



Amesbury Technical Review Committee

June 4, 2025

City Hall Auditorium

62 Friend St.

9:30 am

In Attendance: Chief Bailey, Robert Serino, Nipun Jain, Lauren Blatchford, Chief Nolan, Jim Wilson, Nick Cracknell, Howard Snyder, Lisa DeMeo, Amanda Armington, and Becky Frey

Absent: Joseph Buckley,

Chief Bailey called the meeting to order at 9:38 am

Application Review:

1. 26 Friend St. – [Site Plan](#) and [Special Permit](#)

Chief Bailey commented that the TRC members had submitted comments to the applicant ahead of time and invited each member to summarize their comments for discussion. Chris Horan and Avery Woodworth were present to speak to the application.

Lisa DeMeo commented that a lot of her comments were general ones about permits required and work hours. If the Fire Department requires sprinklers, then they will need to access the water main in Friend Street. They may need to upgrade the size of the service. They will need to run a camera down the sewer service to ensure it can be reused. After the applicant has that information, they can set up a meeting with the DPW to discuss what permits will be needed. The biggest thing DPW is concerned about is the parking access. There will need to be an easement from their parking spots to Main St. That will give the applicant perpetual legal access to the parking. The applicant could do an easement toward Friend St., but that easement would need to go through other private property in addition to the municipal property. There will need to be a clear snow removal process. They cannot clear onto the city's parking lot. There's been conversation about the park next door and the DPW has not been part of it so far. The DPW does not support putting in a new granite curb into the parking lot.

Chris Horan commented that they will need a sprinkler system and will ensure the services are appropriately sized. It is a general standard of business to scope the sewer. They have three spaces in the back and support the idea of the access easement. They need to make sure the cars will have room to access the spots and back up to leave. Lisa DeMeo responded that removing the proposed granite curbing will provide room for that. Chris Horan commented that there is room for snow removal on the back left side of the building. They will remove snow from the site if it is too much.

Nipun Jain commented they have only talked about conceptual improvements to the park so far. Nothing has been finalized or confirmed. They will continue discussions about it. In the past, VHB had looked at how to enhance the city parks and integrate



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them to the surrounding businesses. That design was given to the developer to use as a foundation. The developers know they cannot make those improvements without the city's permission, and they will not make all the improvements. It will be a public and private partnership. The snow storage area should be identified on the plan. Right now, they are putting dumpsters and barrels in the area that would be most accessible. They may want to relocate it. There should be an easement on Friend St. to roll out the totes. It may be hard to roll out the totes if the gas and electric meters are on that side of the building. It is not clear how the surface runoff will flow off the alleyway. If it is paved a lot of water could run off that area. They should think about how to contain that runoff by either changing the slope or the surface. The developer needs to look at the back parking lot elevations and ensure everything will be caught in the subsurface chamber. Their engineer can ensure runoff is controlled as much as possible.

Avery Woodworth commented that the sidewalk alley drainage could be a challenge. A gravel base may take most of it. They will also look at trying to alleviate the slope some to bring it down to the finished grade. Nipun Jain commented that it was not clear where the fence on the Pizza Factory side ended. They need to close it on the back in some way. The fence is only 4 feet in height, but they may want to do a lattice on top so it's a 6-foot fence. Avery Woodworth confirmed they would look into it. Chris Horan commented that they wanted to try to keep it 4-5 feet. Nipun Jain agreed it could be 5 feet.

Nipun Jain questioned what the material beneath the storefront where the old foundation meets the sidewalk would be. Avery Woodworth responded that it would be brick.

Nick Cracknell commented that he added a couple of points from the OCED memo. There is no need to go to the Conservation Commission or Zoning Board of Appeals with this plan. The application is currently before the Planning Board for a site plan and special permit. They have been before the Design Review Committee and the DRC is advising on the building design. Friend St. is a tired street in need of activity. The street only has one side because of the parking lot. The Planning Department is of the opinion that it is adequate to have one parking space per each small 2-bedroom unit. It is important for this development to have those spaces and have access to them. They can work with the city on the easement details. They will need a license to do the staging behind the building. They may need to go through City Council or TRC to get that. It should not be a problem; they just need to organize it. Nick Cracknell commented that they should clarify how the solid waste would be managed and where the bins would be stored. Lastly, the park design is fluid. The city has designed that park with VHB. Mayor Gove endorses it and has money to fund some of those improvements. The goal is to



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turn it from a liability to an asset. The applicant has been working with the Design Review Committee and offered to wrap the windows on the building to help activate the park. If the city does not have the capacity to maintain it, then they need to figure out how to address it. This is a partnership, and they want the project to be successful. It may make sense to add outdoor dining to that park and allow a restaurant to use it through the outdoor dining permit. Chris Horan agreed the park was a fluid process and noted he was excited to do it.

