

Arlington Redevelopment Board
June 18, 2018, 7:30 p.m.
Senior Center, Main Room, First Floor
Meeting Minutes

This meeting was recorded by ACMi.

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

STAFF: Jennifer Raitt, Director, Planning and Community Development

The Chair opened the meeting at 7:30pm and turned to the first item on the agenda, request for consent for a repetitive petition under General Law Chapter 40A, Section 16, by Leader Bank, re 180 Mass Ave property – Docket 2644, re: sign petition voted down at the last meeting. Leader Bank is requesting to allow a new, materially different special permit application.

The Chair asked Ms. Raitt how soon, if approved, Leader would be able to file, and when would that come before the Board. Ms. Raitt stated likely should file as soon as possible. She stated per her conversations with John Fanciullo from Leader, they are prepared to proceed, and that July 23rd is the likely posting date, depending on Board member availability and other variables.

The Chair asked for questions/comments from Board members. Mr. Benson stated he is in favor of the new application but needs to know what the specific changes are.

The Chair invited John Fanciullo from Leader to answer questions and give examples of the changes. Mr. Fanciullo handed out copies of the letter and exhibits that showed the differences in the signage and stated some proposed changes to type and signage size.

Responding to Mr. Lau's concerns, Ms. Raitt stated that the documents do not include all the alternatives, but that according to Town Counsel, at this time the Board would only be consenting to move to put the matter back on the table. Should the Board allow Leader to resubmit, Ms. Raitt would work with the applicant to ensure that it is materially different from the previously dismissed application.

The Chair suggested that the applicant work with Planning and Community Development to review the changes, and requested a motion to allow Mr. Fanciullo to proceed with a request for a new special permit filing.

Mr. Benson stated he was in agreement but added that the material changes should include the size and wording of the sign to meet the requirement under 40A.

Motion to allow Leader to refile seconded by Mr. Lau. Board voted unanimously in favor (4-0).

The Chair moved to the next item on the agenda, the Central School building updates.

Ms. Raitt discussed a draft letter of agreements made with ACA for cost of leased space at the Central. Expected opening is in September/October due to construction delays. Mr. Lau asked why the ACA needs the extra space; Ms. Raitt explained it is due to construction delay, that they've been renting the current space since last July, and they cannot occupy the new space during renovations; and that the construction delay was caused by financing and architectural issues.

The Chair called for a vote to authorize the letter extending the lease. Mr. Benson motioned to confirm the amount of \$1,500 for the period July 1-end of September. Mr. Watson seconded. The Board voted unanimously in favor (4-0).

Ms. Raitt then discussed capital improvements -- the roof would be more expensive than just slate roof repair due to other structural problems; the 20 Academy Street stairs now have a design concept from Sterling Associates; and driveway reconstruction is on hold due to drainage issues. Sterling Associates is under contract for about \$400K for ground/first floor renovations, and fitting out second floor to possibly move HHS offices there. Ms. Raitt also stated they are looking into ADA compliance throughout the building, and anticipating a request for a variance from the state Architectural Access Board.

Mr. Watson asked if this work was approved by Town Meeting; Ms. Raitt stated yes, under the Capital Planning Budget. Mr. Lau stated the construction budget has not been approved yet; Ms. Raitt stated this is in the existing Capital Plan and will go before Town Meeting for approval in the spring.

Mr. Lau asked if the Board would see the design; Ms. Raitt answered yes. Mr. Watson asked if another winter would pass before work gets done; Ms. Raitt answered yes, FY 20, budgeted at \$4 million. Mr. Watson had concerns about safety and possible damage over the winter. Ms. Raitt stated there was enough money for roof and stairs, the most critical safety issues. A brief discussion of possible winter damage followed.

The Chair moved to the next item on the agenda, Board Rules and Regulations draft. Ms. Raitt stated these have evolved from the Zoning Bylaw into a more comprehensive document that would help decision making and communication to the public -- fees; materials; how meetings are run. Ms. Raitt stated they would need to finalize the draft, then post it prior to a public hearing, to be voted on at a future meeting.

Ms. Raitt suggested that the \$200 Board fees be raised to \$500 to cover advertising and public hearings. The Chair asked if construction fees would change; Ms. Raitt stated no. The Chair agreed that applicants should cover publication costs. Ms. Raitt also addressed filing deadlines and submittals.

The Chair requested Ms. Raitt address Rule 18, Signs. Ms. Raitt requested that this be folded into the overall rules and regulations, allowing her to approve matters administratively. This relates to modification of signs on existing buildings, not new signage. Mr. Benson suggested a wording change. The Chair requested this be discussed at the next meeting. Mr. Benson stated he would not be there but will provide comments.

