Background Materials for May 02, 2016

Agenda Items #1 through #9

Welcome Brad Hutchison to the Board for a 5-year term replacing Helen Fantini. And, thank you to Helen for her valuable contributions to the Board and the Town and we hope to see more in the future albeit in a different capacity.

Agenda Item #1 – Reorganization
May 2nd will be the first meeting subsequent to the Town's elections and the Board customarily reorganizes at this meeting. The Board has generally had the following officers/appointments:

a) Chair
b) Vice-Chair
c) Clerk
d) Financial Secretary
e) PVPC Representative

Under the Board's system of rotation which you selected in 2013, the first four positions would rotate based on the members' remaining term (year it will expire). However, the Board elected not to use that system in 2014 or 2015.

The Board members terms expire as follows:

- Joan Rosner, Financial Secretary - Term expires in 2017
- Melissa O'Brien, Member - Term expires in 2018
- Jeff Squire, Chair - Term expires in 2019
- Mark Cavanaugh, Vice-Chair - Term expires in 2020
- Brad Hutchison, Member - Term expires in 2016
- Dan Dodge, Associate Member - Three Year Term expires in 2016

Under the rotating system, Ms. Rosner would be scheduled to become Chairman since her term expires in 2017, and Ms. O'Brien would become Vice-Chair since her term expires in 2018.

There is not an incumbent holding the Clerk position as Ms. Fantini previously held that position. However, under the rotating system, Mr. Squire would become the Clerk.

ACTION NEEDED: The Board needs to elect its officers.

Agenda Item #2 – Minutes
I have distributed the minutes of the April 11, 2016 Planning Board meeting.

ACTION NEEDED: Review, edit and approve the minutes.

Agenda Item #3 – Bills and Correspondence

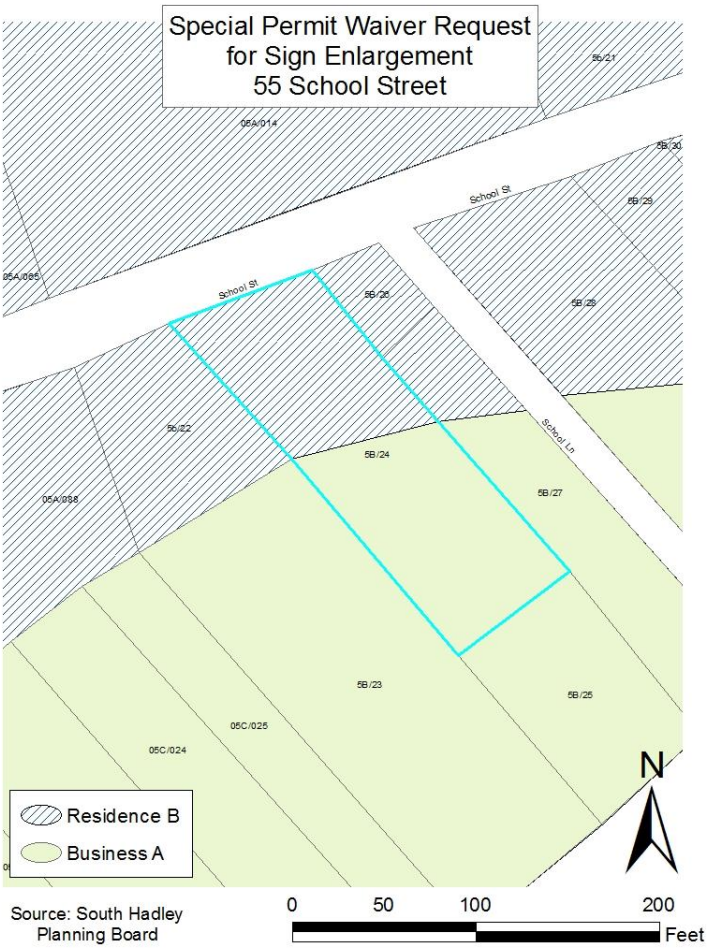
A list of the bills and correspondence are attached – the only bill to be approved is for payment of the Peer Review Fee for Fuss & O'Neill, Inc. for the Mount Holyoke College Project. The total bill is for $3,123.00. Due to the timing of the bill and the meeting, the bill has been processed for payment but the Board's ratification of the payment is needed.

You may recall that Mount Holyoke College put up a deposit to cover the cost of the review. Therefore, it would be appropriate for the Board to also authorize refund of the balance of the deposit and whatever accrued interest is due.

<u>ACTION NEEDED:</u> Review the list of correspondence, ratify payment of the Peer Review Fee, and authorize refund of the deposit to Mount Holyoke College.

