

DEVELOPMENT GUIDELINES FOR PROSPECTIVE APPLICANTS

INTRODUCTION

In addition to the requirements of the Zoning Bylaws, the Planning Board reviews project impacts on traffic, municipal services and utilities, as well as the natural and built environment. The Tisbury Planning Board strives to ensure that projects meet the following objectives:

- establish and sustain a high-quality level of development throughout Tisbury.
- create walkable and bicycle friendly environments which are safe and accessible for all users; thereby decreasing dependency on the personal automobile;
- encourage and utilize the use of low impact development techniques, non-Green House Gas emissions energy sources, and best management practices to create a sustainable project;
- minimize the impacts on traffic and municipal infrastructure;
- promote designs that create visual cohesiveness with the surrounding area, while re-enforcing the sense of neighborhood and community scale;
- protect historic buildings and neighborhoods;
- restore, repurpose and maintain existing buildings and infrastructure; and
- all development aims to address the need to reduce the contributing factors to global climate change and global and local ecological decline.

The purpose of these development guidelines is to inform prospective Applicants of the submittals, content, and depth of information that the Planning Board requires to review a proposal. Most development proposals require review by multiple local boards, commissions, and committees. Developments of Regional Impact (DRI) require a referral to the Martha’s Vineyard Commission which has jurisdiction to review and approve or deny such a project.

These guidelines are Part 2 of the Application Packet – Part 1 is an Online Checklist that assists applicants in submitting a complete application. These guidelines are encompassing of the wide range of development issues and impacts that you will need to address in your proposal and through the developmental review processes of the town. Prospective applicants who provide a submission that responds to each of the development criteria guidelines outlined herein will facilitate a speedier review of their projects. Prospective applicants who do not provide a completed Application Packet will not be heard by the Planning Board. The Tisbury Planning Board believes that by providing these guidelines the expectations of the Board are clear and will provide for an objective, predictable, and timely review of your proposal and will result in better projects.

PRE-APPLICATION CONFERENCE

The applicant is **STRONGLY ENCOURAGED** to attend a pre-application meeting with the Planning Board prior to submitting a formal application. Materials shall be submitted prior to the meeting with the Planning Board. The pre-application meeting, preliminary materials, and discussions within the meeting shall not be binding upon the Planning Board or Applicant for the final approval of the project. Materials which should be submitted prior to such pre-application meeting must be sufficient so that the Planning Board can provide constructive input as to impact assessments and peer review consultants that may be required for project review. Certain submittal requirements may be waived by the Planning Board for the application if they are deemed unnecessary given the project size and/or complexity and particulars, this will occur during the pre-application meeting. This pre-application will provide an opportunity to identify a tentative schedule for project review and position the Planning Board and prospective Applicant to convey issues and concerns in advance of the formal developmental review process.

DEVELOPMENT GUIDELINES

All applicants coming before the Planning Board must ensure that their application materials thoroughly cover all items outlined below so that the Board can assess the proposed projects handling of these issues and the impacts it may have. Projects presented to the Planning Board should comply with all applicable building, mechanical, habitability, accessibility, environmental, and life-safety codes at the application phase to ensure project revisions are not required after Special Permit issuance. Additionally, applicants are strongly encouraged to ensure they have discussed their proposal with all pertinent Town departments responsible for infrastructure and public safety to ensure compliance with all local bylaws and requirements (Board of Health, etc.).

Traffic:

Describe the intermodal pedestrian, bicycle and vehicle traffic circulation on-site and the connectivity to adjacent streets and properties, and what public transportation accommodations are available and how they are being factored into the project proposal.

Further consider known traffic concerns in the immediate property locus and how the project may address a common need for resolution, as well as potential impacts from construction vehicle usage.

