

Background Materials for January 25, 2016

Agenda Items #1 through #9

Agenda Item #1 – Minutes

I have distributed the minutes of the January 11, 2016 Planning Board meeting.

ACTION NEEDED: Review, edit and approve the minutes.

Agenda Item #2 – Bills and Correspondence

A list of the bills and correspondence are attached – there are no bills to be paid at this time.

ACTION NEEDED: Review the list of correspondence.

Agenda Item #3 - Development Update and Planner's Report

I will provide a report on the following items:

a. Development Report

- ***Annafield Estates Subdivision*** (The District #1 Water Superintendent and the SHELDO Engineer have approved the draft “As-Built” plan but the DPW Superintendent noted some missing or vague data that needs to be corrected/clarified – I am waiting for the surveyor to correct the plan)
- ***One Canal Street*** (no change)
- ***Mountainbrook Street Acceptances*** (I have had a meeting with the lender and their attorney regarding Phase 2 and the issue with Phase 1; a principal in the development has also contacted me regarding these matters)
- ***Rivercrest Condominiums*** (no change)
- ***Ethan Circle*** (no change)
- ***Berkshire Hills Music Academy proposed expansion*** (application for Site Plan Review and Stormwater Management Permit was submitted January 22, 2016)
- ***Mount Holyoke College Dining Hall development project*** (no change - Application for Site Plan Review and Stormwater Management Permit anticipated to be submitted by March 1st)

b. Other Projects

- Participating in the effort to update the Town's Hazard Mitigation Plan – this plan will qualify the Town for FEMA grants. A public meeting is being planned to be held as part of the Planning Board's February 10, 2016 meeting – to be discussed later in the meeting.
- Mount Holyoke College Intern Opportunity (a student intern from the Environmental Sciences department is to undertake some work for us. She will be working approximately 3 hours per week next semester – primarily on a GIS project related to inventorying and mapping available developable land)
- Permitting Guide.
- General Code.
- ***Wetlands Bylaw Appeal Committee.*** The Planning Board is supposed to have two representatives on this committee. When it was first formed, Mark Cavanaugh and Ralph Blank were appointed. The Board members need to decide which two members should serve on this body and inform the Selectboard.

- **Trees and Plantings.** Mike Lamontagne submitted to me a new list of Trees and Plantings to be included as “Appendix Three” of the “Planning Board Bylaws as approved by the Tree Committee and the Tree Warden at the Jan 21, 2016 Tree Committee Meeting”. I assume he is referring to the “Subdivision Regulations”. I informed him that the listing cannot take effect unless/until the Planning Board approves it. I think that requires an amendment to the Subdivision Regulations and the Board can take the revised list as a “recommendation” from the Tree Committee and Tree Warden.

c. Grants

- We received notice on Thursday January 21st that our application for a Health Impact Assessment grant to undertake work related to the Falls Design Guidelines and Subdivision Regulations has been approved by the Massachusetts Association of Health Boards in the amount of \$12,480.

d. Workshops/Training Opportunities

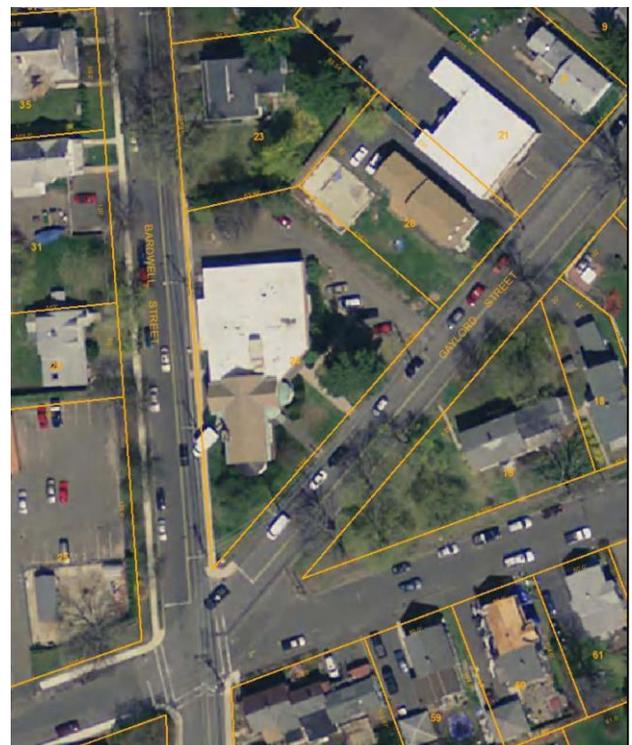
I attended/participated in the following workshop/conference/webinar:

- “MAPD Luncheon – Fair Housing: Foundations and Looking Ahead” January 15th.

Agenda Item #4 – Public Hearing - 27 Bardwell Street

6:45 P.M.

This is a continuation of the public hearing initiated on November 9, 2015 and continued on December 14, 2015. Orange Park Management, LLC has submitted an application for a Special Permit to convert the former library building at 27 Bardwell Street into a multifamily use with 6 dwelling units. Other aspects of the project include landscaping, drainage, utilities, and parking on the subject property. The subject property is located on the east side of Bardwell Street and northwest side of Gaylord Street with frontage on both streets and known as 27 Bardwell (see map and aerial photo below) .



Comments have been solicited from the various departments pursuant to the Planning Board's Rules and Regulations. As of December 14, 2015, comments/responses had been received (either via email and/or the ViewPermit program) as noted below:

- Police Chief David Labrie indicated he approved the application without comments.
- Conservation Commission Administrator indicated the Commission's approval of the project without comments.
- Fire District #1 Fire Department indicated they had the following concerns/comments:
 - 1). *The Fire Dept. has concerns over Fire Apparatus access to the building.*
 - 2). *The plans do not indicate whether the turning radius into the parking lot is adequate for the fire trucks.*
 - 3). *Ladder Truck access is already limited due to overhead power lines on Gaylord St and Bardwell Street.*
 - 4). *The building will be required to be protected with a residential sprinkler system.*
- Fire District #1 – Water Department Water Superintendent Jeff Cyr offered the following comments/questions/concerns:
 - 1). *Will the renovated facility need to be fully sprinkled? If so, will the proposed fire line come off of Bardwell St. or Gaylord St.? Typically, the Fire Dept. requires that the Siamese connection be located within 50 ft. of a fire hydrant.*
 - 2). *If a fire line will be required, the type of backflow prevention on that service must be a reduced pressure zone backflow preventer.*
 - 3). *The current 1" domestic service will not be sufficient to supply six units. (option 1) If this dwelling will remain under 1 owner as rental units, the service size will need to be increased and either install 1 meter for the entire building or split the service in the cellar to service each unit individually with separate lock out shut offs. (option 2) if these units are going to be separately owned, each unit must have a separate service from the street with curb stops located outside of the building and separately metered. Whatever option is chosen, due to the fact that the property will be increased from 1 unit to 6, there will be a \$1200.00 water improvement fee required for the additional 5 units.*

I hope the information provided is helpful to the developer in order to make this project a success. If there are any additional questions or comments, please feel free to contact me.
- **Updated Information:** In a discussion on Wednesday, December 9, 2015, Fire District #1 Water Superintendent noted that no one from the developer or their consultant has contacted him to discuss the water service requirements. He provided a "marked up" draft of the plan indicating how the water services need to be provided. He specifically noted that a single meter pit is not allowed for the condo development.
- Department of Public Works Superintendent Jim Reidy indicated he approved the application without comments.

- Kevin Sullivan, engineer with Fuss & O'Neill, the firm providing engineering services to the Town and temporarily reviewing applications for SHELD, provided the following comments on behalf of SHELD in an email dated December 9, 2015:

I went through the information that you sent previously (11/6/15) for 27 Bardwell Street, I do not find any electrical information to review on behalf of SHELD. I would assume that with the change from public library to 6 dwelling units they will need to submit a service modification request.

- Building Commissioner Charlene Baiardi noting she reviewed the drawing submitting by R. Huot dated 11-20-2015 and undated drawing by Hervieux Design, provided the following comments:
 1. Parking for 12 units for the six units is correct
 2. Two egress' needed out of all apartments (sidewalks indicate this)
 3. Concerned with the turning radius for fire truck and remembering two streets with low wires, may have to have fire truck access at end of large parking area to cover end of building.
 4. Need clear indication of size of escape windows out of bedrooms, the location of the two required exits from every apartment, fire separation between apartments. Things to be on real drawings but also will affect how many units, if you cannot satisfy Code.
 5. Sprinkler System necessary.
 6. All rooms must have at least 8% glass related to the square foot to Code also

The application and plans submittal have been posted on the Town's website at:
<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1808>

November 9, 2015 Public Hearing Continuance and Follow-up

The November 9th Public Hearing was continued to have the applicant provide more information and responses to the following issues:

1. Dumpster location and screening
2. Site Lighting including photometric analysis plan
3. Utility connections - where will the six water lines be installed, where will the gas meters and connections be attached, what type of screening if any is to be provided
4. Gas meters
5. Mechanical equipment - where, noise impacts, screening
6. Entrances to the six units need to be tied to the site plan
7. Elevations showing planned alterations to provide the additional entrances and windows - if any
8. Location and screening of transformer
9. Guest parking - how will it be accommodated?
10. Snow storage - where?
11. Landscaping plan and impacts on existing landscaping - particularly the tree that you mentioned would be relocated to accommodate the additional off street parking

Additionally, the applicant was requested to provide responses to the comments from Fire District #1 Water and Fire Departments.

The applicant's surveyor provided a revised plan and written responses. A copy of the Applicant's December response submittal and revised plan were posted (and remain posted) on the Town's website under the Board's "Project Plans" tab.

Generally, the assessment in December was that the applicant's December response was inadequate and the plans were inconsistent. At the December 14, 2015 public hearing, I provided a draft of the site plan "marked up" by District #1 Water Superintendent Jeff Cyr. The December 14, 2015 public hearing was continued to January 25, 2016 to allow the applicant sufficient time to address the following issues/questions/comments:

1. Dumpster location and screening (consult with DPW as to trash collection and recycling service)
2. Site Lighting including photometric analysis plan
3. Utility connections - where will the six water lines be installed, where will the gas meters and connections be attached, what type of screening if any is to be provided
4. Gas meters
5. Mechanical equipment - where, noise impacts, screening (the comparison of noise is vital and how will the equipment be screened)
6. Entrances to the six units need to be tied to the site plan (more specifically, the FLOOR Plan and the SITE Plan must be in sync)
7. Elevations showing planned alterations to provide the additional entrances and windows - if any (given some of the questions and discussion especially about the existing glass door ways, elevations are essential not just the photo simulations)
8. Location and screening of transformer (please provide some calculations so that the SHELD consulting engineer can assess what is needed)
9. Guest parking - how will it be accommodated?
10. Snow storage - where? (more clarity and consistency as to where and how the snow will be managed - given the concerns about parking it is essential that a management plan be in place)
11. Landscaping plan and impacts on existing landscaping - particularly the tree that would be relocated to accommodate the additional off street parking (a more thorough landscaping plan would be helpful)

Issues raised somewhat in November but expanded upon December 14th included:

- a. Provisions for handicapped/disabled parking - including a clear answer as to how much is required? (There seems to be disagreement between the Town and the architect on this point.)
- b. Resolution of the question as to whether any units must be fully accessible or adaptable to being fully accessible - how does this accessibility impact the site planning?
- c. Dimensions of the parking and driveway

- d. Dimensions of the proposed buffer on the north side
- e. Plans for signage and striping related to the parking
- f. As noted above, the floor plan and site plan must be in sync
- g. Provide energy load requirements for SHELD (we understand that these are preliminary)
- h. Resolution of Fire Department and Water Department issues/comments

On January 15th, the deadline set in December, the applicant submitted a revised site plan (with colorization for the landscaping), elevation drawings, and a narrative response to the issues/questions/comments raised in the December and November public hearings. These items have been posted on the Town's website at the following links:

Narrative Responses:

<http://www.southhadley.org/DocumentCenter/Home/View/1930>

Revised Site Plan with landscaping colorization and dimensions inserted

<http://www.southhadley.org/DocumentCenter/Home/View/1931>

Building Elevations

<http://www.southhadley.org/DocumentCenter/Home/View/1932>

It should be noted that the January 15th Building Elevations and Site Plan may be slightly revised by the public hearing based on a meeting I held Wednesday with the applicant. The plans included a proposal to include a trash storage site with a roof which, under the South Hadley Zoning Bylaw, would require a 15 foot setback. Therefore, the applicant intends not to include a roof on the structure. Additionally, they were proposing to add an entrance into the basement; however, the roof or awning of the entrance would not meet the 15 foot setback either. Therefore, the applicant is intending to internalize the basement entrance.

