

Hamilton Development Corporation
January 7, 2015

The Hamilton Development Corporation met at Hamilton Town Hall at 7:30 a.m. on Wednesday, January 7, 2015 with Brian Stein, Bill Gisness, Rick Mitchell, Dave Carey, Anthony Nickas present. DPW Director Bill Redford and Treasurer/Collector Cheryl Booth also present.

Call to order

Brian Stein called the HDC meeting to order at 7:30 a.m.

Introduction of Rachel Meketon

Rachel Meketon has been hired by the Town to provide administrative assistance to the CPC, Affordable Housing Trust, and Historic District Commission. Outside of the Town's contract with Meketon she will provide the HDC with four to five hours a week of administrative support (i.e., managing bills, presentation assistance). Meketon described her background for the past three years supporting a Community Development Corporation in Chelsea and Revere. As a Community Engagement Manager she did community outreach for affordable housing development and main street revitalization. The HDC members introduced themselves to Meketon and provided information on their background. Stein will work with Town Manager Michael Lombardo and Finance Director Deborah Nippes-Mena to develop a contractual agreement with Meketon.

Discuss Design Guidelines and agenda for January 10 planning session

At the upcoming visioning session, the HDC will describe how it has gone through a wastewater seminar, reviewed Hamilton's zoning by-laws, developed three-dimensional images of existing conditions in the downtown, discussed what is allowed by zoning and what is proposed. As part of the review of the zoning by-laws was existing uses and potential uses for the McRae property, building height and parking.

The HDC would like to discuss zoning by-laws relative to design guidelines for proposed and future developments in the area. Discussion addressed a variety of properties downtown and what a developer would consider for a property in the area (i.e., mass, scale, height, sideyards). At the upcoming meeting Bill Gisness will reference commercial and residential properties in the downtown neighborhood and present images of these properties illustrating elements (i.e., lot lines, setback from sidewalk).

Design guidelines will be created based on what people are saying they would like to see (i.e., massing, scale, windows, storefronts) in the downtown as well as what was established by MAPC. Images will show David Cutter's building, the auto store (flat roof), Weathervane restaurant (single family house appearance), and the Community Package Store. Discussion will be on flat roofs, gabled roofs, sloped roofs, dormers, parapets, storefronts, canopies at gas stations. Discussion addressed interest in roof elements and use of different scale dormers (i.e., Cumberland Farms on Walnut Road) not just a single sloped roof. Also lining up windows versus irregular alignment, double hung windows as the preference versus fixed ribbon windows. Entrances on main street not facing side street. Materials (i.e., brick, stone, clapboard) and colors (i.e., all white or colors) in the downtown. Awnings (as seen at Black Cow and entry at Timeless Interiors) add scale on pedestrian sidewalk.

Existing assets in Town such as sidewalks/crosswalks to help connect to businesses will be presented. Also, guard rails, stonewalls, signage, flags, planters, landscaped walkways, benches, tree wells with planting beds. Discussion will be on where people would like to see sidewalks and improvements as well as period lighting as defined by MAPC (future opportunities on Bay Road, Linden Street and Railroad Avenue). Also where crosswalks would be located to get this finalized. In addition if there should be bicycle lanes which would slow traffic down in Town (i.e., Route 1A and Railroad Avenue). Parking will be reviewed including parallel or angled on Railroad Avenue.

Discussion ensued about how responses from the meeting audience will be recorded. Specific sites will foster conversation and feedback. The HDC will keep track of meeting time to efficiently address all proposed topics in the two hour period. A handout will be given to attendees so they can provide written comments. The presentation will be posted on the Town's website. Also, an explanation will be given about why a Town would want design guidelines to encourage certain architecture as outlined in MAPC document and for uniformity of attractive design. Discussion was on how draft design guidelines based on public input would go to the Planning Board and Selectmen for review as well as Town Meeting for review and approval. Meketon opined that a handout at the visioning meeting to gather attendee input, and use of a survey monkey after the visioning meeting would be an effective way to get additional feedback especially from people who could not attend the meeting.

Discussion ensued about timing of proposed change to the zoning by-law to include mixed use and if this should be done simultaneously with formalizing design guidelines (i.e., spring or fall Town Meeting). It was noted that Cutter and Cumberland Farms used the MAPC design guidelines for their buildings. The HDC addressed how

there are a number of business owners that have asked to put a residential apartment in their commercial buildings, and there is currently no provision in the zoning by-law. Discussion was on whether or not the proposed change to the by-law had yet made it to the Planning Board from the Selectmen as part of the process. If this does not make the timeline for the spring Town Meeting, this would default to the fall Town Meeting. Publicity for the visioning meeting on Saturday from 2 to 4 p.m. has been in the HW Chronicle and Boston Sunday Globe.

New/Old business

Stein updated the HDC about how the Post Office accidentally cancelled the Corporation's post box which was reinstated for free for 2015. Also, Bob McRae's son continues to clean out his deceased father's house and the HDC is interested in an end date to ensure they can get a new tenant in as soon as the son is finished with the property. Also, the HDC will notify McRae that a Corporation member will visit the house to check status of the property and understand if any updates are needed before rental occurs. The HDC has received interest from potential renters in the two-bedroom property which the Corporation plans to rent for a year in possibly a tenant at will situation. The HDC will approve meeting minutes at its next meeting. Gisness and Stein (not a HDC quorum) plan to meet with Police Chief Russell Stevens to have a private conversation about parking in the downtown.

Treasurer/Collector Cheryl Booth presented warrant HDC #1508 for \$4,733 to the HDC for bills for property insurance, minute taking, water, Harborlight services, utilities, tree trimming, mortgage. Gisness moved to approve payment of the \$4,733. David Carey seconded the motion. Discussion ensued about how the HDC has \$120,000 in the bank. VOTE: Unanimous.

Rick Mitchell moved to adjourn the meeting at 8:21 a.m. Gisness seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Brian Stein, President