

Background Materials for August 15, 2016

Agenda Items #1 through #15

Agenda Item #1 – Public Hearing: Proposed Removal of Trees along Alvord Street

Chapter 40, Section 15C, Massachusetts General Laws provides that the Planning Board and the Tree Warden are to hold a joint public hearing on proposals to removal trees along scenic roadways when the removal is the result of work on the roadway. Alvord Street is one of three

roadways designated by the South Hadley Town Meeting as “scenic” under Chapter 40, Section 15C of MGL (the other two are Pearl Street and River Road).

DPW Superintendent Jim Reidy has informed the Town Planner that the DPW is intending to remove 10 trees along Alvord Street as part of an upcoming roadway improvement project. The 10 trees have been identified as follows:

One Tree – Across from #18 Alvord Street

Eight Trees – North of #31 Alvord Street

One Tree – North of River Lodge Road

The public hearing has been advertised and posted for 6:00 p.m. on Monday August 15th.

Since the statute states that the hearing “are to be consolidated into a single public hearing before the tree warden and the planning board”, the Tree Warden is to be at the meeting to participate and assist in conducting the hearing. No standards or criteria are specified in the statute for guidance as to the basis for the Board to make a decision. Rather, the statute merely states that the trees are not to be cut or removed without “prior written consent of the planning board”.

ACTION NEEDED: Conducting the public hearing and providing written consent to the removal of the subject trees.

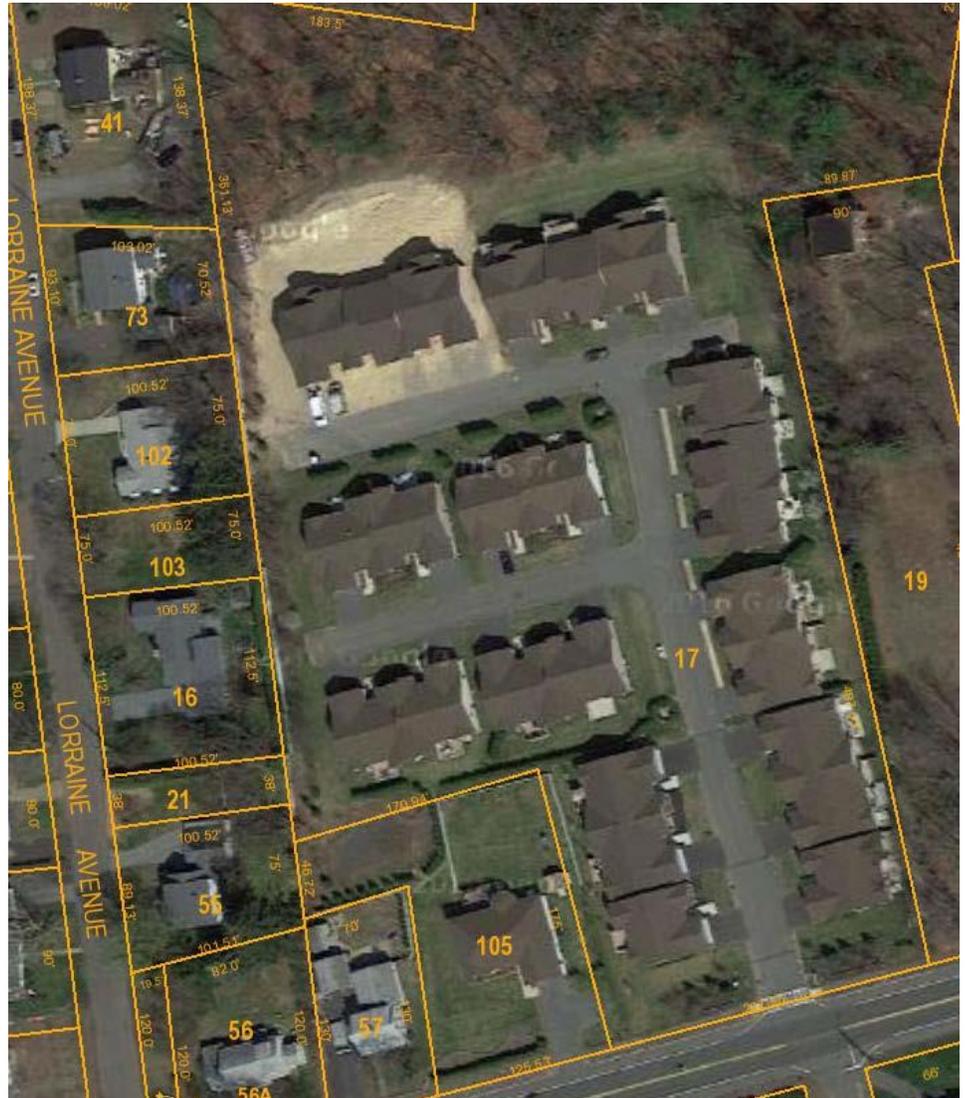


Agenda Item #2 – Release of Performance Guarantee – Jacobs Edge Condominiums

When this development was approved in 2008, in accordance with the Board’s practice and the Zoning Bylaw, the Board required a Performance Guarantee for the project to cover Stormwater management. The developers have requested that the Guarantee be Released in its entirety based on satisfaction of the condition:

e. Duration. The Performance Guarantee requirement shall not be released until Certificates of Occupancy have been issued for seventy-five percent (75%) of the dwellings.

As of August 10, 2016, the developer reports that “All buildings and infrastructure are built, 22 homes are finished, 21 homes are SOLD, and 2 are under agreement.” Since the development was approved for 25 dwellings, completion of the infrastructure and 19 of the dwellings would have satisfied the requirement for release of the Performance Guarantee.



ACTION NEEDED:

Determine that the condition for Release of the Performance Guarantee has been satisfied and authorize notification of the bank that the Performance Guarantee is no longer required.

Agenda Item #3 – Release of Performance Guarantee – Stonybrook Village Condominiums

When this development was approved in 2006, in accordance with the Board’s practice and the Zoning Bylaw, the Board required a Performance Guarantee for the project to cover Stormwater management. The developers have requested that the Guarantee be Released in its entirety based on satisfaction of the condition:

e. Duration. The Performance Guarantee requirement shall not be released until Certificates of Occupancy have been issued for twenty-two of the dwellings.

As of August 11, 2016, the developer reports that “35 of the 36 units are completed with the last unit (106) having a completed exterior and being drywalled. All infrastructure is complete except for one driveway in which the final coat is all that is left to be done. . . .”

Since the development was approved for 36 dwellings (as revised), completion of the infrastructure and 27 of the dwellings would have satisfied the requirement for release of the Performance Guarantee.

ACTION NEEDED:

Determine that the condition for Release of the Performance Guarantee has been satisfied and authorize notification of the bank that the Performance Guarantee is no longer required.



Agenda Item #4 – Status of Lawrence Avenue

The Town auctioned off the last lot on Lawrence Avenue to a builder seeking to construct a residence on the lot. However, the status of Lawrence Avenue has been called into question. On October 21, 1952, Town Meeting voted unanimously to accept Lawrence Avenue from Granby Road for a distance of 600 feet, as a public street. The Warrant Article included the words “plus or minus” after “600 feet” (see attached excerpts from Town Meeting records).

The distance or length of Lawrence Avenue to the Hillcrest Park Condominiums is approximately 635-650 feet (depending on how it is measured).

I would note that the two southernmost houses on Lawrence Avenue were constructed in 1956 (per the Assessor's records).



It has been suggested that I could provide a letter as to the status of Lawrence Avenue. However, since I own one of the units in Hillcrest Park and reside there, it seemed more appropriate for me to bring this matter to the Board's attention and have the Board consider the status. Town Counsel Ed Ryan advised that it would be appropriate for the Board to consider this matter.

ACTION NEEDED: Take action to define the status of Lawrence Avenue. Town Counsel Ed Ryan will provide the language of a motion for the Board to consider voting upon.

Agenda Item #5 – Reduction in the Rivercrest Condominiums Stormwater Management Performance Guarantee

When this development was approved, in accordance with the Board’s practice and the Zoning Bylaw, the Board required a Performance Guarantee for the Rivercrest project to cover stormwater management. The developers have requested a reduction in the amount of the Performance Guarantee (see attached letter of request). The Special Permit conditions of particular relevance to the request are below:

- a. Amount. The Planning Board, prior to approval of the Stormwater Management Permit, shall set the amount of the Performance Guarantee.*
- b. Time of Deposit. The initial deposit of the Performance Guarantee shall be deposited with the Town prior to the Planning Board endorsing the Form H Plan.*
- c. Maintenance of Amount. If at any time the Planning Board utilizes a portion of the Performance Guarantee, the developer shall make a subsequent deposit within 30 days of notification of such usage to maintain the Performance Guarantee at the amount originally determined appropriate by the Planning Board. If the developer fails to maintain the amount of the Performance Guarantee, the Board may place a freeze on any and all building permits and Certificates of Occupancy and freeze other work on the development.*
- d. Purposes. The Performance Guarantee is intended to be used for ensuring that the stormwater management system functions as designed as approved in the Stormwater Management Permit. In the event the Planning Board determines (based on input from the Town Engineer and/or a consultant engineer retained by the Planning Board) that the system is not functioning as designed (such as, not infiltrating as anticipated and resulting in increased run off onto adjoining properties) the Board may utilize proceeds of the Performance Guarantee to have work undertaken to remedy the deficiencies. Terms of the Performance Guarantee shall be spelled out in a Performance Guarantee Agreement based on Form D in the Subdivision Regulation Forms. If the Planning Board determines that a third party engineer should review the site and make recommendations as to whether the system needs to be modified and/or identify modifications needed to achieve the stormwater management system’s goals, the Board may utilize portions of the Performance Guarantee for employment of such an engineer.*
- e. Duration. The Performance Guarantee requirement shall not be released until Certificates of Occupancy have been issued for seventy-five percent (75%) of the dwellings and 100% of the building foundations and the roadway have been installed.*

The amount of the Performance Guarantee was set at \$350,000 and was based on the original estimate for completing the Stormwater related improvements plus a contingency factor. This

- *Stormtech \$146,292*
- *Install catch basins, manholes, piping of entire road: \$138,593*
- *Construct detention basin with structure, piping, and riprap: \$22,892*

The Board set the amount at \$350,000. According to the developer and my review of the site, they currently have 11 of the 29 units more than framed and two more units are being built (foundation is in and they are being framed). Excavation has also occurred for several more foundations. With the roadway constructed and nearly half of the building "structures" in place, a significant portion of the post development drainage is occurring (when we have rain).

As the "purposes" above indicate, the reason for this guarantee is to ensure that the system functions as designed. In the event that it does not, the Town would have a financial guarantee to use to make improvements if it chose to do so.

In the event there is a problem, I don't see that the catch basins, manholes, or piping in the road would have to be changed. It is more likely, the problem would be with the Stormtech or the detention basin or related structures. Therefore, it would be reasonable that, if the Performance Guarantee were to be established today, we would not consider the \$138,593 item; thus, the basis for the amount of the guarantee would be approximately \$169,184. This would likely result in Performance Guarantee being set at \$175,000 to \$200,000 - which would include a contingency.



Conservation Commission Administrator Janice Stone has indicated that there was an issue with the detention basin earlier but the cause of the standing water was identified and the developer has solved the problem. Since that time, the basin has functioned as intended. She continues to receive weekly reports from the independent sediment control/wetlands monitor on the site – these reports have generally indicated that there have not been any issues other than an occasional need to repair the sediment control barriers.

