

To the Honorable Mayor and City Council:

The Planning Board and Office of Planning and Development submits their Annual Report for the Fiscal Year ending June 30, 1999.



**REPORT OF THE PLANNING BOARD**

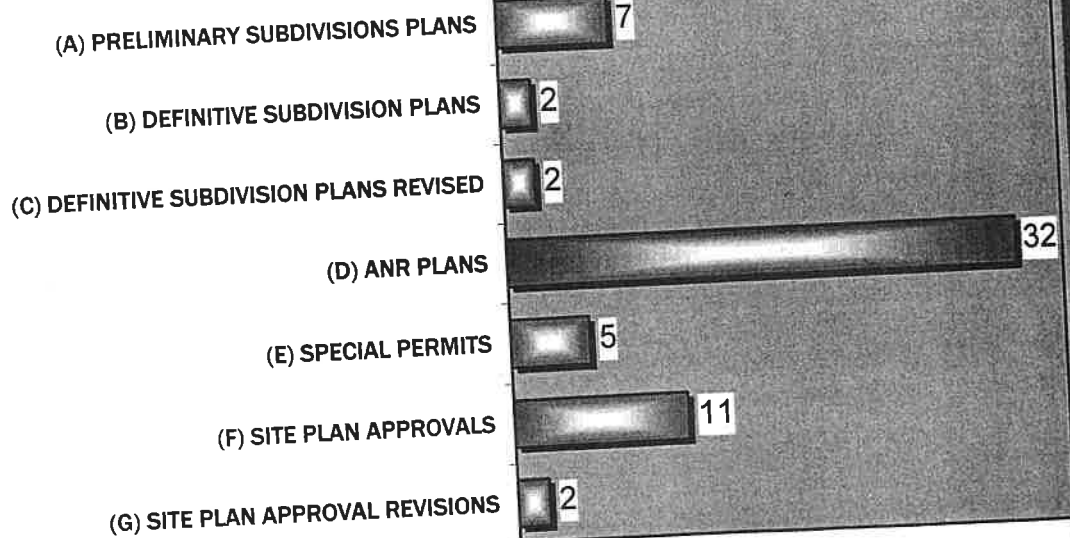
John Souza served his second year as Planning Board Chairperson. Carol Vittorioso served her second year as Planning Board Vice- Chairperson. The other Planning Board members for Fiscal Year 1999 included: Armand Millette, Mary Olivier, Salvatore Ciccone, Nancy Doig and Kenneth Proos.

**PLANNING BOARD ACTIONS (see chart below)**

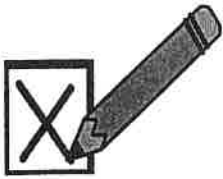
- (A) Seven (7) preliminary subdivision plans reviewed and approved.
- (B) Two (2) definitive subdivision plans reviewed and approved.
- (C) Two (2) revisions to approved definitive subdivision plans reviewed and approved.
- (D) Thirty-two (32) plans reviewed and endorsed under Chapter 41, Section 81-P, Massachusetts General Laws "Planning Board Approval Not Required".
- (E) Five (5) Special Permits to build on unaccepted streets reviewed and approved.
- (F) Eleven (11) Site Plan Approvals reviewed and granted for Commercial and Industrial developments and expansions.
- (G) Two (2) revisions to site plan approval reviewed and approved.



**PLANNING BOARD ACTIONS - FY 99**



## RECOMMENDATIONS AND PUBLIC HEARINGS

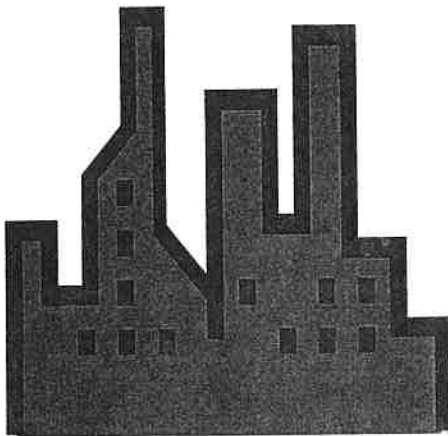


The Planning Board submitted written recommendations to the City Council on twenty-eight (28) petitions and seven (7) communications. Also, the board reviewed and submitted written recommendations to the Zoning Board of Appeals on thirty-one (31) cases. Other matters the board presided over for the year were:

- \* Fourteen (14) Public Hearings under Massachusetts General Laws, Chapter 40A and 41.
- \* Twenty (20) public informational meetings under Chapter 22, Article IX of the revised Zoning Ordinance.
- \* Six (6) continued public hearings.
- \* Two (2) continued public informational meetings.
- \* Special public hearing with the City Council on rezoning two parcels of land.

