

2011

**Annual Report
Of the
City of Methuen
Community Development Board**



William M. Manzi, III, Mayor
City of Methuen

Department of Economic & Community Development

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Report Summary:

The Purpose of this report is to summarize Community Development Board action for 2011 as required by Massachusetts General Laws Chapter 41, Section 81 – C. The City of Methuen Community Development Board’s scope of authority is established by Chapter 41 of the Massachusetts General Laws, the Board’s Subdivision Rules and Regulations, and the City of Methuen Comprehensive Zoning Ordinance.

Report Parts:

Part 1: This report lists the Community Development Board members and the Community Development Board meeting schedule for 2011

Part 2: This details the scope of activities before the Community Development Board, including applications for Subdivisions, Form A Plans, Site Plans, Special Permit Applications, Zoning change requests, and other matters received by and acted upon by the Community Development Board, as of December 31, 2011.

Summary:

Eight (8) Form A plans were filed in 2011 creating nine (9) new lots. There was one (1) lot line adjustments.

One (1) preliminary subdivision plan application was received in 2011. There were no preliminary subdivision plans approved or denied in 2011. One preliminary subdivision plan was carried forward to 2012

There were two (2) definitive subdivision plan applications submitted in 2011. One (1) definitive subdivision plan was approved in 2011. One (1) definitive subdivision plan was carried forward to 2012.

In 2011 the Community Development Board received four (4) applications for Site Plan review and one application for an amendment to a previously approved

Site Plan. Three (3) Site Plan applications were approved in 2011 and one amendment to a previously approved Site Plan Review were approved in 2011. One Site Plan Review application was carried forward to 2012.

In 2011 the Community Development Board received four (4) applications for a Special Permit and two (2) applications for amendments to previously approved Special Permits. Four (4) Special Permit applications and two (2) amendments to previously approved Special Permits were approved in 2011. There were no Special Permit applications denied in 2011.

The Community Development Board considered four (4) proposed amendments to the Comprehensive Zoning Ordinance in 2011.

There were no repetitive petitions submitted to The Community Development Board for consideration in 2011.

Table Summaries:

Table 1 summarizes Community Development Board applications for 2011.

Table 2 summarizes Subdivision action for 2011.

Table 3 lists Site Plans reviewed by the Community Development Board in 2011.

Table 4 lists the Special Permit applications reviewed by the Community Development Board in 2011.

Table 5 lists the requests for zoning amendments, and the action taken by both the Community Development Board and the City Council in 2009.

PART I

Community Development Board Members

The following were the members of the Community Development Board as of December 31, 2011.

Stephen F. DeFeo, Jr., Chairman
Michael Comei, Jr., Vice Chairman
Edward A. Miller, Jr., Secretary
Joseph Leone, Member

Deborah Quinn, Member
Charles Perrault, Member
Theodore Rademacher, Member

Community Development Board Meetings

The Community Development Board holds its regular meetings at 6:30 P.M. in the Searles Building, Great Hall, 41 Pleasant Street, Methuen, Massachusetts. Meetings are held the on second Wednesday of each month. An alternate meeting is scheduled for the fourth Wednesday of each month.

The Community Development Board convened on the following dates in 2011.

February 9, 2011	July 13, 2011
March 9, 2011	July 20, 2011
March 31, 2011	September 14, 2011
April 13, 2011	October 12, 2011
May 11, 2011	November 1, 2011
June 8, 2011	November 9, 2011
	December 14, 2011

In addition to the regularly scheduled meetings, Board members spent time visiting and inspecting sites located throughout the City. The Community Development Board also held three (3) special meetings and four (4) Joint Public Hearings with the Methuen City Council.

PART II

The majority of the Board's business consists of reviewing subdivision plans and determining whether Form A plans meet the criteria set by state law, Massachusetts General Laws Chapter 41, section 81P. The Board reviews Site Plan and Special Permit applications, makes recommendations to the City Council on rezoning proposals, and reviews applications for variances for the Board of Appeals. **Table 1** lists the applications before the Board in 2011.

Form A Plans

A form A Plan is a division of land that does not require Community Development Board subdivision approval because all lots, existing and new, have sufficient lot area and adequate frontage on an existing public way. Form A Plans are provided for by state law. However, Form A Plans must be signed by the local Community Development Board.

Eight (8) Form A plans were filed in 2011 creating nine (9) new lots. There was one (1) lot line adjustments.

Subdivision Plan Action

One (1) preliminary subdivision plan application was received in 2011. One (1) preliminary subdivision plan was carried forward to 2012. There were no preliminary subdivision plans approved or denied in 2011. There was two (2) definitive subdivision plan application received in 2011. One (1) definitive subdivision plan was approved in 2011 and one (1) was carried forward to 2012. There were no definitive subdivision plans denied in 2011. **Table 2** illustrates the active 2011 subdivision applications and lists the subdivision names, applicants, number of lots, and Community Development Board action.

