

TOWN AREA PLAN WORK GROUP
Meeting of August 18, 2023, at 4:00 pm by Zoom
FINAL AND APPROVED MINUTES

Attending: Mary Anne Easley, Marsha Fader, Alison King, Mary Longacre, Mickey Rowland, Lee Saperstein, and Henry Terry.

Absent: Regen Horchow.

Attendance was verified by a roll call; there was a quorum at all times. The meeting was recorded and can be viewed at the following

address: <https://www.youtube.com/watch?v=R0Rlrvwemc&list=PL49sKqpy7VAhF3WZ8xvh3sdHgJEvCabR6&index=29>.

1. Call to Order.

Chair Henry Terry called the meeting to order at 4:01 pm. Mary Longacre reviewed the rules on remote-attendance meetings and said also that this meeting would be recorded.

2. Agenda Approval.

Henry Terry asked for consent for the agenda and it was given unanimously.

3. Minutes Approval.

Henry Terry asked for approval of the minutes for the meeting of August 1, 2023. Mary Longacre asked if comments that she had forwarded to the Secretary were included in the draft and Lee Saperstein said that they were. They included summarized comments from survey respondents on circulation issues and a copy of the original survey questions. Alison King moved acceptance of these minutes, which was seconded by Marsha Fader, and the motion passed unanimously.

4. Public and Member Comments.

There were no members of the public present, hence no public comments. Lee Saperstein, Secretary, noted that the Zoom link for this meeting, as for all Third-Friday-of-the-month meetings of the Work Group, is

<https://us06web.zoom.us/j/83552085612?pwd=WklYUmpIMk1YQW4zcFhOcTgvcEpOUT09>.

Members may wish to mark their calendars for each Third Friday through the end of 2023 with this link.

Discussion of Area Plan.

Henry Terry asked if the Mickey Rowland and the Services and Facilities sub-group had a report. Mickey Rowland said that he and Regen Horchow had reviewed their earlier report and had inserted some new material and also questions that might be discussed by the entire Work Group. He shared his

screen with the Work Group so that they could review the document; it is attached to these minutes. He noted that the initial lines, printed in red, were part of the initial instructions received by the Work Group from the Director of Planning. The attached report includes edits that were made during the meeting.

He went down the lines of the report and stopped at several key issues. The first was the need for disabled parking spaces to be distributed around the Town Area and not just in front of homes where the residents had appealed to the Traffic Safety Advisory Work Group for one. This move would increase the friendliness of the Town to people with mobility issues. Mary Anne Easley spoke of parking difficulties in the downtown Stop and Shop parking lot where numerous spaces were occupied by workers' trucks for extended periods. Mickey Rowland noted that this was a private lot and enforcement of its two-hour maximum was up to the owners. Mary Longacre also noted that this lot was in the Downtown Commercial Area and not in ours. Mary Anne Easley responded that our report should include a request for better enforcement of parking rules throughout the entire Town Area.

The next item to be highlighted was reinforcement of the newly passed Dark-skies-inspired lighting regulations and appropriate improvements to street lighting in the Area. When he got to the section on sidewalks, Marsha Fader added that cars parked in too-small spaces and garages extended, as a temporary encroachment, over the sidewalk. She pointed to North Liberty Street as a street on which she had seen this problem. Henry Terry said that this was real and current and that the immediate solution was to call the police to report the blockage. This is another example of where the draft report should call for improved enforcement of an existing rule (<https://www.nantucket-ma.gov/DocumentCenter/View/18808/Encroachment-Policy-PDF>).

Mary Anne Easley asked about curb cuts and why they were in the report, to which Mickey Rowland replied that there are a number of intersections where the curb has not been lowered and these are impediments to wheel-chair use. Many of these are older installations because newly paved roads and re-built sidewalks have very nice curb cuts. Most of these new, lowered curbs meet ADA requirements for maximum slope. With respect to noise disturbances, Mary Anne Easley suggested that we recommend that all outdoor appliances, to include such things as pool-cleaning equipment in addition to landscaping tools, be powered electrically. Alison King pointed out that Chapter 101.2 of the Town Code did prohibit gasoline-powered leaf blowers and also set sound-pressure-level limits for air conditioning compressors and generators. Once again, consideration should be given to enforcement of this section of the Code.