Agenda Item #4 – 55 School Street

Jeff's Auto Repair operates at 55 School Street. They currently have a free-standing sign measuring 2' x 5' on a preexisting sign pole. They would like to replace it with on measuring 4' x 4.5' (see attached letter). The subject property is located at 55 School Street and lies in two zoning districts – Residence B and Business A (see map and aerial photo below):



As the excerpt of the Zoning Map and the aerial photo above depict, the School Street frontage is zoned Residence B. The existing sign is on the School Street frontage in the area zoned Residence B which does not allow business signs.

Below are pictures of the existing sign – front and back. The applicant has stated that he intends to continue use the existing sign post.

As a nonconforming structure, alteration/expansion of the uses or structures require a Special Permit from the Planning Board under Section 2(F)2 of the Zoning Bylaw prior to permitting or undertaking any of the improvements/changes which may be granted but the Board must

> *"find that such change, extension or alteration will not be substantially more detrimental than the existing nonconforming use to the neighborhood in which it is located."*

A waiver of the Section 2(F)2 Special Permit requirement may be granted if the changes/alterations are minor (such as, those of a cosmetic nature, those necessary for users/occupants safety, those necessary to make the facility handicapped accessible, or any changes/alterations of a similar nature) and do not increase the capacity or change the use of the facility.

If an expanded commercial sign is to be allowed, there is the question as to what is an appropriate size for the sign since the property on which the current sign is located is zoned Residence B. The only "guide" for determining what is an appropriate size of a sign is in Section 8(F) of the Zoning Bylaw. The largest sign allowed in a residential district is a temporary real estate sign – 20 square feet.

If the subject property were entirely in the Business A zoning district, the size of the sign would be limited by the lot's road frontage – 1 square foot for each 4 linear feet of frontage. This property has approximately 78.48 linear feet of frontage on School Street. Using the business/industrial districts' formula, if the parcel were in a business zoning district, the maximum size of sign allowed would be 19.62 square feet. The applicant is requesting approval of a sign measuring 18 square feet.

It is up to the Board to decide whether or not granting of a waiver is permissible and, if so, is the 18 square foot sign appropriate.

If a waiver is not granted, the applicant has the option of applying for the Special Permit. It may be possible to schedule that for the May 23rd meeting.

ACTION NEEDED: Determine whether the request meets the test for granting of a waiver. If so, at least four of the Board members must vote to approval such a waiver.

Agenda Item #5 –Warrant Article to reduce future Planning Board terms
As we have previously discussed, the five year term for Planning Board members appears to be a daunting commitment for many persons. Based on the Board's prior discussion, the Selectboard has included Article 11 on the Draft Annual Town Meeting Warrant to reduce future Planning Board terms to 3 years. This would not change the existing term which members are serving, but would future elections would be for three-year terms.

When the Board indicated they supported this change, there was a request by a member of the public that the Board include this matter on an agenda for future discussion. The Board agreed to do so. Therefore, I have included this matter on the May 2nd agenda. Additionally, I think it would be helpful for the Board to take an official position on the article as I expect members of Town Meeting may ask for the Board's opinion.

ACTION NEEDED: No action required; however, I believe the Board should vote as to its recommendation or position on this article.

Agenda Item #6 – Subdivision Regulations
South Hadley's Subdivision Regulations were apparently adopted in 1954 and were amended 6 times since that time: 1961, 1970, 1988, 1990, 1995, and 2014. However, the most amendment was a very minor change regarding waiver of the sidewalk requirement. A review of the regulations, the Master Plan, and the Board discussions over the past 15 years suggests that a significant revision is necessary and appropriate.

Much of the revision which are necessary relate to updating references (type of pipe permitted, changes in State agencies' names, reference to the Stormwater Management requirements, etc.) but there are some policy issues related to the Master Plan and Smart Growth which should be addressed:

- Roadway width
- Maximum length of dead-end roadway
- Placement of "trees"
- Sidewalk requirement
- Specifications for "Developments with more than one building for dwelling purposes on a single lot"

The first four items are being reviewed as part of the Health Impact Assessment. Before proceeding too far down the path of revising the Subdivision Regulations, it would be helpful to get some feedback from the Board as to the policy issues.

Roadway width
The current requirement for a typical single-family subdivision is a pavement width of 24-28 feet. Over the years, Board members have indicated support for a lower minimum. The DPW Superintendent has indicated a need to have at least a 24 foot wide pavement – curb to curb.

