



## **Town of Arlington, MA Redevelopment Board**

### **Agenda & Meeting Notice July 23, 2018**

The Arlington Redevelopment Board will meet Monday, July 23, 2018 at 7:30 PM in the **Town Hall Annex, 2nd Floor Conference Room, 730 Massachusetts Avenue, Arlington, MA 02476**

#### **1. Public Hearing – Redevelopment Board Rules and Regulations**

7:30 – 8:15 pm Staff will provide a brief presentation on the draft document, Board members will ask additional questions, the public will be provided time to provide comments, and the Board may further discuss and vote.

#### **2. Appointment to Housing Plan Implementation Committee**

8:15 – 8:25 p.m. Board members will meet and discuss matters related to the HPIC with applicant, Patricia Worden.

#### **3. Meeting Minutes**

8:25 - 8:35 p.m. Board members will review and approve meeting minutes.

#### **4. ARB Meeting Dates**

8:35 – 8:45 p.m. The Board will discuss and approve future meeting dates.

#### **5. Adjourn**

8:45 p.m. Adjourn



## Town of Arlington, Massachusetts

---

### Public Hearing – Redevelopment Board Rules and Regulations

#### Summary:

7:30 – 8:15 pm Staff will provide a brief presentation on the draft document, Board members will ask additional questions, the public will be provided time to provide comments, and the Board may further discuss and vote.

#### ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Item_1_-_Draft_ARB_Rules_and_Regs_062718.docx	Draft ARB Rules and Regulations

# **Arlington Redevelopment Board Rules and Regulations**



*Draft June 28, 2018*

## TABLE OF CONTENTS

RULE	ITEM	PAGE
1	Amendment and Revision	3
2	Board Officers	3
3	Role of the Chairperson	3
4	Presiding Officer	3
5	Meetings	3
6	Meeting Format	3
7	Parliamentary Guidelines	3-4
8	Quorum	4
9	Record Keeping	4
10	Filing Deadlines and Submittals for Regular Meetings	4-6
11	Legal Notification	6
12	Fees for Appearing Before the Redevelopment Board	6
13	Application Timetables and Expiration	7
14	Environmental Design Review Submittal Requirements	7-8
15	Board Decisions	8
16	Code of Ethics Conduct	8-10
17	Rules for Hiring Outside Consultants under M.G.L. c. 44 § 53G	10-11
18	Sign Applications/ Review Procedures Administrative Approval	11-12

### ***Town of Arlington Redevelopment Board Rules & Regulations***

*On \_\_\_\_\_, pursuant to M.G.L. Chapter 40A § 9, the Arlington Redevelopment Board held a Public Hearing to solicit comments on proposed Rules and Regulations and at a meeting of \_\_\_\_\_, the Board voted \_\_\_\_\_ to adopt Rules and Regulations as the official Arlington Redevelopment Board Rules and Regulations.*

*For questions regarding these rules and regulations, please contact the Department of Planning and Community Development at 781-316-3090 or go to [www.arlingtonma.gov/planning](http://www.arlingtonma.gov/planning).*

### **RULE 1 : AMENDMENT AND REVISION**

These Rules may be replaced, revised or amended at any time by a majority vote of the Redevelopment Board, where permissible under Federal, State, and local law.

### **RULE 2 : BOARD OFFICERS**

The first Redevelopment Board meeting in January shall begin as an organizational meeting. At that time, the Board shall elect a Chairperson and a Vice Chairperson.

### **RULE 3 : ROLE OF THE CHAIRPERSON**

The Chairperson shall coordinate with the Secretary Ex-Officio to schedule meetings and submit agendas to the Town Clerk in accordance with M.G.L. c. 30A, §§ 18-25 ("Massachusetts Open Meeting Law"). The Chairperson shall serve as ex-officio member of all Redevelopment Board committees, and as such shall have full power and authority to attend all meetings of such committees and subcommittees, including any portions of such meetings held in closed or executive sessions but shall have the right to vote only in the case of a tie.

### **RULE 4 : PRESIDING OFFICER**

The Chairperson of the Redevelopment Board shall preside at the meetings of the Redevelopment Board. In the absence of the Chairperson, the Vice Chairperson shall preside. In the absence of both, the members present will elect a board member to preside over the meeting. In the event that the Chairperson can no longer serve, the Vice Chairperson shall assume the powers and duties of the Chairperson. If a vacancy occurs in the office of Chairperson, the board shall elect a new Chairperson from among its members before two (2) regular meetings have passed.

If a vacancy occurs in the office of Vice Chairperson, the board shall elect a new Vice Chairperson from among its members before two (2) regular meetings have passed.

### **RULE 5 : MEETINGS**

The Redevelopment Board will meet on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month, at 7:30 p.m., except not on federal and state holidays, in the Town Hall Annex, Second Floor Conference Room, unless otherwise posted with proper notice in accordance with the Massachusetts Open Meeting Law. The frequency, time, and place may be changed by a majority vote of the Board. Executive sessions shall be authorized and governed by M.G.L. c. 30A, § 21. Any three members of the Redevelopment Board may schedule a meeting of the Redevelopment Board and must submit the agenda to the Town Clerk in accordance with the Massachusetts Open Meeting Law.

### **RULE 6 : MEETING FORMAT**

During meetings or Public Hearings at which the Redevelopment Board is considering applications for approvals or special permits, the applicant shall be recognized for presentation, followed by staff comments, questions and comments by Board Members, questions and comments by abutters and other members of the public as addressed to the Chair, and additional questions and comments by Board Members and comments by staff. In presentations by abutters and the public, the Board shall grant wide latitude in allowing people to speak, while reserving the right to limit presentations which are not relevant to the matters being discussed or are repetitive. Presentations by abutters and the public are always directed to the Board; it is not intended to allow discussion between those in attendance and the applicant. Time limits may be set by the Redevelopment Board prior to the beginning of a meeting or whenever necessary to facilitate discussion and deliberation in an orderly manner.