Site Plan Review

Site Plans, for construction of non-residential buildings over 5,000 square feet, are reviewed by the Community Development Board according to requirements set forth in Section XII of the Methuen Comprehensive Zoning Ordinance. The board reviews items such as traffic, landscaping, building setbacks, utilities, grading, drainage, etc. The board votes on the application and forwards that to the Building Inspector, typically with attached conditions.

In 2011 the Community Development Board received four (4) applications for Site Plan Review. Three (3) Site Plans were approved in 2011 and one (1) was

carried forward to 2012. One (1) amendment to an approved Site Plan was submitted in 2011. One (1) amendment to a previously approved Site Plan was approved in 2011. See **Table 3** for a listing of properties for which Site Plan applications were submitted.

Special Permits

The Community Development Board serves as the Special Permit Granting Authority for a variety of special permit applications. Some Special Permits include unimproved ways, accessory drive-up windows, multi-family housing, Open Space Residential Developments and residential golf course development.

In 2011 the Community Development Board received four (4) applications for Special Permits and two (2) amendments to previously approved Special Permits. Four (4) Special Permit applications and one (1) amendment of a previously approved Special Permit were approved. There were no Special Permit applications denied in 2011. See **Table 4** for properties for which Special Permit Applications were submitted.

Zoning Amendments

Under Section XIII – B of the Comprehensive Zoning Ordinance the City Council must transmit proposed zoning changes to the Community Development Board within fourteen (14) days of receipt. The Community Development Board must hold a public hearing within the next sixty-five (65) days, and then make a recommendation to the City Council.

The Community Development Board considered four (4) amendments to the Comprehensive Zoning Ordinance. The Community Development Board did not consider any proposed amendments to the Comprehensive Zoning Map.

Repetitive Petitions

Under Section X – I of the Comprehensive Zoning Ordinance, any petition which has been denied by the Zoning Board of Appeals cannot be acted upon within two (2) years unless the Zoning Board of Appeals finds specific and material changes in the conditions upon which denial was based, and all but one (1) member of the Community Development Board consents thereto.

The Community Development Board did not consider any Repetitive Petitions in 2011.

TABLE 1: BOARD ACTION IN 2011

Applications before the Board	2011
Form A Plans	8
Definitive Subdivisions	2
Preliminary Subdivisions	1
Site Plan Reviews	4
Modifications to Site Plan	1
Special Permit Applications	4
Modifications to Special Permits	2
Zoning Amendments	4
Repetitive Petitions	0

TABLE 2: SUBDIVISION BOARD ACTION IN 2011

Definitive Subdivision	Location	Lots	Action
Nelson Farm RAF Realty Trust	287 Pelham Street	6	Approved
Prospect Heights Elias Z. Ata	600 Prospect Street	9	Under Review
Preliminary Subdivision	Location	Lots	Action
Indian Summer Lane Eugene Weisenborn	Indian Summer Lane	3	Under Review

TABLE 3: SITE PLAN APPLICATION ACTION IN 2011

Project	Address	Area	Action
Modification to 280 Merrimack St. – Office and Retail	280 Merrimack St.	19,338 S.F. Office Space 19,738 S.F. Retail	Approved
147 Pelham Street – redevelopment as Office Building	147 Pelham St.	12,000 additional S.F. 46,000 total S. F.	Approved
DeLucia Fence - Garage and Office Space addition	5 Old Ferry St.	7,500 S.F.	Approved
Sons' of Italy Private Social Club	459 Merrimack St.	10,120 S.F.	Approved
17A Old Ferry Road – Solar Farm	17A Old Ferry Rd.	1,110,720 watts 4,628 Panels	Under Review

TABLE 4: SPECIAL PERMIT ACTION IN 2011

Project	Address	Nature of Permit	Area/# of Units	Action
Darius Street	58 Darius Street	Unimproved Way	1 Unit	Approved
Champy Lane	11 Champy Lane	Frontage Exception Lot	1 Unit	Approved
Redevelopment of McDonald's Restaurant	110 Pleasant Valley St.	Accessory Drive Through Window	3,880 S.F.	Approved
Choice Fitness	180 Haverhill St.	Gym, Health Club in a BH Zone	Re-use of 16,471 S.F.	Approved
Village at Russell Farm	380 Merrimack St. & Roma Avenue	Modification to previously approved Multi Family and Attached Dwelling Development & Unimproved Way	8 dwelling units	Approved
Village at Russell Farm	380 Merrimack St.	Modification to previously approved Multi Family and Attached Dwelling Development	9 dwelling units	Approved

TABLE 5: REQUESTS FOR ZONING AMENDMENTS

Nature of Request	Proposal	Community Development Board Action	City Council Action
Comprehensive Zoning Ordinance Amendment	Electric Vehicle Charging Facilities	Recommended "Yes"	Adopted
Comprehensive Zoning Ordinance Amendment	Increase Density in the RGCD from .45 to .54	Recommended "No"	Withdrawn
Comprehensive Zoning Ordinance Amendment	Solar Photovoltaic Installations	Recommended "Yes"	Adopted
Comprehensive Zoning Ordinance Amendment	Increase Density in the RGCD from .45 to .51	Recommended "Yes"	Adopted