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Town of Douglas, Mass. Municipal Records & Archive

290 Main Street
Douglas, Massachusetts

Planning Board
RG_080

Processed by: Rebecca Lavalley
May 4, 2016

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Collection Information

Creator : Town of Douglas, Massachusetts

Title : Town of Douglas Planning Board

Abstract : Collection includes plans and studies regarding the Town of Douglas. These plans have either been conducted by or with the cooperation of the Town of Douglas Planning Board. Items include final reports, drafts, maps, plans and proposals.

Dates : Bulk 1979 to 2008

Quantity : 12 Folders with 1 Bound Book

Repository : Simon Fairfield Public Library, Town of Douglas Municipal Records & Archive.

Finding Aid : Finding Aid in print form is available in the Repository.

Preferred Citation : [Box #, Item identification], Planning Board, Simon Fairfield Public Library, Town of Douglas Municipal Records & Archive.

Provenance : Found in the Simon Fairfield Public Library Archival Cabinet in 2016. No further accession information is available.

Processing Information : This collection was processed by RLD Lavallee on May 4, 2016.

MARC Access :

Administrative History

The Douglas Planning Board is an elected board of 7 individuals. The primary duty of the planning board is to handle the planning, construction or completion of subdivisions. The goal is to ensure that the subdivisions built in Douglas meet the standards set forth in the regulations.

The board also acts as a special permit granting authority and holds public hearings and approves special permits. The aim is to strike a fair and reasonable balance between the special character of the town and the ability for the townspeople to have use of their own property in a way that is beneficial to the property owner.

The board is involved in zoning changes. A public hearing is held before the changes can be presented at a town meeting, allowing citizens an opportunity to give their opinions and observations on how the proposed bylaws may affect the use of personal property. The board also has the responsibility of issuing Special Permits in accordance with the State Zoning Act (MGL Ch.40A) for projects requiring such as defined in the Town Zoning Bylaws.

The board is also responsible for reviewing and approving the subdivision of lands.

Generally speaking, the role of the Planning Board is to guide the growth and development of the Town of Douglas by issuing permits to applicants that have projects that are consistent with Federal, State and Local laws, bylaws and regulations. At the same, it is imperative that the Public Health, Safety and general welfare for the residents of Douglas is maintained.

The Zoning Board of Appeals : has three duties in Douglas:

1. Hear appeals taken from decisions of any administrative official or board of the Town acting under the provisions of the Law
2. Grant variances from terms of the zoning Bylaw
3. Grant special permits as provided by the Zoning Bylaw and Review Comprehensive Permit Applications

A Master Plan's primary purpose is present the most current picture of a community and determine what direction the community is to take for the future. Master Plans include "... assessments of existing resources and issues, projections of future conditions and needs and consideration of goals and desires." The Master Plan provides a framework that is used when making decisions regarding future land use and the physical development of a community. The Master Plan takes into consideration the importance of a community's natural resources, as well as the social and economic values.¹

A Corridor Study is used to identify existing travel demands and determine the best way

¹Defining a Master Plan is based on the Town of Webster's "What is a Master Plan?" Town of Webster. *Town Of Webster, Comprehensive Master Plan 2013*. 2015. http://www.webster-ma.gov/index.php?option=com_content&view=article&id=204&Itemid=871 (accessed May 4, 2016).

to serve those existing demands as well as an future demands that may arise. The study is usually initiated to respond to a specific problem, although it often deals with an area as a whole, by identifying existing and future deficiencies and evaluate alternative solutions. These solutions usually involve facility descriptions including environmental, operational and other impacts to the area.²

Scope and Content

This collection is comprised of the 1994 and 1997/1998 Master Plans for the Town of Douglas. The 1997/1998 Plan includes drafts, the official plan and the final report. Also included in this collection is Corridor Planning Studies for the town.

Related Information

Zoning Bylaws, Rules and Regulations Regarding the Subdivision of Land and Wetland Bylaws can be found in RG_010, Town of Douglas Bylaws.

RG_090, Community Development Department is a related collection.

