

## **Background Materials for April 11, 2016**

### **Agenda Items #1 through #9**

#### ***Agenda Item #1 – Minutes***

I have distributed the minutes of the March 28, 2016 Planning Board meeting and public hearings.

**ACTION NEEDED:** Review, edit and approve the minutes.

#### ***Agenda Item #2 – Bills and Correspondence***

A list of the bills and correspondence are attached – the only bill ready to be paid at this time is the following: Turley Publications, Inc. for \$133.04 for the legal notice - Proposed 40R Design Guidelines/Standards.

**ACTION NEEDED:** Review the list of correspondence.

#### ***Agenda Item #3 – Meeting Schedule for May, June, July, and August 2016***

The current meeting schedule for May through August is as follows:

- May 2
- May 23
- June 13
- June 27
- July 11
- July 25
- August 8
- August 22

The Board should consider whether any of these dates pose conflicts. I recognize that, with the April election there will be a change in one of the Board members. However, if there are already schedule conflicts, it would be helpful to plan alternative schedules as soon as possible and the next scheduled meeting is May 2<sup>nd</sup> since the April 25<sup>th</sup> meeting was cancelled.

**ACTION NEEDED:** None currently required, but determination of schedule conflicts would be helpful.

#### ***Agenda #4 – Consider illuminated sign requests for Easthampton Savings Bank – 605 Granby Road***

Graphic Impact Signs has submitted a request, on behalf of Easthampton Savings Bank, to install a new illuminated sign and replace several other illuminated signs as described below:

*“We are proposing an internally illuminated sign on the front elevation of this building, where there is currently a no- illuminated sign that would be removed. This new signage reflects the bank’s new log “bankESB” that has rolled out at all their branches. It is a contour sign with push-thru graphics that makes use of internal white LED illumination. The sign we are proposing is much smaller than the existing, as noted in the rendering that is included in this pack, along with the sign permit application.”*

They are proposing to remove two existing: The “ESB” logo on the east elevation and the larger sign on the rear elevation that says “Easthampton Savings Bank”. Additionally, they are proposing to replace several illuminated signs associated with the ATM.

Their submittal is posted on the Town’s website at the following link:  
<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2081>

While their letter states that the new illuminated sign on the front elevation of the bank building will be smaller than the existing non-illuminated sign, a letter submitted prior to their application suggests that the new sign will be larger.

*The Proposed sign, "bankESB" logo that will be illuminated is 32" H x 95"W.  
The sign it is replacing is 12"H x 228"W.*

Thus, the proposed sign is 3,040 square inches while the existing sign is 2,736 square inches. In a subsequent email, they indicated that the “illuminated” portion of the new sign is smaller than the area of the existing non-illuminated sign. In looking at the various signs, I would suggest that the three signs being removed would collectively measure greater than the new proposed Illuminated sign. Additionally, if the measurement for the new proposed Illuminated sign were as a “tight” polygon, it would likely measure the same or less than the sign it is replacing. However, the existing sign is not illuminated.

The subject property is located at the northwest corner of East Street and Granby Road aka Route 202 (see aerial photo below). It is zoned Business A-1 which allows banks. The Planning Board



approved the Site Plan for conversion of the gas station to a bank in 2001 which included the following condition:

4. *Signage. Prior to erection of any signs or obtaining permits to erect or install signs, the applicant is to submit plans for all such signs to the Planning Board for review and approval. This review and approval is to ensure compliance with the Zoning By-Law specifications and to assure that the sign does not impede motorists' visibility.*

Section 8(F)7 of the Zoning Bylaw provides that, prior to approving illumination of a sign, the Planning Board must make “***a determination that the sign will not be adverse to the character of the surrounding neighborhood or the community***”. Paragraph “b” of this part further provides guidance in determining whether a sign would be “adverse to the character of the surrounding neighborhood or the community”:

*Signs which illuminate more than what is necessary to convey the message or name being promoted or create glare which may impact motorists are generally considered to have an adverse impact on the community. Such adverse impact arises from excessive light pollution. Therefore, in determining whether to approve the illumination of a sign, the Planning Board shall:*

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

It would appear that the proposed illuminated signs meet the 5 guidelines outlined in Section 8(F)7b.

**ACTION NEEDED:** Determine if the proposed illuminated signage will “be adverse to the character of the surrounding neighborhood or the community” using the guidelines in Section 8(F)7b. If it is determined that it would not be adverse, then the Board can approve the illuminated signs.

***Agenda #5 – Consider Request to “modify” the Site Plan for Rivercrest Condominiums by allowing “rotation” of a duplex***

April 10, 2014, the Planning Board granted approval of the Special Permit for Rivercrest Condominiums. Recognizing the complexity of the permitting and undertaking of the development as well as the controversy surrounding the project, the Special Permit Decision included the following provisions:

32. Modifications of Special Permit Site Plan. The Planning Board may customarily approve minor modifications of a Special Permit Site Plan. However, in this instance, since the applicant chose to seek the Special Permit without submittal of the detailed engineering including the Stormwater Management plans, any modification of the Special Permit Site Plan (except as modified to conform to the specific conditions detailed in this Decision) shall, except as provided in condition #33 below, require an amendment to the Special Permit Decision following a separate application and hearing on any such amendment request.

33. Changes in the Plans. If changes in the Plans become necessary, the applicant must submit the revised plans to the Town Planner to determine if further Board review is warranted. Generally, the change will require further Planning Board review; however, if it does not substantively impact any of the buffers, building, or landscaping conditions or plans, the Board may determine that it is minor and not require a public hearing to modify or amend the Special Permit Decision.

The Decision incorporated the Site Plans which were modified to conform to the Stormwater Management Permit Plans pursuant to Condition #32. However, the developer has determined that a duplex needs to be “rotated” a few feet. That change would appear to fit under Condition #33. The duplex in question is to be located on the southside of the access roadway (see plan excerpt below).



