

Background Materials for March 14, 2016

Agenda Items #1 through #16

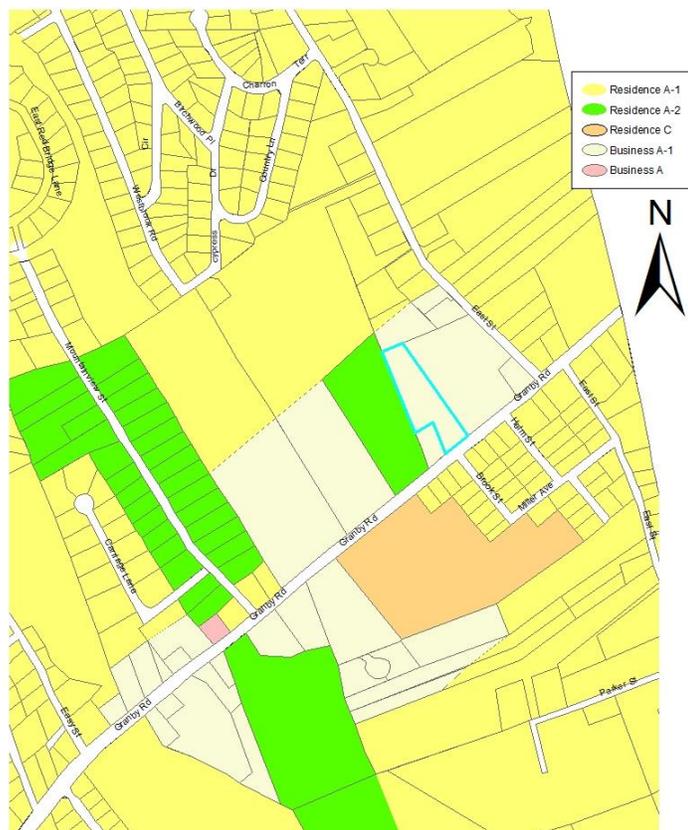
Agenda Item #1 – James Falcone – Zoning of 577 Granby Road

(Mr. Falcone wished to be on the last agenda, but due to a miscommunication he did not make it to the meeting. Therefore, while I conveyed to him the Board’s discussion at the last meeting, he indicated he would like to attend the meeting to make “his case”.)

James Falcone, owner of the entity that owns the property at 577 Granby Road has submitted a letter to me (see attached) and, I assume, similar letters to the Board which I will distribute at the meeting. In the letter to me he sought support for a zoning change or usage change for a portion of his property. He further requested that a “zone change or some other type of allowance be granted”. I responded to his letter by telling him I would put him on the agenda for February 29th but also detailed how he needs to go about seeking a zone change.

The subject property lies on the northside of Granby Road between the Wingate nursing home and the Second Baptist Church (see aerial photo below). It is presently zoned Business A-1

which allows a variety of business uses but not warehousing. To interpret the other uses as allowing Self-Storage would greatly expand the uses allowed in Business A-1 (see excerpt of zoning map below)



Source: South Hadley
Planning Board

0 500 1,000 2,000
Feet

This matter was discussed under “Other Business” on January 11, 2016. The minutes reflect the following:

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.

As Mr. Falcone notes in his letter, I conveyed to him some issues and concerns regarding use of the property for self-storage and challenges in trying to make adjustments or amendments to address a particular instance.

In a letter of response, I noted that the Board has no authority to waive or vary the Zoning Bylaw provisions regarding his proposed use. Additionally, I summarized the process for seeking a Zoning Map amendment. Mr. Falcone has confirmed that he will attend Monday’s meeting. To my knowledge, the Selectboard has not received a request for a Zone Change.

February 29, 2016 Meeting

Mr. Falcone was invited to attend the February 29th meeting and apparently attempted to do so. However, due to miscommunication as to where we were meeting, he did not attend. The Board discussed the matter as reflected in the draft minutes of the meeting and I conveyed the Board’s discussion to Mr. Falcone in an email on March 1, 2016 as follows:

*Mr. Falcone,
The board discussed your situation. The sentiment of the Board is that they sympathize with your situation. However, the consensus was that they would not support changing the zoning to accommodate the use - particularly since there are other allowed uses of the property.*

ACTION NEEDED: No action is required. The Board members may wish to express any of their concerns regarding a possible zone change and, absent a zone change or amendment to the Zoning Bylaw, the self-storage is not permitted in this area.

Agenda Item #2 – Minutes

I have distributed the minutes of the February 29, 2016 Planning Board meeting and “public hearings”.

ACTION NEEDED: Review, edit and approve the minutes.

Agenda Item #3 – Bills and Correspondence

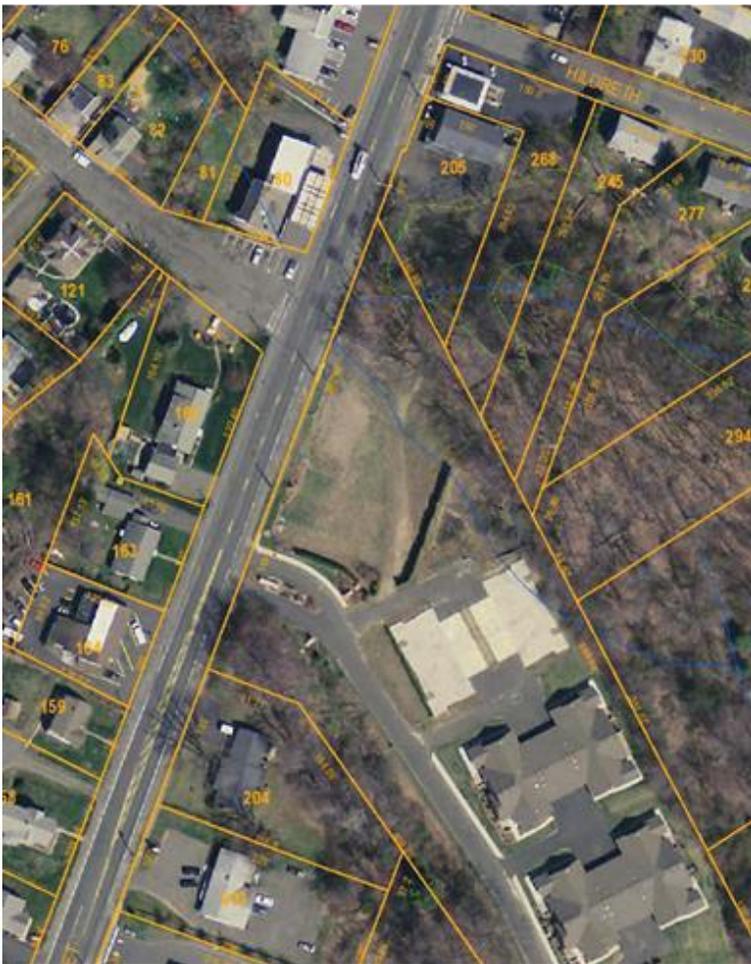
A list of the bills and correspondence are attached – there are no bills to be paid at this time.

ACTION NEEDED: Review the list of correspondence.

Agenda #4 – Public Hearing – Stonybrook Village Commercial Site

6:45 PM

Whispering Pines at Root Road, LLC has submitted an application for Site Plan Review to construct a 2,450 square foot retail/office building on the “commercial site” associated with the Stonybrook Village Condominium development (see aerial photo excerpt below).



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. 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. (a copy of the original decision is attached for reference). The original plan included a substantial portion of the parking in front of the building.

This matter was discussed in January as to whether the original Site Plan Review was still valid. The conclusion of that discussion was that it was no longer valid but the Board would work with the applicants on this matter.

Thus, the owner has submitted a new Site Plan for review and approval. At this time, the anticipated use is a Financial Services Office. The building as proposed, would be 2,450 square feet with all the parking on the north and east sides of the building – mainly the east side.

The application materials have been posted on the Town's website at the following links:

Application Narrative Submittal

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2010>

Application Plans Submittal

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2011>

Comments have been solicited from the various departments pursuant to the Planning Board's Rules and Regulations. To date, comments/responses have been received via the ViewPermit program from the Building Commissioner, Conservation Commission Administrator, Police Chief, District #1 Fire Department, District #1 Water Superintendent, Director of Public Health, SHELD Engineer, DPW Superintendent, and the Town's Engineering Consultant. Their comments are below:

- ***Building Commissioner Charlene Baiardi*** indicated she approved the project as submitted with the following comments:
 - Building remarks were about requirements for sidewalk at street, are they required on this side?
 - Drawing shows "landscaping" where sidewalk would normally be.
 - ADA parking is to Code.
 - Site plan looks to comply with Zoning setbacks, and parking requirements.
 - Building Department is approving as long as Planning, DPW, etc. approves
- ***Conservation Commission Administrator Janice Stone*** commented that she has not received the revised materials from the applicant's consultants yet, but expected to soon. From what she could see from reviewing the plans, it appears the applicant is staying pretty much in the same development footprint as the original approved plans. They are moving the building and parking around, but as long as it is not encroaching on the 50-foot Conservation Zone and the stormwater is in order, she didn't see any problems with approval from the Conservation Commission. She also noted that she believes all the

stormwater management structures are in place already. The Conservation Commission public meeting on this matter is Wed March 16th.

- **Fire District One Fire Department Lieutenant Jason Houle** indicated he approved the project without comments.
- **Fire District #1 Water Department Superintendent Jeff Cyr** indicated he approved the project without comments.
- **Police Chief David Labrie** indicated he approved the project without comments.
- **Director of Public Health Sharon Hart** indicated she approved the project without comments.
- **SHELD Engineer Andrew Orr** stated that SHELD does not have any concerns regarding the project, but will need information from the developer's electrical contractor to estimate service costs.
- **DPW Superintendent Jim Reidy** offer the following comments:
 - 1). This area of Newton Street falls under the jurisdiction of MassDOT District #2. The proponent will have to get approval from MassDOT for all work within the right of way. The road was resurfaced last year so MassDOT may have concerns.
 - 2). Has the proponent specified what fixtures will be connected to the sewer service? If the only fixtures are bathroom sinks and toilets (and no floor drains), then the DPW will have no concerns.
 - 3). The proponent will have to obtain a permit from the DPW and pay the appropriate fee.
- **Town Consulting Engineer Fuss & O'Neill, Inc.** provided a letter of review Friday afternoon. This letter has been posted on the Town's website at the following link: <http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2041> The letter is also attached. In summary, the letter identified five items which should be addressed:
 - 1). Amount of cover over pipes
 - 2). Cleaning of existing drainage system
 - 3). Depth of infiltration system relative to basement walls
 - 4). Slope of parking lot
 - 5). Extent of disturbance relative to 2006 Order of Conditions

All comments have been provided to the applicant.

The matter has been advertised for a public hearing and certified abutters have been sent notices of the public hearing scheduled for 6:45 p.m.

A copy of the Site Plan Review criteria is attached to this packet. Additionally, the special criteria related to the Business C zoning district are also attached.

ACTION NEEDED: Conduct the public hearing.

Agenda #5 – Decision – Stonybrook Village Commercial Site

If the Board closes the public hearing, a decision can be made that evening. My review of the Site Plan does not suggest many, if any, special or unique conditions would be warranted but the Public Hearing may determine otherwise.

ACTION NEEDED: Determine if the application and plan meets the Site Plan Review criteria detailed in Section 12 of the Zoning Bylaw. If the public hearing is closed and the project meets the criteria – with or without conditions – the Board could render a decision.

Agenda Item #6 – ANR Plan for Stonybrook Commercial Site - WITHDRAWN

The property owners have submitted an ANR Plan to create a new building parcel which is the site and subject of agenda items #4 and #5. The proposed building parcel will be approximately 34,822 square feet in area and have approximately 312.61 feet of frontage along the east side of Newton Street (Route 116). The remaining property consisting of the Stonybrook Condominiums will be approximately 9.25 acres in area and have 149.70 feet of frontage along the east side of Newton Street (Route 116). The Business C zoning district requires a minimum of 20,000 square feet in lot area and 100 feet of frontage. Thus, both new parcels would exceed the minimum requirements.

In terms of the “project” compliance with the Zoning Bylaw, I would note that the Zoning Bylaw requires a residential development in Business C to be done as part of a mixed-use project. It does not require that the residential and business uses be on the same parcel.

Newton Street (Route 116) is a publicly traveled and maintained roadway. Therefore, it would be appropriate to endorse the proposed ANR Plan.

ACTION NEEDED:NOTE: Email received Friday Afternoon withdrawing this ANR Plan.
NO ACTION NEEDED.

