

**Lowland Farms Decision**

Jason Heath made a motion to approve modification of Lowland Farms definition subdivision plan originally approved January 27, 1995 as written in the decision dated March 15, 2017.

Dexter Doane seconded the motion.

The motion was unanimously approved by the Board Members.

**Chairman's Update**

Chairman Burnham updated the Board on the status of the Building Committees progress on a new Public Safety Building.

There will be a Public Hearing on April 19, 2017 to discuss By-Law changes and possible marijuana moratorium.

**Adjourn**

Jason Heath made a motion to adjourn the meeting.

William French seconded the motion.

The motion was unanimously approved by the Board Members.

The chair declared the Meeting to be adjourned at 8:10 PM.

The next Meeting of the Town of Essex Planning Board will be held on April 5, 2017 at the Essex Fire Station Meeting Room, 24 Martin St, Essex and will commence at 7:30 PM.



## Town of Essex Planning Board Meeting Minutes – March 1, 2017

The Meeting was called to order at 7:40 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

### Board Members

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair,  
S. Sturgis Crocker

William French, Clerk  
Jason Heath

Board Members Present: Westley Burnham (WB), Kimberly Drake (KD), William French (WF), S. Sturgis Crocker

Board Members Absent: Dexter Doane, Jason Heath, Corey Jackson

Building Inspector: Bill Sanborn – Assistant Building Inspector: Bill Holton

Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

There was no Building Inspector's Report due to the fact there were no Building Permits which required review or approval by the Planning Board.

### Meeting Minutes

William French made a motion to accept the Meeting Minutes of Meeting Minutes of February 1, 2017, as amended. Skip Crocker seconded the motion.

The motion was approved by a majority of the Board Members present.

### Public Hearing

*Public Hearing to amend the Definitive Lowland Farm Road Subdivision Decision due to the completion of the private road and the As-Built Plan. Said subdivision is located off of Apple Street, Assessor's Map 141.*

The Chair opened the Public Hearing at 7:50 PM.

Attorney Miranda Gooding and Lowland Farm Road property owner, Andrew Briggs present, representing the Home Owners Association.

There was no other people in attendance.

Both Attorney Gooding and the Chair shared the past events regarding the completion of the Lowland Farm Road Subdivision.



The Board discussed the request by the Home Owners Association to waive the requirement of an As-Built Plan.

For the record, Kimberly Drake stated she was opposed to waiving the requirements of an As-Built Plan.

Skip Croker made a motion to close the Public Hearing at 8:24 PM.

Kimberly Drake seconded the motion.

The motion was approved by a majority of the Board Members present.

The Chair declared the Public Hearing to be closed.

### **Adjourn**

Kim Drake made a motion to adjourn the meeting.

William French seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 9:10 PM.

The next Meeting of the Town of Essex Planning Board will be held on March 15, 2017, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – February 16, 2017

The Meeting was called to order at 7:38 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

### Board Members

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair,  
S. Sturgis Crocker

William French, Clerk  
Jason Heath

Board Members Present: Westley Burnham (WB), Kimberly Drake (KD), William French (WF), Corey Jackson (CJ), S. Sturgis Crocker, Jason Heath (JH)

Board Members Absent: Dexter Doane

Building Inspector: Bill Sanborn – Assistant Building Inspector: Bill Holton

Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

There was no Building Inspector's Report due to the fact there were no Building Permits which required review or approval by the Planning Board.

### Board Discussion

Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- Kim Drake shared updates regarding the Community Preservation Committee & Conomo Point Committee
- Westley Burnham shared an update about the Building Committee

### Adjourn

Kim Drake made a motion to adjourn the meeting.

Corey Jackson seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:45 PM.

The next Meeting of the Town of Essex Planning Board will be held on March 1, 2017, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – January 18, 2017

The Meeting was called to order at 7:35 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

### Board Members

Westley Burnham, Chair  
Corey Jackson, Vice Clerk  
Dexter Doane

Kimberly Drake, Vice Chair,  
S. Sturgis Crocker

William French, Clerk  
Jason Heath

Board Members Present: Westley Burnham (WB), Kimberly Drake (KD), William French (WF), Corey Jackson (CJ), S. Sturgis Crocker

Board Members Absent: Dexter Doane, Jason Heath

Building Inspector: Bill Sanborn – Assistant Building Inspector: Bill Holton

Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

There was no Building Inspector's Report due to the fact there were no Building Permits which required review or approval by the Planning Board.

### ANR Application – 22-26 John Wise Avenue – Michael Ginn

Attorney Joel Favazza, Gloucester, present representing Michael Ginn

Corey Jackson recused himself from Board discussion and vote.

The Board discussed the fact previously the Board had endorsed two different ANR Plans for the same parcel of property within the past six months. The Board Members discussed the opinion of Town Counsel.

From the Notes on the Plan: (1) The purpose of this plan is to divide the existing 18.1 acre parcel. Lot D is considered unbuildable due to the lack of frontage. Lot D is to be combined now or in the future, with land abutting Lot D. (5) See Certificate for Chapter 61; Forest Lands Case #092-10111.

The Engineer was Gateway consultants, Inc. The date on the plan was January 6, 2017 with revisions dated January 18, 2017.

Kim Drake made a motion to endorse the ANR Plan.

William French seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Board Discussion**

Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- Kim Drake shared updates regarding the Community Preservation Committee & Conomo Point Committee
- Westley Burnham shared an update about the Building Committee

### **Adjourn**

Kim Drake made a motion to adjourn the meeting.

Corey Jackson seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 9:10 PM.

The next Meeting of the Town of Essex Planning Board will be held on February 1 2017, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.



## Town of Essex Planning Board Meeting Minutes – January 4, 2017

The Meeting was called to order at 7:35 PM by Chair Westley Burnham. The Meeting was held at the Essex Fire Station Meeting Room, 24 Martin Street, Essex, MA 01929.

### Board Members

Westley Burnham, Chair Clerk	Kimberly Drake, Vice Chair,	William French,
Corey Jackson, Vice Clerk	S. Sturgis Crocker	Jason Heath
Dexter Doane		

Board Members Present: Westley Burnham (WB), Kimberly Drake (KD), William French (WF), Corey Jackson (CJ)

Board Members Absent: S. Sturgis Crocker, Dexter Doane, Jason Heath

Building Inspector: Bill Sanborn – Assistant Building Inspector: Bill Holton

Administrative Assistant: Mary-Ellen L. Feener

### Building Inspector's Report

There was no Building Inspector's Report due to the fact there were no Building Permits which required review or approval by the Planning Board.

### ANR Application – 22-26 John Wise Avenue – Michael Ginn

Corey Jackson rec-used himself from Board discussion and vote.

The Board discussed the fact previously the Board had endorsed two different ANR Plans for the same parcel of property within the past six months. The Board Members decided they would like to consult with Town Counsel before endorsing a third ANR Plan. The applicant agreed to withdraw the application without prejudice.

Corey Jackson did participate in the vote so the applicant could withdraw his application.

William French made a motion to accept the withdrawal of the application without prejudice. Kim Drake seconded the motion.

The motion was approved by a majority of the Board Members present.

### Lowland Farm Road

Westley shared with the Board an update regarding the progress of the subdivision and having the private road complete.

### **Board Discussion**

Committee Updates from the Board Members who volunteer to serve on the Boards or Committees

- Kim Drake shared updates regarding the Community Preservation Committee & Conomo Point Committee
- Westley Burnham shared an update about the Building Committee

### **Meeting Minutes**

William French made a motion to approve the meeting minutes of December 21, 2016 as amended.

Corey Jackson seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Kim Drake made a motion to adjourn the meeting.

Corey Jackson seconded the motion.

The motion was unanimously by the Board Members present.

The Chair declared the Meeting to be adjourned at 8:45 PM.

The next Meeting of the Town of Essex Planning Board will be held on January 4, 2017, at the Essex Fire Station Meeting Room, 24 Martin Street Essex MA, and will commence at 7:30 p.m.

## **Town of Essex Planning Board Meeting Minutes December 19, 2018**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, William French, Samuel S. Crocker, Dexter Doane

Absent Members, Matthew Greco

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

#### **0 Turtleback Road (13 Turtleback Road)—Map 147 – Lot 013—David Campbell**

#### **Address to be changed to 13 Turtleback Road**

The Building Inspector presented a Building Permit Application for the construction of a new single family dwelling at 0 Turtleback Road to be reviewed or approved by the Planning Board. The application has all the necessary approvals, and meets the requirements of the Town of Essex Bylaws.

Michael McConnell made a motion to approve the siting of a new single family dwelling at 0 Turtleback Road.

Kim Drake seconded the motion.

The motion was approved by a majority of the Board Members present.

### **BOARD DISCUSSION:**

Discussion on the recommendations presented by Wes Burnham to create a Downtown Zoning District. Topics addressed: Purpose, Establishment, Definitions, Permitted Principal Uses, Table of Dimensional Requirements, Parking and Permitted Accessory Structures.

Wes asked the Board to review the recommendations and the discussion would be continued at the next meeting.

### **Meeting Minutes**

The Board Reviewed the Meeting Minutes of December 5, 2018.

Samuel Crocker made a motion to approve the minutes as written

Michael McConnell seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

### **Adjourn**

William French made a motion to adjourn the meeting.

Kim Drake seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on January 02, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.



## **Town of Essex Planning Board Meeting Minutes December 5, 2018**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, William French,

Absent Members, Samuel S. Crocker, Dexter Doane, Matthew Greco

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications to be reviewed or approved by the Planning Board.

### **38 Robbins Island Road –Map 108-Lot 9 Peter Clark**

An application and a site plan for a special permit under section 6-12.6 of the zoning By-Law, for 38 Robbins Island Road, to rebuild an existing dwelling with an additional 7x16 footprint, were submitted by Peter Levasseur, representing Peter Clark, owner of 38 Robbins Island Road.

The Chair informed Mr. Levasseur that if the Board accepts the application, there will be a Public Hearing for a Special Permit under section 6-12.6 of the zoning By-Law

### **54 Martin Street – Map 135-Lot 14 Kevin & Bradley Cooke, Hanover Holdings LLC**

There were no representatives of 54 Martin Street present.

The Applicant, Kevin Cooke submitted a plan and application to the Town Clerk on November 29, 2018, to be presented to the Planning Board for review.

The plan showed lot lines were being changed and property was being transferred from a non-conforming lot at 58 Martin Street to the adjoining property at 54 Martin Street. This transfer of property would decrease the lot area at 58 Martin Street, increasing the non-conforming use, and vacating the existing grandfathered status of the property.

The newly created parcel is to be combined with the existing lot as indicated on the plans.

There were no further questions or comments.

William French made a motion to endorse the ANR plan of Kevin & Bradley Cooke and Hanover Holdings LLC. Creating a new conforming lot by decreasing the size of lot one under the Town of Essex Bylaw 6-4.2 which states, "if authorized by the planning board said structure or uses may be extended or altered, provided that no such extension or alteration

shall be permitted unless there is a finding by the planning board that the proposed extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood”.

Kimberly Drake seconded the motion.

The motion was approved unanimously by the Board Members present.

The Board Reviewed the Meeting Minutes of November 7, 2018.

Kim Drake made a motion to approve the minutes as amended.

Michael McConnell seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

### **Adjourn**

William French made a motion to adjourn the meeting.

Michael McConnell seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on December 19, 2018 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

TOWN OF ESSEX PLANNING BOARD AGENDA – November 21, 2018

The Planning Board Meeting of November 21, 2018 has been canceled.

*The next Meeting of the Town of Essex Planning Board will be held on December 5, 2018, and be held at the Essex Town Hall 2<sup>ND</sup> Floor Meeting Room, 30 Martin Street, Essex, MA 01929 and will commence at 7:30 p.m.*

## **Town of Essex Planning Board Meeting Minutes November 7, 2018**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, William French, Matthew Greco

Absent Members, Samuel S. Crocker, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

#### **139 R Gregory Island Road – Map 004 – Lot 007 Wayne Wendell**

The Building Inspector presented a Building Permit Application for demolition of the majority of an existing structure, build an addition on part of the original footprint, and relocate the new structure to provide area for a new septic system. The application has approval of all necessary boards.

Kim Drake made a motion to approve the demolition, new addition and relocation of the structure at 139 R Gregory Island Road as a 6-4.2 finding.

Michael McConnell seconded the motion.

The motion was approved unanimously by the Board Members present.

#### **Public Hearing – 12 Choate Street – Map 106 - Lot 013**

##### **In attendance:**

David Pereen

Ruth Pereen

The Public Hearing for the application, submitted by David Pereen, for a Special Permit under M.G.L. Chapter 40: Section 15C Scenic Road designations, for the property located at 12 Choate Street, for the removal of an eighteen foot section of stone wall to install a driveway for future construction of a new home was opened at 7:45 PM by the Planning Board Chair, Westley Burnham. Following the opening of the Public Hearing, the Chair read the *Preamble for Public Hearings* for those in attendance.

The owner, David Pereen, presented to the Board his plans for removal of eighteen feet of stone wall to construct a driveway. The stones that will be removed are to be used to construct square pillars at the entrance to the driveway. Wes Burnham read an email that stated "the DPW Board approved a driveway permit for Dave Pereen of 12 Choate Street and no public trees will be cut down for the removal of the wall." The email was dated 11-28-17.

There were no further questions or comments.

Kim Drake made a motion to close the Public Hearing.  
William French seconded the motion.  
The motion was approved unanimously by the Board Members present.  
The Chair closed the Public Hearing at 8:00 PM.

William French made a motion to approve the removal of 18 feet of stone wall for the property located at 12 Choate Street.  
Kim Drake seconded the motion.  
The motion was approved unanimously by the Board Members present.

**22 John Wise Avenue – 120-004 Jayne & Michael Ginn**

Informal discussion with owners Jayne & Michael Ginn on possible sub-division of property located at 22 John Wise Avenue. The Board discussed several options that would be available.

**Meeting Minutes**

The Board Reviewed the Meeting Minutes of October 17, 2018.  
Kim Drake made a motion to approve the minutes as written.  
Michael McConnell seconded the motion.  
The motion was unanimously approved by a majority of the Board Members present.

**Adjourn**

William French made a motion to adjourn the meeting.  
Kim Drake seconded the motion.  
The motion was unanimously approved by a majority of the Board Members present.  
The Chair declared the meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on November 21, 2018 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes October 17, 2018**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, William French, Dexter Doane, Matthew Greco

Absent Members, Samuel S. Crocker

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

Building Inspector was not in the office today.

