

# SOUTH HADLEY PLANNING BOARD REGULAR MEETING

## MINUTES OF JUNE 16, 2016

As Approved June 27, 2016

**Present:** Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair; Brad Hutchison, Member; 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. May 23, 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. Rosner moved and Ms. O'Brien seconded the motion to approve the May 23, 2016 Planning Board Meeting 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 he previously distributed a list of correspondence and referred to a list of Additional Correspondence. He also noted that there are no bills ready to be paid.

He also noted that there were two bills ready to be paid – both of them to Turley Publications for publication of notices:

- Amendment to Site Plan Review Rules and Regulations     \$133.04
- Housing Production Plan     \$161.64

Due to the timing of the bills, Mr. Harris stated he submitted the bills for processing but the Board should ratify the payment of the bill.

**Motion** - Mr. Cavanaugh moved and Ms. O'Brien seconded the motion to ratify payment of the bills for Turley Publications in the amounts of \$133.04 and \$161.64. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

### 3. Consider Right of First Refusal under Chapter 61A for a 1.16 acre portion of a 3.16 acre parcel for Russell S. Adams. Property Location: 339 Pearl Street (Assessor's Map #56 – Parcel #03).

Mr. Harris provided background on the Chapter 61A program and the municipal "right of first refusal". He noted that the subject property is 3.16 acres but since there are 2 houses thereon and at least one acre associated with each house is not in the 61A assessment program, 1.16 acres is in the assessment program. However, there is no "specific" portion of the property in the 61A program.

Mr. Harris stated that the owner is seeking to have all of this 3.16 program removed from the Chapter 61A assessment program so that he can create a building lot and build another house. He noted that the Board of Assessors and the Conservation Commission had voted not to purchase the property. There does not appear to be any public use for the 1.16 acres.

Mr. Cavanaugh noted he is a neighbor to the property – he resides across the street. Therefore, he inquired if he needed to recuse himself. Mr. Harris stated that he did not think a recusal was necessary.

**Motion** - Ms. Rosner moved and Ms. O'Brien seconded the motion that the Board not purchase the property subject to this agenda item. The Board voted **Four (4)** out of **Five (5)** members present in favor of the motion (Mr. Cavanaugh abstained from voting on this matter).

**4. Consider Endorsement of Approval Not Required Plan for Russell S. Adams. Property Location: 349 Pearl Street (Assessor's Map #56 – Parcel #03).**

Mr. Harris displayed the proposed ANR Plan. He stated that the property is zoned Agricultural and they are seeking to create a second parcel. Both parcels would conform to the requirements of the Zoning Bylaw. Given that the proposed lots meet the Zoning Bylaw requirements for the Agricultural zoning district and that Pearl Street is a public way, Mr. Harris suggested that it would be appropriate for the Board to endorse the ANR Plan.

**Motion** - Ms. Rosner moved and Mr. Hutchison seconded the motion to find that a) Pearl Street is a public way and b) the proposed lots will have satisfactory frontage on a public way; therefore, the Plan is appropriate for endorsement. The Board voted **Four (4)** out of **Five (5)** members present in favor of the motion (Mr. Cavanaugh abstained from voting on this matter). Subsequently, Mr. Squire, Ms. Rosner, and Ms. O'Brien signed the plan.

**5. Consider Endorsement of Approval Not Required Plan for Whispering Pines at Root Road, LLC. Property Location: Newton Street (Assessor's Map #28 – Parcel #246).**

Mr. Harris displayed the proposed ANR Plan. He stated that the property is zoned Business C and they are seeking to create a parcel to be developed commercially. The new parcel would conform to the requirements of the Zoning Bylaw. Given that the proposed lot meet the Zoning Bylaw requirements for Business C and that Newton Street is a public way, Mr. Harris suggested that it would be appropriate for the Board to endorse the ANR Plan. This plan is similar to one submitted but withdrawn several months ago – the surveyor has added easements to this version of the plan.

Ms. O'Brien inquired about the Mixed Use requirement for the condominium development. Mr. Harris noted that the Zoning Bylaw was vague on what was required at the time the Stonybrook development was approved. The conditions of the Special Permit would still apply – this site must be developed commercially or the Stonybrook Condominiums would be nonconforming.

There was further discussion as to the Site Plan recently approved for this parcel. Mr. Harris noted that approval would stand.