Agenda Item #7 – Minor Site Plan Review – Mount Holyoke College Centralized Dining and Community Center

Mount Holyoke College has submitted an application for a Minor Site Plan Review for construction of a new 35,607 square foot addition to Blanchard Hall. This addition, along with the renovation to the existing Blanchard Hall will transform this expanded facility into a centralized dining facility and community center to serve the entire campus. Included in the facility will also be office space for various organizations. This project falls under the Minor Site Plan Review category because 1) it is a private non-profit educational institution which is exempt from zoning under MGL 40A, Section 3 and 2) the proposed building is at least 300 feet from any residential dwelling located on adjoining properties.

The proposed development is situated on three parcels totaling 24.7 acres within the vast college campus which fronts College Street (Route 116). The parcels comprising this particular site lie opposite “Lower Lake” and adjoin “Lower Lake Road” and “Blanchard Circle” – college owned streets. (See aerial photo below)



Since this project is “exempt” from the Zoning Bylaw under Mass. General Laws, it is only subject to “reasonable regulation” concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements. Strict adherence to the specifications in the Zoning Bylaw may not be considered “reasonable” in all instances.

Departmental Comments

Comments have been solicited from the various departments pursuant to the Planning Board’s Rules and Regulations. To date, comments have been received from the following:

- **Fire District #2 Fire Captain Scott Brady** noted that this project does not activate any fire codes. Therefore, he indicated they have no comments.

“Reasonable Regulations” Review.

Since we don’t have any other standards, the project should be reviewed in light of the Zoning Bylaw standards below:

- *Height.* Residence A-2 zoning district limits the height to 3 stories or 35 feet.

- *Setbacks.* The Residence A-2 zoning district limits requires front, rear, and side setbacks of 25, 20, and 10 feet, respectively.
- *Lot Area.* The Residence A-2 zoning district has a minimum lot size of 12,500 square feet.
- *Open Space.* The Residence A-2 zoning district does not have an open space requirement but limits the impervious surface to 65% of the site.
- *Parking.* The Zoning Bylaw has some provisional parking standards. For “Restaurants, theaters, and other places of public assembly”, this standard calls for 1 space for every three seats. However, the Zoning Bylaw also allows the Board to “modify” these standards but to ensure that the parking is sufficient to satisfy at least 85% of the anticipated peak demand.
- *Building Coverage.* The Residence A-2 zoning district limits principal building coverage to 40% and the recent Zoning Bylaw amendment limits the impervious surface to 65%.

Incorporation of Departmental Comments

Due to the applicability of Chapter 40A, Section 3 of Mass General Laws to this project, historically, comments raised by the departments are beyond the scope of the Planning Board’s review. However, the departmental comments can, and should, be incorporated into the Board’s decision for informational purposes, but cannot be a condition of approval if they fall outside of the limited scope of this review.

Relationship of Site Plan Review to Stormwater Management Permit

Given that a Stormwater Management Permit is required for this project, the primary intent of the March 14th review is to see if there are issues which the Board feels warrant revisions to the Site Plan which might impact the Stormwater Management Plan. I anticipate the Stormwater Management Permit application will need to be continued; therefore, this review should also be continued until we are certain that the Stormwater Management Plan will not need to be changed in a way that alters the Site Plan.

Plan Submittals

The various applications and plans have been posted on the Town’s website at the links listed below:

Application Forms and Transmittal Letter

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2001>

Site Plans

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2002>

Stormwater Management Report Submittal

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2003>

ACTION NEEDED: Conduct review of the Site Plan and determine if it meets “reasonable regulation”. If issues appear needing to be addressed, they should be noted. However, while the Zoning Bylaw may be used as a “guide” in making this assessment, strict adherence may not be appropriate due to the educational exemption.

Agenda #8 – Stormwater Management Permit – Mount Holyoke College Centralized Dining and Community Center

Mount Holyoke College has submitted an application for a Minor Site Plan Review for construction of a new 35,607 square foot addition to Blanchard Hall. This work will involve disturbance of one or more acres of land; therefore, it requires issuance of a Stormwater Management Permit and compliance with the Town’s Stormwater Management Bylaw.

The proposed development is situated on three parcels totaling 24.7 acres within the vast college campus which fronts College Street (Route 116). The parcels comprising this particular site lie opposite “Lower Lake” and adjoin “Lower Lake Road” and “Blanchard Circle” – college owned streets. (See aerial photo below)



The project anticipates disturbing approximately 4.5 acres of land. The amount of impervious surface added will be approximately 0.57 acres for a total of 2.62 acres of impervious surface – 10% of the 24.7 acres comprising the 3 parcels.

As presented in the applicant’s Stormwater Management Report, Storm water is to be

“ . . . a portion of the stormwater generated will need to be retained prior to discharge into Lower Pond to fully comply with the Wetland Protection Act (WPA) and MassDEP’s Stormwater Standards. Flow from the new building will be mitigated through the installation of a subsurface

detention vault to achieve the required peak rate attenuation.

The goal of the proposed stormwater improvements is to achieve, at minimum, predevelopment rates and quality of discharged stormwater to the extent that it is practical to do so.”

“The following LID techniques/best management practices will be implemented to mitigate the increase in stormwater runoff from the Site:

- o The development plan proposes to minimize disturbance to existing trees and shrubs and disturbance to adjacent wetland resource areas will be avoided.*
- o Existing drainage structures will be maintained for the areas of the project that will remain unchanged.”*

All Stormwater Management Permit related application materials have been posted on the Town’s website as follows:

Application Forms and Transmittal Letter

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2001>

Site Plans

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2002>

Stormwater Management Report Submittal

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2003>

The applicant’s consultant has also provided a written statement as to compliance with the Town’s Stormwater Management Bylaw which is posted on the Town’s website at the following link: <http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2042>

Departmental Comments

The DPW Superintendent, the Town’s consulting engineer, Conservation Commission Administrator, and Director of Public Health were asked to provide their comments on this proposal. To date, no comments have been received.

The Town’s consulting engineering firm, Fuss and O’Neill, Inc. have been retained to conduct a full peer review of the wetlands and stormwater management submittals on behalf of the Planning Board and Conservation Commission. The Conservation Commission Administrator Janice Stone has approved the scope of work for this review. Mount Holyoke College has paid the required deposit to cover the cost of the review.

ACTION NEEDED: Conduct the public hearing – note this hearing is limited to the Stormwater Management Permit application issues. Thus, it should focus on the Stormwater Management Bylaw standards which are attached to this packet. Given the fact that the Peer Review has only been initiated within the past day or two, it will not be completed by March 14th. The Public Hearing will need to be continued until March 28th. I would recommend the public hearing be continued until 7:00 p.m. that evening.

Agenda Item #9 –Decisions on Mount Holyoke College

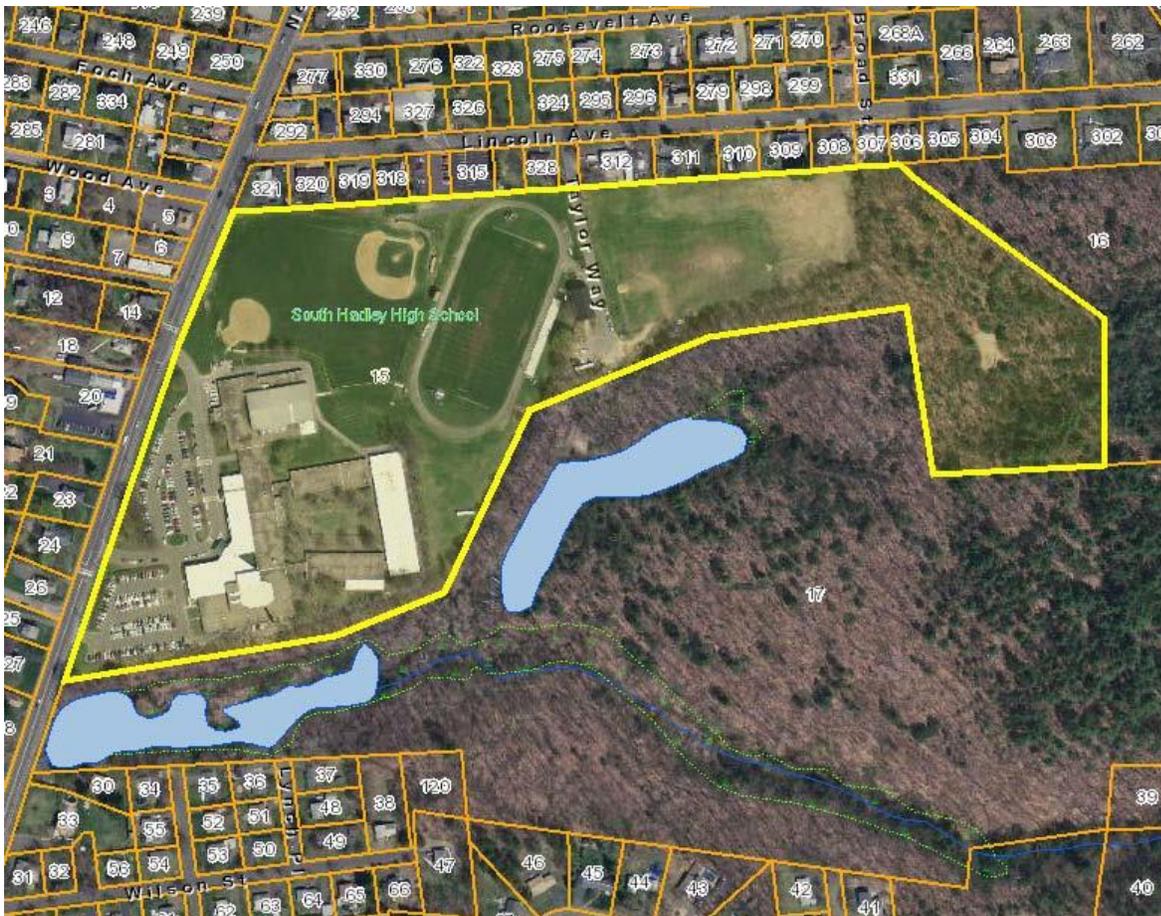
If the public hearing is closed on the Stormwater Management Permit application, the Board could render a decision on both applications. However, as noted earlier, I believe the public hearing will need to be continued. (The Criteria for making a decision on a Stormwater Management Permit application is attached.)

ACTION NEEDED: If the Board determines no additional information is needed for the Minor Site Plan Review, the Board could render a decision on that application. However, given the interrelationship of the Site Plan and the Stormwater Management, I don't believe any decision should be made March 14th.

Agenda #10 – Stormwater Management Permit – High School Athletic Field Redevelopment

Peter Spanos of Gale Associates, on behalf of the Town of South Hadley, submitted a Stormwater Management Permit application for the proposed redevelopment of the High School Athletic Field. This work will involve disturbance of approximately 3.25 acres of land; therefore, it requires issuance of a Stormwater Management Permit. No Site Plan Review or other permit from the Planning Board is required for this project.

The site is approximately 36 acres situated on the east side of Newton Street with Lincoln Avenue to the north. South Hadley High School is the dominant development on the parcel. Several ponds are on the adjoining property to the south of the subject parcel. Currently, the property is zoned Residence A-2. (See aerial photo below)



The project anticipates disturbing approximately 2.82 acres of land. The amount of impervious surface added will be slightly over 1/3 acre.

As presented in the applicant's Stormwater Management Report,

The majority of the work pertains to the construction of a new infilled synthetic turf field. In general, synthetic turf fields drain stormwater runoff vertically, as opposed to natural turf fields, which tend to sheet flow runoff. The proposed synthetic turf fields have been designed with an engineered stone base (12-inch avg. depth, with 33% voids) and to be drained via flat panel drains. The time required for stormwater to travel through the stone base and fill the voids, before reaching the underdrain system as well as the use of outlet control structures, will enable the synthetic turf field to release stormwater at a controlled rate, as well as provide storage to attenuate flows and promote additional recharge. The field has been designed so that post-development peak rates of runoff do not exceed pre-development peak rates for the 2, 10, and 100 year storm events.

The applicant's consultant has also provided a written statement as to compliance with the Town's Stormwater Management Bylaw.

All Stormwater Management Permit related application materials initially submitted have been posted on the Town's website as follows:

Application and Stormwater Management Report

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1957>

Project Plans

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1958>

Addendum Letter Regarding Compliance with Town Stormwater Bylaw

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1994>

Departmental Comments – Initial Comments

The DPW Superintendent, the Town's consulting engineer, Conservation Commission Administrator, and Director of Public Health were asked to provide their comments on this proposal. Prior to February 29, 2016, the Conservation Commission Administrator, Director the Public Health, and Fuss & O'Neill, Inc. – the Town's consulting engineer provided the following comments:

- Director the Public Health Sharon Hart expressed concern regarding the lack of test pits. Sharon Hart, Director of Public Health has noted that the Stormwater Management Report relied upon a generalized soils survey as opposed to onsite testing of the soils for their suitability. Therefore, she participated in observing test pits on site with the project engineer on February 25, 2016. In a discussion February 26, 2016, Sharon Hart stated that the soils testing was conducted the previous day and the result were suitable.

