



Town of Arlington, MA Redevelopment Board

Agenda & Meeting Notice August 6, 2018

The Arlington Redevelopment Board will meet Monday, August 6, 2018 at 7:30 PM in the **Town Hall Annex, 2nd Floor Conference Room, 730 Massachusetts Avenue, Arlington, Massachusetts 02476**

- 1. Environmental Design Review (EDR) Special Permit - Public Hearing Leader Bank N. A. at 180 Massachusetts Avenue, for Special Permit Docket #3576 in accordance with the provisions of MGL Chapter 40A § 11, and the Town of Arlington Zoning Bylaw Section 3.4 Environmental Design Review. The Redevelopment Board will review the application to determine if the applicant may construct new and replace the existing signage under Section 6.2 Signs. This is a repetitive petition on Chapter 40A § 16 following the Redevelopment Board decision on May 7, 2018 to deny Special Permit Docket #2644.**

**7:30 – 8:00
p.m.**

- Applicant will present materials to the Board.*
- Members of the public will be provided time to comment.*
- Board members will ask additional questions of the applicant or staff and vote.*

- 2. Continued Public Hearing – Redevelopment Board Rules and Regulations**

**8:00 - 8:15
p.m.**

- Board members will review the amended document, ask additional questions, the public will be provided time to provide further comments, and the Board may further discuss and vote.*

- 3. Housing Production Plan (HPP) – progress update**

**8:15 - 8:30
p.m.**

- Staff will present an update on progress made in implementing the HPP.*

- 4. Correspondence Received**

**8:30 – 8:40
p.m.**

- 5. Other Business**

**8:40 - 8:50
p.m.**

- 6. Adjourn**

8:50 p.m.



Town of Arlington, Massachusetts

Environmental Design Review (EDR) Special Permit - Public Hearing Leader Bank N. A. at 180 Massachusetts Avenue, for Special Permit Docket #3576 in accordance with the provisions of MGL Chapter 40A § 11, and the Town of Arlington Zoning Bylaw Section 3.4 Environmental Design Review. The Redevelopment Board will review the application to determine if the applicant may construct new and replace the existing signage under Section 6.2 Signs. This is a repetitive petition on Chapter 40A § 16 following the Redevelopment Board decision on May 7, 2018 to deny Special Permit Docket #2644.

Summary:

7:30 – 8:00
p.m.

- *Applicant will present materials to the Board.*
- *Members of the public will be provided time to comment.*
- *Board members will ask additional questions of the applicant or staff and vote.*

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Agenda_Item_1_-_EDR_Special_Permit_Application_180_Mass_Ave.pdf	EDR Special Permit Application
▢ Reference Material	Supplemental_Material_for_Agenda_Item_1_-_EDR_Public_Hearing_Memo_180_Mass_Ave_(2).pdf	Supplemental Material
▢ Reference Material	Supplemental_Material_for_Agenda_Item_1_-_180_Massachusetts_Avenue_Condominium_Trust_-_Board_Resolution_7_24_2018.pdf	Supplemental Material - Resolution



PLANNING & COMMUNITY
DEVELOPMENT
2018 JUL 11 P 1:35

July 10, 2018

Town of Arlington
Redevelopment Board

Attention: Jennifer Raitt, Planning and Community Development Director
730 Mass Ave. Annex
Arlington, MA 02476

**Re: Petition for Special Permit under Environmental Design Review
Statement of Proposal**

Dear Jennifer,

Leader Bank (hereinafter, "Leader") submits the enclosed application to replace an existing non-illuminated sign located at Leader's corporate offices at 180 Massachusetts Avenue with raceway mounted illuminated letters. The overall dimensions would be 36.8" H x 14.8# W. "LEADER BANK" will have 22" H letters while "CORPORATE OFFICES" will be 9" H. Additionally, Leader is seeking to install one (1) 22" H illuminated numerals ("180"), to be fabricated from aluminum and painted MAP Metallic gold, and mounted using high-performance double-stick tape.

In addition to the application, Leader submits the following Statement of Proposal, with answers to twelve (12) standards where applicable, and answers to the seven (7) Special Permit Criteria.

- | | |
|---|--|
| 1.) Preservation of Landscape. | Not applicable/not impacted by proposal. |
| 2.) Relation of Buildings to Environment. | Not applicable/not impacted by proposal. |
| 3.) Open Space. | Not applicable/not impacted by proposal. |
| 4.) Circulation. | Not applicable/not impacted by proposal. |
| 5.) Surface Water Drainage. | Not applicable/not impacted by proposal. |
| 6.) Utility Service. | Not applicable/not impacted by proposal. |
| 7.) Advertising Features. | |

Leader believes, as demonstrated on the enclosed plans, that the size, location, design, color, texture, lighting, and materials of the proposed permanent signs will not detract from the use and enjoyment of the existing building at 180 Massachusetts Avenue and any surrounding properties. Leader has chosen a tasteful design comparable to the local aesthetic, as well as comparable to existing signage employed by other businesses at 180 Massachusetts Avenue and the surrounding businesses in the Capitol Square neighborhood of Arlington.

