

Background Materials for April 13, 2015

Agenda Items #1 through #11

Agenda Item #1 – Minutes

I have distributed draft copies of the following minutes for your consideration:

- 1). March 23, 2015 Planning Board Meeting
- 2). March 23, 2015 Public Hearing – SPR for Slapin and Solomon Home Occupation II

ACTION NEEDED: Review, edit and approve the minutes.

Agenda Item #2 – Bills and Correspondence

A list of the bills and correspondence are attached – at this time the only bills we have are as follows:

Agenda Item #3 - Public Hearing: Amendment to Zoning Bylaw

6:45 p.m.

Based on the discussion in March, I have submitted a warrant article to amend Section 7(Z) of the Zoning Bylaw to clarify that this section does not apply to a single two-family building constructed on a single lot.

As discussed at the last meeting, in 2014, Town Meeting amended the Zoning Bylaw, at the Planning Board's request, to add the following Subpart (Z) to Section 7 of the Zoning Bylaw.

*(Z) Multi-Family and Multiple Dwellings
(Adopted May 10, 2014 Town Mtg.)*

All multi-family developments and developments with more than one dwelling on a single parcel of land shall conform to the provisions provided below.

1. *Allowable Unit Count. The permitted number of dwelling units in a multi-family building or development and developments with more than one dwelling on a parcel shall not exceed the number permitted utilizing the methodologies established in Section 7J for land located within the Residence A-1, Residence A-2, and Agricultural districts, and on the dimensional table footnotes relating to the amount of lot area per dwelling unit for special permits in all other districts. Density bonuses may not be granted unless the development conforms to the Flexible Development process, procedures, and standards.*
2. *Front Entrances. Front entrances to multi-family buildings shall open onto sidewalks and streets or common public spaces and not onto parking lots. Multi-family buildings and developments shall create shared open spaces, which may be - but shall not be required to be - open to the general public, along a street or common green. Rear entrances and entrances for services and delivery may be from parking areas.*
3. *Conformity to Other Requirements. In all other respects, the layout and relationship of buildings to each other and to streets, public spaces, and parking areas shall be as provided in other applicable sections of this*

Bylaw as well as any design standards or guidelines adopted by the Planning Board.

4. *Required Open Space. On parcels of at least two acres, multi-family developments and developments with more than one building for dwelling purposes on a single parcel of land shall include usable open space in the same proportion and character as required of developments under Section 7(J) of the Zoning Bylaw.*
5. *Exceptions.*
 - a. *Such uses located within the South Hadley Falls Overlay District shall not be subject to the Density or Open Space restrictions within this subpart 7(Z).*
 - b. *Developments for which a permit has been granted or which have been developed prior to May 10, 2014, shall not be subject to the provisions of this subpart 7(Z).*
6. *Parcels containing more than one building with a dwelling. A parcel may contain more than one building with a dwelling, provided the following conditions are satisfied:*
 - a. *Such use is identified as being as allowed within the subject zoning district in by Section 5(E) Use Regulations Schedule; and,*
 - b. *The parcel has sufficient acreage to comply with applicable density limitations; and,*
 - c. *The applicable density limitations are the same as what is allowed under the Flexible Development provisions in Section 7J(7) except they may not exceed the cap set forth in Section 7(Z)5d below; and,*
 - d. *In the Residence A-1, Residence A-2, and Agricultural districts, no parcel of any size may contain more than 4 dwelling units on it except pursuant to the Flexible Development provisions of Section 7J; and,*
 - e. *Such a parcel may not be later subdivided unless the subdivided lots conform to the dimensional regulations and the infrastructure including but not limited to the right of way and roadway improvements conform to the Subdivision Regulations in effect when the subdivision is proposed.*

The intent of the amendment was to establish limits on multifamily developments and developments involving more than one building on a single parcel which is used for dwelling purposes. Multifamily developments had been redefined to mean buildings with 3 or more dwelling units located therein. However, the wording of this provision seems to apply the “density” cap standard included therein to a single duplex on a single parcel.

I have advertised the public hearing for 6:45 p.m. The amendment simply seeks to add words to revise the introductory sentence and paragraph one. A copy of the article is attached.

ACTION NEEDED: The Board needs to conduct the public hearing.

Agenda Item #4 – Recommendation to Town Meeting: Amendment to Zoning Bylaw

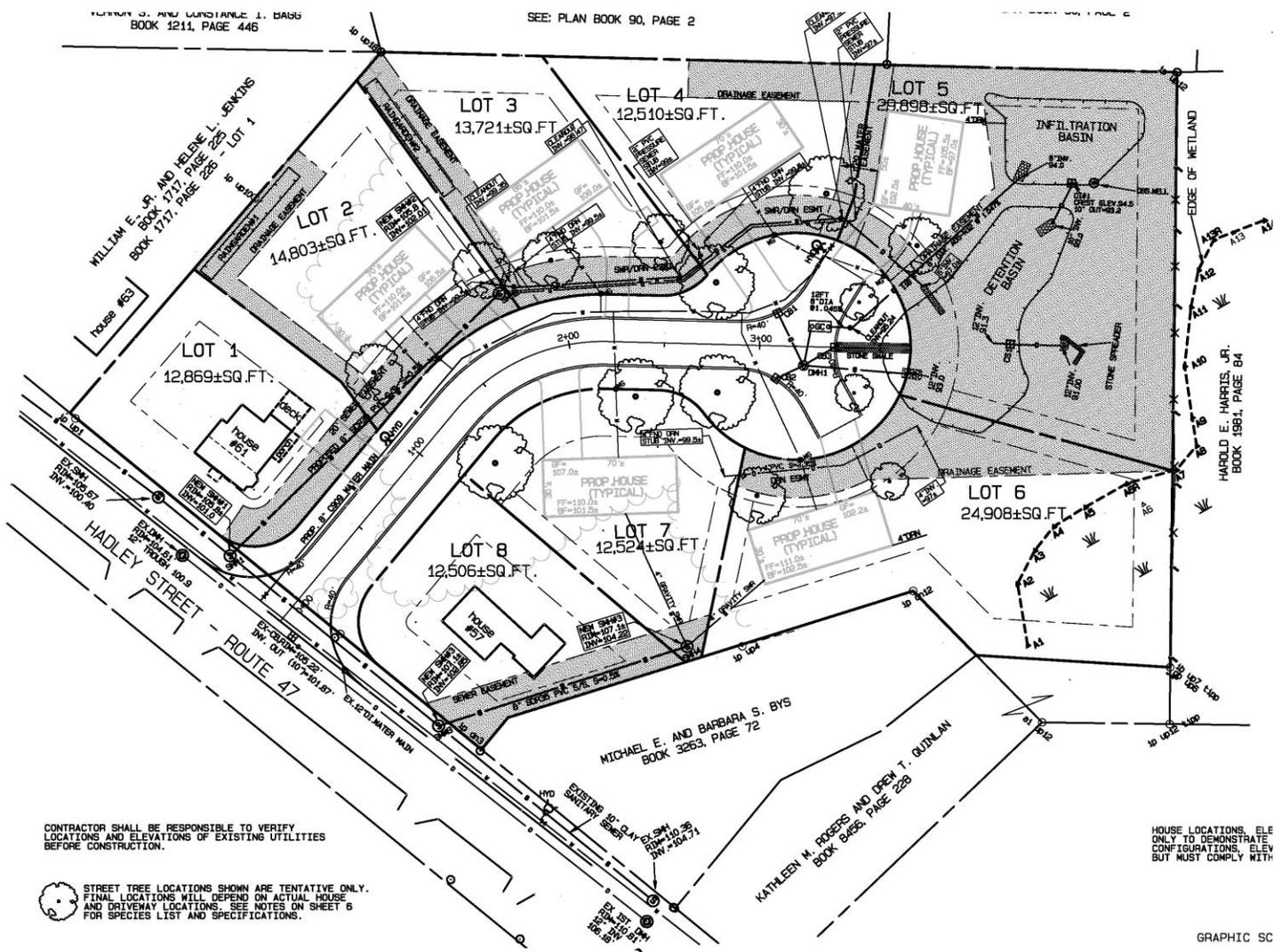
Prior to Town Meeting acting on a Zoning Bylaw amendment, the Planning Board is to provide a report on the amendment. A preliminary report has been uploaded to the Town’s website at the following link: <http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1466>

ACTION NEEDED: The Board should approve a report to Town Meeting regarding this proposed amendment.

Agenda Item #5 – Ethan Circle

The Planning Board Decision on this Definitive Plan required the applicant to submit all materials for the Planning Board endorsement of the Definitive Plan on or before April 10, 2015. I met with the applicant and his representative on April 1, 2015. It was apparent that they are working on preparing the required materials but would not have them submitted by April 10th. Therefore, I suggested that he seek an extension of the deadline but it should be the minimum amount realistically needed to finalize his submittal. Therefore, he has submitted a request for a 30 day extension which would run through May 10, 2015.

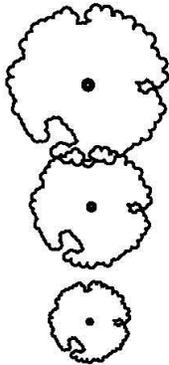
Additionally, the consultant for Ethan Bagg has provided a planting plan (excerpt below) to meet the requirements of the Subdivision Regulations and the Board’s decision.



This plan provides 14 plantings instead of the required 12. Ten of the proposed plantings would be in the front yards of the 6 new lots but four would be in the right of way of Ethan Circle.

The proposed trees are identified as follows:

TREES TO BE PLANTED:



TREES TO BE PLANTED SHALL BE SELECTED FROM THE LIST BELOW IN THE APPROPRIATE SIZE CATEGORY (SEE SYMBOLS ON PLAN SHEET 3). TREES TO BE PLANTED SHALL BE BALLED IN BURLAP AND A MINIMUM 2.5" CALIPER AT 1 FT. ABOVE THE GROUND.