No person shall address a meeting of the Redevelopment Board without the permission of the presiding officer, and all persons shall, at the request of the presiding officer, be silent. No person shall disrupt the proceedings of the Redevelopment Board. If, after clear warning from the presiding officer, a person continues to disrupt the proceedings, the presiding officer may order the person to withdraw from the meeting and if the person does not withdraw, the presiding officer may authorize a constable or other officer to remove the person from the meeting per M.G.L. c. 40A.

#### **RULE 7 : PARLIAMENTARY GUIDELINES**

In all matters of parliamentary procedure not provided for in the constitution and laws of the Commonwealth and the Town Manager Act or explicitly elsewhere in these rules, the presiding officer and the members shall be guided by the principles of fairness, clarity, and efficiency, in that order. In determining any parliamentary questions, due regard shall be given to the entire scholarship of parliamentary procedure, with particular emphasis on Robert's Rules of Order, but resort may also be had for guidance to other authorities and examples of parliamentary procedure, including reference to rules and rulings of state and local legislative bodies.

#### **RULE 8 : QUORUM**

Four members of the Redevelopment Board shall constitute a quorum for M.G.L. c. 40A § 9 to grant a special permit.

#### **RULE 9 : RECORD KEEPING**

Unless otherwise provided for by the Redevelopment Board, the Secretary Ex-Officio shall keep a record of the proceedings and perform such duties as may be assigned by other Redevelopment Board vote. The Secretary Ex-Officio shall transmit copies of the previous meeting's minutes to all Board members prior to the next scheduled meeting. After the minutes have been approved by the Redevelopment Board, a copy shall be forwarded to the Town Clerk. Copies of the minutes of any meeting of the Redevelopment Board shall be posted online and may be requested through the Town Clerk who will provide copies of the requested minutes. Audio and visual recordings of meetings may be made and kept at the discretion of the Secretary Ex-Officio. If audio or visual recordings of meetings are made, the Chair shall notify the Board, participants, and the public at the start of the meeting.

#### **RULE 10 : FILING DEADLINES AND SUBMITTALS FOR REGULAR MEETINGS**

##### **A. Policy**

The Arlington Redevelopment Board (ARB) has recognized that the development of digital meeting agendas and packets will work best if a policy is adopted to ensure that the workflow and timeline defined below is followed. Agenda submitters and agenda creators shall abide by these best practices to ensure that agendas and packets are created accurately and on-time without the burden of the last minutes changes that would exist in an ad-hoc workflow.

##### **B. Timeline**

The submission of materials, incorporating materials into the agenda, the delivery of materials to the Board, and the posting of materials to the Town Clerk and on the website are all time sensitive and dependent on one another. Setting hard deadlines for each event will help standardize the workflow, hold the people involved accountable for timeliness,

and reduce the strain that occurs due to last minute changes. The following chart outlines the responsible party and timeframe that each event shall occur.

<b>ARLINGTON REDEVELOPMENT BOARD SUBMITTALS SCHEDULE</b>			
<b>1</b>	<i>Agenda material submission begins</i>	Department of Planning and Community Development (DPCD) Director, staff, ARB members, general public	Begins any time prior to submission deadline
<b>2</b>	<i>Agenda material submission ends</i>	DPCD Director, staff, ARB members, general public	12 p.m. Friday one week prior to meeting
<b>3</b>	<i>Agenda finalized</i>	DPCD staff, ARB chair	4 p.m. Monday prior to meeting, if holiday, then Tuesday prior to meeting
<b>4</b>	<i>Meeting packet finalized</i>	DPCD staff	4 p.m. Tuesday prior to meeting
<b>5</b>	<i>Agenda posted to Clerk and website</i>	DPCD administrative assistant	12 p.m. Wednesday prior to meeting
<b>6</b>	<i>Meeting packet made available to ARB members and members of the public</i>	DPCD administrative assistant	12 p.m. Wednesday prior to meeting

### **C. Accountability**

This workflow ensures effective and efficient business practices, accountability, and consistency in the ARB meeting process. “Material Submitters” are considered anyone who submits an agenda item or agenda item reference materials, including ARB members, DPCD staff, and the general public.

### **D. Material Submitters:**

1. Shall submit reference materials for inclusion in the agenda packet early. If this deadline cannot be met, the DPCD staff has the right enforce the workflow policy.
2. Shall notify DPCD Administrative staff if reference materials will not meet that deadline. This will provide clarity to the DPCD Administrative staff. If this deadline cannot be met, the DPCD staff has the right enforce the workflow policy.
3. Shall agree that agenda items and reference materials that do not meet the deadline will not be included and will be moved to the following meeting.
4. Shall submit reference materials digitally as a Microsoft Office compatible file, a PDF, a common image format, or as an email. Preferably, the reference material shall be delivered through email. The NovusAgenda system will produce ADA Compliant materials as long as the source materials are in their native, vector format. For example, a document created in Microsoft Word shall be delivered in Microsoft Word

format or converted from Microsoft Word format to PDF format. This process maintains a file's native, vector format which is ADA Compliant. This same file would not maintain its native, vector format and no longer be ADA Compliant if it is printed, then scanned. This process creates an image of the document and images are not ADA Compliant.

Department of Planning and Community Development Director and Staff

1. Shall review and develop agenda items and reference materials at any time prior to the deadline for any ARB meeting.
2. Shall request a Material Submitter to submit reference materials in digital format as described in #4 of the previous section, if paper materials were received. Receiving paper and scanning materials should be avoided when possible.
3. Shall enforce the requirements of Rule 10 if the Material Submitter cannot meet the reference material submission deadline.
4. Shall post the agenda prior to the meeting in accordance with the schedule.
5. Shall distribute or notify the appropriate parties when the agenda packet is finalized and available.
6. Shall be prepared to print agendas, certain reference materials, or entire agenda packets.

Arlington Redevelopment Board

Printed agendas, certain reference materials, or entire agenda packets may be requested from the DPCD Administrative Staff by 10 a.m. on Friday prior to the meeting date. Although printing materials is something we prefer to avoid, certain situations may warrant printing.