A snapshot of the larger Planning Board projects for the fiscal year ending June 30, 1999 include the following:

1. Approved with conditions a four (4) lot Preliminary Industrial Subdivision Plan located off Hamilton Street.
2. Approved with conditions a twenty-four (24) lot Preliminary Residential Subdivision Plan located of Legate Hill Road.
3. Granted Site Plan approval to the Health Alliance Leominster Hospital Expansion plan.
4. Approved with conditions a four (4) lot Preliminary Industrial Subdivision Plan off Pioneer Park.
5. Approved with conditions an eleven (11) lot Preliminary Residential Subdivision Plan off Harvard Street.
6. Granted Site plan approval to S.K. Properties for sixty-four (64) unit Assisted Living Facility located on Main Street.
7. Granted Site Plan approval to allow for 86,500 square feet of building additions to Searstown Mall.
8. Approved with conditions a thirty-two (32) lot Preliminary Subdivision Plan located off Page Avenue.
9. Granted Site Plan Approval to Amedio Tocci to construct the first industrial project on Jungle Road.
10. Approved with conditions a ten (10) lot Preliminary Subdivision Plan located off Lincoln Street.
11. Approved with conditions a one hundred seventy-eight (178) lot Preliminary Subdivision Plan located off Pleasant Street.



12. Approved with conditions a sixteen (16) lot Definitive Subdivision Plan located off Willard Street.
13. Approved with conditions a four (4) lot Definitive Industrial Subdivision Plan off Pioneer Park.
14. Approved with conditions an eleven (11) lot Definitive Residential Subdivision Plan off Harvard Street.
15. Granted Site Plan Approval for a 40,800 Square foot expansion of the Leaktite Corporation facility on Francis Street.
16. The Planning Board supervised Subdivision Inspections for the following projects: Kendall Estates, Harvard Estates, Warren Heights, Quarry Estates, Ice House Road, Crescent Farms, Biscuit Hill Road, Sheldon Hill and Prospect Street Subdivision.
17. The Planning Board made recommendations on street acceptance petitions for the following completed subdivisions: Kendall Estates, Harvard Estates, Biscuit Hill, Crescent Farms, Jay Avenue, Barry Lane and the Prospect Street Subdivision.

Fiscal Year 1999 was a busy and exciting year for the Office of Planning and Development. The Office of Planning and Development staff included: Mary Albertson, Director; Amy Petrone, Assistant Director; Trevor Beauregard, Economic Development Coordinator; Joseph Viola, Plastics Technology Coordinator; Joseph Cataldo, Housing Rehabilitation Specialist; Pam Marrama, Community Development Block Grant Program Administrative Assistant; and Jackie Cormier, Planning Board Clerk.

The City continued to see a balance of industrial, commercial and residential development activity. Proper planning and growth management ensures that development benefits all residents of Leominster. In Fiscal Year 1999, the Office of Planning and Development began working with Mullin and Associates, a planning consultant firm, to modernize and update the City's Zoning Ordinance and Map. This is a large undertaking and will involve much citizen participation.

It is noted that a number of subdivision projects were complete or are near completion. This is evident by the number of recommendations the Planning Board issued to the City Council on street acceptance petitions.

The Planning Board acted on a number of Preliminary Subdivision Plans in Fiscal Year 1999. The Preliminary Subdivision process is an informal process that is intended to allow the Planning Board and the developer an opportunity to work together on development projects. It is a time for the Planning Board and other City Departments to identify problems in the early stages of designing the plan. The preliminary process is the first step in the permit process.

**HOUSING & COMMUNITY DEVELOPMENT**

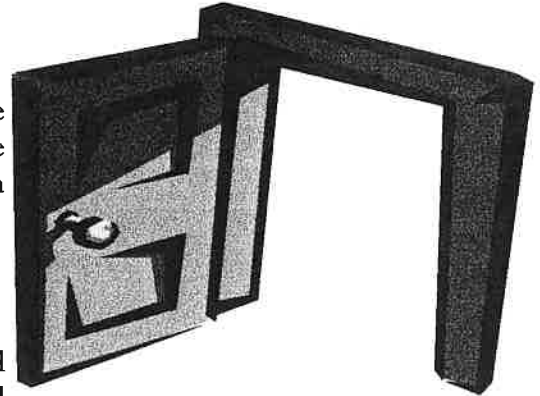
In Fiscal Year 1999, the Office of Planning and Development prepared the Community Development Block Grant (CDBG) application and the City received a grant in the amount of \$532,000. The Leominster CDBG program supports projects in the following categories: code enforcement, economic development, housing, public facilities, and public services. The main goal of the program is to improve the quality of life for all the citizens in Leominster by providing for physical, economic, and public service projects that primarily revitalize the core area of the City. The following projects were undertaken in Year 24 of the program:

**Code Enforcement**

**Code Enforcement Inspector:** This position provides for one (1) code inspector to enforce state building and health codes in the City's core area. During Year 24, the Code Inspector conducted 464 inspections in the core area.