LARGE (60'-90'):

RED OAK	Quercus rubra
PIN OAK	Quercus palustris
SUGAR MAPLE	Acer saccharum

MEDIUM (40'-60'):

RED MAPLE	Acer rubrum
COMMON HACKBERRY	Celtis occidentalis
LITTLELEAF LINDEN	Tilia cordata

SMALL (<40'):

CRABAPPLE	Malus sp.
FLOWERING DOGWOOD	Cornus florida
WASHINGTON HAWTHORNE	Crataegus phaenopyrum

The project consultant has stated that “[t]here are 5 large, 6 medium, and 3 small trees proposed, to fit within the space available.”

The project consultant stated in his earlier email that “[d]ue to the extent of utility and drainage easements on the site, it is not practical to locate all trees in compliance with items 14 b and c of the Planning Board decision. The attached proposal instead adds two extra trees (14 total) and locates 4 within the Right-of-Way, where the Y turnaround provides ample area. In terms of shading and aesthetics, [he] suggest[ed] that this is a better option, and still complies with section 8.10 of the Subdivision Regulations.”

Items 14b and 14c of the decision specified:

- b. *Number of Trees:* At least two trees shall be provided on each new lot. Thus, this applies to lots #2 through #7 but not to lots #1 and #8 since they presently have residences constructed thereon.
- c. *Location of Trees:* The required trees shall be located between the front of the house and the right of way line but not within any drainage or sewer easement nor in any location which would interfere with the operation or maintenance of any utilities.

Since four plantings were proposed for the right of way which is intended to eventually become a Town way, I expressed concern about such plantings and requested that the DPW Superintendent and Tree Warden provide comments. In an email dated April 8, 2015, the DPW Superintendent stated that “[t]he Tree Warden has reviewed the plan. Neither one of us has any objections to the proposed plantings.]

ACTION NEEDED: Granting of a 30-day extension by the Board and determine that the deviation from the specifications in the Planning Board decision in the planting plan is acceptable.

Agenda Item #6 – Chatham Estates Subdivision – Release of Performance Guarantee

As the Board members know, this is a four lot subdivision located off Woodbridge Street near Pearl Street being developed by Stephen Doyle. Section 5.06 of the Subdivision Regulations sets forth the procedures for requesting and acting upon Releases of the Performance Guarantee.

The developer has submitted a request for Release of the Performance Guarantee while his engineer/surveyor has submitted pdfs of the “As-Built” plans which the DPW Superintendent, Water Department Superintendent, and SHELD Manager have approved. I anticipate receiving hard copies of the “As-Built” plans and the Engineer’s Certificate of Completion prior to the meeting on April 13th. Upon receipt of these materials, in accordance with Section 5.06, I will be requesting Completion Certifications from the DPW Superintendent, Water Department Superintendent, and SHELD Manager that the project has been completed according to their requirements.

Accordingly, if the As-Built” plans and the Engineer’s Certificate of Completion are received prior to the meeting, I would recommend the Board Release the Performance Guarantee subject to receipt of the sign off certifications from the 3 departments/agencies.

ACTION NEEDED: If the required materials are received prior to the meeting, Release of the Subdivision Performance Guarantee conditioned upon the Completion Certifications being received by the Planning Board office.

Agenda Item #7 – DLTA Request

In December 2014, we submitted a DLTA request for the multifamily development planning project as a DLTA. They reviewed the project favorably; however, it was suggested that the Town should try to include this activity as part of the PATH grant application. This was done, but we have been informed that DHCD does not intent to fund the multifamily study as part of the PATH project.

We were recently notified that applications are being solicited for a second round of 2015 DLTA projects. Proposals are due no later than Friday, April 24, 2015. Therefore, I am proposing that the Planning Board submit the Multifamily Development study as a DLTA project in this second round. While the DHCD staff believes the Multifamily Study should occur after the Housing Production Plan is developed, I strongly believe they need to occur concurrently – this will provide us with the opportunity to pursue tools to implement both studies recommendations at the May 2016 Annual Town Meeting.

A copy of the draft proposal is attached for the Board’s review.

ACTION NEEDED: Authorization to submit the DLTA proposal and for the Chair to sign the submittal.

Agenda Item #8 – Planning Board Master Plan Priorities

Judy Gooch contacted me regarding the Planning Board priorities. She noted that in December, the MPIC had – as part of their submittal to the Board – noted the following as the Planning Board’s priorities based on our prior discussions:

- 1) developing smart growth plan and design standards for the Falls and other high density areas, to be ready for Town Meeting in May;
- 2) developing plans for flexible development;
- 3) working on an inclusionary housing bylaw.

In her email earlier this week, she inquired as to whether these three priorities are still accurate or if there are other activities should be mentioned.

I would suggest that the following more accurately reflects our current focus:

1. Developing smart Growth District including design standards for the Falls, originally anticipated to be ready for Town Meeting in May; however, since State approval has not been received yet, anticipate moving forward at a Fall Special Town Meeting;
2. Working on revisions to the Flexible Development provisions of the Zoning Bylaw;
3. Working on a Design Review Bylaw;
4. Working on efforts to develop affordable housing including a Housing Production Plan, Multifamily development study, and an Inclusionary Zoning Bylaw. Funding for the Housing Production Plan is anticipated to be received through a State grant and Town Meeting is being asked to appropriate funds for the Multifamily development study in May 2015.

I informed Ms. Gooch that I would bring it to the Board to determine the Planning Board’s Master Plan priorities. She is attempting to finish the MPIC report to Town Meeting.

ACTION NEEDED: Determine the Board’s current Master Plan priorities.

Agenda Item #9 – Master Plan Matrixes

In January, members of the Master Plan Implementation Committee (MPIC) and the Board discussed the status – in general terms – of the Recommended Actions in the Master Plan. It was noted that many recommendations are being implemented while others are not. Reasons for non-implementation vary from the responsible board/committee/departments not being interested in do so to the recommendation no longer being relevant. Additionally, the discussion included consideration of updating the plan. As the first step to developing the scope for an eventual update of the plan (probably 4-5 years from now), the Board agreed that it would be appropriate to review the Implementation Matrixes and determine which Recommended Actions should be revised – rewording or assigning to a more interested or relevant department or board/commission and which ones should be deleted.

These Matrixes were previously provided to you. At the last meeting, the Board divided the matrixes up for your individual review as follows:

- Town Administrator through CEDC: Jeff Squire
- Conservation Commission through Library: Helen Fantini

- Planning Board: Joan Rosner
- Selectboard: Mark Cavanaugh
- Others: Melissa O'Brien

The review is to answer the following:

- What has been done?
- Has the Recommended Action been completed?
- Is the Recommended Action relevant today?
- What should be the priorities for the next five years?
- Is another party a better match for being responsible for implementation?

Two representatives of MPIC noted some areas in which there appear multiple departments with responsibility for related actions along 8 different topics:

- a) Recreation & Tourism
- b) Transportation & Mobility
- c) Communication & Education
- d) Community Preservation Act
- e) Historic District
- f) Walking & Biking
- g) Connectivity – Public Transportation
- h) Scenic Roads

The members of MPIC have taken the time to compile the Recommended Actions which fall into these various topics and the departments/boards/agencies which were designated as having responsibility for implementation of the various actions. This information has also been provided to you.

ACTION NEEDED: No definitive action is required at this time; however, the Board agreed at the last meeting to begin to begin reviewing each of the Recommended Actions on these matrixes.

Agenda Item #10 - Development Update and Planner's Report

I will provide a report on the following items:

a. *Development Report*

Mount Holyoke College – Verizon Cellular Application: Ellen Freyman has submitted a Special Permit application/Site Plan Review application for a Verizon installation on the Mount Holyoke College Clapp Laboratory Building but also involving several other buildings. The applications have been advertised for an initial public hearing for April 27, 2015. Ms. Freyman is attempting to meet with the Historical Commission to obtain their input prior to the Planning Board's public hearing. The application and plans have been uploaded to the Town's website at the following link:

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1468>

Annafield Estates Subdivision: This project is moving towards final completion very shortly.

34 Bridge Street: Apparently Mr. Spring has obtained the Electrical and Plumbing Inspectors' approvals of the unit involved.

One Canal Street and 27 Bardwell Street: The Town has accepted proposals for the sale and redevelopment of these two parcels and agreements between the Town and developers have been signed. The developers are anticipated to request an informational meeting with the Planning Board for April 27, 2015. The zoning of both parcels (1 Canal Street is zoned Business B while 27 Bardwell Street is zoned Residence B) will require a special permit for multifamily development.

New Business Signs: Berkshire Bank at 74 Lamb Street are proposing to install new illuminated signs and a business at 2092 Memorial Drive is also proposing to install new illuminated signs. Copies of both proposals are attached. I am reviewing the submittals to determine if they warrant Planning Board review. I have included some email threads regarding the Berkshire Bank proposals which explain their proposals in more depth.

Street Acceptances: The Town Administrator and I have been working towards having Red Bridge Lane and East Red Bridge Lane accepted at the Annual Town Meeting in May. This matter is currently on the Warrant and, as the Board will recall, at the last meeting the Board voted to recommend acceptance of the ways. We are looking to resolve some issues as to the ability of the developer to convey a right of way deed and whether the Town should have an easement or a fee interest in the way.

b. Pioneer Valley Planning Commission

Housing Plan. We are waiting action on our application for a PATH grant. This grant would include undertaking an update of the Housing Production Plan (part of the Housing Chapter of the Master Plan) as well as undertake the multifamily development study.

Multifamily Development Study. In addition to the PATH grant application and request for a District Local Technical Assistance grant application to fund this study, I submitted a request for an appropriation in the FY 2016 budget for this study.

c. Meeting Schedule through June 2015

This is to recap the meeting schedule that the Board accepted through June 30th:

- a) April 27, 2015
- b) May 11, 2015
- c) May 27, 2015 **TENTATIVE** Replacement for Memorial Day
- d) June 8, 2015
- e) June 22, 2015

With the new website, the meeting schedule is no longer on the website. I am working to determine how to post a new Meeting Schedule on the Planning Board's web page. In the meantime, I have listed these meetings on the Town's website calendar.