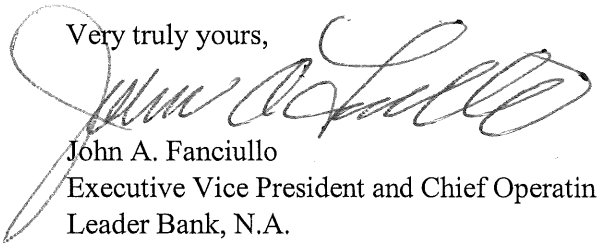
- | | |
|--|--|
| 8.) Special Features. | Not applicable/not impacted by proposal. |
| 9.) Safety. | Not applicable/not impacted by proposal. |
| 10.) Heritage. | Not applicable/not impacted by proposal. |
| 11.) Microclimate. | Not applicable/not impacted by proposal. |
| 12.) Sustainable Building and Site Design. | Not applicable/not impacted by proposal. |

Special Permit Criteria

- 1.) The use requested **is listed** as a special permit in the regulations for the applicable district.
- 2.) The requested use **is** desirable to the public convenience or welfare as it improves the aesthetics of the existing structure, increases the visibility of the property address and reduces confusion among visitors to Leader's corporate offices by providing further clarity as to Leader's location.
- 3.) The requested use **will not create** undue traffic congestion or unduly impair pedestrian safety.
- 4.) The requested use **will not overload** any public water, drainage, or sewer system or any other municipal system to such an extent that the requested use or any developed use in the immediate area or in any other area of the Town will be undue subjected to hazards affecting health, safety, or the general welfare.
- 5.) All special regulations for the use as may be provided in this Bylaw **are fulfilled**.
- 6.) The requested use **will not impair** the integrity or character of the district or adjoining districts, not be detrimental to the health, morals, or welfare.
- 7.) The requested use **will not**, by its addition to a neighborhood, cause an excess of the particular use that could be detrimental to the character of said neighborhood.

Please feel free to contact me should you have any questions regarding this application.

Very truly yours,



John A. Fanciullo
Executive Vice President and Chief Operating Officer
Leader Bank, N.A.

c: Sushil K. Tuli, President and CEO
Brook L. Ames, General Counsel
Bret Schofield, Vice President, Security and Facilities Officer

TOWN OF ARLINGTON
REDEVELOPMENT BOARD

Application for Special Permit In Accordance with Environmental Design
Review Procedures (Section 3.4 of the Zoning Bylaw)

Docket No. _____

1. Property Address 180 MASS AVE
Name of Record Owner(s) LEADER BANK, N.A. Phone 781-646-3900
Address of Owner 180 MASS AVE, ARLINGTON, MA 02474
Street City, State, Zip
2. Name of Applicant(s) (if different than above) _____
Address _____ Phone _____
Status Relative to Property (occupant, purchaser, etc.) _____
3. Location of Property 3.A-1-14
Assessor's Block Plan, Block, Lot No.
4. Deed recorded in the Registry of deeds, Book _____, Page _____;
-or- registered in Land Registration Office, Cert. No. _____, in Book _____, Page _____.
5. Present Use of Property (include # of dwelling units, if any) MULTI-USE, COMMERCIAL AND RESIDENTIAL BANKING
6. Proposed Use of Property (include # of dwelling units, if any) NO PROPOSED CHANGES
7. Permit applied for in accordance with SECTION 7 SIGNS
the following Zoning Bylaw section(s) _____
_____ title(s)
_____ section(s) _____
8. Please attach a statement that describes your project and provide any additional information that may aid the understanding the permits you request. Include any reasons that you feel you should be granted the requested permit.
We would like to replace the existing non-illuminated letters with raceway mounted illuminated letters. The overall dimensions would be 36.8" H x 14'-8" W. "Leader Bank" will have 22" H letters while "Corporate Offices" will have 18" H letters. Leader Bank shares a storefront with Cambridge Savings Bank and the Cambridge savings bank currently has an illuminated sign that is raceway mounted. We would also like to install one (1) 22" H building identification numerals. To be fabricated from aluminum and painted MAP Metallic Gold. To be mounted to glass using high performance double faced adhesive.

(In the statement below, strike out the words that do not apply)

The applicant states that LEADER BANK, N.A. is the owner -or- occupant -or- ~~purchaser~~ under agreement of the property in Arlington located at 180 MASSACHUSETTS AVE which is the subject of this application; and that unfavorable action -or- no unfavorable action has been taken by the Zoning Board of Appeals on a similar application regarding this property within the last two years. The applicant expressly agrees to comply with any and all conditions and qualifications imposed upon this permission, either by the Zoning Bylaw or by the Redevelopment Board, should the permit be granted.