The revised plans and narrative responses were transmitted to various departments on January 15, 2016. As of January 20, 2016, District #1 Water Superintendent Jeff Cyr, District #1 Fire Lieutenant Jason Houle, SHELD Engineer Andy Orr, and DPW Superintendent Jim Reidy have indicated that any concerns/questions they had with the project have been answered and resolved. Mr. Reidy specifically stated that the trash management approach is acceptable to the DPW. Mr. Orr noted that the existing distribution should have sufficient capacity for the proposed project.

Analysis of the Abutting Properties

I have also reviewed the "abutting property" to identify the use and the level of development. This review identified 9 residentially used properties among the "certified abutters. These properties have a total of 23 dwelling units on them ranging from a single-family to a four-family. The average density of these properties is 10.04 units per acre. A visual observation of the properties abutting this site concluded that at least some of the properties would appear to lack sufficient improved off-street parking for the number of dwelling units.

By comparison, the proposed development is approximately 10.9 units per acre and involves an existing building. Additionally, the applicant is proposing to provide 12 off-street parking spaces which exceed the 1.5 spaces per unit which is required.

ACTION NEEDED: The public hearing should be held as scheduled. I think we may be ready to consider closing the public hearing. Accordingly, during the course of this hearing, the Board should review the project in light of the Special Permit Standards in the Zoning Bylaw (copy attached).

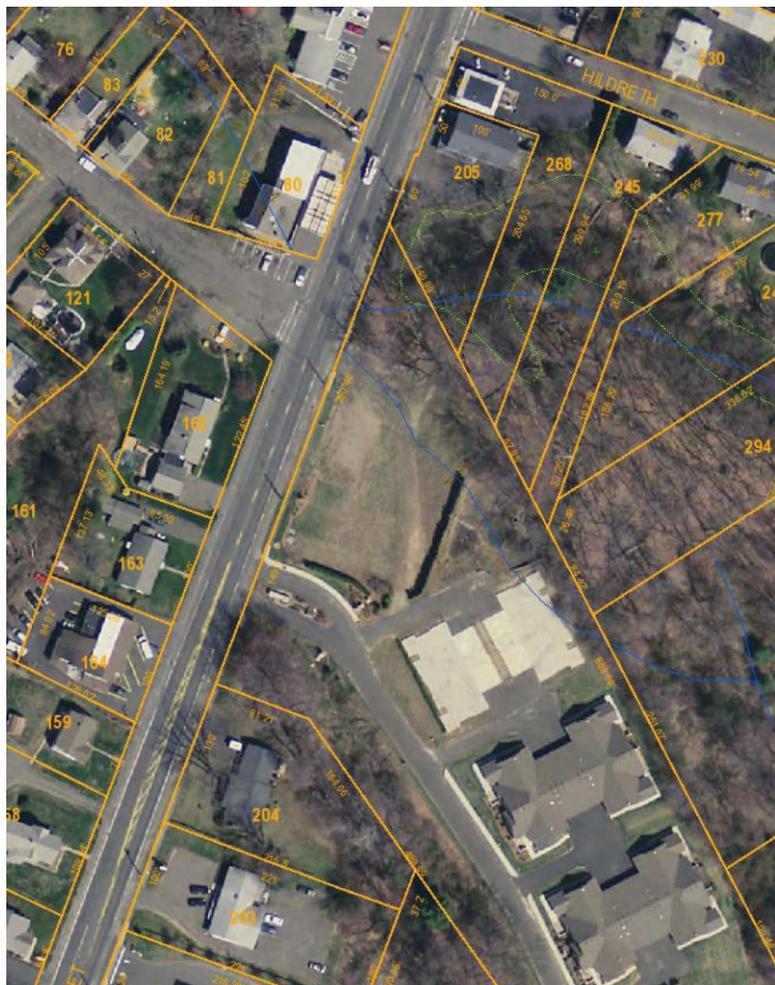
Agenda Item #5 – Decision –27 Bardwell Street

If the public hearing is closed, the Board could render a decision Monday night or February 10, 2016.

ACTION NEEDED: A decision within 90 days of the public hearing.

Agenda Item #6 – Stonybrook Village Commercial Site

The property on which Stonybrook Village is developed is zoned Business C which only allows residential uses as part of a mixed-use development. Accordingly, when the original developer applied for the Special Permit for Stonybrook Village, they proposed to set aside approximately ½ acre of land in front of the condominiums to be developed commercially (aerial photo below).



In addition to the Special Permit decision approved for the condominiums, the Board acted upon a Site Plan Review application for the commercial site and rendered a Site Plan Review approval decision and subsequently amended that decision (attached). At the time of the original approval and amendment (2006), there was not a specific use proposed for the site. Rather, there was a general idea of a retail/office type of use. The building proposed at that time was to be approximately 4,800 square feet.

The Planning Board imposed several of conditions generally related to the type of business which could be approved, the landscaping plans, lighting, etc. The original plan included a substantial portion of the parking in front of the building.

Since the 2006 decision and amendment, several prospective

projects (Family Pizza and an orthodontist are two such projects which the Board discussed “Informational Meetings”) have been put forth for this parcel. However, no one has proceeded towards development of the site. While Site Plan Review validity lapses after a year “if work has not commenced”, the State enacted several “extensions” which had the effect of extending this one year period for approximately 4 to 6 years.

The Town has, over the last several years, amended the Zoning Bylaw which would require some changes to the layout of the 2006 Site Plan. The primary changes would be less parking and the parking would need to be relocated – things which their Site Planner said could be done. Whether the “impervious surface” amendment would have impact on the project would be determined by how they drew the lot lines for the parcel they are carving off. But, the 2006 Decision refers to a 29,362 square foot portion of the larger condo site; thus, the impervious surface would need to be limited to 23,489 square feet.

According to their Site Planner, they believe the 2006 Site Plan Review remains valid and they can continue to proceed under that decision with no further Site Plan Review by Board as “a portion of the work involved to construct the site, including the curb cut and stormwater management system, commenced within the 1-year timeframe”. Therefore, they have requested that this matter be placed on the agenda to “secure a clarification of the status of the Planning Board Site Plan Review decision for the commercial site”.

To provide further background, Massachusetts General Law makes no provision for Site Plan Review. Therefore, the status of a Site Plan Review is determined by the provisions of the Town Zoning Bylaw. Chapter 40A, Section 6 of the MGL provides some guidance as to “vesting” or “grandfathering rights” for some plans and permits:

With some stated exceptions, “a zoning ordinance or by-law shall not apply to structures or uses lawfully in existence or lawfully begun, or to a building or special permit issued before the first publication of notice of the public hearing on such ordinance or by-law . . . but shall apply to any change or substantial extension of such use, to a building or special permit issued after the first notice of said public hearing . . .”

A zoning ordinance or by-law shall provide that construction or operations under a building or special permit shall conform to any subsequent amendment of the ordinance or by-law unless the use or construction is commenced within a period of not more than six months after the issuance of the permit and in cases involving construction, unless such construction is continued through to completion as continuously and expeditiously as is reasonable.

Under a Definitive Plan (with various caveats related to a Preliminary Plan and approvals, . . . “the land shown on such plan shall be governed by the applicable provisions of the zoning ordinance or by-law” for 8 years from the date of the endorsement of such approval, . . . except where such plan was approved before January 1, 1976 the applicable period is 7 years.

An ANR Plan . . . “the use of the land shown on such plan shall be governed by applicable provisions of the zoning ordinance or by-law in effect . . . for a period of three years from the date of endorsement. . .”

During the discussions on the previous prospective projects, the focus has been on what needed to be submitted for a new Site Plan Review or to obtain Board approval of the prospective use. However, I have felt that the 2006 Decision had lapsed and last year there was no disputing of that assessment.

A new prospective development has come forward – a Financial Services office. The request on behalf of the owner of the property appears to indicate that they would like the Board to determine that they 1) do not need a new Site Plan Review, 2) may proceed under the 2006 Decision and 3) do not need to comply with any changes to the Zoning Bylaw which have been enacted since 2006.

ACTION NEEDED: The Board may offer their opinion as to whether a Site Plan Review is required for the project to proceed. Ultimately, it is the decision of the Building Commissioner as Zoning Enforcement. However, I would be seeking the Planning Board’s determination if they were to apply for a building permit as I would be advising the Building Commissioner to deny such an application for a Building Permit.

Agenda Item #7 – Housing Studies

As the Board is aware, the Town has retained the Pioneer Valley Planning Commission to undertake two interrelated housing studies:

- Preparation of an updated Housing Production Plan
- Multifamily Development Study

Mr. Smith is planning to attend the January 25th Planning Board meeting to discuss and receive input on both studies. He has indicated that this item should take approximately 20 to 30 minutes.

ACTION NEEDED: No action required. However, the Board should consider possible meeting dates to focus on the housing studies.

Agenda Item #8 – Hazard Mitigation Plan Public Forum

I am participating along with many other departments in an update of the Town’s Natural Hazard Mitigation Plan. This work is being undertaken by a consultant under contract with the Pioneer Valley Planning Commission. The departments have had one “committee” meeting and under will be holding several more over the next few months as the plan must be completed by the end of March. Among the essential elements of the work on the plan are two public forums. The consultant has suggested, and I agreed, that one of the forums should be held as part of a Planning Board meeting early in the plan development process. Thus, we have scheduled the forum for Wednesday February 10, 2016 as part of the scheduled Planning Board meeting.

We anticipate the forum will be approximately 30 minutes in length. The purpose of this forum is to get public input into the identification of particular natural hazards in the community – not just from the staff perspective but also the community perspective. The Planning Board seems to be a good community group to host the forum as such hazards fit in with the Board’s short and long term planning roles.

One question is when in the meeting to hold the forum. I have considered the idea of starting the Board meeting at 6:00 p.m. with the expectation that the forum would conclude around 6:30 p.m. or shortly thereafter which would still fit with the Board’s anticipated agenda for the night.

Agenda Item #9 – 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 JANUARY 11, 2016

- *DRAFT – DRAFT* -

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

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

1. Minutes

a. December 14, 2015 Planning Board meeting minutes

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

Motion - Ms. Rosner moved and Ms. Fantini seconded the motion to approve the December 14, 2015 Planning Board Meeting minutes as submitted. The Board voted **Four (4)** out of **Four (4)** members present in favor of the motion.

b. December 14, 2015 Planning Board Public Hearing (27 Bardwell Street SP) minutes

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

Motion - Ms. Rosner moved and Mr. Cavanaugh seconded the motion to approve the December 14, 2015 Planning Board Public Hearing (27 Bardwell SP) minutes as submitted. The Board voted **Four (4)** out of **Four (4)** members present in favor of the motion.

2. Bills and Correspondence

Mr. Harris referenced the list of correspondence. He stated that there were no bills ready for payment at this time.

3. Request for Waiver of Site Plan Review for 400+/- square foot addition to Presstek, Inc. Property Location: 755 New Ludlow Road (Assessor's Map #9 – Parcel #7)

Mr. Harris referenced a copy of a letter requesting a waiver of site plan review and the site plan submitted with the wavier and described the proposed addition of 400 square feet of space to be added to the 56,000+/- square foot building. He noted that the addition amounts to less than 1% of the total square footage of the existing building, the site is already paved, and the addition will be used to house a piece of equipment. According to the letter of submittal, the addition will not increase employment nor increase the number of company vehicles.

Mr. Squire said he did not see any reason not to waive the site plan review.

Motion - Mr. Cavanaugh moved and Ms. Fantini seconded the motion to find that the proposed expansion meets the conditions to qualify for a waiver and the addition will have a de minimus impact relative to the criteria set forth for Site Plan Review in Section 12 of the Zoning Bylaw and, therefore, grant the request for the waiver of Site Plan Review as requested by Sage Engineering & Construction on behalf of Presstek, Inc. The Board voted **Four (4)** out of **Four (4)** members present in favor of the motion.