I have requested, and anticipate receiving, an analysis and opinion letter from the developer's engineer as to the functioning of the Stormwater management system. However, as noted in the foregoing paragraph, it is the Town's staff observation that the basin is working as designed and intended. We think that there is the potential need to clean out the Stormtech once the construction – particularly the excavation and earth moving operations – is completed.

ACTION NEEDED: Consider the request and determine whether or not to reduce the required amount of the Performance Guarantee

Agenda Item #6 – Proposed South Hadley Redevelopment Plan

This is a follow-up to the discussion held at the last Planning Board meeting. Since that time, the Redevelopment Authority provided a partial draft of the plan to the Advisory Committee – which I forwarded to you – for review. A copy of the partial draft plan has been posted on the Town's website at the following link: <http://www.southhadley.org/DocumentCenter/Home/View/2221>

An FAQ sheet is also posted on the website:

<http://www.southhadley.org/DocumentCenter/Home/View/2222>

I have provided the Redevelopment Authority with comments on the partial draft of the plan (the comments are attached). In preparing my comments, I attempted to focus on the issues that the Planning Board's earlier comments raised. However, the draft text of the plan also raised other issues. It is my understanding that their consultant and the Authority were reviewing them at their meeting on August 8th. Further revisions of the draft plan were to be made based on comments received from the Advisory Committee and other parties. However, I have not received any correspondence or communications as to what changes, if any, have been made to the plan.

Based on comments I have received from Frank DeToma, Chair of the Redevelopment Authority, I expect members to attend the Planning Board meeting on August 15th to discuss comments on the draft plan. I plan to include this item September 12th agenda as well. Additionally, the Planning Board will need to weigh-in on the plan in terms of its conformity with the Master Plan before the Redevelopment Plan can be finalized. Therefore, there will be opportunities to have follow-up discussions at subsequent meetings.

ACTION NEEDED: No action is required at this time.

Agenda Item #7 - Housing Production Plan and Multifamily Study

This is a follow-up to the Board's last several meetings and the previous public forum. As the board members will recall, Shawn Rairigh, Senior Planner with the Pioneer Valley Planning Commission has presented several PowerPoints much of the data, issues, and goals regarding the Housing Production Plan at the May 23, June 16th, June 27th, and July 18th meetings. Copies of these PowerPoint presentations have been placed on the Town's website at the following link:

- May 23, 2016: <http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2156>
- June 16, 2016: <http://southhadley.ma.gov/DocumentCenter/Home/View/2196>

- June 27, 2016: <http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2201>

Shawn Rairigh has provided a draft of the Housing Production Plan – except for the final actions chapter which he will provide at the meeting but will email me beforehand. I have posted the draft of the HPP on the Town’s website at the following link:

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/2237>

Shawn Rairigh, Senior Planner will be present to facilitate a final discussion as to strategies and actions for achieving the goals of the Housing Production Plan.

ACTION NEEDED: Review, and if ready to do so, approve the HPP for consideration by the Selectboard.

Agenda Item #8 – Potential Professional Business

2078 Memorial Drive is zoned Residence A-1 but is located in an area in which Professional Business may be permitted by Special Permit. The property was approved for use as a Professional Business for the Demers Family Wireless business but has been vacant for a while.

Spectrum Crafts of Bohemia, NY has expressed interest in using the space for their Research & Development operations. In an email, Susan Knopp offered the following description of the business and their proposed use of this facility:

Spectrum Crafts is a division of Design Works Crafts Inc. located in Bohemia, New York. Three years ago we purchased Janlynn Crafts which was operating in Chicopee. Although we moved all manufacturing to New York, we continued to maintain offices on New Ludlow Road for the talented Design, Sales and Marketing employees previously employed by Janlynn. The building we are currently in has been sold and so we are looking for new offices.

We currently have 6 employees- professional occupants - who are responsible for New Product Development, Graphics, Sales and Marketing of the Spectrum brand of craft products. This staff designs our new products and packaging, does sourcing and costing and sells to our wholesale customers such as Walmart, Michaels, Joanns etc. This information is then sent to NY where we do the actual manufacturing and shipping of the products.

We will not be selling directly to consumers from our offices. We will have no public showroom or walk in traffic. In addition, we do not intend to do any manufacturing from this location. We do not require any modification to the existing building, nor do we require any signage. Our landlord - The Demers family will continue to maintain the existing landscaping around the building.

I hope to be adding 2-3 additional employees to our design staff as the Spectrum brand continues to grow. No modification to the building or parking will be necessary as we expand our employee base.

The question that is raised at this point is whether this is a use which could be approved for the Professional Business Special Permit. Section 7(M) of the Zoning Bylaw provides the following description of the “Professional Use”:

Professional Business Use is to provide through the specific provisions of the Special Permit process, a method of applying for the use of a structure to house professional occupants who provide useful labor, but shall not manufacture tangible goods, or provide motor vehicle services. (As Amended October 17, 2006 Special Town Mtg.)

The applicant must be the proprietor of the professional business.

Under these regulations, except as herein otherwise provided, an existing structure may be used or a structure constructed or altered to be used for an occupation(s) which may include, but not be limited to the following: Professional offices for physician, funeral director, surgeon, dentist, lawyer, chiropractor, chiropodist (podiatrist), accountant, architect, psychologist or engineer, practicing individually or in a group, insurance offices, consultants, financial services, administrative offices and real estate offices.

At this point, the question is not whether a Special Permit for this property should be approved. Rather, the only question is whether the Board feels that the use as described would “qualify” for a Professional Business in any residential area. If the Board indicates that they feel the use, as described, would “qualify” for a Professional Business Special Permit, then the business would need to submit a Special Permit application and the Board would decide whether the use in a particular location would meet the Special Permit criteria for approval.

Based on the information provided in Ms. Knopp’s email, it appears that the use would “qualify” as a Professional Business – more than a mere business office. The staff (designers, sales representatives, etc.) will provide professional services to their customers. If this were a “separate” business contracting with Ms. Knopp’s company, there would be no doubt that it would qualify. Thus, I see no reason to treat it differently.

ACTION NEEDED: Determination whether the use, as described, would qualify as a “Professional Business”. Such a determination would not bind the Board to approving a Special Permit for this location for this business as that is dependent upon other criteria which have to be met.

Agenda Item #9 – Performance Bond Agreement – Ethan Circle Subdivision

Based on the Board’s vote at the last meeting, the Performance Guarantee was set at \$123,877 using the following cost figures:

Water System: \$15,000
DPW (drainage, road, sidewalk, etc.): \$27,200
Electrical & Fiber: \$40,384.39
TOTAL: \$82,584.39

Ethan Bagg has provided a signed Performance Bond Agreement (see attached) with a Certified Check in the amount of \$123,877.00 (cost estimates plus 50%). I have provided him with the executed Release of Covenant Agreement.

ACTION NEEDED: The Board needs to execute the Performance Bond Agreement acknowledging receipt of the original agreement and the cash deposit provided by Ethan Bagg.

Agenda Item #10 – Bylaw Amendments for Fall Special Town Meeting

I would anticipate the Special Town Meeting to be held in November – that has been the most often month. Therefore, we only have the rest of this month and September and October to complete drafting articles, holding the public hearing, etc. Accordingly, we should define what amendments we want to consider.

At this point, it is unlikely that we will have any amendments arising from the housing studies, design review, nor signs for this Fall Town Meeting. I anticipate having drafts of amendments regarding the following items for consideration by mid-September:

- Domesticated pets – Zoning
- Solar Energy Amendment – Zoning
- Application Requirements for the Stormwater Management Bylaw – General Bylaw

The Solar amendment could be controversial as it will allow for installation of solar fields in selected areas – by right in some cases.

I could have some amendments ready which could serve as “short-term fixes” for the Zoning Bylaw. For example, under the sign regulations, developments in “residential and agricultural” zoning districts are not permitted to have signs. Thus, the signs for many condominium and subdivision developments are actually not permitted by the Zoning Bylaw. They were installed contrary to the Zoning Bylaw – probably as temporary construction signs and morphed into the permanent, attractive monument signs.

ACTION NEEDED: No action required. However, it would be helpful to give me some guidance as to items you wish me to work on for this Fall Town Meeting.

Agenda Item #11 – Meeting Schedule for October, November, and December

The current schedule of meetings for the last three months of this calendar year is as follows:

- October 10
- October 24
- November 14
- November 28
- December 12
- December 26

The October 10th date falls on Columbus Day.

November 28th is the Monday following Thanksgiving.

December 26th is the observed holiday for Christmas.

ACTION NEEDED: Try to identify acceptable meeting dates to replace October 10, November 28, and December 26.

Agenda Item #12 – Minutes

I have distributed the minutes of the July 18, 2016 Planning Board meeting.

ACTION NEEDED: Review, edit and approve the minutes.

Agenda Item #13 – Bills and Correspondence

A list of the bills and correspondence are attached – the only bill to be approved is for payment to Turley Publications for the Public Hearing Notice in the Town Reminder (for tonight’s hearing). The total bill is for \$ 107.76. 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.

ACTION NEEDED: Review the list of correspondence and ratify payment of the Turley Publications bill.

Agenda Item #14 - Development Update and Planner’s Report

I will provide a report on the following items:

a. Development Report

- ***One Canal Street*** – I have reviewed and commented on a draft of the application narrative. They have submitted a revised draft which I am currently reviewing. I anticipate the applicant submitting an application during August.
- ***Newton Street Duplex (383 Newton Street)*** – I have reviewed and commented on a draft of the plans and application narrative. I anticipate the applicant submitting an application very shortly.
- ***Single-family Conversion on Brockway Lane*** – (no change).
- ***Mountainbrook Street Acceptances*** (no change)
- ***Rivercrest Condominiums*** – to be discussed under agenda item #5 above
- ***Ethan Circle*** – to be discussed under agenda item #9 above.
- ***Potential Subdivisions*** – I have had discussions with several persons who are considering purchasing property in district 2 for residential subdivisions.
- ***Potential additional 40R district(s)*** – As an outgrowth of the Housing Production Plan and discussions with others, I am exploring the creation of additional 40R district(s) which could help us stimulate the business development while also meeting our 10% housing goal. Due to the nature of the 40R program, these areas would be in areas of concentrated development already served by the PVTA.
- ***Orchard’s Golf Course and Club House*** – (no change).
- ***Annafield Estates*** (no change).
- ***Western Mass Yacht Club*** (no application has been received)
- ***Zoning for small domesticated pets – pot belly pigs, miniature goats, etc.*** – (no change)

- **Zoning for solar farm** – I am researching Zoning Bylaw provisions which would allow solar farms by right. This would assist in the Town’s efforts to become a Green Community.

b. Other Projects

- **Urban Renewal Plan and Redevelopment Authority.** (To be discussed under agenda item #6 above)
- **Housing Studies.** (To be discussed under agenda item #7 above)
- **Complete Streets Program Participation.** As stated last month, the Town’s Complete Streets Policy has been approved by the State with a score of 100 points out of a possible 100 points (actually we received 101 due to bonus points but they don’t score above 100.) DPW Director Jim Reidy drafted the policy. I am working with the PVPC to develop a scope of work so that we can submit the Town’s request for Complete Streets funding to develop the Town’s Prioritization Plan.
- **MassWorks 2016 Application.** I am working on filing the 2016 MassWorks Grant application which will, again, focus on improvements in the Falls supporting the Smart Growth District and Redevelopment Plan
- **Chapter 43D Expedited Permitting Program.** I anticipate submitting the application to the State for approval shortly.
- Participating in the Regional Valley Bike Share planning process with the Town Administrator
- Participating with the Bike/Ped planning process.
- Participating in the “Team Hampshire” economic development coordinating effort – an informal process among several of the cities and towns in Hampshire County
- Permitting Guide.
- General Code. We have received a revised draft of the proposed code. I am reviewing some Zoning Bylaw and Subdivision questions.
- **Health Impact Assessment.** A PVPC staff member is scheduled to attend the September 12th Planning Board meeting regarding this project and the final report. Town staff are currently reviewing the draft report and will be discussing/revising its recommendations later this month.

c. Workshops/Training Opportunities

I plan to attend the following:

- Workshop on Chapter 40B to be held September 19th
- The “2016 Moving Together Conference - MassDOT's Annual Statewide Healthy Transportation Conference” to be held September 29, 2016
- “2016 Southern New England American Planning Association Chapter Conference” scheduled for October 20-21, 2016.