For the last segment of the report, Marsha Fader suggested that we expand the section on flooding to identify any portions of the Town Area that are included in the FEMA flooding maps. She felt, also, that emphasis should be given to construction techniques that anticipate additional flooding in these areas.

Before adjourning, much thought was given to subsequent meetings and how they coincided with NP&EDC meetings. The latter's September meeting is on the 18th and there is an expectation that Area Plan Work Groups will report on progress. The Town Area Plan Work Group has meetings scheduled on September 5th and 15th, during which they may decide on the nature and content of this report. Mickey Rowland said that he would be off Island on those days so that a 4:00 pm start on the 5th would be OK. Lee Saperstein and Mary Longacre agreed to create a draft of their circulation report before the

15th. Henry Terry noted that the Work Group wanted to hear from Amy Baxter on permitting issues in the Town Area but now felt that she should be scheduled for the meeting on October 3rd.

Mary Longacre added that the NP&EDC has created an updated draft of the guidance for local area work groups that should be considered when writing the report on the Town Area. The draft guidance is attached.

Thence, Mary Longacre moved and Marsha Fader seconded adjournment and all agreed.

5. Adjourn.

The meeting was adjourned at 4:55 pm

The next scheduled meeting is Tuesday, September 5, 2023, at 4:00 pm. This meeting will be by Zoom. As noted above, the Zoom link for Tuesday meetings is different from Friday's link.

For reference: Subcommittee composition.

2. Land Use: Liz Almodobar and Mary Anne Easley
3. Housing: Marsha Fader and Mickey Rowland
4. Economic Development: Alison King and Mary Longacre
5. Natural and Cultural Resources: Liz Almodobar and Marsha Fader
6. Open Space and Recreation Plan: Mary Anne Easley and Henry Terry
7. Services and Facilities: Regen Horchow and Mickey Rowland
8. Circulation; Mary Longacre and Lee Saperstein

Lee W. Saperstein, Secretary, saperste@mst.edu

7. Services and Facilities: identifies and analyzes existing and forecasted needs for facilities and services used by the public.

- Parking
- Street lighting
- Sidewalks
- NRTA (8. Circulation ?)
- Utilities (water, sewer, elec. cable)

Town Area Plan

7. Services and facilities:

- Parking issues impacting residents
 - Consider requiring Resident Parking Permits in more areas of the district to prevent town workers from parking on residential streets all day.
 - Consider a remote parking lot with a new NRTA service which operates frequently at beginning and end of the work-day **already exists?**
 - Encourage adding disabled parking spaces throughout the district to enable disabled residents and visitors to park closer to their homes
 - Establish rules related to how much of the sidewalk a parked car can occupy
- Improve Street Lighting
 - Further expand street lighting into residential areas
 - Promote the use of historic lighting fixtures using LED bulbs of a warm color.
 - All new lighting should follow dark skies concepts.
- Accessibility and safety of sidewalks for pedestrians
 - Aggressively repair uneven sidewalks
 - Install curb cuts where still needed
 - Bury the utility wires where the poles obstruct sidewalks (on Cliff Road, for example) and whenever a road or sidewalk is being resurfaced, or at least install the conduits for future use.
 - Build new sidewalks where there are currently none, such as Prospect St. and lower Pleasant St.
- Noise Issues (**maybe under a different section**)
 - Encourage NRTA to switch to quieter and cleaner electric vehicles.
 - Promote bylaws that require landscape companies to switch from noisy and polluting gasoline powered equipment to cleaner, quieter electric powered equipment.

