

TOWN OF HAMILTON
Board of Selectmen

2014 OCT 16 AM 9 56

AGENDA

Monday, October 20, 2014

6:15 p.m.	Call to order - HWRHS Room 101
CONSENT AGENDA	
6:16 p.m.	<ul style="list-style-type: none">• Friends of Cutler seeks permission to hang a banner from the poles at the Senior Center from Nov. 8 to 16th to promote its annual Ski, Skate, Board & Ride Event on Nov 15 & 16th.• Approve Hamilton Development Corporation Annual Plan• Approve Minutes – September 8, 2014, September 15, 2014, September 29, 2014 and October 2, 2014.
AGENDA	
6:25 p.m.	<ul style="list-style-type: none">• Comcast Renewal – Attorney Bill August will update the Board on HW Cam's license renewal process with Comcast and the Department of Telecommunications and Cable.• Board of Selectmen to vote position on purchase of new fire apparatus (Article 2-5)

Signatures:

- Minutes

Upcoming Meetings/Events:

For a list of posted meetings of Town Boards and Committees click on www.hamiltonma.gov

Notes: Board and Committee Openings: The following Boards and Committees are seeking volunteers. If interested, please fill out an application form at http://www.hamiltonma.gov/Pages/HamiltonMA_WebDocs/VolOpps

Hamilton Development Corporation

P.O. Box 2361 Hamilton, MA 01982 www.hamiltonma.gov

2014-2015 Annual Plan

Background

The Hamilton Development Corporation is a publically chartered organization formed by the citizens of Hamilton to support planned economic development through the use of public and private sector funds to promote sustainable, long term growth and the economic health of the downtown, and its residents.

Goals

- Promote the economic development of the downtown commercial district and other designated areas in the town,
- Develop public private partnerships to support infrastructure and land use development that serves to broaden the town's tax base,
- Encourage broad based citizen and business community participation in the planning, design, and development of HDC projects in the downtown.

Objectives

- In cooperation with public and private organizations sponsor and fund a downtown plan involving community stakeholders whose results will serve to help set the priorities of the HDC, land use boards, and elected officials,
- Identify opportunities outside the downtown commercial district where the HDC may play a role in encouraging and supporting the financing, acquisition, planning, design, or development of projects consistent with HDC's mission,
- Work with land use boards, elected officials, and citizens to review and, as necessary, amend existing town by laws, rules, and regulations to encourage the planning and development of projects in accordance with the mission of the HDC.

2014-2015 Plan & Activities

Developing a Plan for the Hamilton Commercial District

The following lays out the activities of the HDC to help develop a planning framework and public consensus that will guide HDC and the town over the next 3 to 5 years. The goal will be to engage Hamilton and Wenham residents, abutters, public officials, merchants, and land use boards in a series of carefully coordinated visioning and planning sessions that yields a plan for guiding the future growth of, and investment in the town's commercial district.

Objective

The objective of HDC going forward will be to work with the community and all stakeholders to develop a plan that embraces the following key elements:

- Communication: Actively engage with all stakeholders in Hamilton & Wenham
- Context: Development should fit the context of its surroundings and settings
- Consistency: Promote consistency and harmony in the design of the downtown,
- Clarity: Provide clear guidance and tools for future development of the downtown.

Below, is our proposed schedule and description of activities to achieve these goals and objectives. We are proposing a series of three, 2-hour public meetings lead by HDC members to be held at the Joint Library on Saturday's. The meetings are currently scheduled for November and December 2014, and January 2015.

The topics listed below are designed to prompt public discussion that results in recommendations encompassing:

- Preferred land uses,
- New building design standards,
- Zoning by laws,
- Recommendations on pedestrian, bicycle, and vehicle infrastructure enhancements,
- Amenity improvements within the commercial district.

November 8, 2014

Overview of Planning Process & Design/Density

The first two sessions will look at existing building and density and allowed development under existing zoning by laws, as well as, explore future potential uses. The main study area will be the block between Linden and Railroad Ave, between 1A and Willow St. We will discuss other areas of the business district applying the same principles as the main study area.

- A. 59-63 Willow Street
 1. Building Design
 2. Density

3. Actual Layouts of Parcel
 4. Potential Uses
- B. Other Downtown Locations
1. Willow & Asbury
 2. Hansbury Block
 3. Bay Road
 4. Henderson's Commercial Block / Wenham

December 6, 2014

This second session will also review existing building and density and uses allowed by current zoning, and explore future potential uses.

Infrastructure Investments & Public Amenities

- A. Railroad Ave
1. Parallel Parking & Parkettes
 2. Period Lighting, Benches, Barrels, Flowers, Banners
- B. Way finding Signs
1. Location(s)
 2. Style
- C. Bay Road & Willow Street
1. Parking, Sidewalks, Crosswalks
 2. Amenities

January 10, 2015

Summary Session

This session will review findings and conclusions based on participant input from the first two sessions. We will also review draft design standards, existing bylaws, and summarize potential zoning by law changes.

- A. Summary of findings and input from previous two meetings
 - B. Review of Draft with Design Standards
 - C. Discussion and review of draft zoning by law changes
 - D. Recommendations on Infrastructure Investments
1. Potential roadway, side walk, bicycle, signage improvements
 2. Types of other amenities (benches, trash containers, etc)
 3. Potential location of amenities

Expected Results & Next Steps from Planning Visioning Sessions

1. As a follow up to the downtown visioning/planning sessions previously described, HDC will sponsor a one day planning session with the Urban Land Institute (ULI) to analyze the economic, financial, and marketing potential of the Hamilton-Wenham downtown area based on findings and recommendations of the 3 visioning/planning sessions.
2. HDC will compile a report of findings, recommendations, and guidelines for presentation to the Selectmen and all land use boards for their consideration and endorsement. The document will then provide a frame work for the HDC, Selectmen, and land use boards in considering future development of the downtown commercial district.
3. Complete a draft of a downtown “design standards” bylaw for submission to the Planning Board for its consideration, endorsement and hopefully its support for adoption at the April 2015 town meeting.
4. Draft recommendations for any zoning bylaw changes deemed necessary and acceptable to encourage appropriate downtown development. Present recommendations to Selectmen and the Planning board for their review, comment, and endorsement. Work with the Planning Board to draft zoning by law changes and hopefully, gain their support for presentation to and adoption by town meeting in April of 2015.

Additional Priorities & Activities over the Next Year

1. Investigate and pursue state and federal wastewater technical assistance grants to support refinement of options for wastewater treatment infrastructure for Hamilton & Wenham with approval and assistance from both towns’ Board’s of Selectmen.
2. Complete the rental of the remaining commercial unit at 63 Willow Street.

This plan was presented to the Town of Hamilton Board of Selectmen on October 14, 2014 and accepted by the Hamilton Development Corporation by unanimous vote (3-0) on October 15, 2014 and is hereby submitted to the Board of Selectmen and Town Manager Michael Lombardo.