Signature of Applicant(s)

180 MASSACHUSETTS AVE
Address ARLINGTON, MA 02474
Phone 781-641-7555



Town of Arlington Redevelopment Board
Application for Special Permit in accordance with
Environmental Design Review (Section 3.4)

Required Submittals Checklist

File each in triplicate except for model

Review the ARB's Regulations for Environmental Design Review, which can be found at arlingtonma.gov/arb, for the full list of required submittals.

- _____ Dimensional and Parking Information Form (see attached)
- _____ Site plan of proposal
- _____ Model, if required
- _____ Drawing of existing conditions
- _____ Drawing of proposed structure
- _____ Proposed landscaping. May be incorporated into site plan
- _____ Photographs
- _____ Impact statement
- _____ Application and plans for sign permits
- _____ Stormwater management plan (for stormwater management during construction for projects with new construction)

FOR OFFICE USE ONLY

- _____ Special Permit Granted Date: _____
- _____ Received evidence of filing with Registry of Deeds Date: _____
- _____ Notified Building Inspector of Special Permit filing Date: _____

TOWN OF ARLINGTON REDEVELOPMENT BOARD

Petition for Special Permit under Environmental Design Review (see Section 3.4 of the Arlington Zoning Bylaw for Applicability)

For projects subject to Environmental Design Review, (see section 3.4), please submit a statement that completely describes your proposal, and addresses each of the following standards.

1. **Preservation of Landscape.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.
2. **Relation of Buildings to Environment.** Proposed development shall be related harmoniously to the terrain and to the use, scale, and architecture of existing buildings in the vicinity that have functional or visual relationship to the proposed buildings. The Arlington Redevelopment Board may require a modification in massing to reduce the effect of shadows on abutting property in an R0, R1 or R2 district or on public open space.
3. **Open Space.** All open space (landscaped and usable) shall be so designed as to add to the visual amenities of the vicinity by maximizing its visibility for persons passing the site or overlooking it from nearby properties. The location and configuration of usable open space shall be so designed as to encourage social interaction, maximize its utility, and facilitate maintenance.
4. **Circulation.** With respect to vehicular, pedestrian and bicycle circulation, including entrances, ramps, walkways, drives, and parking, special attention shall be given to location and number of access points to the public streets (especially in relation to existing traffic controls and mass transit facilities), width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, access to community facilities, and arrangement of vehicle parking and bicycle parking areas, including bicycle parking spaces required by Section 8.13 that are safe and convenient and, insofar as practicable, do not detract from the use and enjoyment of proposed buildings and structures and the neighboring properties.
5. **Surface Water Drainage.** Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Available Best Management Practices for the site should be employed, and include site planning to minimize impervious surface and reduce clearing and re-grading. Best Management Practices may include erosion control and storm water treatment by means of swales, filters, plantings, roof gardens, native vegetation, and leaching catch basins. Storm water should be treated at least minimally on the development site; that which cannot be handled on site shall be removed from all roofs, canopies, paved and pooling areas and carried away in an underground drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, and will not create puddles in the paved areas.

In accordance with Section 3.3.4, the Board may require from any applicant, after consultation with the Director of Public Works, security satisfactory to the Board to insure the maintenance of all storm water facilities such as catch basins, leaching catch basins, detention basins, swales, etc. within the site. The Board may use funds provided by such security to conduct maintenance that the applicant fails to do. The Board may adjust in its sole discretion the amount and type of financial security such that it is satisfied that the amount is sufficient to provide for the future maintenance needs.

6. **Utility Service.** Electric, telephone, cable TV and other such lines and equipment shall be underground. The proposed method of sanitary sewage disposal and solid waste disposal from all buildings shall be indicated.
7. **Advertising Features.** The size, location, design, color, texture, lighting and materials of all permanent signs and outdoor advertising structures or features shall not detract from the use and enjoyment of proposed buildings and structures and the surrounding properties. Advertising features are subject to the provisions of Section 6.2 of the Zoning Bylaw.

8. **Special Features.** Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.
9. **Safety.** With respect to personal safety, all open and enclosed spaces shall be designed to facilitate building evacuation and maximize accessibility by fire, police, and other emergency personnel and equipment. Insofar as practicable, all exterior spaces and interior public and semi-public spaces shall be so designed as to minimize the fear and probability of personal harm or injury by increasing the potential surveillance by neighboring residents and passersby of any accident or attempted criminal act.
10. **Heritage.** With respect to Arlington's heritage, removal or disruption of historic, traditional or significant uses, structures, or architectural elements shall be minimized insofar as practicable, whether these exist on the site or on adjacent properties.
11. **Microclimate.** With respect to the localized climatic characteristics of a given area, any development which proposes new structures, new hard-surface ground coverage, or the installation of machinery which emits heat, vapor, or fumes, shall endeavor to minimize, insofar as practicable, any adverse impact on light, air, and water resources, or on noise and temperature levels of the immediate environment.
12. **Sustainable Building and Site Design.** Projects are encouraged to incorporate best practices related to sustainable sites, water efficiency, energy and atmosphere, materials and resources, and indoor environmental quality. Applicants must submit a current Green Building Council Leadership in Energy and Environmental Design (LEED) checklist, appropriate to the type of development, annotated with narrative description that indicates how the LEED performance objectives will be incorporated into the project. [LEED checklists can be found at <http://www.usgbc.org/DisplayPage.aspx?CMSPageID=220b>]

