**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 Pereen

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 minutes 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, 2nd floor meeting room, 30 Martin St, Essex and will commence at 7:30 PM.