

Background Materials for July 30, 2015

Agenda Items #1 through #12

Agenda Item #1 – ANR Plan – ZCG Properties – 37 Haig Avenue

ZCG Properties has submitted an ANR Plan which indicates they also now own some adjacent property previously classified by the Assessor’s Office as “Owner Unknown”. The total area encompassed by the ANR Plan consists of 1.217 acres of land with 265 feet of frontage on Haig Avenue and Joffre Avenue and is presently zoned Residence A-2 (see map and aerial photo below).



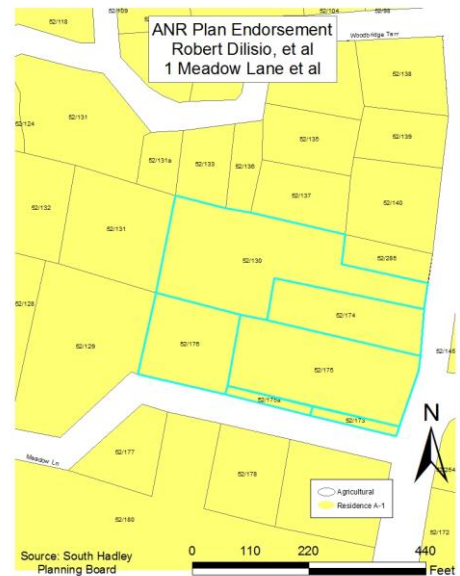
The ANR Plan presently before the board proposes to divide the 1.217 acre tract into four lots – one of which will include the existing house at 37 Haig Avenue. All four lots will meet or exceed the minimum lot frontage and area requirements of the Residence A-2 zoning district.

Haig Avenue and Joffre Avenue are maintained by the Town. Based on the available information, I believe the ANR Plan is appropriate for endorsement under the definitions and provisions of Chapter 41, Section 81L and Section 81P of MGL.

ACTION NEEDED: The Board must either endorse the plan or file a notice of denial with the Town Clerk. If the Board votes to endorse the ANR Plan, three members should sign the plan.

Agenda Item #2 – ANR Plan – Meadow Lane and Woodbridge Street

Robert Dilisio has submitted an ANR Plan involving six parcels located along Meadow Lane and Woodbridge Street. Collectively, the area encompasses approximately 4 acres and over 500 feet of frontage on Meadow Lane and over 300 feet of frontage on Woodbridge Street – divided among the 6 parcels and the different owners. The three owners each have a residence on the larger of their respective parcels. All of the property is presently zoned Residence A-1 (see map and aerial photo below).



The ANR Plan before the board proposes to divide the various portions of several lots and add them to the three largest parcels. The net result of this ANR Plan will not involve any new building lots. Rather, it will bring one parcel into conformity with the Zoning Bylaw for frontage and will better “organize” the remaining parcels. The applicant intends to file correcting deeds afterwards which will result in consolidation of all of the parcels into three parcels – one for each of the owners.

Meadow Lane and Woodbridge Street are public maintained roadways. Based on the available information, I believe the ANR Plan is appropriate for to endorsement under the definitions and provisions of Chapter 41, Section 81L and Section 81P of MGL.

ACTION NEEDED: The Board must either endorse the plan or file a notice of denial with the Town Clerk. If the Board votes to endorse the ANR Plan, three members should sign the plan.

Agenda Item #3 – Minutes

I have attached draft copies of the following minutes to the email transmittal for your consideration (these were previously transmitted to the members)

- 1). June 22, 2015 Planning Board Meeting

ACTION NEEDED: Review, edit and approve the minutes.

Agenda Item #4 – Bills and Correspondence

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

Agenda Item #5 - Date(s) for August meeting(s).

The Board had previously set August 17th and August 31st as meeting dates for the month of August. However, it appears that two members are unable to attend August 17th and one member will not be able to attend August 31st. Furthermore, two members have indicated that they would

not be able to attend the advertised public hearing scheduled for July 30th. Therefore, I polled the members and it appears that everyone can attend a meeting on August 24th at 6:30 p.m.

