

Newburyport Redevelopment Authority
Minutes of meeting held August 24, 2005

In Attendance: Mary Lou Supple, Nathaniel Norton, Jan Marcus, Rick Taintor, Carol Powers, and recorder Diana Lord. [This meeting was held in the Director's Room of the Newburyport Public Library.]

The meeting was called to order at 6:08 p.m. by Mary Lou, who presented the agenda for the meeting and distributed the Minutes from the July 27th meeting.

Minutes from the previous meeting, June 22, 2005 were reviewed and a request was made by Jan to amend the minutes to better reflect the discussions regarding ballot questions and the records stored by Carol. **Motion made and seconded: To accept minutes as amended from July 27, 2005.** This motion was passed unanimously. [Recorder Diana Lord will edit prior meeting minutes and provide them to Mary Lou for the record.]

Discussion of the Design Review for the TD BankNorth signage was delayed because the bank representative was delayed in traffic.

Treasurer Nat Norton was unable to present the treasurers report because there was an electrical failure at City Hall, which caused its closing. He did report that 2005 Yankee Homecoming parking receipts were approximately 10% over those of 2004.

Regarding Committee Reports and New Committee Assignments as listed on the Agenda, Mary Lou reported she would like to put efforts behind the new survey rather than forming other individual committees. She suggested to Geordie and Nate that that the NRA decide they want to know about lot spaces: weekdays, events and ask for specific timing to obtain new baseline numbers and a parking occupancy count. There was agreement that timing should include summer use; Jan made a suggestion the NRA ask Marie to count East Lot occupancy on Labor Day weekend at peak times. The group reached agreement on this plan: Marie is to provide the number of cars and number of days the lot is "full." **Motion made and seconded: Mary Lou will ask Marie to count both lots: 2 weekdays (Tuesday and Thursday) at 10:00 a.m. and 2:00 p.m. The NRA will pay \$200 for this research and report.** The motion was passed unanimously.

Regarding the Sign Ordinate, Sign Book and amended sign information and application, Mary Lou reported that she had copied the NRA history and provided same to each member of the NRA and the Planning Office. A review and update of the design review application requires a change in Section VIII "Signs" in City Ordinances. Paragraph II refers to the Sign Book, which document City Hall does not have. Mary Lou will distribute the Sign Book before the next NRA meeting, to City Hall and NRA Members. The purpose of revamping the NRA Design Review Application, which Andy Sidford and Mary Lou created, is that the NRA needs an application that words correctly and then changes in the Ordinances will be made as needed.

At present, no exceptions or appeal process exists and none shall be instituted because then there are "nothing but exceptions." Gary Calderwood issues a cease and desist order if the building permit has not been issued for the signage. Jan noted that sandwich boards are not presenting in the NRA regulations and not covered in City Zoning regulations. The Building Department approves signs not in the central business district without coming before the NRA and no permit is required. The group discussed possible edits to the Ordinances as read by Mary Lou at the meeting. Changes will be drafted, discussed by the group and presented by Carol for approval.

At 6:55 p.m., Carolyn A. Parker of TD BankNorth joined the meeting and a discussion of the various signage requested by the bank ensued. One sign was noted as non-compliant in that it is on the 2nd story of a side of the building on a street without frontage. Mary Lou noted that although Gary Calderwood had no problem with the sign in the past, allowing the sign to remain in this spot sets a precedent. This one sign must go to the ZBA for a various as the NRA cannot make an exception to its regulations. All other signs are in compliance. **Motion made and seconded: To approve all but the non-compliant sign.** This motion was passed unanimously. It was noted that the application now goes to Gary Calderwood who will issue the permit.

The Design Review Application of Advanced Integration was reviewed. The sign would be located on Market Landing. A brief discussion of the words "street frontage" versus "sidewalk frontage" followed with regard to the projecting sign in the back of the building. **Motion made and seconded: To approve application including the rear sign whether it is projecting or a wall sign.** This motion was passed unanimously.

At 7:20 p.m., Jan left the meeting.

Mary Lou suggested that the NRA ask the City Council to join in the survey of residents, even if only in an approval capacity. She presented a draft letter. Rick made some suggested edits, which Mary Lou will make and re-distribute the letter for NRA review and approval. It was agreed there would be no individual committee of the NRA with oversight of the survey efforts: the full group will handle this matter during regular or special posted meetings. It was noted that the City Council may create a sub-committee to work with NRA members. Mary Lou noted that the Planning Department has said they will staff the project, and that John Moak has indicated there is now room in the census envelope for the survey. The NRA will be charged with the additional postage. It was suggested that the final letter to the City Council include a reference to including the survey in the census. **Motion made and seconded: To ask John Moak to reserve space in the census envelope for the survey.** This motion was passed unanimously.

Motion made and seconded: That Mary Lou make the discussed edits to the letter to the City Council and e-mail final to NRA Members. This motion was passed unanimously.

Motion made and seconded: To conduct a questionnaire survey of all 2006 households and that this be sent with the 2006 City Census. This motion was passed unanimously.

Motion made and seconded: That the NRA engage Oak Engineering to move forward on the land survey and that they be paid up to \$8500 in accordance with this company's proposal. This motion was passed unanimously.

It was noted that the Fundraising sub-committee is now on hold.

Motion made and seconded: To adjourn the regular meeting of the NRA @ 8:00 p.m.
This motion passed unanimously.

Annual Meeting of the Newburyport Redevelopment Authority

Mary Lou called this meeting to order for the purpose of electing officers.

The Nominating Committee (Jan Marcus and Mary Lou Supple) presented the following Slate of Candidates for Officers of the NRA:

Jan Marcus, Chair
Mary Lou Supple, Vice-Chair
Erford Fowler, Secretary
Nat Norton, Treasurer

A call was made for nominations from the Floor. There were none.

Motion made and seconded: To accept the Slate of Officers as presented. At a Roll Call Vote, Nat Norton voted Yes; Rick Taintor voted Yes and Erford Fowler was not present.

At 8:05 p.m., there was a **Motion made and seconded that the meeting be adjourned.** This motion was passed unanimously.

Respectfully submitted,

Diana J. Lord, Recorder