

SCITUATE PLANNING BOARD MINUTES February 26, 2015

Members Present: William Limbacher, Chairman; Stephen Pritchard, Vice Chairman; Richard Taylor, Clerk; Robert Vogel, Robert Greene and Ann Burbine, Alternate member.

Members Absent: None.

Others Present: Ms. Laura Harbottle, Town Planner.

See Sign-in List for names of others present at this meeting.

Location of meeting: Selectmen's Hearing Room, Town Hall, 600 C J Cushing Highway.

Chairman Limbacher called the meeting to order at 7:30 P.M. The meeting was being recorded for airing on local cable television. Mr. Pritchard arrived at 7:33 P.M.

Documents

- 2/26/15 Planning Board Agenda

ACCEPTANCE OF AGENDA: Mr. Taylor moved to accept the agenda. Mr. Greene seconded the motion and the vote was unanimous in favor.

Public Hearing – Common Driveway Special Permit – 529 -531 Country Way

Assessor's Map/Block/Lot 26-2-3

Applicant/Owner: Shamrock Realty Nominee Trust, John Dow, Trustee

Documents

- Application for Site Plan Special Permit with deed and cover letter
- Stormwater Permit application
- Stormwater summary dated 1/15/15
- TSS removal sheet
- Drainage Calculations prepared by SITEC for Shamrock Realty Nominee Trust
- Common Driveway Easement Plan in Scituate, MA prepared for Shamrock Realty Nominee Trust dated 12/29/14
- Common Driveway Plan dated 12/29/14 by SITEC for Shamrock Realty Nominee Trust
- Watershed Plan Post Development Drainage Plan dated 1/14/15 and Watershed Plan Existing Drainage Plan dated 1/14/15
- Transmittal to Town Departments dated 2/4/15
- ZBA decision for 529-531 Country Way dated 9/17/14
- 2/23/15 Engineering Peer Review by Merrill, Inc. for 529-531 Common Drive
- 529-531 Common Drive Agreement
- Email from Deputy Chief Elliott dated 2/26/15 on turnaround
- Email from Jennifer Keefe dated 2/26/15 on septic system
- Request for continuance email from SITEC dated 2-26-15

Ms. Harbottle indicated that the applicant asked for a continuance today as they did not have revised plans done to address the peer review and department comments received.

Mr. Taylor moved to accept the applicant's request to continue the public hearing for the for the Common Driveway Special Permit for 529-531 Country Way until March 26, 2015 at 8:30 p.m. and

to continue the time for action until April 17, 2015. Mr. Greene seconded the motion. Motion was unanimously approved.

Mr. Pritchard arrived at 7:33 P.M.

Discussion and Vote – Housing Production Plan

Documents

- January 2015 Town of Scituate Housing Production Plan

Chairman Limbacher said he carefully read the report and thinks some changes are necessary. He indicated that the Section 4 numbering needs to be reviewed as well as the summary as it is missing Section 1.2. He said that the zoning section refers to A districts when they are now R districts. He said the chart where things come on line should be realistic. He said 50 Country Way will likely not be done in 2015 as indicated in the table in Section 5. Ms. Harbottle said that affordable units can count when they are approved, but if they are not done in a year they come off the Town's Subsidized Inventory List until they are completed.

Ms. Harbottle said that the state would like to see a recommendation 40 R in the plan. Chairman Limbacher said it wouldn't hurt to put 40 R in as the Town is looking at the concept. Ms. Harbottle asked how the Board felt about the recommendation of inclusionary zoning. The Board said they would like to be educated on the issue. Ms. Harbottle said that she would research the issue and bring material back to the Board. The Board postponed voting on the Housing Production Plan until the changes can be made.

Review Economic Development Report Recommendations and Recommend Priorities

Documents

- Recommendations from Planning Board on Scituate Economic Development Report

The Board discussed the recommendations. See attached list for Planning Board recommendations.

Minutes

Mr. Taylor moved to approve the meeting minutes of 1/22/15 and 2/12/15. Mr. Pritchard seconded the motion. Motion was unanimously approved.

Accounting

Documents

- PO # 1505609 (\$140.86)

Mr. Pritchard moved to approve the requisition of \$140.86 to WB Mason for office supplies. Mr. Taylor seconded the motion. Motion was unanimously approved.