The wording of Condition #33 essentially requires that the Planning Board review and decide whether to approve all modifications – including minor rotations of a proposed building. Therefore, the developers have submitted a request for approval to rotate this duplex. It should be noted that the subject duplex is NOT abutting any of the single-family housing along Ferry Street nor Brockway Lane. The rotation is a shift of only a few feet and does not alter the roadway, buffers, building, or landscaping conditions or plans other than this one duplex.

At their meeting on April 6, 2016, the Conservation Commission approved the rotation of this duplex.

**ACTION NEEDED:** Determine whether the request satisfies the provisions of Condition #33 for treatment as a minor change; therefore not requiring a public hearing. If so determined, the Board can approve the proposed revision.

***Agenda #6 – Consider Policy regarding requests to “modify” the Site Plan for Rivercrest Condominiums***

As agenda item #5 demonstrates, there are likely to be some minor shifting of buildings associated with this development – as there are with all such developments. The wording of Condition #33 is more detailed than the Board has typically included in their decisions. This detailing is a result of the challenges posed in permitting of this project.

Condition #33 of the Decision states:

*Changes in the Plans. If changes in the Plans become necessary, the applicant must submit the revised plans to the Town Planner to determine if further Board review is warranted. Generally, the change will require further Planning Board review; however, if it does not substantively impact any of the buffers, building, or landscaping conditions or plans, the Board may determine that it is minor and not require a public hearing to modify or amend the Special Permit Decision.*

Typically, the Planning Board decisions only include the first sentence of #33. By including the next sentence and the way it is worded, the Decision suggests but does not require all modifications to be reviewed by the Board but only allows the Board to determine that the modification is minor and not requiring of a public hearing.

Generally, the process suggested in Condition #33 may not pose a problem for development but it could unnecessarily delay construction of dwellings by delaying a permit by several weeks. One approach the Board could consider is establishing an administrative policy for determination of what is a “minor” change and authorizing the Town Planner to use this policy in making the determination as to whether further Board review is warranted. If the change met the policy standards, then the Town Planner could determine that no further Board review is required.

A review of the guidance outlined in Condition #3 suggests that a change would not “substantively impact” the required buffers, landscaping, or roadway layouts would be considered minor. This wording was intended to ensure that buildings on the north side and Ferry

Street side of the development would not be bigger or closer to single-family developed properties than what was planned.

Accordingly, I think a policy which allows the Town Planner to approve a shift in a building where the shift meets the following standards would be in strict keeping of the intent of Condition #33:

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

**ACTION NEEDED:** Determine if a policy for administrative approvals of building changes is appropriate. If so, establish a clear policy for the Town Planner to use in determining that such building shifts are to be considered minor and would not “substantively impact” the required buffers, landscaping, or roadway layouts.

***Agenda #7 – Discussion regarding Comprehensive Plan Matrices***

This item is on the agenda in case the Board wishes to further discuss any of the Comprehensive Plan matrices. I am drafting a memo for the Chair to review which would transmit the “Top Priorities” to each of the responsible entities.

I have also received an email from Judy Gooch inquiring as follows:

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

I would agree that the Smart Growth District was the top accomplishment. As to the next 12 months, I think 1) the Housing Studies and 2) revised Subdivision Regulations.

As to distribution of the “Top Priorities”, I believe from our last meeting, they should be distributed this month.

**ACTION NEEDED:** No action required. But, the Board's input as to Ms. Gooch's questions would be helpful.

***Agenda Item #8 - 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*** (Discussed under Agenda Item #5 above)
- ***Ethan Circle*** (the developer's contractor has begun preparation for the site work; an abutter is seeking to determine if modifications can be made to save several trees)
- ***Adam & Eve Estates subdivisions*** (The surveyor has provided the required materials and the developer has submitted a letter requesting release of the Performance Guarantee)
- ***Annafield Estates*** (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)
- ***South Hadley/Granby Chamber of Commerce*** – Considering locating in an office at 2 Lyman Street which will require a Professional Business Special Permit – likely scheduled for May 2, 2016
- ***Zoning for small domesticated pets – pot belly pigs, miniature goats, etc.*** – Potential amendment for Fall Special Town Meeting

***b. Other Projects***

- ***Housing Studies.*** Met with PVPC staff March 30<sup>th</sup> to review status and set schedule for completion.
- Participating with the Bike/Ped planning process.
- 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 are holding our second project team meeting on April 8th.)
- ***South Hadley Falls Smart Growth District.***
- ***Subdivision Regulations.*** In the course of working on the HIA project, I have looked closely at the Subdivision Regulations and identified several issues which we might want to address.

***c. Workshops/Training Opportunities***

I will be attending the following:

- “Massachusetts Association of Planning Directors Annual Conference” being held May 19-20, 2016.

***Agenda Item #9 – Other New Business***

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

# SOUTH HADLEY PLANNING BOARD REGULAR MEETING

## MINUTES OF MARCH 28, 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 meeting into session at 6:30 p.m.

#### 1. Minutes

*a. March 14, 2016 Planning Board meeting minutes*

Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes and noted corrections which needed to be made.

**Motion** - Ms. O'Brien moved and Ms. Rosner seconded the motion to approve the March 14, 2016 Planning Board Meeting minutes as corrected. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

*b. March 14, 2016 Planning Board Public Hearing (Stonybrook Commercial SPR) minutes*

Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes and noted corrections which needed to be made.

**Motion** - Ms. Rosner moved and Mr. Cavanaugh seconded the motion to approve the March 14, 2016 Planning Board Public Hearing (Stonybrook Commercial SPR) minutes as corrected. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

*c. March 14, 2016 Planning Board Public Hearing (Mount Holyoke College Centralized Dining and Community Center) minutes*

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

**Motion** - Ms. Rosner moved and Ms. Fantini seconded the motion to approve the March 14, 2016 Planning Board Public Hearing (Mount Holyoke College Centralized Dining and Community Center) minutes as submitted. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

*d. March 14, 2016 Planning Board Public Hearing (S. H. H. S. Athletic Fields) minutes*

Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes and noted corrections which needed to be made.

