

SOUTH HADLEY PLANNING BOARD REGULAR MEETING

MINUTES OF MARCH 28, 2016

As Approved April 11, 2016

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair; Helen Fantini, Clerk; Joan Rosner, Member; Melissa O'Brien, Member; Dan Dodge, Associate Member; and Richard Harris, Town Planner

Mr. Squire called the meeting into session at 6:30 p.m.

1. Minutes

a. March 14, 2016 Planning Board meeting minutes

Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes and noted corrections which needed to be made.

Motion - Ms. O'Brien moved and Ms. Rosner seconded the motion to approve the March 14, 2016 Planning Board Meeting minutes as corrected. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

b. March 14, 2016 Planning Board Public Hearing (Stonybrook Commercial SPR) minutes

Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes and noted corrections which needed to be made.

Motion - Ms. Rosner moved and Mr. Cavanaugh seconded the motion to approve the March 14, 2016 Planning Board Public Hearing (Stonybrook Commercial SPR) minutes as corrected. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

c. March 14, 2016 Planning Board Public Hearing (Mount Holyoke College Centralized Dining and Community Center) minutes

Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes.

Motion - Ms. Rosner moved and Ms. Fantini seconded the motion to approve the March 14, 2016 Planning Board Public Hearing (Mount Holyoke College Centralized Dining and Community Center) minutes as submitted. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

d. March 14, 2016 Planning Board Public Hearing (S. H. H. S. Athletic Fields) minutes

Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes and noted corrections which needed to be made.

Motion - Mr. Cavanaugh moved and Ms. O'Brien seconded the motion to approve the March 14, 2016 Planning Board Public Hearing (SHHS Athletic Fields) minutes as

corrected. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

- e. *March 14, 2016 Planning Board Public Hearing (BHMA Expansion) minutes*
Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes and noted corrections which needed to be made.

Motion - Mr. Cavanaugh moved and Ms. O'Brien seconded the motion to approve the March 14, 2016 Planning Board Public Hearing (BHMA Expansion) minutes as corrected. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

2. Bills and Correspondence

Mr. Harris noted that there was a list of correspondence and that there are no bills ready to be paid.

Mr. Harris noted that the item #3 should be discussed within the public hearing scheduled for item #4 at 6:45 p.m. Therefore, he suggested the Board skip down to item #8 and consider the request to extend the Rivercrest Condominiums Special Permit. Board members indicated that they concurred with the suggestion.

8. Consider Granting Two-Year Extension of Special Permit –Multi-family development (Rivercrest Condominiums) – Rivercrest Condominiums LLC. Property Location: southside of Ferry Street (Assessor's Map Number #47 as Parcel #76).

Mr. Harris provided background to the matter noting that the Special Permit was granted April 10, 2014. The applicant subsequently obtained their Stormwater Management Permit and an amendment to the Special Permit in October 2014. Winter 2014/2015 was not conducive to undertaking any site work – in fact – it seemed that the winter conditions lingered. The developers began work around June of 2015 and, as noted in their letter requesting the extension, have completed 80% of the infrastructures and are building dwellings as well as foundations for many other units in the development.

Therefore, Mr. Harris suggested, the developers have not dragged their feet on undertaking the development. There is no indication from site visits nor complaints that the developers have violated the Special Permit conditions.

Mr. Harris noted that condition #33 of the Special Permit decision was a recognition that this development would not be “substantially complete” within 2 years and the Board was “committed” to granting a two-year extension if “good cause” was shown by the developer and the developer is adhering to the Special Permit conditions. He suggested that the developer has shown “good cause” in that they have worked expeditiously on the project and are making rapid progress and the developer has not violated the Special Permit conditions.

Board members discussed the matter. All members indicating that there did not appear to be any reason not to grant the extension.

Motion - Ms. Rosner moved and Mr. Cavanaugh seconded the motion to find that the developer of Rivercrest Condominiums has shown “good cause” for not having made “substantial completion” of the development and appears to be adhering to the Special Permit conditions; therefore, the Board grants a two-year extension of the Special Permit until April 10, 2018. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

There being several more minutes before the Mount Holyoke College projects are to be considered, Mr. Squire suggested Mr. Harris begin the “Development Update and Planner’s Report”.

