

PLANNING BOARD

TOWN OF TISBURY
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MEETING AGENDA

DATE: March 16, 2016
TIME: 6:00 PM
PLACE: Town Hall Annex, 66 High Point Lane
BILLS: UPS Store.....\$72.50
ATTENDANCE: Bellante-Holand, Doble, Robinson, Seidman
ABSENT: Stephenson
MINUTES: As referred in the March 2, 2016 Meeting Agenda

BOARD DISCUSSIONS:

1. Planning Board Appointments
A. Policy and expectations

C. Doble thought board members should get into the practice of reporting back to the Planning Board the discussions of the various committees they participate on as their representative. It was important to keep the Planning Board up to date on subjects that may have an impact on their projects.

C. Doble informed the Board that she was asked to participate on the School Building Committee by John Custer, and asked the Board if they'd have any objections. There being none, B. Robinson moved to have C. Doble serve on the School Building Committee on the Planning Board's behalf. D. Bellante-Holand seconded the motion. The motion carried. 4/0/0

D. Seidman asked the Board if they would appoint him as their representative on the Housing Production Committee since he's been actively involved in the project. There being no objections from the Board, B. Robinson moved to appoint D. Seidman as the Planning Board's representative on the Housing Production Plan Committee. D. Bellante-Holand seconded the motion, and the motion carried. 4/0/0

B. Committee Reports

Complete Streets

B. Robinson reported as having attended a workshop on Complete Streets with C. Doble and P. Harris at the MV Commission's office and learned that communities can obtain up to \$400,000.00/year for maintenance, repairs and new construction projects via the Complete Street funding program. He explained that they've already completed the first requirement by attending the workshop. Based on the presentation, communities had to complete certain requirements. The first was to attend the workshop and to register online. They were then required to submit electronically a Letter of Intent and a Complete Street policy. A state approval allowed them to move to the second tier of the process in which they would be allowed to apply for funds (\$50,000.00) to develop a Construction Prioritization Plan. An approved plan advanced them to the third tier, where they would be able to submit a prioritized list of five projects. B. Robinson and C. Doble submitted the documents they obtained at the workshop for the board members' review.

D. Bellante-Holand inquired about the deadline. B. Robinson replied the end of June, but thought they might be able to apply for the technical assistance, even if they only sent a letter of intent. M. Loberg understood that the community's Board of Selectmen had to adopt a Complete Street policy at a public hearing before they could submit the language to the state. She asked P. LeClerc, the transportation planner at the MV Commission for a copy of the template they developed for the island for the Planning Board's review and recommendation. Board members inquired about the Board of Selectmen's meeting schedule, and M. Loberg did not anticipate that the Board of Selectmen would be able to hold the public hearing until after the annual town meeting on April 12th. C. Doble thought the Planning Board could have the Letter of Intent and policy prepared by the beginning of May.

M. Loberg thought the biggest stumbling block was the Construction Prioritization Plan, which should be a priority. It was her opinion that they could include all the items the state was not willing to pay for on the Beach Road Improvement project, and all of the recommendations in the safety study (Edgartown-Vineyard Haven Road intersection, the Overlook).

D. Bellante-Holand offered to help pull materials together and to prepare the funding request. B. Robinson asked if she would join him at a meeting with P. LeClerc to discuss the program and to get them started on the application process. D. Bellante-Holand replied in the affirmative. M. Loberg recommended searching macompletestreets.com for additional information.

Community Preservation Committee

C. Doble reported that the Committee met last week, and agreed to meet through the Spring on a monthly basis to continue modifying the application requirements to tie them to the Vision planning goals and Planning Board projects. She noted that they were adding two categories to the list, such as shovel-ready projects and planning and designing two different applications that were much more specific. Board members were advised that applicants in the upcoming round will be required to submit complete

applications and to specify the completion date for their project. She added that the Committee solicited the Vision Council's assistance to develop a training workshop about the recent changes for town officials and potential applicants. They were also soliciting volunteers from the community to serve on committee

D. Bellante-Holand noted that the deadline for the submittal of an application was not clear on the website. C. Doble clarified that it was a two prong process. The first application was due in September, and solely intended for a determination of eligibility. Following a positive determination, the applicant had to submit a complete in-depth application in early November. Applicants were then required to participate in an interview shortly after Thanksgiving before they were awarded any funds.