4. Discussion of Master Plan Recommended Actions

Mr. Harris distributed to the Board a copy of a matrix he developed grouped the Planning Board's Top 53 Priorities into the following categories:

- 1). Design Review
- 2). Adaptive Reuse/Infill Development
- 3). Mixed-Use
- 4). Better Regulation of Multi-Family development
- 5). Balance of Development with Open Space
- 6). Affordable Housing
- 7). Interconnectivity

The remaining "Top Priority" Recommended Actions were broken down into the following:

- 8). Miscellaneous
 - 8D/R – Development/Redevelopment
 - 8B – Bylaw Reform
 - 8LP – Landscape Protection

Mr. Harris noted that this left only one Recommended Action item "ungrouped". He asked the Board to determine if the groupings were appropriate and then to prioritize the groups. Once the prioritization is completed, he suggested he may combine or restructure some of the Recommended Actions to eliminate duplications and to provide clarity.

Board members reviewed the groupings and discussed possible combinations of some groups. Mr. Harris noted the rationale for some of the groupings in Group "8" and also explained that the far right column refers to the groups and where multiple numbers indicate that the Recommended Action overlaps with other groups and is repeated in each of the identified groups.

Board members discussed possible combining of the Adaptive Reuse/Infill Development with "Development/Redevelopment". Mr. Harris explained his rationale and suggested that such a combination could lead to missing part of the focus of the various Recommended Actions.

Design Review was immediately a focus of discussion with all members present indicating that was a top priority.

In terms of a time frame for the various actions, Mr. Harris suggested that it is unlikely the Board would have anything ready for Town Meeting this calendar year – it would take some time to get the standards for Design Review in a form which is likely to get Town Meeting approval although the actual Bylaw for Design Review can be crafted rather easily. He noted that there are a variety of models for Design Review used in the region and highlighted some of the issues which have to be addressed and the models being used in adjoining or nearby communities.

All members indicated that they would accept the groupings as presented. They then indicated the following prioritization of the groups:

- #1 Design Review (Group 1)
- #2 Mixed-Use Development (Group 3)
- #3 Better Regulation of Multi-Family Development (Group 4)
- #4 Development/Redevelopment (Group 8D/R)
- #5 Adaptive Reuse/Infill Development (Group 2)
- #6 Balance of Development with Open Space (Group 5)
- #7 Affordable Housing (Group 6)
- #8 Interconnectivity (Group 7)
- #9 Bylaw Reform (Group 8B)
- #10 Landscape Protection (Group 8LP)

Mr. Harris suggested that the Housing Studies currently underway by the PVPC - they will be discussed January 25th – will provide some essential recommended details for several of these priorities including “Better Regulation of Multi-Family Development” and “Affordable Housing”. It may be possible, but unlikely, that significant measures will be ready for Town Meeting in regard to this area for the Fall 2016 although it would be good if implementation action could be taken this year.

Mr. Squire asked if members of MPIC had any questions/comments. Judith Gooch inquired as to where the Board stood with the other “Responsible entities”. Mr. Harris stated that the Board had reviewed all of those Recommended Actions and identified priorities. He hoped to have those Priorities ready for the February meetings.

Judith Gooch inquired as to whether the Board was rewriting Recommendations. Mr. Harris stated that, at this time, the Board merely determined what they thought should be the priority for the next 5 years.

Judith Gooch queried as to how the priority will be communicated to the other boards. Mr. Harris that had not been determined yet – but the Planning Board will need to initiate the communication.

There was discussion as to the role of MPIC. Judith Gooch suggested that they did not see their role as “enforcing the plan” and questioned if the MPIC was to continue to monitor the actions of the other boards that have completed their Recommended Actions. Mr. Harris opined that the role MPIC was just to monitor the implementation of the Recommended

Actions outlined in the Master Plan. Judith Gooch indicated that would mean that when the Recommended Actions have been completed, the MPIC would no longer need to visit that entity. Mr. Harris and the Board indicated that they would agree with Ms. Gooch.

Mr. Harris suggested that “enforcement” would be by the Selectboard/Town Administrator/Town Meeting as the appointing, approving, and evaluating entities.

5. Discussion of Bylaw amendments/proposals for 2016

Mr. Harris stated that he thought the prior discussions pretty much addressed this topic – the priorities for the next 12-18 months have been set forth. However, he suggested the Board may wish to address a General Bylaw amendment proposal – the terms of the Planning Board members.

Mr. Harris noted that the Planning Board members have 5 year terms and it is increasingly difficult for persons to commit to a 5-year term – they could run for 5 years and then resign midway through but that is not a desirable approach. Ms. Rosner commented that they have had a number of members do exactly that.

Mr. Harris reviewed results of a survey he conducted through the MassPlanners ListServe. He noted that he received approximately 44 responses. The division between 5 year and 3 year terms was almost even. There were several communities which have changed to 3 year terms in an effort to attract more interest.

Members discussed the issues regarding the terms. There was discussion as to whether 5 years is needed due to the Learning Curve required for the Planning Board members. There were suggestions that there are now online programs which provide the ability to learn quicker plus the Town has more professional staff as compared to when the 5 year term was established.

Mr. Harris suggested that the 5 year staggered term ensured that the Board’s approach to development review and planning would not change abruptly. However, precluding that could be thwarting the will of the public.

There was discussion that the times have changed. Getting younger people to commit to a 5 year term is more difficult due to the change in lifestyle and mobility of the population.

All members indicated that they would either support such a change or not be opposed to changing the terms.

Linda Young, 15 Westbrook Road asked that the Board include this on a future agenda for more discussion. Mr. Squire said it would be.

Mr. Cavanaugh inquired as to whether a public hearing would be required. Mr. Harris stated that the Planning Board has always held a public hearing on any bylaw proposal it put forward (Zoning or General Bylaws).

Mr. Harris asked if there were comments from the members of the public on this topic. Joanne Brown commented that she thought the Board's comments about the change in society are correct – people are not employed with the same firm for a life time nor set in one community as they used to be.

There was discussion that the 5 year term may be precluding many new residents from stepping up to serve on the Board. It was noted that other elected Board's – with the possible exception of the Housing Authority – do not have terms beyond 3 years.

Linda Young, 15 Westbrook Road, noted that the Board does not have an “open forum” but asked if the Board would consider creating an advisory committee to help plan changes in the Zoning Bylaws. Mr. Harris noted that the Board has used ad hoc committees on specific topics – such as the Flexible Development. Ms. Rosner commented the committee approach worked very well on that topic. Mr. Squire stated that where it was appropriate, the Board would consider an advisory committee. Mr. Harris suggested that such a committee may be best suited to develop the Design Guidelines/Standards for Design Review

6. Development Update and Planner's Report

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

a. Development Report

- Annafield Estates Subdivision (No change; still waiting for input as to whether the draft As-Built Plan is acceptable for SHELD)
- One Canal Street (no change)
- Mountainbrook Street Acceptances (no change)
- Rivercrest Condominiums (the infrastructure has been largely installed; several foundation permits have been sought and apparently granted)
- Ethan Circle (no change)
- Berkshire Hills Music Academy proposed expansion (no change – application for Site Plan Review and Stormwater Management Permit anticipated to be submitted this month)
- Mount Holyoke College new Dining Hall project (Application for Site Plan Review and Stormwater Management Permit anticipated to be submitted by March 1st)
- Possible Home Occupation at 146 Ferry Street (No change – there was not a request for an informational meeting with the Board so no such meeting has been scheduled. One of the buyers indicated that they have a place in Sunderland where they operate their business and plan to continue such operation at this time)
- Development Status Update – Mr. Harris provided a copy of a Development Status report which he prepared for the Town Administrator. The copy is also on the Town's website.

b. Other Projects

- Mr. Harris is continuing to work on the Permitting Guide.
- Work is continuing with General Code on the codification project.

- Smart Growth District Design Guidelines. Mr. Harris received comments from the State DHCD regarding the proposed edits the Board wants to make in the Design Guidelines. He indicated that the Guidelines need to be explicit as to what is required.
- Health Impact Assessment – Working with Public Health Director Sharon Hart, Mr. Harris submitted an application for a \$12,500 MiniGrant to undertake a Health Impact Assessment of the Subdivision Regulations and the draft Design Guidelines.
- Emergency Management Planning – Mr. Harris will be working with other Town officials and the PVPC consultant to update the Town’s Emergency Management Hazard Mitigation plan

c. *Workshops/Training Opportunities*

Mr. Harris stated he is planning to attend the following workshops/conferences/webinars:

- “MAPD Luncheon – Fair Housing: Foundations and Looking Ahead” in Quincy January 15th.
- “DHCD Downtown Technical Assistance Workshop: Design Guidelines and Lighting in Your Downtown” in Brockton, January 27th.
- “Baystate Roads Program - Complete Streets Workshop” at the PVPC in Springfield, February 10th.

7. Other New Business

Self-storage units behind Taylor Rental

Mr. Harris stated that the owner of the Taylor Rental property on Route 202 came into the office and expressed a desire to build self-storage units on the rear of the property. However, since the property is zoned Business A-1, warehousing is not allowed on the property. Mr. Harris suggested that the property could lend itself to such a use quite well – the Taylor Rental building would screen the units from public view off Route 202 and the site is approximately 2.79 acres (including the front portion on which Taylor Rental is located).

Mr. Harris suggested there were two means by which the property could have self-storage units: a rezoning to Business B or amend the Business A-1 zoning district to allow the use by Special Permit with restrictions for screening, etc. However, he noted that there is not any Business B zoned property adjoining the site. Therefore, rezoning the property to Business B would clearly appear to a case of spot zoning. Additionally, while this site makes sense for self-storage, the Board has been opposed to amending the Zoning Bylaw to fit the desire of a single property owner.

Board members indicated that they concurred with Mr. Harris’ assessment. Some indicated that they would not object to self-storage in this area properly screened while one or more expressed reservations about self-storage units in this area.

Mr. Harris stated he will convey to the owner that the Board is not inclined to proceed with nor support either of the approaches to accommodate self-storage units on this site.

Support for 2016 Recreation Trails Grant Application

Mr. Harris stated that last year the Town applied for a Recreation Trails Grant to construct an accessible trail off Ferry Street and behind Town Farm. This trail would, eventually, be part of a larger trail that would connect to the Mount Holyoke Range. He stated the application was unsuccessful but the Town is revising the proposal – with help from the PVPC and others – for submittal this year. Last year, the Planning Board endorsed the application and he asked the Board to endorse this new application and presented a draft letter for their review and consideration.

Motion – Ms. Fantini moved and Ms. Rosner seconded the motion to endorse the proposed Recreation Trails Grant. The Board voted **Four (4)** out of **Four (4)** members present in favor of the motion. Mr. Squire signed the letter as presented.

February Meeting Dates

Mr. Harris noted that the scheduled meeting dates for February are February 8th and February 22nd. Three members have indicated they cannot attend on February 8th and Mr. Harris has a conflict on February 22nd. He also noted that February 15th is a holiday and February 1st is only one week after the last meeting in January. Therefore, he had polled the members and determined that the following dates are viable meeting dates for all of the members:

- Wednesday February 10th
- Wednesday February 24th
- Monday February 29th

He asked the members present which of those two dates the Board would like to schedule for a meeting. All members present indicated that February 10th and February 29th would be good dates.

Ms. Rosner noted that the campaign expenditure statements are due shortly.

8. Adjournment

Motion – Mr. Cavanaugh moved and Ms. Fantini seconded the motion to adjourn. The Board voted **Four (4)** out of **Four (4)** members present in favor of the motion.

The meeting was adjourned at 7:54 p.m.

Respectfully submitted,

DRAFT

Richard Harris, Recorder

Attachment A

List of Documents Reviewed in January 11, 2016 Planning Board Meeting

<u>Document</u>	<u>Record Location</u>
Planning Board Meeting Agenda and Background Information	Planning Board Agenda Packet Files
Request for waiver for 755 New Ludlow Road	Planning Board Files
Zoning Bylaw	Planning Board Files
South Hadley Master Plan	Planning Board Files
Master Plan – Planning Board Top Priorities Recommended Actions Matrix – Draft	Planning Board Files

DRAFT

SOUTH HADLEY PLANNING BOARD

BILLS & CORRESPONDENCE

January 25, 2016

BILLS PAYABLE

None.