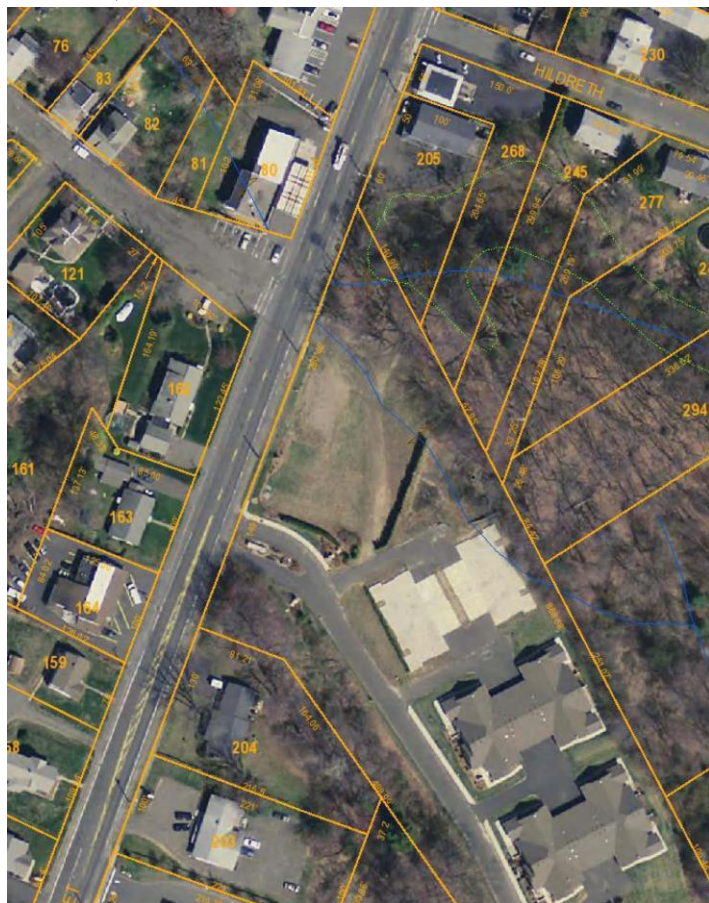
Accordingly, I have sent out a notice to the abutters to 548 New Ludlow Road informing them that the July 30th public hearing on the Quality Fleet Services, Inc. project will be deferred until August 24, 2015 at 6:45 p.m.

It would seem appropriate and necessary for the Board to reschedule the August meeting dates. At this time, it would seem best to schedule the meeting for August 24th and cancel the August 17th meeting. The August 31st meeting was to be held “if necessary” and I would suggest that it remain in that category – it could be a meeting to discuss Zoning Bylaw changes for the Fall Special Town Meeting.

ACTION NEEDED: Set the meeting schedule for August 2015.

Agenda Item #6 – Informational Meeting

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



At the time of the original approval (2006), there was not a specific use proposed for the site. Rather, there was a general idea of a retail/office type of use. The building proposed at that time was to be approximately 4,800 square feet.

The Planning Board imposed a number of restrictions on the Site Plan approval including the following:

2. Limit on Types of Business to be Permitted. The applicant has proposed, and the Traffic Impact Study required pursuant to Section 7(P) of the Zoning Bylaw was based on, the businesses will be of a type that generate relatively low-traffic volumes. Accordingly, the retail/office space may not be used for retail/wholesale trade and is to be limited to the types of uses presented by the applicant in the

public hearings and in the Traffic Impact Study.

- a. *Restricted uses.* The following uses are restricted except with subsequent approval by the Planning Board: Eating and/or drinking establishment, bank, ATM, medical clinic.
- b. *Approval of restricted uses.* The Planning Board may permit and approve any of the restricted uses only upon a finding that the proposed use is consistent with the standards for the traffic volume projection as provided in the revised traffic report. The burden of demonstrating that the proposed use is consistent with said standards.

SDL Associates, LLC is intending to construct a 2,600 square foot office building to be leased to McNally Brothers Oral Surgery. They requested an informational discussion to seek guidance regarding the needs of the planning board prior to submission of formal application for construction. The conditions of the Site Plan Review from 2006 raise questions which the Board can provide some input regarding.