Town Planner Report

Ms. Harbottle said that the Town received the grant to develop the 40 R Design Guidelines. She said that sewer and water capacities need to be pinned down and she and the Economic Development Consultant are meeting with Kevin Cafferty, DPW Director next week.

Old Business and New Business

Documents

- Staff report for 2/26/15
- Planning Board votes of 2015 zoning articles public hearing filed with the Town Clerk on 2/17/15

These items were distributed to the Board electronically.

Mr. Vogel moved to adjourn the meeting at 9:45 p.m. Mr. Pritchard seconded the motion. Motion was unanimously approved.

Respectfully submitted,

Karen Joseph
Planning Board Secretary

Richard Taylor, Clerk
3-12-15
Date Approved

B. Economic Development Study Recommendations: Implementation Matrix

Short-term: Year 1-2
 Mid-term: Years 3-5
 Long term: Years 6-10

Goal	Strategy	Action (How)	Who	When	Resources	Planning Board Recommendation
Goal 1: Improve marketing of Scituate locally and regionally to attract more investment	1.A: Develop a comprehensive marketing strategy for the Town of Scituate to attract new visitors, residents and businesses.	FIRST STEP: Form a working group comprised of economic development stakeholders to develop a marketing strategy, and/or work with a consultant.	Lead: EDC Others: Scituate Chamber, Harbor Merchants Association, South Shore Chamber, Business Owners, Cultural Groups, Citizens, etc.	Short Term	Staff time EDC Funds Grant funding	The Planning Board supports development of a marketing strategy for the entire Town, not one village, or for particular businesses. This should include the use of Facebook and other social media. Consultant should develop marketing strategy. EDC has recommended consultant to Town Administrator.
		Improve communication and coordinate marketing efforts between economic development entities in Scituate.	EDC; Scituate Chamber; Harbor Merchants Association; South Shore Chamber	Mid-term	Staff time Volunteers	See above.

		Action (How)	Who	When	Resources	Planning Board Recommendation
		As part of the comprehensive marketing strategy, develop a multi-platform print and online/mobile campaign highlighting Scituate's high quality of life, retail and recreation amenities, school system, access to Boston, and maritime resources and activities.	EDC; Town Administrator's Office	Short- to Mid-term	TBD	See above.
		Hold networking events both to improve interaction between existing businesses in town and to attract entrepreneurs interested in locating their small business in Scituate.	Scituate Chamber; South Shore Chamber	Ongoing	Chamber funds; Event fees	
1.B: Make Scituate the most business-friendly town in the South Shore to better attract desired investment.		FIRST STEP: Update the Town website to provide more detail about economic development.	EDC	Short-term	Staff time.	This should be implemented as soon as possible by the EDC through its economic development consultant.

Goal	Strategy	Action (How)	Who	When	Resources	Planning Board Recommendation
		Place the Market Analysis (See Appendix A) on the town website in a highly visible location (see previous recommendation) as a marketing tool to attract businesses and retailers that hold potential in Scituate.	EDC	Short-term	Staff time.	This should be implemented as soon as possible by the EDC through its economic development consultant.
		Create a "Scituate Business Guide" to help small businesses and prospective developers to navigate the municipal process.	EDC; Planning	Short- to Mid-term	EDC funds Staff time	This should be implemented; it's one of the Planning Department's goals for FY16.
		Develop a database of vacant/available retail, industrial and office spaces, as well as development opportunity sites in Scituate and place on town website (and Chamber website) as a resource for those interested in opening or expanding a business.	EDC	Ongoing	Staff time	This should be implemented; the EDC's economic development consultant has completed a first cut. It should be kept on the Town website and kept updated.
		Review permitting procedures and identify mechanisms to streamline the process in a way that does not compromise quality development.	EDC; Planning; Town Administrator	Short- to Mid-term Long term	Staff time	Review of commercial development generally occurs with one Planning Board meeting required for approval. There are exceptions for large or complex developments. The Planning Board would like to hear specifics from those who see permitting procedures as problematic.