Letters & Memos

- Minutes from CSL Consulting regarding Initial review with the Town of the Mount Holyoke Community Center with Dining held on December 17, 2015
- Letter from R. Levesque Assoc., Inc. dated January 13, 2015 regarding a request to be placed on January 25, 2016 Agenda
- Letter from the Massachusetts Association of Health Boards dated January 21, 2016 regarding the grant for a Health Impact Assessment
- E-mail from Mike Lamontagne dated January 22, 2016 regarding Amended Appendix Three Tree List

Town Department Comments on Pending Projects

- Response from Jeffrey Cyr dated January 19, 2016 regarding *27 Bardwell Street*
- Response from Andrew Orr dated January 21, 2016 regarding *27 Bardwell Street*

Town Department Agendas & Minutes

- Selectboard Meeting Agenda for January 19, 2016

Legal Notices

Amherst

•

Chicopee

•

Granby

•

Hadley

•

Holyoke

•

News Articles

- News article from MassLive.com dated January 19, 2016 entitled “Selectmen to Discuss Proposal to Consolidate Gaylord Memorial Library, South Hadley Public Library operations”
- News article from GazetteNet.com dated January 22, 2016 entitled “South Hadley Electric Light Department Commissioners Hear Opposition to Old Lyman Road Headquarters Move”

Publications

- American Planning Association, **Planning**. January 2016
-
-

TREES AND PLANTINGS

Large Growing Trees (60' – 90')

(Minimum sizes: 2 ½ inch caliper at one foot above ground.)

<u>Species</u>	<u>Height</u>	<u>Remarks</u>
(Gymnocladus dioicus) Kentucky Coffee Tree	65'-70'	Good specimen tree
(Quercus borealis) Red Oak	80'	
(Quercus alba) White Oak	90'	Native tree
(Platanus acerifolia) London Plane	80'	Excellent specimen, resist blight
(Platanus occidentalis) American Sycamore	80'	Native tree
(Nyssa sylvatica) Black Gum	60'	Good for poorly drained soil
(Gleditsia triacanthus inermis) Thornless Honeylocust	60'	Tolerant of city conditions
(Gymnocladus dioicus) Kentucky Coffee Tree	70'	Good specimen tree
(Liquidambar styraciflua) Sweetgum	75'	Yellow fall color
(Tilia cordata 'Greenspire') Greenspire Linden	70'	Excellent specimen tree, pollinator tree

MEDIUM SIZE TREES (40'-60')

(Minimum sizes: 2 ½ inch caliper at one foot above ground.)

<u>Species</u>	<u>Height</u>	<u>Remarks</u>
(Cladratis lutea) Yellowwood	30'-50'	Attractive blooms
(Styphnolobium japonicum) Japanese Pagodatree	40'	Tolerant of city conditions
(Acer rubrum) Red Maple		
(Carpinus betulus) European Hornbeam	45'	Excellent tree

(Carpinus caroliniana) American Ironwood	45'	Excellent tree
(Ginkgo biloba) Maidenhair tree	60'	Insect and disease resistant, plant only male trees
(Betula nigra 'Heritage') Heritage River Birch	40'-50'	Interesting bark
(Eucomia ulmoides) Hardy Rubbertree	40'-60'	Insect and disease resistant, rich green foliage

SMALL TREES 15'-30'

(Minimum size: 9 foot crown height, 5 foot spread)

<u>Species</u>	<u>Height</u>	<u>Remarks</u>
(Acer campestre) Hedge Maple	25'	Fine specimen tree, low crown – not a good choice near walks
(Acer ginnola) Amur Maple	25'	Brilliant fall color
(Amelanchier Canadensis) Serviceberry	25'	Attractive blooms, persistent berries
(Cornus kousa) Chinese Dogwood	30'	Resistant to anthracnose, blooms in June

SMALL TREES 15'-30' (continued)

(Minimum size: 9 foot crown height, 5 foot spread)

<u>Species</u>	<u>Height</u>	<u>Remarks</u>
-(Malus sp) Flowering Crabapples	30'	Showy blooms, some species susceptible to apple scab
(Cercis Canadensis) Eastern Redbud	30'	Attractive blooms
(Syinga reticulate) Japanese Tree Lilac	20'-25'	Showy fragrant flowers
(Acer griseum) Paperbark Maple	20'-30'	Showy red peeling bark

**Section 9
SPECIAL PERMITS**

(As Amended through June 19, 2013 Special Town Mtg.)

(C) Standards for Special Permits

(As Amended through June 19, 2013 Special Town Mtg.)

	Complies?	Comments
<i>Except in the case of a special permit for changing a nonconforming use or structure, which is governed by Section 2F(2), the SPGA must make written findings on the following mandatory standards, requiring that a proposed use will:</i>		
1. Comply with all applicable land use district, overlay district, and other specific requirements of this and other bylaws and regulations, and be consistent with the purpose and intent of this bylaw and of the land use district in which it is located;		
2. Be suitable to the surrounding neighborhood and the "Land Use Area" in which it is located. Land Use Areas are identified and described in the section of South Hadley's Master Plan entitled "Land Use Area Vision Statements" (pages 1-10 through 1-19). In making this determination the Planning Board shall take into consideration any guidance provided by the Land Use Goals articulated in South Hadley's Master Plan, goals articulated in South Hadley's Open Space and Recreation Plan, and input from relevant Boards, town officials, and the public.		
3. Be compatible with existing uses and uses allowed by-right in the neighborhood, Land Use Area, and zoning district;		
4. Be compatible with the existing character of the neighborhood and Land Use Area, and/or zoning district. "Character" shall be understood to include prevalent patterns of: site design; setbacks from property lines; amount and location of parking; amount, type, location and quality of open spaces and landscaped areas; amount, type, and location of impervious surfaces; distances and relationships between buildings; density of building(s) relative to land area; building massing; architectural style and detailing; materials; buffering from adjacent uses; traffic volume and timing; noise; odors; and light.		
5. Be suitable for the property on which it is proposed, considering the property's, scenic, cultural and historic significance, and its ability to be buffered or screened from neighboring properties and public roads.		

Section 9
SPECIAL PERMITS

(As Amended through June 19, 2013 Special Town Mtg.)

(C) Standards for Special Permits

(As Amended through June 19, 2013 Special Town Mtg.)

6. Provide safe access for fire, police, and other emergency vehicles.		
7. Provide adequate water, drainage and waste disposal systems without causing significant harm to any natural water system or overloading any public water, drainage, or sewer system, or any other municipal facility.		
8. Not cause significant traffic congestion, impair pedestrian or bicycle safety, or overload existing roads, sidewalks and trails, considering their current width, surfacing, and condition, and any improvements proposed to be made to them by the applicant.		
9. Not result in excessive air, water, noise, or light pollution, or create any other public or private nuisance;		
10. Not degrade the scenic, rural, or historic character of the town with structures or other lot features which are deemed visually objectionable in light of prevailing community as reflected in the goals articulated in South Hadley's Master Plan;		
11. Be consistent with the South Hadley Master Plan, provided that the Comprehensive Plan provides legally sufficient guidance and that the applicable provision of the Master Plan is not inconsistent with any specific provision of this Bylaw;		
12. Comply with applicable criteria for site plans under Section 12E.		
<i>In addition, the SPGA may include in its written findings, where applicable, consideration of any or all of the following criteria to be satisfied by the proposed use, building or structure:</i>		
13. For projects involving the removal of existing housing, not adversely affect the availability of affordable housing in the Town.		
14. Not have an overall off-site impact that is significantly greater than the overall off-site impact that would be caused by full development of the property with uses permitted by right, considering relevant environmental, social, visual, and economic impacts.		

Section 9
SPECIAL PERMITS

(As Amended through June 19, 2013 Special Town Mtg.)

(C) Standards for Special Permits

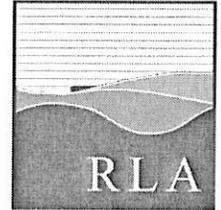
(As Amended through June 19, 2013 Special Town Mtg.)

15. The adequacy and configuration of off-street parking and loading areas, including their nuisance impact on adjoining properties and on properties generally in the district;		
16. Harmony of signs and exterior lighting, if any, with surrounding properties;		
17. The location of the site, and proposed buildings or structures thereon, with respect to flood plains and floodways of rivers or streams;		
18. The absence of any other characteristic of the proposed use that will be hazardous, harmful, offensive or will otherwise adversely affect the environment or the value of the neighborhood or the community; or		
19. Provisions for energy conservation, for the use of renewable energy sources, and for protection of solar access.		

R LEVESQUE ASSOCIATES, INC.

40 School Street, P.O. BOX 640, Westfield, MA 01085

p 413.568.0985 · f 413.568.0986 · www.rland.com



January 13, 2016

Mr. Richard Harris, Town Planner
Town of South Hadley Planning Department
116 Main Street
South Hadley, MA 01075

RE: Stonybrook Village Commercial Component
Newton Street – Assessor's Map 28, Parcel 246
South Hadley, Massachusetts
RLA Project File #: 120804

Dear Mr. Harris:

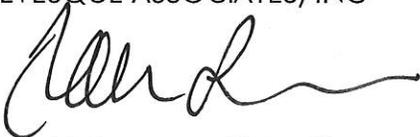
On behalf of Whispering Pines at Root Road LLC, our office is herein requesting to be placed on the January 25, 2016 Planning Board agenda. The purpose of our request is to secure a clarification of the status of the Planning Board Site Plan Review decision for the commercial site located at the front of StonyBrook Village adjacent to Newton Street.

The Site Plan Review decision for the commercial site (filed with the Town Clerk on April 28, 2006 and recorded at the Hampshire County Registry of Deeds in book 8911, Page 163) involved the construction of a 4,800 square-foot retail/office building, 25 parking spaces, and associated site improvements. A portion of the work involved to construct the site, including the curb cut and stormwater management system, commenced within the 1-year timeframe cited in the Town Bylaw (§12 (G) b.) after the Site Plan Review decision and approval. It is our understanding (and the subject of the requested discussion) that the decision therefore continues to be valid.

Should you have any questions or comments regarding this request, please do not hesitate to contact our office at your earliest opportunity.

Sincerely,

R LEVESQUE ASSOCIATES, INC



Robert M. Levesque, RLA, ASLA
President

cc: Whispering Pines at Root Road LLC
RLA File No. 120804

**NOTICE OF PLANNING BOARD DECISION
ON AN APPLICATION
FOR SITE PLAN REVIEW – STONYBROOK VILLAGE**

- APPLICANT:** Whispering Pines at Root Road, LLC
5497 Via Mira Flores
Thousand Oaks, CA 91320
- OWNER:** Frank & Rita Falcetti/Elvina Labrie/Linda Bernier
25 Noel Street/124 College Street/513 Newton Street
South Hadley, MA 01075
- PLAN DESIGNER/ENGINEER:** R. Levesque Associates, Inc./Terrence Reynolds, PE
75 Broad Street, Suite C
P. O. Box 640
Westfield, MA 01085
- PROJECT LOCATION:** Newton Street
South Hadley, MA 01075
Assessor's Map #28, Parcel #246 (portion)
- PUBLIC HEARING:** A public hearing was begun on March 8, 2006 and continued on several occasions until concluded on April 26, 2006 in accordance with the South Hadley Zoning By-Law and the Massachusetts General Laws.

OVERVIEW: Applicant requests a Site Plan Review under Section 12 of the South Hadley Zoning By-Law to develop a portion of the subject property for use as a retail/office building. The applicant proposes to develop a 4,800 square foot retail/office

center on the site. The subject property is approximately 29,362 square feet of a 9.8-acre tract located on the east side of Newton Street. The subject property is zoned Business C which permits the proposed use (retail sales/professional offices) subject to Site Plan Review. This project is a portion of a larger mixed-use development involving construction of an additional 30-34 multi-family residential dwellings on the balance of the 9.8-acre tract and some adjoining parcels.

PROJECT DESCRIPTION: Applicant proposes to develop the 0.68-acre portion of the tract with 4,800 square foot retail/office building and 25 parking spaces. Other aspects of the project involve drainage, landscaping, trash disposal, and signage.

COMMENTS: The public hearing began March 8, 2006 and was continued several times until concluded on April 26, 2006. The public hearings and reviews by departments focused on the entire mixed-use development which incorporates the retail/office development.

Abutters to the property were notified of the date, time, and location of the public hearing. Numerous abutters and other interested parties attended the public hearing and voiced comments on various aspects of the plan. Initial plans were submitted to the various departments for review and comment. Written and verbal responses on the initial plans were received from the following departments/agencies:

- Sharon Hart, Board of Health Director
- Jeffrey Cyr, Water Superintendent, Fire District #1
- Wayne Doerpholz, SHELD Manager
- Greg Kereakoglow, DPW Superintendent

Ms. Hart indicated concerns/comments regarding the detention basins and permitting required for the swimming pool. As part of her comments, Ms. Hart indicated that the Health Department is requiring that any detention basin be a dry basin with a maximum detention period of 72 hours.