- d. Professional Development Day – Scheduled for April 17, 2015*
- e. Workshops/Training Opportunities*
- f. OnLine Permitting Program*
- g. New Town Website: working on better managing the Board's materials on the website.*

Agenda Item #11 – Other New Business

I have included this agenda item for Board members to bring up new items (for discussion and future consideration) that are not on the agenda and which the Chair could not reasonably expect to be discussed/considered as of the date which the agenda was posted.

SOUTH HADLEY PLANNING BOARD REGULAR MEETING

MINUTES OF MARCH 23, 2015

DRAFT - DRAFT

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair; Helen Fantini, Clerk (arrived at 6:38 p.m.); Joan Rosner, Member (arrived at 6:38 p.m.); Melissa O'Brien, Member; and Richard Harris, Town Planner

Mr. Squire called the meeting into session at 6:31 p.m.

1. Minutes

a. April 28, 2014 Planning Board meeting minutes

Mr. Harris referenced the draft minutes which he had previously distributed. The Board members reviewed the draft minutes. No corrections to the minutes were suggested.

b. April 28, 2014 Public Hearing minutes (Zoning Bylaw amendments)

Mr. Harris referenced the draft minutes which he had previously distributed. The Board members reviewed the draft minutes. No corrections to the minutes were suggested.

c. April 28, 2014 Public Hearing minutes (Subdivision Regulations amendment)

Mr. Harris referenced the draft minutes which he had previously distributed. The Board members reviewed the draft minutes. No corrections to the minutes were suggested.

d. February 10, 2015 Planning Board meeting minutes

Mr. Harris referenced the draft minutes which he had previously distributed. The Board members reviewed the draft minutes. No corrections to the minutes were suggested.

Motion - Mr. Cavanaugh moved and Ms. O'Brien seconded the motion to approve the January 27, 2014 Public Hearing minutes (Patriot Care Corporation) as submitted. The Board voted **Four (4)** out of **Four (4)** members present in favor of the motion.

Motion - Mr. Cavanaugh moved and Ms. O'Brien seconded the motion to approve the sets of minutes presented for April 28, 2014 (meeting and public hearings) and February 10, 2015 (meeting) as presented. The Board voted **Three (3)** out of **Three (3)** members present in favor of the motion.

(Ms. Fantini arrived at 6:38 p.m.)

(Ms. Rosner arrived at 6:38 p.m.)

h. March 9, 2015 Public Hearing (Adam Sweet – 56 Lincoln Avenue) minutes

Mr. Harris referenced the draft minutes which he had previously distributed. The Board members reviewed the draft minutes and noted corrections which needed to be made (to the header on the pages after the first page).

Motion - Ms. Rosner moved and Ms. Fantini seconded the motion to approve the March 9, 2015 Public Hearing (SPR application by Adam Sweet – 56 Lincoln Avenue) 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 referenced the list of correspondence and a list of additional correspondence provided at this time. He stated that there are no bills ready for payment at this time.

Mr. Harris noted that the public hearing was not scheduled to begin until 6:45 p.m. and there were persons present for the Mountainbrook item. Accordingly Mr. Squire stated that the Board would proceed to Agenda Item #7.

7. Consider Release of the Subdivision Performance Guarantee for Mountainbrook Subdivision Phase I. Property Location: Red Bridge Lane and East Red Bridge Lane (Assessor's Map #36).

Mr. Harris reviewed the background on the development and noted that the Town DPW Director, SHELD Manager, and both Fire Districts' Water Superintendents had signed off on the Completion Certifications. While Mr. Harris has received the acceptable "As-Built" plans and the project engineer's certification, he has not received a letter from the developer requesting release of the Performance Guarantee. He also commented that the Release sought with this item is only of the Subdivision Performance Guarantee required pursuant to the Subdivision Regulations and the Subdivision Control Law and not the Letter of Credit Performance Guarantee required as a condition of the Special Permit under the Zoning Bylaw and Chapter 40A of MGL.

Additionally, Mr. Harris stated that the Town is working towards having the streets accepted at the May 2015 Town Meeting. One aspect of this acceptance is having the Planning Board make a recommendation regarding the acceptance.

A question was asked if the Release and the recommendation on the acceptance can be one motion or whether there should be two motions. Mr. Harris suggested the Board make two separate motions.

Motion - Ms. Rosner moved and Ms. O'Brien seconded the motion to Release the Subdivision Performance Guarantee for Mountainbrook Phase I but not the Special Permit Performance Guarantee. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

Motion - Ms. Rosner moved and Ms. O'Brien seconded the motion to recommend that the Town accept the roadways (Red Bridge Lane, East Red Bridge Lane, and the access drive off the end of Mountainview Street) as Town ways pursuant to Chapter 82, Sections 21-24. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

Bob Berwick, 22 East Red Bridge Lane indicated he was speaking on behalf of the homeowners and thanked the Board, Town, and Mr. Harris for their working with them over these past years to get this project completed. He indicated he had a few questions:

What is the Homeowners Association liability for the improvements once the streets are accepted?

When will Phase 2 begin? What type of Performance Guarantee is on Phase 2?

What will be the Homeowners Association responsibility for the Phase 2 improvements?

Mr. Harris stated that he understood they would like to begin work on Phase 2 this year. However, he stated that the developer has not provided any details. In terms of the Performance Guarantee, at this time, there is a "Covenant Agreement" which would allow them to construct the infrastructure but not begin any home construction. He suggested that the homeowners consult their attorney as to the liability and responsibility issues.

Mr. Squire recessed the meeting for the public hearing at 6:46 p.m.

3. 6:45 PM – PUBLIC HEARING: Site Plan Review of proposed Home Occupation II – Scott Slapin and Tanya Solomon Music Lessons/Studio. Property Location: 37 Mountain Avenue (Assessor’s Map #27 as Parcel #109).

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

The meeting reconvened at 7:05 p.m.

4. DECISION: Site Plan Review of proposed Home Occupation II – Scott Slapin and Tanya Solomon Music Lessons/Studio. Property Location: 37 Mountain Avenue (Assessor’s Map #27 as Parcel #109).

Board members discussed the draft decision as reviewed during the public hearing.

Motion - Ms. O’Brien moved and Mr. Cavanaugh seconded the motion to find that the proposed Home Occupation II (Music Lessons/Studio) conforms to the standards set forth in the Zoning Bylaw for such use and grant Site Plan Review approval for the application by Scott Slapin and Tanya Solomon subject to the findings and conditions as set forth in the draft decision as discussed during the public hearing. The Board found that the conditions are necessary and appropriate to fulfill the standards of Section 12 and Section 7(A) of the Zoning Bylaw. The Board voted **Four (4)** out of **Five (5)** members present in favor of the motion (Ms. Fantini recused herself from discussion and voting on this matter).

5. 7:30 PM – PUBLIC HEARING CANCELLED: Site Plan Review of proposed Home Occupation II – Adam Sweet Music Lessons/Studio. Property Location: 56 Lincoln Avenue (Assessor’s Map #27 as Parcel #308). (Continued from March 09, 2015) This application has been withdrawn via email on March 18, 2015

Mr. Squire noted that this application has been withdrawn; therefore, the public hearing is cancelled.

6. DECISION: Site Plan Review of proposed Home Occupation II – Adam Sweet Music Lessons/Studio. Property Location: 56 Lincoln Avenue (Assessor’s Map #27 as Parcel #308).

Since the public hearing was cancelled, no action was necessary regarding this item.

8. Discussion regarding May 2014 Multifamily Amendment

Mr. Harris reviewed the background on this issue. He noted that it arose from an inquiry by someone wanting to build a duplex on a parcel zoned Residence A-2 which is almost 30,000 square feet. The intent of the 2014 amendment was to address density for multifamily developments and developments involving more than one building for dwelling purposes on a single parcel. However, in two key places in the amendment three words were omitted which made that application clear. Thus, it would appear appropriate to clarify the amendment. However, Mr. Harris suggested that could be controversial.

Ms. Fantini and several other Board members also commented that it was not the intent to apply this provision to a single duplex on a single lot.

Martha Terry, 25 Brainerd Street inquired if the Bylaw could not be interpreted more loosely to not apply this provision to the circumstance Mr. Harris described.

Ms. Fantini and Mr. Harris stated that the wording is pretty clear and there did not seem to be any ambiguity – it was clearly not intended to apply or restrict a duplex in situations like this, but it does.

Martha Terry, 25 Brainerd Street stated that she did not see that this should be a controversial amendment. It would simply clarify what was originally intended by the 2014 amendment.

All of the Board members indicated that they thought the Town should go forward with the amendment. Mr. Harris stated that he would inquire of the Town Administrator if they could put this amendment forward – it is late in the warrant drafting process.

Martha Terry, 25 Brainerd Street expressed surprise about the possibility of adding a warrant article. Mr. Harris reiterated that he would ask the Town Administrator and then reviewed the requirements for Zoning Bylaw amendments to be considered by Town Meeting. Due to the statutory requirements, it is likely too late to put forward an amendment by petition (10 signatures required) as Mr. Harris noted that such articles require:

- Submittal of the petition to the Selectboard
- Selectboard votes to refer the petition to the Planning Board
- Planning Board has to advertise a public hearing and hold the public hearing
- Planning Board has a specified period of time (possibly 65 days) in which to make a report to Town Meeting and no action can be taken till either the report has been submitted or the time period has elapsed

9. Discussion of Master Plan Implementation Matrices

Judith Gooch and Ann Eaton of the Master Plan Implementation Committee were present for this discussion.

Board members discussed how to best approach this task. It was suggested that the Board would need to go through each of the Recommended Actions. Ms. Rosner suggested that the 5 members divide the Recommended Actions by groups and review those and report back to the rest of the board at a future meeting. All members indicated they concurred with the suggestion.