Maximum length of dead-end roadway
The current limit is 800 feet. However, the Board has waived that limitation at various times over the many decades the Town has had the requirement. Newer subdivisions are largely to be located in the Residence A-1 and Agricultural districts which have been expanded to 125 and 150 foot frontages, respectively since the Subdivision Regulations were first adopted. Thus, the 800 foot limit – if not waived – will result in less residential development for a given unit of infrastructure. In a Residence A-1 district, the 800 foot limit will allow no more than 12 building lots and in the Agricultural district, no more than 10 lots could be created – it is likely that much fewer would be allowed due to the uniqueness of each parcel being developed.

Placement of "trees"
Two trees per lot are required. While these are to be "street trees", the regulation does not specify where the trees are to be located and allows use of existing trees to meet the requirement. The regulations should also clarify if the requirement is 2 trees on each lot or is just ratio of two trees for each lot in the subdivision.

Sidewalk
Currently, the regulations call for a sidewalk on one side of the street but provide that the Board may require a sidewalk on both sides. There is also a provision allowing the Board to waive the requirement and for the developer to pay into a fund as part of the waiver. One of the questions that also gets raised is on which side of the street should the sidewalk be located.

I am also of the opinion that the regulations should require the sidewalk on both sides and let the applicant ask for a waiver if they don't want to put one in.

Developments with more than one building for dwelling purposes on a single lot
As I have noted previously, the way the regulations are written, such developments are required to obtain approval under the regulations. However, there are specific requirements that do not apply to such developments (since they are not a "subdivision"):

- Minimum width of roadway – none specified (Section 7.01.2)
- Maximum grade – none specified (Section 7.01.3)
- Horizontal alignment – none specified (Section 7.01.4)
- Maximum driveway apron – none specified (Section 8.04)
- Street trees – none required (Section 8.10.1)

For the most part, it would seem that the requirements for this type of development should mirror that of the residential subdivision. However, if the development is significantly denser than a residential subdivision, the commercial subdivision requirements may be more appropriate.

While the Town does not maintain the "roadways" in these "other developments", the purpose of the review is to ensure that reasonable and adequate access if provided to each of the dwellings. I view this as a matter of ensuring that there is safe access to all the dwellings.

At the present time, the Subdivision Regulations uses the dichotomy of Type A and Type B subdivisions to establish differentiate between Industrial/Commercial subdivisions and single-family subdivisions. This division generally works but as noted above, this results in regulations which may be too stringent for some subdivisions but no standards for several developments. Accordingly, I am suggesting creating a "Type C" subdivision for lower density properties and a Type "O" Development for those developments with more than one building on a single lot for dwelling purposes.

ACTION NEEDED: No action required; however, some input as to the Board members' perspective on these issues would be helpful. No conclusion should be made on most of these issues until the HIA is completed as that will provide more data analysis as to the health implications of changing the requirements.

Agenda Item #7 – Design Review
The Board decided that work on Design Review would be one of the priorities for the next year or so. In a 2009 presentation proposing Design Review in Acton, it was noted that the following communities have Design Review provisions (have highlighted two of the western Mass communities – note that this is not a complete list):

Amesbury, Amesbury, **Amherst**, Blackstone River Valley, Boston, Boxborough, Brewster, Brookline, Cambridge-North, Cambridge-East, Canton, Cohasset, Dedham, Duxbury, Edgartown, Falmouth, Foxborough, Franklin, Gill, Grafton, **Great Barrington**, Hanover, Harwich, Hopkinton, Hull, Lawrence, Lexington, Marblehead, Marlborough, Mashpee, Montague, Natick,

Needham, Norfolk, Northborough, Orleans, Plymouth, Salem, Sharon, Sturbridge, Sudbury, Swampscott, Wellesley, Westborough, Winchester, Winthrop, Woburn, Yarmouth

Therefore, I think it is important that we take the opportunity to discuss some of the parameters we are looking at for Design Review. Among the general "bylaw" issues and questions which need to be addressed to enable drafting of a proposed bylaw for consideration are:

Geographical Scope
- Town wide Design Review?
- Or, limiting the Design Review to selected areas/corridors?

Topical Scope
- Cover all types of development?
- Or, limiting the Design Review to commercial/industrial and Special Permit allowed uses?

Type of Bylaw
- General Bylaw?
- Or, Zoning Bylaw provision?

Jurisdictional Scope
- Should Design Review and Recommendations be mandatory?
- Or, should the Design Review and Recommendations be only advisory on all parties?
- Or, should this depend on the type of project or its location?

Institutional Placement
- Administered by the Planning Board?
- Or, a separate committee?

Separate Committee
- If a separate committee, then who should be on the Committee?
- Should there be specific skills, education, and training?
- Should the Town Planner or Building Commissioner be a "voting member"?

Appointing Authority
- Should the Selectboard appoint the members?
- Or, should the Planning Board appoint the members?