C. Doble added that the Finance Committee had asked the committee to consider a two year moratorium on regional projects, because they were concerned about spending town funds outside of the town. Discussions ensued, and C. Doble mentioned that the Committee decided to define regional projects and to determine how that project would benefit the town. They've decided to change their deadlines so that they the same across the island, and to reclaim the funds for non-start projects after a three year period.

M. Loberg and D. Seidman asked C. Doble to provide data on the amount of funds the Town's contributed to the Community Preservation Fund and what they've received from the state. C. Doble agreed.

Vision Council

C. Doble and B. Robinson thought the Annual Town Meeting presented an opportunity to hand out a Vision Council newsletter or annual report to inform the citizenry of the town's accomplishments, since the development of the plan. B. Robinson thought it was a report they should prepare for town meeting every year. D. Seidman thought they could post the information on the website. C. Doble agreed, but felt the annual report was a precursor to the information they were going to be posting on the Vision Council's webpage, which was under construction.

C. Doble approached the local printer for an estimate, who offered to provide assistance with the graphics and layout. She thought they could use a four-fold leaflet in black & white or in color. D. Seidman thought color would be very expensive. C. Doble agreed and noted that she was advised that they could do the front and back page in color and the rest in black and white. The quotes C. Doble was given were as follows:

300 four-fold leaflets in B&W at \$150.00
500 four-fold leaflets in B&W at \$215.00
300 four-fold leaflets ½ B&W and ½ color at \$325.00
300 four-fold leaflets ½ B&W and ½ color at \$500.00

Discussions followed and D. Seidman moved to approve the order for the 300 four-fold leaflets (1/2 B&W and 1/2 color) at \$325.00. D. Bellante-Holand recommended keeping the 2016 goals as a separate section of the leaflet, so that they could update the information and still use the same leaflet. The motion was seconded and carried. 4/0/0

Members inquired if there was sufficient information to fill the leaflet. C. Doble explained that she wanted to include information about the Vision Council, advertise upcoming programs i.e. Shellfish Day, new town personnel, the changes at the DPW, etc. so that there was ample information to fill the report.

2. Planning Board Projects for 2106/2017

RE: Assignments (actionable items, Vision Plan priorities, area plans)

B. Robinson recommended adding “improvements to the Main Street & Union Street intersection” on the list, and the need to re-constitute the Traffic Committee (E. Meisner, B. Robinson, C. Doble, T. Israel and H. Stephenson) to relocate the taxis and information booth. B. Robinson thought they would also have to approach the Board of Selectmen regarding the committee since they were appointed by the Board of Selectmen. C. Doble asked M. Loberg about the Board of Selectmen’s meeting schedule for an appointment. Discussions ensued and M. Loberg recommended corresponding to J. Grande (cc: Board of Selectmen) not only with their request, but with the purpose for reconstituting the committee, and the timeframe in which they expect to accomplish their goals.

B. Robinson offered to contact T. Israel to inform him about their plans and objectives. M. Loberg indicated that she’s approached the DPW on a number of occasions regarding the subject and feels they’ve been given ample time to address the issues with the corner, parking spaces and loading zone. She felt that they needed some direction.

Board members were referred to C. Doble’s revised listing additional projects, and the names of the board members that volunteered to work on specific tasks. She asked B. Robinson if he did not mind adding the topic, the reconstruction of pre-existing, non-conforming structures to the list. B. Robinson thought the questions should be referred to town counsel, and offered to write the request on the Planning Board’s behalf.

C. Doble noted that she added a description for all of the on-going projects listed under No. 1, and grouped the projects that were going to be initiated shortly, such as the Board of Selectmen’s Parking Committee. She explained that the list was to solicit comment from the Board regarding their priorities, and to structure their activities towards completing their goals.

B. Robinson noted that the walking and biking entry correlated with Complete Streets. C. Doble could not find any information to clarify what an area plan was, but thought they needed a comprehensive look at the town. She offered to contact B. Veno, a planner at the MV Commission for information and assistance. She’d like to have a plan for the BI District before Stop & Shop returned with a new proposal.