Following review of the groupings and their relative size and complexity, the members divided the matrixes as follows:

- Town Administrator through CEDC: Jeff Squire
- Conservation Commission through Library: Helen Fantini
- Planning Board: Joan Rosner
- Selectboard: Mark Cavanaugh
- Others: Melissa O'Brien

Mr. Cavanaugh inquired as to the reasons for each member to review the matrixes. After discussion, Mr. Harris suggested and the members concurred, that the review is to answer the following:

- What has been done?
- Has the Recommended Action been completed?
- Is the Recommended Action relevant today?
- What should be the priorities for the next five years?
- Is another party a better match for being responsible for implementation?

In terms of the time frame, all members indicated that the next meeting – April 13, 2015 – should be a good and reasonable target date for beginning the joint discussions.

10. Development Update and Planner's Report

Mr. Harris reported on the following activities and events:

a. *Development Report*

Mount Holyoke College – Verizon Cellular Application: Ellen Freyman has indicated that she will be submitting a Special Permit application for a Verizon installation on the Mount Holyoke College Clapp Laboratory Building. The application is expected to be submitted within a month.

Annafield Estates Subdivision: This project is moving towards final completion very shortly.

Chatham Estates Subdivision: Mr. Harris had another discussion with Ken LeBlanc regarding this matter but has not heard anything further regarding the Engineer's Certificate of Completion.

34 Bridge Street: October 1, 2012 the Planning Board waived the requirement for a Special Permit for alteration/addition to nonconforming use/structure (i.e., converting office/retail space to an apartment). The waiver was subject to Tom Spring obtaining the necessary inspections and demonstrating to the code enforcement officials compliance with the various building, plumbing, electrical, and life safety-related codes. To date, that apparently has not been accomplished. This begs the question whether the waiver is still valid or has expired.

Board members discussed the status of the waiver. All members present felt it was reasonable that a waiver would expire in the same manner as a Special Permit would expire. In this case, since the waiver required obtaining inspections and certifications of compliance but that was not done, then the waiver has not been acted upon.

Motion - Ms. O'Brien moved and Ms. Fantini seconded the motion to find that the waiver granted to Tom Spring for 34 Bridge Street on October 1, 2012 has expired due to the failure to demonstrate compliance with the conditions of approval. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

One Canal Street and 27 Bardwell Street: The Town has apparently accepted proposals for the sale and redevelopment of these two parcels. Mr. Harris briefly met with the purchaser of the properties. They are planning to submit applications to convert both properties into multifamily (condominiums are likely). Given their desired timeframe to begin the renovations on the Bardwell Street property and construction on the Canal Street property, Mr. Harris stated he anticipates submittal of an informational plan within the next 1-2 months. The zoning of both parcels (1 Canal Street is zoned Business B while 27 Bardwell Street is zoned Residence B) will require a special permit for multifamily development.

b. Pioneer Valley Planning Commission

Housing Plan. An application for a PATH grant has been submitted with the PVPC staff assistance. This grant would include undertaking an update of the Housing Production Plan (part of the Housing Chapter of the Master Plan) as well as undertake the multifamily development study.

Martha Terry suggested that there should be a committee to implement the Town's efforts to meet the 10% goal. It was suggested that Senator Rosenberg and Rep. Scibak indicated that they can get the resources to build and retain the housing needed.

Multifamily Development Study. In addition to the PATH grant application and request for a District Local Technical Assistance grant application to fund this study, Mr. Harris stated he submitted a request for an appropriation in the FY 2016 budget for this study. The Town Administrator suggested that a separate warrant article for this project. Mr. Harris prepared the background for that article.

c. Meeting Schedule through June 2015

Mr. Harris reviewed the outstanding meeting schedule for the Board. Members indicated that the next meeting should be April 13, 2015. The focus of this meeting will primarily be on the Master Plan matrixes.

d. Professional Development Day

This was held January 9, 2015. The next training will be April 17, 2015 but Mr. Harris noted he is scheduled to be on vacation that day.

e. OnLine Permitting Program – The program is starting to be used by various departments

f. New Town Website

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

There was discussion about meeting the affordable housing goal.

Ms. Fantini noted that the Rise of the Falls Facilitation Group will “sunset” in the next few months and reviewed the progress made.

Martha Terry, 25 Brainerd Street, inquired as to how the Board is going to manage the volume of clients for the Home Occupations. She noted that the Board allowed 56 weekly client trips for the 96 College Street home occupation. She also noted the hours of operation allowed were 7:00 a.m. to 9:00 p.m. There was discussion as to whether a firm standard should be developed and put in place.

Ms. Rosner said the Board did not say that 56 client trips were allowed.

Mr. Harris reviewed the hours of limits set forth or not set forth by the adjoining communities.

Ms. Fantini stated that the last two hearings and tonight’s decision show that the approach is working and appropriate.

Mr. Squire suggested that setting forth a firm standard is not a good idea.

Ms. Rosner commented that the economy is changing and it is important for the community to be flexible like other communities.

12. Adjournment

Motion – Ms. Fantini moved and Mr. Cavanaugh 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 8:52 p.m.

Respectfully submitted,

DRAFT

Richard Harris, Recorder

Attachment A

List of Documents Reviewed in March 23, 2015 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
37 Mountain Ave Home Occupation Submittal	Planning Board Project Files
56 Lincoln Ave Home Occupation Submittal	Planning Board Project Files
Lyman Street Duplex Proposal And Multifamily Amendment	Planning Board Agenda Packet Files

3. 6:45 PM – PUBLIC HEARING: Site Plan Review of proposed Home Occupation II – Scott Slapin and Tanya Solomon Music Lessons/Studio. Property Location: 37 Mountain Avenue (Assessor’s Map #27 as Parcel #109).

SOUTH HADLEY PLANNING BOARD PUBLIC HEARING
ON SITE PLAN REVIEW APPLICATION FOR HOME OCCUPATION II
MUSIC LESSONS/STUDIO

37 MOUNTAIN AVENUE

BY SCOTT SLAPIN AND TANYA SOLOMON

MINUTES OF MARCH 23, 2015

DRAFT - DRAFT

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

Mr. Squire called the public hearing to order at 6:46 p.m.

Ms. Fantini recused herself and did not participate in the hearing or discussion of this matter.

Mr. Cavanaugh read the public hearing notice:

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 Monday, March 23, 2015 at 6:45 p.m. in the Selectboard Meeting Room of the Town Hall to discuss the application of Scott Slapin and Tanya Solomon; 37 Mountain Avenue; South Hadley, MA 01075 for Site Plan Review under Section 5(D), Section 7(A) and Section 12 of the Town of South Hadley Zoning By-Law.

The applicant is seeking Site Plan Review approval to allow operation of a Home Occupation II in a portion (approximately 150 square feet) of the building at 37 Mountain Avenue to teach music lessons/studio. There are no exterior modifications or expansions associated with this operation planned for the property. The subject property consists of a 0.36 acre parcel located along the north side of Mountain Avenue at 37 Mountain Avenue and identified on Assessor's Map Number #27 as Parcel #109.

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.

Published Friday March 6, 2015 and March 13, 2015.

Scott Slapin, representing himself and Tanya Solomon, reviewed their backgrounds noting that they have owned the residence for approximately 3 years and were not aware

of the Zoning Bylaw requirements. He stated that they teach elsewhere including in Amherst but they have 6 students who would like to be taught at their South Hadley residence. He reviewed the instruments they teach and their hours of services. He noted that they would have a sign – a decal which has been placed on their window; a photo of which was provided to the Town Planner. (Mr. Harris noted that he had added the photo to their application package.)

Ms. Rosner inquired as to the days of the week on which they would be teaching and the number of clients. Scott Slapin stated they would like to have flexibility to potentially teach classes on any day of the week. Optimistically, Scott Slapin indicated they would like to build up to 12 to 15 students but he also noted that they have learned that a teach usually reaches their maximum load within 2-3 years and they are unlikely to reach the 15 student level. He also described the operation noting that there would be no less than 15 minutes between student sessions – thus, there would not be a need for more parking spaces.

Ms. O'Brien asked about the size the decal sign and how late sessions would be held. Scott Slapin responded that the decal is 144 square inches and sessions would be over no later than 8:00 p.m.

Martha Terry, 25 Brainerd Street stated that she thought the Home Occupation sounded very nice and she had no objection to this application.

Mr. Squire asked if there were any further questions or comments and suggested closing the public hearing. He noted that the application appears to meet all of the standards for a Home Occupation II business. Mr. Harris noted that he had drafted a decision which could be considered for this application and discussed during the public hearing.

Mr. Squire inquired if the applicant had reviewed the draft decision. Scott Slapin responded that he had reviewed the decision and that it looked fine to him.

Mr. Squire read the draft decision aloud – focusing on the findings and the conditions. He then asked the other Board members and the public if they had any questions or comments.

There being no further comments, with the concurrence of the other Board members, Mr. Squire closed the public hearing at 7:05 p.m.

