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February 14, 2023

Tisbury Planning Board  
P.O. Box 602  
Vineyard Haven, MA 02568

Re: **Thomas L. & Patricia S. Bransford**  
**Assessor's Map 4-B, Parcel 17**  
**484 Main Street**  
**Tisbury, MA 02568**  
**Construction of a second single-family residence**

Dear Board Members:

Please find enclosed the following revised documents for the above referenced project:

- Letter addressing Section 04.04.02 of the Tisbury Zoning Bylaws (2 pages)
- Development Guidelines (8 pages)

Please contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bryan Collins".

Bryan Collins

February 13, 2023

Tisbury Planning Board  
P.O. Box 602  
Vineyard Haven, MA 02568

Re: **Thomas L. & Patricia S. Bransford**  
**Assessor's Map 4-B, Parcel 17**  
**484 Main Street**  
**Tisbury, MA 02568**  
**Construction of a second single-family residence**

Dear Board Members:

The following addresses Section 04.04.02 of the Tisbury Zoning Bylaws:

**04.04 USES REQUIRING A PERMIT FROM THE PLANNING BOARD**

**.02 Multiple Family Dwelling and Structures, continued**

- a) multi-family dwellings and/or structures shall not be sited on lots any portion of which lies below the fifteen (15) foot elevation contour line running along and inland of Lake Tashmoo, Vineyard Sound, Vineyard Haven Harbor and Lagoon Pond.  
**The property is located above elevation 15.**
- b) the lot area and setback requirements of Schedule A (section 13.00) are met for the district, except as set forth in section 08.00 ('Cluster Developments');  
**The property is located in the R25 district where the front, side and rear setback requirements are 25'. The proposed single-family residence will be located 59'± from the west, 43'± from the south, 241'± from the north and 145'± from the east property line and is in compliance with the setback requirements for the district.**
- c) The applicant complies with the Tisbury Board of Health's Wastewater Regulations for subsurface sewage disposal.  
**A percolation test was conducted that yielded results that are conducive with the installation of a three-bedroom sewage disposal system in full compliance with Massachusetts Title V and the Tisbury Board of Health Regulations.**
- d) each dwelling unit shall be provided with a separate parking and/or garaging, arrangements and so arranged as to permit turning vehicles around and precluding the necessity of backing onto a public way;  
**The existing single-family residence uses the driveway adjacent to the house for parking. For the proposed single-family residence, parking for two vehicles will be provided as shown on the Site Plan. There will be no necessity of backing onto Main Street.**
- e) each dwelling unit shall have a discrete yard space designated for its use;  
**Please refer to the Site Plan showing the yard space.**

- f) no construction or business materials shall be kept on the premises;  
**No construction or business materials will be kept on the premises.**
- g) no commercial vehicles, other than one (1) pickup truck or van per dwelling unit, shall be kept on the premises;  
**No commercial vehicles are proposed to be kept on the premises.**
- h) no inoperative or unregistered vehicle shall be kept on the premises;  
**No inoperative or unregistered vehicle will be kept on the premises.**
- i) at least one (1) dwelling structure shall front on a public way; each dwelling structure which fronts on a public way shall have the frontage required by Schedule A (section 13.00);  
**The main house on the property fronts on Main Street. The property frontage on Main Street is 249'± and is in compliance with the frontage requirements for the district.**
- j) for dwelling structures which do not front on a public way there shall be an additional access frontage of forty (40) feet in the R50 District and thirty (30) feet in the R10, R20, and R25 Districts; said access widths shall extend and be arranged so as to serve all dwelling structures and parking areas on the premises; and, shall be designed to accommodate emergency vehicles (e.g. fire, police, ambulance); and,  
**Not applicable**
- k) where a building permit would be required to construct, enlarge or modify a dwelling unit or dwelling structure and/or where it is proposed to increase wastewater generating capacity, all of the definition requirements of Section 02.00 ('Multi-family Dwelling') shall be incorporated.  
**The installation of a three-bedroom sewage disposal system in full compliance with Massachusetts Title V and the Tisbury Board of Health Regulations is proposed.**
- l) dwellings containing two (2) or more dwelling units in the same structure will provide each unit with at least two (2) entrances to the outside, and separate utilities and services  
**Not applicable**

**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.

**The property fronts on Main Street, where there is a sidewalk adjacent to the property for pedestrian use. The public will have no access to the property. Access to the property is through an existing circular driveway which is proposed to remain. The property is on the VTA bus route.**

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.

**There are no known traffic concerns that we are aware of in the vicinity of the property. There are ample driveways for construction vehicles to park on the property during construction. Please refer to the Site Plan and Construction Sketch Plan for details.**

#### **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.

**There will be three (3) parking spaces for the existing house and two (2) parking spaces for the proposed house. Off-Site and ADA parking is not applicable.**

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.

**Please refer to the Site Plan for details.**

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.