- New built-in equipment (such as HVAC units, generators, pool equipment, etc.) should be rated to meet the decibel levels stated in the town by-laws.
- Neighborhood culture and preservation (maybe under a different section)
 - Support the continuation of existing public services which exist in or near residential neighborhoods such as restaurants (i.e. American Seasons, Woodbox), inns, retail stores, churches, historic properties open to the public, educational institutions, and group senior residences.
 - Strongly oppose the expansion of any of the above businesses, such as increasing the current bedroom count in Inns, or the seating capacity in restaurants, or a change in retail use that might increase the traffic generated by the current business use.
- Impact of flooding and sea level rising
 - Encourage the use of resilient construction guidelines in areas prone to flooding.
 - Water management

Area Plan Guidelines

- More than two active area plan workgroups working at the same time is strongly discouraged. *(Comment: Based on Commissioner's availability and staff's other commitments, and to produce the best quality plan, it is not practical to have more than two working groups moving forward simultaneously with the current staff levels.)*
- Establish membership.
 - Openings for the Local Area Plan Workgroup membership must be advertised in the I&M to solicit applications.
 - The NP&EDC will appoint the members of the workgroup from the applications timely received.
 - One NP&EDC member shall be appointed to each area plan working group.
 - The NP&EDC may, at its discretion may opt to not select individuals who are already serving in leadership positions in the Town for workgroup membership. *(Comment: However, that does not preclude them from attending the workgroup meetings as a member of the public if they so desire.)*
 - The workgroup shall not appoint members of professional organizations that are not directly government-related. Such organizations may be used on a consulting basis, however, only with initial approval of the NP&EDC.
- Adopt the boundaries *(Comment: The area plans are intended for specific neighborhoods, it's not intended to analyze or provide recommendations on how different areas of the island may or may not interrelate. While neighborhoods are free to discuss and adopt issues of townwide importance, they are not appropriate for the scope of this type of plan)*
 - Boundaries are primarily determined by the Director of Planning.
 - Boundaries require a formalized vote of the NP&EDC.
 - Changes to Boundaries will require a formalized vote of the NP&EDC
- Meetings and activities must be conducted within OML requirements.
 - Members of the workgroup should not discuss the development of the Area Plan except in properly noticed meetings.
 - Discussion should not take place within Homeowner Association, Civic Association, or similar meetings or be reported in newsletters or on social media where a quorum of workgroup members may be included.
- The working group shall be responsible to set their own schedule, post meetings, minutes, etc.

- It is strongly recommended that the workgroup meet at a minimum of a monthly basis. All meetings of the workgroup or formed subcommittees must comply with OML requirements.
- Minutes must be taken at all meetings and furnished to the NP&EDC for review in a timely manner.
- Collaborate between the workgroup and NP&EDC.
- Positions that are contrary to Town sponsored projects, goals, and planning efforts are subject to removal from the plan.
- The PLUS Dept may be able to provide mailing addresses of property owners; social media, print, and email advertising; assistance with developing graphic or photographic elements; historical information; final report design; and other technical assistance. Survey results reviewed and analyzed
- Language for each chapter is proposed and refined and discussed
- Potential actions are discussed and agreed upon.
- Area Plan drafts should be provided to the NP&EDC in editable format, as approved by the staff.
- Any requests for staff support or for expenditures should be made to and authorized in advance by the Planning Director.
- Draft plan distributed to various town departments and stakeholders as applicable. *(Comment: During this process, ideas, action items, schedules etc. may be introduced.)*
- Public hearings and Surveys with approval by the NP&EDC shall be conducted.
- Any surveys or public communications should be reviewed by the Planning Director as there may be additions, subtractions, or modifications made.
- Consult with the Planning Director regarding the target audience for surveys (i.e. whether respondents should be property owners only, or can be all residents) and whether responses need to be restricted to one per property or per person.
- Questions that involve property rights should be directed to property owners only and limited to one response per property. Questions about daily living can be directed to all residents and multiple responses per household may be appropriate from multi-member households.
- There must be a tracking capability in the survey format to ensure

the appropriate number and type of responses are received.

