

## **Director of Planning & Community Development Department 2018 Annual Report**

### **Mission Statement:**

The mission of the Director of Planning & Community Development Department is to collaborate with residents, town officials and business owners by following best practices of urban planning and development to progress short- and long-range plans that identify and prioritize the needs of the municipality while promoting a well-designed, livable and thriving community.

### **Department Overview:**

The Director of Planning and Community Development Department consists of one employee who provides technical support and leadership regarding land use and development to all Town Departments, Committees and Boards as requested. She contributes guidance and expertise with civic-minded volunteers on the Stoneham Square Strategic Action Plan, advocacy through the Transportation Advisory Subcommittee, and leads regionally with conversations about first and last mile mobility solutions for Stoneham residents and employers. Professional involvement, noteworthy department emphasis, and financial awards over the last year are detailed below.

### **Professional Recognition:**

- Vice President, Metropolitan Area Planning Council (MAPC)
- Stoneham Representative, MAPC
- Delegate, North Suburban Planning Council
- Member, MAPC Executive Committee
- Member, MetroFuture Inc. Board of Directors
- Member, Massachusetts Association of Planning Directors
- Member, American Planning Association Massachusetts Chapter

### **Awarded with the Stoneham Transportation Advisory Committee:**

- Social Advocacy Award, American Planning Association: Massachusetts Chapter
- Citizen Planning Award, American Planning Association: Massachusetts Chapter

### **Department Highlights:**

- Professional Planning Review – Oversight and assessment of all proposed special permit requests, zoning language, and site plan applications to the Town of Stoneham.
- Zoning Updates – Submitted zoning warrant articles on a-frame signage, laydown area, stretch code, electricity aggregation, and non-medically prescribed marijuana moratorium to town boards for consideration at Town Meeting.
- Stoneham Commercial Improvement Program – Created and facilitated the financial program for businesses in the Central Business District to improve its signage, windows and storefront esthetic resulting in over \$65,000 investment by local merchants and property owners.
- Green Communities Designation – Awarded designation and \$169,615 from the Massachusetts Green Communities Division of the Department of Energy Resources which demonstrates that Stoneham is an energy leader in Massachusetts, poised to reduce its energy costs, and improvement the local environment.
- Pop-Up Stoneham – Resumed summer place-making summer event series held on Town Common designed to engage residents, businesses and visitors of all ages while energizing the community. Twelve events were held in summer 2017 including, but not limited to: picnic & putt, science showcase, various fitness activities, millennial corn hole tournament, game night, and collaborated with the Stoneham Recreation Department, Stoneham Substance Abuse Coalition, and Stoneham Community Development Corporation to host “Hocus Pocus” movie night on the Common.
- Complete Streets – Successfully aided the Town in signing a Complete Streets policy and creating a Prioritization Plan after numerous planning workshops and community engagement tactics; submitted a

Complete Streets funding request and awaiting response from the Massachusetts Department of Transportation.

- North Suburban Mobility Study – Participated in mobility challenge conversations to create a connectivity study with the communities of Burlington, Lynnfield, North Reading, Reading, Wakefield, Wilmington, Winchester, and Woburn
- Stoneham Open Space & Recreation Plan Update – Finished work with consultants and Steering Committee to update the 20 year old plan in order to meet the latest Division of Conservation Service requirements, and be written in accordance with the Open Space and Recreation Plan Requirements, and the Open Space and Recreation Planner’s Workbook. Plan has been submitted to DCS and the Town is awaiting its approval.
- How to Do Business Guide – Worked with municipal departments, Chamber of Commerce and local merchants to curate a How to Do Business Guide in Stoneham. Guide was published electronically, distributed among business community, and hard copies are available in town hall.
- Stoneham Housing Production Plan – Began work with consultants and Steering Committee to create the first ever Plan to identify housing need and demand as well as establish goals for future housing development.
- Economic Development Self-Assessment Tool (EDSAT) – Worked with Northeastern University to host an economic development conversation about current and future trends in Stoneham; published the EDSAT onto the Town website and shared with the business community.
- Tri-Community Greenway – Worked and finalized with the Town of Winchester, the City of Woburn, and consultant Stantec on wayfinding signage designs for the Greenway.
- Stoneham Traffic Commission – Participates in monthly meetings with the Town Administrator, Chief of Police, Police Safety Officer, Fire Chief, Department of Public Works Superintendent, and Town Clerk to address traffic and safety issues throughout the municipality

#### Project & Grant Awards:

- Green Communities Designation through Massachusetts Department of Energy Resources
- Executive Office of Housing and Economic Development (EOHED) Grant to create an Economic Development Self-Assessment Tool (EDSAT)
- Executive Office for Administration and Finance (EOAF) grant and District Local Technical Assistance (DLTA) funding to update its Open Space & Recreation Plan
- North Suburban Planning Council (NSPC) Suburban Mobility Study with the communities of Burlington, Lynnfield, North Reading, Reading, Wakefield, Wilmington, Winchester, and Woburn
- District Local Technical Assistance (DLTA) and FY2018 Planning for MetroFuture Technical Assistance to create the Town’s first Housing Production Plan
- Municipal Energy Technical Assistance (META) grant to assist in Green Communities designation