**Motion** - Mr. Cavanaugh moved and Ms. O'Brien seconded the motion to approve the March 14, 2016 Planning Board Public Hearing (SHHS Athletic Fields) minutes as

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

- e. *March 14, 2016 Planning Board Public Hearing (BHMA Expansion) minutes*  
Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes and noted corrections which needed to be made.

**Motion** - Mr. Cavanaugh moved and Ms. O'Brien seconded the motion to approve the March 14, 2016 Planning Board Public Hearing (BHMA Expansion) minutes as corrected. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

## 2. Bills and Correspondence

Mr. Harris noted that there was a list of correspondence and that there are no bills ready to be paid.

Mr. Harris noted that the item #3 should be discussed within the public hearing scheduled for item #4 at 6:45 p.m. Therefore, he suggested the Board skip down to item #8 and consider the request to extend the Rivercrest Condominiums Special Permit. Board members indicated that they concurred with the suggestion.

## 8. Consider Granting Two-Year Extension of Special Permit –Multi-family development (Rivercrest Condominiums) – Rivercrest Condominiums LLC. Property Location: southside of Ferry Street (Assessor's Map Number #47 as Parcel #76).

Mr. Harris provided background to the matter noting that the Special Permit was granted April 10, 2014. The applicant subsequently obtained their Stormwater Management Permit and an amendment to the Special Permit in October 2014. Winter 2014/2015 was not conducive to undertaking any site work – in fact – it seemed that the winter conditions lingered. The developers began work around June of 2015 and, as noted in their letter requesting the extension, have completed 80% of the infrastructures and are building dwellings as well as foundations for many other units in the development.

Therefore, Mr. Harris suggested, the developers have not dragged their feet on undertaking the development. There is no indication from site visits nor complaints that the developers have violated the Special Permit conditions.

Mr. Harris noted that condition #33 of the Special Permit decision was a recognition that this development would not be “substantially complete” within 2 years and the Board was “committed” to granting a two-year extension if “good cause” was shown by the developer and the developer is adhering to the Special Permit conditions. He suggested that the developer has shown “good cause” in that they have worked expeditiously on the project and are making rapid progress and the developer has not violated the Special Permit conditions.

Board members discussed the matter. All members indicating that there did not appear to be any reason not to grant the extension.

**Motion** - Ms. Rosner moved and Mr. Cavanaugh seconded the motion to find that the developer of Rivercrest Condominiums has shown “good cause” for not having made “substantial completion” of the development and appears to be adhering to the Special Permit conditions; therefore, the Board grants a two-year extension of the Special Permit until April 10, 2018. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

There being several more minutes before the Mount Holyoke College projects are to be considered, Mr. Squire suggested Mr. Harris begin the “Development Update and Planner’s Report”.

### **10. Development Update and Planner’s Report**

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

#### *a. Development Report*

- One Canal Street (no change)
- Mountainbrook Street Acceptances (no change)
- Rivercrest Condominiums (Discussed under Agenda Item #8 above)
- Ethan Circle (no change)
- Annafield Estates and Adam & Eve Estates subdivisions. Mr. Harris stated he is waiting for the surveyor to submit the required materials.
- Western Mass Yacht Club is considering applying for a Special Permit to replace their nonconforming facility on Cove Island. The use is “nonconforming” as it is not allowed under the current Zoning Bylaw. However, Mr. Harris and the Building Commissioner have agreed that the provisions of Section 2(F) would allow the Board to grant a Special Permit to raze the existing building and construct a new one of the same size to conduct the same use. Based on discussions with the Club’s representative, he suggested that the public hearing is likely to occur in May.
- South Hadley/Granby Chamber of Commerce is considering locating in an office at 2 Lyman Street which will require a Professional Business Special Permit. Based on Mr. Harris’ discussions with Dale Johnson, the public hearing on this application is likely to be scheduled for May 2, 2016

Mr. Squire stated that since the time is 6:45 p.m. and a public hearing is scheduled at this time and the next items in the report are likely to take some discussion, the Board will proceed to the public hearing.

Mr. Harris suggested that though the Minor Site Plan Review is not subject to a public hearing, that the next two items be considered during the public hearing (item #4). All Board members indicated that they concurred given the interrelationship of the Site Plan and Stormwater Management Plan.

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

**3. MINOR SITE PLAN REVIEW: Proposed Centralized Dining and Community Center Facility for Mount Holyoke College. Property Location: Mount Holyoke College Campus – Lower Lake Road and Blanchard Circle (Assessor’s Map Number #48 - Parcels #18, #21, & #35).**

**4. PUBLIC HEARING - STORMWATER MANAGEMENT PERMIT: Proposed Centralized Dining and Community Center Facility for Mount Holyoke College. Property Location: Mount Holyoke College Campus – Lower Lake Road and Blanchard Circle (Assessor’s Map Number #48 - Parcels #18, #21, & #35).**

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

The meeting reconvened at 6:51 p.m.

**5. DECISIONS: Stormwater Management Permit and Minor Site Plan Review. Proposed Centralized Dining and Community Center Facility for Mount Holyoke College. Property Location: Mount Holyoke College Campus – Lower Lake Road and Blanchard Circle (Assessor’s Map Number #48 - Parcels #18, #21, & #35).**

Ms. Fantini inquired if the issue of the building height had been addressed. The project architect responded by using plans and elevations of the building to demonstrate the height of the existing building and the proposed building.

**Motion** - Mr. Cavanaugh moved and Ms. Rosner seconded the motion to find that the application by Mount Holyoke College for Minor Site Plan Review for the Centralized Dining & Community Center facility satisfied the limited standards applicable to the project and to approve Minor Site Plan Review for the project subject to the conditions as discussed in the Public Hearing. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

**Motion** - Ms. Rosner moved and Mr. Cavanaugh seconded the motion to find that the application by the Mount Holyoke College for a Stormwater Management Permit for the Centralized Dining & Community Center facility satisfied the conditions of the Stormwater Management Bylaw and to approve the Stormwater Management Permit for the project subject to the condition as stated in the public hearing. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

**10. Development Update and Planner’s Report (continued)**

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

*a. Development Report*

- Zoning for small domesticated pets – pot belly pigs, miniature goats, etc. – Mr. Harris stated that, over the past several years, there have been a number of persons seeking permission to keep a variety of “pets” which the Zoning Bylaw does not appear to allow. Among these pets are “pot belly pigs”, “miniature goats”. He noted that the Zoning Bylaw does not have an “exclusive list of permitted and prohibited animals, but it specifically prohibits “rabbits” yet allows a horse on a lot with at least 32,500 square feet of lot area. Thus, the Town’s staff is compelled to state that a miniature goat or a pot belly pig is not allowed – when asked. There was discussion as to why “rabbits” are prohibited but chickens are allowed.