### **Public Hearing—38 Robbins Island Road**

The Public Hearing for the application submitted by Peter Clark for a special permit under section 6-12.6 c By-Law for the property located at 38 Robbins Island Road, located in the Central Conomo Point Zoning District to rebuild an existing dwelling with an additional 7x16 footprint and raise the structure five feet for tight tide flood elevation was opened at 7:30 PM by the Planning Board Chair, Westley Burnham. Following the opening of the Public Hearing, the Chair requested a motion to waive the reading of the Preamble for Public Hearings.

Kim Drake made a motion to waive the reading

Dexter Doane seconded the motion

The motion was approved unanimously by the Board Members present.

Westley Burnham read a letter from Peter Clark, as presented by Peter Levasseur, to withdraw his application for a special permit for the property located at 38 Robbins Island Road without prejudice.

Kim Drake made a motion to accept the letter withdrawing the application for a special permit at 38 Robbins Island Road.

William French seconded the motion

The motion was approved unanimously by the Board Members present.

There were no other questions or comments.

Kim Drake made a motion to close the Public Hearing.

William French seconded the motion.

The motion was approved unanimously by the Board Members present.

The Chair closed the Public Hearing at 7:45PM.

## **BOARD DISCUSSION:**

In attendance at the meeting were:

- Peter Ferriero 26 Rocky Hill Road - Final approval on a building permit.
- Kevin Cooke 54 Martin Street - ANR application.

These items were not listed on the Agenda.

### **26 Rocky Hill Road – Map 147, Lot 32**

- The Building Inspector was not going to be available for final approval on a building permit for 26 Rocky Hill Road. In his absence, the Building Inspector advised Peter Ferriero to see the Planning Board on the final approval of an accessory building. The board reviewed the plans as presented.

William French made a motion to approve the siting of an accessory building at 26 Rocky Hill Road providing it meets all requirements.

Michael McConnell seconded the motion.

The motion was approved unanimously by the Board Members present.

### **54 Martin Street – Map 135, Lot 014**

- Kevin Cooke presented an ANR application for 54 Martin Street. Wes Burnham advised Mr. Cooke that the Board could discuss his application, but will not be able to act on it because it was not on the agenda.
- Dexter Doane recused himself, due to a professional relationship.
- Wes Burnham reviewed the application and plan with Mr. Cooke. The land being sub-divided has two owners listed. Mr. Cooke was informed that signatures of both owners are required.
- Mr. Cooke was also informed that a hearing would not be required.
- The plan showed lot lines were being changed and property was being taken away from a non-conforming lot.
- Mr. Cooke was informed that he could not sub-divide the property under his name. The other owner of the property is listed on the application and his approval is required.
- Wes Burnham requested a new application with authorization, by other owner, that the Board approve the ANR Plan.
- Mr. Cooke gave notice, in writing, to the Board to withdraw the current ANR Plan without prejudice.

## **Meeting Minutes**

The Board Reviewed the Meeting Minutes of October 3, 2018.

Kim Drake made a motion to approve the minutes as written.

Michael McConnell seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

## **Adjourn**

Kim Drake made a motion to adjourn the meeting.

Dexter Doane seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on November 7, 2018 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

10/3/2019

Meeting minutes of 10/10/2018 were approved at  
the Planning Board meeting of ~~10/11/2019~~  
10/2/2019

- Motion - Michael Mc Connell to approve as amended
- seconded Dexter Doane
- Unanimous by board



## **Town of Essex Planning Board Meeting Minutes October 10, 2018**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, William French, Dexter Doane, Matthew Greco, , Samuel S. Crocker

Administrative Assistant: Mary Heeney

### **Public Hearing—Proposed Amendments to Zoning Bylaws**

There was no one from the Public in attendance

At 7:30 PM the Chair opened the Public Hearing on two proposed amendments to the Town's Zoning Bylaws:

1-To add a new section that would ban all types of non-medical/recreational marijuana establishments, including marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any type of licensed marijuana-related businesses.

2-To amend existing section 6-14.3 to extend the temporary moratorium on the use of land or structures for recreational marijuana establishments and other uses related to recreational marijuana.

Following the opening of the Public Hearing, the Chair requested a motion to waive the reading of the Preamble for Public Hearings.

Samuel Crocker made a motion to waive the reading

The motion was approved unanimously

The Chair asked if there were any comments. There were no comments or questions.

Samuel (Skip) Crocker made a motion to close the Public Hearing

Kim Drake seconded the motion

The motion was approved unanimously.

The Chair closed the Public Hearing at 7:45PM.

### **BOARD DISCUSSION:**

The Chair informed the Board that these two amendments would be on the ballot for the Special Fall Town Meeting 10/16/2018.

William French made a motion not to accept the ban

Samuel(Skip) Crocker seconded the motion

The motion was approved unanimously

Kim Drake made a motion to extend the moratorium to June 30, 2019.  
Michael McConnell seconded the motion  
The motion was approved unanimously

### **Adjourn**

Kim Drake made a motion to adjourn the meeting.  
William Frenck seconded the motion.  
The motion was unanimously approved.  
The Chair declared the meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on October 17, 2018 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

TOWN OF ESSEX PLANNING BOARD AGENDA – October 10 , 2018

The Town of Essex Planning Board will hold a public hearing pursuant to G.L. c. 40A, §5 on October 10, 2018 at 7:30 pm in the 2<sup>nd</sup> Floor Conference Room at the Town Hall, 30 Martin Street, Essex, MA.

**Essex Planning Board Public Hearing  
on Proposed Amendments to Zoning Bylaws**

The purpose of the public hearing is to provide interested parties with an opportunity to comment on the following proposed amendments to the Town's Zoning Bylaws: to add a new section that would ban all types of non-medical/recreational marijuana establishments, including marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, all as defined in Chapter 94G of the General Laws; and to amend existing section 6-14.3 to extend the temporary moratorium on the use of land or structures for a recreational marijuana establishments and other uses related to recreational marijuana.

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## **Town of Essex Planning Board Meeting Minutes October 03, 2018**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, William French, Dexter Doane

Absent Members, Samuel S. Crocker, Matthew Greco

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

#### **15 Burnham Court—Map 128-Lot 144 Brendan & Amelia Reilly**

The Building Inspector presented a building permit application for the construction of a new 2490 sq. ft. home with attached garage. Homeowner stated that she is waiting for Order of Conditions. Siting approval will be based on Order of Conditions. Planning Board chair stated that the new dwelling will be built according to plans submitted by the homeowner. It was noted that there would be a three dog kennel at rear of the new structure. Also, there will be a new Chapter 91 application.

Kimberly Drake made a motion to approve the Site Plan Application as written for 15 Burnham Court.

Dexter Doane seconded the motion.

The motion was passed by majority of the Board Members present.

#### **184 Southern Avenue—Map 151-5 – Brett & Bruce Ramsey**

In attendance at the meeting:

Paula Filias 180 Southern Ave.

John Filias 180 Southern Ave.

Peter Hoare 182 Southern Ave.

Max Ramsey

Owners Brett & Bruce Ramsey presented an Application for Endorsement of a Site Plan Review for a change of use from a vacant lot to a business use and for loam removal.

Wes Burnham noted that there have been no permits issued for this property.

There was a discussion with the owners on lot lines. Wes Burnham clarified the location of the rear lot line.

Brett Ramsey asked what is considered sidelines.

Bill Sanborn stated that the rear of the property is a side line.

Wes Burnham read the definition of lot lines. Southern Ave. is considered the frontage of the property.

Kimberly Drake asked what kind of business would be on the property. Brett Ramsey stated that it would be a Port-a-Potty business. It was noted that screening would be needed. Brett Ramsey stated that 25 arborvitaes had been planted.

Wes Burnham said Arborvitaes planted (today) will fill in enough for screening.

John Filias asked "what are the required dimensions of screening".

Wes Burnham cited the Town of Essex Bylaw 6-5.6 "An area outside of a completely enclosed building which is occupied by the following uses (vehicle and machinery storage yards) shall be completely screened, except for access, by means of a slightly fence or densely planted evergreen shrubs or trees at least six feet in height".

#### **Loam removal discussion.**

Wes Burnham read the Bylaw 4-8 REMOVAL OF LOAM.

Building Inspector stated that a permit is required to move loam for construction. No construction permit has been issued.

Brett Ramsey informed the Board that he had talked to the Town Administrator re: loam removal. Wes Burnham will follow up with Administrator.

#### **Continued discussion on related articles not on agenda.**

##### **Discussion on buildings to be erected on property.**

- Wes Burnham questioned what the proposed buildings were to be used for.
- Brett Ramsey stated that they would be used for storage of equipment and repairs and would be insulated.
- Brett Ramsey also noted that he was positioning his buildings so as to minimize his neighbors' exposure to noise and building equipment.
- Bill Sanborn questioned the size of the buildings. If over 2500 sq. ft. he would have to come back to the Planning Board.
- Wes Burnham stated that an amended site plan review would need to be submitted for the size of the buildings.
- Brett Ramsey also stated that the buildings will be backed up to the lot line.
- Wes Burnham specified that additional screening of buildings would be needed if buildings are to be at lot line.
- Brett Ramsey stated he would plant more trees or similar.

##### **Discussion on storm run-off.**

- Wes Burnham questioned what were the plans for storm run-off in relation to the neighbors.
- Brett Ramsey informed the board that he was planning to take care of the storm runoff so there will be no negative impact to his neighbors.

##### **Request for an amended site plan.**

As per the Planning Board Chair, an amended site plan review is needed for the following:

- The size of the buildings to be constructed
- The lay out for major traffic flow
- Plan showing storm water runoff
- Location of Port-a Potty's and storage areas including screening for both
- Front driveway will need screening on the neighbors side
- A parking plan is also needed

##### **The amended site plan must also show an engineer stamp.**

Dexter Doane made a motion to approve the site plan as written for change of use only, at 184 Southern Avenue. No building siting approval.

Michael McConnell seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of 9/19/2018.

Dexter Doane made a motion to approve the minutes as written.

Michael McConnell seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

### **Adjourn**

William French made a motion to adjourn the meeting.

Dexter Doane seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at. 8:30 PM

The next Meeting of the Town of Essex Planning Board will be held on October 17, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes September 19, 2018**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Matthew Greco, Samuel S. Crocker, Michael McConnell, William French, Dexter Doane

Absent Members, Kimberly Drake

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

#### **5 Red Gate Road—Map 145-Lot 026 -- Michael Broderick**

The Building Inspector presented a building permit application for the construction of a second floor and deck at 5 Red Gate Road. The application has all the necessary approvals, and it is not considered to be in a flood plain. The Application will require a town of Essex Bylaw 6-4.2 finding.

Michael McConnell made a motion to approve the Building Permit Application for a 6-4.2 finding.

Samuel Crocker seconded the motion.

The motion was passed by majority of the Board Members present.

#### **99/103 Main Street—Map 135-001 & 135-002 -- Drowning Moon**

In attendance at the meeting:

John Collins, Principal, Blue Ivy, LLC

Vaclav Talacko, Engineer, Hancock Associates

Troy Reinold, Civil Engineer

Blue Ivy, LLC has acquired the property at 103 Main Street which is adjacent to 99 Main Street and is requesting a Modification of the original site plan for 99 Main Street. The combination of lots will result in the elimination of the nonconforming side setback along the southern elevation of the new building, and also results in a conforming lot area for the whole project.

#### **Other Site Plan Modifications:**

Additional parking on 103 Main Street site (29 spaces).

Additional stone drainage filter strip to be installed on 103 Main Street property.

Emergency generator to be installed on 103 Main Street to power 99 & 103 Main Street sites.

John Collins also informed the Board that the name of the business is going to be changed from **Drowning Moon** to **Great Marsh Brewing Company**.

William French made a motion to approve the request for Modification of the Site Plan for 99 Main Street.  
Samuel Crocker seconded the motion.  
The motion was approved by a majority of the members present

#### **BOARD DISCUSSION:**

##### **184 Southern Avenue —Map 151-- Lot 5 - Brett/Bruce Ramsey.**

Board discussion on an application for Site Plan Review for 184 Southern Ave. Two sets of plans were submitted, one from 1996, as well as a current plan. Owners are requesting a change of use from vacant lot to business use and loam removal.

The owners have currently been operating a business without a site plan approval by the Planning Board. Wes Burnham read to the Board a **Cease and Desist** letter that the Building Inspector issued to the property owners on September 12, 2018. The property owners are now scheduled for a Site Plan Review at the Planning Board Meeting on October 3, 2018.

#### **Meeting Minutes**

The Board reviewed the Meeting Minutes of 9/5/2018.

Michael McConnell made a motion to approve the minutes as written.

Samuel Crocker seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

#### **Adjourn**

William French made a motion to adjourn the meeting.

Dexter Doane seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at. 8:30 PM

The next Meeting of the Town of Essex Planning Board will be held on October 3, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.



## **Town of Essex Planning Board Meeting Minutes September 05, 2018**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Matthew Greco, Samuel S. Crocker, Michael McConnell, William French

Absent Members, Kimberly Drake, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

#### **54 Martin Street—Map 135-Lot 014**

The Building Inspector presented a building permit application for the construction of a new detached garage/barn at 54 Martin Street. The dimensions would be 24x32. The application has all the necessary approvals, and meets the requirements of the Town of Essex Bylaws. The owner was advised that this cannot be used as a living space.

Matthew Greco made a motion to approve the siting of a new detached garage/barn at 54 Martin Street.

William French seconded the motion.

The motion was approved by a majority of the Board Members present.

#### **34A Robbins Island Road – Decision for Special Permit**

The Public Hearing for the application submitted by Richard and Susan Denton for a Special Permit under section 6-12.6 of the Zoning By-Law to rebuild an existing dwelling and raise the first floor above the flood zone height and increase the building height by eight feet was held on August 15, 2018. The members of the Essex Planning Board voted to approve the Special Permit at a meeting on September 5, 2018 in accordance with the Town of Essex By-Law 6-12.6.