Mr. Cyr noted that the developer will need to submit a completed Impact Study Application along with an appropriate improvement fee. A copy of the Districts' Rules and Regulations was provided for the developer's use.

Mr. Doerpholz commented about the concerns as to plans for plowing snow on the site as this could impact placement of the surface mounted transformers. He also indicated that the revised site lighting plans indicate that there is much less light bleeding off the site than originally proposed. However, he did express concern as to the residential units' exterior lighting, particularly in regards to the units abutting the residences on Hildreth Avenue.

Mr. Kereakoglow offered comments regarding sewer, drainage, pavement, and sight distance issues. The developer must provide a televised inspection of the downstream sanitary sewer system and a capacity evaluation of the existing downstream sewer

system. He identified specific standards for some elements of the sanitary sewer system. A sewer extension permit must be filed with the Town. Regarding the storm drainage system, Mr. Kereakoglow indicated some revisions to the maintenance program were necessary. Pavement specifications for the private roadway were also detailed. He also voiced questions regarding the retaining wall section abutting the commercial parking lot, sight distance, property pinning, and the perc tests for the underground detention.

Initially, the DPW recommended an independent review of the traffic study. However, in subsequent discussions, the DPW Superintendent indicated that this was not necessary as long as the sight distance evaluation was satisfactory.

DECISION: At a meeting held on April 26, 2006, by a vote of Five (5) out of Five (5) members present, the Planning Board voted to approve the above-described application for a Site Plan Review subject to the following conditions:

1. Limit on Usage. This Site Plan Approval is to allow for the construction of the project as described herein and shown on the plans submitted as part of the Application filed February 7, 2006 as revised by plan amendments subsequently submitted to the Planning Board (and subject to further revision as required by conditions of this decision). Any other type of business is prohibited unless reviewed and approved by the Planning Board.
 - a. *Restriction.* Development of this portion of the subject property as a retail sales/office use is the basis for approval of the balance of the mixed-used development. Therefore, no portion of the subject property proposed for the retail sales/office development may be converted to residential use. A deed restriction prohibiting such a conversion is to be attached to the subject property.
2. Limit on Types of Business to be Permitted. The applicant has proposed, and the Traffic Impact Study required pursuant to Section 7(P) of the Zoning Bylaw was based on, the businesses will be of a type that generate low-traffic volumes. Accordingly, the retail/office space may not be used for retail/wholesale trade and is to be limited to the types of low-volume uses presented by the applicant in the public hearings and in the Traffic Impact Study.
 - a. “*Low-volume use*” is intended to refer to a retail sales use with a trip generation rate not more than 30% greater than the rate identified for an Apparel Store (Land Use Code 870) in the ITE Trip Generation Manual.
 - b. *Prohibited uses.* The following uses are prohibited except with subsequent approval by the Planning Board: Eating and/or drinking establishment, bank, ATM, medical clinic.
 - c. *Approval of prohibited uses.* The Planning Board may permit and approve any of the prohibited uses only upon a finding that the proposed use conforms to the definition of “Low-volume use”. The burden of demonstrating that the proposed use conforms to the definition of “Low-volume use” is on the applicant requesting the Planning Board approval of a particular use.

3. Hours of Operation. The proposed retail/office facilities shall not operate before 5:00 a.m. nor after 12:00 midnight.
4. Schedule of Deliveries/Maintenance Services. All deliveries and site maintenance services (including, but not limited to, trash collection and parking lot cleaning) are to be scheduled to occur and end no earlier than 6:00 a.m. nor later than 10:00 p.m. Deliveries by a truck with 3 or more axles are to be scheduled to occur and end no earlier than 7:00 a.m. nor later than 8:00 p.m. Snow plowing services are not subject to this restriction.
5. Signage. Plans for illuminated freestanding signage are subject to review and approval by the Planning Board prior to their installation or issuance of any sign permits. All signs shall only be illuminated during the retail/office facilities hours of operation. The freestanding signs (including any entry/exit signs) shall only be illuminated via exterior lighting sources. Review and approval by the Town Planner and Building Commissioner is to ensure compliance with the Zoning By-Law specifications, compliance with the conditions of this Decision, and to assure that the sign does not impede motorists' visibility.
6. Site Lighting/Illumination. The site illumination shall be as presented in the Site Lighting & Illumination Plan prepared for this project by R. Levesque Associates, Inc. as revised March 28, 2006 except as further revised by conditions of this Decision.
 - a. *Shielded lamps – parking lot and exterior lighting.* Parking lot and exterior lighting fixtures are to use shielded light sources and “cut off” lamps to insure that the fixtures focus all illumination onto the subject property without stray light pollution.
7. Dumpster. The dumpster shall be located to the east of the building and enclosed with a solid wood fence on 3 sides such that it is not visible from any adjoining property or Newton Street.
8. Fencing. A wooden, decorative fence no more than 3 feet high is to be incorporated into the landscaping buffer along the western edge of the parking lot adjoining Newton Street to substantially screen the parking area from view of pedestrians and motorists traveling on or along Newton Street.
9. Landscaping Plan. Prior to beginning construction of the retail sales/office building, the applicant shall obtain Town Planner approval of a detailed landscaping plan. This review and approval is to determine that the Landscaping Plan conforms to the conditions of this approval and to the Landscaping and Screening Standards specified in Section 7(P) of the Zoning Bylaw.
10. Drainage and Erosion. The applicant shall not cause any increased storm water run-off or drainage onto adjacent property nor shall the applicant cause any increased erosion of adjacent property. Further, the applicant shall revise the Storm Water

Operation & Maintenance Plan to provide for submittal of an annual storm water management inspections and maintenance measures report to the DPW storm water coordinator.

11. Construction Site Management. During construction, the applicant shall undertake reasonable measures to control dust during site preparation and construction, including, but not limited to, maintenance of a water truck on site.
12. Application Materials and Revisions Incorporated. All application materials (including subsequent revisions thereto) submitted to, and received by the Planning Board as part of the applicant's "Site Plan Review Application" received by the Town Clerk on February 7, 2006 are hereby incorporated into and made part of this Decision. Furthermore, related materials are also hereby incorporated into and made part of this Decision. Said application and related materials specifically include, but are not limited to, the following:
 - a. Project Plan. "Stonybrook Village – Site Plan Review, special Permit and Form H Plans for More than One Building for Dwelling Purposes Per Lot" prepared by R Levesque Associates, Inc. for Whispering Pines at Root Road, LLC dated February 2, 2006, as revised through April 26, 2006 inclusive of the Detail Sheets and Building Elevation and Floor Plan sheets as amended as a result of other conditions included in this Decision.

Accordingly, all construction shall substantially conform to the plans and sketches presented by the applicant as revised in accordance with the conditions of this approval.

- b. Project Manual. The Project Manual as prepared by R Levesque Associates, Inc. & Terrence R. Reynolds, PE including, but not limited to, the Project Narrative, Traffic Impact Study prepared by Fuss & O'Neill, Inc. dated January 27, 2006 and all related subsequent correspondence from Fuss & O'Neill, Inc., Stormwater Drainage Report and Management Plan prepared by Terrence R. Reynolds, PE dated February 2006, and the Soils Report and Logs prepared by R Levesque Associates, Inc.
 - c. Project Correspondence. All project correspondence provided via mail or email from the applicant's representatives to the Town Planner/Planning Board including, but not limited to, the following: March 7, 2006 memorandum from Stephen Savaria, an April 11, 2006 email from Ray Levesque transmitting a 3-page list of revisions to the Stonybrook Village Site Plans, and an April 26, 2006 email from Terrence R. Reynolds regarding the stormwater management of the project during the construction phase (received at 8:57 a.m.).
13. Minutes. Minutes of the following hearings and meetings regarding this project are also incorporated into and made part of this Decision:
 - a. Planning Board public hearing on the Site Plan Review, Special Permit, and related Form H Subdivision Plan begun on March 8, 2006 and continued on several occasions until concluded on April 26, 2006.

b. Planning Board meeting held April 26, 2006.

14. Comments. Department review comments are also incorporated into and made part of this Decision with specific reference to the following:

- a. March 8, 2006 Memo and emails from Gregory Kereakoglow, DPW Superintendent to Planning Board & Town Planner Richard Harris.
- b. Email from Wayne Doerpholz, SHELD Manager to Town Planner Richard Harris received April 19, 2006.
- c. February 23, 2006 memo from Jeffrey Cyr, Water Superintendent, Fire District #1
- d. February 24, 2006 memo from the Board of Health Director, except as the comments relate to stormwater detention.

The applicant shall comply with the comments and conditions of the departments as they relate to roadway/driveway, water, sewer, and electrical service permit requirements.

FINDINGS:

1. **Site Plan Review.** Following review of the plans, application materials, and department and public hearing comments, the Planning Board found the proposed project, subject to the conditions of this approval, is compatible with uses permitted in the Business C zoning district and with the surrounding area. Accordingly, subject to the conditions herein as approved, the Planning Board found that the project reasonably fulfills the objectives specified in Section 12(E) of the Zoning By-Law.
2. **Business C Standards.** Following review of the proposed plans, application materials, and department and public hearing comments, the Planning Board found that the proposed project, subject to the conditions of this approval, conforms to the Commercial Development Performance Standards set forth in Section 7(P) of the Zoning Bylaw. The Planning Board specifically finds:
 - a. The parking spaces are not located within the required 25-foot front setback area and cannot be feasibly shared with any adjoining businesses or uses.
 - b. The architectural style proposed for the retail/office building is consistent with the character of the residential structures along Newton Street.
 - c. The site lighting, as provided for in the conditions of this decision, will not produce “a strong, direct light beyond the property boundaries”.
 - d. The development conforms to the Access and Pedestrian Standards detailed in Section 7(P).
 - e. All portions of the site will be appropriately landscaped in accordance with the Landscaping and Screening Standards detailed in Section 7(P).
 - f. The Traffic Study provided by the applicant conformed to the standards detailed in Section 7(P).
 - g. The Pioneer Valley Transit Authority (PVTA) provides service along this corridor. However, there is not a location on the subject property appropriate for a bus stop.

APPEAL: Copies of this decision have been filed with the Town Clerk and Building Commissioner. Appeals, if any, shall be made pursuant to Massachusetts General Law, Chapter 40-A, Section 8, and shall be filed within twenty (20) days after the date of filing of this Notice of Decision in the Office of the Town Clerk.

STATUS: This Notice of Decision shall constitute an approved site plan for the above-described project. Failure of the applicant to adhere to the provision of this Decision shall constitute a violation of the Zoning By-Law, and is punishable by a fine of up to \$200.00 for each violation. Each day that such violation continues shall constitute a separate offense.

This Notice of Decision is filed with the Town Clerk and Building Commissioner.

ATTESTED AND AFFIRMED

S/ _____
Joan B. Rosner, Chairman
South Hadley Planning Board

April 26, 2006
Date

Cc: Town Clerk (Date Filed: _____)
Whispering Pines at Root Road, LLC
George Boyle
Board of Selectmen
DPW Superintendent
SHELD Manager
Building Commissioner
Fire District No. 1 – Water Superintendent
Board of Health

**NOTICE OF AMENDMENT TO
PLANNING BOARD DECISION
ON AN APPLICATION
FOR SITE PLAN REVIEW – STONYBROOK VILLAGE**

- APPLICANT:** Whispering Pines at Root Road, LLC
5497 Via Mira Flores
Thousand Oaks, CA 91320
- OWNER:** Frank & Rita Falcetti/Elvina Labrie/Linda Bernier
25 Noel Street/124 College Street/513 Newton Street
South Hadley, MA 01075
- PLAN DESIGNER/ENGINEER:** R. Levesque Associates, Inc./Terrence Reynolds, PE
75 Broad Street, Suite C
P. O. Box 640
Westfield, MA 01085
- PROJECT LOCATION:** Newton Street
South Hadley, MA 01075
Assessor's Map #28, Parcel #246 (portion)
- PUBLIC HEARING:** A public hearing was begun on March 8, 2006 and continued on several occasions until concluded on April 26, 2006 in accordance with the South Hadley Zoning By-Law and the Massachusetts General Laws.

OVERVIEW: On April 26, 2006, the Planning Board granted Site Plan Review approval for the Stonybrook Village Commercial Development subject to various conditions. The applicant has requested modification of Condition #2 of that decision which restricted the uses allowed for the commercial building.