Agenda Item #15 – 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.



Town of South Hadley
DEPARTMENT OF PUBLIC WORKS
10 Industrial Drive
South Hadley, MA 01075
Telephone: (413) 538-5033
Fax: (413) 534-0884

Jim Reidy
Superintendent

July 25, 2016

Mr. Richard Harris, Town Planner
South Hadley Town Hall
116 Main Street
South Hadley, MA 01075

Dear Richard:

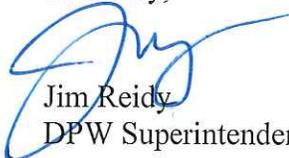
The DPW respectfully requests permission to remove ten trees that are along the roadside at Alvord Street. The locations are as follows:

- 1 – Across from #18 Alvord Street
- 8 – North of #31 Alvord Street
- 1 – North of River Lodge Road

All of the trees have been marked with an orange dot. The removals are necessary for the road work that is planned for this fall.

Thank you for your attention to this matter.

Sincerely,


Jim Reidy
DPW Superintendent



Richard Harris <rharris@southhadleyma.gov>

Release of Performance Guarantee - Jacob's Edge

Home Improvement Associates LLC <hia_llc@yahoo.com>
To: Richard Harris <rharris@southhadleyma.gov>

Wed, Aug 10, 2016 at 5:40 PM

Hi Richard,

Easthampton Savings Bank is requesting a release of the performance guarantee.

All buildings and infrastructure are built , 22 homes are finished, 21 homes are SOLD, 2 are under agreement.

Your prompt attention would be appreciated.

Thank You,
Alan Tabin

Sent from Samsung tablet

[Quoted text hidden]

WHISPERING PINES AT ROOT ROAD, LCC
1421 Granby Road, Chicopee, MA 01020

August 11, 2016

To: Richard Harris – Town Planner

I am requesting release of covenant for Stonybrook Condominium, as 35 of the 36 units are completed with the last unit (106) having a completed exterior and being dry walled.

All infrastructure is complete except for driveway at 100/102 final coat left to be done for \$5,000.

Certificate of compliance has already been obtained in Spring, 2016 from Conservation Commission.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Raymond Authier', with a long horizontal flourish extending to the right.

Raymond Authier

Special Town Meeting - October 21, 1952

Hampshire is:

To either of the Constables of the Town of South Hadley, Greeting:
In the name of the Commonwealth of Massachusetts you are required to notify and warn the inhabitants of the Town of South Hadley qualified to vote in town affairs to meet at the Town Hall in said town on Tuesday, October 21, 1952, at 8 P.M. of said day, and the Town Clerk is required to notify and warn the Town Meeting Members to meet and act at said time and place on the following articles:

Article 1

To see if the Town will vote to approve a change in plans for the development of Buttery Brook at School Street

Article 2

To see if the Town will vote to accept Laurence Avenue from Granby Road for a distance of 600 feet, plus or minus, as a public street.

Article 3

To see if the Town will vote to accept 395 feet of Central Avenue from a point 270 feet from the Granby Road in a southerly direction

Article 4

To see if the Town will vote to appropriate from available funds a sum of money for the Insurance Account.

Article 5

To see if the Town will vote to appropriate from available funds a sum of money for the Ambulance Account.

Article 6

To see if the Town will vote to appropriate from available funds a sum of money for the Park and Playground Department

Article 7

To see if the Town will vote to accept a sum of money, to be added to the M. J. Moriarty Trust Fund.

Article 8

To see if the Town will vote to change section 9 of the Zoning Law.

Article 9

To see if the Town will vote to change the Zoning on Mountainview St

Article 10

To see if the town will vote to change the zoning on the Queen Anne tract.

Article 11

To see if the town will vote to change the zoning on the Hagne tract.

Article 12

To see if the town will vote to change the zoning on the Chastier Tract.

A True Copy, Attest

Carlene C. Harkin

Town Clerk

October 21, 1952

Record of Doing

The meeting was called to order at 8 P.M. A quorum not being present the meeting was recessed for half an hour, until there was a quorum present. The Moderator then directed the Clerk to read the Warrant.

Article 1

Voted: That the Town approve a change of plans for the development of Buttery Brook at School Street, for as far as the money appropriated will allow. (It was explained that this will take care of a 7 inch pipe at the Parish end, and pipe at the other end, with the middle left open. It will cover elementary fencing, cleaning, straightening and rip-rapping. It will extend about 60 feet from the culvert at Lawlers) Carried unanimously

Article 2

Voted: That the Town accept Laurence Avenue from Granby Road for a distance of 600 feet, as a public street. Carried unanimously

Article 3

Voted: That the Town accept 39.5 feet of Central Avenue, from a point 270 feet from the Granby Road in a southerly direction, as a public street. Carried unanimously.

Article 4

536 - Voted: That the Town appropriate from Surplus Revenue the sum of \$536 - for the Insurance Account. Unanimous.

Article 5

100 - Voted: That the Town appropriate from Surplus Revenue the sum of \$100. for the Ambulance Account. Unanimous.

Article 6

600 - Voted: That the sum of \$600 be appropriated from Surplus Revenue to the Park and Playground Account. Unan.

Article 7

Voted: That the Town accept from Charles Moriarty the sum of \$1,200, said sum to be added to the M. J. Moriarty Trust Fund.

Article 8

Motion: That the Town change the Zoning By-Law as follows: Section 9. Business B. District.

(a) Permitted uses

(b) Sale of Automotive vehicles but not for third class (junk license)

Present subparagraph 3 becomes 4

" " " 4 becomes 5

" " " 5 becomes 6

Mat. Cassio's

JUL 29 2016

RIVERCREST CONDOMINIUM LLC

129 College Street
South Hadley, MA 01075

July 27, 2016

South Hadley Planning Board
116 Main Street
South Hadley, MA 01075

Attn: Richard Harris, Planning Director

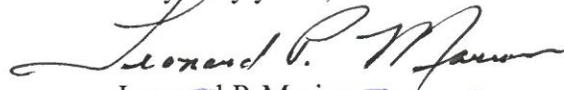
RE: Performance Security for
Rivercrest Condomium
Project

Dear Mr. Harris and Members of the Planning Board

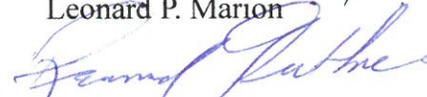
The purpose of this letter is to request your consideration to reduce the amount of our performance security (tri-partate letter of credit) from the orginial amount of \$350,000 to \$175,000. It is our understanding that Mr. Harris recently visited the site and confirmed our representations regarding the status of the project in terms of foundations installed and completed and partially completed units under construction. In addition, the infrastructure covered, utitilties, drainings and detention area are approximately 80% - 85% installed and completed.

Based upon the above and Mr. Harris's inspection we would respectfully request your favorable action on our request.

Very truly yours,



Leonard P. Marion



Raymond Authier

SWPPP Field Report
for
Rivercrest Condominiums
Ferry St; South Hadley, MA 01075

Date: 8/1/2016

Time: 16:15-16:50 sunny 65 deg. F.

Rainfall since last inspection: 7/29/16: 0.14"; 7/30/16: 1.01"; 7/31/16: 0.21"

Monitored by: George Costa – CCE

- Instructions:
1. Provide comments, observations, and recommendations of:
 - a. Disturbed unstabilized construction areas
 - b. Storage areas for materials (including soils)
 - c. Erosion and sediment control measures
 - d. Locations where vehicles enter/exit the site.
 2. Complete a field report for every inspection and insert into SWPPP stored onsite.
 3. Implement all SWPPP modifications within 7 days of the inspection.

Observations:

1. Unit construction is in progress.
2. Ferry St. is free of sediment.
3. The silt fence along the southeast side of the site near the BVW area is in good condition. Sediment has collected along the silt fence behind units 16 and 17.
4. The silt fence along the southeast side of the basin is in good condition.
5. The silt fence along the west side of the basin (down gradient area) is in good condition.
6. The basin is dry.
7. The forebay is dry.
8. Sediment has collected along the silt fence behind unit 12.
9. Yard drains #1 and #2 have filter fabric installed below the grates and crushed stone about the grates.
10. The sediment sacks area ok.

Recommendations:

1. Remove sediment from silt fence areas behind units 16, 17, and 12.



Photo 1: Ferry St.



Photo 2b: Erosion control behind unit 17



Photo 2: Erosion control southeast side of site (behind unit 26)



Photo 3: Erosion control southeast of basin.



Photo 2a: Erosion control behind unit 16



Photo 4: Erosion control west of basin.



Photo 5: Outlet control structure and basin.



Photo 7a: Erosion control behind unit 12



Photo 6: Forebay



Photo 8: Yard drain #1



Photo 7: Basin's outfall



Photo 9: Yard drain #2



Photo 10: Sediment sack

Town Planner Comments on the Draft Redevelopment Plan

While I have attempted to minimize duplication, my review is undertaken in a sequential manner. Therefore, some comments may be duplicative – in those instances I tried to refer back to previous comments.

The PowerPoint presented in July has many points which should be incorporated into the plan – guiding principles, market data, etc. I am thinking that either the Overview could be expanded to incorporate the market data or a new section could be added – that may be the better approach (having a summary of the market aspects in the Overview but a separate section on Market Opportunity and Challenges which relate to the District as a whole – page 11 of my comments below discusses the concept of this section as I think that could be a good place to put it).

Overview

The only comment I wish to make regarding this section is in regard to the description of the PVRTA. Service in the Falls was available prior to the Tiger Trolley. However, it was very limited and ineffective due to the way service was provided. The older route maps (see attached map prepared from the PVRTA data in 2008) show bus routes through part of the Falls but the infrequency and routing of the services (one direction during the morning and opposite direction during the afternoon, etc.) precluded much functionality of the services.

Vision and Goals

Vision Statement

The statement reads well but I wonder if the increases in commercial and residential development aspects could be made stronger. It sounds almost like one is trying to keep it the way it is. It seems to minimize the need and desire for increased commercial and residential density.

Guiding Principles

The PowerPoint presented in July was quite good and highlighted guiding principles.

Identifying the “guiding principles” for this plan as an intro to the Goals would be helpful.

I note that goal #4 speaks to historic preservation as a guiding principle. If it is a guiding principle for the plan, it shouldn't be a plan goal but identified for what it is a “precept” doctrine for the Plan. (Note: it should be “principle” not “principal”.)

Goals

I think the first line just has a typo in it – “the South Hadley,” but that does impact reading of these Goals.

Goal #3: Why aren't government institutions included? The new library is a governmental institution, but there are others in the Falls as well. Why single out the new library?

Goal #4: As noted earlier, this doesn't sound like a goal, but is a foundation for the plan itself – a governing doctrine. It should be identified as such. Then, an “historic goal” should be defined in this section building on the guiding principles.