As part of their email making this request, SDL Associates, Inc. noted:

The property is a cleared lot with no previous structures. It will be a commercial structure on the Stonybrook development, and will be subject to the regulations of the condominium association. Initial site development regarding drainage, sewer and water access was done by Marion Excavating Co. Initial site design was done by R. Levesque Associates, INC.

PDF files for plans approved in 2006 were provided. However, they noted that the 2006 may not be representative of the proposed construction since the building is smaller and will be of a specific use. A preliminary design for the exterior and interior of the proposed building were also provided and these plans are posted on the Town's website at the following: <http://ma-southhadley.civicplus.com/255/Project-Plans> The preliminary design is for a 2600 SF single story, single tenant office building to be leased by McNally Brothers Oral Surgery. The design is being done by Peter Hendery of Architectural Insights.

Craig Swietzer of Craig Swietzer & Co., General Contractors will be the contractors used for the construction of the building

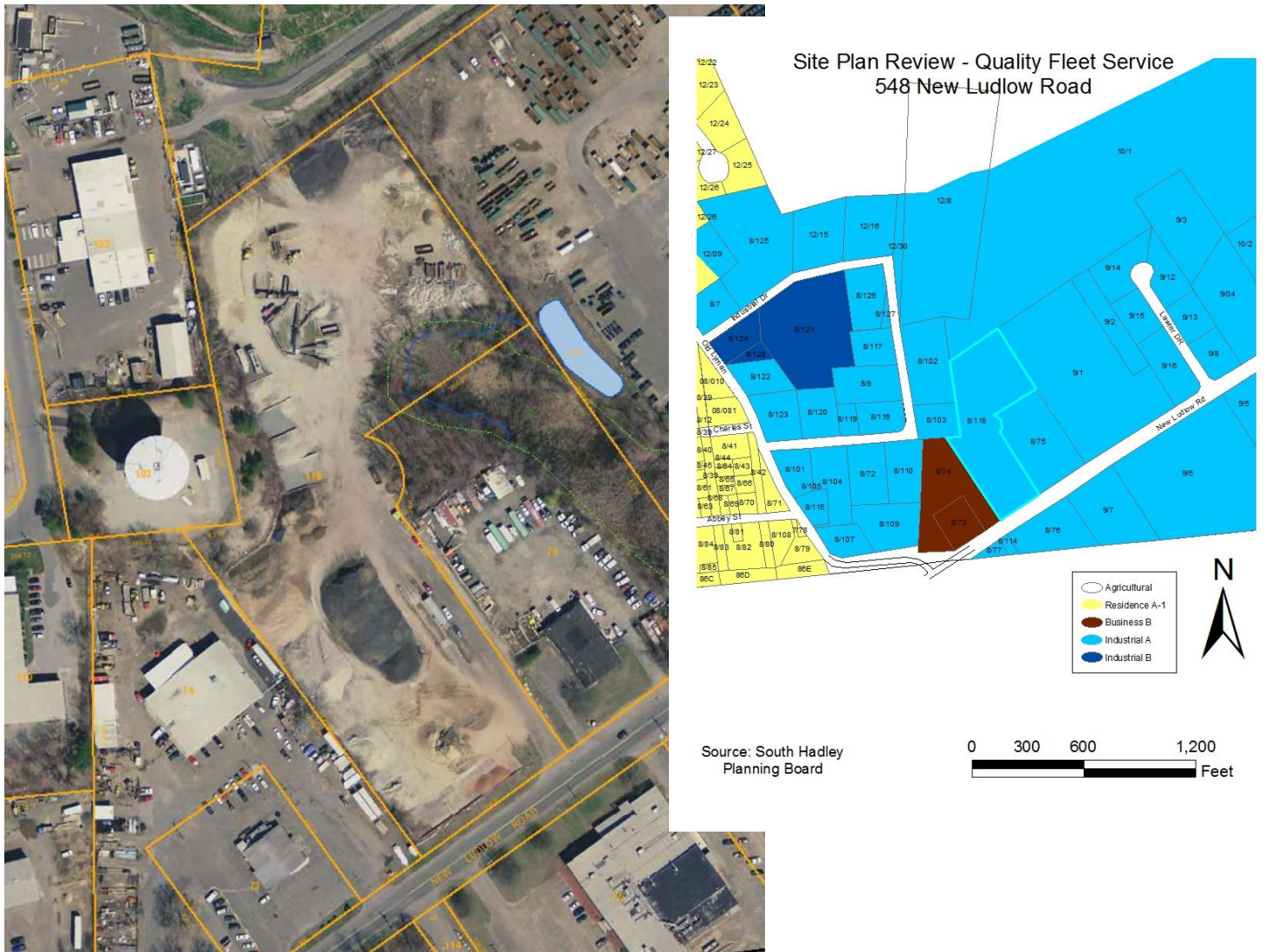
Since this is an informational meeting and an application has not been submitted, it is solely for the purpose of providing the Board an opportunity to see what is being considered in advance of the application. Accordingly, no decisions can be made until the public hearing process is completed. At the July 30th meeting, the Board might express their opinion about potential issues and concerns which the applicant and their consultant could address in revising the plans for the formal submittal. I do think it is appropriate for the Board to express an opinion as to the issue of the "relatively low-traffic uses" issue and the "medical clinic" issue. It is my recollection that the Board in 2006 was concerned about an emergency walk in clinic which could have a higher volume than an oral surgery clinic could reasonably be expected to generate.