PROJECT DESCRIPTION: Applicant proposes to develop the 0.68-acre portion of the tract with 4,800 square foot retail/office building and 25 parking spaces. Other aspects of the project involve drainage, landscaping, trash disposal, and signage.

COMMENTS: The applicant submitted supplemental information related to the traffic which could be expected to be generated from a “high volume” use of the building. The Planning Board submitted the supplemental information to the DPW Superintendent for review and analysis.

Greg Kereakoglow, DPW Superintendent and Yem Lip, Assistant Town Engineer stated that they concurred that the new development along with the proposed “higher traffic volume” business will not have an adverse impact on the Newton St intersection”. However, they requested that additional projections be included to show that the level of service at full build-out will not change (i.e. table 3 and 4 of the Traffic Impact Study). They also stated that the applicant should review the sight distance for Newton Street reflecting that the lanes have been altered by the striping layout for the Cumberland Farms Convenience Store. The reduction in shoulder width will have an impact and makes it more difficult for the left-turning vehicles coming out from the new condominium development.

DECISION: At a meeting held on May 24, 2006, by a vote of Five (5) out of Five (5) members present, the Planning Board voted to approve amending the April 26, 2006 decision as follows:

1. Amend Condition #2 to read as follows:
 - “2. Limit on Types of Business to be Permitted. The applicant has proposed, and the Traffic Impact Study required pursuant to Section 7(P) of the Zoning Bylaw was based on, the businesses will be of a type that generate relatively low-traffic volumes. Accordingly, the retail/office space may not be used for retail/wholesale trade and is to be limited to the types of uses presented by the applicant in the public hearings and in the Traffic Impact Study.
 - a. *Restricted uses.* The following uses are restricted except with subsequent approval by the Planning Board: Eating and/or drinking establishment, bank, ATM, medical clinic.
 - b. *Approval of restricted uses.* The Planning Board may permit and approve any of the restricted uses only upon a finding that the proposed use is consistent with the standards for the traffic volume projection as provided in the revised traffic report. The burden of demonstrating that the proposed use is consistent with said standards.”
2. All other conditions of the April 26, 2006 are to remain as approved and adopted on April 26, 2006.
3. Application Materials and Revisions Incorporated. In addition to the materials referenced in the April 26, 2006 decision, the following materials shall be incorporated into and made part of this Decision:
 - a. Correspondence.
 1. May 10, 2006 emails from Steve Savaria.

4. Minutes. In addition to the minutes referenced in the April 26, 2006 decision, the following meetings regarding this project are also incorporated into and made part of this Decision:
 - a. Planning Board meetings held May 10, 2006 and May 24, 2006.
5. Comments. In addition to the departmental comments referenced in the April 26, 2006 decision, the following department review comments are also incorporated into and made part of this Decision with specific reference to the following:
 - a. May 24, 2006 Memo from Gregory Kereakoglow, DPW Superintendent and Yem Lip, Assistant Town Engineer to Planning Board & Town Planner Richard Harris.

FINDINGS:

1. **Site Plan Review.** This amendment does not alter the Planning Board findings relative to Section 12(E) of the Zoning By-Law as stated in the April 26, 2006 decision.
2. **Business C Standards.** This amendment does not alter the Planning Board findings relative to Section 7(P) of the Zoning By-Law as stated in the April 26, 2006 decision.

STATUS: This Notice of Decision shall constitute an approved site plan for the above-described project. Failure of the applicant to adhere to the provision of this Decision shall constitute a violation of the Zoning By-Law, and is punishable by a fine of up to \$200.00 for each violation. Each day that such violation continues shall constitute a separate offense.

This Notice of Decision is filed with the Town Clerk and Building Commissioner.

ATTESTED AND AFFIRMED

S/ _____
Joan B. Rosner, Chairman
South Hadley Planning Board

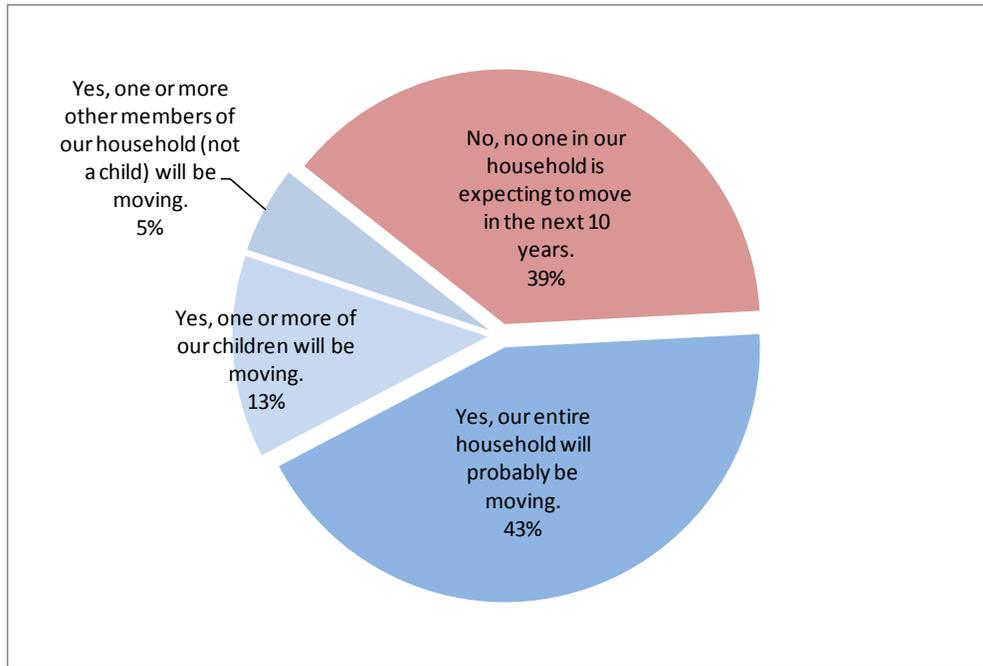
June 14, 2006
Date

Cc: Town Clerk (Date Filed: _____)
Whispering Pines at Root Road, LLC
George Boyle
Board of Selectmen
DPW Superintendent
SHELD Manager
Building Commissioner
Fire District No. 1 – Water Superintendent
Board of Health

2015 Town of South Hadley Community Housing Survey Results

A total 108 surveys (91 online + 17 paper) were returned and tabulated. Results for each question are reported as percentages of the total number of responses received for each question.

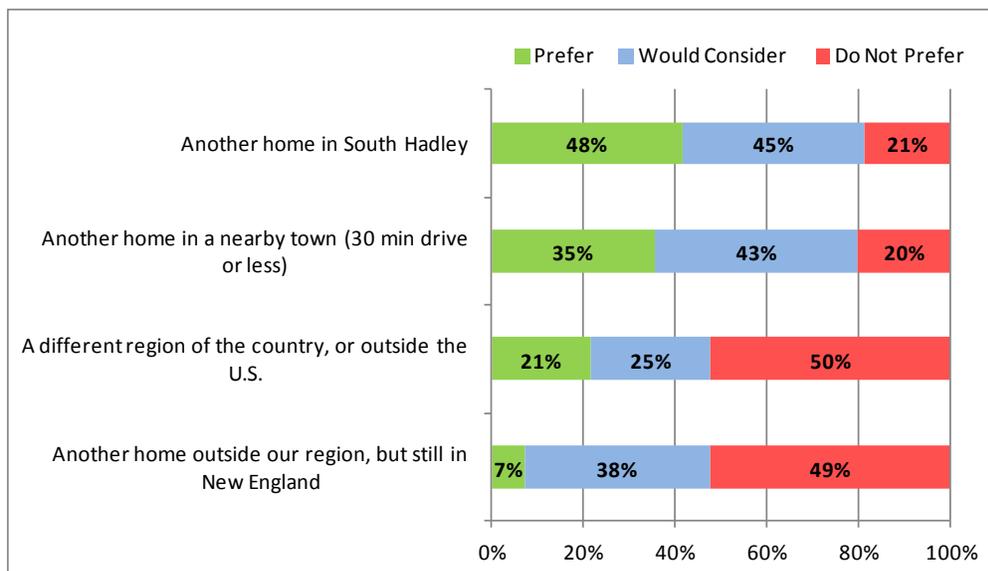
1. Are you or someone in your household likely to move in the next 10 years?



61% of respondents are likely to move, or have a family member move, in the next 10 years.

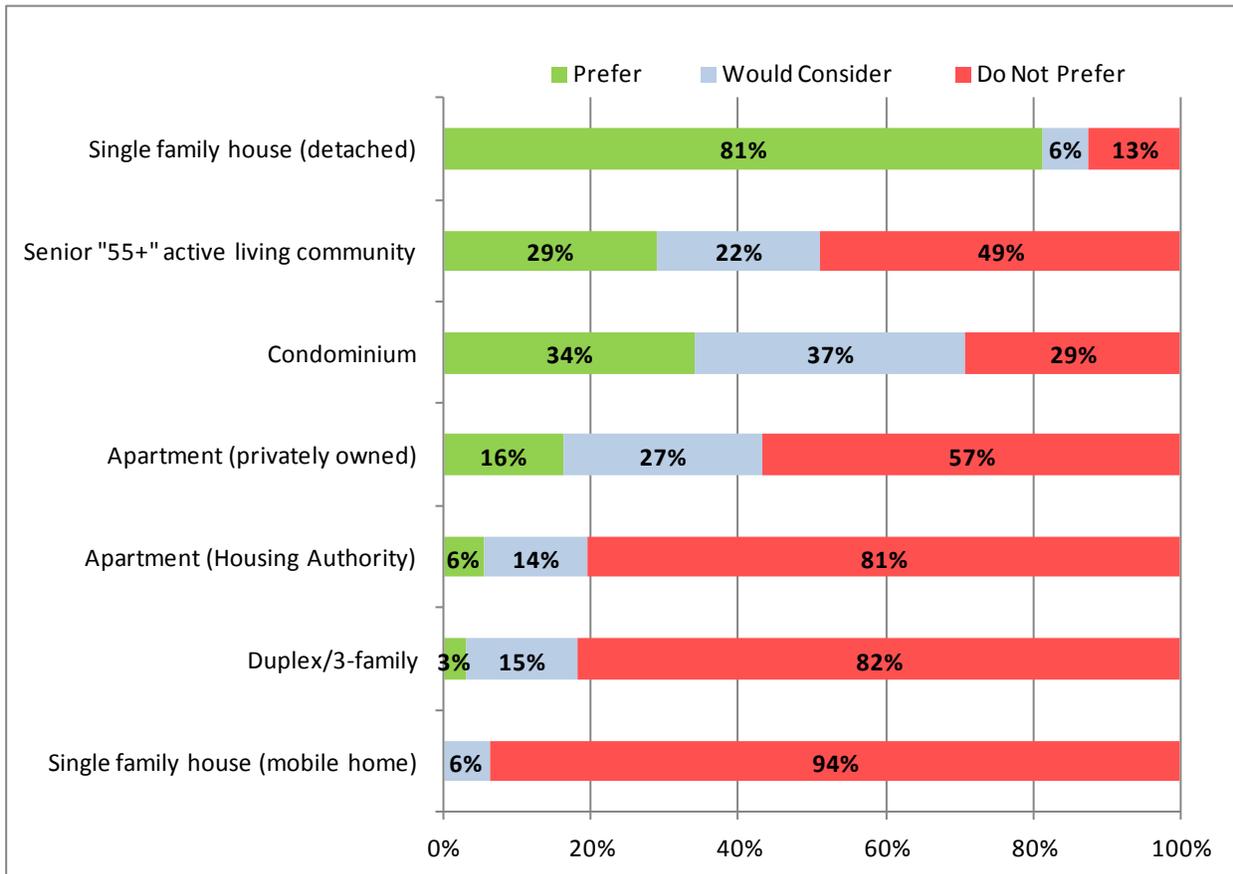
39% of respondents don't expect to move within 10 years.

2. Where will the person (or people) who are going to move probably prefer to live next?



A combined 93% of respondents who said they or a family member will move within 10 years prefer or would consider another home in South Hadley for their next home.