The votes were cast as follows:

Wes Burnham (Chair): Vote: Yes

Samuel Crocker: Vote: Yes

William French: Vote: Yes

Matthew Greco: Vote: Yes

Michael McConnell: Vote: Yes

Kimberly Drake: Absent

Dexter Doane: Absent

## **BOARD DISCUSSION:**

### **69 Choate Street –The Bubble Factory –Map 105 Lot 6.**

Michael Richard, 73 Choate Street voiced his concerns regarding the business (The Bubble Factory) at 69 Choate Street. He questioned the septic system that was being installed. On March 7<sup>th</sup>, 2018 the homeowner was approved by the Planning Board for remodeling the existing barn. At a public meeting held on December 14, 2017 the Essex Board of Health voted to approve the septic system design plan. Mr. Richard was also concerned that the chemicals being used created a health & safety issue. Wes Burnham informed Mr. Richard of what was allowed and approved for 69 Choate Street.

## **Meeting Minutes**

The Board reviewed the Meeting Minutes of 8/15/2018.

Samuel Crocker made a motion to approve the minutes as written.

Matthew Greco seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

## **Adjourn**

Samuel Crocker made a motion to adjourn the meeting.

William French seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at. 8:30 PM

The next Meeting of the Town of Essex Planning Board will be held on September 19, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes August 15, 2018**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Matthew Greco, Samuel S. Crocker, Michael McConnell, William French

Absent Members, Kimberly Drake, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

#### **1 Kings Court—Map 151-Lot 017—Jonathan Knight**

The Building Inspector presented a building permit application for the construction of a new barn at #1 Kings Court. The dimensions would be 40x50x24. The application has all the necessary approvals, and meets the requirements of the Town of Essex Bylaws.

Michael McConnell made a motion to approve the siting of a rebuilt barn at 1 Kings Court.

William French seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Public Hearing -- 34A Robbins Island Road**

The Public Hearing for the application submitted by Richard and Susan Denton for a special permit under section 6-12.6 Of the Zoning By-Law to rebuild an existing dwelling and raise the first floor above the flood zone height and increase the building height by eight feet was opened at 8:00 PM by the Planning Board Chair, Westley Burnham. Following the opening of the Public Hearing, the Chair read the *Preamble for Public Hearings* for those in attendance.

In attendance: Susan and Richard Denton, homeowners. Kenneth Savoie, architect.

Abutters: Judith Riggs, 42 Robbins Island Road, Essex, MA

Jeffrey Calder, 165 4<sup>th</sup> St. Cresskill, NJ

Bill Liberti

Peter Clark, 823 Bay Road, Hamilton, MA

David Cutter, 30 Belcher St., Essex, MA

Kenneth Savoie, Architect, presented the construction planned for 34A Robbins Island Road:

- Current building to be demolished
- Construction of new building
- Increase of overall height maximum eight feet

The increased height of the new building intensifies an existing non-conformity but does not create a new non-conformity.

Westley Burnham informed the Board that the plans were on file with the Conservation Commission and we have received an Order of Conditions.

A motion to close the Public Hearing was made by Samuel Crocker.

Michael McConnell seconded the motion.

The motion was approved by a majority of the Board Members present.

The Public Hearing was closed at 8:15 PM.

## **BOARD DISCUSSION:**

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of 8/01/2018.

William French made a motion to approve the minutes as written.

Samuel Crocker seconded the motion

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Matt Greco made a motion to adjourn the meeting.

Samuel Crocker seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:30 PM

The next Meeting of the Town of Essex Planning Board will be held on September 5, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes August 1, 2018**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Matthew Greco, Dexter Doane, Samuel S. Crocker, Michael McConnell

Absent Members, Kimberly Drake , William French

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which require review by the Planning Board.

### **BOARD DISCUSSION:**

Informal discussion on 182 Southern Ave. Formerly vacant site is now being used for business and storage of construction equipment. The current use of the property (commercial) would now be subject to Site Plan Review.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of 7/18/2018.

Samuel Crocker made a motion to approve the minutes as written.

Matt Greco seconded the motion

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Matt Greco made a motion to adjourn the meeting.

Samuel Crocker seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at. 8:15 PM

The next Meeting of the Town of Essex Planning Board will be held on August 15, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes July 18, 2018**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, William French, Matt Greco, Dexter Doane, Samuel S. Crocker, Michael McConnell

Absent Members, Kimberly Drake

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

Also present: Valerie Heider, Cogswells Grant – Tatyanna Seredin, Cogswell’s Grant – Richard & Sue Denton, 34R Robbins Island Road – Mike Cerbone, Savoie Nolan Architects – Ken Savoie, Savoie Nolan Architects – Daisy Nell & Stan Collison, 9 Lufkin Point Road.

### **Building Inspector’s Report**

#### **20 Story Street — Map 129-Lot 6 -- David Savory**

The Building Inspector presented a building permit application for new construction of a single family residence. The residence would be a two story expanded cape with a finished breezeway and attached three car garage. The original building has been demolished. The building is under 2500 sq. ft., has all the necessary approvals and meets the requirements of the Town of Essex Bylaws.

Michael McConnell made a motion to approve the Application of David Savory for new construction of a single family residence at 20 Story Street.

Samuel Crocker seconded the motion.

The motion was approved by a majority of the Board Members.

#### **9 Lufkin Point Road — Map 109-Lot 30 – Stanley & Daisy Collinson**

The Building Permit Application was to create a second dwelling on the property. Construction would be a one bedroom, story and a half, post and beam residence with a full basement. The application has all the necessary department approvals and meets all setback requirements. The homeowner was informed that when adding a second dwelling all driveway requirements must be met and there needs to be a maintenance agreement on driveway. Wes Burnham asked the size of the property. (4.5 acres, part wetlands).

Samuel Crocker made a motion to approve the second dwelling at 9 Lufkin Point Road for Stanley & Daisy Collinson finding it has the necessary approvals and meets the requirements of the Town of Essex Bylaws.

William French seconded the motion.

The motion was approved by a majority of the Board Members.

**60 Spring Street-Cogswell's Grant—Map 121- Lot 2 – Historic New England, Valerie Heider**

An application for endorsement of a site plan review for proposed site improvements at 60 Spring Street, Cogswell's Grant was presented to the Board. The Chair explained to the Board the site improvements that the applicant was requesting.

Valerie Heider, Preservation Manager, spoke to the board and briefly discussed the plan. She then introduced Tatyanna (Tanya) Seredin the Landscape Architect on the project.

Tanya Seredin presented a map showing the proposed improvements:

Upgrade visitor parking area by installing a reinforced grass surface, with a new driveway entrance. The area is greater than 100' from the salt marsh wetland.

Establish a bus turn around in the Barn Yard field for easier bus navigation.

Relocate event parking to increase pedestrian safety.

Install lighting at event parking lot and visitor parking lot.

Wes Burnham asked if there would be any change in drainage. Tanya said they added a culvert. Wes also asked if Con Com had approved the plan. Tanya informed that it is on the agenda for their upcoming meeting.

The project is to be implemented in Spring, 2019.

Matt Greco made a motion to approve the site plan as written for 60 spring Street, Cogswell's Grant.

Dexter Doane seconded the motion

The motion was approved by a majority of the Board Members present.

**34A Robbins Island Road—Map 108-6—Richard & Susan Denton**

An application and a site plan for a Special Permit for 34A Robbins Island Road for reconstruction of an existing residential structure that intensifies an existing non conformity but does not create a new non conformity. As per 6-12.6 of the Town Bylaws.

Ken Savoie, Architect, spoke to the Board addressing the nonconformity. The Proposed building height will increase to raise the first floor above the flood zone height and will increase the ceiling height .

Wes Burnham informed the Architect that he needed the necessary approvals from other departments, and requested that approvals be sent to the Planning Board.

Wes Burnam explained that if the Board accepts the application, there will be a Public Hearing for a Special Permit under section 6-12.6 of the zoning By-law.

There were no other questions or comments.

Dexter Doane made a motion to accept the application for a Special Permit to rebuild an existing dwelling at 34A Robbins Island Road and raise the first floor above the flood zone height and increase the ceiling height. The project will be presented at a Public Hearing on August 1, 2018 at 8:00 PM at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex.

Samuel Crocker seconded the motion.

The motion was approved by a majority of the Board Members present.

**BOARD DISCUSSION:**

Wes Burnham had an informal discussion on a meeting with Andrew St. John re: Allen property located at 5-9 Southern Avenue.

**Meeting Minutes**

The Board reviewed the Meeting Minutes of 7/18/2018.

Samuel Crocker made a motion to approve the minutes as written.

William French seconded the motion

The motion was approved by a majority of the Board Members present.

**Adjourn**

Dexter Doane made a motion to adjourn the meeting.

William French seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:30.

The next Meeting of the Town of Essex Planning Board will be held on August 1, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.



## **Town of Essex Planning Board Meeting Minutes June 20, 2018**

The meeting was called to order at 7:48PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, William French, Matt Greco, Dexter Doane, Samuel S. Crocker

Absent Members, Kimberly Drake, Michael McConnell

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which require review by the Planning Board.

### **46 Robbins Island Road – Decision for Special Permit**

The Public Hearing for the application submitted by Karoline and James Ryan for a special permit under section 6-12.6 of the Zoning By-Law to rebuild an existing dwelling and raise the first floor above the FEMA flood zone height was held on June 6, 2018. The members of the Essex Planning Board voted to approve the Special Permit on June 20, 2018 in accordance with the Town of Essex bylaw 6-12.6.

The votes were cast as follows:

Dexter Doane: Vote: Yes.

William French: Vote: Yes.

Matt Greco: Vote: Yes. Meets all setbacks

Wes Burnham (Chair): Vote: Yes

Samuel Crocker recused himself. He had not been in attendance at the Public Hearing.

Kimberly Drake: Absent

Michael McConnell: Absent

### **233 John Wise Avenue – Map 103-004**

An application for endorsement of a site plan review for 233-235 John Wise Ave was presented to the Board. The Chair discussed the plan with the applicant and informed him that he still had to present the plan to the other departments for review, before presenting it to the Planning Board. The applicant voluntarily withdrew the application.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of 6/6/2018.

William French made a motion to approve the minutes as written.

Dexter Doane seconded the motion

The motion was approved by a majority of the Board Members present.

### **Adjourn**

William French made a motion to adjourn the meeting.

Dexter Doane seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:15.

The next Meeting of the Town of Essex Planning Board will be held on July 18, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes June 6, 2018**

The meeting was called to order at 8:00 PM by Vice Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, William French, Matt Greco, Dexter Doane, Michael McConnell

Absent Members, Kimberly Drake, S. Sturgis Crocker

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which require review by the Planning Board.

### **Public Hearing -- 46 Robbins Island Road**

The Public Hearing for the application submitted by Karoline and James Ryan for a special permit under section 6-12.6 of the Zoning By-Law to rebuild an existing dwelling and raise the first floor above the FEMA flood zone height was opened at 8:00 by the Planning Board Chair, Westley Burnham. Following the opening of the Public Hearing, the Chair read the Preamble for Public Hearings for those in attendance.

In attendance: Karoline Ryan, homeowner. Robert Gulla, Architect.

Abutters: David Cutter, 30 Belcher Street

Gretel & Peter Clark, 38 Robbins Island Road

Sue & Richard Denton, 34A Robbins Island Road

Jess Debenedictis

Robert Gulla, Architect presented the construction planned for 46 Robbins Island Road:

- Current building to be demolished
- Construction of new building
- Increase of overall height maximum two feet

The height of the new building would be non-conforming. Mr. Gulla stated that the original setbacks were non-conforming and with the new construction they would be conforming to current bylaw requirements.

Westley Burnham stated that the building footprint would remain approximately the same. He also advised the homeowner and architect that the additional height could be no more than two feet above the current height of the building.

Westley Burnham asked if there were any comments from the public.

David Cutter, 30 Belcher Street responded that the abutters were in favor of the reconstruction of the dwelling as presented to the Board this evening.

There were no other questions or comments.

William French made a motion to close the Public Hearing.

Michael McConnell seconded the motion.

The motion was approved a majority of the Board Members present.

The Chair closed the Public Hearing at 8:30 PM.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of May 16, 2018.

William French made a motion to approve the minutes as written.

Dexter Doane seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

William French made a motion to adjourn the meeting.

Matt Greco seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Vice Chair declared the Meeting to be adjourned at 8:40 PM.

The next Meeting of the Town of Essex Planning Board will be held on June 20, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes – May 16, 2018**

The meeting was called to order at 7:30 PM by Vice Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, S. Sturgis Crocker, William French, Matt Greco, Dexter Doane, Michael McConnell

Absent Members, Kimberly Drake

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which require review by the Planning Board.

### **46 Robbins Island Road – Old Map (19-73) New Map (108-014) Karoline & James Ryan, Application & Site Plan**

Wes Burnham explained to the Board why the owners and architect for 46 Robbins Island Road were presenting an application and site plan. A new non conformity is to be created and requires a Special Permit from the Planning Board.

The architect, Robert Gulla, also spoke to the Board addressing the non conformity. The current dwelling will be torn down and rebuilt on the same footprint in compliance with required setbacks. The first floor will be raised above the flood zone height. The house itself will be the same height as the original, but will be raised on concrete piers.

Wes Burnham also explained that if the Board accepts the application, there will be a Public Hearing for a special permit under section 6-12.6 of the zoning By-Law.

William French made a motion to accept the application to rebuild an existing dwelling and raise the first floor above the flood zone height and schedule a public hearing on June 6<sup>th</sup>.

Samuel Crocker seconded the motion.

The motion was passed unanimously by the Board Members present.

### **Election of Board Officers**

William French made a motion to appoint Westley Burnham to the position of Planning Board Chair.

Dexter Doane seconded the motion.

The motion was voted unanimously.

Samuel Crocker made a motion to appoint Matt Greco to the position of Vice Chair.

William French seconded the motion

The motion was voted unanimously.

William French made a motion to appoint Michael McConnell to the position of Clerk.

Samuel Crocker seconded the motion.

The motion was voted unanimously.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes May 02, 2018.

Samuel Crocker made a motion to approve the minutes as written.

William French seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Samuel Crocker made a motion to adjourn the meeting.

William French seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Vice Chair declared the Meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on June 6, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes – May 02, 2018**

The meeting was called to order at 7:30PM by Vice Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, S. Sturgis Crocker, William French, Matt Greco

Absent Members, Kimberly Drake, Corey Jackson, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heenev

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which require review by the Planning Board.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of April 18, 2018. Matt Greco made a motion to approve the minutes.