As with all informational meetings, the abutters have not been notified and the departments have not been requested to provide input on the proposal. Since this is just an informational meeting with preliminary information, I have not solicited comments from the departments.

These projects involve uses which are permitted subject to a Site Plan Review. The 2006 Site Plan Review approval would be considered to have lapsed by this time since the project was not constructed.

ACTION NEEDED: No action is warranted or appropriate other than offer opinions as to initial issues which the applicant and their consultant could consider in making their formal submittal.

Agenda Item #7 – Public Hearing – Quality Fleet Service, Inc **TO BE DEFERRED 6:45 p.m.** Quality Fleet Service, Inc. has submitted applications for Site Plan Review and a Stormwater Management Permit to construct a 14,580 square foot commercial facility to be used for vehicle maintenance. Other elements of the project include provision of 61 parking spaces, stormwater management, utilities, landscaping, and related improvements. The site has previously been used by St. Jacques for sand and gravel storage and related operations. The subject property consists of a 6.72 acre parcel located off the north side of New Ludlow Road at 548 New Ludlow Road and is presently zoned Industrial A (see map and aerial photo below) .



I have copied the following from the company's website to provide some background:

Since 2005, Quality Fleet Service Inc. has grown from a small one mechanic shop to a 5,000 square foot full-service garage with a fleet of four service trucks equipped to perform any of your on-site repair or maintenance needs.

At Quality Fleet Service, Inc. we specialize in forestry and utility equipment, with our services ranging from both light duty trucks to heavy equipment. As a Perkins, Kolher Diesel and Kubota factory authorized parts and repair facility, our services also include anything from performing preventative maintenance to complete hydraulic or engine rebuilding of gas and diesel machines.

Fuss & O'Neill – engineers, have been retained to conduct a Peer Review of the Stormwater and wetlands submittals. Their review should be completed within two weeks – around August 10th.

A copy of the application submittals have been posted on the Town's website at the following link: <http://ma-southhadley.civicplus.com/316/Project-Plans-M-Z> look for "Quality Fleet Service" – four separate files containing the submittals:

<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1656>
<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1657>
<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1658>
<http://ma-southhadley.civicplus.com/DocumentCenter/Home/View/1659>

While the public hearing on this application has been duly advertised and posted for July 30, 2015 at 6:45 p.m., only three members of the Board indicated that they could attend that date and time. Therefore, the abutters and applicant have been notified that the public hearing will be deferred until August 24, 2015 at 6:45 p.m. when all Board members have indicated they can attend.

Plans have also been submitted to the various departments for review. Some comments have been submitted from the following:

- Conservation Commission
- Board of Health
- Fire District #1 – Water Department
- Fire District #1 – Fire Department

ACTION NEEDED: The public hearing should not be initiated but merely deferred by motion to a Special Meeting on August 24, 2015 at 6:45 p.m.