**RULE 11 : LEGAL NOTIFICATION**

Before granting a special permit, the ARB shall hold a public hearing, notice of which shall be given by the Department of Planning and Community Development in a local newspaper once in each of two successive weeks with the first publication to be not less than fourteen (14) days before the date of hearing, and to owners of all property abutting the proposed development or land in the same ownership or contiguous ownership, and to all property owners deemed by the ARB to be affected thereby. The ARB shall upload all application materials through NovusAgenda (see Rule 10 for details) and make one copy available at the Department of Planning and Community Development.

**RULE 12 : FEES FOR APPEARING BEFORE THE REDEVELOPMENT BOARD**

The Redevelopment Board has the authority to set and adjust the fees periodically for appearing before the Redevelopment Board. The current fee schedule as of June 2018 is:

Minimum Fee for any application	\$500.00
New Construction fee	\$0.20/ft of new construction



### **RULE 13 : APPLICATION TIMETABLES AND EXPIRATION**

All Special Permits before the Redevelopment Board are subject to the following timelines. Within 10 days of receipt of application, copies of the application must be transmitted by the Department of Planning and Community Development to Inspectional Services.

Contingent upon the proposal being evaluated, the following may be notified by the Department as part of project review: Board of Health; Conservation Commission; Public Works; Engineering; Historical Commission; Historic Districts Commission; Fire Department; Police Department; and Zoning Board of Appeals. All other boards, commissions, or departments will be given 35 days to respond. Failure to respond will be deemed to be lack of opposition. Additionally:

1. Hearings must start within 65 days of application submission.
2. Once the hearing has commenced, it may be continued. If continued beyond 90 days, the petitioner must receive a written agreement from the ARB in order to continue the hearing.
3. Final action must be taken by the Redevelopment Board within 90 days of the hearing's closure. If decision is not reached within 90 days, petitioner may notify the Town Clerk and abutters within 14 days after the 90<sup>th</sup> day that they are seeking approval of its application for failure of the Redevelopment Board to act on its application within 90 days, or any extended time period beyond the 90 days, pursuant to M.G.L. c.40A, § 9, and comply with the requirements set forth therein.
4. Within 14 days of the Board's final action, the Board must file a record of its Decision in the Town Clerk's Office pursuant to M.G.L. c. 40A, § 9.

### **RULE 14 : ENVIRONMENTAL DESIGN REVIEW SUBMITTAL REQUIREMENTS**

For any project subject to an Environmental Design Review Special Permit, applicants and the Board shall reference and apply the Town of Arlington's Design Standards. These were developed to provide direction for the design of new development and redevelopment primarily in commercial and industrial areas (Business Districts, Industrial Districts, Multi-Use Districts, and for Mixed-Use Development). The Standards focus on development along Massachusetts Avenue, Broadway, the Minuteman Bikeway, and the Mill Brook areas.

All applications shall include plans that are certified by the land surveyor doing the boundary survey and the professional engineer or architect on the location of the building(s), setbacks, and all other required dimensions, elevations, and measurements. The plans shall be signed under the penalties of perjury. The corner points of the lot (or lots under common ownership) and the change of direction of lines to be marked by stone monuments, cut in stone, stake and nail, iron pin, or other marker shall be so marked on the plans. The site plan shall be subject to the standards listed in the Arlington Zoning Bylaw Section 3.4 and the ARB shall make a determination that the project meets these standards. Additional submittals include:

1. **Model.** At the Board's request, a 3D rendering may be required. The model should show the parcel, abutting streets, proposed contours, proposed buildings, and the massing of abutting buildings, unless waived by the Department staff for small projects.
2. **Drawing of Existing Conditions.** A drawing (at a minimum of 1" = 20' unless another scale is found suitable by the Department of Planning and Community Development) showing the location, type, size, or dimension of existing trees, rock masses, existing topography at 2' contours, and other natural features with designations as to which features will be retained. In order to meet the conditions for approval of a special permit, all existing trees, rock masses, and other natural features shall be retained until a special permit is approved.

### 3. **Drawing of Proposal.**

- i. **Structure:** a drawing including the color and type of surface materials showing front and rear elevations, and side elevations where there are no adjoining buildings, and floor plans.
- ii. **Landscape:** a drawing showing the location, dimensions, and arrangements of all open spaces and yards, including type and size of planting materials, the color and type of surface materials, methods to be employed for screening, and proposed topography at 2' contours.

### 4. **Photographs.** Photographs showing the proposed building site and surrounding properties, and of the model (if required). Applications for alterations and additions shall include photographs showing existing structure or sign to be altered and its relationship to adjacent properties.

### 5. **Impact Statement.** Applicant shall explain how each of the environmental design review standards is incorporated into the design of the proposed development. Where a particular standard is not applicable, a statement to that effect will suffice. An environmental impact report or statement prepared in accordance with state or Federal regulations may be accepted as a substitute in lieu of this statement, provided it explains how each of the environmental design review elements is incorporated into the design

### 6. **Signs.** Application for permit and accompanying plans as specified in Rule 14 for each sign that is to be erected on the proposed structure(s). In lieu of the required submittals listed above, an application for a special permit for a temporary sign per the Arlington Zoning Bylaw 6.2.4(M) shall include an overall signage plan comprised of the information required under the Arlington Zoning Bylaw Section 6.2.10 as well as perspectives, renderings, photographs, models, or other representation sufficient to show the nature of the proposed overall signage plan and its effect on the immediate surroundings.

The Board prefers all materials submitted in an electronic format. Two full plan sets are required for submission.

## **RULE 15 : BOARD DECISIONS**

The ARB shall review the plans and may grant a special permit subject to the conditions and safeguards listed in the Arlington Zoning Bylaw Section 3.3 and 3.3.4. For stated reasons the ARB may deny approval of a special permit or may approve a special permit without a finding of hardship. As required by M.G.L. c. 40A, §9, a positive vote of at least four members of the Redevelopment Board is needed to issue a special permit. The final decision shall be emailed and may receive administrative corrections following the Board's votes. The Secretary Ex-Officio may sign decisions following a vote of the Board and file decisions per requirements of M.G.L. c. 40A.