Mr. Lau commented on Rule 10, Filing Deadline, that receiving materials on Thursday for a Monday hearing is too tight. He proposed a filing deadline of the previous Monday evening. The Chair was in agreement but stated it depends on what staff can handle and when applicants will submit. Ms. Raitt asked if Mr. Lau would prefer a wording change in the document from Monday to Thursday; Mr. Lau confirmed, with submittal to the Board by Wednesday morning.

The Chair requested further comments. Mr. Watson stated there were some grammar/consistency issues. Regarding Rule 7, Mr. Watson asked what charter was referred to. Ms. Raitt stated it is the Town Charter, "the Town Manager Act," and wording will be adjusted. Rule 9: is it realistic to have the secretary transmit minutes from previous meetings? Ms. Raitt stated having a stenographer might expedite this. Rule 11, Notification: Mr. Watson asked if the department -- rather than the proponent -- provides notices to abutters. Ms. Raitt confirmed. Mr. Benson suggested the Board rethink this. Ms. Raitt suggested that a list of abutters could be given to applicants, who could notify the abutters directly. Mr. Lau stated this would not save work since it required verification. Mr. Watson was more concerned with who is responsible, proponent or staff. Ms. Raitt stated either way, certification was needed. Rule 14: Mr. Watson asked if models would be required. The Chair suggested this warrants further discussion. Mr. Watson stated he will submit further comments in writing. Mr. Lau recommended requiring a 3-D rendering versus an actual model. This was received favorably. Mr. Benson suggested amending the wording to "model or 3-D rendering."

Mr. Benson asked about Rule 15, secretary ex officio's authority. Ms. Raitt explained that after voting, this would give her the authority to sign off without members having to be present. Mr. Benson expressed concern that this would not allow a board member to review the written copy. He requested there be a provision to allow for this review. The Chair agreed.

Mr. Watson suggested this step be added to the rules. The Chair explained this would be a purely administrative matter, and Mr. Benson suggested Town Counsel review this.

Ms. Raitt suggested that after comments are submitted, the Board meet on July 23rd or August 6th. Board members preferred July 23rd. Ms. Raitt requested comments by end of the week. Board members agreed.

The Chair then moved to Upcoming Meetings and Forums. Ms. Raitt asked if there were questions about previous forums and discussed upcoming forums. Mr. Benson stated he attended the Municipal Vulnerability Planning and the Housing Production forums. He referred to a report from Municipal Vulnerability recommending that the Redevelopment Board look at environmental design reviews with climate in mind. He suggested the Board include that in their planning process. Ms. Raitt discussed the housing forum. She explained that rather than being about implementation, this was more of a panel discussing housing needs and broader market issues. Ms. Raitt offered to provide a more thorough update in the future. Ms. Raitt also encouraged Board members attend the upcoming final Whitemore Park forum.

Ms. Raitt announced the hiring of a Senior Transportation Planner, to be concluded within a month; and that she has hired a new Administrative Assistant, who will begin the following week. She stated she is still in the process of hiring a Building person.

The Chair requested recodified Zoning Bylaw updates. Ms. Raitt stated the AG's office approved. This was met with applause. She stated this will be posted for public review. Mr. Watson asked when substantive changes can begin. Ms. Raitt stated there was no response to her RFP regarding changes to the Business District and the Sign Bylaw, and she would continue working on the RFP in the hope of getting a response. She stated also that the Zoning Bylaw Working Group is still being formed. Mr. Benson asked who the Board representative is. Mr. Watson, the rep, stated he wanted to discuss matters once there is a vehicle to do so. Ms. Raitt and the Chair stated they can discuss issues internally. Mr. Watson stated he had planned to wait until the Working Group is constituted. Ms. Raitt stated again that discussion can occur at anytime but that they would refer to the Working Group. She stated having a consultant on board would not be a conflict.

The Chair requested adjournment. Mr. Lau requested a follow-up regarding the status of the Noyes-owned building next to CVS, and discussion ensued. Ms. Raitt stated if they could not get a site visit they would send the owners a formal letter requesting a conversation about their obligations under the special permit. Mr. Lau seconded this, stating the owners have been unresponsive. The Chair suggested the August 6th meeting to discuss this.

Mr. Lau moved to adjourn. The Chair seconded. The Board voted unanimously to adjourn, 4-0.

Meeting adjourned.