- Mr. Harris suggested that the Zoning Bylaw should be amended to address the changing nature of animals that are commonly treated and kept as pets today. He opined that many people likely keep such “prohibited” animals without applying for any permits which the Board of Health would have to deny. Therefore, he suggested researching the issue and drafting an amendment for the Fall Special Town Meeting. All members indicated that they concurred with looking into the matter with the intent of having an amendment for the Fall Special Town Meeting – but no commitment was voiced as to whether the members would support the drafted amendment.
- Easthampton Savings Bank – New Illuminated and Replacement of Illuminated Signs. Mr. Harris described some new signage that the bank wants to have installed. One sign would replace a currently nonilluminated “letters” sign on the building with an internally illuminated sign. The others would merely replace the faces of some already illuminated signs. This matter will be scheduled for the April 11, 2016 Planning Board meeting.
  - 26 Hadley Street – Waiver of Special Permit for expansion of a nonconforming use/structure. Mr. Harris stated that a prospective purchaser of this property would like to either add to or construct a new detached building for another dwelling space. He described the background of the matter. This request is likely to be scheduled for the April 11, 2016 Planning Board meeting.

b. Other Projects

- Mr. Harris noted he continuing to participate 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.
- Health Impact Assessment. They held their first project team meeting last Friday.
- South Hadley Falls Smart Growth District. The public hearing on the Design Guidelines is scheduled for March 28th.
- Housing Studies. Mr. Harris is having a meeting with PVPC staff on March 30th to review status and set schedule for completion.
- Planning efforts. Mr. Harris is participating in the following collaborative efforts:
  - Updating the Town’s Hazard Mitigation Plan – this plan will qualify the Town for FEMA grants.
  - The Bike/Ped master planning process.
  - Updating the Connecticut River Scenic Byway regional study.
- Mount Holyoke College Intern Opportunity (a student intern from the Environmental Sciences department is undertaking some work for us. She is 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 has met with staff from Mount Holyoke College to clarify the project scope and results.

- Permitting Guide.
- General Code.
- Health Impact Assessment. Mr. Harris said that the project team held their first project team meeting on this matter March 11th.
- South Hadley Falls Smart Growth District. He noted that this matter will be discussed under Agenda Items #6 and #7.

c. *Workshops/Training Opportunities*

- Mr. Harris stated that he will be attending the “Seminar on Sign Regulation – Post Reed Decision” being conducted by Attorney General’s Office and Koppleman & Paige in Boston on March 29th.

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

Mr. Harris reviewed draft agendas for the April 11<sup>th</sup> and May 2<sup>nd</sup> Planning Board meetings.

Mr. Squire recessed the meeting for the public hearing at 7:15 p.m.

**6. PUBLIC HEARING – DESIGN GUIDELINES: Proposed Design Guidelines/Standards for South Hadley Fall Smart Growth District.**

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

The meeting reconvened at 8:01 p.m.

**7. Consider Adoption of Proposed Design Guidelines/Standards for South Hadley Fall Smart Growth District.**

Mr. Harris suggested that the Board adopt the Guidelines/Standards as presented and also, as a separate motion, direct the Town Planner to draft revisions to address the issues raised in the public hearing and submit those revisions to DHCD for approval. Once DHCD approval has been granted, the Board could then proceed to amend the Guidelines/Standards.

**Motion** - Ms. Fantini moved and Mr. Cavanaugh seconded the motion to adopt the Design Guidelines/Standards for the South Hadley Falls Smart Growth District as presented. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

**Motion** - Mr. Cavanaugh moved and Ms. O’Brien seconded the motion to direct the Town Planner to draft amendments to the adopted Design Guidelines/Standards for the South Hadley Falls Smart Growth District to address the issues/questions raised in the public hearing and present the revisions for the Board review and approval by DHCD. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

**9. Discussion regarding Comprehensive Plan Implementation Matrices Five-Year Priorities**

Mr. Harris referenced a copy of the “Top Priorities” matrices which he had previously distributed to the Board members and suggested that these were the priorities determined by the Board for the next five years. He noted that he had made some notes on a few and

adjusted a few regarding biking and pedestrian issues based on activities of the past several months.

Judy Gooch, member of the Master Plan Implementation Committee, inquired as to how these priorities were developed. Board members explained that they had reviewed each of the Recommended Actions in the Master Plan and the MPIC's status report and identified what they felt were the top priorities for the next five years.

Judy Gooch, member of the Master Plan Implementation Committee, asked how these Top Priorities would be distributed to the "responsible entities". Mr. Harris responded that it would likely be via email for most of the entities.

**Motion** - Ms. O'Brien moved and Ms. Rosner seconded the motion to approve the "Top Priorities" for the Master Plan Recommended Actions for the next five years as presented. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

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

Jodi Miller, 111 Brockway Lane, asked if agenda item #8 had been considered out of order. She noted she came to the meeting for this item.

Mr. Harris explained that the Board had about 5 minutes before the first public hearing and considered agenda item #8 at that time. The Board granted the requested extension based on the provisions of the Special Permit Decision, the status of the work undertaken today, and the developer's continued compliance with the Special Permit decision.

Jodi Miller, 111 Brockway Lane, stated that this item was supposed to be #8 on the agenda. She also inquired if anyone had been to the site or if the Conservation Commission had been consulted.