Agenda Item #8 – Decisions – Quality Fleet Services TO BE DEFERRED

Given the recommendation to defer the public hearing until August 24, 2015, I don't believe any action on this item will be appropriate.

Agenda Item #9 – Master Plan Matrixes

This is a continuation from several previous meetings at which time Mark, Jeff, Melissa, and Helen provided a synopsis of their reviews of the portions of the matrixes they had been assigned. The primary remaining matrix relates to the Planning Board responsibilities which Ms. Rosner indicated she would review and be prepared to discuss on July 30, 2015. However, given the absence after 6:30 p.m. of two members of the Board, it may be best to wait till August 24th.

The review is to answer the following:

- What has been done?
- Has the Recommended Action been completed?
- Is the Recommended Action relevant today?
- What should be the priorities for the next five years?
- Is another party a better match for being responsible for implementation?

Given the scope of the agenda, there may not be time to review any of the Matrixes.

ACTION NEEDED: No definitive action is required at this time; however, the Board agreed at a March meeting to review each of the Recommended Actions on these matrixes.

Agenda Item #10 – Possible Bylaw Amendments

I included this item in the event we have time to discuss possible bylaw amendments (General and Zoning) for this coming Fall Special Town Meeting. However, given the absence after 6:30 p.m. of two members of the Board, it may be best to wait till August 24th.

ACTION NEEDED: No action is required at this point.

Agenda Item #11 - Development Update and Planner's Report

I will provide a report on the following items:

a. *Development Report*

Annafield Estates Subdivision: To my knowledge, no change has occurred regarding this project.

34 Bridge Street: To my knowledge, no change has occurred regarding this matter.

One Canal Street and 27 Bardwell Street: No application for either project has been received as of June 19, 2015. I have had a discussion with a surveyor who may be doing work for the project. Also had an email exchange and a discussion with a representative of the prospective applicant indicating that they were planning to submit an application.

Mountainbrook Street Acceptances: To my knowledge, no change has occurred regarding this matter.

Rivercrest Condominiums: The developers have begun removal of vegetation. A predevelopment meeting with the Conservation Commission Administrator will be held on Wednesday, July 29th.

Ethan Circle: The Definitive Plans have been endorsed by Jeff, Mark, and Joan.

b. Pioneer Valley Planning Commission

Housing Plan. We have executed the necessary grant and other contracts to begin work on this project as of June 1, 2015. At the last meeting, the Board approved requesting that the Selectboard appoint an ad hoc advisory committee. It is apparent that such a committee will not be appointed. Since an advisory committee is essential for the Housing Production Plan, the Planning Board may serve as that advisory committee and designate several persons as Technical Advisors who have specific technical knowledge of the housing market related to the Housing Production Plan. I am discussing this matter with the PVPC personnel.

South Hadley Falls 40R District. We have been advised by the State of some rather minor changes that need to be made in the draft Zoning Amendment prior to obtaining the State's Preliminary Letter. We anticipate receiving the Preliminary Letter by the end of June/very early July 2015.

c. Other Projects

South Hadley 43D Expedited Permitting District. I am beginning work on creation of a 43D Expedited Permitting District which will focus on a portion of the South Hadley Falls area but there may also be several other Priority Development Areas under 43D which we will want to include.

MassWorks Application. I am working with the Town Administrator in putting together one or more MassWorks applications. At least one of the applications will focus on the Falls area.

Permitting Guide. I am continuing to work on putting together a Permitting Guide which may assist the public in understanding the permitting processes.

General Code. We just received a draft of the General Code' codification project. I am reviewing the Zoning Bylaw portion of the draft.

d. Meeting Schedule through September 2015

This is to recap the meeting schedule that the Board accepted through September 30th:

- a) July 30, 2015
- b) August 17, 2015 – However, 2 members will be absent
- c) August 31, 2015 (if necessary)
- d) September 21, 2015

Meeting agenda item #5 may alter this schedule.

e. Professional Development Day – Held on July 10, 2015

f. Workshops/Training Opportunities

g. OnLine Permitting Program

h. New Town Website: working on better managing the Board's materials on the website.

Agenda Item #12 – 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.