- All survey responses should be included as an appendix to the plan in individual form as well as aggregated and analyzed within the plan.

Public participation in the development of the Local Area Plan is highly important.

- Surveys should include some basic demographic information to ensure the response gathered are representative of the neighborhood.

- The Workgroup may consider multiple surveys if beneficial for their efforts, however there should be a focus on creating the plan rather than prolonged data-gathering.

- A public meeting may be more useful than a survey to quickly gather public input. Plans can be updated for new issues or information after being adopted.

- Progress reports.

- In order to provide opportunities for all neighborhoods of the island to participate in the Local Area Plan process, as desired and authorized, workgroups should aim for expeditious completion or updating of an Area Plan.

- To monitor progress, workgroups should report to the NP&EDC as often as quarterly, but no less than semi-annually, on their progress and estimated completion date.

- If no progress is being made, or if the Workgroup isn't meeting, the NP&EDC may suspend the effort to allow another neighborhood to move forward with developing or updating an Area Plan. Any workgroup so suspended must wait for the completion of an active Area Plan effort to open up a new place in the queue.

- Final plan adopted by a formal vote of the NP&EDC.

AREA PLAN BACKGROUND INFORMATION (DRAFT JWW 8/2/2020)

The Town of Nantucket is beginning the multi-year process of updating the Master Plan adopted in 2009. Seven neighborhoods (Brant Point, Mid-Island, Naushop, Madaket, Siasconset, Surfside and Tom Nevers) worked with the town to develop area plans in connection with the Town's earlier Master Plan. Neighborhoods with existing area plans as well as other areas may wish to work with the Nantucket Planning and Economic Development Commission (NPEDC) to develop updated or new area plans in conjunction with the Master Planning update process that is now beginning.

The Process for Creating an Area Plan Working Group. Your association may wish to consider the questions below in deciding whether to approach the NPEDC to determine how best to proceed. Area plans are expected to track many (but not necessarily all) of the elements of the overall town master plan as outlined in this document. Area plans are developed under the auspices of individual area plan working groups whose membership is appointed by the NPEDC with substantial input from those in the area in question, with support from staff of Nantucket Planning and Land Use Services (PLUS). In order to request the NPEDC to consider appointing a working group to address an area plan for your area, you need to contact the NPEDC and provide a brief summary of issues your area is facing, a proposed map delineating the area to be considered, and potential candidates for appointment to a working group. NPEDC can most readily be contacted through Eleanor Antonelli at PLUS (eantonietti@nantucketma.gov). It may be necessary to stagger the process of appointing working groups in order to provide adequate staff support given current fiscal constraints.

The Nantucket Civic League (NCL) is working closely with the NPEDC, Planning Board, and PLUS to engage residential associations interested in working on such plans. The NCL can assist your residential association by sharing the experience of other associations and providing you with other information and support.

Elements of Town Master Plan (many but not all of which area addressed in area plans):

Master Plan Outline (Mass. G.L. Ch. 41, Section 81D). *Such plan shall be a statement,.. designed to provide a basis for decision making regarding the long-term physical development of the municipality. The comprehensive plan shall be internally consistent in its policies, forecasts, and standards, and shall include the following elements:*

- (1) Goals and policies statement... for its future growth and development. Each community shall conduct an interactive public process, to determine community values, goals and to identify patterns of development that will be consistent with these goals.
- (2) Land use plan element which identifies present land use and designates the proposed distribution, location, and inter-relationship of public and private land uses. This element shall *relate the proposed standards of population density and building intensity to the capacity of land available or planned facilities and services.* A land use plan map illustrating the land use policies of the municipality shall be included.
- (3) Housing element which identifies and analyzes existing and forecasted housing needs and objectives including programs for the preservation, improvement, and development of housing. This element shall identify policies and strategies to provide a *balance of local housing opportunities for all citizens.*
- (4) Economic development element which identifies policies and strategies for the *expansion or stabilization of the local economic base and the promotion of employment opportunities.*
- (5) Natural and cultural resources element which provides an inventory of the *significant natural, cultural, and historic resource areas* of the municipality, and policies and strategies for the protection and management of such areas.
- (6) Open space and recreation element which provides an inventory of recreational and resources and open space areas of the municipality, and policies and strategies for the management and

protection of such resources and areas.