Nipun Jain added that the park provides a connection between Main St. and Friend St. DRC has reviewed the project plans previously and supports the proposed building materials. They had a few suggestions on the doors and felt they should consider a mudroom in the back to give residents some entry space. Because the parking is so close to the entrance, the applicant may wish to mark out a no parking space to keep that area clear. It would benefit to have some demarcation of the rear property line. It should be a visual cue that is more permanent than paint. It could be a foot wide cobble strip.

Lisa DeMeo questioned if there was anything in the ordinance from the Health Department about cars backing up and parking against the building. Avery Woodworth responded that the rear door is on the side. It is separate from the rear parking.

Avery Woodworth agreed that a property delineation made sense and questioned if it was possible to have a delineation for the easement for a backup space. Nipun Jain responded they could work those details through the temporary license and permanent easement.

Chief Bailey commented that the Police Department generally supported all comments and the project.

Rob Serino commented that the Fire Department generally supported the project. It will need to meet fire code and add a sprinkler through the construction process. When they get into the sprinkler the FDC will need a 3-foot accessway to access it. Avery Woodworth commented that they would look at it to see what they can do. Rob Serino commented that they could consult with them during the sprinkler design. Rob Serino noted there was already a Knox box on the building.

Chris Horan questioned what the addresses would be. Rob Serino responded that they would work with the Assessor's Office. Prior to the building permit the applicant should reach out to the Fire Department to confirm the address. Generally speaking, A,B,C,D is



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the direction they normally go. Jim Wilson commented that the addresses should be set prior to applying for a building permit.

Howard Snyder commented that his general comments were outlined in the letter from OCED. He was looking forward to working on the park improvements. Nick Cracknell added that Howard Snyder is a landscape architect and the city's biggest asset for the park design.

Jim Wilson commented that he did not have any additional comments.

Amanda Armington commented that this site was non-jurisdictional for the Conservation Commission.

Becky Frey commented that this did not need any Zoning Board of Appeals approvals.

Nick Cracknell questioned what their hopeful schedule would be if this was approved in June. Chris Horan responded that the only thing they have to contend with is National Grid. Once they get that done, they can start right away. Avery Woodworth added that they will need to put a pole in the back behind the trash area. Nick Cracknell commented that they may need to coordinate with DPW on that. The applicant should set up a meeting with DPW and OCED to talk about parking, striping, and utilities.

Nick Cracknell commented that he recommended TRC close this out and request the applicant complete a CMMP after their Planning Board approval. Nipun Jain commented that this was a tight site, and they would need to coordinate with the Fire Department and DPW to keep the site contained. OCED will send the CMMP template to the applicant, after they review that at TRC a preconstruction meeting would be scheduled. Rob Serino commented that they will also need to submit a safety plan to the Fire Department.

Nick Cracknell motioned in support of this project with the following conditions:

1. The applicant meets with representatives from OCED and DPW to discuss the park, parking and improvements, and utilities prior to the issuance of a Building Permit.
2. The Planning Board require a CMMP be submitted to TRC prior to construction. The CMMP would include elements such as staging, parking, construction schedule, and a snow removal plan.

Seconded by Nipun Jain.



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The motion passed unanimously.

Administrative:

1. Minutes 5-7-25

Chief Bailey abstained because he was not at that meeting.

Rob Serino motioned to approve the 5-7-25 TRC minutes, as amended with typo corrections. Seconded Nick Cracknell. The motion passed unanimously.

Motion passed unanimously.

General Communications:

Nick Cracknell motioned to adjourn at 10:21 am. Seconded by Jim Wilson. The motion passed unanimously.