In addition, projects subject to Environmental Design Review must address and meet the following Special Permit Criteria (see Section 3.3.3 of the Zoning Bylaw):

1. The use requested is listed as a special permit in the use regulations for the applicable district or is so designated elsewhere in this Bylaw.
2. The requested use is essential or desirable to the public convenience or welfare.
3. The requested use will not create undue traffic congestion or unduly impair pedestrian safety.
4. The requested use will not overload any public water, drainage or sewer system or any other municipal system to such an extent that the requested use or any developed use in the immediate area or in any other area of the Town will be unduly subjected to hazards affecting health, safety or the general welfare.
5. Any special regulations for the use as may be provided in this Bylaw are fulfilled.
6. The requested use will not impair the integrity or character of the district or adjoining districts, nor be detrimental to the health, morals, or welfare.
7. The requested use will not, by its addition to a neighborhood, cause an excess of the particular use that could be detrimental to the character of said neighborhood.

TOWN OF ARLINGTON
Dimensional and Parking Information for
Application to
The Arlington Redevelopment Board

Docket No. _____

Property Location 180 MASS AVE

Zoning District B3

Owner: LEADER BANK, N.A.

Address: 180 MASS AVE., ARLINGTON, MA

Present Use/Occupancy: No. of Dwelling Units:

Uses and their gross square feet:

MIXED COMMERCIAL / RETAIL

Proposed Use/Occupancy: No. of Dwelling Units:

Uses and their gross square feet:

NO CHANGE TO CURRENT USE / OCCUPANCY

	Present Conditions	Proposed Conditions	Min. or Max. Required by Zoning for Proposed Use
Lot Size	24,799		min.
Frontage	180		min.
Floor Area Ratio	NA		max.
Lot Coverage (%), where applicable	NA		max.
Lot Area per Dwelling Unit (square feet)	NA		min.
Front Yard Depth (feet)	NA		min.
Side Yard Width (feet) right side	NA		min.
left side	NA		min.
Rear Yard Depth (feet)	NA		min.
Height	50'		min.
Stories	3		stories
Feet	50		feet
Open Space (% of G.F.A.)	NA		min.
Landscaped (square feet)	NA		(s.f.)
Usable (square feet)	NA		(s.f.)
Parking Spaces (No.)	NA		min.
Parking Area Setbacks (feet), where applicable	NA		min.
Loading Spaces (No.)	NA		min.
Type of Construction	SIGNAGE		
Distance to Nearest Building	40'		min.



Town of Arlington, Massachusetts
Department of Planning & Community Development
730 Massachusetts Avenue, Arlington, Massachusetts 02476

Public Hearing Memorandum

The purpose of this memorandum is to provide the Arlington Redevelopment Board and public with technical information and a planning analysis to assist with the regulatory decision-making process.

To: Arlington Redevelopment Board

From: Jennifer Raitt, Secretary Ex Officio

Subject: Environmental Design Review, 180 Massachusetts Ave, Arlington, MA
Docket #3576

Date: July 31, 2018

I. Docket Summary

This is an application by Leader Bank to replace an existing sign at 180 Massachusetts Avenue. The project needs a Special Permit to replace signage in the B-3 village business zone and under 3.4.4 Environmental Design Review (EDR) because of its location on Massachusetts Avenue for signs under Section 6.2.

Materials submitted for consideration of this application:

Petition for Special Permit under Environmental Design Review Statement of Proposal dated July 10, 2018.

Resolution by the Board of Trustees dated July 24, 2018

II. Application of Special Permit Criteria (Arlington Zoning Bylaw, Section 3.3.3)

A. The uses requested are listed in the Table of Use Regulations as a Special Permit in the district for which application is made or is so designated elsewhere in this Bylaw.

The commercial use is allowed in the B-3 village business zone. The Board can find that this condition is met.

B. The requested use is essential or desirable to the public convenience or welfare.

The Board can find that this condition is met.

C. The requested use will not create undue traffic congestion, or unduly impair pedestrian safety.

The Board can find that this condition is met.

D. The requested use will not overload any public water, drainage or sewer system or any other municipal system to such an extent that the requested use or any developed use in the immediate area or in any other area of the Town will be unduly subjected to hazards affecting health, safety, or the general welfare.

The Board can find that this condition is met.