Strategy	Action (How)	Who	When	Resources	Planning Board Recommendation
1.C. Improve wayfinding signage to better guide visitors to Scituate's existing village areas and many amenities.	Study existing signage and create a wayfinding strategy to better attract and guide visitors to Scituate's many amenities.	EDC; Town Administrator Scituate Chamber; Harbor Merchants	Short-term	TBD	This should be implemented as soon as possible. The marketing consultant recommended by the EDC has expertise in wayfinding, hopefully this can be tapped.
	Identify funding to implement wayfinding strategy.	EDC; Town Administrator Scituate Chamber; Harbor Merchants	Mid-term	TBD	See above.
Goal 2: Maximize benefits of Scituate's geographic location both as a coastal community and as a town with established villages and public transportation access to Boston to attract new economic investment.	2.A: Continue to focus new development – commercial, multifamily residential, mixed use – in existing village centers where market opportunities are strongest to capture new investment.	Planning; EDC	Short term	EDC funds; Staff time	This would be a good first step before marketing of specific sites is undertaken.

Goal	Strategy	Action (How)	Who	When	Resources	Planning Board Recommendation
		Identify funding to further develop target area plans for each of the four villages (Scituate Harbor, Greenbush, North Scituate and Humarock) to encourage appropriate development, placemaking and marketing strategies suitable to the unique characteristics of each.	MAPC; EDC; Planning	Short-term	EDC funds	This is a very important first step which ideally should be undertaken before further planning is undertaken for 40R.
		Work with owners of underutilized sites to explore redevelopment opportunities that would create more active live/work/play environments attractive to a range of households including seniors and young singles/couples.	EDC; Planning	Short- to Mid-term	Staff time	This should be incorporated in the first step, above.
		Review current Village Business Overlay District zoning and identify potential modifications (either to mapped district or text) to encourage the mixed-use development desired in these areas.	EDC; MAPC; Planning	Short-term	Staff time EDC funds	This should be undertaken in conjunction with further exploration of 40R (as described in full explanation of recommendation in the report.) The zoning definition of retail space should be clear so more active, lively uses can be brought in on the first floor.

Strategy	Action (How)	Who	When	Resources	Planning Board Recommendation
2.B. Ensure infrastructure can support desired development types.	FIRST STEP: Advocate the prioritization of extending sewer service to North Scituate and northern portions of Route 3A to open up development potential within these areas.	EDC; Town Administrator; Board of Selectmen; Capital Planning Committee; DPW	Short-term	Volunteers	The Planning Board believes bringing fully operational sewer to North Scituate should be a very high priority. Overall, more technical analysis of the capacities and limits of Town infrastructure is needed to understand the Town's true potential for economic development.
2.C. Advocate for improved public transit to and from Scituate.	FIRST STEP: Convene stakeholders from communities along the Greenbush line to advocate for the permanent return of weekend MBTA service to and from Boston to provide convenient access for residents but also tourists.	EDC; Town Administrator's Office; MAPC	Short-term	Staff time	The Planning Board supports this recommendation but believes there are higher priorities for economic development.
	Increase MBTA ridership potential by encouraging higher density, amenity rich, mixed-use development near the North Scituate and Greenbush MBTA stations and market the community to Boston workers.	Planning Board Staff; EDC	Mid-term	N/A	

Goal	Strategy	Action (How)	Who	When	Resources	Planning Board Recommendation
	2.D. Create additional non-auto transportation options and amenities within Scituate.	FIRST STEP: Explore feasibility for shuttle bus service between train station areas and Scituate Harbor during large events and on busy summer weekends to accommodate increased tourism. Identify funding mechanisms and continue to publicize/improve connectivity between village areas (and MBTA stations), residential neighborhoods, schools and recreational amenities through development of a larger system of connected bicycle lanes/paths and pedestrian routes.	Town Administrator	Mid-term	TBD	The Planning Board supports this as a mid- to long-term recommendation.
			Conservation Commission; Planning Board; Public Works; CPC	Ongoing	CPA Funds Chapter 90 Funds Grants	The Planning Board supports this recommendation which has long been a goal of several local groups and advocates.
	2.E. Study potential for additional development at Town-owned Widow's Walk Golf Course, including complementary commercial uses.	Convene a working group to identify future development opportunities at Widow's Walk Golf Course. Issue an RFP for a developer to construct a development type identified by the working group.	EDC; Town Administrator; Superintendent Golf Course	Mid-term	Staff time	The Planning Board believes this should be a high priority. A feasibility study should be a first step.
			EDC; Board of Selectmen; Town Administrator's office	Long-term	Staff time	See above.