- Conservation Commission Administrator Janice Stone has indicated that the project is not subject to the Commission's jurisdiction. However, she did submit an email with questions which she discussed with the consultant and the Recreation Director. Subsequently, she submitted an email saying that the Conservation Commission was satisfied with the project.
- The Town's consulting engineers, Fuss & O'Neill, completed their review of the submittal and provided a two-page report. A copy of the Fuss & O'Neill review was posted on the Town's website and provided to the Board previously. They also suggested that the drainage plan did not meet the Town's requirement of 3 foot vertical separation from the bottom of the basin to the groundwater.

Public Hearing Noticed

The public hearing which was scheduled "and held" on February 29, 2016 had a defective or flawed hearing notice. It incorrectly identified the room location of the hearing as being Room 204. I understand that several persons were at Room 204 with concerns and questions about the plans and project's drainage. Therefore, the February 29, 2016 meeting cannot be considered the public hearing. I have had a new public hearing noticed for March 14, 2016 at 8:15 p.m.

Departmental Comments – Follow-Up Comments

Following the February 29, 2016 meeting, the applicant's consultant submitted a response to the Peer Review including some plan revisions. This response is posted on the Town's website at the following link: <http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2026>

The DPW Superintendent, the Town's consulting engineer, Conservation Commission Administrator, and Director of Public Health were again asked to provide their comments on this proposal. To date, the Conservation Commission Administrator, Director the Public Health, and Fuss & O'Neill, Inc. – the Town's consulting engineer provided the following comments:

- Conservation Commission Administrator Janice Stone indicated that her initial comments were still valid.
- Director of Public Health Sharon Hart approved the revision without comments.
- Consulting Engineers with Fuss & O'Neill, Inc. (the Town's consulting engineer) provided a Follow-Up Review letter stating they had reviewed the additional and revised materials supplied by the applicant's consultant and "believes that applicant has addressed the comments presented in our initial review, and there are presently no outstanding comments".

The Follow-Up letter from Fuss and O'Neill, Inc. has also been posted on the Town's website at the following link: <http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2027>

ACTION NEEDED: Conduct the public hearing – note this hearing is limited to the Stormwater Management Permit application issues. Thus, it should focus on the Stormwater Management Bylaw standards which are attached to this packet. Since all concerns raised previously by the

Town departments and Fuss & O'Neill, Inc. have been addressed, unless new significant issues are raised in the public hearing, I anticipate the hearing will be suitable for closure.

Agenda Item #11 –Decisions on High School Athletic Fields Redevelopment

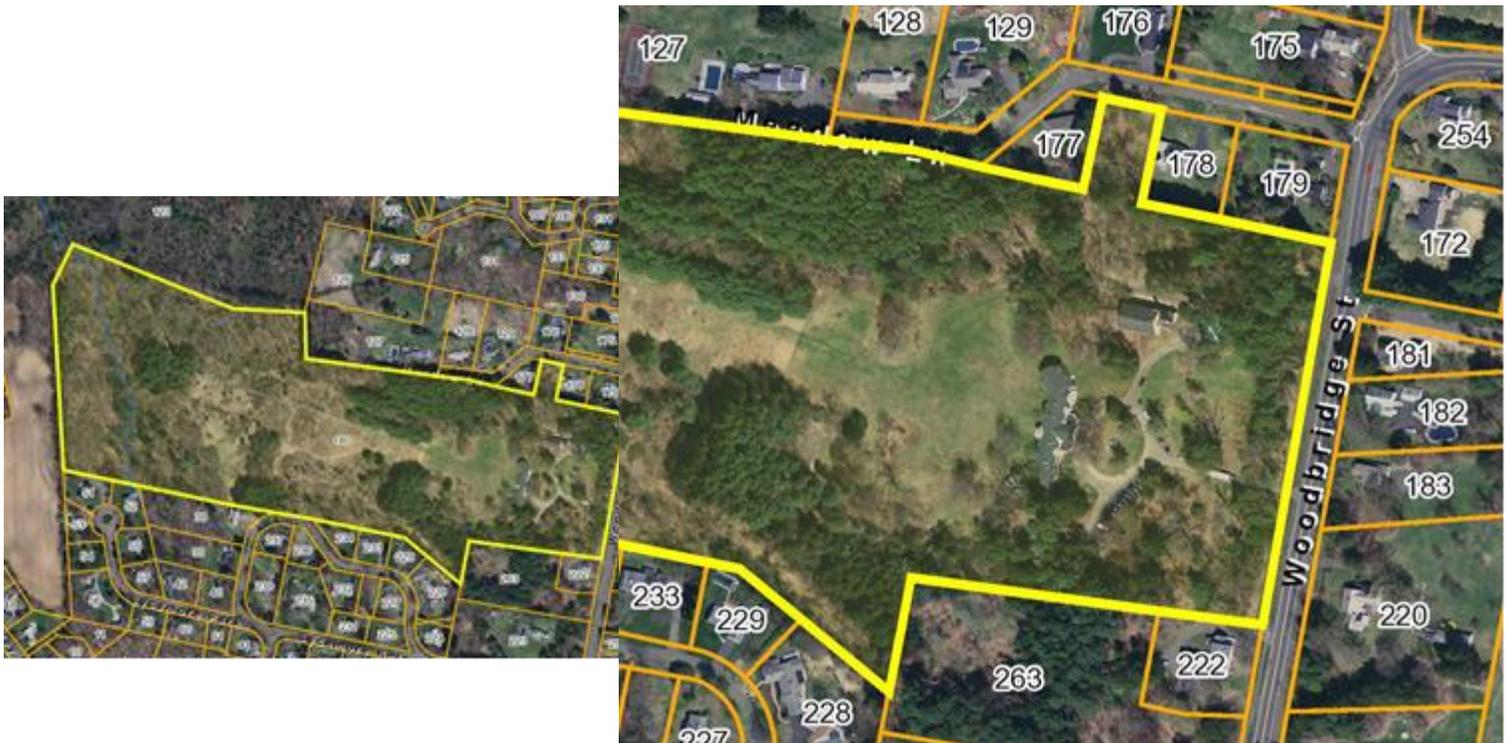
If the public hearing is closed, the Board could render a decision on this application. (The Criteria for making a decision on a Stormwater Management Permit application is attached.)

ACTION NEEDED: If the Board determines no additional information is needed for the Minor Site Plan Review or the Stormwater Management Plan, the Board should render a decision on both applications.

Agenda #12 – Stormwater Management Permit – Berkshire Hills Music Academy Expansion

Berkshire Hills Music Academy has submitted an application for a Minor Site Plan Review for construction of a new 7,400+ square foot building to be placed on the northside of their property somewhat behind the existing building. This work will involve disturbance of one or more acres of land; therefore, it requires issuance of a Stormwater Management Permit and compliance with the Town's Stormwater Management Bylaw.

The site is approximately 48 acres situated on the west side of Woodbridge Street with Meadow Lane to the north and Sycamore Parc North to the south. Currently, the property is zoned Residence A-1. (See aerial photos below)



The project anticipates disturbing approximately 2.82 acres of land. The amount of impervious surface added will be slightly over ½ acre.

As presented in the applicant's **REVISED** Stormwater Management Report, Storm water is to be

“...collected from the access drive to an open vegetated swale, which conveys runoff into a rain garden in the northeast corner of the site. The rain garden includes a raised outlet device to mitigate the peak flow rates generated by the 2-, 10-, and 100-year storms. An existing catch basin has also been relocated to accommodate the increased width of the improved access drive. Runoff from this catch basin and the rain garden are then discharged to a final swale to direct runoff away from down-gradient neighbors, improving existing conditions.

Runoff from the rooftop is collected by roof drains and piped to the swale. Stormwater runoff from the western subcatchment flows overland, mimicking existing conditions. This area was modeled to the extent of surveyed contour limits, however the BHMA property continues for an additional ±30 acres in this direction.”

The Stormwater Management Permit Application and related materials have been circulated to the DPW Superintendent, the Town's consulting engineer, Director of Public Health, and the Conservation Commission Administrator for comments. Sharon Hart, Director of Public Health has noted that she did not observe the test pits and that none of the test pits were conducted in the area of the proposed Stormwater Management system. The applicant has been asked to coordinate additional test pits with the Director of Public Health. However, I do not anticipate the additional test pits will be completed prior to the public hearing.

The applicant's consultant has also provided a written statement as to compliance with the Town's Stormwater Management Bylaw.

All Stormwater Management Permit related application materials initially submitted have been posted on the Town's website as follows:

Cover Letter

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1936>

Project Summary Narrative

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1937>

Project Summary - Site Photos

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1938>

Stormwater Application Form

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1940>

Permit Drawings

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1943>

Stormwater Report

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1944>

Addendum – Letter regarding Town Stormwater Management Bylaw
<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1993>

Departmental Comments – Initial Comments

The DPW Superintendent, the Town’s consulting engineer, Conservation Commission Administrator, and Director of Public Health were asked to provide their comments on this proposal. Prior to February 29, 2016, the Conservation Commission Administrator, Director the Public Health, and Fuss & O’Neill, Inc. – the Town’s consulting engineer provided the following comments:

- Conservation Commission Administrator Janice Stone stated that she did not “believe the Conservation Commission has any jurisdiction here in terms of the Wetlands Protection Act, so she did not think the Commission needs a stormwater review.
- Director of Public Health Sharon Hart noted that no test pits have been undertaken in the locations of the proposed stormwater management system. Additionally, from her prior experience with permitting of septic tanks on the adjoining residential lots, she has noted the existence of considerable ledge which would raise doubts as to the viability of the swales infiltrating as the applicant’s consultant has suggested.
- Consulting Engineers with Fuss & O’Neill, Inc. have provided a review of the Stormwater Management submittal. A copy of this review was posted on the Town’s website and provided to the Board previously. Many of the comments related to apparent discrepancies between the plans and the data used for modeling of the stormwater. Some of the comments suggested the project did not meet the Town’s Stormwater Bylaw standards.

Public Hearing Noticed

The public hearing which was scheduled “and held” on February 29, 2016 had a defective or flawed hearing notice. It incorrectly identified the room location of the hearing as being Room 204. I understand that several persons were at Room 204 with concerns and questions about the plans and project’s drainage. Therefore, the February 29, 2016 meeting cannot be considered the public hearing. I have had a new public hearing noticed for March 14, 2016 at 8:15 p.m.

Departmental Comments – Follow-Up Comments

Following the February 29, 2016 meeting, the applicant undertook some new test pits in locations requested by the Director of Public Health. These test pits demonstrated higher ground water and ledge than originally anticipated. Subsequently, the applicant’s consultant submitted revised plans and supplemental materials including a letter responding to the review by Fuss and O’Neill, Inc.

All Stormwater Management Permit related application materials as revised and subsequently submitted have been posted on the Town’s website as follows:

Letter of Response to Peer Review

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2012>

Supplement to Hydrocad Report

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2013>

Long-Term Operations and Maintenance Plan

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2014>

Revised Plans

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2015>

Updated/Revised Letter regarding Town Stormwater Management Bylaw

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2016>

Updated/Revised Stormwater Management Report

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2017>

The DPW Superintendent, the Town's consulting engineer, Conservation Commission Administrator, and Director of Public Health were again asked to provide their comments on this proposal. To date, the Conservation Commission Administrator, Director the Public Health, and Fuss & O'Neill, Inc. – the Town's consulting engineer provided the following comments:

- Conservation Commission Administrator Janice Stone indicated that her initial comments were still valid.
- Director of Public Health Sharon Hart approved the revision without comments.
- Consulting Engineers with Fuss & O'Neill, Inc. (the Town's consulting engineer) provided a Follow-Up Review letter stating they had reviewed the additional and revised materials supplied by the applicant's consultant and "believes that applicant has addressed the comments presented in our initial review, and there are presently no outstanding comments".

The Follow-Up letter from Fuss and O'Neill, Inc. has also been posted on the Town's website at the following link: <http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2018>

ACTION NEEDED: Conduct the public hearing – note this hearing is limited to the Stormwater Management Permit application issues. Thus, it should focus on the Stormwater Management Bylaw standards which are attached to this packet. Since all concerns raised previously by the Town departments and Fuss & O'Neill, Inc. have been addressed, unless new significant issues are raised in the public hearing, I anticipate the hearing will be suitable for closure.

