

## HAVERHILL PLANNING BOARD MEETING MINUTES

**DATE: Wednesday, September 11, 2019**  
**Place: City Council Chambers, Room 202**  
**Time: 7:00 PM**

Members Present: Member Robert Driscoll  
Member Karen Buckley  
Member Bill Evans  
Member Alison Colby-Campbell  
Member Kenneth Cram  
Chairman Paul Howard  
Member Karen Peugh

Members Absent: Member April DerBoghosian, Esq.

Also Present: William Pillsbury, Planning Director

**Approval of Minutes:** August 14, 2019

### **August 14, 2019**

After board consideration, Member Robert Driscoll motioned to approve the August 14, 2019 minutes. Member Bill Evans seconded the motion. Members present voted in favor: Robert Driscoll, April DerBoghosian, Esq. William Evans, Alison Colby-Campbell. Members who abstained: Kenneth Cram, Paul Howard and Karen Peugh. Members Absent: Karen Buckley. **Motion Passed.**

Mr. William Pillsbury: Read the conduct of hearings into the record.

### **Public Hearings:**

#### **Special Permit for 364 Main Street:**

Please note at the September 11, 2019 Planning Board meeting the board considered the recommendation of the Planning Director, William Pillsbury, Jr., to forward a conditional favorable recommendation for a special permit to allow the renovation of a dilapidated building into 3 residential units.

Attorney Paul Magliocchetti of 70 Bailey Blvd. addressed the board on behalf of the applicant. The applicant purchased the building at 364 Main Street. They received

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approvals through the Board of Appeals. The property is a difficult property to navigate. There is actually a second house in the backyard. There is a driveway to the left of this building that is currently being used by the residents. By removing the one story porch we are doubling the size of the driveway. We are allocating four parking spaces. We actually have enough land for five parking spaces (inaudible). My clients are looking forward to doing something with the property.

Chairman Howard: Any questions from the board? Anyone from the public have any questions? Hearing none, I will close the public portion of the hearing and open it up for comments by the Planning Director.

Mr. Pillsbury: This is a request for a recommendation to the city council on a three family proposed at 364 Main Street. Any residence over 2 units is defined by zoning as multifamily as such this proposal requires a special permit from the city council. The project received approval from the board of appeals for some dimensional requirements and reduced parking requirement from 5 to 4, with parking to be provided in the rear of the building. We did have a letter in your packet from an abutter in the area that was concerned about parking; this was expressed at the zoning board as well. The plans have been reviewed by the city departments and their reports are in your packages. My recommendation would be to make a conditional favorable recommendation to the city council. The condition being the inclusion of all the comments/letters from all city departments.

After board consideration, Member Robert Driscoll motioned to forward a conditional favorable recommendation to the City Council as recommended by the Planning Director William Pillsbury, Jr. Member Bill Evans seconded the motion. Members that voted in favor were: April DerBoghosian, Esq. Bill Evans, Kenneth Cram, Alison Colby-Campbell, Bob Driscoll, Paul Howard and Karen Peugh. Member Absent: Karen Buckley Motion Passed.

**List of all documents and other exhibits used by the public body during the meeting.**

- **Plan of land, 5-22-19**
- **Quitclaim deed**
- **Letter, Paul Magliocchetti, 8-2-19**
- **Comment due sheet**
- **Water/Wastewater letter, 8-15-19**
- **Fire Department letter, 7-23-19**
- **Abutter letter, D. Palmer Lewis, Jr., 8-29-19**
- **Conservation letter, 8-29-19**

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**Definitive Escrows:**

**Tenny Place Phase I and II:**

Please be advised at the Haverhill Planning Board meeting held on 9/11/19 at 7:00 pm in the City Council Chambers reviewed the request to endorse the extension of the agreement for the above cited development.

The Planning Director, William Pillsbury, advised the board that the agreement was reviewed by the City Solicitor as to form and was approved as attested to by his signature on said agreement. The new expiration date for performance is **November 30, 2019**. The Planning Director recommended that the Planning Board vote to endorse the extension agreement. **It was noted, that the developer must record the extension of the agreement at the Registry of Deeds and provide proof of said recording to the Planning Office for its file.**

After board consideration, Member Bill Evans motioned to endorse the above cited agreement and that the developer provide the Planning Office with a recorded copy of said agreement as required. Member Robert Driscoll seconded the motion. Members Karen Peugh, April DerBoghossian, Esq., Kenneth Cram, Alison Colby-Campbell, Robert Driscoll, Bill Evans, and Paul Howard voted in favor. Members absent: Karen Buckley. **Motion Passed.**

**List of all documents and other exhibits used by the public body during the meeting.**

- **Escrow Materials**

**Cobblestones @Bradford a/k/a Comanche Circle:**

The Haverhill Planning Board at its 9/11/19 meeting held on Wednesday evening at 7:00 pm reviewed the request to reduce the account to a zero balance in return for the completion of all work.

Economic Development/Planning Director William Pillsbury, Jr. advised the board members to reduce the account to a zero balance as recommended by the City Engineer in his email to the board dated September 11, 2019. The City Engineer recommended the board reduce the account to a zero balance. The City Engineer had reviewed the subject bond, inspected the roadway and associated improvements, and

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compared the quantities to the roadway definitive plan. The calculations indicated that all items had been completed and therefore recommended that the board reduce the cited escrow account to a zero balance.

In consideration of the City Engineer's recommendation along with the Planning Director's recommendation, Member Alison Colby-Campbell motioned to reduce the account to a zero balance. Seconded by Member Bill Evans. All members present voted in favor. Members Absent: Karen Buckley. Motion Passed.

**List of all documents and other exhibits used by the public body during the meeting.**

- **Escrow Materials**

**Greenough Street Extension:** Please be advised upon the review of the escrow file it was noted that the above cited Tri-Partite Agreement will expire on October 10, 2019 for completion of all work. You are required to follow-up with an updated agreement using the date recommended by the city engineer for completion of all work. Please submit an extension of the Tri-Partite Agreement for the October 9, 2019 Planning Board meeting considering that this agreement is due to expire on October 10, 2019. If not received for the October 9, 2019 meeting the board will have to attach the amount being held for completion all remaining work.

Please call the Planning Department if you have any questions or concerns regarding the expiration and possible attachment of the above cited Tri-Partite Agreement.

**Form A Plans:**

**RKACO LLC for 841 West Lowell Avenue:** It was noted the building inspector commented on September 11, 2019 "12/12A/12B meet frontage/area/and access". After board consideration Member Bill Evans motioned to approve and endorse the plan for 841 West Lowell Avenue. Seconded by Member Robert Driscoll. All members present voted in favor. **Motion Passed.**

**Bernard Miller for 738 Salem Street:** It was noted that the building inspector commented on September 11, 2019 "Lots 2B and 2C meet area, access by common driveway-frontage is lot line adjustment only not affect existing lots". After board consideration Member Bill Evans motioned to approve and endorse the Form A for 738 Salem Street. Seconded by Member Robert Driscoll. All members present voted in favor. **Motion Passed.**

**Lithuanian Gedymino Club for Montvale Street:** It was noted that the building inspector commented on September 9, 2019 "Lots 17-1/17-2/17-4/17-3 meet zoning requirements for frontage, depth, area and access. Lot 17-3 I have a question on lot

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width at the rear setback line (Chapter 255-6) access appears to be ok.” After board consideration Member Bill Evans motioned to approve and endorse the Form A from Montvale Street. Seconded by Member Bob Driscoll. All members present voted in favor. **Motion Passed.**

**Endorsement:** None

Meeting adjourned.

Signed:

Paul Howard  
Chairman