E. Any special regulations for the use, set forth in Section 3.

All such regulations are fulfilled.

F. The requested use will not impair the integrity or character of the district or adjoining districts, nor be detrimental to the health, morals, or welfare.

The Board can find that this condition is met.

G. The requested use will not, by its addition to a neighborhood, cause an excess of that particular use that could be detrimental to the character of said neighborhood.

The Board can find that this condition is met.

III. Application of Environmental Design Review Standards (Arlington Zoning Bylaw, Section 3.4.4)

A. EDR-1 Preservation of Landscape

The landscape shall be preserved in its natural state insofar as practicable, by minimizing tree and soil removal and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

The Board can find that this condition is met.

B. EDR-2 Relation of the Building to the Environment

Proposed development shall be related harmoniously to the terrain and to the use, scale and architecture of the existing buildings in the vicinity that have functional or visible relationship to the proposed buildings. The Arlington Redevelopment Board may require a modification in massing so as to reduce the effect of shadows on the abutting property in an R-1 or R-2 district or on public open space.

The Board can find that this condition is met.

C. EDR-3 Open Space

All open space (landscaped and usable) shall be so designed as to add to the visual amenities of the vicinity by maximizing its visibility for persons passing by the site or overlooking it from nearby properties. The location and configuration of usable open space shall be so designed as to encourage social interaction, maximize its utility and facilitate maintenance.

The Board can find that this condition is met.

D. EDR-4 Circulation

With respect to vehicular and pedestrian and bicycle circulation, including entrances, ramps, walkways, drives, and parking, special attention shall be given to location and number of access points to the public streets (especially in relation to existing traffic controls and mass transit facilities), width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, access to community facilities, and arrangement of vehicle parking and bicycle parking areas, including bicycle parking spaces required by Section 6.1.12 that are safe and convenient and, insofar as practicable, do not detract from the use and enjoyment of proposed buildings and structures and the neighboring properties.

The Board can find that this condition is met.

E. EDR-5 Surface Water Drainage

Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Available Best Management Practices for the site should be employed, and include site planning to minimize impervious surface and reduce clearing and re-grading. Best Management Practices may include erosion control and stormwater treatment by means of swales, filters, plantings, roof gardens, native vegetation, and leaching catch basins. Stormwater should be treated at least minimally on the development site; that which cannot be handled on site shall be removed from all roofs, canopies, paved and pooling areas and carried away in an underground drainage system. Surface water in all paved areas shall be collected in intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create puddles in the paved areas.

In accordance with Section 3.3.4, the Board may require from any applicant, after consultation with the Director of Public Works, security satisfactory to the Board to insure the maintenance of all stormwater facilities such as catch basins, leaching catch basins, detention basins, swales, etc. within the site. The Board may use funds provided by such security to conduct maintenance that the applicant fails to do.

The Board may adjust in its sole discretion the amount and type of financial security such that it is satisfied that the amount is sufficient to provide for any future maintenance needs.

The Board can find that this condition is met.

F. EDR-6 Utilities Service

Electric, telephone, cable, TV, and other such lines of equipment shall be underground. The proposed method of sanitary sewage disposal and solid waste disposal from all buildings shall be indicated.

The Board can find that this condition is met.

G. EDR-7 Advertising Features

The size, location, design, color, texture, lighting and materials of all permanent signs and outdoor advertising structures or features shall not detract from the use and enjoyment of proposed buildings and structures and the surrounding properties.

The overall dimensions of the proposed "Leader Bank Corporate Offices" sign on the Massachusetts Avenue façade of the building would be approximately 3'1" tall by 1'2" wide. The proposed sign would feature non-exposed, 4" deep, aluminum channel, illuminated letters mounted to a raceway. The letters will have white acrylic facing and be illuminated by white LEDs.

The "180" address numbers are proposed to be 2" deep, fabricated aluminum, painted map metallic gold with solid backs, and then tape mounted to the transom glass over the front doors. The numbers are not illuminated.

This signage plan is proposed to replace the former sign "180 Massachusetts Avenue".

Businesses in a B3 village business zone are allowed one wall sign for each street or parking lot frontage of each establishment. The maximum allowable sign size is four feet times the linear face of the building front and may not project more than 12" from the facade. A directional sign is allowed up to one square foot in area.

As a repeat petition, staff finds that this proposal is substantively and materially different than the previously denied petition for Docket 2644.

The Board can find that this condition is met.

H. EDR-8 Special Features

Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.

The Board can find that this condition is met.

I. EDR-9 Safety

With respect to personal safety, all open and enclosed spaces shall be designed to facilitate building evacuation and maximize accessibility by fire, police and other emergency personnel and equipment. Insofar as practicable, all exterior spaces and interior public and semi-public spaces shall be so designed to minimize the fear and probability of personal harm or injury by increasing the potential surveillance by neighboring residents and passersby of any accident or attempted criminal act.