## **RULE 16 : CODE OF ETHICS CONDUCT**

### **A. Generally**

In supplement to and above State and Town ethics, public records, open meeting and non-discrimination laws, the Redevelopment Board requires an atmosphere of professional conduct and civility among its members, and shall not tolerate harassment, discrimination, or offensive behavior based on race, color, religion, national origin, gender, gender identify, age,

disability, or sexual orientation, nor shall any member of the Redevelopment Board use profanity, insulting, threatening, or abusive language in the course of public debate or in testimony before any Town Department, Board or Commission. Furthermore, this code of ethics conduct shall apply whenever a Redevelopment Board Member is in any public setting representing said Board.

#### **B. Internal Board Relations**

A Redevelopment Board member, in their relations with fellow Board members, should:

1. Recognize that action at official legal meetings is binding and that they alone cannot bind the Board outside of such meetings;
2. Refrain from public statements or promises of how they will vote on matters that will come before the Board until he or she has had an opportunity to fully vet the issue during a Board meeting;
3. Make decisions only after all facts on a question have been presented and discussed;
4. Uphold the intent of executive session and respect the privileged communication that exists in executive session;
5. Refrain from communicating the position of the Redevelopment Board to anyone unless the full Board has previously agreed on both the position and the language of the statement conveying the position;
6. Treat with respect the rights of all members of the Board despite differences of opinion;
7. Afford members of the Board the opportunity to speak on matters in Board meetings and hearings without interruption.

#### **C. Board-Town Staff Relations**

A member of the Redevelopment Board, in their relations with Town staff, should:

1. Treat all staff as professionals that respects the abilities, experience, and dignity of each individual;
2. Exercise caution and discretion in public criticism of any individual Town employee. Member concerns about performance of staff reporting to the Town Manager should, under ordinary circumstances only be articulated to the Town Manager, or, in limited circumstances, other appropriate Town personnel, such as the Director of Planning and Community Development, Town Counsel or other Department heads.
3. Keep requests for staff support to a minimum wherever possible, and ensure that all requests go through the Director of Planning and Community Development's Office.
4. To the extent practicable, insure that any materials or information provided to an individual member from a staff member be made available to all members of the Redevelopment Board.

These principles shall be enforced by public admonition through resolution, censure, and

other action deemed appropriate by the Board or its appointing authorities. Jurisdiction rests with the Redevelopment Board as a whole, and therefore any member may motion for a finding of a violation of this Rule.

**RULE 17 : RULES FOR HIRING OUTSIDE CONSULTANTS UNDER M.G.L. c. 44 §53G**

**A. Purpose**

As provided by M.G.L. c. 44 §53G, the Redevelopment Board may impose reasonable fees for the employment of outside consultants, engaged by the Redevelopment Board for specific expert services. Such services shall be deemed necessary by the Board to come to a final decision on an application submitted to the Redevelopment Board pursuant to the regulations and requirements of the Arlington Zoning Bylaw or any other Town bylaw, regulation, or rule as they may be amended or enacted from time to time.

**B. Special Account**

Funds received pursuant to these rules shall be deposited with the Treasurer who shall establish a special account for this purpose. Expenditures from this special account may be made at the direction of the Redevelopment Board without further appropriation as provided in M.G.L. c. 44 §53G. Expenditures from this account shall be made only in connection with a specific project or projects for which a consultant fee has been collected from the applicant. Expenditures of accrued interest may also be made for these purposes. At the completion of the Board's review of a project, any excess amount in the account, including interest, attributable to a specific project shall be repaid to the applicant or the applicant's successor in interest. For the purposes of this rule, any person or entity claiming to be an applicant's successor in interest shall provide the Board with documentation acceptable to the Board establishing such succession in interest.

**C. Consultant Services**

In hiring outside consultant(s), the Redevelopment Board may engage engineers, planners, lawyers, urban designers, or any other appropriate professional who can assist the Redevelopment Board in analyzing the project and to ensure compliance with all relevant federal, state, and local laws, statutes, ordinances, and regulations. Specific consultant services may include, but are not limited to, site plan review, stormwater review, traffic analysis, or land use law. Services may also include on-site monitoring during construction, or other services related to the project deemed necessary by the Redevelopment Board. The minimum qualifications shall consist either of an educational degree in, or related to, the field at issue or three (3) or more years of practice in the field at issue, or a related field. The consultant shall be chosen by, and report only to, the Redevelopment Board and/or its administrator. Hiring outside consultants shall comply with the Uniform Procurement Act, M.G.L. c. 30B §§ 1-19.

**D. Notice**

The Redevelopment Board shall give written notice to the applicant of the selection of an outside consultant, which notice shall state the identity of the consultant, the amount of the fee to be charged to the applicant, and a request for payment of said fee in its entirety. Such notice shall be deemed to have been given on the date it is mailed by first class United States Postal Service or delivered by e-mail. No such costs or expenses shall be incurred by the applicant if the application or request is withdrawn within five (5) business days of the date notice is given.

#### **E. Payment of Fee**

The fee must be received prior to the initiation of consulting services. The Board may request additional consultant fees if necessary review requires a larger expenditure than originally anticipated or new information requires additional consultant services. Failure by the applicant to pay the consultant fee specified by the Redevelopment Board within ten (10) business days of the request for payment, or refusal of payment, shall be cause for the Redevelopment Board to deny the application based on lack of sufficient information to evaluate whether the project meets applicable performance standards in the Arlington Zoning Bylaw. The Redevelopment Board will state as such in a letter to the applicant. No additional review or action shall be taken on the permit request until the applicant has paid the requested fee. When the Redevelopment Board's review of a project is completed and a permit issued, any balance in the special account attributable to that project shall be returned within 30 days. The excess amount, including interest, shall be repaid to the applicant or their successor.