10. Development Update and Planner’s Report

Mr. Harris reviewed the status of various developments and recent Planning Department activities:

a. Development Report

- One Canal Street (no change)
- Mountainbrook Street Acceptances (no change)
- Rivercrest Condominiums (Discussed under Agenda Item #8 above)
- Ethan Circle (no change)
- Annafield Estates and Adam & Eve Estates subdivisions. Mr. Harris stated he is waiting for the surveyor to submit the required materials.
- Western Mass Yacht Club is considering applying for a Special Permit to replace their nonconforming facility on Cove Island. The use is “nonconforming” as it is not allowed under the current Zoning Bylaw. However, Mr. Harris and the Building Commissioner have agreed that the provisions of Section 2(F) would allow the Board to grant a Special Permit to raze the existing building and construct a new one of the same size to conduct the same use. Based on discussions with the Club’s representative, he suggested that the public hearing is likely to occur in May.
- South Hadley/Granby Chamber of Commerce is considering locating in an office at 2 Lyman Street which will require a Professional Business Special Permit. Based on Mr. Harris’ discussions with Dale Johnson, the public hearing on this application is likely to be scheduled for May 2, 2016

Mr. Squire stated that since the time is 6:45 p.m. and a public hearing is scheduled at this time and the next items in the report are likely to take some discussion, the Board will proceed to the public hearing.

Mr. Harris suggested that though the Minor Site Plan Review is not subject to a public hearing, that the next two items be considered during the public hearing (item #4). All Board members indicated that they concurred given the interrelationship of the Site Plan and Stormwater Management Plan.

Mr. Squire recessed the meeting for the public hearing at 6:45 p.m.

3. MINOR SITE PLAN REVIEW: Proposed Centralized Dining and Community Center Facility for Mount Holyoke College. Property Location: Mount Holyoke College Campus – Lower Lake Road and Blanchard Circle (Assessor’s Map Number #48 - Parcels #18, #21, & #35).

4. PUBLIC HEARING - STORMWATER MANAGEMENT PERMIT: Proposed Centralized Dining and Community Center Facility for Mount Holyoke College. Property Location: Mount Holyoke College Campus – Lower Lake Road and Blanchard Circle (Assessor’s Map Number #48 - Parcels #18, #21, & #35).

The Public Hearing was held. (See minutes of Public Hearing.)

The meeting reconvened at 6:51 p.m.

5. DECISIONS: Stormwater Management Permit and Minor Site Plan Review. Proposed Centralized Dining and Community Center Facility for Mount Holyoke College. Property Location: Mount Holyoke College Campus – Lower Lake Road and Blanchard Circle (Assessor’s Map Number #48 - Parcels #18, #21, & #35).

Ms. Fantini inquired if the issue of the building height had been addressed. The project architect responded by using plans and elevations of the building to demonstrate the height of the existing building and the proposed building.

Motion - Mr. Cavanaugh moved and Ms. Rosner seconded the motion to find that the application by Mount Holyoke College for Minor Site Plan Review for the Centralized Dining & Community Center facility satisfied the limited standards applicable to the project and to approve Minor Site Plan Review for the project subject to the conditions as discussed in the Public Hearing. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

Motion - Ms. Rosner moved and Mr. Cavanaugh seconded the motion to find that the application by the Mount Holyoke College for a Stormwater Management Permit for the Centralized Dining & Community Center facility satisfied the conditions of the Stormwater Management Bylaw and to approve the Stormwater Management Permit for the project subject to the condition as stated in the public hearing. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

10. Development Update and Planner’s Report (continued)

Mr. Harris reviewed the status of various developments and recent Planning Department activities:

a. Development Report

- Zoning for small domesticated pets – pot belly pigs, miniature goats, etc. – Mr. Harris stated that, over the past several years, there have been a number of persons seeking permission to keep a variety of “pets” which the Zoning Bylaw does not appear to allow. Among these pets are “pot belly pigs”, “miniature goats”. He noted that the Zoning Bylaw does not have an “exclusive list of permitted and prohibited animals, but it specifically prohibits “rabbits” yet allows a horse on a lot with at least 32,500 square feet of lot area. Thus, the Town’s staff is compelled to state that a miniature goat or a pot belly pig is not allowed – when asked. There was discussion as to why “rabbits” are prohibited but chickens are allowed.

Mr. Harris suggested that the Zoning Bylaw should be amended to address the changing nature of animals that are commonly treated and kept as pets today. He opined that many people likely keep such “prohibited” animals without applying for any permits which the Board of Health would have to deny. Therefore, he suggested researching the issue and drafting an amendment for the Fall Special Town Meeting. All members indicated that they concurred with looking into the matter with the intent of having an amendment for the Fall Special Town Meeting – but no commitment was voiced as to whether the members would support the drafted amendment.