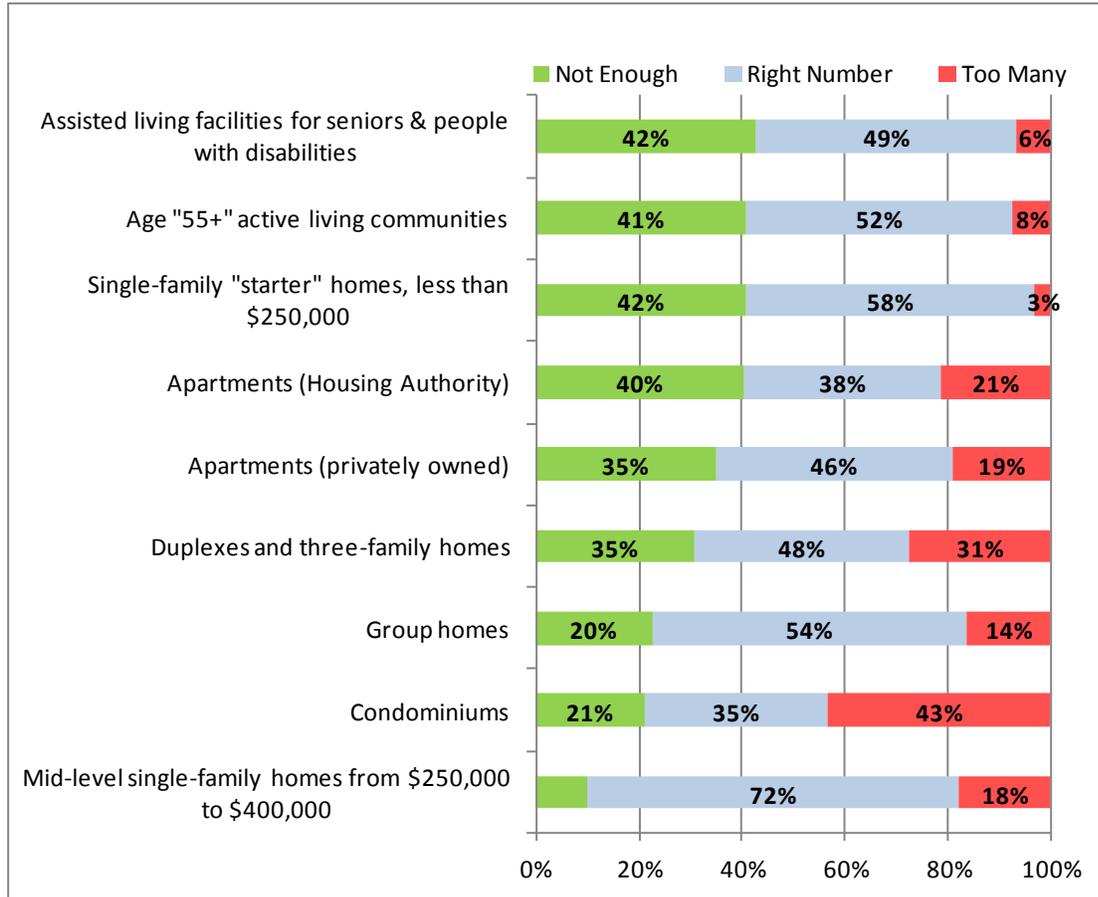
3. What type(s) of home(s) would you or the people who a likely to move prefer for your next home?



A combined 87% of people who are likely to move within the next 10 years prefer or would consider a single family home for themselves or the family member(s) who is/are moving.

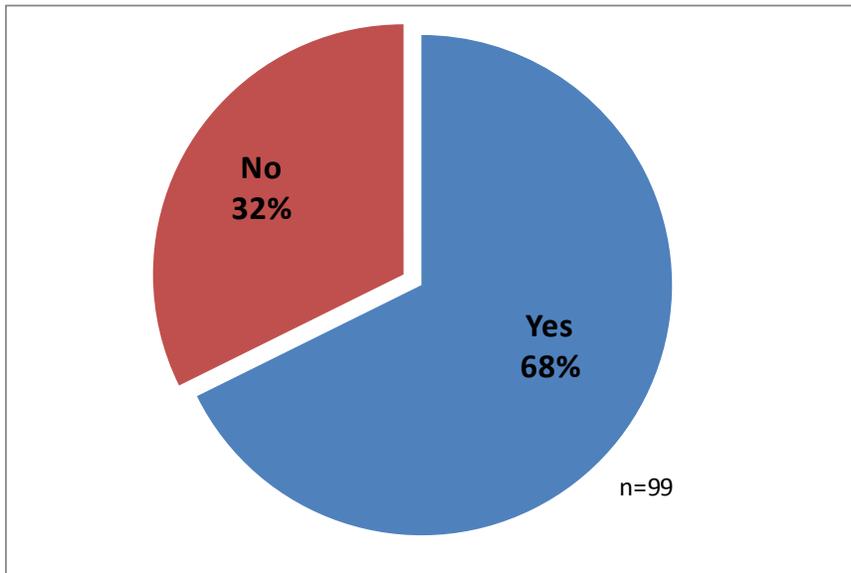
Large majorities of people said (for themselves or their family members) they do not prefer private apartments, Housing Authority properties, duplexes or 3-families, or mobile homes) for their next home.

4. Do you think there are enough of the following types of homes in South Hadley?



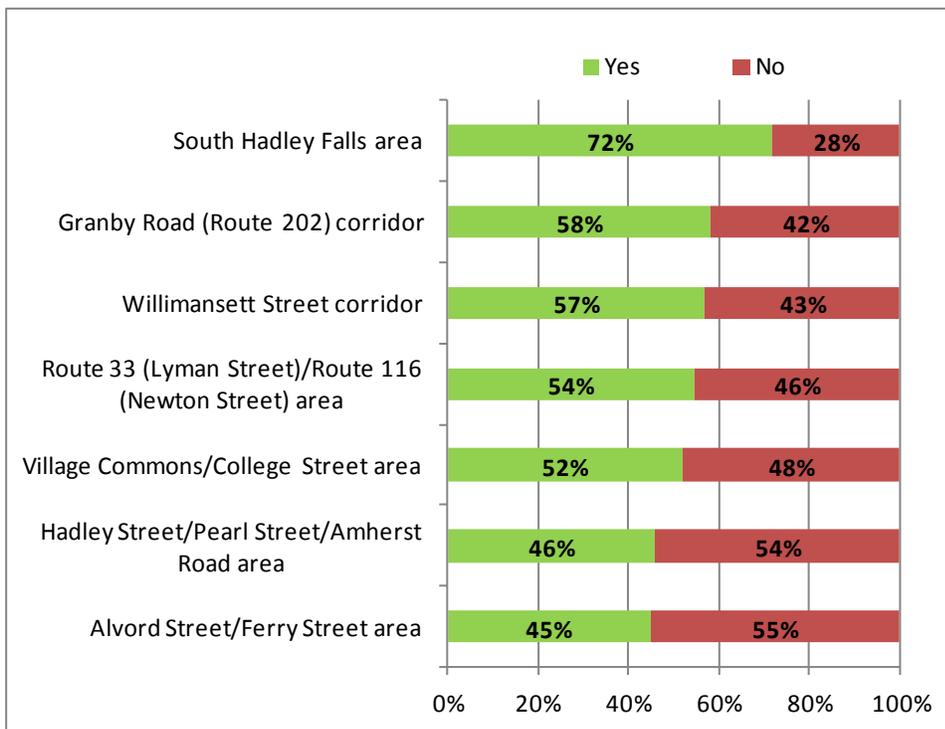
For the town in general, respondents said most frequently that South Hadley has the right number of home types in most categories. The types of homes receiving the most “not enough” ratings were Assisted Living for Seniors and people with Disabilities; “55+ Active Living” communities, Single-family “Starter” homes, and Apartments owned by the Housing Authority. The only types of homes in which “Not Enough” opinions exceeded “Right Number” were Assisted Living for Seniors and people with disabilities and Housing Authority apartments.

5. Hypothetically – If you wanted to buy or rent a home in South Hadley today, could you afford the home that you’re now living in, at its current market price?



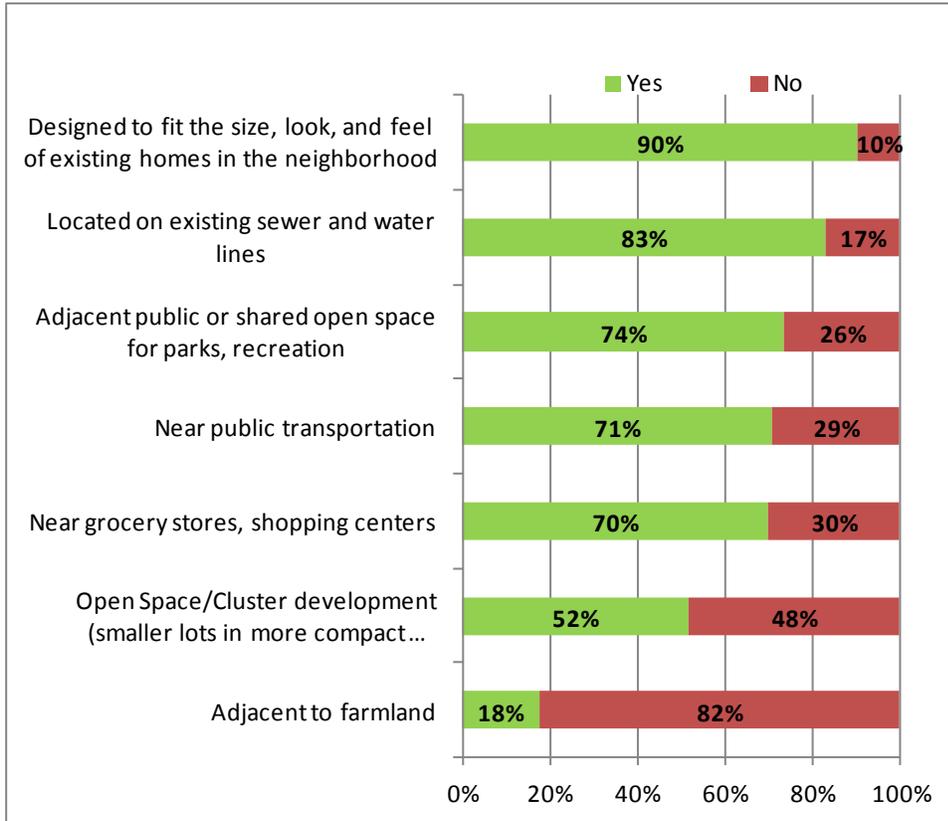
Nearly one-third of respondents said they probably could not afford to buy or rent the home they now live in.

6. Where do you think most new homes, condos and apartments in South Hadley should be located?



South Hadley Falls was the most frequently mentioned location for new residential development. But only two areas-- the Hadley/Pearl St/Amherst Rd and Alvord/Ferry St – received a majority of “no” votes as preferred areas for new home development.

7. What qualities do you think are necessary for new homes that will be built in South Hadley?



Home design and quality are the most critical quality for new homes in South Hadley.

Proximity to amenities, such as parks, grocery stores and public transportation, were also rated as relatively important.

A large majority do not want new homes adjacent to farmland.

