

SOUTH HADLEY PLANNING BOARD REGULAR MEETING

MINUTES OF APRIL 11, 2016

As Approved May 2, 2016

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair (arrived at 6:34 p.m.); Helen Fantini, Clerk; Joan Rosner, Member (arrived at 6:35 p.m.); Melissa O'Brien, Member; Dan Dodge, Associate Member; and Richard Harris, Town Planner

Mr. Squire called the meeting into session at 6:32 p.m.

1. Minutes

a. March 28, 2016 Planning Board meeting minutes

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

Motion - Ms. O'Brien moved and Ms. Fantini seconded the motion to approve the March 28, 2016 Planning Board Meeting minutes as submitted. The Board voted **Three (3)** out of **Three (3)** members present in favor of the motion.

(Mr. Cavanaugh arrived at 6:34 p.m.)

b. March 28, 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. O'Brien moved and Ms. Fantini seconded the motion to approve the March 28, 2016 Planning Board Public Hearing (Mount Holyoke College Centralized Dining and Community Center) minutes as submitted. The Board voted **Four (4)** out of **Four (4)** members present in favor of the motion.

(Ms. Rosner arrived at 6:35 p.m.)

c. March 28, 2016 Planning Board Public Hearing (Design Guidelines/Standards) 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. Fantini seconded the motion to approve the March 28, 2016 Planning Board Public Hearing (Design Guidelines/Standards) 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 referred to a list of Additional Correspondence. He also noted that there was one bill ready to be paid – Turley Publications in the amount of \$133.04 for the legal notice of the public hearing on the Design Guidelines.

Motion - Mr. Cavanaugh moved and Ms. Rosner seconded the motion to approve payment of the bill for Turley Publications. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

3. Consider Meeting Schedule for May, June, July, and August 2016

Mr. Harris reviewed the current schedule of meetings for the next four months noting that the Board had already cancelled the April 25th and May 9th meetings and replaced them with a May 2nd meeting; there was some doubt as to whether everyone could make the May 23rd meeting; and the Board typically only meets once in July and once in August.

All members indicated that they could attend all the scheduled meetings in May and June but indicated a preference to meet only once in July and August. There were some conflicts with the July dates and all members indicated that July 18th was agreeable as well as August 15th. Therefore, Mr. Harris stated he will make note on the website of the July 18th and August 15th meeting dates as well as the other dates for May and June.

4. Consider request for new and replacement of illuminated signs at Easthampton Savings Bank. Location: 605 Granby Road (Assessor's Map #32 – Parcel #32)

Mark Brazil, with Graphic Impact Signs, distributed a copy of the packet describing the proposed signs and the existing signs. He reviewed the proposed sign changes and noted that the two ATM signs have been permitted since they only involve changes in the sign face and not the type or amount of illumination.

There was discussion as to the scope of the Board's review and the daytime impact of the signs.

Motion - Ms. Rosner moved and Mr. Cavanaugh seconded the motion to find that the illuminated signs proposed at Easthampton Savings Bank will not have an adverse impact due to illumination on the neighborhood and community in that the proposed signs conform to the provisions of Section 8(F) of the Zoning Bylaw and; therefore, the approval is granted subject to the signs being installed and operated as described in the submittal to the Planning Board. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

5. Consider request to modify the Site Plan for the Rivercrest Condominiums pursuant to Condition #33 of the Special Permit Decision to allow rotation of two dwellings (one duplex) located on the southside of the development's roadway.

Mr. Harris stated that the developer of this 29-unit community has determined that a duplex needs to be "rotated" a few feet. Due to the wording of Condition #33 of the Special Permit, it would appear that the Board would need to determine that the modification is minor and not warranting of a public hearing before approval could be granted. He explained that the wording of Condition #33 is more extensive than commonly found in the Board's decisions.

Mr. Harris provided a copy of the plot plan which depicted the layout of the duplex as originally proposed and the adjustment being requested. Mr. Squire commented that it appears to be minor.

A member inquired as to the reason for the request. Mr. Harris indicated that he was told they wanted a better orientation of the unit.

Motion - Ms. Fantini moved and Mr. Cavanaugh seconded the motion to find that the proposed change is minor, not warranting of a public hearing for the modification and; therefore, approval of the modification is granted. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

6. Consider a policy regarding administrative approvals of requests to modify the Site Plan for the Rivercrest Condominiums pursuant to Conditions #32 and #33 of the Special Permit Decision.

Mr. Harris reviewed the provisions of Conditions #32 and #33 and noted the difference in the wording of Condition #33 when compared to the decision regarding another multifamily development. He suggested that the Board adoption of a policy which allows the Town Planner to approve a shift in a building where the shift meets the following standards would be in strict keeping of the intent of Condition #33:

- 1). no change in the road alignment is to occur,
- 2). no change in buffers required which adjoin abutting residentially used properties is to occur,
- 3). the Conservation Commission approves or indicates through the Conservation Commission Administrator that they have no objection to the change, and
- 4). no increase in the height or size of the building is proposed.

He stated that the suggestions are clearly defined and easily measured. Therefore, there would not be a “judgement” on his part. Accordingly, following clearly defined standards would have the Town Planner merely applying the Board’s criteria for making a determination.

Board members indicated they did not disagree with the concept. Mr. Squire suggested that the standards include no increase in impervious surface.

Several Board members also suggested having the policy provide that the Town Planner be allowed approve an “adjustment” in a building where such meets the stated standards. All members indicated they concurred.