#### **F. Appeals**

The applicant may appeal the selection of the outside consultant to the Town Manager, who may disqualify the outside consultant selected only on the grounds that the consultant has a conflict of interest or does not possess the minimum required qualifications. Such an appeal must be in writing and received by the Town Manager within ten (10) days of the date consultant fees were requested by the Redevelopment Board with a copy received by the Redevelopment Board on the same date as received by the Town Manager. The required time limits for action upon the application shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Town Manager within one month following the filing on an appeal, the selection made by the Redevelopment Board shall stand.

#### **RULE 18 : SIGN APPLICATIONS AND REVIEW PROCEDURES FOR ADMINISTRATIVE APPROVAL**

Sign modifications on properties subject to Environmental Design Review (EDR) may be considered for administrative approval by the Director of Planning and Community Development provided the applicant demonstrates that the following criteria are met:

1. The ARB approved a sign through the Environmental Design Review Special Permit process or a prior sign permit was approved by Inspectional Services;
2. The sign(s) meet zoning requirements;
3. There are no known zoning or general bylaw violations outstanding on the property;
4. All of the following conditions are met:
  - a. The same number or fewer signs are proposed;
  - b. The same size or smaller sign(s) or sign area are proposed; and
  - c. The sign(s) proposed is in the same locations as the existing sign(s).
5. The sign(s) illumination is either not proposed or is the same illumination as for existing sign(s);
6. The sign(s) are not internally illuminated;
7. The sign(s) are legible from the public way in the Director or their designees' opinion; and
8. There are not any sign(s) proposed for storefront windows.

If sign proposals do not meet all of the criteria above, then the applicant must submit a full Environmental Design Review application for the Redevelopment Board's review and approval. The Department of Planning and Community Development is not required to

administrative approval and may at any time refer the application to the Board.

Procedure: Submit a \$500 fee payable to the Town of Arlington and one copy of the following documents to the Department of Planning and Community Development

1. Photos of existing signs maintained on the premises;
2. Drawing of building facade indicating location of the proposed sign(s).
3. Drawing to scale of proposed sign(s) with dimensions and construction specifications, materials, mounting method, lighting, and wiring;
4. Cut sheet for any lighting; and
5. Photo simulation, perspectives, renderings, or other representations sufficient to show the nature of the proposed sign(s) and its effect on the immediate surroundings.

DRAFT



## Town of Arlington, Massachusetts

---

### Appointment to Housing Plan Implementation Committee

#### Summary:

8:15 – 8:25 p.m. Board members will meet and discuss matters related to the HPIC with applicant, Patricia Worden.

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Item_2_-_P.Worden_Appointment_to_HPIC.pdf	P. Worden Appointment

**From:** Patricia Worden <pbworden@gmail.com>  
**To:** ezwirko@town.arlington.ma.us  
**Date:** 05/14/2018 08:49 PM  
**Subject:** Application for Membership in the Housing Implementation Committee

---

May 14, 2018

Ms. Erin Zwirko  
Assistant Director of Planning and Community Development  
Town of Arlington, MA

Dear Ms. Zwirko

Please allow me to request appointment as a member of the Housing Implementation Committee of the Town of Arlington.

I have great interest in helping Arlington remain affordable to people of all income levels. I have worked on many aspects of this endeavor including helping in the design and creation of Arlington's Affordable Housing Bylaw and would like to continue to do so.

My resume is attached.

Patricia Barron Worden, Ph.D.  
27 Jason St.  
Arlington, MA 02476  
781 646-8303

**Attachments:**

File: [Patricia Worden 5-14-2018.doc](#) Size: 30k Content Type: application/msword



## About Patricia Worden

Patricia B. Worden has served as member and Chairman of the Arlington School Committee and the Arlington Housing Authority (AHA) - on the latter she became the Governor's Appointee in 1999. She was born in Glasgow and studied there as an undergraduate earning First Class Honors in Pharmaceutical Chemistry. She did graduate work and earned M.A. and Ph.D. degrees in Biology and Medical Sciences at Harvard Medical School and Harvard University. After coming to the United States she resided in Roxbury, Boston, Cambridge and, since 1967, in Arlington. She worked as an Administrator at Harvard School of Public Health until her retirement. She and her husband, attorney John L. Worden III (Arlington's Town Moderator for 19 years) have five children who were educated in Arlington Public Schools and earned undergraduate or graduate degrees at local universities such as Harvard and M.I.T. and serve in various capacities and professions including medicine, engineering, oceanography, and one formerly in the U.S. Navy. John and Patricia Worden were Grand Marshals in the 2007 Patriots' Day Parade.

Dr. Worden has served as an Arlington Town Meeting member with perfect attendance between 1982 – 88 and from 1990 to the present time (she has been able to help secure zoning changes and other votes of importance at Town Meetings).

In 1979 she was elected to the Arlington School Committee. She was re-elected four times by wide margins and served until 1993, including service as Chairman of the Committee. Maintenance of high academic standards, discipline, exciting and varied curricular offerings, and access to excellent extracurricular activities were for her the *sine qua non* of the school system. She advocated for many improvements to the schools. During her tenure Arlington Public Schools were vibrant and always improving and expanding interesting programs and extracurricular activities including then-new offerings such as Advanced Placement Computer Theory. She stepped down after she and the Committee successfully initiated the renovation/ rebuilding of all neighborhood schools.

She served with perfect attendance as the Governor's Appointee to the AHA for seven years and was Chairman for two of those years. The Authority manages over one thousand affordable housing units. Safety, comfort, nutrition, health, and security of residents were priorities of hers including the installation of a state-of-the art security system in almost all AHA facilities. Educational opportunities for family residents (such as "Operation Success" – a tutorial after-school program for children in the Authority's family units) were a priority for her and indeed two family unit residents of AHA's Menotomy Manor became outstanding honor students at Arlington High School, one secured the title of Miss Massachusetts Teen, 2006.