Respectfully submitted,

Draft - Draft

Richard Harris, Recorder

SOUTH HADLEY PLANNING BOARD

BILLS & CORRESPONDENCE

April 13, 2015

BILLS PAYABLE

- Turley Publication, Inc. Proposed Zoning Bylaw Ad \$149.67
-

Letters & Memos

- Booklet from U.S. of America Federal Energy Regulatory Commission received March 27, 2015 regarding Order Amending License and Approving Fish Passage Facility Enhancements Pursuant to Articles 410 and 411
- Letter from Ethan Bagg dated April 1, 2015 requesting a 30 day extension for submittal of materials for endorsements of Ethan Circle Definitive Plan.
- Memorandum from Pioneer Valley Planning Commission dated April 1, 2015 regarding 2015 District Local Technical Assistance Program Projects Solicitation, Round 2
- Letter from Dept. of Housing & Community Development dated April 2, 2015 regarding South Hadley Falls Smart Growth Zoning 40R Application – Completeness Review
- Letter from Stephen Doyle dated April 2, 2015 requesting a release of the performance guarantee for Chatham Estates
- E-mail from John J. Renzi dated April 8, 2015 regarding 74 Lamb Street – Berkshire Bank Proposed New Pylon Sign and the Wall Sign

Town Department Comments on Pending Projects

- E-mail from Jim Reidy, DPW Superintendent, dated April 8, 2015 regarding Ethan Circle Subdivision – draft planting plan
- E-mail from Jim Reidy, DPW Superintendent, dated April 8, 2015 regarding Chatham Estates Subdivision – As-Built Plan
- E-mail from Mark Aiken, Fire District #2 Water Superintendent, dated April 8, 2015 regarding Chatham Estates Subdivision – As-Built Plan
- E-mail from Wayne Doerpholz, SHELD Manager, dated April 8, 2015 regarding Chatham Estates Subdivision – As-Built Plan

Town Department Agendas & Minutes

- Selectboard Meeting Agenda for April 7, 2015
- Conservation Commission Meeting Agenda for April 8, 2015

Legal Notices

Amherst

- Town of Amherst Planning Board Notice of Filing Decision on SPR2015-00009 Site Plan Review to construct a Net-Zero Energy office building, two stories at street and three stories at rear including improvements at 418 North Pleasant Street
- Town of Amherst Zoning Board of Appeals Notice of Public Hearings on ZBA FY2015-00028 Special Permit to amend ZBA FY2013-00014, ZBA FY2008-00008, and ZBA FY1963-16 to construct a new maintenance and laundry facility building at 950 North Pleasant; ZBA FY2015-00029 Special Permit to re-issue and/or renew ZBA FY2009-000004 for the use of as a non-owner occupied duplex, with modifications to conditions, and to modify conditions of ZBA FY2014-00027 at 382 North Pleasant Street; and ZBA FY2015-00030 Special Permit to modify conditions of ZBA FY2011-00016 and ZBA FY2012-00024 to construct a new enclosed entry; to remove a limit on parking behind the building; to erect and eight foot fence; and to increase the number of parking spaces on-site at 481-485 West Street

Chicopee

- City of Chicopee Zoning Board of Appeals Notice of Public Hearing on a variance to create a new reduced size single-family building lot from property at 891 Memorial Drive and leave existing house with a reduced rear yard setback from 20' to 14' +/-; frontage from 100' to 70' and area from 10,000 sf. To 7,000 sf.

Granby

-

Hadley

- Town of Hadley Planning Board Notice of Public Hearing to review two proposed amendments to the Hadley Zoning Bylaws dealing with the overlap and issues between Hadley Flood Plain and Federal Flood Plains and provides a purpose of the district and references the recently adopted Village Center Guidelines

Holyoke

-

News Articles

- News article from GazetteNet.com dated March 25, 2015 entitled “Amherst Eyes Incentives for Affordable Units”
- News article from GazetteNet.com dated April 6, 2015 entitled “Northampton Eyes New Regulations as LED Sign Technology Grows”
- News article from MassLive.com dated March 30, 2015 entitled “Tree Plantings, Canopied Roadways, Urged in South Hadley During Citizens Forum on Green Communities”
- News article from MassLive.com dated April 7, 2015 entitled “South Hadley Selectboard Declines to Support Proposal to Reduce Number of Town Meeting Members by 30”

Publications

- American Planning Association, Zoning Practice. March 2015
- Esri, ArcUser. Spring 2015
- Esri, Esri News for State & Local Government. Spring 2015
- Esri, ArcNews. Spring 2015

TOWN OF SOUTH HADLEY

JEFF SQUIRE
Chairman

MARK CAVANAUGH
Vice-Chairman

HELEN FANTINI
Clerk

JOAN ROSNER
Member

MELISSA O'BRIEN
Member

DAN DODGE
Associate Member



RICHARD L. HARRIS, AICP
Town Planner

OFFICE OF THE PLANNING BOARD

116 Main Street, Room 204
South Hadley, MA. 01075-2896
Telephone: (413) 538-5017 ext. 206 * Fax: (413) 538-7565
www.southhadleyma.gov
Email: rharris@southhadleyma.gov

April 6, 2015

Dear Town Meeting Members:

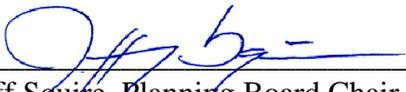
The Massachusetts General Laws, pursuant to Chapter 40-A, Section 5 requires that the Planning Board prepare and submit to Town Meeting a report with recommendations regarding any proposed Zoning By-Law or amendment thereto before any vote to adopt shall be taken by that body. The following report of the Planning Board pertains to an article on the Warrant for the Annual Town Meeting to be held on Saturday May 9, 2015. This is a ***Preliminary Report*** as the Final Report will be provided following the Planning Board's April 13, 2015 Public Hearing and no later than May 9, 2015.

- Article #A – Clarify Duplex developments relative to Section 7(Z)

Article "A" is generally considered a housekeeping article and seeks to amend the Zoning Bylaw to clarify that the limitations placed on multifamily developments and similar developments in Section 7(Z) of the Zoning Bylaw do not apply to development of a single two-family structure on a parcel of land.

Remember, Zoning By-Law amendments require a two-thirds (2/3's) vote. If you have any questions about these articles, please contact the Planning Board.

Sincerely,

S/ 
Jeff Squire, Planning Board Chair

rlh

**May 2015 Town Meeting
Proposed Planning Board Article A
TWO-FAMILY DWELLING CLARIFICATION**

PB Article A. To see if the Town will vote to amend the Zoning By-Law in regard to Multi-Family and Multiple Dwellings by amending: **Section 7, SUPPLEMENTAL DISTRICT REGULATIONS, Subpart (Z) Multi-Family and Multiple Dwellings,** to clarify that the provisions of this Subpart (Z) do not apply to development of a single building with no more than two dwellings located therein on a single lot as detailed in the Planning Board's Report to Town Meeting or take any other action thereto.

The **proposed changes** are as follows:

1. In **Section 7, SUPPLEMENTAL DISTRICT REGULATIONS, Subpart (Z), Multi-Family and Multiple Dwellings** insert the words "building for" and "purposes" in the introductory sentence such that it would read as follows:

All multi-family developments and developments with more than one **building for** dwelling **purposes** on a single parcel of land shall conform to the provisions provided below.

2. In **Section 7, SUPPLEMENTAL DISTRICT REGULATIONS, Subpart (Z), Multi-Family and Multiple Dwellings** insert the words "building for" and "purposes" in the first sentence of paragraph "1" such that it and the remainder of the paragraph would read as follows:

1. **Allowable Unit Count.** The permitted number of dwelling units in a multi-family building or development and developments with more than one **building for** dwelling **purposes** on a parcel shall not exceed the number permitted utilizing the methodologies established in Section 7J for land located within the Residence A-1, Residence A-2, and Agricultural districts, and on the dimensional table footnotes relating to the amount of lot area per dwelling unit for special permits in all other districts. Density bonuses may not be granted unless the development conforms to the Flexible Development process, procedures, and standards.

EXISTING PROVISIONS

Section 7, SUPPLEMENTAL DISTRICT REGULATIONS, Subpart (Z) Multi-Family and Multiple Dwellings

All multi-family developments and developments with more than one dwelling on a single parcel of land shall conform to the provisions provided below.

1. Allowable Unit Count. The permitted number of dwelling units in a multi-family building or development and developments with more than one dwelling on a parcel shall not exceed the number permitted utilizing the methodologies established in Section 7J for land located within the Residence A-1, Residence A-2, and Agricultural districts, and on the dimensional table footnotes relating to the amount of lot area per dwelling unit for special permits in all other districts. Density bonuses may not be granted unless the development conforms to the Flexible Development process, procedures, and standards.
2. Front Entrances. Front entrances to multi-family buildings shall open onto sidewalks and streets or common public spaces and not onto parking lots. Multi-family buildings and developments shall create shared open spaces, which may be - but shall not be required to be - open to the general public, along a street or common green. Rear entrances and entrances for services and delivery may be from parking areas.
3. Conformity to Other Requirements. In all other respects, the layout and relationship of buildings to each other and to streets, public spaces, and parking areas shall be as provided in other applicable sections of this Bylaw as well as any design standards or guidelines adopted by the Planning Board.
4. Required Open Space. On parcels of at least two acres, multi-family developments and developments with more than one building for dwelling purposes on a single parcel of land shall include usable open space in the same proportion and character as required of developments under Section 7(J) of the Zoning Bylaw.
5. Exceptions.
 - a. Such uses located within the South Hadley Falls Overlay District shall not be subject to the Density or Open Space restrictions within this subpart 7(Z).
 - b. Developments for which a permit has been granted or which have been developed prior to May 10, 2014, shall not be subject to the provisions of this subpart 7(Z).
6. Parcels containing more than one building with a dwelling. A parcel may contain more than one building with a dwelling, provided the following conditions are satisfied:
 - a. Such use is identified as being as allowed within the subject zoning district in by Section 5(E) Use Regulations Schedule; and,

- b. The parcel has sufficient acreage to comply with applicable density limitations; and,
- c. The applicable density limitations are the same as what is allowed under the Flexible Development provisions in Section 7J(7) except they may not exceed the cap set forth in Section 7(Z)5d below; and,
- d. In the Residence A-1, Residence A-2, and Agricultural districts, no parcel of any size may contain more than 4 dwelling units on it except pursuant to the Flexible Development provisions of Section 7J; and,
- e. Such a parcel may not be later subdivided unless the subdivided lots conform to the dimensional regulations and the infrastructure including but not limited to the right of way and roadway improvements conform to the Subdivision Regulations in effect when the subdivision is proposed.

OBJECTIVE: The objective of article is to correct an error made in the amendment approved by Town Meeting which inserted Subpart (Z) into Section 7 in that the intent of the 2014 amendment was to regulate only Multi-Family Developments and Developments with more than one building for dwelling purposes on a single parcel.

SUMMARY: This article succinctly and simply fulfills the objective stated above by inserting three words into two sentences as detailed above.