**Economic Development**

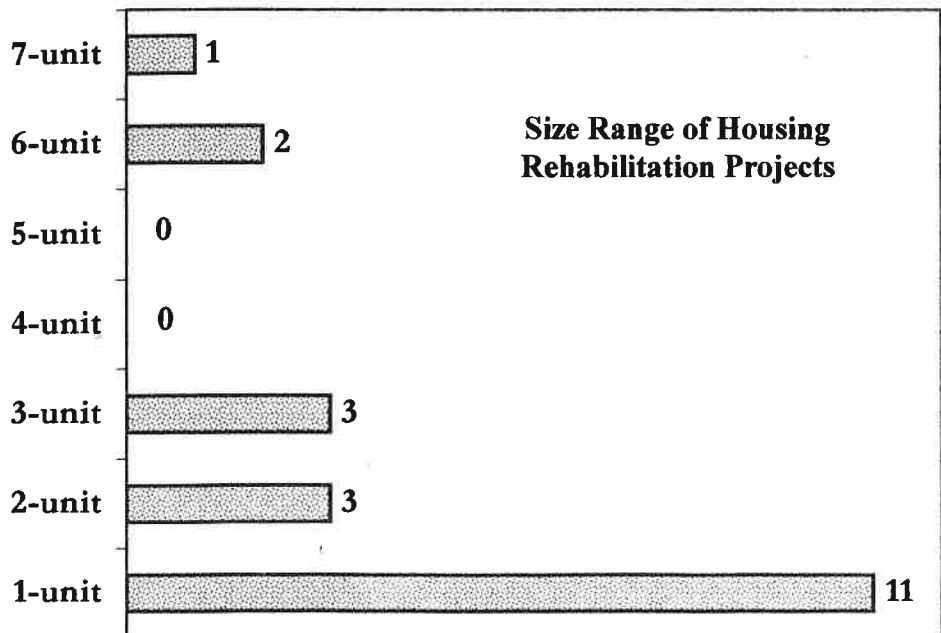
**Economic Development Coordinator:** This position assists local businesses with job creation and job retention to benefit low and moderate income persons. The Coordinator provided technical assistance to twelve (12) businesses to retain and create jobs in the City of Leominster. Six (6) of these businesses underwent over 280,000 square feet of expansions, which generated over \$21,000,000 of private investment. Through these projects, the City of Leominster has retained 597 jobs and created 107 jobs with eighty-one (81) being in the low/moderate income range. The 107 jobs generated over \$2.6 million in salaries while the 81 low/moderate income jobs generated over \$1.6 million in salaries.



**Housing**

**Housing Rehabilitation:** The housing rehabilitation program received \$203,600 in Year 24. This appropriation covered salary and expenses for a housing rehabilitation specialist as well as expenses relating to the rehabilitation of various housing units. In the program, twenty (20) projects were the subject of rehabilitation activities and represented forty-three (43) units. Of the projects, close to 55% involved single family homes (see chart).

Tasks completed included window replacement, deleading, roof replacement, exterior siding, deck repairs, insulation installation, door replacement, water line replacement, rebuilding of chimneys, complete remodeling, electrical repairs, plumbing repairs, heating system replacement, porch replacement, and foundation installation. The most popular task was roof replacement, with nine (9)



projects involving such repairs. The other popular tasks were window replacement, door replacement, deleading, insulation installation, exterior siding, heating repairs, and water line replacement. An example of one of the housing rehabilitation projects is pictured before (left) and after (right) below.



A cost breakdown was completed for the Year 24 rehabilitation projects. The average cost per unit totaled \$4,107.69. In addition, a total of \$63,000 in private funds were used in 35% of the projects.