Mr. Harris commented that the Board is not required to follow the order of the agenda, but may not bring up a public hearing earlier than the posted or advertised time – they may consider any other item on the agenda at any time after the meeting begins. As to the questions raised, he stated that he had been at the site at least 4 times and the Conservation Commission has not noted any issues with noncompliance at the site.

Mr. Squire reminded the Board that there is an election on April 12<sup>th</sup>.

Ms. Fantini said that there will be an "exhibition of SDATS and DARTS" at the end of this year. She explained that a DART is similar to an SDAT. No date has been set but she will let the Board know when it is to be held as South Hadley's SDAT will be included.

Mr. Harris stated that Know Your Town is sponsoring a presentation of the Redevelopment Plan this Thursday night. A Board member commented that the Advisory Committee has not even been presented with the plan yet. Mr. Harris indicated that none of the decision making

bodies have been presented with the proposed Redevelopment Plan – including the Advisory Committee, Planning Board, or Selectboard.

**12. Adjournment**

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

The meeting was adjourned at 8:31 p.m.

Respectfully submitted,

**DRAFT**

Richard Harris, Recorder

Attachment A

List of Documents Reviewed in March 28, 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               |
| Request for extension – Rivercrest Condominiums   | Planning Board Files               |
| Application submittal and plans and Comments regarding Mount Holyoke College Centralized Dining & Community Center Facility | Planning Board Project Files       |
| South Hadley Falls Smart Growth District Design Guidelines/Standards  | Planning Board Files               |
| Master Plan – Five-Year Top Priorities  | Planning Board Files               |

**4. PUBLIC HEARING - STORMWATER MANAGEMENT PERMIT: Proposed Centralized Dining and Community Center Facility for Mount Holyoke College. Property Location: Mount Holyoke College Campus – Lower Lake Road and Blanchard Circle (Assessor’s Map Number #48 - Parcels #18, #21, & #35).**

**6. PUBLIC HEARING – DESIGN GUIDELINES: Proposed Design Guidelines/Standards for South Hadley Fall Smart Growth District.**

**SOUTH HADLEY PLANNING BOARD PUBLIC HEARING**

**ON APPLICATION FOR STORMWATER MANAGEMENT PERMIT – MOUNT  
HOLYOKE COLLEGE CENTRALIZED DINING AND COMMUNITY CENTER**

**50 COLLEGE STREET  
(BLANCHARD CIRCLE AND LOWER LAKE ROAD)**

**BY MOUNT HOLYOKE COLLEGE**

**MINUTES OF MARCH 28, 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.

Luke Boucher, representing the applicant, reviewed the changes in the plan using a copy of the revised plans/materials. He noted that the utilities were revised. Roof runoff is being kept separate to deposit into a manhole after the water quality element. This has required a little more work in the grass area – thus, the limits of work has been expanded slightly. These changes were made to address issues and questions raised in the Peer Review by Fuss & O'Neill, Inc.

Mr. Harris noted that the Fuss & O'Neill, Inc. follow-up review indicated that all of the issues raised previously had been addressed except for one point which requires Planning Board consideration. The O & M Plan is to be a separate document but is included as a section of the Stormwater Management Report. The Board needs to decide whether to require submittal of the O & M Plan separately. Mr. Harris suggested it would be easier to monitor with a separate document – but it is not a major issue. Luke Boucher stated there would not be any problem separating the O & M Plan out – they could submit it separately Tuesday morning.

Board members agreed to keep the plan as a separate document.

Mr. Squire asked if there were further comments. There being no further public comment, Mr. Squire closed the hearing at 6:51 p.m.

Respectfully submitted,

**DRAFT**

Richard Harris, Recorder

**SOUTH HADLEY PLANNING BOARD PUBLIC HEARING**  
**ON PROPOSED DESIGN GUIDELINES/STANDARDS FOR SOUTH HADLEY**  
**FALLS SMART GROWTH DISTRICT**

**MINUTES OF MARCH 28, 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 7:45 p.m.

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

Pursuant to the provisions of South Hadley Zoning By-Law, Section 7(B)19, the Planning Board of the Town of South Hadley will hold a public hearing to discuss proposed Design Guidelines applicable to developments undertaken under the South Hadley Falls Smart Growth District provisions of the Zoning Bylaw. The public hearing will be held as follows:

Place: South Hadley Town Hall, Selectboard Meeting Room;  
116 Main Street, South Hadley, MA  
Date: Monday, March 28, 2016  
Time: 7:15 p.m.

The complete text and maps (if any are applicable) relative to the proposed Design Guidelines is available for inspection during regular business hours (8:30 a.m. to 4:30 p.m.) at the following place:

South Hadley Planning Board Office  
Town Hall – Room 204  
116 Main Street  
South Hadley, MA 01075

Additionally, a copy of said proposed Design Guidelines is posted on the Planning Board page of the Town's website in the folder entitled "South Hadley Falls Smart Growth Zoning District". Any person interested in, or wishing to be heard on, the proposed amendments should appear at the time and place designated for the public hearing.

Published: Friday, March 18, 2016 & Friday, March 25, 2016

Mr. Harris reviewed the background on the subject. He noted that the State has given final approval on the creation of the district and submitted a funding contract for the

related grant to the Town which was promptly signed and returned. Thus, the Town needs to move to have the administrative structures put in place – including the Design Guidelines/standards. He commented noted that the Board must adopt Administrative Rules & Procedures according to the Zoning Bylaw – the Design Guidelines are an optional task for the Board but the Zoning Bylaw requires Administrative Regulations & Procedures. He hopes to have the latter ready for the Board in May.

Mr. Harris reviewed an outline of the proposed Design Guidelines & Standards and noted some of the key elements. He asked if there were any comments or questions.

A Board member questioned how these Guidelines relate to the sign regulations in the Zoning Bylaw. Mr. Harris suggested that the more strict of the regulations would apply. In generally, the Guidelines have more detailed and strict sign regulations. Thus, the Board member suggested that the Guidelines should include a reference to the Sign Regulations in the Zoning Bylaw.