Dr. Worden has been active in land-use issues. She and her husband gave Arlington its first-ever conservation easement on vacant land which they owned. She was a charter

member of the Arlington Human Rights Commission and of the Town Meeting's Affordable Housing Task Force (AHTF) until its work was completed. Her work with those on the AHTF established Arlington's exemplary Inclusionary Zoning initiative (aka Arlington's Affordable Housing Zoning Bylaw) and the resultant ongoing increase in Arlington's inventory of affordable units. As a member of the Arlington Housing Authority and the Medical Use Working Group for the former Symmes Hospital, she and other members have secured commitments through our inclusionary zoning to provide (at no cost to the Town) for over 30 units of affordable residences. She has promoted the acquisition of CDBG funds at Town Meeting for purchase of residences to be rented as affordable scattered-site units by the Authority or local non-profits.

Past memberships include those in national scientific and educational associations, the Permanent Town Building Committee (to ensure that the renovation and expansion of Robbins Library would be the best possible for children and residents); the Long Range Financial Planning Committee of Arlington; Charter Member of the Arlington Human Rights Commission; Massachusetts Association of School Committees; American Association of School Administrators, the National Association of Housing and Redevelopment Officials. She is a former volunteer at Lunch Place for the Homeless at the Church of the Covenant; former fundraiser for the Elma Lewis School, and former corporator of the Arlington Boys and Girls Club.

Current memberships additional to those mentioned earlier include the American Association for the Advancement of Science, the American Chemical Society, the Nature Conservancy, the Arlington Land Trust, the Arlington Historical Society, and (until last year) the Donegal Historical Society. She is a member of St. Eulalia's Parish.



## Town of Arlington, Massachusetts

---

### Meeting Minutes

#### Summary:

8:25 - 8:35 p.m. Board members will review and approve meeting minutes.

#### ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Item_3_-_DRAFT_ARB_Minutes_03052018.doc	Draft Minutes 03052018
▢ Reference Material	Item_3_-_DRAFT_ARB_Minutes_04022018.doc	Draft Minutes 04022018
▢ Reference Material	Item_3_-_DRAFT_ARB_Minutes_04232018.doc	Draft Minutes 04232018
▢ Reference Material	Item_3_-_DRAFT_ARB_Minutes_05072018.doc	Draft Minutes 05072018

**Arlington Redevelopment Board**  
**March 5, 2018, 7:30 p.m.**  
**Senior Center, Main Room, First Floor**  
**Meeting Minutes**

This meeting was recorded by ACMI.

**PRESENT:** Andrew Bunnell (Chair), Andrew West, David Watson, Kin Lau

**STAFF:** Jennifer Raitt, Director, Planning and Community Development

---

The Chair opened the meeting at 7:30 pm and turned to the first item on the agenda, continued public hearing, EDR special permit for Docket #3552, regarding Food For Thought LLC signage. The Chair invited proponents to introduce themselves.

Andrew LaPuente, sign contractor from LaPuente Group, LLC, provided more detailed measurements and photos of signage. After some discussion it was determined that the contractor's measurements are in accordance with town bylaws. Contractor agreed to changes in size and position proposed by Board members. Discussion followed, wherein confusion arose about the measurements, after which the Board determined that the signage was well within the maximum allowable size. Ms. Raitt stated that any restoration to the building would need to be reviewed beforehand.

The Chair advised that the Board conditionally approve the sign, and that before installation, the applicant would need to provide a restoration plan. Chair advised that the Board could not vote to approve the special permit, and Ms. Raitt stated that the hearing would have to be continued, but the Board could vote for approval with conditions. The Chair advised the contractor that he could make the sign, but his client cannot hang the sign before final approval. The Chair advised the Board would need to consult the Historical Commission. Ms. Raitt also advised the contractor that she would initiate communication among her department, the Board, and the applicant. The Chair moved to continue the meeting to March 19; Board voted all in favor (4-0).

The Chair moved to the next item on the agenda, discussion of 821 Mass Ave. Ms. Raitt stated there is a condition in the Special Permit, number 5, as to disposition of the vacant Atwood House, which is in disrepair. The condition requires that the property is maintained. Ms. Raitt invited discussion from the Board. She stated that the master lease between owner Noyes Realty and CVS is in effect through 2034. The lease permits the owner to allow any use in the neighboring property as long as it is not offering the same or similar products and services as CVS. Mr. West asked if they have been keeping the property in "reasonable condition," and Ms. Raitt stated she was not certain at this time. Some windows in the rear of the building may require being fixed or boarded. Mr. West stated that he did not believe the condition had been met. Ms. Raitt suggested she could arrange to have a discussion with the property owner. Mr. West suggested that the property might be demolishable; Ms. Raitt stated it may be, but that she was not aware of the interior condition. Mr. Lau suggested viewing the property to make a recommendation as to its possible uses. Mr. Watson asked if the owner had expressed any interest in doing anything with the property; Ms. Raitt answered not at this time; and if they wanted to modify the site, they'd have to come back to amend the Special Permit. After further discussion about potential reuse and preservation of the property, Mr. Lau repeated his interest in examining the property with Mike Byrne. The Chair supported Mr. Lau's suggestion to enter the property with Inspectional Services. Ms. Raitt stated that she would work to arrange a visit to the property.

The Chair moved to the next item on the agenda, discussion of the Marijuana Study Group. The Chair expressed interest in sitting on that committee. Ms. Raitt stated there was nothing for the Board to address at this time beyond his nomination; Mr. Lau nominated the Chair for a seat on the committee; Board voted all in favor (4-0).

The Chair moved to adjourn; Board voted all in favor (4-0).

Meeting Adjourned.

DRAFT

**Arlington Redevelopment Board**  
**April 2, 2018, 7:30 p.m.**  
**Senior Center, Main Room, First Floor**  
**Meeting Minutes**

This meeting was recorded by ACMI.

**PRESENT:** Andrew Bunnell (Chair), Andrew West, David Watson, Eugene Benson, Kin Lau

**STAFF:** Jennifer Raitt, Director, Planning and Community Development

---

The Chair opened the meeting at 7:30 pm and turned to the first item on the agenda, public hearing to reopen EDR special permit, Docket #2644, Leader Bank signage, 180 Mass Ave.

John Fanciullo, Leader Bank Executive VP and COO, gave a brief proposal for signage at the corporate HQ.