Based on the discussions, D. Bellante-Holand thought the two most significant topics were biking & walking, and the area management plan, because they were interconnected with the Beach Road improvements and Complete Street program. It also appeared to connect with the entry that referred to the SUP from Beach Road to Lagoon Pond Road. C. Doble commented that the bullet point was written incorrectly, and should have referred to the SUP (by the Beach Road Restaurant) connection from Beach Road. D. Bellante-Holand thought the funds to construct the walking path and to purchase Nelson's property on Beach Road could be obtained from CPC funds, based on the information she read from CPC's website. B. Robinson concurred, adding that it could also come from Complete Streets. She thought they should consider if any of the projects were interrelated as they prioritize the list. It would help narrow down funding sources.

D. Bellante-Holand asked the Board if they needed any assistance with either project. C. Doble believed they were going to need her help with the funding application, but that that they still had a way to go because they had to secure easements for the two ends of the path on three separate properties in addition to purchasing the Nelson property. C. Doble thought the two should be a high priority. She also felt "Planning for sea level, resiliency and post storm response" was a priority for the Planning Board. Although the MV Commission has prepared a Disaster Preparedness Plan for all of the towns on the Island, they did not have a plan in place for the aftermath of a storm, and it's resulted in problems.

Other discussions ensued and C. Doble and offered to meet with B. Veno to inquire about an area management plan and to report her findings so that they can discuss the information and assign the project to a Board member. D. Seidman thought they could start with a waterfront area management plan, and work on the walking path under Complete Streets. C. Doble thought they could add "floating structures" to the project. D. Bellante-Holand thought they were exposed without any regulations to regulate these structures. B. Robinson did not foresee them proliferating, and thought they should regulate the structures that were attached to the land, if they wanted to permit the use, and if so, under any conditions.

D. Bellante-Holand thought they should consider the time frame in the prioritization of the projects. She thought the area management plans were going to take as long as two years. She suggested starting with the shorter term projects first i.e. 6 months to a year. If they were interested in prioritizing the new projects list, she recommended listing the area management plan (6 months -18 months), walking and biking (6 months -18 months), and formation of parks and recreation. C. Doble thought the regulations for the floating structures could be developed within a short time frame. D. Bellante-Holand thought it was important to know what the time frame was for all of the projects before they generated a prioritized list.

B. Robinson thought they should pull together what information they find and formalize their thoughts on the subject before they approach the Board of Selectmen. C. Doble

thought they could bring the subject to the Vision Council. C. Doble asked D. Seidman if he would pursue the ancient ways. D. Seidman accepted the assignment. C. Doble thought the Board Secretary could add a topic on the agenda far enough in advance to give board members the opportunity to research the topic for an in-depth discussion.

D. Bellante-Holand noted that she had created a report with basic information about potential local and state funding sources i.e. economic development fund, downtown initiative, SECT, etc. B. Robinson thought D. Bellante-Holand should add the Blue Economy to the list. C. Doble thought D. Bellante-Holand could revise the list to reflect the funding sources that applied to the project list, and included their deadlines so that they could incorporate the information into their calendar.

3. Christopher Dias

RE: Modified proposal (not available)

Board members were given a copy of C. Dias' revised plans. B. Robinson inquired if the applicant had eliminated the shared boundary line to combine Lots 1 & 4. He was also curious about the 20 ft wide access easement the applicant shared with J. DeBettencourt. C. Doble believed it was eliminated when J. DeBettencourt added the retaining wall and relocated the entrance further up the road.

B. Robinson thought the parking appeared a bit tight for the building. D. Bellante-Holand did not think the 20 ft. right-of-way off State Road was adequate for the anticipated traffic or number of parking spaces. B. Robinson noted that the applicant was no longer proposing a storage facility, but a retail lumberyard with customers. He also questioned the applicant's reasoning for stopping the vegetative screening along the NW property line. D. Bellante-Holand questioned whether the 20 ft. wide access easement was adequate to accommodate the larger commercial trucks that were going to be delivering or transporting construction grade materials along with the additional traffic. B. Robinson concurred and thought the access easement should be paved the entire length with the intensity in use. C. Doble agreed, and inquired if they should voice a concern about the nitrogen loading. B. Robinson thought C. Dias would have to trade off nitrogen credits from another property.