**Motion** - Ms. Rosner moved and Mr. Hutchison seconded the motion to find that a) Newton Street is a public way and b) the proposed new building lot will have satisfactory frontage on a public way; therefore, the Plan is appropriate for endorsement. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion. Subsequently, Mr. Squire, Mr. Cavanaugh, and Mr. Hutchison signed the plan

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

**6. PUBLIC HEARING: Special Permit Application for South Hadley & Granby Chamber of Commerce and MConnie Laplante to operate a Professional Business – Chamber of Commerce offices in a portion of the subject property; Property Location: 2 Lyman Street (Assessor’s Map Number #15 - Parcel #79).**

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

The meeting reconvened at 6:56 p.m.

**7. DECISION: Special Permit Application for South Hadley & Granby Chamber of Commerce and MConnie Laplante to operate a Professional Business – Chamber of Commerce offices in a portion of the subject property; Property Location: 2 Lyman Street (Assessor’s Map Number #15 - Parcel #79).**

Mr. Squire asked if there were a motion to approve the Special Permit. Mr. Harris noted that some of the Special Permit criteria – particularly related to Site Planning – would not be applicable to this project.

In terms of conditions for approval, Mr. Harris suggested that they primarily relate to the project being undertaken as described in the submittal and the public hearing.

**Motion** – Ms. Rosner moved and Mr. Cavanaugh seconded the motion to waive those Special Permit standards which do not apply to this project due to the fact that the applicant is using existing building and parking space. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

**Motion** – Mr. Cavanaugh moved and Ms. Rosner seconded the motion to approve the Special Permit application subject to the project being undertaken as presented in the application submittal and the public hearing and other, “standard” conditions.. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

Mr. Harris suggested that, since the public forum was advertised for 7:15 p.m. and there is another 10+ minutes, the Board should take up the Development Update/Planners Report and Other New Business. All members indicated that they concurred.

## 9. Development Update and Planner's Report

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

### a. *Development Report*

- 548 New Ludlow Road - The developer of the Quality Fleet Services facility had expressed interest in changing the Stormwater system to underground but has since indicated that he would like to stick with the already approved plan.
- One Canal Street - A very preliminary schematic design has been submitted for departmental discussions. Mr. Harris noted that he is holding a preliminary joint meeting with the various departments and the applicant this Friday.
- Mountainbrook Street Acceptances (no change)
- Rivercrest Condominiums (no change)
- Ethan Circle – Mr. Harris noted that he has had three inquiries (from the contractor, developer, and builder) as to how the developer can receive a partial release of the Covenant Agreement so that they can begin building/selling lots. In response, he has sent all parties in email reminding them of the provisions of the Planning Board Decision and the Subdivision Regulations which detail what is required. He has also noted that when the Board approved the recent modification of the plan, they did so with a condition that a revision be submitted stamped by a PE and no such stamped revision has been received yet and must be received before the Board can consider a Release of the Performance Guarantee.
- Adam & Eve Estates subdivision – All required materials have been received including a draft of a right of way deed.
- Annapfield Estates subdivision - All required materials have been received except for a draft of a right of way deed.
- Western Mass Yacht Club – potential Special Permit (no change – no application has been received)
- South Hadley/Granby Chamber of Commerce – Mr. Harris stated that the application was just dropped off during the meeting.
- Zoning for small domesticated pets – pot belly pigs, miniature goats, etc. (no change).
- Zoning Bylaw –The updated Zoning Bylaw is on the Town's website.

### b. *Other Projects*

- Urban Renewal and Redevelopment Authority. (Discussed previously) No change – Joint Meeting on June 21st may discuss this matter)
- Housing Studies. (To be discussed under Agenda Item #8)
- Complete Streets Program Participation. Mr. Harris stated he has been asked by the Town Administrator to handle submittal of the Town's Complete Streets Policy to MassDOT for approval. This submittal should be completed this month.
- Chapter 43D Expedited Permitting Program. Mr. Harris has received a "sign off" from the authorized representative of the owner of the Gaylord Street Industrial Priority Development Site and anticipates submitting the application to the State for approval by the end of this month.
- Participating with the Bike/Ped planning process.
- Mount Holyoke College Intern Opportunity
- Permitting Guide (in progress)

- General Code (continuing to participate as needed)
- Health Impact Assessment. PVPC staff are scheduled to meet with the Board in June (likely on June 27th) on this project.
- South Hadley Falls Smart Growth District. The adopted Design Guidelines have been posted on the Town's website

c. *Workshops/Training Opportunities*

Mr. Harris stated he has either attended or is scheduled to attend the following:

- "Massachusetts Association of Planning Directors Annual Conference" held May 19-20, 2016.
- "Massachusetts Housing Partnership Housing Institute" held June 14-15, 2016
- "Massachusetts Smart Growth Conference" held June 2, 2016
- "Western Mass Developers Conference" being held June 23, 2016

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

Ms. O'Brien noted that she has seen "No Trespassing" signs on the fence at the Plains School. Mr. Harris suggested those are likely related to the construction underway at the site.