The Board can find that this condition is met.

J. EDR-10 Heritage

With respect to Arlington's heritage, removal or disruption of historic, traditional, or significant uses, structures or architectural elements shall be minimized insofar as practical whether these exist on the site or on adjacent properties.

The Board can find that this condition is met.

K. EDR-11 Microclimate

With respect to the localized climatic characteristics of a given area, any development which proposes new structures, new hard surface, ground coverage or the installation of machinery which emits heat, vapor or fumes shall endeavor to minimize insofar as practicable, any adverse impacts on light, air and water resources or on noise and temperature levels of the immediate environment.

The Board can find that this condition is met.

L. EDR-12 Sustainable Building and Site Design

Projects are encouraged to incorporate best practices related to sustainable sites, water efficiency, energy and atmosphere, materials and resources, and indoor environmental quality. Applicants must submit a current Green Building Council Leadership in Energy and Environmental Design (LEED) checklist, appropriate to the type of development, annotated with narrative description that indicates how the LEED performance objectives will be incorporated into the project.

The Board can find that this condition is met.

IV. Conditions

A. General

1. The final plans and specifications for signage shall be subject to final approval by the Department of Planning and Community Development (DPCD).
2. Any substantial or material deviation during construction from the approved plans and specifications is subject to the written approval of the Arlington Redevelopment Board.

3. The Board maintains continuing jurisdiction over this permit and may, after a duly advertised public hearing, attach other conditions or modify these conditions as it deems appropriate in order to protect the public interest and welfare.

RESOLUTION BY THE BOARD OF TRUSTEES OF 180 MASSACHUSETTS AVENUE CONDOMINIUM TRUST APPROVING PROPOSED CHANGE IN EXTERIOR SIGNAGE REQUESTED BY LEADER BANK, N.A.

WHEREAS, Leader Bank, N.A., owner of Units 1, 101C, 201, 203, 204, 301, 302, and 303, desires to make certain alterations to the exterior of the building located at 180 Massachusetts Avenue, Arlington, Massachusetts, 02474 (the "Premises"), to remove certain existing signage and instead erect certain other signs in order to designate the Premises as the location of its Corporate Headquarters and to identify the street number of the Premises; and

WHEREAS, Section 8(d) of the Master Deed for the Premises ("Master Deed") and Section 5.10 of the 180 Massachusetts Avenue Condominium Trust (the "Trust") requires that the Trustees of the Trust must approve the proposed change to the exterior of the Premises contemplated by Leader Bank's; and

WHEREAS, in accordance with the foregoing, Leader Bank seeks approval of the Trustees its pending application for a Special Permit to allow Signs in the B-3 Village Business Zone and under 11.06 Environmental Design Review, pursuant to Section 7 of the Regulations for Environmental Design Review before the Town of Arlington Redevelopment Board and has submitted all necessary documents and designs required by the Master Deed and Trust to the Trustees; and

WHEREAS, the Trustees have reviewed all documents submitted by Leader Bank in support of its request.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of 180 MASSACHUSETTS AVENUE CONDOMINIUM TRUST that

1. The Board of Trustees approves of Plan No. 2 or, in the alternative based upon the decision of the Town of Arlington Redevelopment Board, Plan No. 3 as presented at the meeting of the Board of Trustees on July 24, 2018.

This resolution was adopted by the Board of Trustees of the 180 Massachusetts Avenue Condominium Trust on this 24th day of July, 2018, and shall be effective on an even date herewith.

IN WITNESS WHEREOF, the undersigned comprising the Trustees of the 180 Massachusetts Avenue Condominium Trust have hereunto affixed their hand and the seal of the Association this 24th day of July, 2018.

180 MASSACHUSETTS AVENUE
CONDOMINIUM TRUST

By: 

John A. Fanciullo, Trustee

By: 

James Madigan, Trustee

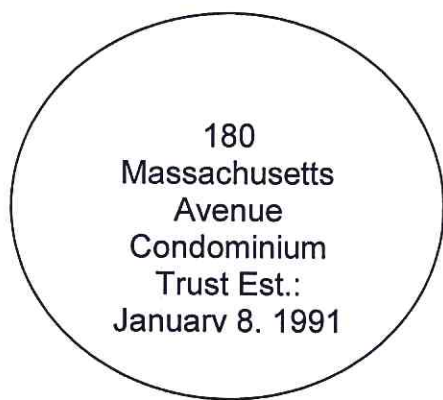
By: 

Daniel Fraine, Trustee

CERTIFICATE


The undersigned hereby certifies that he/she is the Manager of Brigs Management LLC, a Massachusetts Limited Liability Company organized and existing under the laws of the Commonwealth of Massachusetts, which contracts with the Board of Trustees of the 180 Massachusetts Avenue Condominium Trust; that the foregoing is true and correct copy of a resolution adopted at a meeting of the Board of Trustees of said Board of Trustees held on this 24th day of July, 2018, at which meeting a quorum was at all times present and acting; that the passage of said resolution was in all respects legal; and that said resolution is in full force and effect.