BACKGROUND: This amendment proposed in this warrant article is a “housekeeping proposal” and was the result of further review of the Zoning Bylaw in light of the discussions arising from a proposed duplex on a 30,000 square foot lot zoned Residence A-2. The Board determined that the Zoning Bylaw as amended in 2014 strictly regulated single duplexes which was not intended. Upon reading of the remaining portions of Section 7(Z), it is clear that the intent was to regulate multifamily and multiple buildings, not a single duplex on a single parcel. This amendment does not change the requirement that a duplex be approved by Special Permit where required in Section 5 of the Zoning Bylaw – including all property in the Residence A-1 and Residence A-2 zoning districts.

PUBLIC HEARING: The Planning Board is scheduled to hold a public hearing on this amendment on April 13, 2015.

RECOMMENDATION: The Planning Board, at their April 13, 2015 meeting, may vote on whether to recommend this article as presented, modify the article, or withdraw the article.

TOWN OF SOUTH HADLEY

JEFF SQUIRE
Chairman

MARK CAVANAUGH
Vice-Chairman

HELEN FANTINI
Clerk

JOAN ROSNER
Member

MELISSA O'BRIEN
Member

DAN DODGE
Associate Member



RICHARD L. HARRIS, AICP
Town Planner

OFFICE OF THE PLANNING BOARD

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www.southhadleyma.gov
Email: rharris@southhadleyma.gov

April 13, 2015

Mr. Timothy Brennan, Executive Director
Pioneer Valley Planning Commission
60 Congress Street – Floor 1
Springfield, MA 01104

SUBJECT: 2015 DLTA – Round 2 Proposal

Dear Mr. Brennan:

As you are aware, we are currently working with your staff on a DLTA project to map those areas most appropriate for higher density residential development and, in particular, multifamily development as well as develop zoning tools to facilitate such development. Due to the level of work required, this project has had to focus on creation of a few Smart Growth Districts in established development centers. Mapping of areas appropriate for multifamily development is among the highest priority objectives within our Master Plan to address land use issues as well as facilitation of economic development. Therefore, in response to your solicitation for the FY 2015 DLTA, the Town of South Hadley would like to request assistance in extending this work to the broader issue of multifamily development sites and standards in South Hadley.

The 2010 Master Plan, consistent with the PVPC Regional Plans, recognizes that “a viable housing market and economic development strategy depends partly on having a diverse housing supply.” Without reciting the Master Plan here, suffice to say that the Master Plan promotes identification of areas appropriate for various densities and types of housing while also protecting the Town’s primarily single-family neighborhoods. With the latter concern in mind, the Town has enacted Zoning Bylaw amendments which significantly limit the ability of new multifamily housing to be developed. Thus, the work with the PVPC on trying to establish four smart growth related districts is vital to restoring some balance in the regulations. However, we recognize that four such districts will not be sufficient to have a balanced housing market and will not address the ability of creatively achieving our other community objectives related to housing, the economy, and open space.

Thus, leaving the multifamily regulatory environment in its status quo is not sufficient and the smart growth districts, if enacted, will not be sufficient. Even with the smart growth districts, the limitations on the overwhelming majority of the developable land in South Hadley would likely result in continuation of a very low-density residential pattern which will continue to erode the New England character of the community which the Master Plan sought to maintain.

Accordingly, this project entails creation of a regulatory structure (possibly an overlay district) which would accommodate multifamily development at overall densities much less than the smart growth districts while also maintaining open space and the character of the areas consistent with the Master Plan's Land Use Area Vision Statements and the Goals and Objectives.

This project is anticipated to involve the following tasks:

1. Identification & Evaluation of
 - a) areas which do not have sufficient infrastructure to accommodate multifamily development – at typical or reasonable densities which exceed those of single-family developments in the area
 - b) areas which warrant open space protection
 - c) areas which would reasonably be considered “established” single-family neighborhoods
 - d) parcels or aggregations of parcels or portions of parcels suitable for multifamily development and of sufficient size that they could be developed as separate “neighborhoods” without detracting from established single-family neighborhoods (possibly of sufficient size to allow a mixture of housing types on the parcel to serve as a transition from established single-family neighborhood)
2. Recommendations for the siting, density, regulatory limits, etc. for multifamily development – possibly including design standards
3. Development of recommended regulatory approach and Zoning Bylaw proposals – this is anticipated to involve an Overlay District covering portions of the Residence A-1, Residence A-2, and Agricultural zoning districts
4. Facilitation of community meetings throughout the project – these meetings would be
5. Attendance at Planning Board meetings (anticipate at least 3) & public hearings (anticipate at least 2) and a Town Meeting regarding the Zoning Bylaw proposal
6. Mapping – as appropriate

To the extent possible and resources are available, we would also like to explore, as part of this project, incorporation of “workforce” housing into the Smart Growth Districts and the Overlay District provisions which result from this project. We recognize the limitations of transit and the possibility that such workforce housing may need to be more limited to the South Hadley Falls area.

DLTA Priorities: As with the current DLTA project, this project would appear to fall under the falling DLTA Priority: "Planning Ahead for Growth or Housing" activity

Relationship to Master Plan: In addition to furthering several of the DLTA priorities, from the community's perspective, this project would further the implementation of Objective 2-5 of the Master Plan and a number of the specific actions recommended under that Objective as well as numerous other aspects of the Master Plan.

- *Objective 2-5:* Residential development appropriately balanced between traditional single-family housing and multi-family housing without infringement upon, nor disruption of, established neighborhoods.
 - *Recommended Action 2-5-1:* Evaluate to develop flexible development standards, particularly to help manage multi-family development more effectively through the special permit process. Develop clear standards to manage multi-family development more effectively through the special permit process.
 - *Recommended Action 2-5-2:* Carefully assess and identify where multi-family housing should be located and the variety of forms it can take.
 - *Recommended Action 2-5-3:* Carefully study the Residence A-1, and Residence A-2 and Agricultural zoning district provisions and the zoning map, to ensure that the bylaws and zoning map work together to foster desirable land use patterns that are consistent with the goals of this Plan.
 - *Recommended Action 2-5-4:* Review and recommend changes to the zoning map to identify and provide property zoned for multi-family development in such a manner that would not adversely alter or impact the character of single-family neighborhoods.
 - *Recommended Action 2-5-5:* As South Hadley's current zoning bylaw allows, by special permit, the construction of multi-family dwellings in Residence A-1 and Residence A-2 zoning districts without limitation on the density or number of dwellings, the bylaw must be reviewed and revised to denote specific areas in Residence A-1 and Residence A-2 districts for multi-family dwellings, to better manage the intensity of these developments.

Scope and Deliverables

The Scope and Deliverables for this DLTA project would be

- A. Report with maps describing the results of the analysis (15 hard copies and a pdf)
- B. Report Appendix containing proposed Overlay District including text and map. This text would include recommendations for development standards and processes for approval of the multifamily developments outside of the smart growth districts.

If you have any questions regarding this matter, please feel free to contact me. We look forward to continuing to work with the PVPC staff on this high priority subject.

Sincerely,

Jeff Squire
Planning Board Chair

cc: Mike Sullivan, Town Administrator



Proposed Freestanding Sign 47 sq. ft.



Existing Freestanding Sign 40 sq. ft @ 10' setback

Side by Side Size Comparison



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signs**

800.458.2376
fax 413.443.0034
575 dalton ave. pittsfield, ma 01201
gisigns.com



Sales Rep: J. Renzi
Job Name: Berkshire Bank
Job Location: South Hadley, MA
Sheet: 1 of 5

Date: 2/2/15
Job #:
Scale: as noted
Drawn by: LH

Berkshire Bank
74 Lamb Street
South Hadley, MA

Rev 4/8/15

APPROVED
 APPROVED AS NOTED

CLIENT SIGNATURE

DATE

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Proposed Freestanding Sign



Existing Freestanding Sign

Side by Side Night Comparison



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Sales Rep: J. Renzi
Job Name: Berkshire Bank
Job Location: South Hadley, MA
Sheet: 2 of 5
Date: 2/2/15
Job #:
Scale: as noted
Drawn by: LH

Berkshire Bank
74 Lamb Street
South Hadley, MA

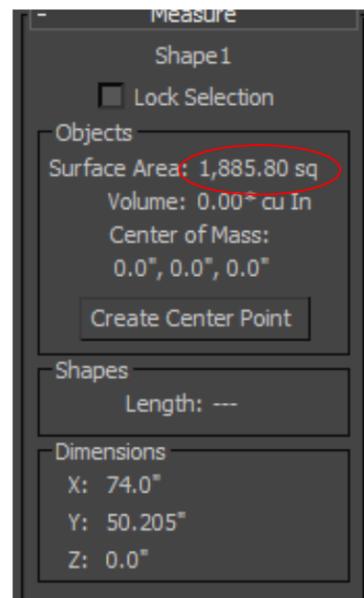
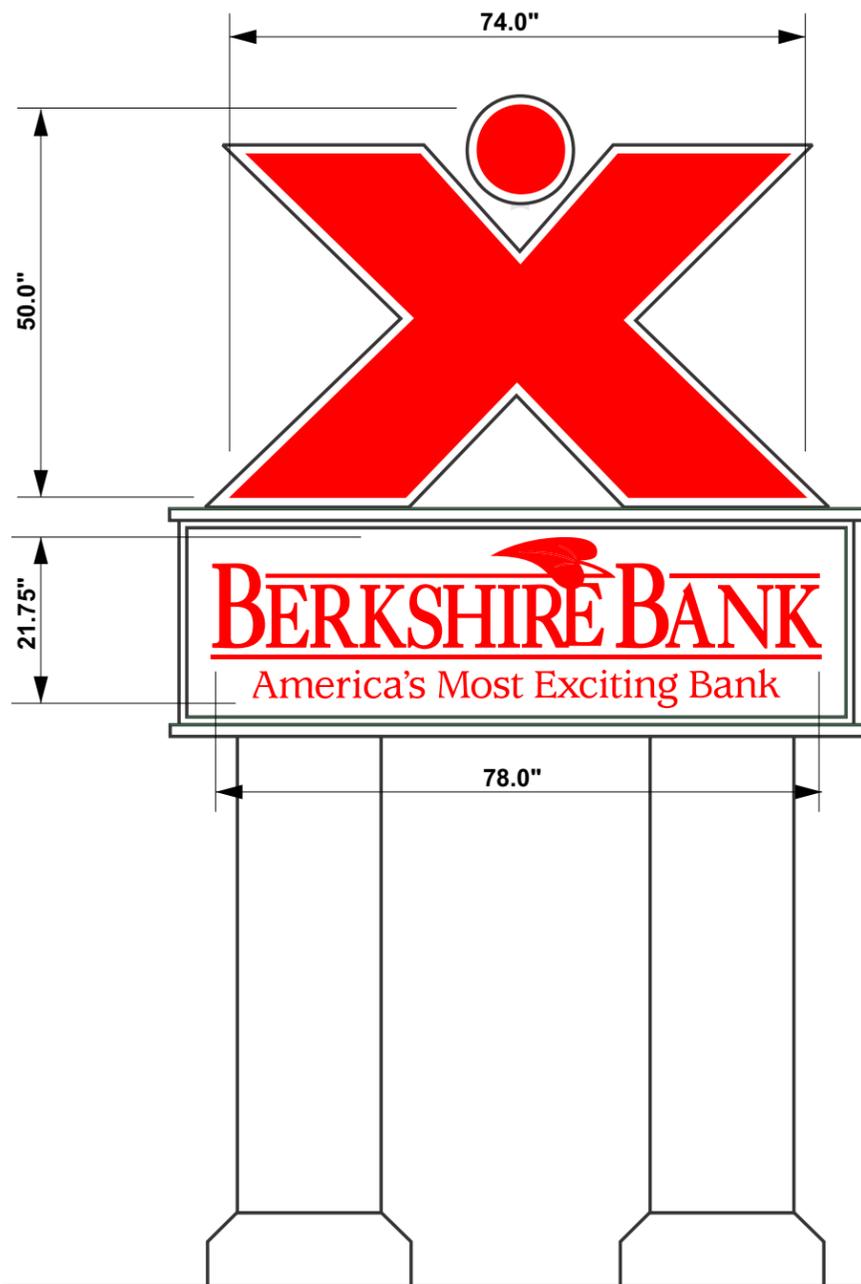
Rev 3/8/15

