



# TOWN OF TEWKSBURY

999 WHIPPLE RD  
TEWKSBURY, MASSACHUSETTS 01876

## DEPARTMENT OF COMMUNITY DEVELOPMENT

STEVEN J. SADWICK, AICP  
DIRECTOR

(978) 640-4370  
FAX (978) 640-4365

To: Richard Montuori, Town Manager  
From: Steve Sadwick, Director  
Date: December 16, 2014  
Re: FY16—Community Development Budget

The Tewksbury Department of Community Development includes the Planning and Conservation Office, the Building Department and the Health Department. Enclosed are the budgets for all three departments. Administratively, the Director of Community Development oversees all 3 departments and provides general supervision among all 3 departments. Where possible, the 3 departments share resources and collaborate on customer service. The Planning and Conservation Office is staffed by the Director, Executive Secretary, and the Planner/Conservation Administrator. These three individuals provide support to the Planning Board, Zoning Board of Appeals, Conservation Commission, Community Preservation Committee, Local Housing Partnership, Economic Development Committee, Green Committee, and Zoning Bylaw Subcommittee.

On behalf of the Planning Board, the Office has processed 23 special permits in 2014. These special permits range from signs, cellular antenna locations and open space residential design (OSRD) subdivisions. Nineteen (8) residential lots were created under the 1 approved OSRD subdivisions. Special Permits and subdivisions contribute to new growth by adding value to the Town's tax base.

On behalf of the Zoning Board of Appeals, the Office has processed 21 variance and special permit requests. Through the variances and special permits granted, value is added to the Town's tax base. The Office continues to work on previously approved comprehensive permits that provide affordable housing to the community.

The Conservation Commission support includes processing notices of intent, wetland delineations and certificates of compliance under the State Wetland Act, River Protection Act and the Tewksbury Wetland Protection Bylaw. The Planner/Conservation Administrator has taken on the primary responsibility for implementing the Town's Stormwater Management Bylaw in order to comply with the National Point Discharge Elimination System (NPDES) which is mandated under the Clean Water Act.

Support for the Community Preservation Committee includes assisting and preparing applications for Community Preservation funding and general administrative support of the

Committee. Major projects for the upcoming year include existing projects such as the Town Hall Renovation Project and Long Pond BMP project as well as new projects like the Town gateways at the Wamesit Indian Park and Muster Park.

The Local Housing Partnership continues to work on advancing the Town towards the 10% MGL Chapter 40B threshold for affordable housing. Staff works with the Partnership to review comprehensive permit applications and consider additional means of providing affordable housing. The Department continues to work with Habitat for Humanity on its first Tewksbury project.

Staff is implementing the Green Community Program on behalf of the Green Committee. This includes energy conservation measures that are being implemented in municipal and school buildings. In 2015, staff and the Committee will submit a new grant application for additional energy and cost saving measures.

The Zoning Bylaw Subcommittee of the Planning Board continues to fine tune the Town's Zoning Bylaw to create incentives for quality development in Town. In 2014, the Subcommittee and staff were engaged in 15 zoning changes. In 2015, the Subcommittee will be looking at items such as design guidelines which could have a positive influence on the appearance of the Town.

Finally, in addition to directly supporting the above referenced Boards and Committees, the Department provides the following: a) Geographic Information Systems support; b) Historic Commission support (added in 2013); and c) cellular site lease renewals and request for proposals. Community Development continues to provide assistance to various departments on other projects as well.

I look forward to discussing the FY16 Community Development Department budget with you in the near future and have provided the Building Department's narrative as an enclosure.

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