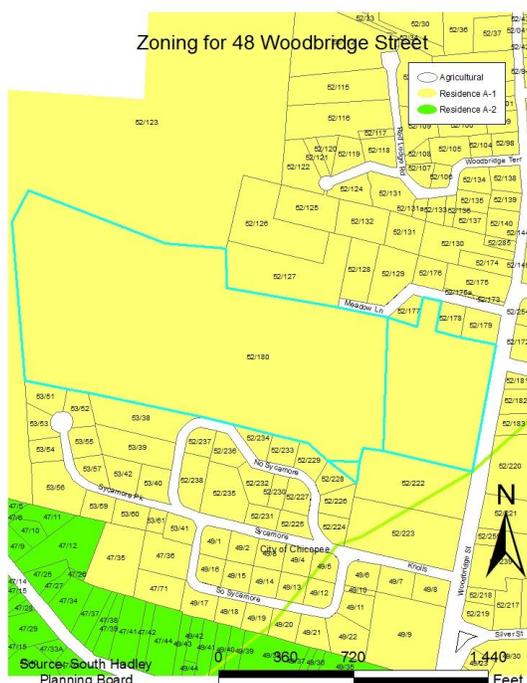
Agenda Item #13 – Minor Site Plan Review – Berkshire Hills Music Academy Expansion

Berkshire Hills Music Academy has submitted an application for a Minor Site Plan Review for construction of a new 7,400+ square foot building to be placed on the northside of their property

somewhat behind the existing building. This new building is to serve as performance space and classrooms for their students as well as have some offices. The application narrative and plans provide for inclusion of parking space for the new building – principally for guests who come to see performances but also to alleviate existing parking issues. This project falls under the Minor Site Plan Review category because 1) it is a private non-profit educational institution which is exempt from zoning under MGL 40A, Section 3 and 2) the proposed building is at least 300 feet from any residential dwelling located on adjoining properties.

The site is approximately 48 acres situated on the west side of Woodbridge Street with Meadow Lane to the north and Sycamore Parc North to the south. Currently, the property is zoned Residence A-1. (See aerial photos below)

Prior to the building being converted into the Berkshire Hills Music Academy, it was utilized by Mount Holyoke College (also a private, nonprofit educational institution).



Since this project is “exempt” from the Zoning Bylaw under Mass. General Laws, it is only subject to “reasonable regulation” concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements. Strict adherence to the specifications in the Zoning Bylaw may not be considered “reasonable” in all instances.

Departmental Comments

Comments have been solicited from the various departments pursuant to the Planning Board’s Rules and Regulations. To date, comments/responses have been received via the ViewPermit program from the Conservation Commission Administrator, Police Chief, Fire Department, Water Superintendent, and

Director of Public Health. The comments (if any) and responses are below:

- Conservation Commission Administrator Janice Stone approved the submittal without comments.
- Police Chief David Labrie approved the submittal without comments.
- Fire District #2 Captain Scott Brady approved the submittal and provided the following comments:
We believe an additional fire hydrant will be required near the new building when the fire protection system is designed. We would recommend that the property owners and building designers ensure that accommodations be made to discuss the location of the hydrant with the fire department prior to design implementation.
- Fire District #2 Water Superintendent Mark Aiken stated that after going over the plans and the joint meeting held in the Town Planner's office, District #2 Water Department had no issues with the project moving forward.
- The Director of Public Health Sharon Hart offered verbal comments regarding the stormwater plan as noted under agenda item #12 and approved the Site Plan without comments.

Non Respondent Departments

No responses or comments were received from the Building Commissioner, DPW, or SHELDT.

"Reasonable Regulations" Review.

Since we don't have any other standards, the project should be reviewed in light of the Zoning Bylaw standards below:

- Height. Residence A-1 zoning district limits the height to 3 stories or 35 feet.
- Setbacks. The Residence A-1 zoning district limits requires front, rear, and side setbacks of 40, 20, and 25 feet, respectively.
- Lot Area. The Residence A-1 zoning district has a minimum lot size of 22,500 square feet.
- Open Space. The Residence A-1 zoning district does not have an open space requirement but limits the impervious surface to 60% of the site.
- Parking. The Zoning Bylaw has some provisional parking standards. For "Restaurants, theaters, and other places of public assembly", this standard calls for 1 space for every three seats. However, the Zoning Bylaw also allows the Board to "modify" these standards but to ensure that the parking is sufficient to satisfy at least 85% of the anticipated peak demand.
- Building Coverage. The Residence A-1 zoning district limits principal building coverage to 30% and the recent Zoning Bylaw amendment limits the impervious surface to 80%.

Incorporation of Departmental Comments

Due to the applicability of Chapter 40A, Section 3 of Mass General Laws to this project, while the departments have raised some good points and concerns, the scope of the Board's review is limited by State law such that the departmental comments cannot be made conditions of the review. Thus, the departmental comments can, and should, be incorporated into the Board's

decision for informational purposes, but cannot be a condition of approval since they fall outside of the limited scope of this review. I have provided the applicant's consultant with the comments and they are working to address those concerns through the other permitting processes.

Relationship of Site Plan Review to Stormwater Management Permit

Given that a Stormwater Management Permit is required for this project, the intent of the February 10th review was to see if there were issues which the Board felt warrant revisions to the Site Plan which might impact the Stormwater Management Plan. There were no such issues raised February 10th nor when the matter was reviewed again on February 29th.

Plan Submittals

The various applications and plans have been posted on the Town's website at the links noted above under *agenda item #12*.

ACTION NEEDED: Complete review of the Site Plan and determine if it meets "reasonable regulation". I would suggest that it appears to meet or comply with the Zoning Bylaw requirements as if it were not exempt.

Agenda Item #14 –Decisions on Berkshire Hills Music Academy

If the public hearing is closed on the Stormwater Management Permit application, the Board could render a decision on both applications. If the hearing is still open, but the Board is satisfied with the Site Plan aspect of the review, then the Board could and should render a decision on the Minor Site Plan Review. (The Criteria for making a decision on a Stormwater Management Permit application is attached.)

ACTION NEEDED: If the Board determines no additional information is needed for the Minor Site Plan Review or the Stormwater Management Plan, the Board should render a decision on both applications.

Agenda Item #15 - Development Update and Planner's Report

I will provide a report on the following items:

a. Development Report

- ***One Canal Street*** (no change)
- ***Mountainbrook Street Acceptances*** (no change)
- ***Rivercrest Condominiums*** (no change)
- ***Ethan Circle*** (no change)
- ***Annafield Estates and Adam & Eve Estates subdivisions*** (waiting for the surveyor to submit the required materials).
- ***Western Mass Yacht Club*** (the club is considering applying for a Special Permit to replace their nonconforming facility on Cove Island – public hearing is likely to occur in May)

b. Other Projects

- Participating in the effort to update the Town's Hazard Mitigation Plan – this plan will qualify the Town for FEMA grants.

- Mount Holyoke College Intern Opportunity (a student intern from the Environmental Sciences department is to undertake some work for us. She will be working approximately 3 hours per week next semester – primarily on a GIS project related to creating shape files necessary to make the online zoning map complete.)
- Permitting Guide.
- General Code.
- **Health Impact Assessment.** We held our first project team meeting on this matter March 11th.)
- **South Hadley Falls Smart Growth District.** I am scheduling a public hearing on the Design Guidelines for March 28th.

c. Workshops/Training Opportunities

- “Citizen Planner Training Collaborative Annual Conference” at Holy Cross, March 19th.

Agenda Item #16 – 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.

FEB 16 2016

2/11/2016

James J. Falcone, Partner
TJF's Properties LLP
577 Granby Rd
South Hadley Ma 01075

Richard Harris, Town Planner
South Hadley Planning Board
116 Main Street
Room 204
South Hadley, MA 01075

Dear Mr. Harris,

I am writing you in an effort to gain support for a possible zoning change or usage change for my parcel of land located at 577 Granby Rd. in South Hadley.

In 2005 I acquired this property for the purpose of constructing a Taylor Rental business, which was approved by the board that year. The lot was much larger than I needed for the purpose of a rental yard and I had always planned on developing the rear as a self-storage business in the future.

Unfortunately it was my incorrect assumption that renting storage space, being similar to renting tools, would not be an issue. When I approached you several weeks ago, you let me know the devastating news. Warehousing, as it would be classified, is not allowed in that zone.

Given the remote and virtually invisible location of the land to be developed and the positive cash flow the tax revenue would provide the town, I respectfully request that a zone change or some other type of allowance be granted. I have spoken to several of neighbors and they all agree that it would not adversely affect the neighborhood in any way at all. I greatly appreciate your consideration of my situation.

Enclosed are letters to each of the board members. I would greatly appreciate if you would distribute them.

Respectfully,

James J. Falcone

Partner,

TJF's Properties LLP

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

February 16, 2016

Mr. James J. Falcone, Partner
TJF's Properties LLP
577 Granby Road
South Hadley, MA 01075

RE: February 11, 2016 Letter; February 29, 2016 Planning Board Meeting

Dear Mr. Falcone:

I am in receipt of the above-referenced letter regarding your desire to have the Board support "a zone change or . . . other type of allowance be granted". As we have discussed, the Board has no authority to waive or vary the Zoning Bylaw limitations. Your letter did not request a zone change – as I mentioned to you, to request a zone change you need to submit a letter to the Selectboard requesting a specific change from one zoning district to another specific district and specify the property for which the request is made by Assessor's Map and Parcel code.

Therefore, I intend to include the following item on the February 29, 2016 Planning Board agenda:

10. Consider request from James Falcone regarding zoning of 577 Granby Road.

At that time, you can discuss with the Board what you desire to do and they can provide feedback as to issues or positive points they see with whatever type of "allowance" you are requesting. The meeting will begin at 6:30 p.m. However, given the agenda's length and 2 public hearings already scheduled, I think it is unlikely the Board will reach your item until at least 8:00 p.m. Please confirm that you will be at the meeting on February 29th to discuss your matter.

If you have any questions regarding this matter, please feel free to contact me.

Sincerely,

Richard L. Harris, AICP
Town Planner

SOUTH HADLEY PLANNING BOARD REGULAR MEETING

MINUTES OF FEBRUARY 29, 2016

- *DRAFT – DRAFT* -

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair (arrived at 6:40 p.m.); Helen Fantini, Clerk; Joan Rosner, Member (arrived at 6:40 p.m.); Melissa O'Brien, Member; Dan Dodge, Associate Member; and Richard Harris, Town Planner

Mr. Squire called the meeting into session at 6:34 p.m. Mr. Harris noted that a revised agenda is provided for tonight as he noted this afternoon that he had the public hearings in the wrong order.

1. Minutes

a. February 10, 2016 Planning Board meeting minutes

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

Motion - Ms. O'Brien moved and Ms. Fantini seconded the motion to approve the February 10, 2016 Planning Board Meeting minutes as submitted. The Board voted **Three (3)** out of **Three (3)** members present in favor of the motion.

2. Bills and Correspondence

Mr. Harris stated that there was not a list of correspondence to review and there were no bills ready for payment at this time.

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

11. Development Update and Planner's Report

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

a. Development Report

- One Canal Street (no change)
- Mountainbrook Street Acceptances (no change)
- Rivercrest Condominiums (Several foundations have been installed and one unit is framed)
- Ethan Circle (no change)

(Mr. Cavanaugh arrived at 6:40 p.m.)

(Ms. Rosner arrived at 6:40 p.m.)

- Mount Holyoke College Dining Hall development project (an application for Minor Site Plan Review and Stormwater Management Permit was received February 26, 2016 and is scheduled for the March 14, 2016 Planning Board meeting)

- Stonybrook Commercial Site (An application for Site Plan Review was received and has been scheduled for the March 14, 2016 Planning Board meeting) Mr. Harris stated that, given the background of the project – an extensive Site Plan Review occurred on a larger project on this site 10 years ago and the proposal addresses the issues at that time, he had suggested that Site Plan Review application fee could possibly be waived. However, that is up to the Board to decide. He commented that he had informed the applicant not to pay the application fee at the time of submittal and he would inquire of the Board whether or not the application fee should be waived.)

He inquired if the Board members agreed with waiving the new application fee. He stated the fee would be \$295.50. Board members discussed the recommendation. It was noted that the old plan was approved 10 years ago and no action was taken by the applicant to build based on the approved Site Plan.