Mr. Harris noted that any change in the Guidelines requires prior DHCD approval. Thus, he suggested that a reference could be made in an amendment to the Guidelines. He also commented that these Guidelines seek “compatibility” and not “sameness”.

Mr. Cavanaugh offered comments/questions regarding potential changes/revisions to the following sections:

5.3 – Smart Growth District instead of “town center”

6.2.6 – questions about “trademarked” and use of the words “shall not” in the first paragraph and “may” in the second paragraph.

6.4.2 – Why 60% glass requirement? The requirement regarding not blocking the view windows is overly strict and may not be appropriate given the use or the architectural plan.

6.5.2 – Why prohibit “EIFS” in all cases?

7.1.3 –the reference to a “commuter rail station” seems inappropriate; maybe “public transportation” instead.

7.3.3 – minimum planting area of 50 square feet seems high.

Mr. Harris noted that amounts approximately (or less than) 5% of the parking area.

Ms. Fantini noted that the applicability section affords the Planning Board an opportunity to grant relief.

8.1.1 – what is “natural appearance”? And why?

Bruce Perron also questioned whether “stainless steel” would be a “natural appearance”. He asked, besides wood and stone, what else would be natural?

Mr. Cavanaugh continued:

8.1.6 – It is not likely that an UL label will be on the exposed surface of a sign.

8.3.3 – Prohibits “internally illuminated signs” but Section 8F of the Zoning Bylaw does not.

Mr. Harris suggested that amendments could be drafted to address these issues – particularly the last item. He also noted that the ‘acknowledgements’ would be deleted.

Mr. Squire asked if there were further comments. There being no further public comment, Mr. Squire closed the hearing at 6:51 p.m.

Respectfully submitted,

**DRAFT**

Richard Harris, Recorder

DRAFT

## **SOUTH HADLEY PLANNING BOARD**

### **BILLS & CORRESPONDENCE**

**April 11, 2016**

#### **BILLS PAYABLE**

|                           |  |          |
|---------------------------|--|----------|
| Turley Publications, Inc. | Proposed 40R Design Guidelines/Standards | \$133.04 |
|---------------------------|--|----------|

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#### **Letters & Memos**

- Operation & Maintenance/Long-Term Pollution Prevention Plan for Mount Holyoke College Community Center with Dining from Green International Affiliates, Inc.

#### **Town Department Comments on Pending Projects**

- 

#### **Town Department Agendas & Minutes**

- Selectboard Meeting Agenda for April 5, 2016

#### **Legal Notices**

##### ***Amherst***

- Town of Amherst Planning Board Notice of Public Hearing on Zoning to amend the definition of Affordable Housing to include only those dwelling units available to families and households with incomes of 80% or less of Area Median Income, and to amend several requirements including to apply inclusionary requirements to any new residential development requiring a Special Permit for any aspect of a proposed use or development including dimensional modification; amend Zoning Map such that the Amherst Historical Society property at 67 Amity Street and an area extending out from the street frontages of said property to the midline of adjacent public ways shall be rezoned from their current designation of General Residence to General Business
- Town of Amherst Planning Board Notice of Decision to approve 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; approve Site Plan Review to add two apartments to the previously-approved mixed-use building at 417 West Street; 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 the Hampshire College CSA barn at 793 West Street
- Town of Amherst Planning Board Notice of Public Hearing on SPR2016-00015 Site Plan Review to convert and remodel the current Savory Suppers prep kitchen into a commercial rental kitchen at 1151 West Street; SPR2016-00016 Site Plan Review to renovate the existing building to create a mixed-use building with a gallery/studio on the first floor and one dwelling unit at 12 Dickinson Street; SPR2016-00017 SPR to renovate Unit #4 to operate a child care center at 7 Pomeroy Lane, Unit #4

**Legal Notices (continued)**

***Chicopee***

- City of Chicopee Zoning Board of Appeals Notice of Public Hearing on a Variance from frontage requirement from 75' to 60' and area requirement from 7,500 sf to 6,840 sf to create a new single-family building lot and leave existing house on a lot with same reduced dimension at 58 Clarendon Avenue; Variance from frontage requirement from 100' to 88.36' to create a new single-family building lot at 124 Whitin Avenue
- City of Chicopee Zoning Committee Notice of Public Hearing on a Special Permit to establish a car/truck rental facility for relief of setback requirement of 25 feet to 6 feet or from 25 feet to 10 feet at 70 Fuller Road; Zone Change of property located at 529 Memorial Drive for the purpose of building a drive-thru pick up window addition and drive-thru lane with menu board and speaker to existing Friendly's; Special Permit for the purpose of establishing a medical Marijuana facility at 1247 East Main Street

***Granby***

- 

***Hadley***

- 

***Holyoke***

- City of Holyoke Planning Board and Stormwater Authority Notice of Joint Public Hearing on a Site Plan Review petition, a Special Permit for a Parking Reduction, and Multiple Principle Structures, and a Stormwater Permit submitted by Maloney Development to be located on 61-132 Tokeneke Road

**News Articles**

- 

**Publications**

- Journal of the American Planning Association, **JAPA**. Winter 2016

Check 41853



575 Dalton Avenue, Pittsfield, MA 01201  
ph. 800.458.2376 fax. 413.443.0034  
gisigns.com

March 25, 2016

Planning Department  
Attn: Richard Harris, Town Planner  
116 Main Street  
Rm 204  
South Hadley, MA 01075

RE: Easthampton Savings Bank  
605 Granby Road  
South Hadley, MA

Dear Mr. Harris:

We are representing the above client for signage. We are proposing an internally illuminated sign on the front elevation of this building, where there is a current non illuminated sign that would be removed. This new signage reflects the bank's new logo "bankESB" that has rolled out at all their branches. It is a contour sign with push-thru graphics that makes use of internal white LED illumination. The sign we are proposing is much smaller than the existing, as noted in the rendering that is included in this packet, along with the sign permit application.

We propose that the following signs be removed from the building:

- 1. The "ESB" logo on the east elevation.
- 2. The larger sign on the rear elevation that says "Easthampton Savings Bank".