Strategy	Action (How)	Who	When	Resources	Planning Board Recommendation
2.F. Identify strategic parcels along Route 3A with potential for commercial development to increase commercial tax revenues.	Identify parcels along 3A and potentially rezone for commercial use.	EDC; Planning Board Staff	Mid- to Long-term	Staff time	The Planning Board interpreted the Economic Development study as indicating limited potential for economic growth along Route 3A. At the same time, the Mann Lot Rd./Route 3A intersection should be studied further for possible commercial potential.
Goal 3: A growing and thriving tourism industry with more amenities and programming year round.	Strategy 3.A: Provide additional programming in the harbor and other village areas to attract more visitors to Scituate throughout the year.	Scituate Chamber; Harbor Merchants; EDC	Ongoing	Staff time; Chamber funds; Harbor Merchants funds; Grant funding	The Planning Board sees this as a lower priority than other economic development recommendations.
		Scituate Chamber; Harbor Merchants; EDC	Mid-term	TBD	
		Scituate Chamber; Harbor Merchants Association; Business Owners; EDC	Ongoing	TBD	The Planning Board sees this as important, although a somewhat lower priority than some other recommendations. Its noted that increasing activity in the shoulder seasons will require marketing.
	Identify additional and/or work with existing boat charter providers to offer more and/or varied excursions.	TBD	TBD	TBD	The Planning Board believes this should be a high priority. Rock Harbor could be a model for marketing the charter fleet.

	Action (How)	Who	When	Resources	Planning Board Recommendation
	Promote expansion of, or additional exhibits at the existing Maritime and Mossing Museum highlighting Scituate's rich maritime past, current offerings, and research activities.	Scituate Historical Society; EDC	Long-term	TBD	With additional development, this museum could be a terrific amenity; it should be linked to development of Widow's Walk,
	Prioritize and identify funding for Harbor Walk extensions to Scituate Lighthouse and to the south.	Public Works, Harbor Master	Mid- to Long-term	Grant funding; TBD	The Harbor Walk is a great potential asset but needs beautification through additional signs, special hardscape and/or landscaping. Signs at the Bates House and similar locations should be added.
3.B: Explore opportunities to open a new hotel with conference and function facilities to provide additional lodging options in Scituate to attract more tourism and small business conferences.	FIRST STEP: Identify sites for potential hotel development.	EDC; Planning Department; Town Administrator's Office	Mid-term	Staff time	The Planning Board believes this should be a very high priority, with investigation of opportunities at Widow's Walk. The ability to host functions is key. The success of Kimball's in Cohasset should be researched. The Town should also find ways to encourage B&B's.
	Recruit regional hotel developers that may be interested in opening an establishment in Scituate.	EDC; Marketing Working Group; Scituate Chamber	Mid- to Long-term	Staff time	See above.

Strategy	Action (How)	Who	When	Resources	Planning Board Recommendation
3.C. Promote existing cultural, open space and recreation amenities and explore opportunities to create additional amenities to attract more visitors and their spending to Scituate businesses.	FIRST STEP: Continue to identify opportunities for additional multi-purpose trails and bike facilities. (See Strategy 2.D)	Conservation Commission; Planning; Public Works	Ongoing	Staff time; Grant funding; CPC funding (trails); Chapter 90 funds.	See 2D. above.
	Develop and publish a map – available online and in print at Town Hall – to highlight the many historic and open space amenities in Scituate. To further capture visitor spending, highlight local eating, lodging and retail establishments on the map to capture more spending locally.	Conservation Commission; Scituate Historical Society; Recreation Department	Mid-term	Grant funding; Chamber funds; Staff time	This should be used in marketing the Town.
	Explore opportunities to further expand beach access to non-residents.	Town Administration; Recreation Department; Treasurer	Short-term	Staff time	The Planning Board understands a pilot program for daily beach passes is underway and supports further efforts to expand beach access.
	Provide more water-based recreation by recruiting additional, or working with existing kayak, paddleboard and other small maritime craft rental operators to operate in Scituate Harbor and Humarock.	EDC (marketing); Town Administration; Harbormaster	Short- to Mid-term	TBD	The Planning Board believes this should be a high priority. Kayak rental should be explored at/near Driftway Park. The Town should continue to investigate connection of the MBTA trail to the North River.
	Study feasibility and benefits of hosting larger regional sports tournaments, particularly during the shoulder seasons (fall and spring).	EDC; Board of Selectmen; Recreation Department	Long-term	Staff time	The Planning Board does not believe there is sufficient land for facilities for regional sports tournaments but supports investigation of national sailing championships which have occurred here in the past.