- Easthampton Savings Bank – New Illuminated and Replacement of Illuminated Signs. Mr. Harris described some new signage that the bank wants to have installed. One sign would replace a currently nonilluminated “letters” sign on the building with an internally illuminated sign. The others would merely replace the faces of some already illuminated signs. This matter will be scheduled for the April 11, 2016 Planning Board meeting.
- 26 Hadley Street – Waiver of Special Permit for expansion of a nonconforming use/structure. Mr. Harris stated that a prospective purchaser of this property would like to either add to or construct a new detached building for another dwelling space. He described the background of the matter. This request is likely to be scheduled for the April 11, 2016 Planning Board meeting.

b. Other Projects

- Mr. Harris noted he continuing to participate in the effort to update the Town’s Hazard Mitigation Plan – this plan will qualify the Town for FEMA grants.
- Mount Holyoke College Intern Opportunity (Mr. Harris stated a student intern from the Environmental Sciences department is to undertake some work for us. She will be working approximately 3 hours per week next semester – primarily on a GIS project related to creating shape files necessary to make the online zoning map complete.)
- Mr. Harris is continuing to work on the Permitting Guide and monitor the work on the General Code codification project.
- Health Impact Assessment. They held their first project team meeting last Friday.
- South Hadley Falls Smart Growth District. The public hearing on the Design Guidelines is scheduled for March 28th.
- Housing Studies. Mr. Harris is having a meeting with PVPC staff on March 30th to review status and set schedule for completion.
- Planning efforts. Mr. Harris is participating in the following collaborative efforts:
 - Updating the Town’s Hazard Mitigation Plan – this plan will qualify the Town for FEMA grants.
 - The Bike/Ped master planning process.
 - Updating the Connecticut River Scenic Byway regional study.
- Mount Holyoke College Intern Opportunity (a student intern from the Environmental Sciences department is undertaking some work for us. She is working approximately 3 hours per week next semester – primarily on a GIS project related to creating shape files necessary to make the online zoning map complete.) Mr. Harris has met with staff from Mount Holyoke College to clarify the project scope and results.

- Permitting Guide.
- General Code.
- Health Impact Assessment. Mr. Harris said that the project team held their first project team meeting on this matter March 11th.
- South Hadley Falls Smart Growth District. He noted that this matter will be discussed under Agenda Items #6 and #7.

c. *Workshops/Training Opportunities*

- Mr. Harris stated that he will be attending the “Seminar on Sign Regulation – Post Reed Decision” being conducted by Attorney General’s Office and Koppleman & Paige in Boston on March 29th.

11. Other New Business (topics which the Chair could not reasonably expect to be discussed/considered as of the date of this notice)

Mr. Harris reviewed draft agendas for the April 11th and May 2nd Planning Board meetings.

Mr. Squire recessed the meeting for the public hearing at 7:15 p.m.

6. PUBLIC HEARING – DESIGN GUIDELINES: Proposed Design Guidelines/Standards for South Hadley Fall Smart Growth District.

The Public Hearing was held. (See minutes of Public Hearing.)

The meeting reconvened at 8:01 p.m.

7. Consider Adoption of Proposed Design Guidelines/Standards for South Hadley Fall Smart Growth District.

Mr. Harris suggested that the Board adopt the Guidelines/Standards as presented and also, as a separate motion, direct the Town Planner to draft revisions to address the issues raised in the public hearing and submit those revisions to DHCD for approval. Once DHCD approval has been granted, the Board could then proceed to amend the Guidelines/Standards.

Motion - Ms. Fantini moved and Mr. Cavanaugh seconded the motion to adopt the Design Guidelines/Standards for the South Hadley Falls Smart Growth District as presented. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

Motion - Mr. Cavanaugh moved and Ms. O’Brien seconded the motion to direct the Town Planner to draft amendments to the adopted Design Guidelines/Standards for the South Hadley Falls Smart Growth District to address the issues/questions raised in the public hearing and present the revisions for the Board review and approval by DHCD. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

9. Discussion regarding Comprehensive Plan Implementation Matrices Five-Year Priorities

Mr. Harris referenced a copy of the “Top Priorities” matrices which he had previously distributed to the Board members and suggested that these were the priorities determined by the Board for the next five years. He noted that he had made some notes on a few and

adjusted a few regarding biking and pedestrian issues based on activities of the past several months.

Judy Gooch, member of the Master Plan Implementation Committee, inquired as to how these priorities were developed. Board members explained that they had reviewed each of the Recommended Actions in the Master Plan and the MPIC's status report and identified what they felt were the top priorities for the next five years.