John Dunn, owner/operator Arlington Vision Center, objected to possible removal of "180 Massachusetts Avenue" from the building.

The Chair opened for questions from the Board. Mr. West stated the sign would overwhelm the building and suggested pin letters as more in keeping with other signage. Mr. Fanciullo stated the design conformed to height and size restrictions.

Rich Batten, sign designer, joined the discussion, and Mr. West continued with his recommendations for a more sophisticated sign. Mr. Batten discussed illumination.

Mr. Lau also stated he was uncomfortable with sign placement and colors, and also recommended something more elegant that clashed less.

Mr. Watson agreed with others and asked if the sign met size limitations. Ms. Raitt and the Chair advised it was too large on the Mass Ave facade. Mr. Watson also stated his objection to another proposed sign on the side of the building.

Mr. Benson asked if the Leader Loan sign on the side of the building would be removed, and Mr. Fanciullo replied yes.

The Chair stated the design was confusing and did not fit with other elements on the building, and requested another design that better matches the rest of the building signage. Mr. Batten stated he could have a new design in a week. Ms. Raitt stated that the next meeting is May 4 at 7:30, with design to be delivered to Ms. Raitt by April 30.

The Chair requested proponents return with a more appropriate design. Mr. Lau motioned to continue to May 7 at 7:00 pm. Board voted all in favor (5-0).

The Chair turned to the next item on the agenda, continued public hearing to reopen EDR special permit, Docket #3552, Food for Thought, 478 Mass Ave.

Owner David Spinney stated the sign size was reduced to 38 inches. Lighting placement was discussed. Also present was Andrew LaPuente, sign contractor from LaPuente Group.

Renovations other than signage were discussed but the Chair stated these were not yet relevant and returned to the signage, which he favored. He asked if proponents had spoken with the Historical Commission. Mr. Spinney stated this would be done next. The Chair stated the Board could conditionally approve the sign, and it could be built but not installed until the rest of the special permit is heard and approved. The Chair advised that proponents have the entire

package ready, and then come back for possible approval.

Mr. Lau and the Chair restated the approval would be conditional upon what the proponents did with the glass. Mr. Watson repeated the need for Historical Commission Approval. The proponent noted that there was a problem with exposed areas of the facade; Mr. West suggested that proponent refer to these as fascia panels instead of windows to avoid restrictions on those areas. Mr. Raitt offered to meet with proponents and designer to assist them with the process. Mr. West requested an elevation and details on the storefront. He approved of the proposals

Motion to continue to May 7 at 6:45. Board voted all in favor (5-0).

The Chair moved to next item, draft Master Plan implementation timeline.

Ms. Raitt presented the updated Master Plan implementation schedule and explained the color coding of items in terms of completion, progress, short- and long-term goals. Mr. Watson requested that bike parking requirements be explored in zoning updates and as part of EDR criteria.

Ms. Raitt stated that items to be brought before Town Meeting in 2019 are multifamily by-right instead of by Special Permit; redefining zoning business districts; incorporating commercial/industrial design standards; incentives; and bike parking.

The Chair moved to the next item, ARB rules and regulations. Ms. Raitt submitted a draft. Town Counsel is reviewing the draft. Zoning Board items would be separated from Redevelopment Board items. Ms. Raitt suggested further discussion on April 23 and, eventually, a public hearing.

The Chair moved to the next item, review of minutes of February 5 and February 12. No comments from the Board. Board voted all in favor (5-0).

Motion to adjourn, Board voted all in favor (5-0).

Meeting Adjourned.

**Arlington Redevelopment Board**  
**April 23, 2018, 7:30 p.m.**  
**Senior Center, Main Room, First Floor**  
**Meeting Minutes**

This meeting was recorded by ACMi.

**PRESENT:** Andrew West (Vice-Chair), David Watson, Eugene Benson, Kin Lau

**STAFF:** Jennifer Raitt, Director, Planning and Community Development

---

Mr. West opened the meeting at 7:30 pm and turned to the first item on the agenda, public hearing, Special Town Meeting, Article 2, Zoning Bylaw, amendment extending recreational marijuana moratorium. Ms. Raitt stated the amendment extends the current moratorium to December 31, to give time to respond to new regulations, work with a Study Group to address buffer zones. Ms. Raitt also addressed other amendments, e.g., the recodified zoning bylaw and asked if the Board had any questions.

Mr. Benson asked why marijuana moratorium deadline cannot be extended to avoid a possible fall 2018 Special Town Meeting; Ms. Raitt advised that the December deadline is the maximum allowable time limit, per the Attorney General's (AG) office. She stated the town will likely hold a Special Town Meeting in the fall.

Mr. West opened the floor for public comment. Mr. Laurence McKinney requested further information about the Study Group; Ms. Raitt advised that they will be helping prepare the new zoning for adult-use (recreational) marijuana and potential amendments to adjust buffer zones for the Medical Marijuana Treatment Center requirements. Mr. McKinney remained to observe the rest of the meeting. Mr. Benson moved to close the public portion of the hearing; all in favor.

Mr. Watson moved to recommend Article 2 to Special Town Meeting; all in favor (4-0).

Mr. West opened the floor to Board Member discussion. Mr. Benson moved to add text clarifying moratorium deadline date, which may not be written law but was ordered per AG's office. All in favor (4-0).

Mr. Watson asked Ms. Raitt to comment on the Finance Committee's report regarding architectural services for Senior Center. Ms. Raitt and Mr. Lau advised that Sterling Associates are the architects for this project, and contract is in process, with financing to take place in 2020. Favorable discussion followed of multi-use of Senior Center.

Members voted all in favor (4-0) to accept the evening's report, which Ms. Raitt would submit to the upcoming Town Meeting. Ms. Raitt stated Mr. West would be at that meeting and requested other Board members to attend.

Mr. West moved to Minutes and requested comments regarding the February 26 minutes. No comments from Board.

Mr. Benson advised Ms. Raitt he found a typo in the record. He also stated he was not present at the March 5 meeting, and Ms. Raitt agreed to make corrections.