I have provided photos of these.

The Bank would like to replace the following signs:

- 1. The sign over the ATM that says "ATM" with a white background, to white letters with a green background. This will be the same size, and is existing with illumination.
- 2. The ATM surround header over the ATM, which states "Easthampton Savings Bank" to replace it with the new logo "bankESB", the same size. This header has existing illumination.

I have included those renderings in this package, and I have submitted those two applications to the building department.

With the \$50 fee enclosed and the renderings, application, and photos I am hopeful we will be on the April 11th agenda. If you need anything else from me, please call me at 800-458-2376 or e mail me at [vwhite@gisigns.com](mailto:vwhite@gisigns.com)

Regards,

Vicki White,  
Graphic Impact Signs

# TOWN OF SOUTH HADLEY



ROY RIVERS  
Electrical Inspector  
DAVE TOURVILLE  
Plumbing and Gas Inspector

CHARLENE BAIARDI  
Acting Building Commissioner

## OFFICE OF THE BUILDING COMMISSIONER

116 Main Street, Room 110  
South Hadley, MA. 01075-2896  
Telephone: (413) 538-5010 ext. 110 \* Fax: (413) 538-7565  
www.southhadley.ma.gov  
Email: cbairardi@southhadley.ma.gov

### SIGN PERMIT

#### TYPE OF SIGN (Check one)

- WALL
- GROUND \_\_\_\_\_
- MARQUE \_\_\_\_\_
- TEMPORARY \_\_\_\_\_
- FLAG \_\_\_\_\_
- BANNER \_\_\_\_\_
- OTHER \_\_\_\_\_

#### SIGN TO BE (Check one)

- ERECTED \_\_\_\_\_
- ALTERED
- REPAIRED \_\_\_\_\_
- REPAINTED \_\_\_\_\_
- REMOVED \_\_\_\_\_

ESTIMATED COST \$ 2832.00

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

NAME OF BUSINESS Easthampton Savings Bank  
 LOCATION 605 GRANBY ROAD  
 OWNER'S NAME Easthampton Savings Bank  
 OWNER'S ADDRESS 36 Main Street Easthampton, MA.

MAKER'S NAME Graphic Impact Signs ADDRESS 575 Dalton Ave Pittsfield, MA 01201  
 ERECTOR'S NAME same ADDRESS \_\_\_\_\_

SIGN TO BE (Check one) ILLUMINATED  NON-ILLUMINATED \_\_\_\_\_  
 SIGN MATERIAL Aluminum

SIZE OF SIGN FACE 7' 9" FT WIDE 2' 7" FT HIGH

STRUCTURE MATERIAL Aluminum cabinet

SIGN FACE AREA (To nearest 1/2 sq ft) 21.36 SQ FT

BOTTOM EDGE OF SIGN 9 FT HIGH TOP EDGE 11 FT HIGH

ERECTED SIGN STRUCTURE: HIGH 11 FT WIDTH 50 FT

HOW FAR BACK FROM STREET 58 FT WEIGHT OF SIGN 300 lbs

SIGN FASTENED bracket/sign cabinet BOLTED \_\_\_\_\_ NAILED \_\_\_\_\_

SIGN ATTACHED TO: POLE \_\_\_\_\_ WALL  ANGLE BRACKET

WILL SIGN CONFORM TO TOWN'S ZONING BY-LAWS \_\_\_\_\_

DO YOU HAVE A COPY OF SIGN BY LAWS: YES:  NO: \_\_\_\_\_

SIGNATURE OF APPLICANT Wicki White

APPROVED DATE: \_\_\_\_\_ BUILDING COMMISSIONER \_\_\_\_\_



**(1)...Internally Illuminated Contour Sign with Push-Thru Graphics...7/8"=1'-0"**

- 6" deep aluminum fabricated cloud contour sign cabinet...painted white...internal white LED module illumination
- .125" CAM routed aluminum sign face with 1/2" white acrylic push-thru graphics/lettering
- graphics/lettering faced with translucent green and grey vinyl film
- 120 VAC at 60 W power supplies to be located within contour sign cabinet
- aluminum fabricated mounting bracket/spacer...painted to match fascia behind

Proposed



Existing Condition



**graphic  
impact  
signs**

800.458.2376  
fax 413.443.0034  
575 Dalton Ave. Pittsfield, MA 01201  
gisigns.com

**bank ESB**

Sales Rep: M. Brazeau  
Job Name: ESB Bank  
Job Location: S.Hadley, MA  
Sheet: 1 of 4

Date: 2/26/16  
Job #:   
Scale: as noted  
Drawn by: LH

ESB Bank  
605 Granby Rd.  
S.Hadley, MA  
Rev 3/9/16

APPROVED  
 APPROVED AS NOTED  
CLIENT SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

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Proposed



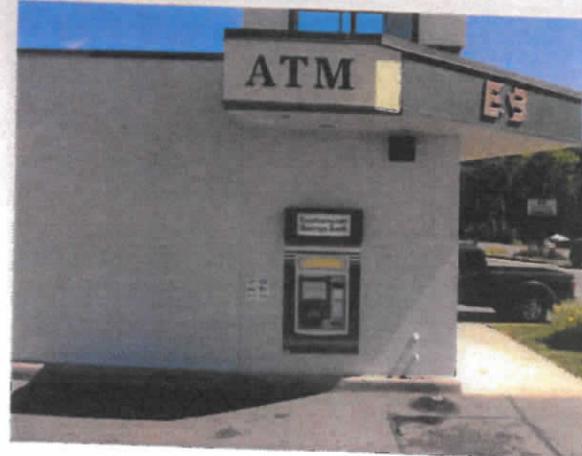
REMOVE THIS SIGN

(1)...Replacement Routed and Back-Lit Sign Face...NTS

8 sf

- .080" gauge aluminum panel with angled bend to match existing ....painted green to match existing fascia band
- CAM routed "ATM" lettering with 3/16" white acrylic back-up
- existing lighting fixtures to illuminate new face/lettering
- designed to fit existing sign retainer system