Goal #8: Why not include “businesses” in this goal? The Plan needs to ensure that businesses (read, “investors”) feel as favored and attended to as workers, residents, and visitors. One issue that South Hadley has to address is that for too long, the commercial interests have been given far less consideration than the residential interests – this is reflected by a macro review of land development in the community and has resulted in making it almost impossible to develop commercial sites.

Table 1 Goals & Objectives

1.C. Why does this description not include the potential for residential? Traditionally, there was residential above the commercial establishments. That is a real potential reuse and the residential would almost certainly provide a secure revenue stream for the property owner/developer.

1.D.3. Why not include Holyoke Community College, and, maybe a broader reference to area educational institutions? This is in the “knowledge corridor”.

1.D.6. This actually sounds like two recommendations: One for a “hire local residents first policy” and another “encourage persons working in South Hadley Falls” to live in the Falls.

Regarding the “hire local residents first policy”, I understand what is trying to be achieved – and support the concept of the policy, but given the fact that the South Hadley population base is so different from that of the broader regional labor market, any employer who sought to adopt this policy could find themselves subject to a discrimination complaint. After all, South Hadley is 87% white compared to the Springfield Metro Region which is 71%.

1.F. Why aren't water, sewer, sidewalks, bikeways, etc. included within this recommendation?

1.F.3. My experience with traffic calming is that it is more commonly found in residential areas or areas with high pedestrian traffic and a lot of vehicles or speeding vehicles – traffic needing to be calmed. No date is provided to suggest a need for traffic calming.

II.B.2. Why not include “mixed use development” for the Mill #6 site? That would be a great gateway off Route 202. Given the volume that Route 202 carries, it would be very helpful to the entire Falls business area to draw some of that traffic into the Falls.

II.B.3. Why have “one unit for an artist-in-residence program” in the Town Hall? Why not have a broader recommendation that seeks to establish an “artist-in-residence” program in the Falls and encourage development of housing and live/work spaces to support that program.

II.C. The Planning Board spent considerable time on the issue of Inclusionary zoning – this included services provided by the Pioneer Valley Planning Commission. This is clearly a recommendation that could have been better developed and considered if the SHRA had consulted with the Planning Board and Town Planner.

There are multiple issues associated with the recommendations embodied in this recommendation. The first point that needs to be clarified is what is meant by “affordable”? Is it “market” rate affordable” or “secured” long-term affordable to households with income of 80% or less of the area median?

How would this recommendation be enacted? I would assume this recommendation would only affect projects in which the Redevelopment Authority is selling the property or in some way involved in its development. Or, is the Redevelopment Authority intending to ask Town Meeting to amend the Zoning Bylaw?

The issue of an effective inclusionary provision relates to the market in which a development is taking place. Without government subsidy, the “affordable” units have to be subsidized by the “market” units within the development. In markets like Boston, Cambridge, etc. that has not been an issue. But, in the local market, there would need to be a significant “bonus” or “incentive” to offset the internal subsidy that would have to be allocated. Without such incentive, the net effect would be fewer housing developments.

II.C.2. The SHRA was, according to what I have been told, appointed as the Affordable Housing Trust Fund board. Thus, there is a “fund” set up on paper for depositing of such payments in lieu. However, the pragmatic issue with this recommendation relates to how does one establish the proper formula for calculating the amount of the payment. This is an issue which has vexed many communities and, again, it relates to the market in which housing is being developed. But, it also relates to the objective of the payment in lieu provision.

II.D.3.c. The Conservation Commission Administrator has indicated that this action would require amendment of State law. Apparently, State law only allows the DEP Commissioner to designate the 25 foot buffer in “high density development” areas in specific communities. I

believe the only western Massachusetts community in which this is currently allowed is Springfield. So, an amendment to allow the designation in South Hadley would likely need to incorporate other communities – such as Holyoke, Chicopee, Pittsfield, Greenfield, etc. – to be palatable.

II.D.5. I am a bit perplexed at the perceived need for “traffic calming”. The Institute of Transportation Engineers defines traffic calming as involving “changes in street alignment, installation of barriers, and other physical measures to reduce traffic speeds and/or cut-through volumes, in the interest of street safety, livability, and other public purposes.”

The three intersections noted are not “cut-through” locations but involve essential routes related to State roadways. No data has been provided in the plan to demonstrate a documented issue of speeding or excessive traffic volumes.

I understand that there are issues with configuration and aesthetics of these intersections – their appearance (as well as the appearance of some of the adjoining land uses), the pedestrian/bike access, etc. A more appropriate term might be “traffic management” and I use the term “traffic” to reference all forms of travel – vehicle, bike, pedestrian. “Calming” suggests a desire to reduce traffic volumes coming into the Falls – that is the last thing we want to do, the Falls needs more traffic as that provides more consumers for businesses. Use of the term “calming” also supports the concept of a roundabout whereas “traffic management” expands the evaluation process to other options.

If there is a need for traffic “calming” due to speed, removal of the traffic signal would not appear to address that issue. Removal of the traffic signals would promote continuous flow of traffic – the intent of a roundabout versus a traffic signal or stop sign. Rather, traffic “calming” between intersections would appear to be more effective – through bump-outs, “speed humps”, or similar traffic “choking” or “squeezing” or “slowing” techniques on Bridge Street or Lamb Street or Main Street.

II.D.5c. This recommendation mentions “traffic island enhancements”. There is not currently a traffic island at this intersection. I understand that the RDA had previously proposed a roundabout at this location. Are you now suggesting a roundabout for this location is being considered?

IV.B. Why have a National Register District for residences? What is the anticipated benefit? Is this recommendation intended to have “individual” properties and a district on the National Register?

IV.C. Why have this area as a Local Historic District? If the areas in IV.B are to be in National Historic Districts, wouldn't you want to have them in Local Districts as well? The Local District affords protection but the National District does not.

V.B. Why is there focus on "restoring the canal" when the Town has an interceptor sewer there? What is the anticipated benefit of such a restoration? It should be noted that any "restoration" would be limited in depth unless one wanted to relocate the interceptor sewer line. Also, installation of the sewer likely disturbed aspects of the canal.

V.F. What is "over water connections"? What is meant? I think I know, but it could be worded much clearer and plainer. Maybe, just say: "Enhance South Hadley-Holyoke pedestrian and bicycle connections via the Route 116 Memorial Bridge by including pedestrian and bicycle amenities and architectural lighting on the bridge."

VI.A.6. Repeat my concern expressed earlier under 1.D.6.

VI.A.7. Are you trying to say "develop, expand . . . ?

VI.B.2c. Repeat my comment expressed earlier under II.B.3.

VI.B.3a and b. Repeat my comments expressed earlier under II.C.

VI.B.3c. The commitment made here could be contradicted by enactment of a "hire South Hadley first" employment policy.

VIII.A. How much traffic is on School Street? What are the results of the speed study? If no studies have been done to determine there is a speed or traffic volume problem, then there should be a recommendation to do such a study including an assessment of remedial actions before jumping to a construction solution.

VIII.C. This recommendation should be expanded and precede any recommendations involving construction or reconstruction or alteration of roadways or intersections. I don't disagree that the one-way streets may be the cause of some localized problems and, their configuration could be what is prompting concern at some of the intersections. Their reversal or change to two-way might eliminate the need to consider changes at intersections.

IX.A. I think there should be a more robust recommendation about special events. Why just an annual or biannual event? Why not also recommend a branding of events that already take place into a more coordinated manner? For instance, instead of movie night at the library we could have movie night in the Falls or on the River in the Falls.

Main Street Strategy and Action Steps

The order of these is potentially significant. Consideration should be given to highlighting the need to redevelop the property at the corners of Bridge & Main Streets – moving the 7th action step up to #1 or #2.

Again, I notice the use of “traffic calming” and would refer you back to my earlier comments about “traffic management”.

Main Street Challenges (page 19)

This list should include the fragmented ownership into small parcels as a challenge. In my mind, that is among the most significant challenges the area faces when trying to appeal to a developer. No developer is going to be willing to take on that task until the market is vibrant.

Why is “traffic” a challenge? We don’t have enough traffic in the Falls. If we had a large amount of traffic, there would be no need for a redevelopment plan as the market would likely capture that traffic and turn it into revenues by investing in the real estate.

I am perplexed by the wording of the Buttery Brook challenge for several reasons:

- It is my understanding that the portion that is encapsulated underground does not subject the adjoining properties to the 200 foot Riverfront jurisdiction.
- I would also suggest that much of the Buttery Brook corridor could possibly use the “redevelopment” standard which is much less burdensome than the typical Riverfront standard.
- Even within the 400 foot jurisdictional boundary, development is not precluded; it requires permitting and careful site analysis – but there are many places which have demonstrated that if the market is strong enough, those obstacles are not the burden. There is no doubt that the jurisdictional boundary has “discouraged” development but to say it “precluded development” is an overstatement.
- The non-encapsulated portion is the landscape that is unkempt and overgrown. This is the portion that rips the potential development sites into fragments.

Main Street Assets

Why is there not a list of “Assets” for this area as there is for the Library Area? It clearly has assets and opportunities.

The Library Area Strategy and Action Steps

I have no comments on this section.

The Library Area Challenges

Besides the Fibermark building site, what demolition sites have been left as vacant lots? Why is a vacant lot a challenge? It is more of an opportunity.

A map denoting the lots without street frontage access would be helpful. Are those lots in common ownership with the adjoining properties? A quantification of this challenge as well as the mapping would be illuminating.

The Library Area Assets

Vacant properties are assets. They are opportunities to be used to attract developers. Without them, there is little to offer. Without any vacant lots, developers have to contend with existing buildings which can be a negative factor on the land value.

The Gaylord Street Area Strategy and Action Steps

The reference to demolition of Mill #6 should be expanded to include Mill #3 as well.

The Gaylord Street Area Challenges

The reference to “large flood plain” is a bit surprising. Only the 100 year flood plain is regulated. I understand Ms. McCabe is using the 500-year flood plain as well. While I understand that some promote using the 500-year flood plain as a “hedge” against the impacts of global warming, if the 500-year flood plain (which is used more for determination of a need for flood control construction projects) is the standard, then there are considerable areas that would be limited to development. Many developments and houses along the Connecticut River and other brooks would never have occurred if the 500 year floodplain is used as the standard.

I understand that the flood plain maps are to be updated. Apparently, Amherst is going through this process now. Hampden County (including Holyoke) apparently had the updates completed over 3 years ago. It is my understanding that the impact in Holyoke along the Connecticut River was that the elevations south of 202 generally dropped by a foot to two feet. However, north of the 202 bridge, I understand they increased by a foot or so. If new maps have a similar impact on South Hadley, we could find the floodplain (100 year) to be significantly diminished after the study. But, this benefit to the Falls could be a cost and burden to other areas of the community.

The Gaylord Street Area Assets

Why is there not a list of “Assets” for this area as there is for the Library Area? It clearly has assets and opportunities – quite a few in fact:

- Existing businesses
- Available building space is an opportunity
- Existing infrastructure – albeit needing upgrades

- The Smart Growth Overlay District – offers unique opportunities for mixed-use and denser housing developments
- Proximity to Route 202 and Holyoke

The Falls Residential Neighborhoods Strategy & Action Steps

Item #3, regarding code enforcement, I would suggest that this recommendation be an Urban Renewal District-Wide recommendation. In fact, it could be reworded to indicate “as part of a Town-wide effort to upgrade the quality of housing for all residents, improved code enforcement is recommended. I would be cautious about suggesting “improved code enforcement” in only one area of town. There can be unintended consequences of such an approach – such as discouraging developers from coming into this area of town. It could also have the effect of diminishing code enforcement in other areas due to the limited resources.