Mr. West moved to approve the minutes from February 26, 2018, and March 5, 2018, as amended. Ms. Raitt advised there were not enough votes present for the March 5 meeting. Feb 26 minutes approved, unanimously, (4-0).

Meeting Adjourned.



**Arlington Redevelopment Board**  
**May 7, 2018, 6:45 p.m.**  
**Senior Center, Main Room, First Floor**  
**Meeting Minutes**

This meeting was recorded by ACMi.

**PRESENT:** Andrew Bunnell (Chair), Andrew West (arrived at 7:30), David Watson, Eugene Benson, Kin Lau

**STAFF:** Jennifer Raitt, Director, Planning and Community Development

---

The Chair opened the meeting at 6:45 p.m. and turned to the first item on the agenda, continued public hearing, special permit, Docket #2644, Leader Bank, new and replacement signage at 180 Mass Ave.

Mr. West was not at the table during the first part of the meeting.

Proponents John Fanciullo, Leader Bank Executive VP and COO; and Richard Batten, owner, Batten Brothers Inc., introduced themselves. Mr. Batten showed and described preferred design, option 3. Mr. Lau requested Mr. Batten discuss options 1 and 4; Mr. Lau explained his preference for option 4 and suggested additional changes. The Chair stated he was not in favor of signage above first level. Some discussion regarding size and placement followed.

Ms. Raitt requested option 4, since option 1 does not conform to zoning bylaws. She also noted letter received from Arlington Vision Center, for the record.

Mr. Lau asked about the proposed sign on the side of the building; proponents stated they are withdrawing it.

Mr. Watson stated he did not mind options 3 or 4, but is concerned with night visibility. He also asked if other condo owners in the association agreed with signage plans. Mr. Fanciullo confirmed they did and that the new signage would conform to nearby signage. He stated his preference for option 3. Mr. Batten continued the discussion of visibility of the 180 building number. The Chair also favored option 3 as less busy and more effective. Mr. Watson asked if only options 2 and 3 had been approved by the condo association; Mr. Fanciullo stated if the Board approved different options, he would need to go back to the association.

Mr. Benson asked Mr. Fanciullo about illumination for the signage; Mr. Fanciullo and Mr. Batten stated it was for evening visibility. They also stated that their light would shine on neighboring signs as well. Mr. Fanciullo also stated they were active as a business and not just corporate HQ. Mr. Benson explained his preference for option 3.

The Chair concurred, but suggested removing "Corporate HQ" from signage. Discussion followed. The Chair stressed that this is a corporate HQ and not a bank branch.

Mr. Lau favored option 3 with "Corporate HQ" retained.

The Chair opened the floor to public comment.

John Dunn of Arlington Vision Center requested that the number 180 Mass Ave remain where it is. Mr. Lau stated he is happy with option 3. Mr. Benson asked if they needed to see approval documents from the condo association. Ms. Raitt stated Board would address this. Mr. Dunn stated he provided a letter of association approval. Ms. Raitt stated she did not have this document but that it could be provided again. Mr. Benson stated his preference for option 3, with or without "Corporate HQ."

Mr. Lau moved to approve option 3 with "Corporate HQ," on condition that condo association approval is provided. Board voted 3 in favor, 1 opposed. The Chair expressed that he voted no because he did not feel that the proposed signage fit with the rest of signage at the property and that the condominium association approval of the proposed signage should have been provided in writing to the Board.

Mr. Fanciullo and Mr. Batten joined the Board members at the table.

Ms. Raitt explained to Mr. Fanciullo that the proposal was denied because they did not have the necessary four votes, and that she would be in touch to follow up.

The Chair closed this docket and opened special permit Docket 3552, continued public hearing for Food for Thought, LLC. Manager David Spinney provided revised drawings of signage as it pertains to transom glass. Mr. West expressed his approval of the revisions. Discussion followed regarding color, trim, aluminum, and other signage details. There were no further questions from the Board.

Ms. Raitt suggested the Chair move to approve the proposal as presented, but that it would need review/approval by Arlington Historical Commission. She suggested removing Special Condition 2, in reference to site improvements, of which there were none.

Mr. West moved to approve Docket #3552, with drawings attached per 4/11/18, and with conditions as outlined by Ms. Raitt. Board voted all in favor (4-0).

Mr. Fanciullo of Leader Bank requested an explanation of the Board's negative vote. The Chair again explained his opposition to the proposal. Mr. Fanciullo stated the proponents did not understand the ground rules, which was unfair. The Chair advised Mr. Fanciullo he could appeal the decision within twenty days of filing.

Mr. Fanciullo stated he had been advised in the past that he could continue an application or would have been informed that the vote had to be unanimous. He stated that he would have submitted other options, and that the evening's procedure was unfair. The Chair again advised the proponents to appeal or work with Ms. Raitt on alternatives.

Meeting Adjourned.



## Town of Arlington, Massachusetts

---

### ARB Meeting Dates

#### Summary:

8:35 – 8:45 p.m. The Board will discuss and approve future meeting dates.

#### ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Item_4_-_2018_Meeting_Schedule.docx	2018 Meeting Schedule



## ARLINGTON REDEVELOPMENT BOARD

TOWN HALL ARLINGTON, MASSACHUSETTS 02476

TELEPHONE 781-316-3090

### Meeting Schedule for August-December 2018

(Generated 07/18/2018)

In general, the ARB meets on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month, in the Town Hall Annex, 2<sup>nd</sup> floor conference room, at 7:30 pm. Monday holidays or other events may cause a change in the schedule. If there are no pressing agenda items meetings may be cancelled.

MEETING DATE	PUBLICATION DEADLINE
August 6, 2018	July 13, 2018
September 17, 2018	August 24, 2018
October 1, 2018	September 7, 2018
October 15, 2018	September 21, 2018
November 5, 2018	October 12, 2018
November 19, 2018	October 26, 2018
December 3, 2018	November 9, 2018
December 17, 2018	November 23, 2018



---

## Town of Arlington, Massachusetts

**Adjourn**

**Summary:**

8:45 p.m.      Adjourn