### **Public Facilities & Improvements**

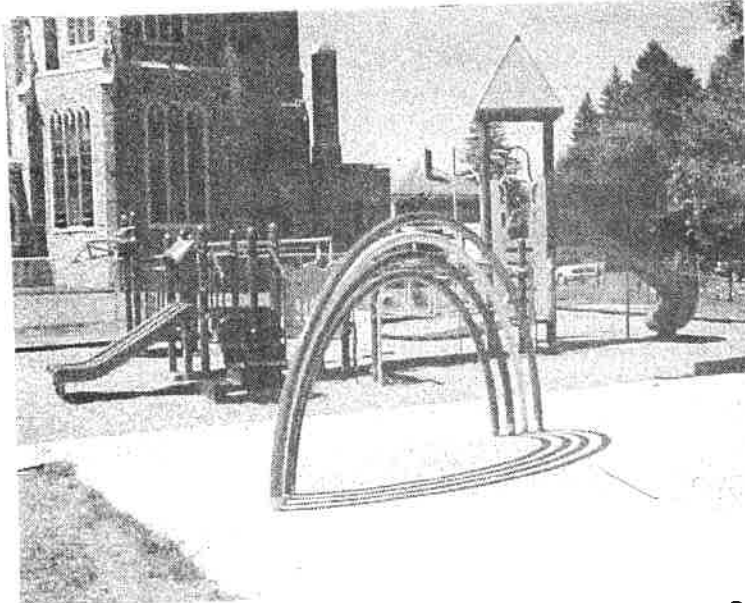
**DPW – Tree Planting Program:** A tree planting program occurred in the core area to replace trees lost through storms and for beautification. In Year 24, eleven (11) trees were planted along Water Street by the Department of Public Works.

**Fire Department – Ladies Bathroom:** This activity involved the installation of a bathroom facility with a shower for existing and new female employees.



**Fire Department – Paint Walls in Truck Room:** This activity involved the cleaning and painting of walls in the truck room of the fire station.

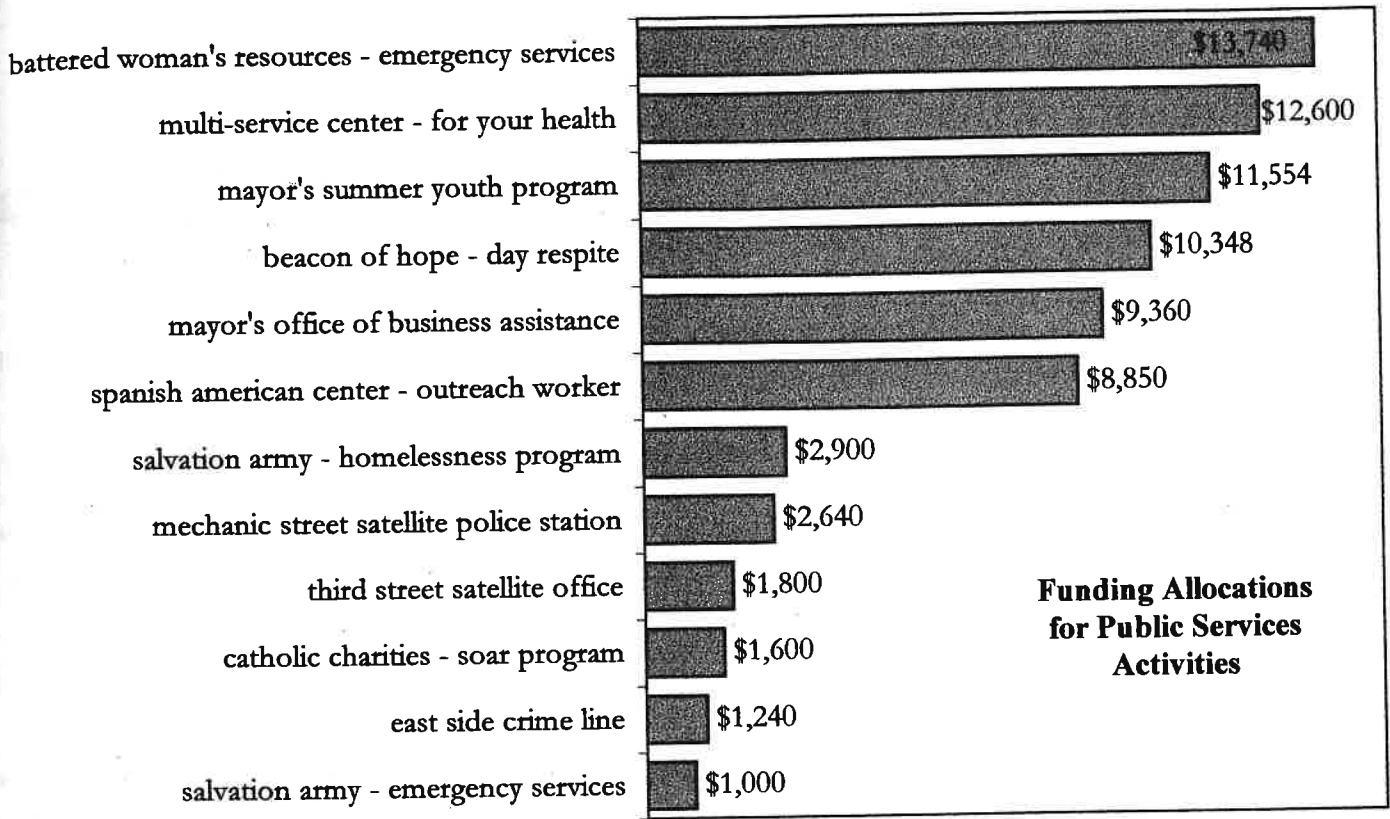
**Leominster Housing Authority – Refrigerator Upgrade:** To improve upon existing affordable housing, the Leominster Housing Authority furnished and installed ten (10) frost free refrigerators in elderly housing units located in La Pierre East on Spruce Street.