APPROVED
 APPROVED AS NOTED

CLIENT SIGNATURE _____

DATE _____

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red areas above are the illuminated areas
 Berkshire Bank Logo Only = 11.78 sq. ft. illum. area
 X-Man Logo Icon = 13.10 sq. ft. illum. area
actual sq. ft. of shape as calculated in CAD CAM software
total = 24.88 sq. ft. illum. area

3' x 10' upper Berkshire Bank face = 30.0 sq. ft. illum. area
24 Hour Banking = 1.29 sq. ft. illum. area

total = 31.29 sq. ft. illum. area

Illuminated Sign Area Calculations



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 fax 413.443.0034
 575 dalton ave. pittsfield, ma 01201
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Sales Rep: J. Renzi
 Job Name: Berkshire Bank
 Job Location: South Hadley, MA
 Sheet: 3 of 5
 Date: 2/2/15
 Job #:
 Scale: as noted
 Drawn by: LH

Berkshire Bank
 74 Lamb Street
 South Hadley, MA
Rev 4/8/15

APPROVED
 APPROVED AS NOTED

CLIENT SIGNATURE _____
 DATE _____

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Proposed Wall Sign



Existing Wall Sign

Size Comparison



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Sales Rep: J. Renzi
Job Name: Berkshire Bank
Job Location: South Hadley, MA
Sheet: 4 of 5
Date: 2/2/15
Job #:
Scale: as noted
Drawn by: LH

Berkshire Bank
74 Lamb Street
South Hadley, MA

Rev 4/8/15

APPROVED
 APPROVED AS NOTED

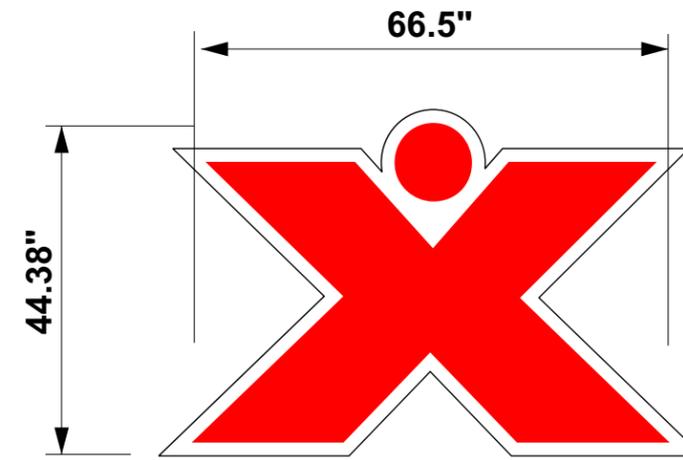
CLIENT SIGNATURE

DATE

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Proposed Wall Sign



red areas above are the illuminated areas

X-Man Logo Icon = 10.58 sq. ft. illum. area

actual sq. ft. of shape as calculated in CAD CAM software

Objects
 Surface Area: 1,522.91 sq
 Volume: 0.00³ cu In
 Center of Mass:
 0.0", 0.0", 0.0"
 Create Center Point

Shapes
 Length: ---

Dimensions
 X: 66.5"
 Y: 45.117"
 Z: 0.0"



Existing Wall Sign



35.0" x 100.5" upper Berkshire Bank face = 24.43 sq. ft. illum. area
 3.25" x 44.0" 24 Hour Banking = 1.0 sq. ft. illum. area
total = 25.43 sq. ft. illum. area

graphic impact signs

800.458.2376
 fax 413.443.0034
 575 dalton ave. pittsfield, ma 01201
 gisigns.com

BERKSHIRE BANK

Sales Rep: J. Renzi
 Job Name: Berkshire Bank
 Job Location: South Hadley, MA
 Sheet: 5 of 5
 Date: 2/2/15
 Job #:
 Scale: as noted
 Drawn by: LH

Berkshire Bank
 74 Lamb Street
 South Hadley, MA
Rev 4/8/15

APPROVED
 APPROVED AS NOTED

CLIENT SIGNATURE _____
 DATE _____

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Side by Side Night Comparison and Illuminated Sign Area Calcs



Richard Harris <rharris@southhadleyma.gov>

74 Lamb Street - Berkshire Bank Proposed New Pylon Sign and the wall sign

Renzi, John J. <jjrenzi@gisigns.com>
To: Richard Harris <rharris@southhadleyma.gov>
Cc: Charlene Baiardi <cbaiardi@southhadleyma.gov>

Thu, Apr 9, 2015 at 3:10 PM

Richard,

The method of making the green background opaque is an applied opaque ink before

the green is applied, therefore no light can emit through the background. The reference

to 72 square feet was to show that the amount of overall square footage on site was not

increasing. I am familiar with the two sign types being calculated separately, that is why we designed them to meet zoning allowances in size individually. At the same time,

we show the reduction of illumination for each individual sign and as the combined overall reduction in illumination. We have no problem going to the planning board to show them these details if you deem necessary, I was just trying to give you as much information as possible, so that you could send us in the right direction. Your time and

effort on working through this is appreciated. I look forward to your final review.

Thanks,

John Renzi

 cid:image002.jpg@01D054FB.2A598A20

Phone: 800.458.2376 Fax: 413.443.0034

575 Dalton Ave Pittsfield MA 01201

4/9/2015

johnrenzi@gisigns.com www.gisigns.com

From: Richard Harris [mailto:rharris@southhadleyma.gov]
Sent: Wednesday, April 8, 2015 5:25 PM
To: Renzi, John J.
Cc: Charlene Baiardi
Subject: Re: 74 Lamb Street - Berkshire Bank Proposed New Pylon Sign and the wall sign

Good Afternoon Mr. Renzi,

Thank you for providing me with this information. I will review it thoroughly, but I do have a couple of questions/comments from a first blush review:

1) What method is being used to ensure that the "green" area around "BerkshireBank: America's Most Exciting Bank" is not illuminated at night in the proposed sign as it is in the existing sign? If it is the same material as the existing sign, wouldn't that area also illuminated with the new sign?

2) I don't understand the relevance of the 72 square foot comment. Wall signs are regulated based on the square footage of the side of the building on which they are located and freestanding signs are regulated by the linear feet of roadway. If one were to consider the total square footage of signage, wouldn't one also consider both sides of the pylon sign but since both sides of the free standing sign carry message? But that is not regulated by the Zoning Bylaw.

It is too late to get this on the Planning Board agenda for April 13th. However, I will likely mention it to the Board - particularly if I conclude that their review is not required. However, given the provision of the Zoning Bylaw as to how sign area is calculated, I am inclined to believe **(but I want to think it through more thoroughly before making a definite decision)** at least the Freestanding sign will require Planning Board approval - it is a larger sign by at least 17%. The argument you are attempting to make that the "illuminated area" of the proposed pylon sign is less than the existing illuminated area is one that should be made to and resolved by the Planning Board.

By the way, I would like to keep Charlene Baiardi on this email thread since she, as Building Commissioner, will need to act on your permit application.

Thank you.

Richard Harris, AICP

Town Planner

Town of South Hadley

4/9/2015

413-538-5011 Ext 206

On Wed, Apr 8, 2015 at 4:58 PM, Renzi, John J. <jjrenzi@gisigns.com> wrote:

Hi Richard,

I took the time to visit the location last evening and take some night photos of the existing signs. We have updated the sign renderings to address the issues you outlined in the last e-mail. The first page of the attachment shows the side by side overall size comparison of the pylon sign. The proposed sign is shown at 47 square feet compared to the existing sign at 40 square feet. The surface area in square footage is equivalent due to the voids in space around the "X" logo. The proposed sign is less height than the existing sign and the setback would remain at 10'. The second page of the attachment shows the side by side comparison of the existing and proposed pylon sign illumination at night. The third page of the attachment shows the calculations for the illuminated area for both the existing and proposed sign. As you can see the proposed pylon sign has less illuminated area than the existing. The forth page of the attachment shows the side by side comparison of the wall signs. The proposed wall sign being 25 square feet as opposed to the existing wall sign at 32 square feet. The fifth and last page shows the side by side illumination comparisons. Overall the existing pylon sign and wall sign equal 72 square feet and the proposed signage is also at 72 square feet overall. The difference here is that the pylon sign will be lower and the overall illuminated sign area will be reduced from the existing 56.72 square feet all the way down to 35.46 square feet. I feel our design meets the concern of not exceeding overall existing sign square footage, designing

signs within overall zoning square footage, setbacks and height restrictions while reducing the illuminated area of the signs on the property. Could you please review the attached documents to render a final determination that the permits can be approved as submitted or that we will need to apply to the Planning Board for review. Thank you for your attention to this project and we look forward to you feedback.