Parking and Loading Facilities:

1. Describe all parking accommodations for the proposal including: total number of parking spaces required for the project, total number of on-site and off-site parking spaces provided, and total number of standard and van accessible handicap parking spaces provided. Consider the Martha's Vineyard Commission DRI Energy Policy guidance on EV charging.
2. Provide a dimensioned plan showing all parking, showing access driveways for egress/ingress of the site. The plan should establish that there is safe and convenient onsite vehicle circulation and egress/ingress to the project.
3. The parking plan should also show emergency vehicle access. Commercial projects should review the requirements of 527 CMR 1 for emergency vehicle site access when designing their plan. This plan should also show loading facilities on site and whether they conflict with, or are shared by, parking and access driveways.
4. Describe what pervious and impervious materials that will be used on the site and lay out the areas of both on a site plan showing the percentage of each on the lot.
5. Describe how pedestrian and bicycle traffic has been incorporated into your project. Address how pedestrian and bicycle pathways are incorporated into the design of parking facilities and how the

project complies with the Americans with Disabilities Act and Massachusetts Architectural Access Code as it relates to pedestrian access.

6. Describe how parking facilities will be screened from public ways and adjacent properties. Dimensioned plans should show parking lots in relation to structures on the property and any snow storage areas incorporated into the parking area.

Refuse:

Describe how trash will be dealt with on the property including how many trash/recycling areas, totes, and/or dumpsters will be used, the frequency and time of trash pickups, and how trash areas will be screened. Projects that require more than two plastic rolling totes must show trash areas and screening on a site plan.

Infrastructure:

1. Utilities: All newly installed power and communication lines shall be installed underground in accordance with existing Tisbury regulations. For any project that requires new utility infrastructure, a plan must be submitted showing all new and existing infrastructure and whether it will be above or below ground.
2. Water: Applicants are encouraged to meet with the Tisbury Water Works Superintendent prior to making an application to the Planning Board to ensure there is adequate water supply on site for all needs, including a fire suppression system if required.
3. Wastewater: Describe and present a plan of all wastewater conservation techniques being used on the project including water saving devices being installed or alternative technologies being used. Discuss any nitrogen loading mitigation technologies being used on site.
4. Stormwater drainage system and management: Provide a professionally designed detailed storm water collection and management plan. This plan should describe any use of media filter drainage structures or alternative technology to mitigate Nitrate and bacteria to improve the water quality from stormwater runoff, and it should also describe where stormwater runoff will be directed to including any use of low intensity vegetated swales and areas to mitigate sediments and pollutants from entering and degrading surface and groundwater resources.

Environment:

1. Overburdening: All projects require significant material and energy use. Proposals and designs should describe how the project has reduced or conserved both materials and energy to protect our threatened and/or diminishing environmental services.
2. Heat islands: Discuss the use of pervious surfaces and light reflective materials/colors for walkways and parking areas in the project. In more settled areas consider tree canopies as cooling factors and space making for shaded open space, see trees below.
3. Energy usage: Provide detailed information on the energy use of the project. Describe any energy certifications the project is hoping to achieve such as LEED or Passive-House. Describe any energy saving technologies or programs being used as part of the project. Consider the Martha's Vineyard Commission DRI Energy Policy guidance in meeting the town's energy goals.
4. Lighting: Discuss light pollution mitigation techniques incorporated into the project and submit a lighting plan showing exterior structure lighting, landscape lighting, and pedestrian/security lighting on the project. Light pole heights must be provided.

5. Buildings: Provide detailed information on exterior materials and strategies to minimize the use of all materials throughout the project that may result in toxic pollution exposures and deposits here or elsewhere. Look to alternative options that minimize risks and exercise best practices wherever possible.
6. Siting: Consider minimizing development impacts on the site. Place buildings and infrastructure where it best preserves undisturbed land. Preserve, restore and maintain the existing buildings and infrastructure. In settled areas and business districts allow for open space and pedestrian permeability.
7. Landscaping: Provide a detailed landscaping plan for the project. Outline the limit of work and identify undisturbed areas. Within the disturbed areas describe all plants to be used including whether they are native or non-native, their drought resistance, rate of growth, and expected size at maturity. Projects visible from the public way must provide an exterior elevation drawing showing the structure and all front yard landscaping. Submit a landscape maintenance plan that ensures the health and longevity of the plantings on site. This plan should discuss the use of any irrigation or sprinkler system and what, if any, utilization of fertilizers or pesticides is required, and if so, what types will be used. This plan should recognize and prioritize an effort to minimize excessive maintenance needs required in the proposal.
8. Shade Trees and Street Trees: The landscaping plan must include an inventory of all existing trees on the property and identify whether the tree will be preserved or removed. This inventory should include information on the species, size, health, and estimated age of tree. A plan must be also submitted discussing techniques to be used to protect trees identified for preservation in the landscaping plan during construction activities.
9. Scenic Streets and Viewsheds: Discuss how your proposal will impact scenic roads and view shed in Tisbury and, if it will impact them, what mitigation measures are being used to minimize such impacts. Graphic representations may be required.