Dated this 24th day of July, 2018.



(CORPORATE SEAL)

180 MASSACHUSETTS AVENUE
CONDOMINIUM TRUST

By:  AS AGENT
Name / Title: David Battaglia Manager
Brigs Management LLC



Town of Arlington, Massachusetts

Continued Public Hearing – Redevelopment Board Rules and Regulations

Summary:

8:00 - 8:15
p.m.

- *Board members will review the amended document, ask additional questions, the public will be provided time to provide further comments, and the Board may further discuss and vote.*

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Agenda_Item_2 - _Draft_ARB_Rules_and_Regs_080618.pdf	Draft Rules and Regulations

Arlington Redevelopment Board Rules and Regulations



August 6, 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	8-9
17	Rules for Hiring Outside Consultants under M.G.L. c. 44 § 53G	9-10
18	Sign Applications/ Review Procedures Administrative Approval	10-11

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.

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 1st and 3rd 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 guidance may also be provided by 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

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. The following chart outlines the responsible party and timeframe that each action shall occur:

ARLINGTON REDEVELOPMENT BOARD SUBMITTALS SCHEDULE			
1	<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
2	<i>Agenda material submission ends</i>	DPCD Director, staff, ARB members, general public	12 p.m. Friday one week prior to meeting

25 of 38

3	<i>Agenda finalized</i>	DPCD staff, ARB chair	4 p.m. Monday prior to meeting; if holiday, then Tuesday prior to meeting
4	<i>Meeting packet finalized</i>	DPCD staff	4 p.m. Tuesday prior to meeting
5	<i>Agenda posted to Clerk and website</i>	DPCD administrative assistant	12 p.m. Wednesday prior to meeting
6	<i>Meeting packet made available to ARB members and members of the public</i>	DPCD administrative assistant	12 p.m. Wednesday prior to meeting

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. All material submitters shall: submit reference materials for inclusion in the agenda packet as early in the process as possible; notify DPCD Administrative staff if reference materials will not meet that deadline; and submit reference and all supporting materials digitally as a Microsoft Office compatible file, a PDF, a common image format, or as an email. If any deadline cannot be met, the DPCD staff has the right to enforce the workflow policy; agenda items and reference materials that do not meet the deadline will not be included and will be moved to the following meeting. Further, the Board will not accept new supplemental application materials anytime between the posting of a meeting notice and the night of the meeting.

The DPCD Director and staff shall review and develop agenda items and reference materials at any time prior to the deadline for any ARB meeting; request a Material Submitter to submit reference materials in digital format as described above; post the agenda prior to the meeting in accordance with the schedule; distribute or notify the appropriate parties when the agenda packet is finalized and available; and print agendas, certain reference materials, or entire agenda packets as needed for meetings. 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.

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 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 August 2018 is:

Minimum Fee for any application	\$500.00
New Construction fee	\$0.20/square 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. Following staff evaluation of the proposal, the DPCD may determine that any of the following Boards, Departments, or Commissions need to be notified 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 90th 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 certified by the land surveyor conducting the boundary survey and professional engineer or architect on the location of the building(s), setbacks, and all other required dimensions, elevations, and measurements. Plans shall be signed under the penalties of perjury. Corner points of a 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 marked on plans. The site plan shall be subject to the standards of the Arlington Zoning Bylaw Section 3.4 and the ARB shall make a determination that the project meets these standards.

The Board may request additional documents during the review and approval process, as well as following special permit approval. Submittals include but are not limited to the following:

1. **Computer Generated Image or 3-D Rendering.** A 3-D rendering is required showing the parcel, abutting streets, proposed contours, proposed buildings, and the massing of abutting buildings. It may include photographs and computer-generated images. This requirement may be waived by DPCD staff for small projects. The Board may also request a physical model.
2. **Drawing of Existing Conditions.** A drawing (at a minimum of 1" = 20' unless another scale is found suitable by DPCD) showing the location, type, size, or dimension of existing trees, rock masses, existing topography at 2' contours, and other natural features with designation of forest

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. 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.

All materials must be submitted in an electronic format. Additionally, two full sets of plans, submittal documents, and any supplemental documents 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. Upon the Board's approval, the Secretary Ex-Officio may sign decisions following a vote of the Board and file decisions per requirements of M.G.L. c. 40A. The final decision shall be emailed and may receive administrative corrections following the Board's votes.

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 20 of 38

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 provide 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

Housing Production Plan (HPP) – progress update

Summary:

8:15 - 8:30
p.m.

- *Staff will present an update on progress made in implementing the HPP.*



Town of Arlington, Massachusetts

Correspondence Received

Summary:

8:30 – 8:40

p.m.