Role of the Design Standards
- Mandatory?
- Suggestive?

Structure of the Design Standards

- Should the standards be detailed?
- Should detailed standards be incorporated into the Bylaw?
- Or, should the Bylaw establish clear but succinct "guidelines or principles" and authorize the Design Review Authority to develop more detailed standards?

Beyond these questions, we should consider what the actual "initial" proposed Design Standards or Guidelines should look like. We could possibly use the UMass Report for identification of elements of the standards and the Smart Growth District Standards/Guidelines as the style or approach to the Design Guidelines.

As noted previously, numerous communities in Massachusetts have adopted Design Review – including some notable communities in Western Mass. All communities with a 40R district can be assumed to have some form of Design Review for those districts. Over the past several years I have been collecting information on Design Review in the region and across the State.

Below is a summary of information gathered from four Western Mass communities:

Town of Amherst

- Adopted Design Review in 1983 as a part of their Zoning Bylaw
- Two Overlay Districts relate to Design Review:
  Design Review District (DR)
  Town Common Design Review District (TCDR)
- The Design Review Board webpage can be found (including the Design Guidelines, etc.) at the following link: http://www.amherstma.gov/702/Design-Review-Board
- The Design Review Board makes "recommendations" to permitting boards. This is "mandatory advice". The permitting boards may choose to make the "advice" conditions of their permits (and they often do).
- Appointed by the Selectboard
- Membership: At least 2 design professionals, business proprietor or owner in the downtown area, Planning Board, and Historical Commission.

City of Northampton

- Design Review is a function of the Central Business Architecture Committee
- Limited to the Central Business and West Street district
- Appears to be a General Ordinance separate from the Zoning Ordinance
- The Design Guidelines can be found at the following link: http://ecode360.com/documents/NO2226/NO2226-156a%20Central%20Business%20Architecture%20Design%20Guidelines.pdf
- A permit from the Central Business Architecture Committee is mandatory before obtaining specified permits or taking particular actions
- Appointed by the Mayor with City Council confirmation
- Membership: From Greater Northampton Chamber of Commerce, building trades or construction industry, Association of Realtors covering Northampton, one architect, and Historic District Commission.

Town of Great Barrington

- Design Advisory Committee undertakes Design Review
- Limited to the Downton B and Village Center Overlay Districts – subject to other limitations
- DAC created as part of the Zoning Bylaw
- The Design Guidelines can be found at the following link: http://www.townofgb.org/Pages/GBarringtonMA_Planner/Design%20Guidelines%20Workbook%201995rev.pdf
- Appointed by the Selectboard
- Membership: From Planning Board, Historic Commission, architect, design professional, and the public; Building Inspector is ex-officio.

City of Greenfield

- Planning Board responsible for Design Review
- Limited to the Corridor Overlay District but excludes single-family residences
- Enacted as a part of the Zoning Bylaw.
- The Planning Board's Design Guidelines can be found at the following link: http://greenfield-ma.gov/files/Corridor_Design_Guidelines.pdf
- Appointed by the Mayor with Town Council confirmation

Elsewhere in Massachusetts, I have compiled information from five other communities:

Town of Acton

- Design Review Board is responsible for Design Review
- Appears to be limited to mixed-use, commercial and residential developments of 4-or-more units
- While they advise the Selectboard on design matters regarding commercial development, they may upon request of others Boards advise on certain non-commercial development within the jurisdiction of the other Town Boards
- This appears to be under a General Bylaw as it the Board was "chartered by the Board of Selectmen to review all commercial projects subject to site plan review in the Town in 2007"
- Information on the Design Review Board and their Design Guidelines may be found at the following link: http://www.acton-ma.gov/index.aspx?NID=94
- Appears to be appointed by the Selectboard
- Membership: From the listing of its membership, it appears to include an architect, landscape architect, engineer, Planning Board member, and a realtor

City of Beverly

- Design Review Board is responsible for Design Review.
- Limited to the Central Business (CC), Neighborhood Commercial (CN), General Commercial (CG), Restricted Industrial (IR), General Industrial (IG), and Waterfront District (WD) zones and signs.
- While it appears to be advisory on other matters, the DRB review of signs appears to be mandatory – the sign permit is denied if not approved by the DRB.
- Enacted as part of the Zoning Ordinance

- Information on the Design Review Board including the Design Guidelines may be found at the following link: http://www.beverlyma.gov/boards-commissions/design-review-board/
- Apparently appointed by the Mayor with Board of Aldermen concurrence.
- Membership: From the Planning Staff, the Planning Board, the Board of Appeals, the Historic District Commission, an architect, a landscape architect or graphic designer and a business person and/or property owner from the downtown.