Item #7, why assess only one-way streets? And, why only assess them for their “safety”? Why not assess the traffic circulation in the residential areas for its functionality with a focus on the one-way streets and use “safety” not as criteria for assessment but a standard for any changes to be made? (see comments under VII.C. made earlier)

Item #10, regarding the proposal to designate some residential areas as historic districts, I reiterate my previous comments (see comments under IV.B and IV.C made earlier). What is the objective or the anticipated benefit regarding Redevelopment that is sought by this action?

Item #11, what are the “historic walking paths”? Where are they? A map would be very helpful. Why limit interpretative signage to “historic walking paths”?

Item #12, why limit support for “mixed-use development” to the rivefront? Where is the riverfront for the “The Falls Residential Neighborhood”? I would have to assume you are NOT referring to the Main Street area as that is in a different portion of the Falls. This is another instance where having access to the accompanying maps could be very helpful.

The Falls Residential Neighborhoods Challenges

The third challenge seems to have two challenges combined. One is an apparent perception of the lack of neighborhood parking and the other is an apparent perception that vehicular traffic has increased. These “challenges” should be separated – if they are, in fact, challenges.

I do not doubt that, as people have grown to be more vehicular reliant and additional dwellings have been created in residential buildings, parking has become more important – people want to park in front of their residence or where they are visiting. But, has there been a parking survey to assess the actual “shortage of neighborhood parking”? If a survey has been undertaken, it would be helpful to provide the results and compare the available parking to the “expected demand – 1-

1/2 to 2 parking spaces per dwellings in the area with the assumption that the commercial properties (excluding the “retail/restaurant” buildings on Main Street) have the necessary off-street parking.

The second part of #3 is confusing as it seems to tie increased vehicular traffic with lack of jobs and essential retail services. Have traffic volumes increased? Or is it a perception of them increasing? Should this part be further broken out to identify “the lack of jobs and essential retail services, such as fresh food in the Falls” as a separate challenge?

I am not sure what is meant by #6 in regards to streets needing to accommodate “storm water management”.

Has a speed study been undertaken to document “High” speed on major streets? Or, is it the perception of “high speed”? If, in fact, there is a lot of high speed traffic, then the intersection studies for Main and Lamb Streets should include speed reduction as an essential criterion to any solution. However, there should be speed studies undertaken and documented.

Water: The Connecticut River and Buttery Brook

Item #2 – as noted earlier, there is nothing in this plan to document that there is a “need” for traffic “calming”. I have no doubt that the intersection needs to be evaluated for enhancements for reasons possibly other than volume or speed of traffic.

Items #5, #6, and #7 all seem to relate to “day lighting” of Buttery Brook. It would seem that the order of the Items should be to

- “undertake a daylighting study of Butter Brook” to assess the feasibility of daylighting the brook.
- Then, if “daylighting” is determined to be feasible (environmentally, financially, and supportive of redevelopment of the adjoining parcels), develop a “recreation and park plan” for the corridor,
- Then undertake the daylighting and implementing the corridor plan.

Item #5 appears to have an important typo as it references “daylight Buttery Brook west of Main Street”; the brook is already daylighted west of Main Street (between Main Street and the Connecticut River) but is partially underground east of Main Street (between Main Street and School Street).

Item #8 refers to a “planned 40R housing area in the Gaylord Street area”; this is vague. If you are referring to the Old Carew Street School site, then say as much. In which case, you might

want to expand the recommendation to suggest that “a community garden be developed along Buttery Brook in conjunction with 40R housing development”.

Item #11 refers to removal of “rubble piles” at the Beachgrounds Park. Without a map to denote exactly what is being considered, it is difficult to pin down the location. However, it is my understanding that the existing parking and picnic area is all built on “rubble piles”. Is the idea to replace the parking and picnic area? Or, is there a more defined area of interest. Would removal of the “rubble piles” have any impact on flooding of the adjoining property including the Beachgrounds?

Item #12 regarding restoration of the South Hadley Canal, I would refer back to my previous comments.

Item #13 regarding an archeological study along the riverfront area, I would note that a portion of the area (where the interceptor sewer was placed in the canal) was subject of such a study in the 1970’s. It might be helpful to see what other projects in the area have involved archeological studies before commissioning a new such study.

Item #14 regarding a pier north of the canal, a map depicting this location would be very help to visualize how it would tie in to the rest of the Falls.

I would like to suggest that the Redevelopment Authority consider the potential benefit of a trail from the Chicopee boat launch to the Beachgrounds. I don’t know what the ownership is in Chicopee – I believe the land from the boat ramp to South Hadley is publicly owned. All of the land from Chicopee to the Beachgrounds is owned by the Town of South Hadley. The Conservation Commission Administrator has commented that there is an old path along the route and it is not steep.

Water: The Connecticut River and Buttery Brook – Challenges

I don’t understand how the “encapsulated Butter Brook creates an unkempt and neglected barrier”. It is underground and unseen. The exposed portion of Butter Brook clearly is unkempt and appears much neglected and, without a doubt, has been perceived as a barrier.

Water: The Connecticut River and Buttery Brook – Assets

Why is there not a list of “Assets” for this area as there is for the Library Area? It clearly has assets and opportunities – quite a few in fact, most obviously:

- The River
- The parks
- The dam

- People drawn to the river and the parks and the dam – potential customers for businesses
- Proximity to other recreational opportunities (such as the Chicopee boat ramp, Holyoke Canal walk, Holyoke Fish Passage, etc.
- Existing bridge over the Connecticut River

South Hadley Falls Urban Renewal District-wide Overall Action Steps

Item #4 talks about continuing and sustaining transit service in the Falls, but, how about “expanding” the service?

Item #6 regarding an upgrade to the Lamb & Bridge Streets intersection, what is being proposed?

Item #7 regarding traffic calming on School Street, what is the nature of the traffic problem? What traffic study has been undertaken to document speed or volume as an issue? I have no doubt that as the 40R district develops, traffic calming on School Street will be desirable.

Item #10 regarding “hire South Hadley residents first” policy, I would refer to my previous comments.

Item #13 regarding National Register listings, I would refer to my previous comments as to what is the redevelopment objective that such listings are seeking to achieve.

Market Opportunity and Challenges

I would suggest incorporating the data from the PowerPoints on Market opportunities into a section which would identify the opportunities and challenges for Retail Development in the district. Additionally, the section could and should include the housing market opportunities and challenges. The quantification of the housing can be derived from the Housing Market Analysis conducted for the Fibermark Building as well as the number of housing units which could be built under the Smart Growth District. This information would help the plan to show developers what they could possibly undertake – possibly show that the plan is, at least in part, market driven and supported. Additionally, the information could be translated into customers and residents associated traffic and used as input in doing a build out analysis for the Traffic Study I have suggested be done.

Table 2

ID-1. Some Façade and Signage programs entail “façade easements” so that public money can be spent on the improvements.

ID-13. A storage yard would not make for an attractive entrance off Route 202. A multistory mixed-used development could attract some traffic off Route 202 and pull it into the Falls while

generating additional residents for the Falls as well. Additionally, a mixed-use development would provide a terrific gateway into the Falls.

ID-16. This one seems to be the same as ID-13 but broader in considering the options. (Mill #6 is at the corner of Lamb and Gaylord Streets)

ID-18. If this were to be developed, where would the parking for the riverfront parks and the parking for the existing businesses be located?

ID-20. There is no land assembly associated with this endeavor? A map to define the locations would be very helpful. I am assuming that the focus is on Stony's and the gas station, is that correct?

ID-23. I would refer to my previous comments about a "Hire South Hadley first" policy. I would support and encourage incentives to facilitate having more local employees live in South Hadley, particularly in the Falls.

Table 3.

There are several recommendations for undertaking projects to address perceived traffic issues. Before any projects are planned, it would seem that a thorough traffic study to quantify/assess the traffic issues (including volumes and speed) and determine the best solutions. Those solutions may involve extensive intersection improvements or roadway segment modifications – bump outs, for example. Or, the study may determine that corridor management approaches would be nearly as effective without the costs or disruptions associated with construction projects. One should be cautiously aware of the history of the impacts that constructions projects have had on the Falls business climate – I was not here when the bridge was rebuilt, but I still hear stories about the apparently adverse impact that and related projects had on the businesses.

PI-1. What is being proposed? The roundabout should be shelved unless and until a thorough traffic study and intersection study determine that it is the best approach to addressing the Bridge and Main intersection and that it will not work against the efforts to create a "village center" development.

PI-2. What is being proposed? Again, nothing should be undertaken unless and until a thorough traffic study and intersection study determine what it is the best approach to addressing the "problems" of this intersection.

PI-4. There is not a traffic island at present. So, is one being proposed? An island does not sound particularly "limited".

PI-15. Again, what is being proposed?

PI-25. I would refer to my previous comments about this recommendation.



Richard Harris <rharris@southhadleyma.gov>

Spectrum Crafts Inquiry

Suzicraft@aol.com <Suzicraft@aol.com>

Tue, Aug 9, 2016 at 10:28 AM

To: rharris@southhadleyma.gov

Cc: todd.demers@gmail.com, dan@dwcrafts.com

Mr Harris - Thank you for your prompt response and information regarding our proposed rental of 2078 Memorial Drive, South Hadley. Spectrum Crafts is a division of Design Works Crafts Inc. located in Bohemia, New York. Three years ago we purchased Janlynn Crafts which was operating in Chicopee. Although we moved all manufacturing to New York, we continued to maintain offices on New Ludlow Road for the talented Design, Sales and Marketing employees previously employed by Janlynn. The building we are currently in has been sold and so we are looking for new offices.

We currently have 6 employees- professional occupants - who are responsible for New Product Development, Graphics, Sales and Marketing of the Spectrum brand of craft products. This staff designs our new products and packaging, does sourcing and costing and sells to our wholesale customers such as Walmart, Michaels, Joanns etc. This information is then sent to NY where we do the actual manufacturing and shipping of the products.

We will not be selling directly to consumers from our offices. We will have no public showroom or walk in traffic. In addition, we do not intend to do any manufacturing from this location. We do not require any modification to the existing building, nor do we require any signage. Our landlord - The Demers family will continue to maintain the existing landscaping around the building.

I hope to be adding 2-3 additional employees to our design staff as the Spectrum brand continues to grow. No modification to the building or parking will be necessary as we expand our employee base.

Unfortunately I will not be able to attend the August 15th meeting but would be happy to address any concerns or comments you may have by phone or email. Please let me know if there is any further information you need before the meeting next week.

Thank you for your help in this matter....

Sincerely,
Susan Knopp



In a message dated 8/9/2016 9:27:26 A.M. Eastern Daylight Time, rharris@southhadleyma.gov writes:

Good Morning Ms. Knopp,

This property is zoned Residence A-1. The previous business was allowed to operate as a "Professional Business" under a Special Permit. I have excerpted out the first part of the "Professional Business" provisions so you can see the type of business that is intended to operate under a Professional Business Special Permit. I have also attached the provisions for "Professional Business" in their entirety.