Ms. Rosner stated that she will not be able to attend the joint meeting with the Selectboard on June 21, 2016 due to a prior commitment.

Mr. Harris noted that the time is now 7:14 and the public forum was advertised and noticed for 7:15. Since this is a Public Forum and not a "formal public hearing", he suggested the notice did not need to be read but the subject matter should be noted.

**8. PUBLIC FORUM: Housing Production Plan and Multifamily Study**

Mr. Squire called the public forum to order after the Pioneer Valley Planning Commission staff had prepared the equipment for the PowerPoint presentation. He noted that this is a public forum on the Town's development of a Housing Production Plan and a Multifamily Study.

Shawn Rairigh, Senior Planner and Larry Smith, Senior Planner with the Pioneer Valley Planning Commission were in attendance to facilitate the public forum.

Shawn Rairigh noted that the 2010 Master Plan's Housing Chapter provides much of the background needed for a Housing Production Plan. Using a PowerPoint presentation (copy is on the Town's website and a hard copy is in the Planning Board files), he reviewed the purpose and scope of a Housing Production Plan and the demographic changes and projections which have been gathered to date. He reviewed what is meant by "affordable" and there was discussion of "40B affordability" and "market affordability".

There was discussion as to the implications of a community not addressing its housing needs. These implications relate to the "40B" issue but also the potential impact for a community's economic development. It was noted that housing market demands are changing to a more

“smart growth” oriented development interest and communities need to meet the younger housing tastes to provide the labor market and consumer demand for new economic development. Comments were also made as to how the “smart growth” development approach can help communities address “obesity” and health issues. Mr. Harris noted that the region and State have had trouble filling labor force needs due to the lack of affordable housing which meets the younger market needs. “Affordable” housing is what is needed for persons entering the labor market – new teachers, laborers, etc.

Shawn Rairigh reviewed the Goals from the Housing Chapter of the Master Plan and inquired if these goals are still valid and how some of them came to be in the Master Plan. Mr. Harris provided some background on several of the goals, such as discussion as to why a Housing Trust was proposed and that the Selectboard has appointed the Redevelopment Authority as the Trust.

As part of the discussion of the goals, there was discussion about a number of related topics and programs, such as “sustainable housing development” and the Local Initiative Program.

A member of the audience inquired as to what it costs the Town to develop the necessary housing. This prompted a discussion as to how affordable housing gets developed/funded today. Mr. Harris noted that the days of “public housing” with Federal funding ended decades ago. Today, funds for affordable housing are largely raised through “Tax Credits” and some State/Federal programs. He noted that the Town was fortunate to have the assistance of Matt McDonough when the Town was trying to develop Hubert Place as it took 4-5 years from the time the site (managed by Mr. McDonough) was secured for the project and the time the developers could pay for the property.

Michelle McAdough, Vice-President of HAP, Inc. noted that she has developed a number of housing developments (and lives in South Hadley) reviewed how affordable or work force housing is funded and developed. She reviewed two projects in Northampton as examples.

Comments were made about taxation of “affordable housing” developments. Michelle McAdough noted that they pay taxes. But, she also commented that they would like the assessment to consider that these type of developments are more costly to undertake and operate.

A question was raised as to the next step in this process. Shawn Rairigh stated that they will be back at the Planning Board on June 27<sup>th</sup> to work on determining how the community wants to achieve its housing goals – the strategies.

\_\_\_\_\_ Glass, inquired as to who builds the infrastructure for the developments. Michelle McAdough, stated that, like other developments, the developer pays for the utilities, roads, etc.

There was discussion as to the types of development – making certain that the development fits into the area. There was a comment made that the Alvard Street area should be left as open space. Mr. Harris noted that the community decided otherwise over 40 years ago when

they put the interceptor sewer and other infrastructure in place. Those investments allowed Stonegate subdivision, Spring Meadow subdivision, Riverboat Village apartments, etc. to develop. Unless the community purchases the development rights on the land, the question is not whether they will be developed, but how and when they will be developed. A well-designed multifamily or cluster style development can save more functional open space and provide more housing at different price points, than a large-lot subdivision.