Motion - Mr. Cavanaugh moved and Ms. Rosner seconded the motion to establish a policy in regard to Conditions #32 and #33 in the Rivercrest Condominiums Special Permit Decision allowing the Town Planner to approve (on the Board’s behalf) an adjustment in buildings where the adjustment meets the following standards:

- 1). no change in the road alignment is to occur,
- 2). no change in buffers required which adjoin abutting residentially used properties is to occur,
- 3). the Conservation Commission approves or indicates through the Conservation Commission Administrator that they have no objection to the change, and
- 4). no increase in the height or size of the building is proposed, and
- 5). no increase in impervious surface

In following these standards, the Town Planner can determine that no further Board review is required.

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

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

Mr. Harris noted that he had received an email from Judy Gooch of the Master Plan Implementation Committee asking several questions:

- 1). What do you think are the Planning Board's major Master Plan-related accomplishments this year? I assume the Smart Growth regulations would be right up there, and from MPIC's standpoint, the reordering of top priorities for all the Boards, etc. is very important, but I'm sure there are others that you'd like us to mention. Also, key issues over the next 12 months?
- 2). Do you have a timetable for distributing the revised Top Priorities? From our standpoint, it would be useful if they're distributed before Sept. 1, so we can use them as the basis of our fall discussions with the various entities. Ann is going to be revising our matrices over the summer to reflect the PB's Top Priorities, then Completed/Ongoing tasks, then lesser priorities; MPIC has agreed that this will work for us, to help us keep better track of progress.

Mr. Harris indicated that he would agree that the Smart Growth District was the top accomplishment. Board members and Mr. Harris also noted that starting the Housing Studies and adopting the Smart Growth District Design Guidelines/Standards were also significant accomplishments.

As to the next 12 months, Mr. Harris suggested that the priorities would be 1) completing the Housing Studies and 2) revising the Subdivision Regulations. Mr. Squire suggested that work on the Design Guidelines – for a broader area of town – would also be a priority. Other Board members concurred with Mr. Squire's suggestion.

As to distribution of the "Top Priorities", Mr. Harris stated he is working on a memo for the Chair to sign to distribute the "Top Priorities". Ms. Gooch had expressed interest in having them distributed by September; Mr. Harris suggested they would be distributed by early May.

Board members indicated that they agreed with Mr. Harris' target for distributing the "Top Priorities".

8. 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 previously)
- Ethan Circle. The developer's contractor has begun preparation for the site work; Mr. Harris met with an abutter to the project and the developer's environmental consultant this morning to see if there could be modification to the infiltration basin to save some trees which were previously thought to be on the abutter's property. However, they have concluded that it would be difficult and likely not possible to save the trees by modification of the basin. Therefore, the abutter indicated he did not want to pursue the matter any further – he did not want to delay the developer.
- Adam & Eve Estates subdivision. Mr. Harris stated he has received the materials from the surveyor/engineer and is awaiting sign off from the DPW, SHELD, and Water Department.
- Annafield Estates subdivision (no change)
- Western Mass Yacht Club – potential Special Permit (no change)
- South Hadley/Granby Chamber of Commerce – potential Special Permit (no change) - if an application is submitted, the hearing might be held on May 23rd.
- Zoning for small domesticated pets – pot belly pigs, miniature goats, etc. – Mr. Harris indicated he was reviewing the potential amendment. He noted that the Board of Health had done some research on pot belly pigs and he has researched the miniature goat matter.

Martha Terry inquired about this matter – are people wanting to keep these pets? Mr. Harris stated that they already do keep them – even in violation of the Bylaws. But, if someone asks, they have to be told that they cannot be kept in most parts of the Town.

Joanna Brown made mention of the description of miniature goats which she found on a website.

Mr. Harris noted that the Bylaw allows keeping of a full grown horse but not a rabbit or an 18 inch high miniature goat.

b. *Other Projects*

- Housing Studies. Mr. Harris noted that he met with PVPC staff March 30th to review status and set schedule for completion.
- 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 stated that he is continuing to participate with the Bike/Ped planning process; work on the Permitting Guide; and monitor the work on the General Code codification project.
 - Health Impact Assessment. The project team held their second meeting last Friday.
 - South Hadley Falls Smart Growth District. The public hearing on the Design Guidelines is scheduled for March 28th.
 - South Hadley Falls Smart Growth District. He noted that this matter will be discussed under Agenda Items #6 and #7.
 - Subdivision Regulations. In the course of working on the HIA project, Mr. Harris stated that he has looked closely at the Subdivision Regulations and identified several issues which we might want to address. One item he noted is that there is a lack of standards for some infrastructure in “developments with more than one building for dwelling purposes on a single lot”.

c. *Workshops/Training Opportunities*

- Mr. Harris stated that he will be attending the “Massachusetts Association of Planning Directors Annual Conference” being held May 19-20, 2016.

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

Mr. Harris mentioned that the State has provided an executed copy of the Smart Growth District contract. He also stated that Know Your Town is sponsoring a presentation of the Redevelopment Plan this Thursday evening. There were comments that neither the Administration nor the Advisory Committee have seen the proposed plan.

Mr. Squire stated that this was Ms. Fantini’s last meeting as a member of the Planning Board. He thanked her for her valuable contributions. Other members and Mr. Harris joined Mr. Squire in thanking and acknowledging her services.

10. Adjournment

Motion – Ms. Fantini 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 7:42 p.m.

Respectfully submitted,

AS APPROVED

Richard Harris, Recorder

Attachment A

List of Documents Reviewed in April 11, 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
Easthampton Savings Bank Illuminated Sign Proposal submittal	Planning Board Project Files
Rivercrest Condominiums Request For rotation of a duplex	Planning Board Project Files
Master Plan – Five-Year Top Priorities	Planning Board Files

AS APPROVED