Richard Harris <rharris@southhadleyma.gov>

Ethan Circle

Mark Aiken <maiken@comcast.net>

Mon, Jul 25, 2016 at 11:32 AM

To: Richard Harris <rharris@southhadleyma.gov>

Richard

As-built looks fine. They still need to pay connection fee and other requirements totaling about \$15,000

Mark

Sent from my iPhone

[Quoted text hidden]

<EthanCircleAsBlt Status Plan.pdf>



Town of South Hadley
DEPARTMENT OF PUBLIC WORKS
10 Industrial Drive
South Hadley, MA 01075
Telephone: (413) 538-5033
Fax: (413) 534-0884

Jim Reidy
Superintendent

July 27, 2016

Mr. Richard Harris, Town Planner
South Hadley Town Hall
116 Main Street
South Hadley, MA 01075

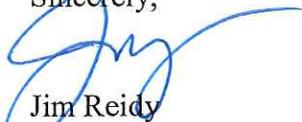
Dear Richard:

My estimate for the remaining work at Ethan Circle is as follows:

2" Road Top Course	\$8,900
2" Sidewalk Asphalt	\$3,000
Gravel	\$1,200
Excavation	\$1,200
Loam	\$5,500
Berm	\$4,200
Trees	<u>\$3,200</u>
TOTAL:	\$27,200

Please let me know if you have any questions or concerns.

Sincerely,



Jim Reidy
DPW Superintendent



Richard Harris <rharris@southhadleyma.gov>

Fwd: SHELD

HomesByLeBlanc@comcast.net <HomesByLeBlanc@comcast.net>

Mon, Jul 25, 2016 at 9:11 AM

To: Richard Harris <rharris@southhadleyma.gov>

Hi,

Here is the estimated cost spread sheet from SHELD. I have asked Ed to Cc you with any further information.

Ken

From: "Edward Morrin" <EMorrin@sheld.org>

To: "HomesByLeBlanc" <HomesByLeBlanc@comcast.net>

Sent: Monday, July 25, 2016 9:01:54 AM

Subject: RE: SHELD

Ken, keep in mind he may need to add the cost of conduit and structures plus Johns labor to the bond. Ed

From: HomesByLeBlanc@comcast.net [<mailto:HomesByLeBlanc@comcast.net>]

Sent: Monday, July 25, 2016 8:47 AM

To: Edward Morrin

Subject: Re: SHELD

Hi Ed,

Please provide the estimate for the transformer as well. I will forward this info to Richard Harris.

Thanks,

OAKLEY ESTATES ESTIMATE

TASK	Qty	Cost	MATL	Hours	Rate	LABOR	Hours	Rate	VEH.
Inspection -				24	46.33	\$1,111.92	24	25	\$600.00
Build riser and/or install strings to pipes									
Misc. Matl	1	50	\$50.00	4	55.55	\$222.20	4	90	\$360.00
				4	52.21	\$208.84	4	75	\$300.00
				4	42.82	\$171.28			
Primary Cable Installation - P22to XFMR A									
Pri - 1/0 15KV	420	2.29	\$961.80	4	55.55	\$222.20	4	75	\$300.00
				4	52.21	\$208.84	4	90	\$360.00
				4	42.82	\$171.28	4	25	\$100.00
				4	55.55	\$222.20			
Secondary Cable Installation - XFMR A to HH1									
4/0 3C/Parallel & Striped	140	9.04	\$1,265.60	2	55.55	\$111.10	2	75	\$150.00
				2	52.21	\$104.42	2	90	\$180.00
				2	42.82	\$85.64	2	25	\$50.00
				2	55.55	\$111.10			
Secondary Cable Installation - XFMR A to HH2									
4/0 3C/Parallel & Striped	50	9.04	\$452.00	1	55.55	\$55.55	1	75	\$75.00
				1	52.21	\$52.21	1	90	\$90.00
				1	42.82	\$42.82	1	25	\$25.00
				1	55.55	\$55.55			
Secondary Cable Installation - XFMR A to HH3									
4/0 3C/Parallel & Striped	120	9.04	\$1,084.80	2	55.55	\$111.10	2	75	\$150.00
				2	52.21	\$104.42	2	90	\$180.00
				2	42.82	\$85.64	2	25	\$50.00
				2	55.55	\$111.10			
XFMR A - Installation & Terminations									
5/8" - 8' ground rod	2	11.56	\$23.12	2	46.33	\$92.66	2	25	\$50.00
1/0 bare copper	75	1.27	\$95.25						
Cadweld matl	4	10.34	\$41.36						
25kva 120/240 xfmr	1	2465	\$2,465.00	4	55.55	\$222.20	4	75	\$300.00
Bushing well inserts	2	21	\$42.00	4	52.21	\$208.84	4	90	\$360.00
Loadbreak elbow	2	21.09	\$42.18	4	42.82	\$171.28	4	25	\$100.00
Lightning Arrestor	1	167	\$167.00	4	55.55	\$222.20			
4/0 Transformer lugs	9	3.14	\$28.26						

OAKLEY ESTATES ESTIMATE

TASK	Qty	Cost	MATL	Hours	Rate	LABOR	Hours	Rate	VEH.
Cable Test - (1)				4	55.55	\$222.20	4	75	\$300.00
				4	52.21	\$208.84	4	25	\$100.00
HH1 - Squid installation & Termination									
UPC-44-SL-1	2	70.85	\$141.70	1.5	55.55	\$83.33	1.5	25	\$37.50
UPC-44	1	37.89	\$37.89	1.5	52.21	\$78.32			
4/0 Lugs - LCU-402	3	21.11	\$63.33						
Sealing Sleeve & Cap - WL2P	12	4.1	\$49.20						
HH2 - Squid installation & Termination									
UPC-44	3	37.89	\$113.67	1.5	55.55	\$83.33	1.5	25	\$37.50
4/0 Lugs - LCU-402	3	21.11	\$63.33	1.5	52.21	\$78.32			
Sealing Sleeve & Cap - WL2P	12	4.1	\$49.20						
HH3 - Squid installation & Termination									
UPC-44	3	37.89	\$113.67	1.5	55.55	\$83.33	1.5	25	\$37.50
4/0 Lugs - LCU-402	3	21.11	\$63.33	1.5	52.21	\$78.32			
Sealing Sleeve & Cap - WL2P	12	4.1	\$49.20						
SL1 - Street light installation									
Street light pole	1	288	\$288.00	2	55.55	\$111.10	2	75	\$150.00
Luminaire	1	167.1	\$167.10	2	52.21	\$104.42	2	90	\$180.00
Lamp	1	7.95	\$7.95						
Fuse holder	1	18.15	\$18.15						
Wire, fuses, wirenuts, connectors.....	1	50	\$50.00						
			\$7,994.09			\$5,618.07			\$4,622.50
		17 % mark up				office overhead			
			<u>\$9,353.09</u>	24	15	<u>\$360.00</u>			<u>\$19,953.66</u>

20 % Contingency
\$23,944.39

MATL \$11,223.70
LABOR \$7,173.68
EQUIP \$5,547.00

Kent Brothers, LLC

376 College Highway
P.O. Box 401
Southampton, Ma. 01073
413-530-2244
06-27-16

PROPOSAL

Mr. Ethan Bagg
57 Hadley Street
South Hadley, Ma. 01075

Re: Ethan Circle Utilities Installation

PLEASE ACCEPT THIS PROPOSAL FOR THE FOLLOWING SCOPE OF WORK

Cut asphalt road surface across Hadley Street. Excavate below road surface. Furnish and install three utility conduits. Also, excavate tree belt on west side of Hadley Street to two utility poles. Furnish and install 3 conduits as required.

Furnish and install two 4" schedule 80 electrical conduits and one 2" schedule 35 electrical conduit from utility poles crossing Hadley Street to south side of Ethan Circle.

Encase conduits in 3000# concrete mix. (below road surface only) Backfill the remainder of trench, compact and pave affected area with 2" of asphalt binder and 2" of asphalt top. This work will require half of the road being shut down then temporary steel plates installed while the other half of the work is completed. A police officer will be required for 2 days to complete this work.

Excavate then furnish and install two 4" schedule 80 conduits, one 2" electrical conduit, 3 electrical hand holes and 1 transformer pad along south side of Ethan Circle to service all homes. Ethan Circle road crossings, as required, have already been completed.

The 2" schedule 35 conduit is for Comcast service.

TOTAL PROPOSAL COST: \$ 16,440.00

THANK YOU FOR ALLOWING US TO QUOTE THIS JOB

John Kent,

Manager

FORM D

TOWN OF SOUTH HADLEY, MASSACHUSETTS
PLANNING BOARD

PERFORMANCE BOND AGREEMENT

THIS AGREEMENT made this 9th day of August, 2016, at South Hadley, in the County of Hampshire and Commonwealth of Massachusetts, by and between Ethan Bagg and Diane Bagg party of the first part, hereinafter called the SUBDIVIDER, and the TOWN OF SOUTH HADLEY, a township within said County of Hampshire acting through its Planning Board, party of the second part, hereinafter called the TOWN.

WITNESS:

WHEREAS the Subdivider has petitioned the Town for approval of a Definitive Plan of a subdivision entitled: "Ethan Circle" Definitive Subdivision South Hadley, MA, located off Hadley Street in South Hadley, MA, said Plan has been submitted to, and approved by, the Town Planning Board, copies of which are on file in the office of said Board.

NOW THEREFORE, in consideration of the approval of said Definitive Plan and plan-profile by the Planning Board of said Town, the Subdivider agrees with the Town as follows:

1. To construct and install streets, ways, utilities and improvements as shown on the approved Definitive Plan, cross-sections and plan-profile in strict compliance with the subdivision rules and regulations of the Planning Board and in accordance with the following general specifications:
 - a. Streets and ways shown on the Plan shall be cleared for the entire width, including the necessary side slope excavations, and the roadway shall be excavated to sub-base grade and below sub-grade where specified by the Planning Board and/or Highway Superintendent, and then brought up to sub-base grade by compacting gravel the required number of inches.
 - b. Utilities shown on the Definitive Plan and plan-profile endorsed by the Planning Board shall be installed, where specified, including: water mains, hydrants, sanitary sewers, storm water drains, manholes, catch basins, electrical and telephone wires and cables, together with their appurtenances.
 - c. All roadways shall consist of a gravel base course of twelve (12) inches of good binding gravel placed upon the sub-base in two layers with the first layer consisting of eight (8) inches of bank-run gravel and a second layer consisting of four (4) inches of fine grade road gravel, each layer thoroughly rolled true to lines and grades.

- d. The hardened surface of the roadway shall be paved the required width, and the hardened surface treatment shall be compacted bituminous concrete, Type I-1, at a depth of two and one-half (2 ½) inches, placed in two (2) layers, as specified in Section 8.02, of the Subdivision Plan and in accordance with the Subdivision Regulations of South Hadley.
 - e. Monuments, sidewalks, curbs, loaming and seeding, planting and street signs shall be installed as shown on the Definitive Plan and in accordance with the Subdivision Regulations.
2. To file with the Planning Board a Certificate of Performance attesting to the satisfactory performance of all works and installations as set forth in this agreement and the subdivision rules and regulations of the Town at which time the Planning Board or their authorized representative shall inspect the works and installations and said Board will proceed with the release of the deposit or bond if the provisions of this agreement have been completed.

3. SPECIAL CONDITIONS:

The Planning Board, its representatives, or other agents of the Town shall have right of entry at all times during the life of this agreement for the purpose of examination and inspection of works and installations included herein and that the Town at its discretion shall have the right to use whatever materials may be in or on the land for completion of said works and installations as hereinafter provided.