Board members discussed the issue. Mr. Squire stated that he would support a lower fee if this were an amendment to an approved Site Plan. However, it is a new application. Other Board members indicated that they concurred with Mr. Squire's opinion. Therefore, Mr. Harris stated he would inform the applicant that they needed to pay the application fee as well as the fee for notification of abutters and the Town Reminder's charge for the legal ad.

b. Other Projects

- Mr. Harris stated he is participating in the effort to update the Town's Hazard Mitigation Plan – this plan will qualify the Town for FEMA grants.
- Mount Holyoke College Intern Opportunity (Mr. Harris stated a student intern from the Environmental Sciences department is to undertake some work for us. She will be working approximately 3 hours per week next semester – primarily on a GIS project related to creating shape files necessary to make the online zoning map complete.)
- Mr. Harris is continuing to work on the Permitting Guide and monitor the work on the General Code codification project.
- Trees and Plantings. Mr. Harris stated he provided Mike Lamontagne with Mr. Squire's comments and suggestions. In response, Mike Lamontagne recently submitted a revised list apparently recommended by the Tree Committee. He noted a copy of the list was emailed to each member and included in the packet for tonight's meeting. Mr. Squire stated that the revised list looks very good.
- Health Impact Assessment. He noted that, working with the PVPC he is starting to work on this project.
- South Hadley Falls Smart Growth District. The Town has received official notification that the State has granted final approval to the district. At this time, the Town is waiting for the grant funding contract which will allow us to file for the \$350,000 Incentive Payment. Therefore, he stated that the Board needs to adopt some Design Guidelines and Administrative procedures. He had planned to hold the hearings on those on March 14th. However, as indicated in the draft agendas in the Board's packets, the agenda is already very full and he is suggesting the hearings be held March 28th.

c. Workshops/Training Opportunities

- Mr. Harris stated that the CPTC Annual Conference is being held on March 19th at Holy Cross. Unfortunately, he stated he will not be able to attend.

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

3. PUBLIC HEARING - STORMWATER MANAGEMENT PERMIT: South Hadley High School Athletic Fields Renovations. Proposed South Hadley High School Athletic Field Renovations. Property Location: 153 Newton Street and off Taylor Way and off Lincoln Avenue (Assessor's Map Number #17 - Parcel #15).

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

The meeting reconvened at 7:15p.m.

4. DECISION: Stormwater Management Permit. South Hadley High School Field Renovations. Property Location: 153 Newton Street and off Taylor Way and off Lincoln Avenue (Assessor's Map Number #17 - Parcel #15).

Since the public hearing was not closed, no action was taken on this item.

8. Consider Release of Performance Guarantee for Adam & Eve Estates (Apple Road).

Mr. Harris explained that this is a nine-lot subdivision at the end of Lyman Terrace and provides the turnaround at the end of the road where none previously existed. The Planning Board approved plans for this subdivision in 2005 and endorsed the plans in 2006. Of the nine lots in the subdivision, all but one accesses the Apple Road portion. To date, nearly half the lots have had houses constructed on them.

He explained that the Planning Board has retained a letter of credit for the Performance Guarantee. This letter of credit has to be renewed by the developer at a cost to them; thus, they would like to have it released as soon as possible.

Mr. Harris reviewed the process for the applicant requesting a Release of Performance Guarantee and the requirements for satisfying the Subdivision Regulations conditions for such a release. These conditions include obtaining a sign off from the DPW, Water Department, and SHELD. While these departments have indicated that the draft "As-Built" plan is acceptable, the "sign off" for the Release involves verifying that everything under their jurisdiction was built in accordance with the applicable requirements.

Given the applicant's reasonable interest to have the Release granted as quickly as possible and the need to ensure that the requirements of the Release as set forth in the Subdivision Regulations are met, he suggested that the Board authorize him to release the Performance Guarantee upon receipt of the developer's complete submittal and sign off of the release by the DPW Superintendent, SHELD, and District #1 Water Superintendent as required in Section 5.06 of the Subdivision Regulations.

Board members discussed the recommendation and all indicated they had no objection.

Motion – Mr. Cavanaugh moved and Ms. Rosner seconded the motion to release the Performance Guarantee for Adam & Eve Estates upon the Town Planner’s receipt of the developer’s complete submittal and sign off of the release by the DPW Superintendent, SHELD, and District #1 Water Superintendent as required in Section 5.06 of the Subdivision Regulations. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

9. Consider Release of Performance Guarantee for Annafield Estates (Stewart Street Extension)

Mr. Harris explained that this is a six-lot subdivision lies at the end of Stewart Street and provides the turnaround at the end of the road where none previously existed. The Planning Board approved plans for this subdivision in 2005 and endorsed the plans in 2006. All six lots in the Stewart Street although three could access Baker Road as well. To date, all but two lots have had houses constructed on them.

He explained that the Town has retained a cash deposit as the Performance Guarantee. This deposit replaced a previous Letter of Credit in 2009. It has taken longer to complete this development than anticipated.

Mr. Harris reviewed the process for the applicant requesting a Release of Performance Guarantee and the requirements for satisfying the Subdivision Regulations conditions for such a release. These conditions include obtaining a sign off from the DPW, Water Department, and SHELD. While these departments have indicated that the draft “As-Built” plan is acceptable, the “sign off” for the Release involves verifying that everything under their jurisdiction was built in accordance with the applicable requirements.

Given the applicant’s reasonable interest to have the Release granted as quickly as possible and the need to ensure that the requirements of the Release as set forth in the Subdivision Regulations are met, he suggested that the Board authorize him to release the Performance Guarantee upon receipt of the developer’s complete submittal and sign off of the release by the DPW Superintendent, SHELD, and District #1 Water Superintendent as required in Section 5.06 of the Subdivision Regulations.

Board members discussed the recommendation and all indicated they had no objection.

Motion – Mr. Cavanaugh moved and Ms. Rosner seconded the motion to release the Performance Guarantee for Adam & Eve Estates upon the Town Planner’s receipt of the developer’s complete submittal and sign off of the release by the DPW Superintendent, SHELD, and District #1 Water Superintendent as required in Section 5.06 of the Subdivision Regulations. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

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

Mr. Harris made note that a Preliminary Draft of the March 14th meeting agenda was distributed to each member. The Board members discussed the agenda, especially in light of the continued hearings from tonight.

Ms. O'Brien indicated that she would not be able to attend April 25th. The Board members discussed whether or not to cancel. Mr. Harris suggested scheduling the meeting for May 2nd. All members indicated that would work with their schedules. Mr. Harris further suggested cancelling the May 9th meeting and just meeting on May 2nd and possibly May 23rd. All members indicated that they concurred – however, no decision was made on the May 23rd meeting date.

Mr. Harris also noted that the schedule for submittal of warrant articles for the Annual Town Meeting was distributed to each member.

Mr. Harris suggested that the Board could discuss the Minor Site Plan Review for Berkshire Hills Music Academy.

6. MINOR SITE PLAN REVIEW: Proposed Performance Center/Classroom/Office building for Berkshire Hills Music Academy. Property Location: 48 Woodbridge Street (Assessor's Map Number #52 - Parcel #180).

Mr. Harris stated that, to his knowledge, there have not been any changes in the Site Plan for this project. Derek Noble, architect for the project, confirmed that they have not made any changes to the plan.

Mr. Harris noted that there were no issues raised at the last meeting regarding the Site Plan.

Mr. Squire recessed the meeting for the public hearing at 7:30 p.m.

5. PUBLIC HEARING - STORMWATER MANAGEMENT PERMIT: Proposed Performance Center/Classroom/Office building for Berkshire Hills Music Academy. Property Location: 48 Woodbridge Street (Assessor's Map Number #52 - Parcel #180).

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

The meeting reconvened at 8:08p.m.

7. DECISIONS: Stormwater Management Permit and Minor Site Plan Review. Proposed Performance Center/Classroom/Office building for Berkshire Hills Music Academy. Property Location: 48 Woodbridge Street (Assessor's Map Number #52 - Parcel #180). Since the public hearing was not closed but there is the possibility of some changes to the Stormwater Management Plan which might impact the Site Plan, no action was taken on this item.

10. Consider request from James Falcone regarding zoning of 577 Granby Road.

Mr. Harris noted that James Falcone had submitted a letter addressed to each of the Board members. He indicated that assumes it is similar to the one he received which he had circulated to each member and has been given to them tonight.

Mr. Harris stated he had asked James Falcone to attend tonight's meeting at 7:45. He had been informed that James Falcone would be here at 7:30. However, he is not present. The Board members waited till 8:00 p.m.

The board discussed the property location, zoning and the owner's situation. Board members indicated that they sympathized with Mr. Falcone's situation. However, the consensus of the Board was that they would not support changing the zoning to accommodate the use - particularly since there are other allowed uses of the property.

13. Adjournment

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

The meeting was adjourned at 8:08 p.m.

Respectfully submitted,

DRAFT

Richard Harris, Recorder

Attachment A

List of Documents Reviewed in February 29, 2016 Planning Board Meeting

<u>Document</u>	<u>Record Location</u>
Planning Board Meeting Agenda and Background Information	Planning Board Agenda Packet Files
Zoning Bylaw	Planning Board Files
South Hadley Master Plan	Planning Board Files
Application submittal and plans and Comments regarding Berkshire Hills Music Academy Expansion	Planning Board Project Files
Application submittal and plans and Comments regarding High School Athletic Field Redevelopment	Planning Board Project Files

3. PUBLIC HEARING - STORMWATER MANAGEMENT PERMIT: Proposed Performance Center/Classroom/Office building for Berkshire Hills Music Academy. Property Location: 48 Woodbridge Street (Assessor's Map Number #52 - Parcel #180).

6. PUBLIC HEARING - STORMWATER MANAGEMENT PERMIT: South Hadley High School Athletic Fields Renovations. Proposed South Hadley High School Athletic Field Renovations. Property Location: 153 Newton Street and off Taylor Way and off Lincoln Avenue (Assessor's Map Number #17 - Parcel #15).

**SOUTH HADLEY PLANNING BOARD PUBLIC HEARING
ON APPLICATION FOR STORMWATER MANAGEMENT PERMIT –
HIGH SCHOOL ATHLETIC FIELDS REDEVELOPMENT**

153 NEWTON STREET

BY SOUTH HADLEY RECREATION DEPARTMENT

MINUTES OF FEBRUARY 29, 2016

Draft - Draft

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

Mr. Squire called the public hearing to order at 6:45 p.m. He reviewed the background of the subject, procedures/process, noted that the subject matter is limited to stormwater. Some changes are likely to result in the plans as the review progresses.

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

The South Hadley Planning Board, in accordance with the provisions of Article XVI, Section 1604 of the Town of South Hadley General Bylaws, will hold a public hearing on Monday, February 29, 2016 at 6:45 p.m. in Room 204 of the Town Hall to discuss the application of the Town of South Hadley Recreation Department; 116 Main Street; South Hadley, MA 01075 for a Stormwater Management Permit for the proposed High School Athletic Fields Renovation/Redevelopment project under Article XVI of the Town's General Bylaws. The subject property is located at 153 Newton Street and identified on Assessor's Map Number #17 as Parcel #15.

Plans and applications may be viewed at the office of the Planning Board during normal office hours (8:30 a.m. to 4:30 p.m.). Additionally, the plans and application are posted on the Planning Board's "Project Plans" page on the Town's website www.southhadley.ma.gov. Any person interested in, or wishing to be heard regarding, this application should appear at the time and place designated.

Published: Friday, February 12, 2016

Mr. Squire asked the applicant to present their proposal.

Peter Spanos, engineer with Gale Associates, was present to represent the applicant. Using a copy of the plans, he reviewed the site and location of the project. He noted that the field is planned to accommodate a variety of sports. He asked Andy Rogers,

Recreation Director, if he would explain why they are doing this project. Mr. Harris stated that the Board's review is confined to whether the Stormwater Management Plan as proposed conforms to the Towns' Stormwater Management Bylaw – he could not see how the reasons for the project would relate to the criteria for the Board's review.

Peter Spanos, project engineer, described how a turf field functions relative to drainage compared to an artificial field. He noted that a turf field has a 2% grade to allow sheet flow of stormwater runoff. However, stormwater permeates vertically on an artificial field as being proposed. He described the technique for construction of the proposed field and its drainage system and the overall drainage pattern.

Mr. Cavanaugh noted that two plan sheets depicted different drainage patterns. Peter Spanos, project engineer, responded that they changed the flow to mirror the existing drainage pattern.

Mr. Squire inquired about the pre- and post-runoff conditions. Peter Spanos, project engineer, stated that the post-development condition is better and explained how it is better.

Mr. Squire commented about the manholes and that they could be a potential safety hazard. Peter Spanos, project engineer stated that they may be able to bury the manholes under stone.

Mr. Harris inquired about the existing track. Peter Spanos, project engineer, responded that it will be effectively eliminated.

Mr. Harris commented that the Fuss & O'Neill review of the plans and report noted one point which would not meet the Town's Stormwater Management Bylaw – the ground water separation. Peter Spanos, project engineer, stated that they have not had time to make a formal response to the review but will do so within the next day or two. As to the ground water issue, Peter Spanos, project engineer, added that they conducted test pits under the supervision of the Director of Public Health last Thursday. Those pits show that there will be at least 5 feet of separation. While there is one problem area, it is outside of the field area.

Mr. Squire asked if the public members had any questions.

Joanne Brown, inquired as to the safety of an asphalt track. Peter Spanos, project engineer stated that the track is being removed. There will not be an asphalt track as part of this project.