Town of Dedham

- Design Review Advisory Board is responsible for Design Review
- Limited to the Central Business (CB), General Business (GB), Highway Business (HB), Local Business (LB), Limited Manufacturing (LMA), Limited Manufacturing Type B (LMB), and Research, Development, and Office (RDO) districts for buildings and signs. But, also projects subject to parking plan approval, site plan review, or Major Nonresidential Project, or requiring a Special Permit or variance from the Board of Appeals, if located in RDO, PC, PR, or LM districts.
- The Board recommendations are advisory and are to "be given due weight by the owner and the Planning Board or other approving agency or official".
- Enacted as part of the Zoning Bylaw
- Information on the Design Review Advisory Board including a "Design Bulletin" and "Design Manual" can be found at the following link: http://www.dedham-ma.gov/index.cfm?pid=16595
- Various members appointed by the Planning Board, Board of Selectmen, Historic District Commission/Civic Pride Committee
- Membership: From design professions (architecture, landscape architecture, or urban planning), historic preservation or design, building contractor or an engineer experienced in commercial or industrial building construction, owner of retail or other commercial business in town. The Planning Director shall be ex-officio non-voting member of the Design Review Advisory Board. (NOTE: Depending on their background, their terms may be one to three years –generally, design professionals are given 3 year terms.)

Town of Northborough

- Design Review Committee is responsible for advising the Planning Board and Zoning Board of Appeals on Design Review
- Limited to commercial, municipal, institutional or multifamily structures in the business districts including but not limited to, Downtown Neighborhood District and Major Commercial Development Overlay District, and any industrial district.
- The Committee's recommendations are advisory to the applicant and to the board reviewing site plan (Planning Board or ZBA).
- A copy of the Design Guidelines Manual can be found at the following link: http://www.town.northborough.ma.us/Pages/NorthboroughMA_Planning/Northborough_Design_Guidelines_FINAL.pdf
- Appointed by the Planning Board

- Membership: Chaired by a member of the Planning Board and four other members to include One (1) degreed architect, One (1) degreed landscape architect, One (1) representative nominated by the Chamber of Commerce, and One (1) interested and responsible citizen of the town. At least the membership is to include as balanced a representation of the forgoing as possible.

Town of Westborough

- Design Review Board is responsible for the Design Review function
- Limited to the Design Review Board Area (DRBA) which includes the area within 2500 feet of the Rotary (zoning of the area includes industrial, commercial and residential parcels and a "Gateway II" district and "Transit Orient Village (T-OV) Overlay District"
- The Board's recommendations are made to the Planning Board and are advisory.
- Information on the Design Review Board – particularly the Design Guidelines can be found at the following link: http://www.town.westborough.ma.us/Public_Documents/WestboroughMA_BComm/design
- Appointed by the Planning Board
- Membership: From Planning Board, Historical Commission, one person qualified by training in architecture or landscape design, one person owning business property in the Downtown District, one person qualified by training in graphic arts or design, and two alternates, one of whom shall be a business owner in the area.

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*** (no change)
- ***Ethan Circle*** (the developer's contractor has begun site work)
- ***Adam & Eve Estates subdivisions*** (The Performance Guarantee has been released – all departments signed off as required.)
- ***Annafield Estates*** (still waiting for the surveyor to submit the required materials).
- ***Western Mass Yacht Club*** (no application has been received, thus the likelihood of a March 23rd hearing is lessening)
- ***South Hadley/Granby Chamber of Commerce*** – (no application has been received, thus the likelihood of a March 23rd hearing is lessening)
- ***Zoning for small domesticated pets – pot belly pigs, miniature goats, etc.*** – Conducting research on this potential amendment for Fall Special Town Meeting
- ***Zoning Bylaw –*** Updated the Bylaw from the November 2015 Smart Growth District amendment. The updated Zoning Bylaw is on the Town's website (on the Planning Board page) at the following link: http://ma-southhadley.civicplus.com/233/Zoning-Bylaws

b. Other Projects

- ***Housing Studies.*** Scheduling the PVPC staff for the May 23rd Planning Board meeting to update the Board on the progress on the Housing Production Plan and the Multi-family study
- Participating with the Bike/Ped planning process.
- Mount Holyoke College Intern Opportunity (a student intern from the Environmental Sciences department is working on a GIS project related to creating shape files necessary to make the online zoning map complete.)
- Permitting Guide.
- General Code.
- ***Health Impact Assessment.*** Planning to have the PVPC staff meet with the Board in June on this project.
- ***South Hadley Falls Smart Growth District.*** The adopted Design Guidelines have been posted on the Town's website at the following link: http://ma-southhadley.civicplus.com/776/SH-Falls-Smart-Growth-District-Design-Gu
- ***Subdivision Regulations.*** Discussed under agenda item #6 above.