Samuel Crocker seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Board Discussion:**

#### **Informal discussions:**

- Wes Burnham discussed the current status of the Downtown Initiative and the Economic Development Committee.
- Discussion on the Comprehensive Permit Act, MGL Chapter 40B as it relates to the Downtown Initiative, Economic Development and housing.

### **Adjourn**

Bill French made a motion to adjourn the meeting.

Matt Greco seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Vice Chair declared the Meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on May 16, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes – April 18, 2018**

The meeting was called to order at 7:30PM by Vice Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, S. Sturgis Crocker, William French, Matt Greco, Dexter Doane

Absent Members, Kimberly Drake, Corey Jackson,

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

#### **41 Lufkin Street—Map 15-29 (Old Map) 125-016 (New Map)**

Building Inspector presented plans for a new house and garage at 41 Lufkin St. About one year ago the house on the property was demolished. The application has the approval of the Board of Health, Con. Com., Water/Wastewater, Fire Department.

Dexter Doane made a motion to approve the application for a new house and garage at 41 Lufkin Street, siting that it meets all setbacks and applicable Bylaws.

Samuel Crocker seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of April 4, 2018. Dexter Doane made a motion to approve the minutes.

Bill French seconded the motion

The motion was approved by a majority of the board Members present.

### **Board Discussion:**

#### **99 Main Street—Map 37—51 (Old Map) 135-2 (New Map)—Blue Ivy LLC – Application & Site Plan.**

The Board reviewed the Site Plan and application with attached Addendum, for the new construction of a two story building, which will include a 128 seat restaurant, a ground floor brewery and associated taproom and beer garden. The applicant is also requesting that the Board provide a 6-4.2 finding in connection with the application to authorize the continuation of existing dimensional nonconformities.



**Miranda Gooding, Esq. Glovsky & Glovsky** gave an overview and a brief description of the proposed work. She also introduced the other attendees present that were part of the Project Team.

**John Collins, Principal Blue Ivy, LLC** addressed the Board concerning the existing nonconformities. He also discussed that there was a Notice of Intent filed with the Conservation Commission which is currently pending. The Board questioned if this is a Chapter 91 property, John Collins stated that this is not a Chapter 91 property.

**Vaclav Talacko, engineer Hancock Associates** gave a presentation on the removal of the current building and the new construction. Questions were raised on stormwater runoff. The current stormwater runoff patterns on the site will be maintained but the overall impervious area will be reduced by installing a crushed stone infiltration surface below the beer garden. The parking lot is to be raised one to one and a half feet. At the back of the lot there will be a retaining wall with crushed stone on top.

Wes Burnham questioned lighting. There will be two lights in back of parking lot and lights on either side of building which will not be as extreme as the current lighting.

**Peter Niemitz, Niemitz Design Group** presented the building design and materials to be used. The 1<sup>st</sup> floor will contain the brewing operations, a tasting room and on the side, an open beer garden. The second floor will have open porches which will be fully accessible and in compliance with ADA regulations. There will be plantings added at the front of the building.

Bill Sanborn questioned if DPW had given approval on the project. DPW has not approved yet. He also advised that during construction the entire site will need to be enclosed with a six foot fence.

Samuel Crocker brought up the noise level that the pile driving will create.

Wes Burnham suggested pile driving be limited to Monday to Friday from 7:00 AM to 5:00 PM (no holidays).

There were no more questions or comments.

Samuel Crocker made a motion to approve the siting of the replacement building at 99 Main Street by Blue Ivy, under the Town of Essex Bylaw 6-4.2 which states, "structure or uses may be extended or altered, provided that no such extension or alteration shall be permitted unless there is finding by the Planning Board that the proposed extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood".

Dexter Doane seconded the motion.

The motion was approved by a majority of the Board Members present.

**62 Eastern Avenue –Map 38-43 (Old Map) 127-15 (New Map) Carter Roberts, New Construction**  
**In attendance with Carter Roberts was John Guerin, Esq.**

The property at 62 Eastern Avenue, originally had two buildings. One building was taken down. The owner wants to replace the building that was taken down with a new building. The Building Inspector participated in a discussion with the owner, Carter Roberts and Attorney, John Guerin.

The Building Inspector noted that no permit was issued for the building that was taken down and stated that because of the time involved, it is considered an Abandonment under 6-4.4. It was suggested that the owner go to the Board of Appeals.

**82 Apple Street—Map 10-2(Old Map) 141-13 (New Map) Jason Neuffer, Increase foundation plan**

The owner presented a plan and application to increase the size of a foundation permit that was approved on 12/6/2017 from 2500 sq. ft. to 3116 sq. ft.

Bill French made a motion to approve the site plan review.  
Dexter Doane seconded the motion  
The motion was approved by a majority of the Board Members present.

**Adjourn**

Dexter Doane made a motion to adjourn the meeting.  
Matt Greco seconded the motion.  
The motion was unanimously approved by a majority of the Board Members present.  
The Vice Chair declared the Meeting to be adjourned at 9:00 PM

The next Meeting of the Town of Essex Planning Board will be held on May 2, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes – April 04, 2018**

The meeting was called to order at 7:45 PM by Vice Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, S. Sturgis Crocker, William French, Matt Greco

Absent Members, Kimberly Drake, Corey Jackson, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

The Building Inspector was not in attendance.

### **Public Hearing**

To see if the Town will vote to amend Section 6-10.2.1 of the Town's Flood Plain Overlay District bylaw, by deleting the existing third unnumbered paragraph and replacing it.

The meeting was opened at 8:00 PM by the Planning Board Vice Chair, Westley Burnham. Following the opening of the Public Hearing, the Vice Chair read the Preamble for Public Hearings for those in attendance.

In attendance was Michael McConnell.

The Vice Chair discussed that the changes are required to keep the Floodplain Bylaws in step with the latest map panel designations and release dates and to update where copies of the maps will be kept on file.

The Vice Chair opened the meeting for questions. No questions were received.

Samuel Crocker made a motion to close the Public Hearing.

William French seconded the motion.

The motion was approved unanimously.

The Public Hearing was closed at 8:20PM

Matt Greco made a motion to recommend that The Town Meeting approve amending Section 6-10.2.1 of the Town's Flood Plain Overlay District bylaw as presented at the Public Hearing.

William French seconded the motion.

The motion was approved unanimously

### **BOARD DISCUSSION:**

#### **Informal Discussion – 99 Main Street**

Board members discussed the demolition of the current building and new construction on the site.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of March 21, 2018. Samuel Crocker made a motion to approve the minutes as written.

Matt Greco seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Matt Greco made a motion to adjourn the meeting. Dexter Doane seconded the motion which was approved by a majority of the Board Members present. The Vice Chair declared the Meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on May 2, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes – March 21, 2018**

The meeting was called to order at 7:30 PM by Vice Chair Wes Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, S. Sturgis Crocker, Dexter Doane, Matt Greco

Absent Members, Kimberly Drake, Corey Jackson, William French

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

Also in attendance:

Helen Brown

Michael McConnell

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

- The Vice Chair asked the Building Inspector for an update on the property located at 26 John Wise Ave. The Building Inspector reported that there is still a zoning violation.
- The Building Inspector reported that he had been to check on the property located at 147 Eastern Ave. He noted that since the last time he visited the property, there appeared to be less vehicles on the lot.

### **BOARD DISCUSSION:**

- Discussion with Building Inspector on 60 Eastern Avenue. Site Plan Review was approved. Plan states that a ½ bath will be installed. Building Inspector stated that it will have to clear with the DPW.
- Discussion on screening at 60 Eastern Ave. – George Glynos
- Helen Brown, 11 Water Street, presented a letter requesting screening (trees & fencing) on the back part of the property at 60 Eastern Ave adjoining her property. Citing that the landscaping business that the property is now being used for is disruptive to the neighborhood. She also presented a letter from James and Patricia Burnham with a similar request.  
The Building Inspector suggested that trees would buffer the sound better than a fence. The Vice Chair informed Ms. Brown that the Building Inspector is the Enforcement Officer and that he would follow up on what the requirements are for Mr. Glynos. The Vice Chair also informed Ms. Brown that the review of the plan was started six weeks ago and that her concerns should have been presented before the March 21, 2018 meeting.
- Continued discussion of the Downtown Zoning Area-to make lots conforming, or less non-conforming.
- The Vice Chair informed the Board that he had heard from Town Counsel regarding the two Special Conditions that were annotated on a 1984 approved subdivision plan.
- The Vice Chair discussed the Public Hearing that will be held on April 4, 2018 regarding changes to the Flood Plain Bylaws.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of March 07, 2018. Samuel Crocker made a motion to approve the March 07, 2018 minutes as written.

Dexter Doane seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Matt Greco made a motion to adjourn the meeting. Dexter Doane seconded the motion which was approved by a majority of the Board Members present. The Vice Chair declared the Meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on April 4, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes – March 07, 2018

The meeting was called to order at 7:30 PM by Vice Chair Wes Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### Board Members

Present Members, Westley Burnham, William French, S. Sturgis Crocker, Dexter Doane, Matt Greco

Absent Members, Kimberly Drake, Corey Jackson

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

Also in attendance: Friede Brosch

George Glynos

James McLeod

Remko Breuker

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

Friede Brosch of 143 Main Street was in attendance, and presented to the Board a model of a statue of a Clam digger, forged of bronze castings. He proposed creating a six foot statue to be displayed at a location in Essex.

Wes Burnham advised him that this was not an area that the Planning Board was really involved in and suggested that he should reach out to the Selectmen and DPW.

### 60 Eastern Avenue—Map 38-42 (Old Map) 127-14 (New Map)—George Glynos - Application & Site Plan

The Board reviewed the Site Plan and Application for the change of use of a barn at 60 Eastern Ave. From storage to landscaping use and the addition a ½ bath. Wes cautioned Mr. Glynos that the house currently is approved for two units and that no additional units should be added. The Board agreed that provisions for additional parking and equipment were adequate. Crushed stone would be used for drainage control. To shield the abutting residential properties, trees will be planted along the property line to provide screening. Additionally, a privacy wall was discussed. Owner to see the Building Inspector to determine height.

Matt Greco made a motion to approve the Site Plan review for 60 Eastern Avenue.

S. Sturgis Crocker seconded the motion.

The motion was approved by a majority of the Board Members present.

**69 Choate Street—(Map 16-9) Old Map (105-6) New Map—James McLeod – Change of Use**

The Board reviewed the Site Plan and application for change of use of a barn at 69 Choate Street from an accessory building to a mixed use commercial and workshop. A plan for a new septic system was also presented. A letter from the Board of Health dated 12/14/2017 stating that the Septic System Design Plan for 69 Choate St. had the Board's approval was presented. owner stated that it is in compliance with all safety systems and any hazmat materials will be stored indoors. The property also meets all the requirements for adequate parking. Drainage control was not an issue.

S. Sturgis Crocker made a motion to approve the Change of Use for 69 Choate Street.

Dexter Doane seconded the motion.

The motion was approved by a majority of the Board Members present.

**0 Spring Street—Remko Breuker, Architect –Representing buyers**

The Board reviewed a plan presented by Remko Breuker showing a Sub-Division for Spring Street that had been approved and signed by the sitting Board in 1984. He also presented a deed in the names of Nina F. Little and Bertram K. Little.

Mr. Breuker is questioning whether a house and road can be constructed on the property based on the 1984 Sub-Division approval.

Wes discussed the fact that there have been changes in standards for building roads over the years to allow access for public safety equipment.

The Board also discussed two Special Conditions that were part of the Sub-Division.

Wes stated that he was going to consult with Town Counsel.

**BOARD DISCUSSION:**

**Meeting Minutes**

The Board reviewed the Meeting Minutes of February 07, 2018. Matt Greco made a motion to approve the February 07, 2018 minutes.

Dexter Doane seconded the motion.

The motion was approved by a majority of the Board Members present.

**Adjourn**

S. Sturgis Crocker made a motion to adjourn the meeting, Matt Greco seconded the motion which was approved by a majority of the Board Members present. The Vice Chair declared the Meeting to be adjourned at 9:45 PM.

The next Meeting of the Town of Essex Planning Board will be held on March 21, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.



TOWN OF ESSEX PLANNING BOARD AGENDA – FEBRUARY 21, 2018

The Planning Board Meeting of 2/21/2018 has been cancelled,  
due to the lack of a quorum.

*The next Meeting of the Town of Essex Planning Board will be held on March 07 2018, and be held at the Essex Town Hall 2<sup>ND</sup> Floor Meeting Room, 30 Martin Street, Essex, MA 01929 and will commence at 7:30 p.m.*

## **Town of Essex Planning Board Meeting Minutes – February 07, 2018**

The meeting was called to order at 7:30 PM by Vice Chair Wes Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, William French, S. Sturgis Crocker, Dexter Doane, Matt Greco

Absent Members, Kimberly Drake, Corey Jackson

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

Also in attendance: Patricia Burnham -17 Water Street

Helen Brown – 11 Water Street

### **Building Inspector's Report**

#### **46 Robbins Island Road—Map 19-70 (Old Map) 108-10 (New Map)**

The Building Inspector presented for further discussion an old plan that had been approved. The plan was to demolish the current building and rebuild on the same footprint. New construction was to be raised two feet above the flood plain.

Wes cited 6.42 finding. As long as it is the same foundation with no other changes.

Building Inspector to issue permit without any changes to overall height.

#### **60 Eastern Avenue—Map 38-42 (Old Map) 127-14 (New Map)—George Glynos - Application & Site Plan**

Wes reviewed the plan and discussed the parking requirements specific to residential and commercial properties, as well as the impact on neighbors. Mr. Glynos has to provide additional information on the site plan and application and present it again before the Board.

Skip questioned if there were screening issues with the business.

Helen Brown said she had questions concerning the business. Wes requested that she put her concerns in writing and they would be part of the record.

#### **69 Choate Street—(Map 16-9) Old Map (105-6) New Map—James McLeod – Change of Use**

The Board reviewed the plan for change of use of a barn on the property. The property shares a common driveway. Wes questioned if it would then be three residential and one commercial. Stating that only three residents are allowed.

Building Inspector stated that the original plan had problems, but now has everything he needs.

Building Inspector requested a maintenance agreement for the driveway.

**BOARD DISCUSSION:**

**Meeting Minutes**

There was no meeting on January 17, 2018.

**Adjourn**

Bill French made a motion to adjourn the meeting, Skip Crocker seconded the motion which was approved by a majority of the Board Members present. The Vice Chair declared the Meeting to be adjourned at 8:45 PM.