Joanne Brown, asked why the track is being removed. Andy Rogers, Recreation Director, responded that there is not a need for the track. The high school program uses the Mount Holyoke College facility.

Joann Brown, queried as to the plan for runoff and if they had studies as to the pollution associated with the runoff from artificial turf. Peter Spanos, project engineer, stated that there are at least 50 studies which show no adverse impact of the turf field. This field will be an environmental betterment because it will not have the fertilizer loading chemicals and there will be no silt runoff as is the case with the existing field.

Ms. O'Brien questioned about the paved path – asphalt or stone dust. Peter Spanos, project engineer stated it would be asphalt.

Mr. Squire asked if there were further questions. Mr. Harris suggested continuing the public hearing until March 14, 2016 at 8:00 p.m. for the purpose of allowing the applicant to respond to the Town's Engineer Review and resolving the final issues.

Motion - Mr. Cavanaugh moved and Ms. O'Brien seconded the motion to continue the Planning Board public hearing to Monday March 14, 2016 at 8:00 p.m. for the purpose of allowing the applicant to respond to the Town's Engineer Review and resolving the final issues. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

There being no further public comment, Mr. Squire stated that the hearing will be continued. With concurrence from the other members, Mr. Squire recessed the hearing at 7:15 p.m.

Respectfully submitted,

DRAFT

Richard Harris, Recorder

**SOUTH HADLEY PLANNING BOARD PUBLIC HEARING
ON APPLICATION FOR STORMWATER MANAGEMENT PERMIT –
BERKSHIRE HILLS MUSIC ACADEMY EXPANSION**

48 WOODBRIDGE STREET

BY BERKSHIRE HILLS MUSIC ACADEMY

MINUTES OF FEBRUARY 29, 2016

Draft - Draft

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

Mr. Squire called the public hearing to order at 7:30 p.m. He reviewed the background of the subject, procedures/process, noted that the subject matter is limited to stormwater.

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

The South Hadley Planning Board, in accordance with the provisions of Article XVI, Section 1604 of the Town of South Hadley General Bylaws, will hold a public hearing on Monday, February 29, 2016 at 7:30 p.m. in Room 204 of the Town Hall to discuss the application of Berkshire Hills Music Academy; 48 Woodbridge Street; South Hadley, MA 01075 for a Stormwater Management Permit for the proposed Berkshire Hills Music Academy expansion project under Article XVI of the Town's General Bylaws. The subject property is located at 48 Woodbridge Street and identified on Assessor's Map Number #52 as Parcel #180.

Plans and applications may be viewed at the office of the Planning Board during normal office hours (8:30 a.m. to 4:30 p.m.). Additionally, the plans and application are posted on the Planning Board's "Project Plans" page on the Town's website www.southhadley.ma.gov. Any person interested in, or wishing to be heard regarding, this application should appear at the time and place designated.

Published: Friday, February 12, 2016

Mr. Squire asked the applicant to present their proposal.

Chris Tait, project engineer with Doucet & Associates, introduced Derek Noble, project architect with Steffian Bradley Architects and Michelle Theroux Director of Berkshire Hills Music Academy.

Chris Tait, project engineer noted that they only received the review by Fuss & O’Neill late Friday; therefore, they have not had an opportunity to review the letter. Mr. Harris noted that it was forwarded within a minute of his receipt of the email.

Chris Tait, project engineer described the drainage plan using a copy of the plan submitted with the application. He noted that the drainage design seeks to capture the runoff currently going to the neighbors. He noted on the plans the elements of the design which are intended to intercept the existing drainage flows and slow down the runoff. In describing the drainage plan, he noted that the system will capture the roof runoff and pipe it to the swale to the west.

Chris Tait, project engineer stated that they are meeting with the Director of Public Health this Thursday to undertake three new test pits in the locations of the proposed swales and level spreader. Due to the presence of shallow ledge in a portion of the property, they no longer anticipate being able to infiltrate runoff in the basin. Therefore, he believes it will be necessary to change the design to incorporate a rain garden. He noted the area most likely where the rain garden will be incorporated. Thus, the swale will likely only have one outlet in the revised plan. However, they still plan to mitigate peak flow to the north (towards the neighbors).

Chris Tait, project engineer, made reference to item #18 in the Fuss & O’Neill Letter of Review which read

18. Per Section 16-6 (H), runoff from parking lots shall be treated by oil and water separators or other controls to remove oil and sediment. Please provide documentation showing the provide BMPs will met this criteria.

He noted that the “country-style” drainage system being proposed and questioned whether the swale, level spreader, etc. would satisfy the requirement – particularly since they are not depositing into a wetland. Mr. Squire opined that it would seem to fit under “other controls”. Other members indicated that they would concur with Mr. Squire’s opinion. Mr. Harris stated he will communicate that to the engineer at Fuss & O’Neill, Inc.

Mr. Harris inquired as to when Doucet will have a response to Fuss & O’Neill, Inc. Chris Tait, project engineer, suggested that they will respond by Monday – March 7th. Mr. Harris indicated that he will inform Fuss & O’Neill, Inc. that we will need their response by March 11th to give the applicant time to prepare for the March 14th meeting.

Joanne Brown, inquired about the capacity of the auditorium (400 persons?) and the proposed parking. Derek Noble, project architect, responded that the capacity is 200 persons. Chris Tait, project engineer, described how they meet the parking needs.

Joann Brown, expressed concern about the use of the grass area for parking – being muddy, etc. Chris Tait, project engineer, responded that they only have approximately 6

events a year in which the “overflow parking” area has to be used. The Berkshire Hills Music Academy currently uses the grass area for overflow parking without any problems.

Mr. Cavanaugh asked about the construction process to be used. Chris Tait outlined the procedures and techniques they will use.

Mr. Squire asked if there were further questions. There being none, he questioned as to what date and time the hearing should be continued. Members discussed several possible dates. Mr. Harris suggested March 14, 2016 8:15 p.m. for the purpose of allowing the applicant to respond to the Town’s Engineer Review, complete the test pits, make revisions to the plan, and resolving the final issues.

Motion - Ms. Rosner moved and Ms. O’Brien seconded the motion to continue the Planning Board public hearing to Monday March 14, 2016 at 8:15 p.m. for the purpose of allowing the applicant to respond to the Town’s Engineer Review, complete the test pits, make revisions to the plan, and resolving the final issues. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

There being no further public comment, Mr. Squire stated that the hearing will be continued. With concurrence from the other members, Mr. Squire recessed the hearing at 8:08 p.m.

Respectfully submitted,

DRAFT

Richard Harris, Recorder

SOUTH HADLEY PLANNING BOARD

BILLS & CORRESPONDENCE

March 14, 2016

BILLS PAYABLE

Turley Publications, Inc.	Legal Ad Stormwater Application S.H.H.S. Athletic Fields	\$76.23
Turley Publications, Inc.	Legal Ad – Berkshire Hills Music Academy	\$83.16
Turley Publications, Inc.	Legal Ad – Recreation Dept.	\$83.16

Letters & Memos

- Letter from TJ’s Taylor Rental received February 16, 2016 addressed to: Helen Fantini, Melissa O’Brien, Mark Cavanaugh, Jeff Squire, Joan Rosner, and Dan Dodge
- Letter from Dept. of Housing and Community Development dated February 19, 2016 regarding South Hadley Falls Smart Growth District (SHFSGD) approval
- Letter from Fuss & O’Neill dated February 26, 2016 regarding the Peer Review of the Stormwater Management for Berkshire Hills Music Academy – Bernon Music Center
- Letter from Fuss & O’Neill dated February 26, 2016 regarding the Peer Review of the Stormwater Management for South Hadley High School Athletic Field Renovations
- Letter from Fuss & O’Neill dated March 10, 2016 regarding Peer Review of the Stormwater Management for South Hadley High School Athletic Field Renovations
- Letter from Fuss & O’Neill dated March 11, 2016 regarding Peer Review of the Stormwater Management for Stonybrook Village

Town Department Comments on Pending Projects

-

Town Department Agendas & Minutes

- Selectboard Meeting Agenda for February 16, 2016
- South Hadley Electric Light Meeting Agenda for February 17, 2017

Legal Notices

Amherst

- Town of Amherst Planning Board Notice of Public Hearing on SPR2016-00009 Site Plan Review to construct a new five-bedroom single-family home to be operated by ServiceNet as a group home for five residents at 362 Henry Street; SPR2016-00010 Site Plan Review to add two apartments to the previously-approved mixed-use building at 417 West Street
- Town of Amherst Planning Board Notice of Public Hearing on SPR 2016-00011 Site Plan Review approval to install an 11.44 KW (DC) rooftop PV (photovoltaic) system and a 7.32 KW (DC) ground mounted PV system on a dual-axis tracker at Hampshire College CSA barn at 793 West Street

Legal Notices (continued)

Amherst (continued)

- Town of Amherst Planning Board Notice of Public Hearing on SPR2016-00012 Site Plan Review to reconstruct the town-owned parking lot, including new sidewalks, lighting, trees, curbing, drainage improvements and parking lot surface, addition of two parking spaces for a total of 35 spaces, three of which would be handicapped accessible
- Town of Amherst Planning Board Notice of Public Hearing on A-06-16 Zoning Bylaw to clarify the types of multi-unit dwellings that may be included in a Cluster Subdivision, to provide criteria for granting modifications to dimensional requirements for Cluster Subdivisions, and to provide a definition and criteria for a Yield Plan; A-07-16 Mixed Use Building, to establish requirements for the mix of uses in a mixed-use building, for non-residential uses on the ground floor of mixed-use buildings and for how those uses would be oriented to public spaces and rights of way and to remove the requirement for a Special Permit for mix-use buildings containing more than 10 units in a B-L zoning district
- Town of Amherst Zoning Board of Appeals Notice of Filing Decision to approve ZBA FY2016-00001 to issue a Special Permit for the use of as a non-owner occupied duplex, based on the expiration of ZBA FY2009-00004, and to modify conditions of ZBA FY2014-00027 at 382 North Pleasant Street

Chicopee

- City of Chicopee Planning Board Notice of Public Hearing on a request for a zone change from Residential A to Business A for 8,102 +/- SF of property for use as small retail or office space at 417 Montgomery Street
- City of Chicopee Zoning Board of Appeals Notice of Public Hearing on a variance of maximum building coverage from 33% to 36% of total parcel area to expand existing building for use as office, warehouse, manufacturing and lab at 106 Lonczak Drive

Granby

-

Hadley

-

Holyoke

- City of Holyoke Planning Board and Stormwater Authority Notice of Joint Hearing on Site Plan Review to construct a 3-story, 28,000 square foot office building and associate site improvements to be located at the undeveloped and wooded end of Kelly Way
- City of Holyoke Planning Board Notice of Public Hearing on a Definitive Subdivision to construct a 3-story, 28,000 square foot office building and associated site improvements at the end of Kelly Way

News Articles

- News article from GazetteNet.com dated February 15, 2016 entitled “Cold Weather Aches Continue: South Hadley Senior Housing Cleans Up Burst Pipes”
- News article from GazetteNet.com dated February 16, 2016 entitled “District Attorney’s Office Investigates \$6,308 in Missing Deposits from Ledges Golf Club in South Hadley”
- News article from GazetteNet.com dated February 17, 2016 entitled “South Hadley Electric Light Department Commissioners End Automatic Renewal of Contract for Manager Who I Owed \$476,580 in Unused Vacation, Sick and Personal Time Pay”
- News article from MassLive.com dated February 15, 2016 entitled “South Hadley Selectmen Seek Payment in Lieu of Taxes from Electric Light Department”
- News article from MassLive.com dated February 17, 2016 entitled “\$6,308 Reported Missing from Ledges Golf Club in South Hadley; Criminal Investigation Underway”
- News article from GazetteNet.com dated February 23, 2016 entitled “South Hadley Electric Light Department Manager’s Contract Terms Different from Others Statewide; Board Member says Records of Time Off Not Fully Known”
- News article from GazetteNet.com dated March 7, 2016 entitled “Mount Holyoke Campusa Center Will Get \$50 Million Upgrade to Consolidate Dining Services”
- News article from MassLive.com dated March 3, 2016 entitled “South Hadley Panel Exploring Possibility of New Senior Center”
- News article from BusinessWest.com dated March 8, 2016 entitled “South Hadley Seeks Growth, Collaboration”

Publications

- American Planning Association, **JAPA**. Autumn 2015
- Article entitled “Where Affordable Housing Is Scarce, So Are Teachers”
- American Planning Association, **Zoning Practice**. February 2016
- WestMass ElderCare Newsletter, **Changing Seasons**. Winter 2016
- DHCD, **Citizen Planner Training Collaborative**. 2016 Conference
- Massachusetts Municipal Association, **MS4 Permits Expected in Coming Weeks**. March 2, 2016

Section 7**SUPPLEMENTAL DISTRICT REGULATIONS****(P) Business C District Development Methods****COMMERCIAL DEVELOPMENT PERFORMANCE STANDARDS**

In order to receive site plan approval or special permit, all projects must demonstrate compliance with the Commercial Development Performance Standards herein.