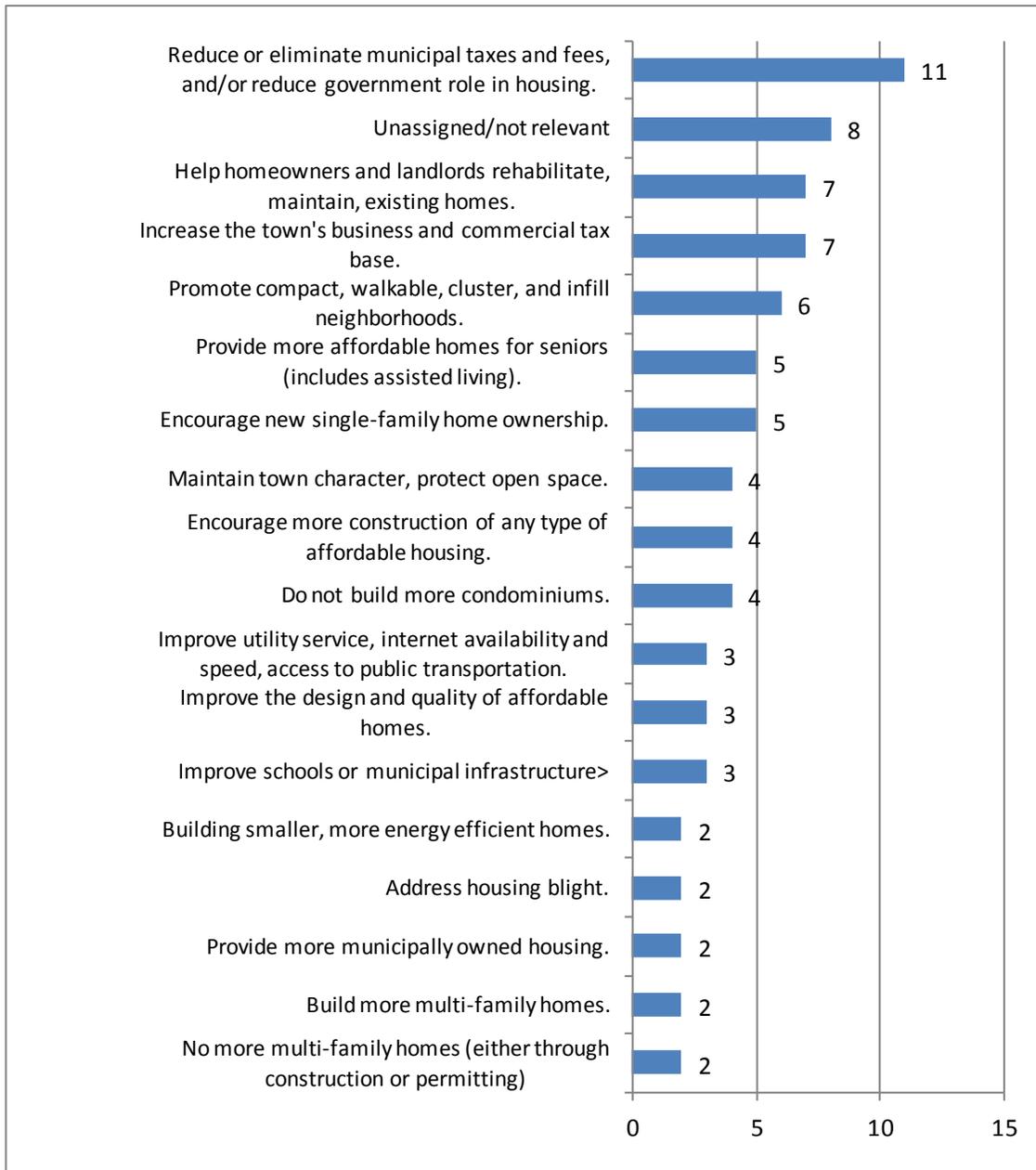
8. What should our priorities be for helping to keep homes affordable and in good condition for people who live in South Hadley or may want to move here?



Helping residents rehabilitate their homes was the top priority for a large majority (68%) of respondents. Information about financing home purchases or rental assistance for households earning up to 80% of AMI were also high priorities.

Strategies receiving the largest "Low Priority" ratings were: Allowing conversion of single-family homes to multi-families, encouraging more condos, small-lot neighborhoods, and construction of more apartments.

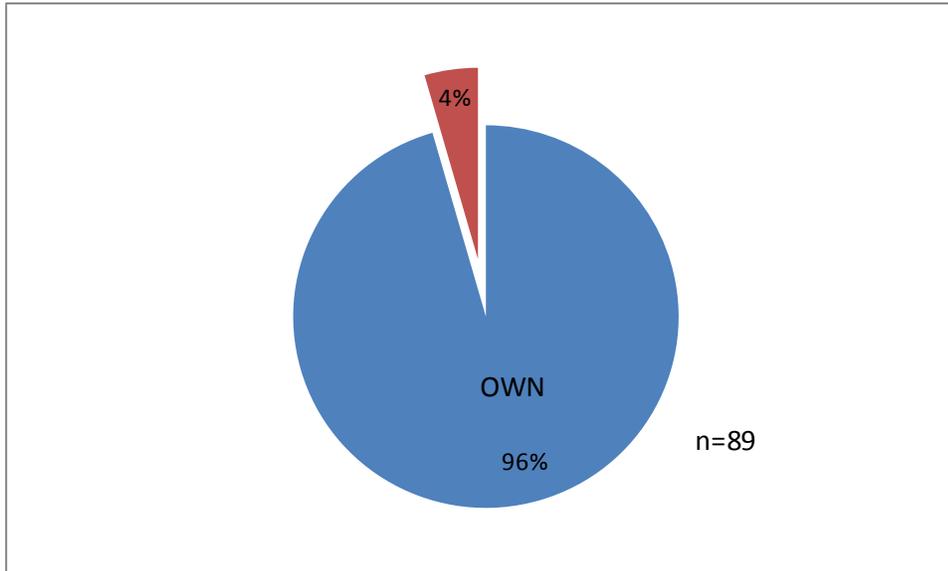
9. What is the most important thing that you think South Hadley should do to improve the quality and affordability of homes in our town?



Categories above were developed by reviewing all responses to identify common themes. "Unassigned" means the response was not relevant to this question (i.e. "No opinion," "Don't Know," or similar).

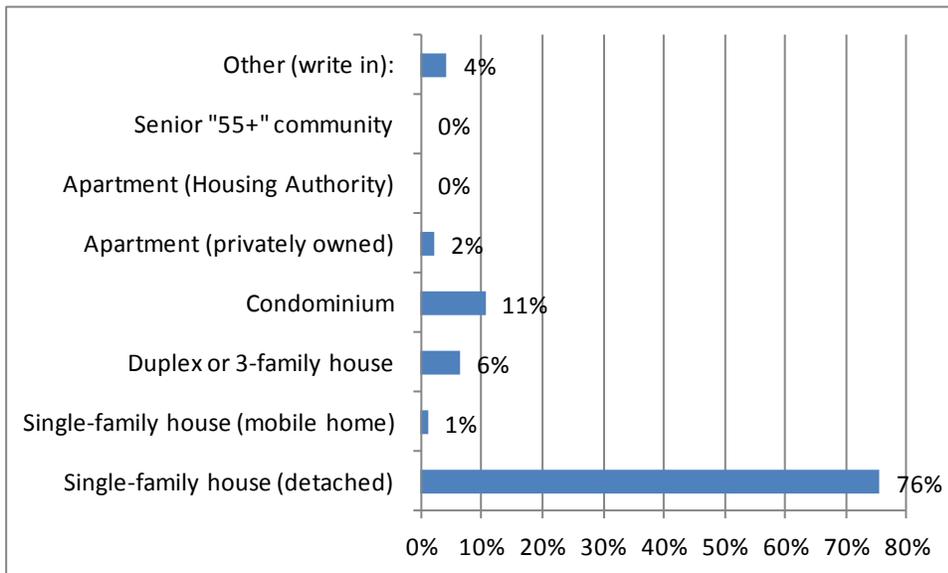
The most frequently mentioned "one thing" that South Hadley should do to improve the quality and affordability of homes is reduce municipal property taxes and municipal fees.

10. Do you live in a home that owned or rented by you and your family?



96% of respondents own their home.

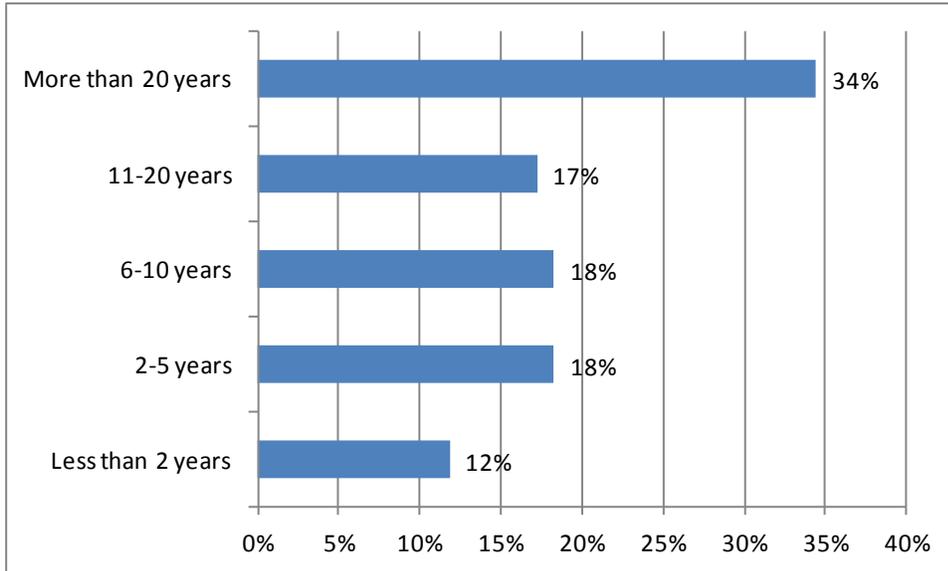
11. What best describes your type of home?



More than three-fourths of respondents live in a single-family detached home.

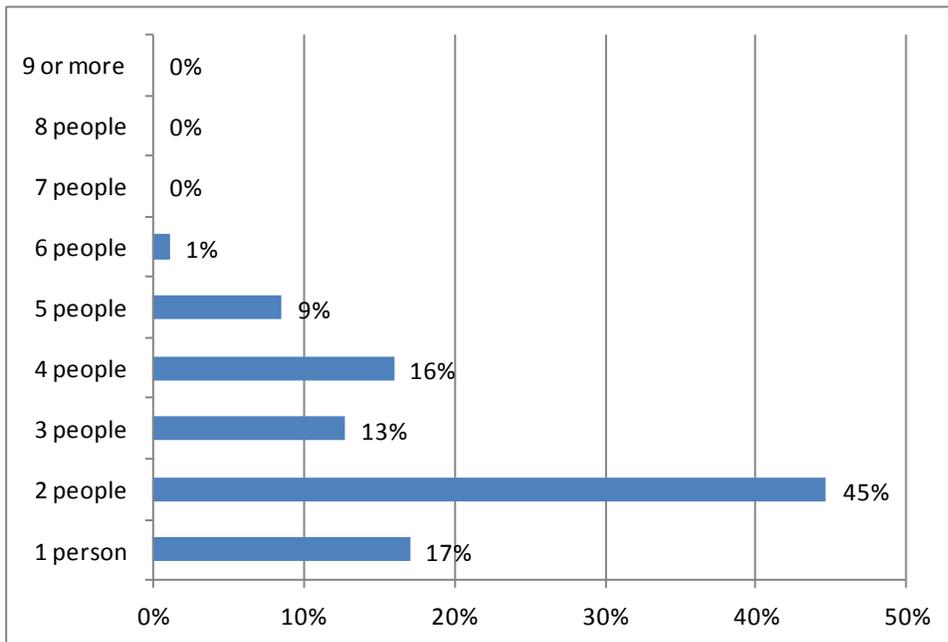
This means the survey is lacking in proportionally representative input from those who live in multi-family homes, such as apartments, senior assisted living facilities, and duplexes/3-families.

12. How long have you lived in your current home?

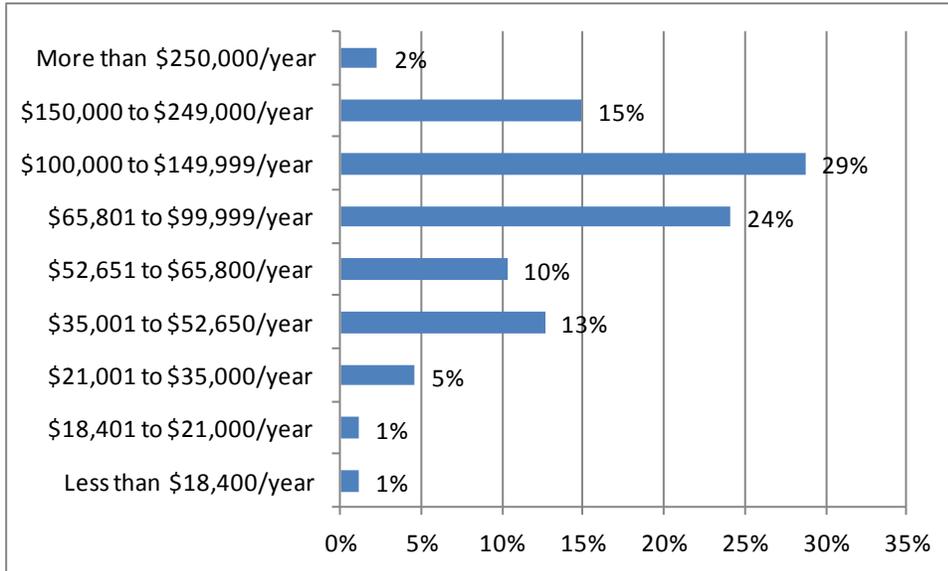


A majority of respondents (51%) have lived in their current home for 11 years or more.

13. How many people live in your household (including you)?



14. Please check the range for your households' annual income for last year.



15. What best describes what you do?