**Third Street Playground:** This project consisted of the construction of a playground for children at 165 Third Street which involved the installation of wood safety fiber, concrete, fencing and pea stone around a multi-colored play structure with a water spray attachment.



**Public Services – Services provided to youths, senior citizens, high risk juveniles, homeless persons, persons at risk of being homeless, and disabled persons.**



**Battered Women's Resources:** This agency provided an emergency shelter for victims of domestic abuse in addition to a 24-hour hotline, counseling, distribution of information, and referrals. During Year 24, seventy-one (71) persons received emergency services.

**Beacon of Hope:** This organization provided respite care for forty (40) mentally challenged adults.

**Catholic Charities:** This agency received funding to conduct a program to educate households through a series of workshops and counseling in basic life skills. During Year 24, eighteen (18) low and moderate income households received assistance through this program.

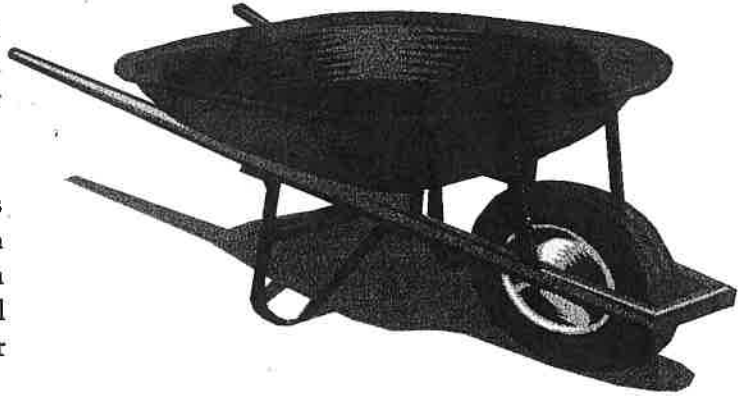
**East Side Neighborhood Crime Line:** The East Side Neighborhood Association maintained a drop-a-dime drug/crime line for the residents of the City of Leominster and used funding for advertising, stickers, and signs. During Year 24, the crime line received over 400 phone calls.

**Mayor's Office of Business Assistance:** This program was utilized by the Economic Development Coordinator and the Mayor's Office to assist forty-one (41) new and existing businesses.



**Mayor's Summer Youth Program:** This program utilizes a youth work crew consisting of six (6) low and moderate income youth and one (1) supervisor for clean-up activities in the core area.

**Mechanic Street Satellite Police Station:** In this program, rent is paid so that this satellite police station can remain open to serve the core area. This station served as a visual police presence in the core area as well as a community policing office for the Leominster Police Department.



**Multi-Service Center:** This agency administered a program called *For Your Health* that provided health screening and education services to 386 low and moderate income residents of the City of Leominster.



**Salvation Army:** Through its *Emergency Services* program, this agency provided a food pantry, counseling on meal preparation & use of foods, and friendly visitors for elderly shut-ins from forty (40) low and moderate income households.

**Salvation Army:** This agency provided education and training in budget management, housekeeping skills, and stabilization to ten (10) homeless people and at-risk homeless families.

**Spanish American Center:** Through the efforts of its *Information and Referral Outreach Worker*, this agency provided translations (written/verbal), advocacy, referrals, education, employment, a food pantry, health information, home visits, legal information, outreach, social security information, and voter registration information to 1,386 low and moderate income persons.