c. Workshops/Training Opportunities

I will be attending the following:

- "Massachusetts Association of Planning Directors Annual Conference" being held May 19-20, 2016.
- "Massachusetts Housing Partnership Housing Institute" being held June 14-15, 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 APRIL 11, 2016

Draft – Draft

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair (arrived at 6:34 p.m.); Helen Fantini, Clerk; Joan Rosner, Member (arrived at 6:35 p.m.); Melissa O'Brien, Member; Dan Dodge, Associate Member; and Richard Harris, Town Planner

Mr. Squire called the meeting into session at 6:32 p.m.

1. Minutes

a. March 28, 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 March 28, 2016 Planning Board Meeting minutes as submitted. The Board voted **Three (3)** out of **Three (3)** members present in favor of the motion.

(Mr. Cavanaugh arrived at 6:34 p.m.)

b. March 28, 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. O'Brien moved and Ms. Fantini seconded the motion to approve the March 28, 2016 Planning Board Public Hearing (Mount Holyoke College Centralized Dining and Community Center) minutes as submitted. The Board voted **Four (4)** out of **Four (4)** members present in favor of the motion.

(Ms. Rosner arrived at 6:35 p.m.)

c. March 28, 2016 Planning Board Public Hearing (Design Guidelines/Standards) 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. Fantini seconded the motion to approve the March 28, 2016 Planning Board Public Hearing (Design Guidelines/Standards) minutes as corrected. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

DRAFT

2. Bills and Correspondence

Mr. Harris noted that there was a list of correspondence and referred to a list of Additional Correspondence. He also noted that there was one bill ready to be paid – Turley Publications in the amount of $133.04 for the legal notice of the public hearing on the Design Guidelines.

Motion - Mr. Cavanaugh moved and Ms. Rosner seconded the motion to approve payment of the bill for Turley Publications. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

3. Consider Meeting Schedule for May, June, July, and August 2016

Mr. Harris reviewed the current schedule of meetings for the next four months noting that the Board had already cancelled the April 25th and May 9th meetings and replaced them with a May 2nd meeting; there was some doubt as to whether everyone could make the May 23rd meeting; and the Board typically only meets once in July and once in August.

All members indicated that they could attend all the scheduled meetings in May and June but indicated a preference to meet only once in July and August. There were some conflicts with the July dates and all members indicated that July 18th was agreeable as well as August 15th. Therefore, Mr. Harris stated he will make note on the website of the July 18th and August 15th meeting dates as well as the other dates for May and June.

4. Consider request for new and replacement of illuminated signs at Easthampton Savings Bank. Location: 605 Granby Road (Assessor's Map #32 – Parcel #32)

Mark Brazil, with Graphic Impact Signs, distributed a copy of the packet describing the proposed signs and the existing signs. He reviewed the proposed sign changes and noted that the two ATM signs have been permitted since they only involve changes in the sing face and not the type or amount of illumination.

There was discussion as to the scope of the Board's review and the daytime impact of the signs.

Motion - Ms. Rosner moved and Mr. Cavanaugh seconded the motion to find that the illuminated signs proposed at Easthampton Savings Bank will not have an adverse impact due to illumination on the neighborhood and community in that the proposed signs conform to the provisions of Section 8(F) of the Zoning Bylaw and; therefore, the approval is granted subject to the signs being installed and operated as described in the submittal to the Planning Board. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

5. Consider request to modify the Site Plan for the Rivercrest Condominiums pursuant to Condition #33 of the Special Permit Decision to allow rotation of two dwellings (one duplex) located on the southside of the development's roadway.

Mr. Harris stated that the developer of this 29-unit community has determined that a duplex needs to be "rotated" a few feet. Due to the wording of Condition #33 of the Special Permit, it would appear that the Board would need to determine that the modification is minor and not warranting of a public hearing before approval could be granted. He explained that the wording of Condition #33 is more extensive than commonly found in the Board's decisions.

Mr. Harris provided a copy of the plot plan which depicted the layout of the duplex as originally proposed and the adjustment being requested. Mr. Squire commented that it appears to be minor.

A member inquired as to the reason for the request. Mr. Harris indicated that he was told they wanted a better orientation of the unit.

Motion - Ms. Fantini moved and Mr. Cavanaugh seconded the motion to find that the proposed change is minor, not warranting of a public hearing for the modification and; therefore, approval of the modification is granted. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

6. Consider a policy regarding administrative approvals of requests to modify the Site Plan for the Rivercrest Condominiums pursuant to Conditions #32 and #33 of the Special Permit Decision.