(7) Services and facilities element which identifies and analyzes existing and forecasted needs for facilities and services used by the public.

(8) Circulation element which provides an inventory of *existing and proposed circulation and transportation systems*.

(9) Implementation program element which *defines and schedules* the specific municipal actions necessary to achieve the objectives of each element of the master or study plan. *Scheduled expansion or replacement of public facilities or circulation system components* and the anticipated costs and revenues associated with accomplishment of such activities shall be detailed in this element. This element shall specify *the process by which the municipality's regulatory structures shall be amended* so as to be consistent with the master plan.

Questions to Consider in Deciding Whether to Propose an Area Plan Working Group

1. Land Use Element

- a. Have there been recent zoning changes or changes in development patterns?
- b. Are zoning changes or changes in development patterns needed?
- c. Has residential development increased significantly, or is there the prospect for significant development or changes in development patterns?

2. Housing Element

- a. Does Nantucket have sufficient housing to meet the needs of the community as a whole, and do those living in your area believe that their current housing situations are sustainable?
- b. How might adequate housing be made more accessible and affordable to those in your area and elsewhere on the Island?

3. Economic Development Element

- a. Is there the prospect for significant economic development in your area?
- b. What strategies for economic development might the Town pursue that would make it more possible for those in your area to live and work on Nantucket?

4. Natural and Cultural Resources Element

- a. Are natural, cultural, or historic resources in your area being threatened in any way?
- b. Are coastal erosion, storm surges, or sea level rise now posing concerns in your area or to those living there?
- c. Are there risks of flooding, other than immediately on the coastline, that need attention?
- d. Are the town's current strategies for historic preservation as they affect your area sufficient? Are changes in strategies or regulatory structures warranted?

5. Open Space and Recreation Element

- a. Are beaches, open space, recreational areas, or wildlife in your neighborhood becoming endangered in any way?
- b. Are public recreational facilities available to those in your area sufficient? Are more/different facilities needed?
- c. Are there special concerns about maintenance of public recreational facilities?
- d. Are there special issues about water quality that need attention?
- e. Are there special issues relating to beach protection and access that need attention?

5. Services and Facilities Element

- a. Are changes in infrastructure (e.g. water, sewer, public transportation) under way?
- c. Are new public services or facilities needed or are there issues with existing services or facilities?
- d. Are there issues regarding public infrastructure that need to be addressed given rising seas, storm run-off, or other similar concerns?

6. Circulation Element

- a. Are there traffic or circulation issues that need to be considered (including automobiles, bikes, or

pedestrians)?

b. Are there special concerns about congestion, parking, bus access, or other matters that need attention?

Town Master Plan Overall

The process of developing an updated town Master Plan has been delayed by the COVID pandemic. Usually the process takes from 2-3 years. Among other things, the Planning Board is responsible for assuring broad public consultation and participation from those of diverse backgrounds and viewpoints. The Planning Board and PLUS is also responsible for conducting a variety of related studies and working with other parts of town government and citizens overall to identify and explore issues and to make ultimate recommendations that may ultimately need to be addressed through Town Meeting. Thus, the area planning process discussed here is only one part of the overall undertaking. The Town hopes to create effective means to communicate with and tap insights of community members (both those living on Nantucket year-round and those who spend time here during the summer). PLUS, the NPEDC and the Planning Board are grateful for the interest of the Nantucket Civic League and its member associations and intends to continue to share information and invite comments in coming months as we continue work on the Master Plan.

Nat Lowell, Chair, Nantucket Planning and Economic Development Commission

Judith Wegner, Chair, Nantucket Planning Board

*Andrew Vorce, Director, Nantucket
Planning and Land Use Services*