- a. All easements to be transferred to the Town by recording said instruments in the Hampshire County Registry of Deeds of Land Court at the expense of the Subdivider before the final bond is released.
 - b. Sale or transfer of any lot or lots abutting any street covered in this Bond Agreement shall not release the Subdivider of any obligation contained herein to complete any roadway construction, including clearing, excavation, side slopes, utility installations, grading, gravel or paving, monuments, sidewalks, curbing, loaming and seeding, planting, and street signs in the fifty (50) foot right-of-way strip.
4. To deposit with the Town Treasurer cash in the form of a **Certified Check or Pass Book payable to the Town of South Hadley**, or file with the Town Treasurer a bond with sufficient sureties, approved by the Town in the amount of \$123,877 which shall insure to the said Town the faithful performance, by the subdivider, of the within covenants, promises and agreements, which shall be applied in one of the following ways;
- a. Full amount to be deposited before the Definitive Plan is endorsed and to be released on satisfactory completion of this agreement.
 - b. Full amount to be deposited before the Definitive Plan is endorsed and at the request of the subdivider, partial release to be made upon satisfactory completion and approved by the Planning Board of items 1(a), 1(b), 1(c), 1(d), and the remainder to be released upon completion of the remaining conditions of this agreement.

NOW, THEREFORE, if the Subdivider shall, on or before August __, 2018, make and complete the work and installations as set forth herein and file with the Planning Board the Certificates of Performance required, any cash deposited hereunder shall be released to the Subdivider, and, the obligation under any surety bond filed with the Board shall be null and void; otherwise the amount which the Town pays to complete said work and installations shall be deducted from such cash deposit, and, the principal and surety shall pay to the Treasurer of the Town the amount which the town pays to complete said work and installations; provided, however, the amount shall not exceed the total deposit required or the penal sum of the bond.

This agreement shall terminate upon satisfactory completion of all requirements under the subdivision rules and regulations of the Planning Board and of said work and installations agreed to.

This instrument includes the Subdivider, his administrator, executor, successor or assigns.

The Subdivider herein states as one of the material allegations that induce the said Town to approve this subdivision that he/it is the owner of the tract in fee, subject to the following incumbrance:

Mortgage only on 61 Hadley St. and that he will not sell, convey, mortgage or pledge that tract in whole or in part, except as individual building lots, without consent of the Town and without making such sale, conveyance, mortgage or pledge subject to the conditions set forth herein.

IN WITNESS WHEREOF, the said Subdivider and mortgagee has/have caused his/their seals to be affixed and these presents to be signed the day and year first above written.

MORTGAGEE

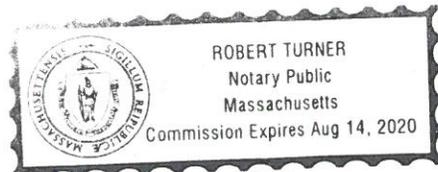
SUBDIVIDER

Diane Bagg
Etha Bagg

RECEIPT of the original, hereof, together with the cash deposit or Bond stipulated in paragraph (4) is hereby acknowledged.

SOUTH HADLEY PLANNING BOARD

Date _____
_____, Chairman



8/19/16 John

FORM F

SOUTH HADLEY PLANNING BOARD

RELEASE OF CONDITIONS

(COVENANT APPROVAL RELEASE)

Date August 9, 2016

The undersigned, being a majority of the Planning Board of the Town of South Hadley, Massachusetts, hereby certify that the requirements for the construction of ways and installation of municipal services called for by the Covenant dated **June 22, 2015**, and recorded in the Hampshire County Registry of Deeds, Book **12037**, Page **269** (or registered in _____ Land Registry District as Document No. _____, Page _____) have been completed to the satisfaction of the Planning Board as to the following enumerated lots shown on plan entitled "**Ethan Circle**" **Definitive Subdivision South Hadley, Massachusetts** recorded with said Deeds, Plan Book 235, Plan 1-7, (or registered in said Land Registry District, Plan Book _____, Plan _____ and said lots are hereby released from the restrictions as to sale and building specified thereon.

Lots designated on said Plan as follows:

Lots 1 through 8

Majority of the Planning Board of the
Town of South Hadley

[Signature]
Jean B Rosner
Melissa Oppmer
Mark Cavanaugh

COMMONWEALTH OF MASSACHUSETTS

Hampshire, ss. August 9, 2016

Then personally appeared Richard Harris, one of the above named members of the Planning Board of the Town of South Hadley, Massachusetts, and acknowledged the foregoing instrument to be the free act and deed of said Planning Board, before me

[Signature]
Notary Public

My commission expires September 1, 2017

SOUTH HADLEY PLANNING BOARD REGULAR MEETING

MINUTES OF JULY 18, 2016

Draft – Draft

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair (arrived at 6:21 p.m.); Brad Hutchison, Member; Joan Rosner, Member; Melissa O’Brien, Member; and Richard Harris, Town Planner

Mr. Squire called the meeting into session at 6:01 p.m.

1. Discussion of the South Hadley Urban Renewal Plan

Mr. Squire commented that there had been some communication with the Redevelopment Authority regarding the draft plan proposals. The Planning Board and the Redevelopment Authority need to work close together and members of the Authority are present tonight to discuss the draft plan.

Frank DeToma, Chair of the Redevelopment Authority thanked the Planning Board for having time on the agenda for this discussion. He introduced the members of the Redevelopment Authority who were present and commented that the Authority members had reviewed the comments the Planning Board offered regarding the plan. He distributed a written response to those comments and then reviewed the response.

Mr. Squire stated that he had reviewed other redevelopment plans and those appeared to be more focused geographically than the draft plan being proposed. He questioned whether limited resources are being spread too thin.

Frank DeToma responded that the Authority members had looked at that and discussed that issue early in the process. The Plan’s main focus is on Main and Bridge Streets – primarily along Main Street. He added that the plan spells out priorities which will focus the plan implementation efforts.

Ms. O’Brien inquired if the public has seen the actual draft plan.

(Mr. Cavanaugh arrived.)

Frank DeToma indicated that the plan was just being finalized and would be sent out to the Advisory Committee members this evening or in the morning. There have been presentations to various groups and meetings including Know Your Town and the South Hadley Falls Neighborhood Association.

Mr. Harris also commented that Mr. DeToma indicates in his written response that the plan will be available after the Advisory Committee “approves” the plan. However, he noted that he could not vote Wednesday night to approve the plan – there is not enough time to review

the plan as he has yet to receive the draft document. He added that he will provide it to the Planning Board members as soon as he receives the document.

Tony Judge, Treasurer of the Redevelopment Authority, stated that the Authority owes it to the Advisory Committee members to provide the plan to them first. And, through the Planning Director, the draft plan will be provided to the Planning Board.

Frank DeToma reviewed the Authority's efforts in meeting with other municipalities and organizations such as Holyoke Community College to develop some collaborative relationships.

Mr. Squire offered his experience regarding roundabouts as several have been put forth as possible projects in this plan. From his observations and experiences roundabouts limit access to abutting properties. Thus, in Amherst, Atkins Farm had to develop another road to accommodate their expansion.

Mr. Harris noted that discussions with several area Planning Directors indicate mixed experiences. In Amherst, the roundabouts precluded development of the Village Center originally proposed for South Amherst. The roundabout originally proposed for North Amherst is being discarded as they determined it would adversely impact pedestrian and bike safety. There are other places where the roundabouts work but generally they have been viewed as not conducive to Village Center developments.

Ms. O'Brien provided the Bike/Walk Committee's perspective that roundabouts in the places being suggested are not good for pedestrian or bicyclist safety. She suggested that the Committee would like to see protected intersections similar to what the Town is pursuing at Route 33/202 intersection.

Mr. Harris stated that there are differences of opinions on the safety and impacts of roundabouts. It would appear best to have the Plan identify the issues with the intersections and proposal a comprehensive assessment and plan for resolution of the problems keeping Village Center development and bike/ped safety as the primary considerations.

Tony Judge commented that the issue of roundabouts and the intersection needs to be put behind us; it is not the focus of the plan.

There was discussion regarding mixed use development and the need to develop more apartments.

Frank DeToma discussed the Authority's plans to promote the plan including having a booth at next year's Western Mass Developer's Conference.

Ms. Rosner commented that there needs to be more coordination with Holyoke. Frank DeToma related a meeting that he, Town Administrator Mike Sullivan, and Planning Director Richard Harris had with the Holyoke Planning & Economic Development Director.

This coordination with Holyoke was the focus of that meeting and a follow up email discussion.

Frank DeToma noted that the administrative structure involving redevelopment involves several boards and different individuals. Mr. Harris commented that, as he had noted in earlier meetings with several members of the Authority, in several communities including Holyoke, the Planning Director serves as the Executive Director of the Redevelopment Authority which assures an efficient and effective coordination with other municipal officials. Mr. Harris stated that he has previously, and continues, to offer to attend meetings of the Authority and to serve as a conduit with other members of the Administration.

Mr. Harris stated he intends to put discussion of the Redevelopment Plan on the Planning Board's August 15th agenda and hopes the Authority members can attend.

Brad Hutchison inquired as to the planned submittal to DHCD for review.

Frank DeToma stated that DHCD likes to do a "preliminary review" of the plan before it goes into the public hearing process.

Mr. Squire thanked the members of the Authority for coming to the meeting and the Board looks forward to further discussions with the Authority.

Given that the persons invited for the next item were scheduled for 7:00 p.m. and it is only 6:45 p.m., Mr. Squire suggested proceeding with other agenda items beginning with the minutes.

4. Minutes

a. June 27, 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. Rosner seconded the motion to approve the June 27, 2016 Planning Board Meeting minutes as submitted. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

b. June 27, 2016 Planning Board Public Hearing minutes (57 School Street)

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

Motion - Ms. O'Brien moved and Ms. Rosner seconded the motion to approve the June 27, 2016 Planning Board Public Hearing (57 School Street) minutes as submitted. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

5. Bills and Correspondence

Mr. Harris noted that he previously distributed a list of correspondence and referred to a list of Additional Correspondence. He also noted that there are no bills ready to be paid.

6. Development Update and Planner's Report

Mr. Harris reported on the following developments and activities:

a. Development Report

- One Canal Street – A revised preliminary schematic design has been submitted for departmental discussions. He noted that he has held another preliminary joint meeting with the various departments and the applicant. Generally, the concerns of the departments voiced at the previous meeting have been addressed. However, there is an issue regarding two utility poles owned by Verizon and used by SHELD which the developer will need to address. An application is anticipated to be submitted in August.
- Newton Street Duplex – Gerry Coderre is working to develop an additional duplex on his property at 383 Newton Street. He has prepared a preliminary plan which appears to meet all the Zoning Bylaw requirements. The property is zoned Business A which allows the proposed use by Special Permit. There is an existing building located thereon which currently has four apartments located within it. This duplex will be an additional two units in a detached building. This application is also anticipated to be submitted in August or late July for a September public hearing.
- Single-family Conversion on Brockway Lane – Mr. Harris and the Building Commissioner have had a preliminary meeting with the owners of a house who wish to convert a portion of their residence into an apartment. Apparently, this was anticipated when the house was constructed over 2 decades ago, but it did not occur. They are not certain if they will proceed; however, since the property is zoned Agricultural a conversion Special Permit may be possible.
- The Castle – Mr. Harris was notified that an application for a Flag Lot Special Permit is being prepared for submittal involving this property.
- Alvord Street Improvement Project – Mr. Harris was informed by the DPW Superintendent that the expansion of Alvord Street by 2 feet will require removal of some trees. Since Alvord Street is a designated scenic road, this action will require a public hearing and approval by the Planning Board in addition to the Tree Warden. This matter may be on the August 15th agenda.
- Mountainbrook Street Acceptances (no change)
- Rivercrest Condominiums (no change)
- Ethan Circle – Mr. Harris stated he was waiting for the developer to submit the required materials. A pdf of the “status as-built” plans was received shortly before tonight’s meeting. Mr. Harris suggested that the Board consider taking action to allow for a Release of the Covenant Agreement – subject to various conditions – under “Other Business” since he could not have anticipated receiving the email and the Board will not meet again for 4 weeks. If the required materials are submitted in a timely manner, this matter may be on the July 18th agenda.
- Orchard’s Golf Course and Club House. As mentioned at a previous meeting, the Town has been approached by the new operator of the course regarding the possibility of “non-seasonal” use of the Club House on a regular basis. However, no further discussion with the new operator has taken place. Annafield Estates (no change).
- Annafield Estates (no change)
- Western Mass Yacht Club (no change – no application has been received)