The next Meeting of the Town of Essex Planning Board will be held on February 21, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

**Town of Essex Planning Board Meeting Minutes**

**January 17, 2018**

The Meeting was not opened, due to the fact that there was not a quorum of Planning Board Members present.

The next Meeting of the Town of Essex planning Board will be held on February 07, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

**Town of Essex Planning Board Meeting Minutes**

**January 03, 2018**

The Meeting was not opened, due to the fact that there was not a quorum of Planning Board Members present.

The next Meeting of the Town of Essex planning Board will be held on January 17, 2018 at the Essex Town Hall 2<sup>nd</sup> floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes –December 18 , 2019

The meeting was called to order at 7:30 PM by Vice Chair Westley Burnham. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Westley Burnham, Michael McConnell, William French, S. Sturgis (Skip) Crocker

**Board Members Absent:** Kim Drake, Matt Greco, Dexter Doane

**Administrative Assistant:** Mary Heeney

### **Building Inspector's Report:**

#### **208 Southern Ave. Map 209-013 Martin & Cheryl Nally**

The Building Inspector presented a change of use application for 208 southern Ave., to turn a three bay garage into a one bedroom apartment. The lot area is approx. 1.3 acres (56,628) sq. ft. It was determined that the property did not meet the requirements of the Town of Essex Bylaw 6-5.5 which states "a second structure which is a single family residential use may be erected on a single residential lot of at least 70,000 square feet in area".

The application was denied because it did not meet the lot area requirements.

Discussion with the Building Inspector on 69 Choate Street re: complaints from abutters. The Building Inspector stated he will check into the complaints.

### **Board Review and discussion:**

#### **Proposed retail marijuana facility – 166 Eastern Ave. BB Botanics**

##### **Public in attendance:**

Amanda Desrosiers 10 Harlow Street  
Brian Desrosiers 10 Harlow Street  
Mary Ellen Delacy 5 Harlow Street

Discussion on the proposed retail Marijuana Establishment.

Abutters questioned the approval of the proposed marijuana establishment. The abutters were informed that the Planning Board has not received any applications regarding the proposed Marijuana Establishment. Abutters cited concerns over traffic, parking, the proximity to schools and the site being a wetland area. The Vice Chair informed the attendees that if they wanted a special meeting they would have to ask the Selectmen. They informed the Board that they had a petition with enough signatures to present to the selectmen for a Special Town Meeting.

Review of the Table of Dimensional Requirements.

The Board reviewed the current Table of Dimensional Requirements, discussing possible changes. The discussion will be continued at the next meeting.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of November 20, 2019.  
Michael McConnell made a motion to accept the Minutes as amended.  
William French seconded the motion. The motion was approved unanimously.

### **Adjourn**

Michael McConnell made a motion to adjourn the meeting.  
S.Sturgis (Skip) Crocker seconded the motion.  
The motion was unanimously approved by the Board Members.  
The chair declared the Meeting to be adjourned at 9:20PM.

The next Meeting of the Town of Essex Planning Board will be held on January 15, 2020 at the Essex Town Hall, 2<sup>nd</sup> floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.

No minutes

Meeting cancelled - no quorum

## TOWN OF ESSEX PLANNING BOARD AGENDA – December 04, 2019

The Public Meeting of the Town of Essex Planning Board is to be held at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex, MA 01929 and will commence at 7:30 p.m.

### **BUILDING INSPECTOR'S REPORT:**

### **BOARD REVIEW/ DISCUSSION:**

Continued discussion of the Essex Downtown Zoning District/Mixed use bylaw proposal.  
Review of the Table of Dimensional Requirements

### **BOARD REVIEW OF MEETING MINUTES — November 20, 2019**

### **Committee Updates from Board Members:**

- Community Preservation Committee – Kim Drake.
- Strategic Planning Committee Update -- Westley Burnham.
- Building Committee Update – Westley Burnham.
- Economic Development Committee – Westley Burnham.

### **MEETING TO ADJOURN**

*The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*The next Meeting of the Town of Essex Planning Board will be held on December 18, 2019, and be held at the Essex Town Hall 2<sup>ND</sup> Floor Meeting Room, 30 Martin Street, Essex, MA 01929 and will commence at 7:30 p.m.*



## Town of Essex Planning Board Meeting Minutes – November 20, 2019

The meeting was called to order at 7:30 PM by Vice Chair Westley Burnham. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Westley Burnham, Dexter Doane, Michael McConnell, William French

**Board Members Absent:** S. Sturgis (Skip) Crocker, Kim Drake, Matt Greco

**Administrative Assistant:** Mary Heeney

### **Building Inspector's Report:**

The Building Inspector presented one application for 8 Belcher Street for the new construction of a 24X36 ft. barn. The plans were for a one story building with no living space.

Dexter Doane moved that we approve the plan to construct a barn at 8 Belcher Street citing that it meets all the requirements of the Zoning Bylaws.

Michael McConnell seconded the motion which was approved unanimously by the Board Members.

### **Board Review and discussion:**

#### **38 Robbins Island Road – map 108-009**

Michael Morton had requested an informal discussion on proposed changes to the original plan at 38 Robbins Island Road. The Building Inspector reviewed the plans and determined that it was not necessary to present to the Planning Board.

#### **0 Spring Street - Map121-001**

Architect, Remko Breuker, presented updated plans for 0 Spring Street. The original sub-division plan was approved on December 19, 1984 and discussed again on March 7, 2018.

The Vice Chair reviewed the plan as presented for a modification to the access road off of Spring Street. The discussion initially reverted back to the original plan for a gravel road. Wes explained that there have been changes in standards for building roads over the years and the proposed road has to be 16 feet wide to allow access for public safety equipment. The plan also showed a turnaround. Wes explained why a turnaround has to be able to accommodate fire apparatus and emergency vehicles so that they can safely turn around.

Remko Breuker informed the Board that he currently was talking to the Conservation Commission and that he will also be talking to the DEP.

Wes stated that this would be a modification to the current plan and that a modification would require a Public Hearing.

## **Town of Essex Planning Board Meeting Minutes – November 06, 2019**

The meeting was called to order at 7:30 PM by Chair, Kim Drake. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Kim Drake, Westley Burnham, Michael McConnell, Matt Greco, William French

**Board Members Absent:** Dexter Doane, S. Sturgis (Skip) Crocker

**Administrative Assistant:** Mary Heeney

### **Building Inspector's Report:**

The Building Inspector did not have any Building Permit Applications to be approved or reviewed by the Planning Board.

### **Board Review and discussion:**

Continued discussion of the Downtown Zoning District.

Kim Drake presented the following handouts to the Board

- A Map highlighting parcel sizes under 30,000 sq. ft.
- Copy of the Zoning Recommendations Summary from the Harriman Report
- An appendix, also from the Harriman Report, showing a comparison of current dimensional requirements vs proposed recommendations.

The Board discussed the lot sizes as presented on the map.

Continued discussion on the Downtown Zoning District draft, presented by Westley Burnham, included:

- Discussion of new definitions
- Discussion of permitted principal uses including:  
Residential, Business, Mixed use, Industrial – Class B, Municipal, Storage

Michael McConnell made a motion to close the discussion of the Downtown Zoning District and further discussion to be continued at the next meeting.

The motion was approved unanimously.

The discussion was closed at 9:00 PM

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of October 16, 2019.

Michael McConnell made a motion to accept the Minutes as amended.

Westley Burnham seconded the motion. The motion was approved unanimously.

**Adjourn**

William French made a motion to adjourn the meeting.

Michael McConnell seconded the motion.

The motion was unanimously approved by the Board Members.

The chair declared the Meeting to be adjourned at 9:15 PM.

The next Meeting of the Town of Essex Planning Board will be held on November 20, 2019 at the Essex Town Hall, 2<sup>nd</sup> floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.

*See changes -  
pg. 2*

**Town of Essex Planning Board Meeting Minutes – October 16, 2019**

The meeting was called to order at 7:30 PM by Chair, Kim Drake. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Kim Drake, Westley Burnham, Michael McConnell, Matt Greco, William French, Dexter Doane, S. Sturgis (Skip) Crocker

**Administrative Assistant:** Mary Heeney

**Also in attendance :** David & Ruth Pereen

**Building Inspector’s Report:**

- **David & Ruth Pereen –12 Choate Street – Map 106-013**

The Building Inspector presented an application for 12 Choate Street to construct a new two story three car garage with a poured concrete foundation.

S. Sturgis Crocker made a motion to approve the siting of a three car garage at 12 Choate Street stating that it meets the requirements of the Town of Essex Bylaws.

Dexter Doane seconded the motion which was approved unanimously.

**Meeting Minutes**

The Board reviewed the Meeting Minutes of October 02, 2019.

Westley Burnham made a motion to accept the minutes as amended.

Michael McConnell seconded the motion.

The motion was unanimously approved.

**PUBLIC HEARING:**

Two public hearings were held:

1. On proposed Zoning Bylaw changes and corrections to be considered at the Fall Town Meeting 11/18/19.
2. On proposed changes and corrections to amend the Essex Rules and Regulations Relative to Subdivision Control.

The Chair opened the first Public Hearing at 7:40 PM.

1. On proposed Zoning Bylaw changes and corrections to be considered at the Fall Town Meeting 11/18/19.

The Chair requested a motion to waive the reading of the Preamble for Public Hearings.

Westley Burnham made a motion to waive the reading of the Preamble for Public Hearings.

William French seconded the motion.

The motion was passed unanimously.

The Chair read the Articles and briefly explained to those in attendance the changes that the Board was presenting.

The Chair asked if there were any comments or questions.  
There were no questions or comments.

Westley Burnham made a motion to close the Public Hearing on the proposed zoning articles to be presented at the Fall Town Meeting.  
Michael McConnell seconded the motion.  
The motion was passed unanimously.  
The Public Hearing was closed at 7:50 PM

Wes Burnham made a motion to open the second Public Hearing  
Michael McConnell seconded the motion.  
The motion was passed unanimously.

The Chair opened the second Public Hearing at 7:52 PM.

2. On proposed changes and corrections to amend the Essex Rules and Regulations Relative to Subdivision Control.

The Chair requested a motion to waive the reading of the Preamble for Public Hearings.  
Westley Burnham made a motion to waive the reading of the Preamble for Public Hearings.  
William French seconded the motion.  
The motion was passed unanimously.

The Chair gave an overview presentation of the proposed changes to the Rules and Regulations Relative to Subdivision Control.

There were no questions or comments from the Public.

Westley Burnham made a motion to accept and approve the changes and corrections to amend the Rules and Regulations Relative to Subdivision Control.  
Dexter Doane seconded the motion.  
The motion was passed unanimously.

Westley Burnham made a motion to close the Public Hearing on the proposed changes to the Rules and Regulations Relative to Subdivision Control.  
S. Sturgis Crocker seconded the motion.  
The motion was passed unanimously.  
The Public Hearing was closed at 7:55PM.

**Board Review and discussion:**

Kim Drake presented a draft map of the ~~current~~ <sup>PROPOSED</sup> Essex Downtown District. The map highlighted potential boundaries that the Board had previously discussed as well as potential areas that could be considered ~~for mixed use~~. The Board reviewed the map and agreed that the discussion should be continued at the next meeting on November 6, 2019.

**Adjourn**

Michael McConnell made a motion to adjourn the meeting.

Dexter Doane seconded the motion.

The motion was unanimously approved by the Board Members.

The chair declared the Meeting to be adjourned at 8:45 PM.

The next Meeting of the Town of Essex Planning Board will be held on November 6, 2019 at the Essex Town Hall, 2<sup>nd</sup> floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes – October 02, 2019

The meeting was called to order at 7:36 PM by Chair, Kim Drake. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Kim Drake, Westley Burnham, Michael McConnell, Matt Greco, William French

**Board Members Absent:** Dexter Doane, S. Sturgis (Skip) Crocker

**Administrative Assistant:** Mary Heeney

### **Building Inspector's Report:**

The Building Inspector did not have any Building Permit Applications which required review or approval by the Planning Board.

### **Board Review:**

- **Julia Gubarchuk – 31R Hill Road, Lots 155-10,155-12,155-13**  
Informal meeting. Owner looking to combine three lots into one for the convenience of one tax bill. Wes informed the owner that this would be a matter that should be presented to the Assessor's Office.

### **Board Discussion:**

- Discussion on the proposed items for the Planning Board Public Hearing of 10/16/2019.
- Downtown Zoning District: Initial discussion included potential boundaries, taking into consideration current residential areas. Further discussion is to be continued to include the members of the Board who were not present at the meeting.
- Discussion of Sign Bylaw: Wes Burnham informed the Board that he had a discussion with the Building Inspector on the current sign Bylaw. With anticipated additional businesses, a review of the Bylaw was recommended.
- Study of the Downtown Parking and wayfinding signage. To address the parking needs of the Town.
  
- **Meeting Minutes**

The Board reviewed the Meeting Minutes of September 18, 2019. Wes Burnham made a motion to accept the minutes as amended. Michael McConnell seconded the motion. The motion was unanimously approved.

The Board reviewed the Meeting Minutes of October 10, 2018.  
Michael McConnell made a motion to accept the minutes.  
Dexter Doane seconded the motion.  
The motion was unanimously approved.

**Committee Updates:**

**Adjourn**

Michael McConnell made a motion to adjourn the meeting.  
Dexter Doane seconded the motion.  
The motion was unanimously approved by the Board Members.  
The chair declared the Meeting to be adjourned at 8:50PM.

The next Meeting of the Town of Essex Planning Board will be held on October 16, 2019 at the Essex Town Hall, 2<sup>nd</sup> floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.



## Town of Essex Planning Board Meeting Minutes – September 18, 2019

The meeting was called to order at 7:30 PM by Chair, Kim Drake. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Kim Drake, Westley Burnham, Michael McConnell, Matt Greco, William French

**Board Members Absent:** Dexter Doane, S. Sturgis (Skip) Crocker

**Administrative Assistant:** Mary Heeney

### **Building Inspector's Report:**

#### **Daniel Auditore, 54 Island Road – Map 101 Lot 006**

The Building Inspector presented an application and plan for new construction of a single family home to be attached to an existing three car garage. Footprint will be 2000 sq.ft. Currently there is a barn on the property. After reviewing the plan, Kim Drake requested that erosion control be added to slopes.