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Agenda_Item_4_-_Correspondence_regarding_Youth_Villages-Germaine_Lawrence.pdf	Correspondence Received - Youth Villages/Germaine Lawrence

From: "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>
 "Nora Mann" <noramann2@gmail.com>, "Lauren Boyle" <laurenvboyle@gmail.com>, "Shirley Canniff" <Bcanniff@comcast.net>, dean.carman@verizon.net, amruderman@gmail.com, "Grant Cook" <grant_cook@verizon.net>, "Marie Krepelka" <mkrepelka@town.arlington.ma.us>, "Dan Dunn" <dunster@dandunn.org>, "Joe Curro" <jcurro@alumni.tufts.edu>,
To: kgreeley@town.arlington.ma.us, jraitt@town.arlington.ma.us, dmahon@town.arlington.ma.us, jhurd@town.arlington.ma.us, ABunnell@town.arlington.ma.us, AWest@town.arlington.ma.us, "Christine Bongiorno" <cbongiorno@town.arlington.ma.us>, Sean.Garballey@mahouse.gov, Cindy.Friedman@masenate.gov
Date: 07/30/2018 04:06 PM
Subject: Re: Youth Villages/Germaine Lawrence

Nora,

Thank you for reaching out on this matter and for your proactive approach to managing the change to come. I completely agree that a dialogue and partnership between the Town, the neighborhood and other involved stakeholders is the best path forward.

Since learning of the news of the impending closure of the school, I have reached out to the leadership of Youth Villages to request a meeting and I have also started working to schedule a meeting with representatives from the Order of Saint Anne. I am hopeful that I can get these meetings scheduled for the very near future. At this point, I think it is critical to gain an understanding of Youth Villages' position on the future of the property, so that we can develop the Town's position accordingly.

As for your immediate questions, I can tell you that the entirety of the property is zoned R-1, which means that it is zoned for single family homes. Regarding your additional question about the placement of the young women being transitioned, I will ask Christine Bongiorno to work with the leadership of the AYCC to draft an answer based on what they know at this point.

Regarding Thursday's meeting, I will work to see if the Town can have someone in attendance and if not, I will certainly make sure that we provide you with the latest information we have prior to the meeting.

Thank you again for your proactive work on this, and I look forward to working with you as it progresses.

Best,
 Adam W. Chapdelaine
 Town Manager
 Town of Arlington
 730 Massachusetts Avenue
 Arlington, MA 02476
 (781) 316-3010

From: Nora Mann <noramann2@gmail.com>
 To: Lauren Boyle <laurenvboyle@gmail.com>, Shirley Canniff <Bcanniff@comcast.net>, dean.carman@verizon.net, amruderman@gmail.com, Grant Cook <grant_cook@verizon.net>, Marie Krepelka <mkrepelka@town.arlington.ma.us>, Dan Dunn <dunster@dandunn.org>, Joe Curro <jcurro@alumni.tufts.edu>, kgreeley@town.arlington.ma.us, jraitt@town.arlington.ma.us, dmahon@town.arlington.ma.us, jhurd@town.arlington.ma.us, ABunnell@town.arlington.ma.us, AWest@town.arlington.ma.us, Adam Chapdelaine <achapdelaine@town.arlington.ma.us>, Christine Bongiorno <cbongiorno@town.arlington.ma.us>, Sean.Garballey@mahouse.gov, Cindy.Friedman@masenate.gov
 Date: Mon, 30 Jul 2018 15:40:07 -0400
 Subject: Youth Villages/Germaine Lawrence

Dear Neighbors and Colleagues - this is being written to our Select Board, Town Manager, the Chair and Vice-chair of the ARB and a few others on behalf of the community affected by the impending closing of Youth Villages/Germaine Lawrence:

Many of us have been neighbors of YV for years - in my case, over 26 years of seeing the campus grow and change and being honored to live near a place that served the most vulnerable young people with such care and professionalism.

The neighbors were informed recently that YV was closing - the girls being placed elsewhere and the staff losing their jobs. In terms of the Sisters of St. Anne, their property, and the use/disposition of the rest of the property - there is uncertainty.

We are holding a community meeting this Thursday 7:00pm, at the Park Avenue Congregational Church and you are all invited to come. We think it would be valuable to work together with our town leadership as one, strong, committed community so we can address all the concerns and unknowns most effectively.

If, in the interim, it would be great if someone from Planning could provide us with information on the current zoning and if anyone from the Health Department or the Arlington Youth Consultation Center (AYCC) has information on the plans for the young women for whom this may be their only safe home.

Please feel free to reach out to this small, initial group - we're all copied in the To: line

We look forward to working with the town and with YV as this process moves forward.

Thank you

Nora Mann (on behalf of a neighborhood group in formation)



Town of Arlington, Massachusetts

Other Business

Summary:

8:40 - 8:50

p.m.



Town of Arlington, Massachusetts

Adjourn

Summary:

8:50 p.m.