4. Parking Standards

Proposed uses must comply with Parking and Off-Street Loading regulations in Section 8(G) and the following:

- a. No parking shall be permitted within the required front yard setback of a structure.
- b. To the extent feasible, parking areas shall be shared with the adjacent businesses.

5. Appearance/Architectural Design Standards

- a. Architectural design shall be compatible with the character and scale of buildings in the Town through the use of appropriate building materials, screening, breaks in roof and wall lines and other architectural techniques. Variation in detail, form and siting shall be used to provide visual interest and avoid monotony. Proposed buildings shall relate harmoniously to each other with adequate light, air, circulation and separation between buildings. The Planning Board may take into consideration whether exterior building facades and materials are consistent with South Hadley's character. The Planning Board may consider whether the roofline is peaked, or is otherwise consistent with the Town's character. Large work area doors or loading docks shall not open toward or face roadways.
- b. The Planning Board may adopt such regulations as may be necessary to further specify design standards.

6. Lighting Standards

- a. Any outdoor lighting fixture newly installed or replaced shall be shielded so that it does not produce a strong, direct light beyond the property boundaries.

- b. No light standard shall be taller than thirty (30) feet.

7. Access Standards

Applicants for projects or uses within the Business C District must demonstrate that the project or use will minimize traffic and safety impacts on highways.

- a. The number of curb cuts on state and local roads shall be minimized. To the extent feasible, access to businesses shall be provided via of the following:
 - 1. Access via a common driveway serving adjacent lots or premises
 - 2. Access via an existing side street
 - 3. Access via cul-de-sac or loop road shared by adjacent lots or premises
- b. Only one curb cut per lot shall be allowed. Additional curb cuts may be permitted by the Planning Board as part of the Site Plan Review process.
- c. Curb cuts shall be limited to the minimum width for safe entering and exiting and will not normally exceed 24 feet in width per lane.
- d. All driveways shall be designed to afford motorists exiting to highways with safe sight distance.
- e. Adequate pedestrian and bicycle access shall be provided as follows:
 - 1. Sidewalks shall be provided to enable pedestrian access to adjacent properties between individual businesses with a development. The appropriate authority may waive this requirement in a case where such action is in the public interest and not inconsistent with the purposes stated in Sections 9 and 12.

8. Landscaping and Screening Standards

- a. Large parking areas shall be subdivided with landscaped islands so that no paved parking surface shall extend more than eighty (80) feet in width. One tree (minimum two (2) inch caliper) per thirty (30) parking spaces shall be provided within the area.
- b. Exposed storage areas, machinery, service areas, truck loading areas, utility buildings and structures and other unsightly uses shall be screened from view from neighboring properties and streets using dense, hardy evergreen plantings, or earthen berms, or all or fencing complemented by evergreen plantings. Evergreen plants must be at least two (2) feet tall at planting with the capacity to grow to full screening of the unsightly use.

Plantings must be four (4) feet at planting when abutting a residential zone.

- c. All landscaped areas shall be properly maintained. Shrubs or trees which die shall be replaced within one growing season.
- d. Completion of the landscaping requirements may be postponed for a period not to exceed six (6) months from the time of project completion due to winter weather conditions.
- e. A landscaped buffer strip at least fifteen (15) feet wide, continuous except for approved driveways, shall be established adjacent to any public road to visually separate parking and other uses from the road. The buffer strip shall be planted with grass, medium height shrubs, and shade trees (minimum two (2) inch caliper, planted at least every fifty (50) feet along the road frontage). At all street or driveway intersections, trees or shrubs shall be set back a sufficient distance from such intersections so that they do not present a traffic visibility hazard. The sidewalk shall be incorporated into the buffer strip.

9. Pedestrian Standards

- a. Sidewalk shall be provided to provide access to adjacent properties and between individual businesses within a development.

10. Traffic Impact Statement

- a. A traffic impact statement shall be prepared, which shall contain:
 - 1. Traffic flow patterns at the site including entrances and egresses, loading and unloading areas, and curb cuts on site and within one hundred feet of the site.
 - 2. A detailed assessment of the traffic safety impacts of the proposed project or use on the carrying capacity of any adjacent highway or road, including the projected number of motor vehicle trips to enter or depart from the site estimated for daily hour and peak hour traffic levels, road capacities and impacts on intersections.
- b. An additional traffic impact statement shall be prepared for individual structures that are greater than ten thousand (10,000) square feet. It shall contain:
 - 1. A plan to minimize traffic and safety impacts through such means as physical design and layout concepts, staggered employee work schedules, promoting use of public transit or carpooling, or other appropriate means.

2. An interior traffic and pedestrian circulation plan designed to minimize conflicts and safety problems.

11. Public Transportation

- a. The Planning Board and the Applicant shall request the Pioneer Valley Transit Authority (PVRTA) to locate a bus stop on the premises or within one quarter (1/4) mile of the development.

Section 12

SITE PLAN REVIEW

(As Amended through June 19, 2013 STM.)

(E) Site Plan Review Criteria

(As Amended June 19, 2013 STM.)

The Planning Board shall review the site plan and supporting data taking into consideration whether the proposed site plan reasonably fulfills the following objectives (as used in this subsection E, the word “shall” is mandatory and the words “should” and “may” are recommended but optional):

1. Compliance with all requirements of this bylaw, all other applicable regulations and bylaws, and consistency with the South Hadley Master Plan.
2. Integration of the site into the existing terrain, surrounding landscape and built environment so as to minimize disruptions to natural processes, existing land forms, architectural character, and significant vistas.
3. Site design that, to the extent feasible:
 - a. avoids wetlands, wetland buffers, rivers, river resource areas, vernal pools, sensitive habitats, steep slopes, floodplains, and hilltops;
 - b. minimizes obstruction of scenic views from publicly accessible locations;
 - c. preserves unique natural, scenic, cultural, or historical features;
 - d. minimizes tree, vegetation and soil removal and grade changes;
 - e. provides open space with a scale and character that is appropriate to the surrounding area; and
 - f. screens objectionable features from neighboring properties and roadways.
4. If the proposal requires a special permit, it must also conform to the special permit requirements in Section 9 of this By-Law.
5. Structures shall be compatible with the character and scale of structures in the neighborhood and zoning district.
 - a. Proposed structures shall be compatible in character and scale through the use of appropriate massing, roof and wall lines, façade proportions and detailing, fenestration, ornamentation, and other architectural techniques
 - b. Proposed building or buildings shall relate harmoniously to neighboring buildings and each other with adequate light, and air circulation and separation between buildings.
 - c. Where appropriate, buildings shall be arranged so as to define outdoor spaces, including streets and plazas.
 - d. The Planning Board may consider whether the location, size, and style of entrances are compatible with the neighborhood’s character.
 - e. Buildings shall be designed to avoid large expanses of undifferentiated facades, and long plain wall sections.

- f. The Planning Board shall consider whether fenestration is consistent with the neighborhood's and/or Town's character. The Planning Board may consider window type (double hung, casement, etc.), alignment, proportions, percent of glazing, and proportion to façade, but may not regulate building materials.
 - g. Electrical and mechanical equipment (whether rooftop, ground level, or wall-mounted) shall be screened from public view using materials harmonious with the building or shall be located where they are not visible from any public way.
 - h. Applicants are encouraged to locate and design buildings such that they maximize solar access during cooler months and control solar gain during warmer months.
6. Landscaping shall be an integral part of the proposed site design, and shall enhance the design and arrangement of structures, define usable public and private outdoor spaces, integrate the site into the surrounding landscape, as appropriate, and provide buffering from objectionable or noxious elements both within the site between the site and the surrounding area.
- a. Landscape plantings and other landscape elements shall be encouraged to create pedestrian scale spaces and to maintain landscape continuity within the community.
 - b. The need for irrigation, fertilization, and/or use of pesticides should be minimized through the selection of vegetation that thrives under the site's proposed conditions, including temperature, light, moisture, air circulation, soil type and quality, and stress from salt.
 - c. The preservation of mature plant species, hedgerows, and woodlots shall be encouraged and included as a design element in the development of the site and to serve as natural buffer.
 - d. Landscape buffers shall be provided between parking lots and public streets and between uses that may be incompatible, such as large-scale commercial uses and residences. Such buffers may include planted trees and shrubs, hedgerows, berms, existing forestland, or forest created through natural succession. The width of such buffer areas will depend upon the topography, scale of the uses, and their location on the property and nature of buffer composition, unless this bylaw indicates that specific widths are required for a particular situation. Where excessive noise contributes to the incompatibility, sound barrier fencing may be required.
 - e. Screening shall be required for loading docks, storage areas, dumpsters, utility buildings and similar features. Screening may include planted trees and shrubs, hedgerows, berms, existing vegetation, and fences.
 - f. The Planning Board may require that shade trees at least six feet tall and two-inch caliper be planted and maintained at 20- to 40-foot intervals along roads, at a setback distance acceptable to the Highway Superintendent.
 - g. The Planning Board may require that at least 30% of a new parking area be shaded by tree and vegetation canopies upon their full growth.

13. In order to create more walkable and pedestrian-friendly developments, minimum frontage occupancy requirements apply in certain locations to create a sense of enclosure in the streetscape. As used herein, “frontage occupancy” means the percentage of the lot width at the front of the building that must be occupied by the façade of a building.
- a. Minimum frontage occupancy requirements apply to the following use categories as shown on the Use Table in Section 5E:
 - i. Business
 - ii. Public and Institutional
 - iii. Multi-family dwellings
 - b. A minimum frontage occupancy of 80% is required in the South Hadley Falls area along Main Street from Carew Street to Pleasant Street and along Bridge Street from one parcel Main Street to Lamb Street.
 - c. A minimum frontage occupancy of 50% is required along Route 116, from Boynton Street to Camden Street and along Route 33 from Route 202 to the Chicopee Town Line
 - d. A minimum frontage occupancy of 50% is required along Route 116 from Camden Street to Route 202 and along Route 202 (Granby Road) from Easy Street to East St.

Before approval of a site plan, the Planning Board may require that the applicant make modifications in the proposed design of the project to ensure that the above objectives are fulfilled.

4. Criteria for Review of Stormwater Permits

In addition to other criteria used by the South Hadley Planning Board in making permit decisions, for the uses/activities specified in this bylaw, the Planning Board must also find that the Stormwater Management and Erosion and Sediment Control Plan submitted with the permit application meets the following criteria:

- A. The Stormwater Management and Erosion and Sediment Control Plan are consistent with the Purposes and Objectives of this Bylaw in Section 16-1;
- B. Provisions for stormwater management meet the Performance Standards described in Section 16-6;
- C. Provisions for erosion and sediment control meet the Design Requirements in Section 16-7.

SECTION 16-1. PURPOSE AND AUTHORITY

1. Purpose

A. The purpose of this bylaw is to better manage land development in order to protect, maintain, and enhance the public health, safety, and general welfare of the citizens, property owners and businesses of South Hadley by establishing minimum requirements and procedures to control the adverse impacts associated with stormwater runoff pre- and post-construction and site development.

B. The proper management of stormwater runoff will meet the following objectives:

- 1. Reduce the adverse water quality impacts of stormwater discharges to rivers, lakes, reservoirs and streams in order to attain federal water quality standards;
- 2. Prevent the discharge of pollutants, including hazardous chemicals, into stormwater runoff;
- 3. Minimize the volume and rate of stormwater which is discharged, to rivers, streams, reservoirs, lakes and combined sewers that flows from any site during and following development;
- 4. Prevent erosion and sedimentation from land development, and reduce stream channel erosion caused by increased runoff;
- 5. Provide for the recharge of groundwater aquifers and maintain the base flow of streams;
- 6. Provide stormwater facilities that are attractive, maintain the natural integrity of the environment, and are designed to protect public safety;
- 7. Maintain or reduce pre-development runoff characteristics after development to the extent feasible;
- 8. Minimize damage to public and private property from flooding;
- 9. Ensure that these management controls are properly maintained; and,
- 10. To provide construction site management practices for waste materials and debris.

Section 16-6. Stormwater Management Performance Standards

To prevent the adverse impacts of stormwater runoff, the stormwater performance standards in Section 16-6 must be met at new development sites. These standards apply to construction activities as described under Section 16-3.1.

1. Minimum Control Requirements

Projects must meet the Standards of the Massachusetts Stormwater Management Standards as promulgated by the Massachusetts DEP. A copy of these standards are maintained by the Office of the Planning Board.