Wes Burnham made a motion to approve the siting of a second single family dwelling at 54 Island Road owned by Daniel Auditore stating that it meets the requirements of the Town of Essex Bylaws. Michael McConnell seconded the motion which was unanimously approved.

### **Board Review :**

- ANR – 27 Centennial Grove Road – Map 110, Lot 146-022-23,25,27

A plan was presented by Keith Symms to move lot lines on property located at 23,25,27 Centennial Grove Road, thereby changing the sizes of the lots.

Wes Burnham made a motion to endorse the plan for 23,25,27 Centennial Grove Road to move the lot lines as directed on the plan.

Kim Drake seconded the motion.

The motion was unanimously approved.

### **Board Discussion:**

- Continued extensive discussion on the proposed Downtown Zoning District. Kim Drake presented a plan of the Town for the Board's review. Discussion to be continued at the next meeting.

*Discussion*

- Wes Burnham informed the Board that the proposed zoning Bylaw changes and corrections have been presented for the Fall 2019 Town Meeting.

*prepared*

- **Meeting Minutes**

The Board reviewed the Meeting Minutes of September 4, 2019.  
Matt Greco made a motion to accept the minutes as written.  
Michael McConnell seconded the motion.  
The motion was unanimously approved.

**Committee Updates:**

Wes Burnham informed the Board that he had met with the Citizens Housing & Planning Association and they support the proposals for a new zoning district.  
The Economic Development Committee is also in support of the proposals for a new zoning district. They feel that that this will invigorate business uses.

**Adjourn**

William French made a motion to adjourn the meeting.  
Michael McConnell seconded the motion.  
The motion was unanimously approved by the Board Members.  
The chair declared the Meeting to be adjourned at 9:00 PM.

The next Meeting of the Town of Essex Planning Board will be held on October 2, 2019 at the Essex Town Hall, 2<sup>nd</sup> floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes – September 4, 2019

The meeting was called to order at 7:30 PM by Chair, Kim Drake. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Kim Drake, Westley Burnham, Michael McConnell, Matt Greco, S. Sturgis (Skip) Crocker, William French

**Board Members Absent:** Dexter Doane

**Administrative Assistant:** Mary Heeney

### **Building Inspector's Report:**

The Building Inspector did not have any Building Permit Applications which required review or approval by the Planning Board.

### **Board Review & Discussion:**

- Continued discussion of the proposed changes and corrections to the Rules and Regulations Relative to Subdivision Control. Wes Burnham informed the Board that the proposed changes and corrections would require a Public Hearing.
- Continued extensive discussion on the proposed Downtown Zoning District. Discussion to be continued at the next meeting.
- Wes Burnham presented, to the Board, proposed zoning Bylaw changes and corrections to be presented at the Fall 2019 Town Meeting.

Samuel (Skip) Crocker made a motion to accept the Bylaw changes as written and the amended proposed Bylaw corrections.

Michael McConnell seconded the motion. Which was passed unanimously.

- **Meeting Minutes**

The Board reviewed the Meeting Minutes of August 21, 2019.

Wes Burnham made a motion to accept the minutes as written.

Michael McConnell seconded the motion.

The motion was unanimously approved.

**Committee Updates:**

**Adjourn**

William French made a motion to adjourn the meeting.

Michael McConnell seconded the motion.

The motion was unanimously approved by the Board Members.

The chair declared the Meeting to be adjourned at 9:00 PM.

The next Meeting of the Town of Essex Planning Board will be held on September 18, 2019 at the Essex Town Hall, 2<sup>nd</sup> floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes – August 21, 2019

The meeting was called to order at 7:30 PM by Chair Kim Drake. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Kim Drake, Westley Burnham, Dexter Doane, Michael McConnell

**Board Members Absent:** Matt Greco, S. Sturgis (Skip) Crocker, William French,

**Administrative Assistant:** Mary Heeney

### **Building Inspector's Report:**

3 Shea Court, Map 145 Lot 32, Elizabeth Joy Issac:

The Building Inspector presented an application for the construction of a residential building. The conforming building lot size is 2.5 acres. The footprint is 31x42 according to plan. The plan meets all setback and height requirements.

Dexter Doane made a motion to approve the Building Permit Application for 3 Shea Court owned by Elizabeth Joy Issac to construct a residential building finding it has the necessary approvals and meets the requirements of the town of Essex Bylaws.

Michael McConnell seconded the motion.

The motion was unanimously approved.

### **Board Review:**

ANR –0 Cogswell Road -- Map 110, Lot 038

- A plan was presented to divide a non buildable lot into four parcels, each parcel to be incorporated into existing lots.
- Wes Burnham made a motion to endorse the plan for 0 Cogswell Road to be split as directed on the plan as a non buildable property.  
Michael McConnell seconded the motion.  
The motion was unanimously approved.

### **Board Discussion:**

- Board review and discussion of recommendations by Wes Burnham and Kim Drake to the Rules and Regulations Relative to Subdivision Control.
- Discussion on the Downtown Zoning District. The Board requested that this be included as an agenda item for the next meeting.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of August 7, 2019.

Michael McConnell made a motion to accept the minutes as corrected.  
Westley Burnham seconded the motion.  
The motion was unanimously approved.

**Committee Updates:**

**Adjourn**

Michael McConnell made a motion to adjourn the meeting.  
Westley Burnham seconded the motion.  
The motion was unanimously approved by the Board Members.  
The chair declared the Meeting to be adjourned at 9:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on September 4, 2019 at the Essex Town Hall, 2<sup>nd</sup> floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes – August 07, 2019

The meeting was called to order at 7:30 PM by Chair Kim Drake. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Kim Drake, Westley Burnham, William French, S. Sturgis (Skip) Crocker, Michael McConnell.

**Board Members Absent:** Dexter Doane, Matt Greco

**Administrative Assistant:** Mary Heeney

### **Building Inspector's Report:**

The Building Inspector did not have any Building Permit Applications which would require review by the Planning Board. The Building Inspector was present at the Site Plan Review for the Public Safety Building.

### **Board Review:**

#### **11 John Wise Avenue & 0 Spring Street – Site plan review – Public Safety Building**

**In attendance:**

Elizabeth Eaton  
Edward Cushing  
Ed Neal  
Ruth Peraan  
Lisa O'Donnell  
Tim Dorman

**Presentation by:**

Dave Conway	Nitsch Engineering
Michael Bellefeuille	Johnson Roberts
Brendhan Zubricki	Town Administrator

The construction of a new Public Safety Building to house the Essex Police Department and Essex Fire Department, and associated site improvements.

- Plans for the building were projected on a large screen for the convenience of those in attendance.

- The Conservation Commission has reviewed the plans and continued their public hearing process to review an alternate stormwater management approach. No other concerns have been identified.
- The formal address will be 11 John Wise Avenue.
- The building will have an upper level which will serve the Fire Department and a lower level the Police Department.
- Safety issues such as traffic control and lights for active situations were discussed. The proposed street activity signal system is under review by Mass DOT. Brendhan Zubricki also informed the audience that a request has been made to Mass. DOT to make a speed limit change in the area.
- LED lighting during evening work hours, will include house shields to reduce light spill outside property lined.
- Retaining walls, guardrails, and railings will be provided at significant elevation changes.
- The Board requested that facility signage be included on the street.
- The Building Inspector requested one handicap parking to be added at the lower level parking area.
- Underground structures will be used to capture and infiltrate the rainwater. Stormwater will not leave the site.
- The plan identified the current trees and shrubs on the cemetery property line. This landscaping will remain the same. The plan also showed the new landscaping, which will include trees, shrubs and lawn. Solid wood fencing and evergreen screening will occur on the North and South property lines abutting residential properties.
- Discussion included the location of the vehicle bays in relation to the traffic flow of responders. The current plan shows responders would have to cross through truck bay area to access their uniforms. Wes Burnham informed the public that these concerns would be addressed by the Town Building Committee.

Westley Burnham made a motion to approve the Site Plan Review for 11 John Wise Avenue finding that the proposal meets the requirements of the Town of Essex zoning by-laws.

William French seconded the motion.

The motion was unanimously approved.

**ANR Plan Review:**

- The Board voted to endorse the ANR (Approval Not Required) for 104 Belcher Street, presented by Liz Guerin.

**Board Discussion:**

- Westley Burnham prepared suggested revisions to the current Subdivision Bylaws. Discussion to be continued to the next meeting.
- Discussion on the Downtown Zoning District. The Board requested that this be included as an agenda item for the next meeting.



### Meeting Minutes

The Board reviewed the Meeting Minutes of July 17, 2019.  
S. Crocker made a motion to accept the ~~plans~~ <sup>minutes</sup> as written.  
Westley Burnham seconded the motion.  
The motion was unanimously approved.

### Committee Updates:

- Building Committee update – Westley Burnham.
- Wes informed the Board that the Affordable Housing was being addressed by the Citizens Housing and Planning Association. Wes also informed the Board that their next meeting was July 24.

### Adjourn

Michael McConnell made a motion to adjourn the meeting.  
S. Crocker seconded the motion.  
The motion was unanimously approved by the Board Members.  
The chair declared the Meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on August 21, 2019 at the Essex Town Hall, 2<sup>nd</sup> floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.

8/19/2019 - Changes to minutes - by Kim.

## Town of Essex Planning Board Meeting Minutes – August 07, 2019

The meeting was called to order at 7:30 PM by Chair Kim Drake. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Kim Drake, Westley Burnham, William French, Samuel S Sturgis (Skip) Crocker, Michael McConnell.

**Board Members Absent:** Dexter Doane, Matt Greco

**Administrative Assistant:** Mary Heeney

### Building Inspector's Report:

The Building Inspector did not have any Building Permit Applications which would require review by the Planning Board. The Building Inspector was present at the Site Plan Review for the Public Safety Building.

### Board Review:

#### 11 John Wise Avenue & 0 Spring Street – Site plan review – Public Safety Building

##### In attendance:

Elizabeth Eaton	17 Spring Street
Edward Cushing	15 Spring Street
Ed Neal	15 Western Ave.
Ruth Perea	
Lisa O'Donnell	
<del>Brendhan Zubricki</del>	<del>Town Administrator</del>
Tim Dorman	NV5

##### Presentation by:

Dave Conway	Johnson-RobertsNitsch Engineering
Michael Bellefeuille	Johnson Roberts
Brendhan Zubricki	Town Administrator

~~Michael Bellefeuille gave an introduction to what the Applicant is requesting:~~

The construction of a new Public Safety Building to house the Essex Police Department and Essex Fire Department, and associated site improvements.

- Plans for the building were projected on a large screen for the convenience of those in attendance.

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- The Conservation Commission has reviewed the plans and continued their public hearing process to review an alternative stormwater management approach. No other concerns have been identified.
- The formal address will be 11 John Wise Avenue.
- The building will have an upper level which will serve the Fire Department and a lower level for the Police Department.
- Safety issues such as traffic control and lights for active situations were discussed. The lighting during an active situation was addressed and the proposed street activity signal new system is under review by Mass DOT. Brendhan Zubricki also informed the audience that a request has been made to Johnson & Roberts are working with Mass. DOT to make a speed limit change in the area.
- Adequate LED lighting during evening work hours, will include house shields to reduce light spill outside property lines.
- Retaining walls, guardrails, and railings will be provided at significant elevation changes.
- Identifying The board requested that facility signage be included on the street.
- The Building Inspector requested one as well as signage for directions, handicap parking to be added at the lower level parking area, and accessibility were also addressed.
- Edward Cushing questioned how drainage will be managed. Dave Conway pointed out on the plan, the Underground structures that will be used to capture and infiltrate the rainwater and slow the infiltration rate. Stormwater will not leave the site.
- Questions on landscaping were also addressed. The plan identified the current trees and shrubs on the cemetery property line. This landscaping will remain the same. The plan also showed the new landscaping, which will include trees, shrubs and lawn. Solid wood fencing and evergreen screening will occur on the north and south property lines abutting residential properties.
- Ed Neal brought up Discussion included the location of the vehicle bays in relation to the traffic flow of responders. The current plan shows responders would have to cross through truck bay area to access their uniforms. Wes Burnham informed Mr. Neal the public that these concerns would be addressed by the Town Building Committee.

**ANR Plan Review:**

- The board voted to endorse the ANR (Approval Not Required) plan for 104 Belcher Street (ADDRESS HERE) presented by Liz Guerin

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5  
 781-326-3344  
 2  
 Tim Close  
 23 Centennial Lane road.  
 appraiser

**Board Discussion:**

- Westley Burnham discussed prepared suggested revisions that need to be made to the current Subdivision Bylaws. Recommended that the discussion be continued to at the next meeting.
- Discussion on the Downtown Zoning District. It was determined that an amount of time be set aside at The Board requested that this be included as an agenda item for the next meeting for Board input and further discussion.

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**Meeting Minutes**

8/21

The Board reviewed the Meeting Minutes of June 19, 2019.  
 Samuel Skip Crocker made a motion to accept the plans as written.  
 William French seconded the motion.  
 The motion was unanimously approved.

**Committee Updates:**

- Building Committee update – Westley Burnham.
- Wes informed the Board that the Affordable Housing was interested in the Building Committee discussions. Wes also informed the Board that their next meeting was July 24. (Check with Wes on this. I believe it is an entirely new committee that is discussion Affordable Housing.)

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**Adjourn**

Matt Greco made a motion to adjourn the meeting.  
 Samuel Skip Crocker seconded the motion.  
 The motion was unanimously approved by the Board Members.  
 The chair declared the Meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on August 21<sup>st</sup>, 2019 at the Essex Town Hall, 2<sup>nd</sup> floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes – July 17, 2019

The meeting was called to order at 7:30 PM by Chair Kim Drake. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Kim Drake, Westley Burnham, William French, Samuel Crocker, Matt Greco, Michael McConnell.

**Board Members Absent:** Dexter Doane

**Administrative Assistant:** Mary Heeney

### **Building Inspector's Report:**

The Building Inspector did not have any Building Permit Applications which would require review by the Planning Board.

### **Board Review:**

#### **104 Belcher Street – ANR - Liz Guerin:**

- The Board reviewed the plan and determined that the documentation for the ANR was not complete. Ms. Guerin was advised on the information that was needed and to present the plan again at the August 7, 2019 meeting.