	Action (How)	Who	When	Resources	Planning Board Recommendation
	Identify local partners and seek funding (including grants) to create a local bike share program for tourists to see and experience Scituate's many amenities.	Recreation Department; Recreation Commission; Conservation Commission;	Long-term	Grant funding	The Planning Board believes bike rentals would be a good start to encourage more biking in Scituate.
Strategy 3.D: Make Scituate a center for arts and culture	FIRST STEP: When retail vacancies arise, work with property owners to provide the space for "pop up" galleries and events, or to allow artwork to be displayed until the space is filled. Market Scituate Harbor and North Scituate, including North Scituate Farmer's Market, to artists and crafters interested in displaying their work.	EDC; Board of Selectmen; Scituate Cultural Commission; Scituate Arts Association	Short-term	Staff and volunteer time.	The Planning Board believes this is a good way to enliven vacant space.
		EDC; Scituate Arts Association; Scituate Chamber of Commerce; Harbor Merchants Association; Scituate Cultural Commission	Short-term	EDC funds Staff time	The Planning Board would correct the reference to the North Scituate Farmer's Market, which was moved to Scituate Harbor. Spaces for a Farmer's Market in Greenbush, either outside or within a building, should be explored.
	Create a MA Cultural District in Scituate Harbor.	Scituate Arts Association; Scituate Chamber; Harbor Merchants Assoc.	Short-term	Staff time	The Planning Board understands an application is underway and fully supports it.

		Action (How)	Who	When	Resources	Planning Board Recommendation
		Promote Scituate's rich artistic community through an annual "Scituate Open Studios" event.	Cultural Commission; Scituate Arts Association; Scituate Chamber; Harbor Merchants Assoc.	Mid-term	Scituate Arts Association funds; Staff time	The Planning Board believes the Scituate Art Association would be the ideal group to initiate this.
		Seek grant funding to create a Public Art Master Plan to form an overall strategy and to identify locations for and promote the development of public art both to make public spaces more attractive, and to attract more visitors.	EDC; Planning; Cultural Commission; Scituate Arts Association	Long-term	Staff and volunteer time.	The Planning Board believes the Scituate Art Association should be involved in this. The train stations have potential as locations for public art and should be included in this plan.
	Strategy 3.E. Advocate for weekend MBTA service to provide improved access to tourists.	See Strategy 1.C. for more information.	N/A	N/A	N/A	
Goal 4: Expand maritime industries, including tourism, research and education opportunities.	4.A. Capitalize on Scituate's existing assets - NOAA, geographic location - and promote Scituate as a location for expanding maritime research and educational	FIRST STEP: Convene local, regional and national maritime research and education stakeholders to discuss opportunities and synergies in Scituate and formulate a strategic plan to grow jobs.	EDC; Town Administrator; Harbormaster; Scituate Harbor Merchants; Scituate Chamber	Short-term	Grant funding	The Planning Board thought this was an important recommendation.