D. Seidman volunteered to attend the MV Commission's LUPC meeting on March 21st and to bring to the Commissioner's and applicant's attention the following questions and concerns:

1. adequacy of the right-of-way for the increase in intensity of use and additional traffic from truck deliveries to and from the site, and customers (traffic count?)
2. nitrogen loading,
3. purpose for stopping the vegetative screen on the NW boundary facing State Road,
4. if the apartments get designated parking
5. who owns the retaining wall between Dias and DeBettencourt
6. the exterior finish for the building

7. status of the shared 10 ft wide access easement created in T. Pachico's Form A

D. Bellante-Holand inquired about the height of the commercial structure. B. Robinson replied that it was 33.5 ft. high from mean natural grade according to the elevation plan. D. Seidman noted that the garage doors were 12 ft. high by 22 ft. wide. D. Bellante-Holand thought the building was a horrible blemish because of its mass. B. Robinson noted that the proposed lumber yard was a vital business on the island and the second or third in town. They had to consider the possibility that Hinckley's & Son will eventually have to move from the location due to the sea level rise.

D. Seidman thought it was important to impress upon the MV Commission that increase in the intensity of use had a significant impact on the use of the right-of-way, which the applicant was sharing with the miniature golf course's patron, the majority of whom were children.

4. D. Seidman, Planning Board Chairman

A. Special Town Meeting Warrant Articles – Presenting articles, Fact Sheet

B. Letter to MVC requesting their participation in the Housing Production Plan and applying for grant money

D. Seidman notified the Board that the All Island Planning Board developed a Housing Production Plan and created a subcommittee to complete the goals and objectives of the plan.

They were currently looking for grant funds to hire a consultant, and were soliciting assistance from the MV Commission. Town representatives on the All Island Planning Board were asked to construct a letter to the MV Commission to ask if they would act as their agent in the solicitation of grants. Planning Board members were provided a copy of the letter and asked for their endorsement. D. Seidman explained that they needed a consultant to address the specific needs, impediments or opportunities each town had to work with to provide affordable housing.

B. Robinson inquired about the allocation of funds. D. Seidman replied that they were going to be shared evenly. B. Robinson questioned whether all the towns were going to benefit equally from the funds. D. Seidman believed the down island towns would benefit more, but that all six town were united in addressing the housing shortage. B. Robinson inquired about the consultant's fee. D. Seidman replied approximately \$15,000.00. B. Robinson inquired if they had already hired the consultant. D. Seidman replied in the negative. D. Bellante-Holand inquired if they knew how much money the \$15,000 consultant fee was going to bring in for affordable housing. D. Seidman explained that they would not know until they applied for the funds. They were focused on developing the Housing Production Plan because it was a prerequisite for future housing grants.

C. Doble understood the logic in having one person prepare a plan for the entire island, but she questioned whether there was anyone in the MV Commission who could

consolidate the information and draft the report on their behalf. D. Seidman indicated that the MV Commission was not very receptive. The All Island Planning Board was also anxious to complete the plan so that they could start applying for housing funds. D. Seidman reiterated that all six towns agreed to approach the state together because of the benefits.

There being no further comment, D. Bellante-Holand moved to accept the letter D. Seidman presented to the Planning Board requesting the assistance of the MV Commission in soliciting grant funds for a consultant. C. Doble seconded the motion, which motion carried. 4/0/0

CORRESPONDENCE RECEIVED:

Lynne Fraker
RE: Open Meeting Law Complaint

Board members reviewed the draft response, and D. Seidman recommended submitting a copy to the Town Administrator and Town Counsel for their approval. D. Bellante-Holland recommended removing all the derogatory and inflammatory comments in the letter before submitting the correspondence to the Town Administrator.

2. Colleen McAndrews, Tisbury School Chairman
RE: MSBA Eligibility, Warrant Article (\$825,000.00)

3. MV Commission
A. 11 March February 2016 Extended Mtg. Schedule
B. 17 March 2016 Meeting Agenda

PRO FORM Meeting opened, conducted and closed in due form at
8:30 P.M. (m/s/c 4/0/0)
Respectfully submitted;

Patricia V. Harris, Secretary

APPROVAL: Approved and accepted as official minutes;

Date

Daniel Seidman
Chairman