- Zoning for small domesticated pets – pot belly pigs, miniature goats, etc. – (no change)

b. Other Projects

- Urban Renewal Plan and Redevelopment Authority. (This matter was discussed under agenda item #1 above)
- Housing Studies. (This item is to be discussed under agenda item #3)
- Complete Streets Program Participation. The Town’s Complete Streets Policy has been approved by the State with a score of 100 points out of a possible 100 points (actually we received 101 due to bonus points but they don’t score above 100.) DPW Director Jim Reidy drafted the policy. Mr. Harris is working on submittal of the Town’s request for Complete Streets funding to develop the Town’s Prioritization Plan.
- MassWorks 2016 Application. Mr. Harris is working on filing the 2016 MassWorks Grant application which will, again, focus on improvements in the Falls supporting the Smart Growth District and Redevelopment Plan
- Chapter 43D Expedited Permitting Program. Mr. Harris stated he is working on the application and anticipates submitting the application to the State for approval shortly.
- Participating in the Regional Valley Bike Share planning process with the Town Administrator
- Participating with the Bike/Ped planning process.
- Mount Holyoke College Intern Opportunity
- Permitting Guide.
- General Code.
- Health Impact Assessment. PVPC staff are scheduled to meet with the Board on August 15th on this project.

c. Workshops/Training Opportunities

Mr. Harris stated he is planning to attend the following:

- “The “2016 Moving Together Conference - MassDOT’s Annual Statewide Healthy Transportation Conference” to be held September 29, 2016
- “2016 Southern New England American Planning Association Chapter Conference” scheduled for October 20-21, 2016.

Mr. Squire noted that the attendees for agenda item #2 are present so the Board resumed the agenda with Agenda Item #2.

2. Discussion of Design Review Bylaws in other communities

Mr. Squire provided some background on the Planning Board and Town’s interest and efforts regarding design review. He noted that the Town has a 40R district and the Board has adopted design guidelines for the district.

At Mr. Hutchison’s request, two professionals who have or did serve on design review bodies in Amherst and Northampton were present to discuss their experiences in those two communities.

- Jonathan Salvon served with the Amherst Design Review Board until about a week ago. Amherst's select board is enforcing term limits a little more stringently and just released two design professionals from the board whose terms were up.
- Aelan Tierney serves on the Northampton Central Business District Architecture Committee which administers Design Review provisions in the district.

Jonathan Salvon briefly reviewed the Amherst Design Review Board noting its scope and that it is advisory to permitting bodies.

Aelan Tierney described the Northampton CBDAC noting that Design Guidelines were established in 1999. The guidelines and the Committee recognizes that there are anomaly buildings which are out of character of the area and do not serve as a “benchmark” for applying the guidelines. The process in Northampton begins with a building permit where the Building Department flags an application as being subject to the Design Review. It can hold up a project. But, the City has a Technical Review process to assist applicants.

Ms. O’Brien inquired if the applicants/developers come in for the Technical Review. Aelan Tierney responded that the developers do participate in this Technical Review.

In response to a question from Mr. Squire as to the “advisory” nature of the Amherst process, Jonathan Salvon explained the process. He noted that how the process works depends on the project.

There was discussion as to how to best apply Design Review – townwide or by specific use districts. Aelan Tierney stated that Northampton’s has been expanded from its original scope but it is not townwide. However, she suggested that it may make sense to have a Design Review apply townwide – it depends on what the community wants to achieve.

Given the educational exemption regarding zoning regulations, there was discussion as to whether the bylaws should be Zoning or General Bylaws.

Mr. Squire asked if the Design Review had an impact on development. He noted South Hadley is trying to attract developers.

There was discussion as to whether Design Review helps or hinders development. It was suggested that the impact depends on the guidelines and the market.

Mr. Cavanaugh mentioned that he couldn’t see how Design Review would be a “boom” to development. It could be another layer of regulation.

Jonathan Salvon noted that 95% of the projects reviewed in Amherst are for small “mom/pop” operations. The Design Review Board serves as a resource for these businesses – provides “free” technical assistance in a way.

Aelan Tierney commented that it depends on the developer. She illustrated two different circumstances and responses by developers.

Mr. Squire commented that he is not overly concerned about the Design Guidelines impacting development. The intent is to have flexible guidelines and not prescriptive standards.

There was further discussion about crafting Design Guidelines which provide flexibility and address anomalies but don't require rigid or uniform designs.

Mr. Hutchison inquired if the two boards were appointed or elected or a mix.

Aelan Tierney and Jonathan Salvon indicated that their boards are appointed. They described the mix of the boards between professionals, residents, and business interests.

Shawn Rairigh, Senior Planner with the Pioneer Valley Planning Commission asked how the guidelines get modified. Aelan Tierney noted that they are guidelines and not standards and the guidelines are modified the same way they are adopted.

Linda Young, 15 Westbrook Road inquired as to who wrote the guidelines. Aelan Tierney and Jonathan Salvon indicated that it was a committee similar to the make up of the Design Review body. They also suggested that there was likely a lot of Town staff input into the Guidelines.

Mr. Squire asked if there were any aspects of the guidelines which were frustrating to the members, things that they would want to change. Aelan Tierney stated that there are no requirements as to what needs to be included with a submittal for review.

Mr. Hutchison queried if there was difficulty finding qualified members. Aelan Tierney said they have not had a problem – there is no term limit on Northampton members. Jonathan Salvon responded that the term limits have been irregularly enforced until now and they have had trouble, at times, with a quorum. While residency is required of most members, the “business owners” need not reside in the community.

Ms. O'Brien inquired as to any “glaring omissions” in the Design Guidelines and other questions were raised as to the scope of the Design Guidelines and their applicability.

Aelan Tierney and Jonathan Salvon described the approach their respective guidelines take. They address the “typical” issues of massing, rhythm, etc. They do not prescribe what has to be built and the Design Review bodies do not function as a “design police”. The focus is on compatibility with the character of the area.

Mr. Hutchison inquired as to who appoints the members. Jonathan Salvon stated that the Selectboard appoints members in Amherst. Aelan Tierney stated that the Mayor appoints members with the Northampton City Council confirming the appointments.

Ms. O'Brien asked about circumstances where the applicant does not agree with the Design Review body decision. There was discussion about that rarely occurs. Permitting Authorities typically incorporate the recommendations/decisions.

Mr. Squire thanked Aelan Tierney and Jonathan Salvon for taking the time to share their experience with the Board.

3. Discussion of the Housing Production Plan and Multifamily Study with PVPC staff.

Shawn Rairigh, Senior Planner with the Pioneer Valley Planning Commission was in attendance to discuss the two studies, primarily the Housing Production Plan. He stated he did not have a draft document for the Board yet, but he will have it by the end of July for the August 15th meeting. He reviewed that the PVPC has been contracted to do a multifamily development study as which would include identifying how multifamily should be permitted, where it should occur, and development of Design Guidelines.

Shawn Rairigh noted that his research on Design Guidelines for multifamily development generally found guidelines from the west – not many in the northeast other than for 40R districts. He inquired if the Town wants to allow multifamily by right or Special Permit. Mr. Harris noted that the 40R District allows the development by right but in other parts of the community it will likely need to be by Special Permit.

Shawn Rairigh noted the areas of more concentrated development – such as the Willimansett Street area, the Falls, Route 33/Route 116 area, and the Village Commons area – may be suitable for 40R type development. He asked about the Alvord Street corridor.

There was discussion noting that the Alvord Street corridor has sewer and quite a bit of development but still has a lot of open space. Mr. Harris noted that the Town made an implicit if not explicit decision decades ago that the Alvord Street area is suitable for development when it installed the Interceptor Sewer. This allowed Riverboat Village and other developments to take place. The question is “how” the development is to occur.

Flexible development and similar development techniques were discussed.

Linda Young, 15 Westbrook Road inquired as to how many additional affordable housing units are needed and how many units are allowed under the 40R District. Shawn Rairigh and Mr. Harris provided responses indicating that approximately 300 units are needed and, the 40R bonus units are approximately 320 – however, not all will be built.

Linda Young, 15 Westbrook Road stated that the entire focus of this discussion is on Alvord Street – trying to put dense multifamily development in that area.

Mr. Harris responded that Linda Young is incorrect. The primary focus for the denser development is in the areas Shawn Rairigh had noted earlier – Willimansett street, Village Commons, etc. However, the Alvord Street area is going to be developed.

Ms. O'Brien and other Board members stated that the discussion of Alvord Street is just trying to address the "elephant in the room". We are merely been trying to look at other options of how to maintain the Alvord Street corridor.

Linda Young, 15 Westbrook Road suggested that the Community Preservation Act adoption in November will allow the preservation of the land without development. Various persons questioned how does the corridor view get protected without acquisition – CPA may not pass, Town Meeting may not allow the money to go for that purpose, owners may not wish to sell, etc.

There was discussion as to how design guidelines for multifamily should be crafted – different corridors (particularly for the Alvord Street area), address typology, building materials, roof types, etc. Regarding the Alvord Street corridor, it was suggested that the building style isn't as critical as the corridor view – setbacks, effective screening, etc.

Shawn Rairigh suggested including some various architectural styles and building types in the Design Guidelines.

In terms of allowed uses, there was some discussion that some associated business uses might fit into a larger development – reducing the need for more vehicle travel.

Mr. Harris noted that there will be a need for some future meetings including the August 15th meeting for review of the Housing Production Plan.

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

Ms. Rosner stated that she will not be able to attend the August 15th meeting.

Mr. Harris stated that he received a pdf of the "status" As-Built Plan for Ethan Circle as he noted earlier. Since there is a potential to get the first house under construction soon but the Covenant Agreement does not allow that and the Board does not meet again until August 15th, he suggested that the Board authorize Release of the Covenant Agreement subject to the following:

- 1) Submittal of the materials by the developer required by the Subdivision Regulations and the Board's decision on the Definitive Plan,
- 2) Approval of the "status" As Built Plan by the various departments required to review the plan,
- 3) The Financial Guarantee is set in an amount no less than 150% of the combined costs for completing the infrastructure using the figures provided by DPW, Fire District #2 Water, and SHELD,
- 4) Receipt of an acceptable Financial Guarantee instrument.

Motion - Ms. Rosner moved and Mr. Cavanaugh seconded the motion to authorize the Release of the Covenant Agreement subject to the following conditions being met:

- 1). Submittal of the materials by the developer required by the Subdivision Regulations and the Board’s decision on the Definitive Plan,
- 2). Approval of the “status” As Built Plan by the various departments required to review the plan,
- 3). The Financial Guarantee is set in an amount no less than 150% of the combined costs for completing the infrastructure using the figures provided by DPW, Fire District #2 Water, and SHELD,
- 4). Receipt of an acceptable Financial Guarantee instrument.

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

8. 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 8:52 p.m.

Respectfully submitted,

DRAFT

Richard Harris, Recorder

Attachment A

List of Documents Reviewed in July 18, 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

Hand out on Redevelopment Plan

Planning Board Files