

**MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE MEETING
HELD ON THURSDAY, APRIL 21, 2016**

A Planning & Development Committee Meeting was held on Thursday, April 21, 2016 at 7:00 P.M. in the City Council office.

Committee Members: Chairperson William Macek, Councillor Andres Vargas and Councillor Joesph Bevilacqua. Councillor Melinda Barrett also attended.
Department Heads: William Pillsbury – Planning & Economic Development Director,
Linda Koutoulas – City Clerk
Attendees: Marianne Seitz, Arthur Leeth, Michael Valvo, Jason Jussif

The following items were on the agenda for discussion:

- 1. Doc. #38-B** – Communication from Councillors Macek and Bevilacqua requesting discussion on current zoning regulations for housing conversions and possible changes necessary to protect integrity of existing propoerty and neighborhoods.

Planning Director Pillsbury gave a detailed overview of the current zoning in relation to single housing conversions to multi-family buildings. Councillor Bevilacqua asked questions relative to the possibility of reverting a building back to include servant quarters via the Appeals Board. Mr. Pillsbury said it would not be allowed through any permit process. Councillor Macek asked about in-law apartments and Mr. Pillsbury said it was an acessory use and limited. Some buildings are pre-existing non-conforming.

Mike Valvo spoke of a concern for houses that are falling down and/or being cosmetically changed. Mr. Pillsbury said that the Highlands could start an Historic District Commission, and to seek help, grants and grant training from Haverhill Historic Commission to form and operate a neighborhood historic district.

Linda Koutoulas spoke of Bradford Historic District and how it doesn't include every property. Councillor Vargas spoke of a concern that we not segregate the city. Mr. Pillsubry answered that it would only create standards on exteriors.

Motion #1: To require that Section 255-80 state that any multifamily expansion above that allowed by right of zoning to be required to file a Special Permit wth the City Council – Yeas 3, Nays 0.

Motion #2: That Planning & Development Committee recommend to full Council to go on record as supporting the formation of a Highlands Historic District. – Yeas 3, Nays 0

- 2. Doc.# 74-Q/15** – Communication from Councillor Macek requesting discussion re: exploring various possibilities for “Expanded Notification” processes for certain matters relating to Zoning Changes and Special Permit application.

There was a discussion with a motion by Councillor Bevilacqua to require an applicant to post a sign on the subject site stating the details of the special permit or zoning application in an acceptable size and containing the language as prescribed by the city. Sign must be posted at least 14 days before the first Planning Board hearing, sign must remain in place throught application process.

Motion by Councillor Bevilacqua that the Planning & Development Committee recommend to full Council, that in addition to the MGL Statutory requirements and/or other city requirements dealing with special permit, zoning and events notifications to the public; that the city utilize in addition to the above cited notifications, the city's eletronic notifications system (ENS) so that either phone, email or text notices be made to the best of the city's ability in utilizing ENS to all known contacts within an approximate .25 mile radius from the subject site. The city's ENS notice shall be provided only as a courtesy and should in no way be construed as a legal requirement. Both motions passed 3-0.

The meeting adjourned at 8:45PM

Respectfully submitted,

William J. Macek, Chairperson
Planning & Development Committee
Haverhill City Council

April 22, 2016

WJM/bsa

c: Mayor James J. Fiorentini
John Michitson, President, Haverhill City Council
City Councillors