**There will be ample space for emergency vehicle access. Emergency vehicles will use the circular driveway to enter and exit the property. Please refer to the Site Plan for details.**

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.

**The existing total impervious area on the property is 8,126± S.F. (9.95% of lot area). This is comprised of an existing 5,493± S.F. circular paved driveway which is proposed to remain. The existing house and storage building are 2,633± S.F. in impervious area.**

**The impervious area of the proposed house is 1,500± S.F. The total proposed impervious area is 9,626± S.F. (8,126± S.F. + 1,500± S.F.) (11.79% of lot area). Please refer to the Existing and Proposed Impervious Areas shown on the Site Plan.**

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.

**There is a town sidewalk along Main Street for pedestrian use.**

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.

**A small two-car parking lot is proposed 85'± from Main Street. Existing vegetation between the proposed parking lot and Main Street will remain.**

**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.

**There will be two (2) rolling garbage totes located 105'± from Main Street. No additional screening is proposed.**

## 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.

**All utilities (electric and water) for the proposed house will be underground. Please refer to the Site Plan for details.**

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 suppressions system if required.

**There is sufficient water supply on site.**

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.

**A three-bedroom sewage disposal system in full compliance with Massachusetts TitleV and the Tisbury Board of Health Regulations is proposed. No enhanced sewage disposal system is proposed.**

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.

**Gutters and downspouts will be installed on the roof of the proposed house. The gutters will discharge into four (4) drainage pits. The drainage pits will accommodate the 25-year storm event. Please refer to the Site Plan for details.**

## 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.

**The proposed single-family residence is a modest 1,585± S.F. house that does not require substantial amounts of building materials. In house construction, concrete foundations require the most energy use among construction materials. The project has been designed to minimize the amount of concrete by using 8" thick reinforced concrete for the foundation. In addition, the walk-out basement reduces the amount of concrete needed. The framing of the house will be comprised of spruce pine and engineered timbers. The owners will be requiring the contractor to take care in minimizing waste during construction and keeping waste below 10% for all building and roofing materials.**

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. **Not applicable.**

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.

**The proposed single-family residence will be heated and cooled by electric heat pumps in accordance with the requirements of the State Building Code.**

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.

**The project is not proposing any mitigation as outside lighting will be kept to the minimum requirements of the State Building Code. One down-shielded exterior light next to every exterior door will be provided. A total of 4 doors are proposed. One light will be located at the northeast corner of the house to light the proposed stone walk. There will be no security lights.**

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.

**Please refer to the architectural plans for a material list. No toxic materials or deposits are proposed to be used in the project. All the excess materials will be disposed of in accordance with the building department's requirements.**

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.

**The proposal has been designed to minimize development impacts in the site. The existing driveway will be used to access the proposed residence. A disturbance area of 29,317± S.F is proposed to create the new parking area and the construction zone around the house. Please refer to the Site Plan for details. The proposal has been designed to best preserve undisturbed land. In settled areas and business districts allow for open space and pedestrian permeability. **Not applicable****

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.

**All trees within 25' of the proposed house, trees within 10' of the proposed sewage disposal system and within 5' from the proposed parking lot will be removed. All other trees, except for dead trees, will remain. There will be two (2) rows of 6' Arborvitae (green giants) planted at 7' on center adjacent to the proposed house along the south and west property lines. Please refer to the Site Plan for details.**



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. **Not applicable.**

#### **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. **Not applicable.**

#### **Building Design:**

1. The building design shall relate harmoniously to the architectural scale, character, unique physical characteristics, and natural resources of the surrounding area.  
**The proposed house is a ranch-style building with a walk-out basement. The architectural features of the house will include white cedar siding, an asphalt shingle roof and white painted trim. The design of the house is commonly found in the Town of Tisbury and the surrounding neighborhood. Please refer to the attached Architectural Plans by Hezekiah Pratt Architecture + Design for details.**
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.  
**Not applicable.**
3. For any new structure or addition that exceeds two stories above grade, a light shadow plan must be submitted.  
**Not applicable.**
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.  
**Please refer to the Architectural for details.**
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.  
**The proposed house is a ranch style house with a walk-out basement in the rear. Ranch style buildings are common in the Town of Tisbury and the surrounding neighborhood.**

### **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. **The owners have owned the property since March 28, 2019. Please refer to the attached Property Deed Book 1491 Page 887.**

(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.

- **The project consists of the construction of a second single-family residence with 632± S.F. of floor area on the ground floor and 953± S.F. on the first floor (1,585± S.F. total) as shown on the Architectural Plans by Hezekiah Pratt Architecture + Design.**
- **The size of the subject property is 81,644± S.F.**
- **No non-residential construction is proposed.**
- **Construction is planned to take place from April 1, 2023 through April 1, 2024.**
- **Please refer to the attached Narrative addressing Section 04.04.02 of the Tisbury Zoning Bylaws.**

(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.

**Please refer to the Site Plan.**

(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.

**Please refer to the Locus Map for details.**

(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.