Judy Gooch, member of the Master Plan Implementation Committee, asked how these Top Priorities would be distributed to the "responsible entities". Mr. Harris responded that it would likely be via email for most of the entities.

Motion - Ms. O'Brien moved and Ms. Rosner seconded the motion to approve the "Top Priorities" for the Master Plan Recommended Actions for the next five years as presented. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

11. Other New Business (topics which the Chair could not reasonably expect to be discussed/considered as of the date of this notice)

Jodi Miller, 111 Brockway Lane, asked if agenda item #8 had been considered out of order. She noted she came to the meeting for this item.

Mr. Harris explained that the Board had about 5 minutes before the first public hearing and considered agenda item #8 at that time. The Board granted the requested extension based on the provisions of the Special Permit Decision, the status of the work undertaken today, and the developer's continued compliance with the Special Permit decision.

Jodi Miller, 111 Brockway Lane, stated that this item was supposed to be #8 on the agenda. She also inquired if anyone had been to the site or if the Conservation Commission had been consulted.

Mr. Harris commented that the Board is not required to follow the order of the agenda, but may not bring up a public hearing earlier than the posted or advertised time – they may consider any other item on the agenda at any time after the meeting begins. As to the questions raised, he stated that he had been at the site at least 4 times and the Conservation Commission has not noted any issues with noncompliance at the site.

Mr. Squire reminded the Board that there is an election on April 12th.

Ms. Fantini said that there will be an "exhibition of SDATS and DARTS" at the end of this year. She explained that a DART is similar to an SDAT. No date has been set but she will let the Board know when it is to be held as South Hadley's SDAT will be included.

Mr. Harris stated that Know Your Town is sponsoring a presentation of the Redevelopment Plan this Thursday night. A Board member commented that the Advisory Committee has not even been presented with the plan yet. Mr. Harris indicated that none of the decision making

bodies have been presented with the proposed Redevelopment Plan – including the Advisory Committee, Planning Board, or Selectboard.

12. Adjournment

Motion – Ms. O’Brien moved and Ms. Rosner seconded the motion to adjourn. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

The meeting was adjourned at 8:31 p.m.

Respectfully submitted,

AS APPROVED

Richard Harris, Recorder

Attachment A

List of Documents Reviewed in March 28, 2016 Planning Board Meeting

<u>Document</u>	<u>Record Location</u>
Planning Board Meeting Agenda and Background Information	Planning Board Agenda Packet Files
Zoning Bylaw	Planning Board Files
South Hadley Master Plan	Planning Board Files
Request for extension – Rivercrest Condominiums	Planning Board Files
Application submittal and plans and Comments regarding Mount Holyoke College Centralized Dining & Community Center Facility	Planning Board Project Files
South Hadley Falls Smart Growth District Design Guidelines/Standards	Planning Board Files
Master Plan – Five-Year Top Priorities	Planning Board Files

SOUTH HADLEY PLANNING BOARD PUBLIC HEARING

ON APPLICATION FOR STORMWATER MANAGEMENT PERMIT – MOUNT HOLYOKE COLLEGE CENTRALIZED DINING AND COMMUNITY CENTER

**50 COLLEGE STREET
(BLANCHARD CIRCLE AND LOWER LAKE ROAD)**

BY MOUNT HOLYOKE COLLEGE

MINUTES OF MARCH 28, 2016

As Approved April 11, 2016

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair; Helen Fantini, Clerk; Joan Rosner, Member; Melissa O'Brien, Member; Dan Dodge, Associate Member; and Richard Harris, Town Planner

Mr. Squire called the public hearing to order at 6:45 p.m.

Luke Boucher, representing the applicant, reviewed the changes in the plan using a copy of the revised plans/materials. He noted that the utilities were revised. Roof runoff is being kept separate to deposit into a manhole after the water quality element. This has required a little more work in the grass area – thus, the limits of work has been expanded slightly. These changes were made to address issues and questions raised in the Peer Review by Fuss & O'Neill, Inc.

Mr. Harris noted that the Fuss & O'Neill, Inc. follow-up review indicated that all of the issues raised previously had been addressed except for one point which requires Planning Board consideration. The O & M Plan is to be a separate document but is included as a section of the Stormwater Management Report. The Board needs to decide whether to require submittal of the O & M Plan separately. Mr. Harris suggested it would be easier to monitor with a separate document – but it is not a major issue. Luke Boucher stated there would not be any problem separating the O & M Plan out – they could submit it separately Tuesday morning.

Board members agreed to keep the plan as a separate document.

Mr. Squire asked if there were further comments. There being no further public comment, Mr. Squire closed the hearing at 6:51 p.m.