Record Group Description

Record Group RG_080 : Planning Board

Sub-Record Group RG_088 : Town of Douglas Master Plans

Sub-Record Description : Drafts, maps, official plans, and final reports regarding the current status of the Town of Douglas and an assessment of the town's needs, desires and concerns, including a set of goals and policies to meet the goals and policies set by the assessment.

Sub-Record Group RG_089 : Corridor Planning Studies

Sub-Record Description : The Douglas Corridor Planning Study from November 1979, regarding the traffic problems in the area.

² Defining a Corridor Study is based on the Washington State Department of Transportation. Washington State Department of Transportation. *Corridor Study*. 2016. <http://www.wsdot.wa.gov/planning/Studies/CorridorStudy.htm> (accessed May 4, 2016).

Record Group: RG_080, Planning Board
 Sub-Record Group: RG_088, Town of Douglas Master Plans

<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
5	1	RG_088.01	University of Massachusetts at Amherst, Department of Landscape Architecture and Regional Planning, BSLA Studio VI, Landscape Planning Studio. <i>Our rural heritage and the future: a master plan for the town of Douglas, Massachusetts</i> . Spring 1994.
5	2	RG_088.02	1997-98 Master Plan Draft Elements Douglas; Submitted to: The Town Of Douglas Planning Board; Submitted by: Whiteman & Traintor, Planning, Policy & Development Consultants (Draft 10/7/1997)
5	3	RG_088.03	Douglas Master Plan, V. Economic Development (Draft 11/7/1997)
5	4	RG_088.04	Douglas Master Plan, VI. Natural, Cultural & Historic Resources, VII. Open Space & Recreation (Draft 12/8/1997)
5	5	RG_088.05	Douglas Master Plan, VIII. Services & Facilities (Draft 1/9/1998)
5	6	RG_088.06	Douglas Master Plan, IX. Circulation (Draft 2/17/1998)
5	7	RG_088.07	Douglas Master Plan, Appendix A: Review of Zoning Bylaw
5	8	RG_088.08	Town of Douglas Massachusetts, 1998 Master Plan Map – Existing Zoning
5	8	RG_088.09	Town of Douglas Massachusetts, 1998 Master Plan Map – Potential Open Space Acquisition
5	8	RG_088.10	Town of Douglas Massachusetts, 1998 Master Plan Map – Proposed Zoning
5	9	RG_088.11	Douglas Master Plan, Update #1: The Master Plan's Goals & Policies; Douglas Master Plan, Project Timeline (12/22/1997)
5	9	RG_088.12	Douglas Master Plan, Update #2: Land Use (12/22/1997)
5	9	RG_088.13	Douglas Master Plan, Update #3: Housing (12/22/1997)

5	9	RG_088.14	Douglas Master Plan, Update #4: Economic Development (12/22/1997)
5	9	RG_088.15	Douglas Master Plan, Update #5: Natural , Cultural & Historic Resources (12/29/1997)
5	9	RG_088.16	Douglas Master Plan, Update #6: Open Space & Recreation (12/29/1997)
5	9	RG_088.17	Douglas Master Plan, Update #7: Services & Facilities (3/3/1998)
5	9	RG_088.18	Douglas Master Plan, Update #8: Circulation (3/3/1998)
5	9	RG_088.19	Douglas Master Plan - Pie Charts & Grafts (re: Existing Land Use, Vacant & Open Land, Buildout by Zoning District, Housing Growth, Cost/Revenue Analysis) (n.d.)
5	10	RG_088.20	Douglas Master Plan Summary, April 1998 (Douglas Planning Board; Consulting Assistance By: Whiteman & Taintor; In Association With: Mark Bobrowski, Esquire)
5	11	RG_088.21	Douglas Master Plan Implementation Committee, Final Report, April 2007 (This report is in regards to the Douglas Master Plan Summary of April 1998)

Record Group: RG_080, Planning Board
Sub-Record Group: RG_089, Corridor Planning Studies

<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
5	1	RG_089.01	Douglas Corridor Planning Study, November 1979 (Massachusetts Department of Public Works and with the Cooperation of the Federal Highway Administration)