#### **113 Belcher Street - ANR - Mary Hickey:**

- The Board reviewed the plan to divide an existing lot into two conforming buildable lots. Wes Burnham advised Mary Hickey that once a plan is approved, it cannot be changed. Wes Burnham made a motion to endorse the plan for 113 Belcher Street finding it meets the requirements under current Essex Zoning Bylaws. Samuel Crocker seconded the motion which passed unanimously.

### **Board Discussion:**

- Westley Burnham discussed revisions that need to be made to the current Bylaws. Recommended that the discussion be continued at the next meeting.
- Discussion on the Downtown Zoning District. It was determined that an amount of time be set aside at the next meeting for Board input and further discussion.

### **Meeting Minutes**

The Board reviewed the Meeting Minutes of June 19, 2019. Samuel Crocker made a motion to accept the plans as written. William French seconded the motion. The motion was unanimously approved.

**Committee Updates:**

- Building Committee update – Westley Burnham.
- Wes informed the Board that the Affordable Housing was interested in the Building Committee discussions. Wes also informed the Board that their next meeting was July 24.

**Adjourn**

Matt Greco made a motion to adjourn the meeting.  
Samuel Crocker seconded the motion.  
The motion was unanimously approved by the Board Members.  
The chair declared the Meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on August 7, 2019 at the Essex Town Hall, 2<sup>nd</sup> floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.

**NO PLANNING BOARD  
MEETING JULY 3, 2019**

## Town of Essex Planning Board Meeting Minutes – June 19, 2019

The meeting was called to order at 7:45 PM by Chair Kim Drake. The Meeting was held at the Essex Town Hall, 30 Martin Street, Essex, MA 01929

**Board Members Present:** Kim Drake, Westley Burnham, William French, Dexter Doane, Samuel Crocker.

**Board Members Absent:** Matt Greco, Michael McConnell.

**Substitute Administrative Assistant:** Westley Burnham

### **Building Inspector's Report**

- 19 Forest Ave, Jack Shields: Request to demo approximately half of existing single-story ranch due to damage caused by age and water and replace with a 2 story structure. Current dwelling is non-conforming and doesn't meet current setback requirements for rear lot lines, lot is a corner lot adjoining Desoto Rd.

Motion by Wes Burnham to approve the planned construction of 19 Forest Ave under 6-4.2 finding the proposed construction will not be substantially more detrimental to the neighborhood than the current use. New construction will not increase building area from current footprint. Seconded by Bill French, passed unanimously.

### **Meeting Minutes**

- 208 Southern Ave ANR: Board reviewed the plan to split current property into 2 conforming building lots.  
Motion by Wes Burnham, to endorse the plan for 208 Southern Ave submitted by Cheryl and Martin Nally finding it meets the minimum requirements under current Essex Zoning bylaws. Seconded by Dexter Doane, Passed unanimously.

- Minutes from June 5<sup>th</sup> Planning Board meeting were reviewed and motion made to accept as written by Samuel Crocker, seconded by Dexter Doane, passed unanimously.

- Discussion of Chapter 91 application of the Town of Essex to rebuild the existing seawalls located at Conomo Point. Board discussed and had no concerns with the project as presented.

Motion by Samuel Crocker to authorize the Chair to sign the acknowledgement of Request for Review on behalf of the Essex Planning Board for the Chapter 91 application by the Town of Essex. Seconded by Dexter Doane, passed unanimously.

- Liz Guerin called and cancelled her request to present an ANR for endorsement. Will reschedule to July 17, 2019 as the July 3, 2019 meeting has been cancelled due to expected lack of quorum.



**Committee Updates:**

Wes Burnham announced the Town Building committee is proceeding. A Special Town meeting is scheduled for September 23 to act on one article to authorize full funding for the new Fire and Police facility to be located at 11 John Wise Ave.

**Adjourn**

Bill French made a motion to adjourn the meeting.  
Dexter Doane seconded the motion.  
The motion was unanimously approved by the Board Members.  
The chair declared the Meeting to be adjourned at 8:15 PM.

The next Meeting of the Town of Essex Planning Board will be held on July 17, 2017 at the Essex Town Hall, 2<sup>nd</sup> floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.

Minutes taken by Wes Burnham.

## Town of Essex Planning Board Meeting Minutes June 05, 2019

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### Board Members

Present Members, Westley Burnham, Michael McConnell, Kimberly Drake, William French, Matthew Greco

Absent Members, Samuel Crocker, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### Building Inspector's Report:

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

### 34 Robbins Island Road—Decision for Special Permit

The Public Hearing for the application submitted by Jeffrey Calder and Lucia Cecchetti for a special permit under section 6-12.6 of the Zoning By-Law, for property located at 34 Robbins Island Road, for renovations and additions of an existing structure and to increase the building height was held on April 17, 2019. The members of the Planning Board voted to approve the Special Permit at a meeting on June 5, 2019 in accordance with the Town of Essex By-Law 6-12.6

The votes were cast as follows:

Wes Burnham (Chair)   Vote: Approve

Kimberly Drake:       Vote: Approve - Finds it appears in keeping with the character of the surrounding neighborhood

Michael McConnell:   Vote: Approve

William French:       Vote: Approve - Meets all the necessary requirements

Matthew Greco:       Vote: Approve - Meets all the town requirements

Samuel Crocker: Absent

Dexter Doane: Absent

**Election of Board Officers for the 2019-2020. Chair, Vice Chair, Clerk, Vice Clerk.**

Westley Burnham made a motion to appoint Kimberly Drake to the position of Planning Board Chair  
Michael McConnell seconded the motion  
The motion was approved unanimously

Michael McConnell made a motion to appoint Westley Burnham to the position of Vice Chair  
William French seconded the motion  
The motion was approved unanimously

Westley Burnham made a motion to appoint Michael McConnell to the position of Clerk  
Matthew Greco seconded the motion  
The motion was approved unanimously

Michael McConnell made a motion to appoint Samuel Crocker to the position of Vice Clerk  
William French seconded the motion  
The motion was approved unanimously

**19 Wood Drive, Map 154–Lot 045 Craig Miller, Waterfield Design Group**

Craig Miller submitted an ANR application and plan for the property located at 19 Wood Drive to subdivide one lot into two stating that the reason the plan does not constitute a subdivision is that both new lots have adequate frontage. Currently the Property is owned by Gordon College and there is a boathouse on the property for the storage of equipment used by the rowing team. Wes questioned the accessibility to the lake by the rowing team. Mr. Miller stated that there was an easement in place for Gordon College to access the lake. Wes also questioned the parking on both sides of the street when there is an event. Stating that this could be a safety issue. Mr. Miller stated that the current parking lot will be open to spectators when there is an event. There are also cabins on the property that will be removed. Wes Burnham stated that he could not see any reason why the plan should not be approved and asked for a motion.

Michael McConnell made a motion to endorse the ANR plan to create an additional buildable lot at 19 Wood Drive, stating that it meets all the requirements of the Town of Essex.  
William French seconded that motion  
The motion was passed unanimously.

**Meeting Minutes**

The Board reviewed the Meeting Minutes of May 15, 2019.  
Kimberly Drake made a motion to approve the minutes as amended  
William French seconded the motion.  
The motion was approved by a majority of the Board Members present.

### **Board Discussion:**

Wes Burnham read a letter from Deirdre Henderson, of Manchester by the Sea, on her intention to prevent the acquisition of an easement on Laurel Lane. The Board had an informal discussion on the property.

Wes also informed the Board that he was reviewing the Town By-Laws for possible changes, corrections, etc. to be presented at the Fall Town Meeting. He is also reviewing the Sub-division rules.

### **Building Committee Update – Westley Burnham**

Continued discussion on the Downtown District.

Wes Burnham reminded the Board of the handout that they had previously received and asked for feedback and discussion. Some of the areas that he presented for review were:

Zoning setbacks

District Lines----front yard, side yard.

### **Adjourn**

Michael McConnell made a motion to adjourn the meeting.

William French seconded the motion.

The motion was approved by a majority of the Board Members present.

The Chair declared the meeting adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held June 19, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes May 15, 2019

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### Board Members

Present Members, Westley Burnham, Michael McConnell, Dexter Doane, William French,

Absent Members, Samuel Crocker, Matthew Greco, Kimberly Drake

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### Building Inspector's Report:

#### 77 Southern Ave. Map 140-65

The Building Inspector presented a building permit for the demolition of a garage and porch at 77 Southern Avenue as well as the rebuilding of a new garage with living space above. The application stated that there would be no change to the footprint. Also, a partial expansion at the rear of the house, with an additional six feet out plus twenty feet along the rear of the house.

Michael McConnell made a motion to accept the proposed plan for 77 Southern Avenue as presented under the Town of Essex Bylaw 6-4.2

Dexter Doane seconded the motion

The motion was approved by a majority of the Board Members present.

#### 19 Wood Drive – Jacob Murray, Waterfield Design Group

Informal discussion on an ANR plan for property located at 19 Wood Drive. Waterfield Design Group has a client who wishes to purchase lot # 1 on the property. Discussion on use of property, easements, and frontage. Jacob Murray will inform the board when he would like to be on the agenda.

### Meeting Minutes

The Board reviewed the Meeting Minutes of May 1, 2019.

Michael McConnell made a motion to approve the minutes as written.

Dexter Doane seconded the motion.

The motion was approved by a majority of the Board Members present.

**Board Discussion:**

**Re: DPW**

Continued discussion on possible candidates for the Commissioners position that is open at the Public Works Department.

Wes Burnham discussed John Filias as a possible candidate. Brian Feener who currently serves on the DPW commission was also discussed.

**Building Committee Update – Westley Burnham**

Continued discussion on the Downtown Initiative Program.

The Building Committee is still moving ahead with their discussion of a mixed use area.

**Adjourn**

Michael McConnell made a motion to adjourn the meeting.

William French seconded the motion.

The motion was approved by a majority of the Board Members present.

The Chair declared the meeting adjourned at 8:15 PM.

The next Meeting of the Town of Essex Planning Board will be held June 5, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes May 01, 2019

The meeting was called to order at 7:30PM by Vice Chair Matthew Greco. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### Board Members

Present Members, Matthew Greco, Michael McConnell, Dexter Doane, William French, Kimberly Drake

Absent Members, Samuel Crocker, Westley Burnham,

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### Building Inspector's Report:

**In attendance: Peter Aiello – owner 75 Western Avenue**

The Building Inspector presented a plan for 75 Western Avenue to expand an existing non-conforming deck. The Building Inspector informed the Board that this plan was first presented to the Board of Appeals in August, 2018. The Planning Board reviewed the plan for a 6-4.2 finding which states *"If authorized by the Planning Board said structure or uses may be extended or altered, provided that no such extension or alteration shall be permitted unless there is a finding by the planning board that the proposed extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood"*. Kimberly Drake presented legal materials that related to a non-conforming structure. The Building Inspector stated that he does not have an application and requested that the Board approve the plan and he will have the necessary forms completed by the homeowner.

Kimberly Drake made a motion to accept the proposed plan for 75 Western Avenue to expand an existing non-conforming deck, under the Town of Essex Bylaw 6-4.2.

Dexter Doane seconded the motion

The motion was approved unanimously.

### Meeting Minutes

The Board reviewed the Meeting Minutes of April 17, 2019.

Michael McConnell made a motion to approve the minutes as written.

Kimberly Drake seconded the motion.

The motion was approved by a majority of the Board Members present.

**Board Discussion:**

**Re: DPW**

In 1973 there was an Act by the Senate and House of Representatives that created the Board of Public Works. The Act stated that there would be three members each serving for three years. The Act established that each year, when a position becomes open one of the following boards would submit at least two names to be considered for the position.

- Board of Selectmen
- Moderator
- Planning Board

Effective May 2019 the Board of Public Works will have an open position. In 2019 the Planning Board is responsible for presenting two candidates to be considered for the position. The appointment will be made at the annual town election by the Board of Selectmen.

The Planning Board members discussed possible candidates. There was no decision made on possible candidates for the position.

**Community Preservation Committee --Kimberly Drake**

Kim Drake informed the Board that at a meeting of the Community Preservation Committee there was a discussion concerning not incorporating the barn on the public safety site into the public building.

**Adjourn**

Kimberly Drake made a motion to adjourn the meeting.

Michael McConnell seconded the motion.

The motion was approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:15 PM.

The next Meeting of the Town of Essex Planning Board will be held on May 15, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.



## Town of Essex Planning Board Meeting Minutes April 17, 2019

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### Board Members

Present Members, Westley Burnham, Michael McConnell, Dexter Doane, Matthew Greco, William French

Absent Members, Kimberly Drake, Samuel Crocker

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications to be reviewed or approved by the Planning Board.

Discussion by the Building Inspector and Chair on 75 Western Ave. (Map 134/54).

### PUBLIC HEARING: --34 Robbins Island Road --Map108 --Lot 005 Jeffrey Calder

The Public Hearing for the application submitted by Jeffrey Calder and Lucia Cecchetti for a special permit under section 6-12.6 of the Zoning By-Law for renovations and additions of an existing residential structure that intensify existing nonconformities (height & FAR) but does not create new non conformities was opened at 8:00 PM by the Planning Board Chair, Westley Burnham. Following the opening of the Public Hearing, the Chair read the *Preamble for Public Hearings* for those in attendance.

<u>In attendance:</u> Jeffrey Calder (Owner)	165 4 <sup>th</sup> Street, Cresskill NJ
William J. Nolan	savoie nolan architects
Abbie Zuker	savoie nolan architects

<u>Abutters:</u> Susan & Richard Denton	34A Robbins Island Road
Judith Riggs	42 Robbins Island Road
Augustus & Karen Gomes	10 Marsh Ave., Beverly MA

William Nolan, architect, presented plans for the proposed construction at 34 Robbins Island Road:

- The footprint will remain the same
- The overall height of the existing building will increase by 8.5 feet
- The first floor will maintain the same space

- The second floor will increase in size. Proposed additional bedrooms and roof deck
- The FAR will increase from 31 to 33 %
- The attic storage area above the two car garage will increase in size

The Chair read an email from the Health Departments citing concerns on the location of the garage. The proposed expansion would make it 4" too close to the tight tanks. William Nolan informed the Board that he had already addressed the problem.

The Conservation Commission informed the Board that the applicant had been before the Commission and the Commission voted to issue an Order of Conditions .

All abutters were in support of the proposed construction at 34 Robbins Island Road.

There were no further questions or comments.