When the proposed discharge may have an impact upon a sensitive receptor, including streams, storm sewers, and/or combined sewers, the Planning Board may require an increase in these minimum requirements, based on existing stormwater system capacity and standards of other town boards including, but not limited to, the Board of Health and the Conservation Commission.

2. Stormwater Management Measures

- A. Stormwater management measures shall be required to satisfy the minimum control requirements and shall be implemented in the following order of preference:
 - 1. Infiltration, flow attenuation, and pollutant removal of runoff on-site to existing areas with grass, trees, and similar vegetation and through the use of open vegetated swales and natural depressions;
 - 2. Use of stormwater on-site to replace water used in industrial processes or for irrigation;
 - 3. Stormwater detention structures for the temporary storage of runoff which is designed so as not to create a permanent pool of water; and
 - 4. Stormwater retention structures for the permanent storage of runoff by means of a permanent pool of water;
 - 5. Retention and evaporation of stormwater on rooftops or in parking lots.
- B. Infiltration practices shall be utilized to reduce runoff volume increases. A combination of successive practices may be used to achieve the applicable minimum control requirements. Justification shall be provided by the applicant for rejecting each practice based on site conditions.

- C. Best Management Practices shall be employed to minimize pollutants in stormwater runoff prior to discharge into a separate storm drainage system or water body.
- D. All stormwater management facilities shall be designed to provide an emergency overflow system, and incorporate measures to provide a non-erosive velocity of flow along its length and at any outfall.
- E. The designed release rate of any stormwater structure shall be modified if any increase in flooding or stream channel erosion would result at a downstream dam, highway, structure, or normal point of restricted stream flow.

3. Specific Design Criteria

Additional policy, criteria, and information including specifications and design standards may be found in the Stormwater Design Manual and the Erosion and Sediment Control Guidance documents and may also be utilized.

A. Infiltration systems

1. Infiltration systems shall be equipped with clean stone and or filter fabric adjacent to the soil or other sediment removal mechanisms;
2. Infiltration systems greater than 3 feet deep shall be located at least ten (10) feet from basement walls;
3. Due to the potential for groundwater contamination from dry wells, they shall not be an acceptable method for management of runoff containing pollutants;
4. Infiltration systems designed to handle runoff from commercial or industrial impervious parking areas shall be a minimum of 100 feet from any drinking water supply well;
5. Infiltration systems shall not be used as sediment control basins during construction unless specific plans are included to restore or improve the basin surface;
6. Infiltration basins shall be constructed with a three foot minimum separation between the bottom of the structure and the seasonal high groundwater elevation, as determined by a certified soil evaluator; and
7. Provisions shall be made for safe overflow passage, in the event of a storm which exceeds the capacity of an infiltration system.

B. Retention and detention ponds shall be designed and constructed in accordance with the criteria set forth in the Stormwater Design Manual.

C. The applicant shall give consideration in any plan to incorporating the use of natural topography and land cover such as natural swales, and depressions as they exist prior to development to the degree that they can accommodate the additional flow of water.

D. The Planning Board shall give preference to the use of swales in place of the traditional use of curbs and gutters based on a case by case review of stormwater management plans by the Town Engineer and Planning Board.

- E. The applicant shall consider public safety in the design of any stormwater facilities. The banks of detention, retention, and infiltration basins shall be sloped at a gentle grade into the water as a safeguard against personal injury, to encourage the growth of vegetation and to allow the alternate flooding and exposure of areas along the shore. Basins shall have a 4:1 slope to a depth two feet below the control elevation. Side slopes must be stabilized and planted with vegetation to prevent erosion and provide pollutant removal. The banks of detention and retention areas shall be designed with sinuous rather than straight shorelines so that the length of the shoreline is maximized, thus offering more space for the growth of vegetation;
- F. Where a stormwater management plan involves direction of some or all runoff off of the site, it shall be the responsibility of the applicant to obtain from adjacent property owners any easements or other necessary property interests concerning flowage of water. Approval of a stormwater management plan does not create or affect any such rights.
- G. All applicants for projects which involve the storage or use of hazardous or toxic chemicals, materials or waste shall incorporate handling and storage "best management practices" that prevent such chemicals, materials and waste from contaminating runoff discharged from a site into infiltration systems, receiving water bodies or storm drains, and shall include a list of such chemicals, materials and waste and their amounts in the application.
- H. Runoff from parking lots shall be treated by oil and water separators or other controls to remove oil and sediment;
- I. The basic design criteria methodologies, and construction specifications, subject to the approval of the Planning Board and Town Engineer, shall be those generally found in the most current edition of the Stormwater Design Manual.

Section 16-7. Design Requirements for Erosion and Sediment Control Plan

1. The design requirements of the Erosion and Sediment Control Plan are:

- A. Minimize total area of disturbance.
- B. Sequence activities to minimize simultaneous areas of disturbance.
- C. Minimize peak rate of runoff in accordance with the MA DEP Stormwater Management Standards.
- D. Minimize soil erosion and control sedimentation during construction. Prevention of erosion is preferred over sedimentation control.
- E. Divert uncontaminated water around disturbed areas.

- F. Maximize groundwater recharge.
- G. Install, and maintain all Erosion and Sediment Control measures in accordance with the manufacturers specifications and good engineering practices.
- H. Prevent off-site transport of sediment.
- I. Protect and manage on and off-site material storage areas (overburden and stockpiles of dirt, borrow areas, or other areas used solely by the permitted project are considered a part of the project).
- J. Comply with applicable Federal, State and local laws and regulations including waste disposal, sanitary sewer or septic system regulations, and air quality requirements, including dust control
- K. Prevent adverse impact from the proposed activities to habitats mapped by the Massachusetts Natural Heritage & Endangered Species Program as Endangered, Threatened or of Special concern, Estimated Habitats of Rare Wildlife and Certified Vernal Pools, and Priority Habitats of Rare Species.
- L. Institute interim and permanent stabilization measures. The measures shall be instituted on a disturbed area as soon as practicable but no more than 14 days after construction activity has temporarily or permanently ceased on that portion of the site.
- M. Properly manage on-site construction and waste materials.
- N. Prevent off-site vehicle tracking of sediments.



FUSS & O'NEILL

March 11, 2016

Mr. Richard Harris, AICP
Town Planner
Town of South Hadley
116 Main Street
South Hadley, MA 01705

RE: Peer Review of the Stormwater Management
Stonybrook Village
Fuss & O'Neill Reference No.20150214.P23

Dear Mr. Harris:

Fuss & O'Neill has conducted a review of the documents submitted by R Levesque Associates, Inc. related to the development of a commercial building within the Stonybrook Village property located on Newton Street. The project includes the construction of a commercial building with associated paved parking area and site utilities. It is Fuss & O'Neill's understanding that the project is proposed on a prepared building site with stormwater management as installed in accordance with previous permitting for the site. We have conducted a review of the following materials as they relate to the stormwater management.

Materials Reviewed

1. Report titled, "Site Plan Review Application, Proposed Commercial Development," dated February 26, 2016, prepared by R Levesque Associates, Inc.
2. Plan sheets titled, "Proposed Commercial Site, Newton Street – Map 28, Parcel 246, South Hadley, Massachusetts," 5 sheets, dated February 26, 2016, prepared by R Levesque Associates, Inc.

Stormwater Management

1. Many of the existing structures are labeled as obscured so no inverts were obtained. An approximate 1 foot cut is proposed in the area of several of the existing pipes. This cut causes concern for the amount of cover over that will remain over the pipe once construction is complete. The applicant shall ensure a recommended minimum of 3 feet of cover will remain on the existing pipes.

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Mr. Richard Harris, AICP

March 11, 2016

Page 2

2. To ensure function of the existing stormwater system, the applicant shall verify that the existing stormwater system, including the underground infiltration system, be cleaned of any debris and sediment collected from construction activities and from years of use.
3. Per 16-6 3(A)(2) of the Town of South Hadley Stormwater Management Bylaw, infiltration systems greater than 3 feet deep shall be located at least 10 feet from a basement wall. The depth of the infiltration system has not been provided, with grading as proposed the applicant shall verify that the proposed project meets this requirement.

General Site Design

4. The proposed parking area is sloped at a minimum 0.5%. For the purposes of constructability and minimizing the potential for areas of ponding, it is recommended the parking area be graded with a minimum 1% slope.

General

5. The applicant should provide documentation to demonstrate the amount of disturbance within regulated areas is equal to or less than the amount approved in the Order of Conditions issued on 6-13-2006, and file revised documentation to the Conservation Commission if warranted.

The above comments are based on plans and documentation received at the time of review. Any revisions to the plans and documentation will require further review. Please feel free to contact ucs with any questions.

Sincerely,

Reviewed by:



Aimee Bell
Project Engineer



Daniel F. DeLany, P.E.
Senior Project Manager

/JM



March 10, 2016

Mr. Richard Harris, AICP
Town Planner
Town of South Hadley
116 Main Street
South Hadley, MA 01705

RE: Peer Review of the Stormwater Management
South Hadley High School Athletic Field Renovations
Fuss & O'Neill Reference No. 20150214.P21

Dear Mr. Harris:

Fuss & O'Neill has conducted a follow-up review of the documents submitted by Gale Associates, Inc. regarding the athletic campus improvements proposed at South Hadley High School located at 153 Newton Street. The redevelopment includes the construction of a 1.9 acre synthetic turf field in place of an existing grass field and stone dust track. Associated drainage and seeding is also proposed. We have conducted a follow-up review of the following materials as they relate to stormwater management.

Materials Reviewed

1. Site Plans titled, "South Hadley High School Athletic Field Renovations, South Hadley, MA," dated 1/28/2016, prepared by Gale Associates, Inc.
2. Report titled, "Stormwater Management Report, South Hadley High School Athletic Campus Improvements, South Hadley, Massachusetts" dated January 28, 2016, prepared by Gale Associates, Inc.
3. Addendum to the Stormwater Management Report, addressed to Richard Harris, from Peter Spanos P.E. LEED AP, regarding the Town's Stormwater Management Bylaw standards for the Athletic Field Renovations at South Hadley High School, dated February 19, 2016.
4. Stormwater Management Report Response Letter from Gale Associates to Mr. Richard Harris Dated March 7, 2016 including the four enclosures (Locus Map and NHESP Map, Revised Post-Development HydroCAD Model, Sheet C101 with Highlighted Buffer, Test Pit information).

Fuss & O'Neill believes the applicant has addressed the comments presented in our initial review and there are presently no outstanding comments. Should there be any future revisions to the

Mr. Richard Harris, AICP

March 10, 2016

Page 2

reviewed materials an additional review will be required to verify adherence to the Town's regulations. Please contact our office should you have any questions.

Sincerely,

Reviewed by:



Stephanie MacDonald
Project Engineer



Daniel DeLany
Senior Project Manager

/JM



FUSS & O'NEILL

March 4, 2016

Mr. Richard Harris, AICP
Town Planner
Town of South Hadley
116 Main Street
South Hadley, MA 01705

RE: Peer Review of the Stormwater Management
Berkshire Hills Music Academy – Bernon Music Center
Fuss & O'Neill Reference No. 20150214.P20

Dear Mr. Harris:

We have conducted a follow-up review of the documents submitted by Doucet & Associates related to the development of the Bernon Music Center for the Berkshire Hills Music Academy located at 48 Woodbridge Street. The development includes the construction of a 7,400 square foot building with associated parking and other site amenities. We conducted a review of the following materials as they relate to stormwater management.

Materials Reviewed

1. Letter addressed to Mr. Harris, regarding criteria for review of Stormwater Permit for Berkshire Hills Music Academy – Bernon Music Center, dated March 3, 2016, signed by Chris Tait, P.E., Senior Engineer at Doucet Associates.
2. Site Plans titled, “Permit Drawing for Berkshire Music Center, Bernon Music Center, South Hadley MA 01075,” revised through 3/3/2016, prepared by Doucet & Associates.
3. Report titled, “Stormwater Management Report,” revised through March 3, 2014, prepared by Doucet & Associates, Inc.
4. Letter addressed to Mr. Harris, regarding Peer Review of Stormwater Permit, Berkshire Hills Music Academy – Bernon Music Center, dated March 3, 2016, prepared signed by Chris Tait, P.E., Senior Engineer at Doucet & Associates.
5. Long-Term O&M Plan signed by owner.
6. HydroCAD Model for Grassed Channel WQV, dated 3/2/2016, prepared by Doucet & Associates, Inc.

Fuss & O'Neill believes that applicant has addressed the comments presented in our initial review, and there are presently no outstanding comments. Should there be any future revisions to the

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Mr. Richard Harris, AICP

March 4, 2016

Page 2

reviewed materials, additional review will be required to verify adherence to the town's regulations. Please contact our office should you have any questions.

Sincerely,



Aimee Bell
Project Engineer

Reviewed by:



Daniel F. DeLany, P.E.
Senior Project Manager.

/JM