Mr. Harris reviewed the provisions of Conditions #32 and #33 and noted the difference in the wording of Condition #33 when compared to the decision regarding another multifamily development. He suggested that the Board adoption of 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.

He stated that the suggestions are clearly defined and easily measured. Therefore, there would not be a "judgement" on his part. Accordingly, following clearly defined standards would have the Town Planner merely applying the Board's criteria for making a determination.

Board members indicated they did not disagree with the concept. Mr. Squire suggested that the standards include no increase in impervious surface.

Several Board members also suggested having the policy provide that the Town Planner be allowed approve an "adjustment" in a building where such meets the stated standards. All members indicated they concurred.

Motion - Mr. Cavanaugh moved and Ms. Rosner seconded the motion to establish a policy in regard to Conditions #32 and #33 in the Rivercrest Condominiums Special Permit Decision allowing the Town Planner to approve (on the Board's behalf) an adjustment in buildings where the adjustment meets the following standards:

DRAFT

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, and
5). no increase in impervious surface

In following these standards, the Town Planner can determine that no further Board review is required.

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

7. Discussion regarding Comprehensive Plan Implementation Matrices Five-Year Priorities

Mr. Harris noted that he had received an email from Judy Gooch of the Master Plan Implementation Committee asking several questions:

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.

Mr. Harris indicated that he would agree that the Smart Growth District was the top accomplishment. Board members and Mr. Harris also noted that starting the Housing Studies and adopting the Smart Growth District Design Guidelines/Standards were also significant accomplishments.

As to the next 12 months, Mr. Harris suggested that the priorities would be 1) completing the Housing Studies and 2) revising the Subdivision Regulations. Mr. Squire suggested that work on the Design Guidelines – for a broader area of town – would also be a priority. Other Board members concurred with Mr. Squire's suggestion.

As to distribution of the "Top Priorities", Mr. Harris stated he is working on a memo for the Chair to sign to distribute the "Top Priorities". Ms. Gooch had expressed interest in having them distributed by September; Mr. Harris suggested they would be distributed by early May.

DRAFT

Board members indicated that they agreed with Mr. Harris' target for distributing the "Top Priorities".

8. 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 previously)
- Ethan Circle. The developer's contractor has begun preparation for the site work; Mr. Harris met with an abutter to the project and the developer's environmental consultant this morning to see if there could be modification to the infiltration basin to save some trees which were previously thought to be on the abutter's property. However, they have concluded that it would be difficult and likely not possible to save the trees by modification of the basin. Therefore, the abutter indicated he did not want to pursue the matter any further – he did not want to delay the developer.
- Adam & Eve Estates subdivision. Mr. Harris stated he has received the materials from the surveyor/engineer and is awaiting sign off from the DPW, SHELD, and Water Department.
- Annafield Estates subdivision (no change)
- Western Mass Yacht Club – potential Special Permit (no change)
- South Hadley/Granby Chamber of Commerce – potential Special Permit (no change) - if an application is submitted, the hearing might be held on May 23rd.
- Zoning for small domesticated pets – pot belly pigs, miniature goats, etc. – Mr. Harris indicated he was reviewing the potential amendment. He noted that the Board of Health had done some research on pot belly pigs and he has researched the miniature goat matter.

  Martha Terry inquired about this matter – are people wanting to keep these pets? Mr. Harris stated that they already do keep them – even in violation of the Bylaws. But, if someone asks, they have to be told that they cannot be kept in most parts of the Town.

  Joanna Brown made mention of the description of miniature goats which she found on a website.

  Mr. Harris noted that the Bylaw allows keeping of a full grown horse but not a rabbit or an 18 inch high miniature goat.

b. <u>Other Projects</u>

- Housing Studies. Mr. Harris noted that he met with PVPC staff March 30th to review status and set schedule for completion.
- 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

DRAFT

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 stated that he is continuing to participate with the Bike/Ped planning process; work on the Permitting Guide; and monitor the work on the General Code codification project.
- Health Impact Assessment. The project team held their second meeting last Friday.
- South Hadley Falls Smart Growth District. The public hearing on the Design Guidelines is scheduled for March 28th.
- South Hadley Falls Smart Growth District. He noted that this matter will be discussed under Agenda Items #6 and #7.
- Subdivision Regulations. In the course of working on the HIA project, Mr. Harris stated that he has looked closely at the Subdivision Regulations and identified several issues which we might want to address. One item he noted is that there is a lack of standards for some infrastructure in "developments with more than one building for dwelling purposes on a single lot".

c. Workshops/Training Opportunities

- Mr. Harris stated that he will be attending the "Massachusetts Association of Planning Directors Annual Conference" being held May 19-20, 2016.