Affordable Housing:

Discuss how the proposal will contribute to affordable housing opportunities in Tisbury including whether affordable housing is being developed as part of the project or if a contribution is being made to the Town's Affordable Housing Trust. If affordable housing is being developed as part of the project, please describe the number of bedrooms of such units, the income limits imposed, and the tenant/owner selection criteria to be used.

Building Design:

1. The building design shall relate harmoniously to the architectural scale, character, unique physical characteristics, and natural resources of the surrounding area.
2. For projects that involve the reuse or demolition of an existing structure, a plan must be submitted that identifies the historic or significant materials and features of the structure and how they will be reused, recreated, or disposed of as part of the project.
3. For any new structure or addition that exceeds two stories above grade, a light shadow plan must be submitted.
4. Buildings plans must be submitted that show all exterior architectural details including, but not limited to, building materials to be used, trim details, window patterns and material, overhangs, color choice, exterior mechanical equipment or utilities and their associated screening.

5. Additional information should be provided establishing for the Board how the proposed structure compliments the surrounding area and any inspiration taken from surrounding structures.

Development Impact Assessments:

The Planning Board may require impact assessments for projects with a large scope or potentially impacting sensitive areas or infrastructure. Impact assessments will be provided as to the proposed project municipal, fiscal, environmental and traffic and parking impacts, as determined by the Planning Board. Every effort will be made to advise the applicant of which impact assessments will be required for their project during the Pre-Application Meeting, but additional submittals may be identified as the full scope of the project is reviewed during the public hearing process.

Additionally, The Planning Board may require peer consultant technical review assistance for impact assessments at their discretion. This peer consultant review will be paid for out of the applicant funded 53-G account.

Mitigation:

The Planning Board may require mitigation of a project's negative impacts at the Applicant's expense through conditions issued in the Special Permit.

Prior to site construction activity and/or issuance of any building permit, a determination as to all conditions of approval are met. Prior to the issuance of any use and occupancy permit, temporary or permanent, a determination that all site or off-site improvements are complete and mitigation obligation is met.

PRE-APPLICATION CONFERENCE SUBMITTAL: CONTENT AND SCOPE

Illustrative only

Preliminary Development Plan

- (1) A legal description of the land, including ownership.
- (2) A narrative of the project, including a statement of planning objectives, size of the parcel, number of residential units proposed, proposed coverage and densities, amount of non-residential construction proposed, recreational facilities planned for the project/development, construction schedule and a description of how the project satisfies the objectives of the Zoning Bylaw set out in Section _____ and Master Plan.
- (3) A plan to be entitled "Preliminary Development Plan" for (identity of project)" prepared at a scale of one inch equals forty feet (1"=40') or such other scale as may be approved by the Planning Board containing the following information: site boundaries and names of all abutters, site area, location of all primary streets and ways within the site, including access points to existing public ways, the proposed system of drainage, including adjacent existing natural waterbodies, location of significant natural features and vegetation of the site, including wetland areas, water bodies and floodplain areas, boundary lines of existing and any proposed lots within the site, designation of each proposed phase of development, location of major recreational areas and open space, location of amenities such as swimming pools and tennis courts, and setting forth the total number of residential units to be constructed within the development.
- (4) A locus plan at a scale of one-inch equals 100 feet (1"=100'), showing the entire development and its relation to existing areas, buildings and roads for a distance of 1,000 feet from the project boundaries, or such other distance as may be approved or required by the Planning Board.

(5) A development narrative addressing each of the elements identified in the development guidelines above. The more complete the narrative, the more feedback the Planning Board will be able to provide on what additional information will be needed, or what development guideline requirements could be waived for the formal application.