Mr. Squire thanked everyone for attending and closed the public forum.

### 11. 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 9:07 p.m.

Respectfully submitted,

**AS APPROVED**

Richard Harris, Recorder

### Attachment A

#### List of Documents Reviewed in June 16, 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
PowerPoint presentation on Housing Production Plan	Planning Board Files
Right of First Refusal materials	Planning Board Files
339 Pearl Street ANR Plan	Planning Board Files
Stonybrook ANR Plan	Planning Board Files
Chamber of Commerce Special Permit Application Materials	Planning Board Project Files

**SOUTH HADLEY PLANNING BOARD PUBLIC HEARING**  
**ON APPLICATION FOR SPECIAL PERMIT – PROFESSIONAL BUSINESS**  
**CHAMBER OF COMMERCE OFFICE**

**2 LYMAN STREET**

**BY M. CONNIE LAPANTE & SOUTH HADLEY/GRANBY CHAMBER OF**  
**COMMERCE**

**MINUTES OF JUNE 16, 2016**

**As Approved June 27, 2016**

**Present:** Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair; Brad Hutchison, Member; 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.

Ms. Rosner read the notice of the Planning Board public hearing:

The South Hadley Planning Board, in accordance with the provisions of Chapter 40-A, Section 11, Massachusetts General Laws, will hold a public hearing on Thursday, June 16, 2016 at 6:45 p.m. in the Selectboard Meeting Room of the Town Hall to discuss the application of M. Connie Laplante and South Hadley/Granby Chamber of Commerce; 2 Lyman Street; South Hadley, MA for a Special Permit/Modification of Special Permit under Section 5(E) and Section 9 of the Town's Zoning By-Law to allow use of a portion of the building and property at 2 Lyman Street to be used as an office for the South Hadley and Granby Chamber of Commerce in addition to the Real Estate Office operated by M. Connie Laplante. Other aspects of the project include revision to the existing signage on the property. The subject property is located on the west side of Lyman Street and known as 2 Lyman Street and identified on Assessor's Map Number # 15 as Parcel #79.

Plans and the application may be viewed at the Office of the Planning Board during normal office hours (8:30 a.m. to 4:30 p.m.). Any person interested in, or wishing to be heard regarding, this application should appear at the time and place designated.

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                    Friday, June 3, 2016

Mr. Squire asked the applicant to present their proposal.

Connie Laplante, one of the applicants, spoke about their length of operating the real estate business at this location and that there had not been any issues with the operation.

Mr. Harris provided some background on the existing professional business at this location noting that the Planning Board granted a Special Permit in 1991 for operating a real estate office on the premises. Two subsequent amendments (during the early to mid-1990's) to the Special Permit allowed inclusion of the current permittee "M Connie Laplante, Inc." and to expand the allowed uses to include conducting real estate courses on the site.

Dale Johnston, Executive Director of the South Hadley/Granby Chamber of Commerce, explained their proposed use of the premises as involving only one room and that often times, that room will be vacant as he conducts most of the work outside of the office. Therefore, on a typical day there would be no vehicle associated with the Chamber business but when he is at the office, there will be one, maybe two vehicles associated with the Chamber business. When the Board meets at the location, which is at most once in a month, there will be more cars.

Dale Johnston, Executive Director of the South Hadley/Granby Chamber of Commerce displayed a draft of the proposed signage for the Chamber office. He noted that they are still working through the process of designing the sign. He and Connie Laplante stated that the sign will conform to the Town's regulations.

Mr. Harris noted that the maximum size sign allowed for this use is 16 square feet. He noted that he believes that the address of the location can be on the upright posts and not count towards the "sign" since the General Bylaw requires owners to post their address for 911 purposes. Board members indicated that they agreed with Mr. Harris' suggestion.

Pat Gavin, \_\_\_\_\_, inquired about the special permit being transferred. Mr. Harris stated that Special Permits may not be transferred but a new operator could apply for a new Special Permit.

Mr. Squire asked if there were further comments. There being no further public comment, Mr. Squire closed the hearing at 6:56 p.m.

Respectfully submitted,

**AS APPROVED**

Richard Harris, Recorder