Respectfully submitted,

AS APPROVED

Richard Harris, Recorder

SOUTH HADLEY PLANNING BOARD PUBLIC HEARING
ON PROPOSED DESIGN GUIDELINES/STANDARDS FOR SOUTH HADLEY
FALLS SMART GROWTH DISTRICT

MINUTES OF MARCH 28, 2016

As Approved April 11, 2016

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair; Helen Fantini, Clerk; Joan Rosner, Member; Melissa O'Brien, Member; Dan Dodge, Associate Member; and Richard Harris, Town Planner

Mr. Squire called the public hearing to order at 7:45 p.m.

Helen Fantini read the notice of the Planning Board public hearing:

Pursuant to the provisions of South Hadley Zoning By-Law, Section 7(B)19, the Planning Board of the Town of South Hadley will hold a public hearing to discuss proposed Design Guidelines applicable to developments undertaken under the South Hadley Falls Smart Growth District provisions of the Zoning Bylaw. The public hearing will be held as follows:

Place: South Hadley Town Hall, Selectboard Meeting Room;
116 Main Street, South Hadley, MA
Date: Monday, March 28, 2016
Time: 7:15 p.m.

The complete text and maps (if any are applicable) relative to the proposed Design Guidelines is available for inspection during regular business hours (8:30 a.m. to 4:30 p.m.) at the following place:

South Hadley Planning Board Office
Town Hall – Room 204
116 Main Street
South Hadley, MA 01075

Additionally, a copy of said proposed Design Guidelines is posted on the Planning Board page of the Town's website in the folder entitled "South Hadley Falls Smart Growth Zoning District". Any person interested in, or wishing to be heard on, the proposed amendments should appear at the time and place designated for the public hearing.

Published: Friday, March 18, 2016 & Friday, March 25, 2016

Mr. Harris reviewed the background on the subject. He noted that the State has given final approval on the creation of the district and submitted a funding contract for the

related grant to the Town which was promptly signed and returned. Thus, the Town needs to move to have the administrative structures put in place – including the Design Guidelines/standards. He commented that the Board must adopt Administrative Rules & Procedures according to the Zoning Bylaw – the Design Guidelines are an optional task for the Board but the Zoning Bylaw requires Administrative Regulations & Procedures. He hopes to have the latter ready for the Board in May.

Mr. Harris reviewed an outline of the proposed Design Guidelines & Standards and noted some of the key elements. He asked if there were any comments or questions.

A Board member questioned how these Guidelines relate to the sign regulations in the Zoning Bylaw. Mr. Harris suggested that the more strict of the regulations would apply. In general, the Guidelines have more detailed and strict sign regulations. Thus, the Board member suggested that the Guidelines should include a reference to the Sign Regulations in the Zoning Bylaw.

Mr. Harris noted that any change in the Guidelines requires prior DHCD approval. Thus, he suggested that a reference could be made in an amendment to the Guidelines. He also commented that these Guidelines seek “compatibility” and not “sameness”.

Mr. Cavanaugh offered comments/questions regarding potential changes/revisions to the following sections:

5.3 – Smart Growth District instead of “town center”

6.2.6 – questions about “trademarked” and use of the words “shall not” in the first paragraph and “may” in the second paragraph.

6.4.2 – Why 60% glass requirement? The requirement regarding not blocking the view windows is overly strict and may not be appropriate given the use or the architectural plan.

6.5.2 – Why prohibit “EIFS” in all cases?

7.1.3 – the reference to a “commuter rail station” seems inappropriate; maybe “public transportation” instead.

7.3.3 – minimum planting area of 50 square feet seems high.

Mr. Harris noted that amounts approximately (or less than) 5% of the parking area.

Ms. Fantini noted that the applicability section affords the Planning Board an opportunity to grant relief.

8.1.1 – what is “natural appearance”? And why?

Bruce Perron also questioned whether “stainless steel” would be a “natural appearance”. He asked, besides wood and stone, what else would be natural?

Mr. Cavanaugh continued:

8.1.6 – It is not likely that an UL label will be on the exposed surface of a sign.

8.3.3 – Prohibits “internally illuminated signs” but Section 8F of the Zoning Bylaw does not.

Mr. Harris suggested that amendments could be drafted to address these issues – particularly the last item. He also noted that the ‘acknowledgements’ would be deleted.

Mr. Squire asked if there were further comments. There being no further public comment, Mr. Squire closed the hearing at 6:51 p.m.

Respectfully submitted,

AS APPROVED

Richard Harris, Recorder

AS APPROVED