John Renzi

 cid:image002.jpg@01D054FB.2A598A20

Phone: 800.458.2376 Fax: 413.443.0034

575 Dalton Ave Pittsfield MA 01201

johnrenzi@gisigns.com www.gisigns.com

From: Richard Harris [mailto:rharris@southhadleyma.gov]

Sent: Tuesday, April 7, 2015 11:02 AM

To: Renzi, John J.

Cc: Charlene Baiardi

Subject: 74 Lamb Street - Berkshire Bank Proposed New Pylon Sign and the wall sign

Good Morning Mr. Renzi,

I would like to offer the following comments:

Sign Area: Using the dimensions on the materials you just provided to me, it appears that the existing sign measures 40 square feet but the new sign will be approximately 47 square feet in area. Thus, it will be a larger area of illumination by more than 15%. I recognize that there is "open space" associated with the "X" portion of the new sign; however, I can only use the dimensions you provide. A certified calculation of the total area may resolve this issue; however, given that Section 3(B)95 of the Zoning Bylaw states that the area is to be calculated using the smallest rectangle, which encompasses the area of the sign excepting the support structure, I believe my calculations are correct.

My calculations are as follows:

Existing Sign: $48" \times 120" = 5,760$ square inches. Divide 5,760 square inches by 144 = 40 square feet

Proposed Sign - Calculated in two parts:

Bottom: $29" \times 87" = 2,523$ square inches. Divide 2,523 square inches by 144 = 17.52 square feet

Top: $53" \times 80" = 4,240$ square inches. Divide 4,240 square inches by 144 = 29.44 square feet

Add these two totals: 17.52 square feet + 29.44 square feet = 46.96 square feet

Location: Where on the property will the sign be placed. The current sign has a single pole support structure. Thus, any visibility issue associated with such is minimized. But, the proposed sign has a duo pole support structure; this has the potential of placing the upright closer to the roadway which could be a visibility issue - a precise location plan would clarify this issue.

Illumination: From what I understand about the LED illumination, it is brighter than the previous form of illumination. Additionally, given the different nature of the existing sign and the proposed sign, there appears as though there is the potential for greater illumination emission from the new sign. A good photo simulation may resolve this issue. Have these signs been installed elsewhere? If so, supplementing of the photo simulations with actual night time photos would help as well.

Process for Review: Given the 17% increase in the calculated sign area and the other changes, it appears to me that this sign - if it is to be illuminated - must be approved by the Planning Board. Submittal of the required and necessary information by April 13, 2015 will ensure that the matter is placed on the April 27, 2015 Planning Board agenda. This process includes a notice to the abutters which will take additional time; thus, the April 13th deadline is reasonable. Further, there is a \$50 application fee and we will bill you the cost of notifying the abutters (an additional \$50 plus the cost of postage). Generally, this process involves submittal of a narrative supplemented by the drawings and the photos and photo simulations. I would refer you to section 8(F)7 of the Zoning Bylaw - a web link is provided below:

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/162>

A copy is also attached.

The key for the Planning Board's review is to determine whether the signs' illumination is adverse to the surrounding neighborhood or community. In making this standard clearer, the following is provided in Section 8(F)7b:

Adverse to surrounding neighborhood or community. Signs which illuminate more than what is necessary to convey the message or name being promoted or create glare which may impact motorists are generally considered to have an adverse impact on the community. Such adverse impact arises

from excessive light pollution. Therefore, in determining whether to approve the illumination of a sign, the Planning Board shall:

- 1.) consider and minimize the illumination impact of the signage illumination on the surrounding properties; and,
- 2.) only approve internally-illuminated signs where only the lettering or logo of the enterprise or message being promoted are illuminated; and,
- 3.) ensure that the illuminated sign does not illuminate adjoining or nearby residential properties or pose a danger to motorists on adjoining or nearby roadways which might arise from glare from the illumination source; and,
- 4.) not approve exposed or illuminated neon signs; and,
- 5.) require that illumination sources not illuminate the background or field of a sign except to the extent that the background or field (due to the shape of the sign area) is clearly a logo of the company or enterprise being advertised.

I would also need similar information on the new wall sign so I can verify that the area to be illuminated is not increased and to make an assessment that the change in the form of illumination no likely to change the impact on the area.

Thank you.

Richard Harris, AICP

Town Planner

Town of South Hadley

413-538-5011 Ext 206

On Tue, Apr 7, 2015 at 10:16 AM, Renzi, John J. <jjrenzi@gisigns.com> wrote:

Hi Richard,

Attached are some additional sign renderings (Page 1 freestanding sign & page 2 wall sign) with side by side comparison of the existing signage and proposed signage for this location. I believe these documents will take the guesswork out the sign change clarify the fact that we are not increasing

size or illumination. Please let me know if you have any further questions.

Thanks,

John Renzi

 cid:image002.jpg@01D054FB.2A598A20

Phone: 800.458.2376 Fax: 413.443.0034

575 Dalton Ave Pittsfield MA 01201

johnrenzi@gisigns.com www.gisigns.com

From: Richard Harris [mailto:rharris@southhadley.ma.gov]

Sent: Monday, April 6, 2015 5:21 PM

To: Renzi, John J.

Cc: Charlene Baiardi

Subject: 74 Lamb Street - Berkshire Bank signs

Dear Mr. Renzi,

As I have conveyed in an email to the Building Commission previously and discussed the morning of April 2, 2015 with the Building Commissioner, a comparison with the existing sign is necessary to make any determination as to the nature of the sign approval process required. Specifically, information needed includes the source of the existing sign illumination, extent of existing sign illumination, and comparison of the sizes of the two signs and their illuminated areas.

This information needs to be provided for each of the two signs being proposed - the wall and the pylon.

As far as the Planning Board's review is concerned, the illumination of the sign requires Planning Board approval under any of the following circumstances:

- 1) The existing sign is not illuminated, or
- 2) The source of illumination of the sign is being changed from external to internal, or
- 3) The source of illumination of the sign is being changed in such a manner as to make the sign more illuminated.

4/9/2015

From what I have seen, it appears as though the pylon sign will be larger and also that the illumination will be brighter. Accordingly, it looks as though at least the pylon sign will require Planning Board approval - but no determination can be made until I have the information requested.

Please submit the materials via email to me.

Thank you.

Richard Harris, AICP

Town Planner

Town of South Hadley

413-538-5011 Ext 206

TOWN OF SOUTH HADLEY

\$ 55 -1



ROY RIVERS
Electrical Inspector
DAVE TOURVILLE
Plumbing and Gas Inspector

CHARLENE BAIARDI
Acting Building Commissioner

OFFICE OF THE BUILDING COMMISSIONER

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www.southhadleyma.gov
Email: cbaiardi@southhadleyma.gov

2015-1515-93

SIGN PERMIT

TYPE OF SIGN (Check one)

WALL X
GROUND _____
MARQUE _____
TEMPORARY _____
FLAG _____
BANNER _____
OTHER _____

SIGN TO BE (Check one)

ERECTED X
ALTERED _____
REPAIRED _____
REPAINTED _____
REMOVED _____

ESTIMATED COST 1000

PRICE OF SIGNS ARE MIN. OF \$35.00 + \$1.00 PER SQ FT OF FACE AREA

NAME OF BUSINESS DASHING DINAS
LOCATION 2092 Memorial Drive
OWNER'S NAME Tina
OWNER'S ADDRESS same

MAKER'S NAME chuck's signs ADDRESS 535 E main st chic.

ERECTOR'S NAME same ADDRESS same

SIGN TO BE (Check one) ILLUMINATED _____ NON-ILLUMINATED X

SIGN MATERIAL Alu

SIZE OF SIGN FACE 4 FT WIDE 6 FT HIGH

STRUCTURE MATERIAL Alu

SIGN FACE AREA (To nearest 1/2 sq ft) 24 SQ FT

BOTTOM EDGE OF SIGN 4 FT HIGH TOP EDGE 8 FT HIGH

ERECTED SIGN STRUCTURE: HIGH FT WIDTH FT

HOW FAR BACK FROM STREET 25 FT WEIGHT OF SIGN

SIGN FASTENED to SCUFAN BOLTED _____

SIGN ATTACHED TO: POLE _____ WALL X ANGLE BRACKET _____

WILL SIGN CONFORM TO TOWN'S ZONING BY-LAWS Yes

DO YOU HAVE A COPY OF SIGN BY LAWS: YES: _____

SIGNATURE OF APPLICANT [Signature]

APPROVED DATE: _____ BUILDING COMMISSIONER

RECEIVED

NO: CR 10463

APR 7 2015

(9171) 359

BUILDING DEPARTMENT
SOUTH HADLEY, MA 01075

sign drawing proposal

Build & Install New Backlit 2 - 30"x6" Custom Signs
Mount on Existing Sign



Close-up



Existing

Proposed



Making Signs of all Kinds Since 1966

Company	Dashing Divas
Contact	Tina
Address	2092 Memorial Dr S. Hadley
E Mail	Phone: 413-230-8983

sign drawing proposal

1- Non Illuminated Belt Sign for Side Wall



Existing

Proposed

Build & Install New Backlit 4'x6' Box Sign
Mount on Existing Brackets



Making Signs of all Kinds Since 1966

Company	Dashing Divas
Contact	Tina
Address	2092 Memorial Dr S. Hadley
E Mail	Phone: 413-230-8983