Michael McConnell made a motion to close the Public Hearing.

William French seconded the motion.

The motion was approved unanimously.

The Chair closed the Public Hearing at 8:30 PM

#### **BOARD DISCUSSION:**

Continued discussion on the Essex Downtown Zoning District.

Wes Burnham updated the Board on the meetings of the Town Building Committee.

#### **Meeting Minutes**

The Board Reviewed the Meeting Minutes of April 3, 2019.

Michael McConnell made a motion to approve the minutes as amended.

Dexter Doane seconded the motion.

The motion was approved by a majority of the Board Members present.

#### **Adjourn**

Michael McConnell made a motion to adjourn the meeting.

William French seconded the motion.

The motion was approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:45 PM.

The next Meeting of the Town of Essex Planning Board will be held on May 1, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes April 3, 2019**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, Dexter Doane Matthew Greco

Absent Members, William French,

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications to be reviewed or approved by the Planning Board.

### **BOARD DISCUSSION:**

Continued discussion on the Essex Downtown Zoning District.

Wes Burnham updated the Board on the meetings of the Town Building Committee.

Kim Drake informed the Board of the financial disbursements to various organizations from the Community Preservation Committee.

### **Meeting Minutes**

The Board Reviewed the Meeting Minutes of March 20, 2019.

Kim Drake made a motion to approve the minutes as amended.

Samuel Crocker seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Michael McConnell made a motion to adjourn the meeting.

Kim Drake seconded the motion.

The motion was approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on April 17, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes March 20, 2019**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, William French, Dexter Doane

Absent Members, Matthew Greco

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications to be reviewed or approved by the Planning Board.

### **BOARD DISCUSSION:**

Continued discussion on the Essex Downtown Zoning District.

- Existing land use maps were distributed to the Board for review and discussion. The Board reviewed the map "Essex Village Center Zoning Study".
- Wes Burnham noted that about 85% of the properties on the map were non-conforming.
- Kim Drake noted that the map appeared to be out of date.
- Discussion on the downtown area as a separate district.
- Incorporating mixed use as part of downtown district. Commercial/Residential.
- Set limitations on what non-commercial uses would be allowed
- William French questioned if existing uses will still be permitted. Wes Burnham replied that they would.

Additional Board discussion.

- Discussion on Wetlands Overlay District and Bylaw.
- Kim Drake suggested that when a plan is presented that shows a structure is going to be raised above flood height, it would be beneficial if the elevation above the flood plain is included on the plan.

### **Meeting Minutes**

The Board Reviewed the Meeting Minutes of March 06, 2019.

William French made a motion to approve the minutes as amended.

Dexter Doane seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Michael McConnell made a motion to adjourn the meeting.

William French seconded the motion.

The motion was approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:50 PM.

The next Meeting of the Town of Essex Planning Board will be held on March 20, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes March 06, 2019

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### Board Members

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, William French, Matthew Greco

Absent Members, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### Building Inspector's Report

#### 139R Gregory Island Road –Map – 155 – Lot 043 Wayne Wendell

In attendance – Richard Kanter

The Building Inspector presented plans for 139R Gregory Island Road. These plans, as well as a Building Permit Application, had previously been presented at a Planning Board meeting on November 7, 2018. The plans were being reviewed again based on a letter dated January 16, 2019 from Richard Kanter. Mr. Kanter stated that he had concerns and complaints pertaining to two Building Permits (# 4037 & 4040) issued for 139R Gregory Island Road. Based on a review of the Plans, a decision was made that if the building was to be deemed a second dwelling, the setbacks that were originally approved are non - compliant.

The Building Inspector will follow up with the applicant to correct the setbacks.

### BOARD DISCUSSION:

- Discussion on Wetlands Overlay District
- Kim Drake attended a meeting that included zoning related to flood maps

Continued discussion on the Essex Downtown Zoning District.

- Discussion on the downtown area as a separate district.
- Incorporating mixed use as part of downtown district.
- Set limitations on what non-commercial uses would be allowed

Continued discussion on the building program for the Police & Fire departments.

### **Meeting Minutes**

The Board Reviewed the Meeting Minutes of February 20, 2019.

Michael McConnell made a motion to approve the minutes as written.

Kim Drake seconded the motion.

The motion was approved by a majority of the Board Members present.

### **Adjourn**

Matthew Greco made a motion to adjourn the meeting.

Michael McConnell seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 9:00 PM.

The next Meeting of the Town of Essex Planning Board will be held on March 20, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes February 20, 2019**

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, William French, Matthew Greco

Absent Members, Samuel S. Crocker, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which required review or approval by the Planning Board.

The Assistant Building Inspector was present and had questions for the Chair on the property located at 75 Western Ave. The Chair and Assistant Inspector had a discussion on a pre-existing non-conforming deck that the homeowner is looking to expand.

### **BOARD DISCUSSION:**

Discussion of recent Supreme Judicial Court decision relative to non-conforming lots.

- Should the By Laws be adjusted to include a notifying process. Currently there is nothing in place for notifying neighbors.

Continued discussion on the Essex Downtown Zoning District.

- Discussion on the downtown area as a separate district.
- Incorporating mixed use as part of downtown district.
- Set limitations on what non-commercial uses would be allowed

Continued discussion on the building program for the Police & Fire departments.

### **Meeting Minutes**

The Board Reviewed the Meeting Minutes of February 06, 2019.

Kim Drake made a motion to approve the minutes as amended.

Michael McConnell seconded the motion.

The motion was approved by a majority of the Board Members present.



**Adjourn**

Matthew Greco made a motion to adjourn the meeting.

Michael McConnell seconded the motion.

The motion was approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on March 6, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## Town of Essex Planning Board Meeting Minutes February 06, 2019

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### Board Members

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, William French, Dexter Doane

Absent Members, Samuel S. Crocker, Matthew Greco

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### Building Inspector's Report

The Building Inspector did not have any Building Permit Applications which required review or approval by the Planning Board.

### 184 Southern Avenue – Map 151-005 -- Brett Ramsey

In attendance at the meeting:

John Filias      180 Southern Avenue

Max Ramsey

Owner Brett Ramsey presented a modification of an existing site plan of 184 Southern Avenue.

The original plan for an Application for Endorsement of a Site Plan Review for a change of use from a vacant lot to a business use was presented at a Planning Board Meeting on October 3, 2018. At that meeting, the Chair requested an amended site plan review for several items that were not addressed.

The new plan was reviewed by the Chair with Mr. Ramsey. There was discussion of the location and screening of portable toilets. Mr. Ramsey stated that trees and vegetation had been planted. There was also discussion on setback requirements. The Chair read Zoning By-Law **6-3.2.2 Notes for Table of Dimensional Requirements**.

The Chair advised Mr. Ramsey to meet with the Building Inspector to review the building process. Once Mr. Ramsey informs the Planning Board that he has met with the Building Inspector the Board will address the new plans.

### 139 R Gregory Island Road—Map 055-043 – Rich Kanter

Mr. Kanter is looking for information on building an apartment above a two car garage. The Building Inspector has the plans but was not at the meeting. Mr. Kantor stated that he would get in touch with Building Inspector.

**BOARD DISCUSSION:**

All Members of the Board were provided with a copy of the Decision for the application for a Special Permit for 38 Robbins Island Road. The Chair asked if there were any comments on the Decision. There were no comments or questions.

The Chair asked for a motion to approve the Decision.

Kimberly Drake approved the motion

Michael McConnell seconded the motion.

The Chair informed the Board that five (5) affirmative votes are needed for the decision.

<u>Name</u>	<u>Vote</u>
Kimberly Drake	Approve
Dexter Doane	Approve
William French	Approve
Michael McConnell	Approve
Westley Burnham	Approve

The motion was approved unanimously.

Continued discussion on the Essex Downtown Zoning District.

Continued discussion on the building program for the Police & Fire departments.

**Meeting Minutes**

The Board Reviewed the Meeting Minutes of January 16, 2019.

Michael McConnell made a motion to approve the minutes as written.

Dexter Doane seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

**Adjourn**

Michael McConnell made a motion to adjourn the meeting.

Kim Drake seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on February 20, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

## **Town of Essex Planning Board Meeting Minutes January 16, 2019**

The meeting was called to order at 7:30PM by Vice-Chair Matthew Greco. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### **Board Members**

Present Members, Kimberly Drake, Michael McConnell, Matthew Greco, William French, Dexter Doane

Absent Members, Samuel S. Crocker, Westley Burnham

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### **Building Inspector's Report**

The Building Inspector did not have any Building Permit Applications which required review or approval by the Planning Board.

### **PUBLIC HEARING: 38 Robbins Island Road**

At 7:45 PM the chair opened the Public Hearing for the application by Peter Clark for a Special Permit under section 6-12.6 of the Zoning By-Law to rebuild an existing dwelling for property located at 38 Robbins Island Road, to increase the footprint, and raise the property above flood zone height.

An application for a Special Permit for 38 Robbins Island Road had been previously presented on 10/17/18 but was withdrawn.

In attendance:

- Peter Levasseur – Poore & Co.
- Jonathan Poore – Poore & Co.

Abutters:

- Susan & Richard Denton –34 Robbins Island Road

The Chair read the *Preamble for Public Hearings* for those in attendance.

Peter Levasseur presented the plan for new construction at 38 Robbins Island Road. He noted that since the first filing there was a slight adjustment to the footprint. The original footprint had the new dwelling rotated 12 degrees, the current footprint has less rotation. The rotation is within the zoning setbacks.

The new plan showed the original height of 11.8' and the proposed height of 15.1'. The plan proposed raising the first floor 3.4' due to Fema flood zone elevation. Peter Levasseur stated that the height of the new building is no higher than the surrounding homes.

Kim Drake questioned the impervious surface as a percentage of the lot. She also questioned the flood zone height on the plan.

Richard Denton questioned the flood zone height of 38 Robbins Island Road in relation to the flood zone height at his home at 34 Robbins Island Road.

The Planning Board received an email from the Conservation Commission stating that the applicant has to file a request to amend the Order of Conditions for the demolition and construction of a single family dwelling.

The chair asked if there were any additional comments.

There were no additional comments from the public or Planning Board.

A motion to close the Public Hearing was made by Michael McConnell.

Kim Drake seconded the motion.

The motion was approved by a majority of the Board Members present.

The Public Hearing was closed at 8:20 PM

### **BOARD DISCUSSION:**

### **Meeting Minutes**

The Board Reviewed the Meeting Minutes of January 2, 2019.

Kim Drake made a motion to approve the minutes as written.

Dexter Doane seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

### **Adjourn**

Michael McConnell made a motion to adjourn the meeting.

Kim Drake seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:30 PM.

The next Meeting of the Town of Essex Planning Board will be held on February 06, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.

# TOWN OF ESSEX PLANNING BOARD AGENDA – January 16, 2019

The Public Meeting of the Town of Essex Planning Board is to be held at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex, MA 01929 and will commence at 7:30 p.m.

## BUILDING INSPECTOR'S REPORT:

### PUBLIC HEARING:

On the application by Peter Clark for a Special Permit under section 6-12.6 of the Zoning By-Law for the property Located at 38 Robbins Island Road, located in the Central Conomo Point Zoning District, to rebuild an existing dwelling, increase the footprint and raise the structure above flood zone elevation.

### CORRESPONDENCE:

### BOARD REVIEW OF MEETING MINUTES FOR—January 02, 2019

### BOARD DISCUSSION:

#### Committee Updates from the Board Members who volunteer to serve on the Boards or Committees:

- Community Preservation Committee—Kim Drake.
- Strategic Planning Committee Update Westley Burnham.
- Building Committee Update – Westley Burnham.
- Economic Development Committee – Westley Burnham.

### REGULAR BUSINESS :

Campaign Finance Law requires that all elected officials must file a Year-End Report every year so long as a committee is in existence. All members of the Planning Board (except Wes Burnham) are required to sign this form. The form will be available for signature at this meeting.

### UPDATES FROM THE CHAIR

### MEETING TO ADJOURN

*The Agenda Items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

The next Meeting of the Town of Essex Planning Board will be held on February 06, 2019, and be held at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex, MA 01929 and will commence at 7:30 p.m.

3'4" RIDGE HEIGHT

1'4" FLOOR RAISE

FLOOD FF. 11.8'

PROP. FF. 15.1'

NEW FLOOR 1

- EXISTING FLOOR IS ALREADY ABOVE FLOOD ZONE

- NO HIGHER THAN COTTAGE

- MITIGATION PLAN FROM CON.COM. CONCERN

## Town of Essex Planning Board Meeting Minutes January 02, 2019

The meeting was called to order at 7:30PM by Chair Westley Burnham. The Meeting was held at the Essex Town Hall 2<sup>nd</sup> floor conference room, 30 Martin Street, Essex, MA 01929.

### Board Members

Present Members, Westley Burnham, Kimberly Drake, Michael McConnell, Samuel S. Crocker, Matthew Greco

Absent Members, William French, Dexter Doane

Building Inspector: William Sanborn

Administrative Assistant: Mary Heeney

### Building Inspector's Report

#### 73 Martin Street—Map 135 – Lot 31—Eugen Xhalia

The Building Inspector presented a Building Permit Application for the construction of a two car garage with storage above. Access to the second floor will be a hatch. New building will be 24 feet high. The application has all the necessary approvals. As per the DPW, there will be no plumbing.

Michael McConnell made a motion to approve the building of a two car garage at 73 Martin Street as a 6-4.2 finding. Samuel Crocker seconded the motion.

The motion was approved by a majority of the Board Members present.

### BOARD DISCUSSION:

Continuing discussion, in conjunction with the Building Inspector, of 147 Eastern Avenue.

Samuel Crocker asked if there was an opening date set for the Great Marsh Brewing Company. Wes Burnham stated that the target date was September 2019.

### Meeting Minutes

The Board Reviewed the Meeting Minutes of December 19, 2018.

Kim Drake made a motion to approve the minutes as amended.

Michael McConnell seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

## **Adjourn**

Michael McConnell made a motion to adjourn the meeting.

Kim Drake seconded the motion.

The motion was unanimously approved by a majority of the Board Members present.

The Chair declared the meeting to be adjourned at 8:45 PM.

The next Meeting of the Town of Essex Planning Board will be held on January 16, 2019 at the Essex Town Hall 2<sup>nd</sup> Floor Meeting Room, 30 Martin Street, Essex and will commence at 7:30 PM.