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

Mr. Harris mentioned that the State has provided an executed copy of the Smart Growth District contract. He also stated that Know Your Town is sponsoring a presentation of the Redevelopment Plan this Thursday evening. There were comments that neither the Administration nor the Advisory Committee have seen the proposed plan.

Mr. Squire stated that this was Ms. Fantini's last meeting as a member of the Planning Board. He thanked her for her valuable contributions. Other members and Mr. Harris joined Mr. Squire in thanking and acknowledging her services.

10. 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 7:42 p.m.

Respectfully submitted,

DRAFT

Richard Harris, Recorder

DRAFT

Attachment A

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

Document	***Record Location***
Planning Board Meeting Agenda and Background Information	Planning Board Agenda Packet Files
Zoning Bylaw	Planning Board Files
South Hadley Master Plan	Planning Board Files
Easthampton Savings Bank Illuminated Sign Proposal submittal	Planning Board Project Files
Rivercrest Condominiums Request For rotation of a duplex	Planning Board Project Files
Master Plan – Five-Year Top Priorities	Planning Board Files

DRAFT

SOUTH HADLEY PLANNING BOARD

BILLS & CORRESPONDENCE

May 2, 2016

BILLS PAYABLE

- Fuss & O'Neill, Inc. in the amount of $3,123.00 for Peer Review for Mount Holyoke College Dining and Community Center facility

---

Letters & Memos

- Three copies of a letter from WestMass ElderCare dated April 2016 requesting a contribution
- Letter from Keri Delisle of Jeffs Auto Repair Team undated regarding a request for a Waiver of Special Permit for expanding sign

Town Department Comments on Pending Projects

-

Town Department Agendas & Minutes

- Town of South Hadley Electric Light Department Agenda for April 21, 2016
- Conservation Commission Meeting Agenda for April 27, 2016

Legal Notices

Amherst

-

Chicopee

- City of Chicopee Planning Board Notice of Public Hearing on Zone Change from Residential B to Residential C to convert a two-family residence into a three-family residence at 86 Monroe Street; Site Plan with Waivers for Springfield Automotive Partners, LLC to construct a new Mercedes Benz dealership on 6.79 acres located at 295 Burnett Road; Waiver of Frontage to create a new legal sized single-family building lot and leave existing house on lot with reduced frontage from 100' to 88.36' at 124 Whitin Avenue

Granby

-

Hadley

-

Holyoke

- City of Holyoke Planning Board Notice of Public Hearing for a Special Permit for a reduction of Parking Requirements on Kelly Way
- City of Holyoke Planning Board and Stormwater Authority to hold a joint Public Hearing on Site Plan Review to construct a 15,000 +/- gross square foot, two story addition and associate site improvements at Mountain View Baptist Church at 310 Apremont Highway

News Articles

- News article from MassLive.com dated April 12, 2016 entitled "South Hadley Voters Reject Community Preservation Act; Vernon Blodgett, Gregory Dubreuil elected to Municipal Light Board"

Publications

- Flyer from MassDOT – Capital Investment Plan Public Meeting Schedule
- American Planning Association, **Zoning Practice**. April 2016
- The Business Journal of Western Massachusetts, **BusinessWest**. March 21, 2016

Western Mass Auto LLC
Jeffs Auto Repair
55 School St
South Hadley MA 01075

Currently we have pre-existing sign on the property, We are requesting a waiver of the special permit for expanding a non performing sign.

Jeffs auto has been a part of South Hadley for over 7 years, We purchased the business less than 12 months ago, In that time frame we have cleaned up the parking lot and reduced the number of cars in public view. We understand the importance in making our business pleasing to the town of South Hadley and its residence. Jeffs auto has also leased building 57 in same parking lot, we use this building to store vehicles and keep them out of customer view.

We now employ 3 full time employees adding much revenue to South Hadley

Please consider the request to increase our sign, this will allow us to continue to grow and be a positive impact in our community.

Sincerely

Jeffs Auto Reapir Team

Keri Delisle

[4 Feet]

[4.5 Feet]

Western Mass Auto RepairLLC

Jeff's Auto Repair

Certified Repair

Complete Auto Repair & Service

- Brakes, Rotors, Shocks
- Tires, Balancing, Alignment
- Exhaust
- Warranty & Maintenance
- Headlight Refinishing
- Auto Detailing
- Truck Accessories

55 School St

Hours: Monday - Friday

8:00 am - 5:00 pm

413-531-0898

Total Square Feet
18 Square Feet
non illuminated, attached to current pole, no additional changes