

TO: Planning Board
FROM: Sue Brown
SUBJECT: Planners Report, Project Updates
DATE: July 27, 2015

Master Plan

The fourth Master Plan Committee was held on July 8th. Committee members were happy to have others in attendance: Adele Irwin, Frank Marangell, and Tom Kehoe.

MPC members are working on single page community profiles for each of the elements of the MP.

A subcommittee is working to create a draft Community Engagement Plan that outlines outreach initiatives along the project continuum.

The next MPC meeting is scheduled for September 9th at 7:15 PM.

Housing Production Plan

Consultant, Karen Sunnarborg submitted a revised Housing Needs Assessment which can be found at <http://www.manchester.ma.us/Pages/housingneedsassessment2015.pdf>

Karen will submit the full Draft Plan which will include housing goals and potential strategies by the end of July.

A second public meeting is anticipated after Labor Day and Special Town Meeting, followed by a presentation to Planning Board and Board of Selectmen in October and submission of the Town approved Plan to the State Department of Housing and Community Development for final approval.

Community Preservation Plan

Consultant Jennifer Goldson has submitted a revised Community Preservation Plan. The Plan is posted for public review at <http://www.manchester.ma.us/Pages/CPA.pdf>

A public meeting on the final Plan is tentatively scheduled for September 15th at the Crowell Chapel.

Short Term Home/Room Rentals

A draft General Bylaw has been developed and is under review. Main points include:

- Rental of rooms to transient guests (< 14 consecutive days) is allowed in owner occupied homes up to a maximum of 4 guests unrelated to the owner.
- Rental of a whole house in which the owner is not present for a period of 14 consecutive days or more is exempt.

- Every owner who offers rooms or whole house rentals to transient guests must first obtain a license from the Board of Selectmen (annual application review/decision at public meeting)
- Requirements include:
 - 2 parking spaces for owner, additional 1 space for each bedroom rented
 - BOH septic/sewer certification and Kitchen if food prepared
 - Fire Dept. safety certification
 - Building Inspector certification
- Enforcement by Criminal Complaint – via Building Inspector or “other” Town Personnel as designated by Town Administrator

A public informational meeting would be held before Special Town Meeting.