Existing Condition



graphic  
impact  
signs

800.458.2376  
fax 413.443.0034  
575 Dalton Ave., Pittsfield, MA 01201  
gisigns.com



Sales Rep: M. Brazeau  
 Job Name: ESB Bank  
 Job Location: S. Hadley, MA  
 Sheet: 2 of 4  
 Date: 2/26/16  
 Job #:   
 Scale: as noted  
 Drawn by: LH

ESB Bank  
 605 Granby Rd.  
 S. Hadley, MA  
 Rev 3/9/16

APPROVED \_\_\_\_\_  
 APPROVED AS NOTED \_\_\_\_\_  
 CLIENT SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

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The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 1 Congress Street, Suite 100  
 Boston, MA 02114-2017  
 www.mass.gov/dia

**Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers**  
**Applicant Information** **Please Print Legibly**

Name (Business/Organization/Individual): Graphic Impact Signs, Inc.

Address: 575 Dalton Avenue

City/State/Zip: Pittsfield, MA. 01201 Phone #: 800-458-2376

|  |  |  |
|--|--|--|
| <b>Are you an employer? Check the appropriate box:</b><br>1. <input checked="" type="checkbox"/> I am an employer with <u>16</u> employees (full and/or part-time).*<br>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]<br>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †<br>4. <input type="checkbox"/> I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance. ‡<br>5. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.] |  | <b>Type of project (required):</b><br>6. <input type="checkbox"/> New construction<br>7. <input type="checkbox"/> Remodeling<br>8. <input type="checkbox"/> Demolition<br>9. <input type="checkbox"/> Building addition<br>10. <input type="checkbox"/> Electrical repairs or additions<br>11. <input type="checkbox"/> Plumbing repairs or additions<br>12. <input type="checkbox"/> Roof repairs<br>13. <input checked="" type="checkbox"/> Other <u>Signs</u> |
|--|--|--|

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.  
 †Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.  
 ‡Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

**I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.**

Insurance Company Name: Granite State Insurance Company

Policy # or Self-ins. Lic. #: WC005849357 Expiration Date: 8/19/16

Job Site Address: 1005 Granby Street City/State/Zip: So. Hadley, MA 01075

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).** Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

**I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.**

Signature: Jill White Date: 3-24-16

Phone #: 800 458 2376

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):  
 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector  
 6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/21/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |  |  |
|--|--|--|--|
| <b>PRODUCER</b><br>Coakley Pierpan Dolan & Collins Insurance Agency<br>26 Union Street<br><br>North Adams MA 01247 |  | <b>CONTACT NAME:</b> Lisa Bernard<br><b>PHONE (A/C No. Ext):</b> (413) 664-9366<br><b>E-MAIL ADDRESS:</b> lbernard@cpdcinsurance.com<br><b>FAX (A/C No.):</b> (413) 664-4723   |  |
| <b>INSURED</b><br>GRAPHIC IMPACT SIGNS, INC.<br>575 DALTON AVE<br><br>PITTSFIELD MA 01201-2908                     |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: Main Street America Ins. Co. NAIC # 29939<br>INSURER B: NGM Insurance Company NAIC # 14788<br>INSURER C: Granite State Ins Co<br>INSURER D:<br>INSURER E:<br>INSURER F: |  |

**COVERAGES** CERTIFICATE NUMBER: 2015-2016 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | BFF9690P      | 8/19/2015               | 8/19/2016               | EACH OCCURRENCE \$ 2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 2,000,000<br>GENERAL AGGREGATE \$ 4,000,000<br>PRODUCTS - COMP/OP AGG \$ 4,000,000<br>EPLI \$ 10,000 |
| B        | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS  |           |          | M9F9690P      | 8/19/2015               | 8/19/2016               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>ELITE \$   |
| B        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  |           |          | CUF9690P      | 8/19/2015               | 8/19/2016               | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000  |
| C        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N       | N/A      | WC005849357   | 8/19/2015               | 8/19/2016               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Town of South Hadley  
 Town Hall  
 16 Main Street  
 Room 110A  
 South Hadley, MA 01075

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Lisa Bernard/LISBER

*Lisa P Bernard*

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Existing Condition



**REMOVE THIS SIGN** *Rear elevation*

Existing Condition



**REMOVE THIS SIGN**



**graphic  
impact  
signs**

800.458.2376  
fax 413.443.0034  
575 Dalton Ave. Pittsfield, MA 01201

gisigns.com



Sales Rep: M. Brazeau  
Job Name: ESB Bank  
Job Location: S. Hadley, MA  
Sheet: 3 of 4

Date: 2/26/16  
Job #: \_\_\_\_\_  
Scale: as noted  
Drawn by: LH

ESB Bank  
605 Granby Rd.  
S. Hadley, MA

Rev 3/9/16

APPROVED  
 APPROVED AS NOTED

CLIENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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Locations on building



Proposed



(1)...Replacement ATM Surround Header Face Panel... 1 1/2"=1'-0"

- 3/16" white polycarbonate face panel...cut with slight radius to fit into existing back-lit header
- graphics are translucent green and grey vinyl film applied 1st surface to face of plastic
- 1/2" opaque green border around face...magnetic or velcro fastening behind ( to be determined )

Proposed



Existing Condition



**graphic  
impact  
signs**

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



Sales Rep: M. Brazeau  
 Job Name: ESB Bank  
 Job Location: S.Hadley, MA  
 Sheet: 4 of 4  
 Date: 2/26/16  
 Job #:   
 Scale: as noted  
 Drawn by: LH

ESB Bank  
 605 Granby Rd.  
 S.Hadley, MA  
 Rev 3/9/16

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**bank ESB**

Sales Rep: M. Brazeau  
Job Name: ESB Bank  
Job Location: S.Hadley, MA  
Sheet: 2 of 5  
Date: 2/26/16  
Job #:   
Scale: as noted  
Drawn by: LH

**ESB Bank  
605 Granby Rd.  
S.Hadley, MA**

**Rev 3/25/16**

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