Goal	opportunities.	Action (How)	Who	When	Resources	Planning Board Recommendation
Goal 5: Further grow Scituate's health care cluster.	5.A. Market Scituate as a center for health care on the South Shore.	Work with NOAA to identify potential areas for research expansion.	EDC; Board of Selectmen; Town Administrator; Harbormaster	Short-term	Staff time	See above.
		Identify and reach out to regional institutions with oceanography, marine science and other maritime programs that may be interested in developing a satellite facility or program in Scituate.	EDC; Board of Selectmen; Scituate Chamber; NOAA; Maritime Stakeholders	Mid-term	TBD	See above.
		Identify locations for research and educational facilities in the harbor or other water-adjacent areas.	EDC; Town Administrator	Mid-term	Staff time	See above.
Goal 5: Further grow Scituate's health care cluster.	5.A. Market Scituate as a center for health care on the South Shore.	FIRST STEP: Include health care representatives in the marketing efforts highlighted in Strategy 1.A.	Marketing Working Group; EDC; Scituate Chamber of Commerce	Short-term	N/A	The Planning Board thought the needs of the health care community should be brought into a village plan for Greenbush, but otherwise did not see health care as a high priority for economic development efforts. See recommendation for 2.A, above.
		Convene medical industry stakeholders as well as residents to identify opportunities for additional practices and locations for offices.	EDC; Scituate Chamber of Commerce	Mid-term	Staff time; Chamber funds; TBD	See above.

Strategy	Action (How)	Who	When	Resources	Planning Board Recommendation
5.B. Identify locations for additional health care facilities within existing village areas or proximate to them.	Focus on Greenbush when identifying parcels most suitable to health care office needs.	EDC; Planning	Short-term	Staff time	See above.
6. Identify additional revenue sources to reduce Scituate's reliance on its residential tax base.	6.A. Increase revenues derived from the recently adopted local option meals tax. FIRST STEP: Increase awareness of Scituate restaurants and limited service eating establishments, particularly in off-season months through restaurant week events ("Taste of Scituate") to increase customers and tax revenues. Identify sites suitable for restaurant development and include on Town website to attract new establishments. Petition state legislature to provide additional liquor licenses (seasonal and year round, wine and malt, and all alcohol) to allow more restaurants in Scituate.	Scituate Chamber; South Shore Chamber; Harbor Merchants	Short-term	Chamber funds; Harbor Merchants funds; EDC funds	The Planning Board supports the continued success of local restaurants, but felt overall that growing this sector was not a high economic development priority.
		EDC; Planning	Short-term	Staff time	See above.
		EDC; Town Administrator; Board of Selectmen	Mid-term	Staff time	See above.

Strategy	Action (How)	Who	When	Resources	Planning Board Recommendation
6.B. Explore adopting a local option room occupancy excise tax on lodging rooms.	FIRST STEP: Convene local officials and stakeholders to discuss benefits of a tax.	EDC; Town Administrator; Board of Selectmen	Short-term	Staff time	The Planning Board believes there is not enough money at stake to make this a high priority.
	Bring to Town Meeting for adoption.	EDC; Board of Selectmen	Mid-term	Staff time	See above.
6.C. Raise additional revenue through providing more beach parking passes to non-residents.	FIRST STEP: Working with residents, identify town beaches that could best accommodate additional beach traffic.	EDC, Town Administrator; Recreation Department	Short-term	Staff time	See recommendation for 3C above.
	Identify mechanisms to provide beach parking passes effectively.	Town Administrator; Recreation	Mid-term	Staff Time	See recommendation for 3C above.
	Market local eating and retail establishments at beach areas.	Town Administrator; Board of Selectmen; EDC; Scituate Chamber	Mid-term	Revenue from beach parking; Chamber	The Planning Board understands this is already underway.
6.D. Maximize opportunities to increase municipal revenues from Town-owned Community Building (formerly Pier 44).	FIRST STEP: Continue exploring potential to update the building and grounds to make them attractive educational, recreational as well as non-recreational, non-educational temporary uses within limitations of MBTA mitigation agreement (e.g. wedding receptions) to increase town revenues.	Town Administrator	Short-term	Staff time	The Planning Board believes the Town should keep investigating different uses for the Community Building.

Strategy	Action (How)	Who	When	Resources	Planning Board Recommendation
	Explore using Community Building parking lot for off-site Scituate Harbor employees or boaters (for a fee) both to increase town revenue and alleviate parking constraints during busy summer months.	Town Administrator; EDC	Short-term	Staff Time	The Planning Board did not believe this was feasible.
	Should a small, secondary use be permitted, consider issuing an RFP for a small take-out seafood restaurant to locate on the property with non-exclusive, publicly accessible outdoor tables for dining.	Town Administrator; Board of Selectmen; EDC	Mid- to Long-term	N/A	The impact on the Satuit Tavern would have to be considered, but this could be an interesting idea to pursue.