

**SOUTH HADLEY PLANNING BOARD REGULAR MEETING
MINUTES OF JUNE 17, 2019
As Approved**

Present: Mark Cavanaugh, Chair; Diane Mulvaney, Clerk; Brad Hutchison, Member; Joanna Brown, Member; Larry Butler, Associate Member; Richard Harris, Town Planner; and Colleen Canning, Recorder

Chair Cavanaugh called the meeting into order at 6:31 PM.

Agenda Item #1 --- Minutes

The draft minutes from the May 13 and June 3, 2019 regular meetings and public hearings had been transmitted to the Board to review.

Motion: Ms. Mulvaney moved to approve the draft minutes from the May 13, 2019 regular Board meeting. Mr. Hutchinson seconded the motion. Four (4) out of four (4) members present voted in favor of the motion.

Motion: Ms. Malvaney moved to approve the draft minutes from the May 13, 2019 public hearing for the ‘modification of Planning Board decision on an application for a special permit and site plan review for office building with drive-through windows and multi-family development’ at 460 Newton Street, 47-49 Camden Street, and 102-104 Lyman Street. Mr. Hutchinson seconded the motion. Four (4) out of four (4) members present voted in favor of the motion.

Motion: Ms. Mulvaney moved to approve the draft minutes from the June 3, 2019 regular Board meeting. Mr. Hutchinson seconded the motion. Four (4) out of four (4) members present voted in favor of the motion.

Motion: Ms. Mulvany moved to approve the draft minutes from the June 3, 2019 public hearing for the ‘Proposed General Planning Board Regulations regarding Application Requirements (including but not limited to, Application Fees and Application Review Fees) relative to Site Plan Review, Special Permit, Subdivisions, and Other Application Submittals’. Mr. Hutchinson seconded the motion. Four (4) out of four (4) members voted in favor of the motion.

Agenda Item #2 --- Correspondences

The list of correspondences had previously been transmitted to the Board for their review. Two additional correspondence had been received. A letter was received June 17, 2019 (the day of tonight’s meeting) from Berkshire Design Group responding to Fuss and O’Neil’s peer review of the Dog Park proposal. Additionally, an e-mail correspondence was received June 16, 2019 from

a South Hadley property owner with questions regarding Woodlawn Plaza within the Newton Street Smart Growth District.

Agenda Item #3 --- Consider Request for Waiver of Site Plan Review on behalf of Hangar Pub & Grill for a 796 square foot loading dock addition. Property Location: 515 Granby Road (Assessor's Map #32 – Parcel #46)

Rodger Barstow, contractor for the new Hangar Bar & Grill, was present at the meeting.

Mr. Harris opened with background. He explained that the applicant filed for a waiver of Site Plan Review to install a loading dock. Site Plan Review is required for exterior changes to a site. However, as the proposed addition was small in relation to the entire site and would not require additional parking, it was recommended that the applicant request a waiver of the requirement.

Rodger Barstow addressed the Board. He explained that the intended loading dock would be built over the existing asphalt parking lot. Once installed, the loading dock would take up two parking spaces. He explained that, outside of the loading dock, there were no other changes to the building foot print. Landscaping and site clean-up were also components of the exterior rehabilitation of the site. Most of the work scope included interior work and Rodger Barstow explained that the interior remodeling plans have been submitted to the Building Department for review.

Ms. Brown inquired where the proposed loading dock would be built. It was explained that the dock would be located at the northwest corner of the building, hidden from street view at the rear of the building. Ms. Brown followed up by expressing concern for the rear abutting property owners. She inquired how frequently deliveries would be made and at what hours of the day. Rodger Barstow replied that deliveries take place during 'normal' business hours, Monday through Friday from 8:00 AM – 5:00 PM. He further explained that some small weekend deliveries may be made on the weekends via FedEx or UPS. Large inventory deliveries are scheduled to come during the week. It would be within the Board's purview to create restrictions around deliver times if the waiver was endorsed.

As there was no further discussion, Chair Cavanaugh inquired if there was a motion.

Motion: Ms. Mulvaney moved to allow a waiver of the requirement for Site Plan Review to add a loading dock to the existing building on the property known as the new location for the Hanger Bar & Grill, 515 Granby Road with special conditions which include: **1)** that the addition is constructed as according to the submitted plan, **2)** restrictions on delivery hours are placed which include the hours of 8:00 AM – 5:00 PM Monday through Saturday and 10:00 AM – 5:00 PM on Sundays; and **3)** that the salvage/debris located at the back of the property is removed. Mr. Hutchinson seconded the motion. Four **(4)** out of four **(4)** members present voted in favor of the motion.

Agenda Item #4 --- SCHEDULED PUBLIC HEARING: Application for Site Plan Review and Stormwater Management Permit for proposed South Hadley Dog Park. Property Location: 18 Mulligan Drive (Assessor's Map #23 – Parcel #48)

Chair Cavanaugh called the Public Hearing into order at 6:48 PM (See Public Hearing Minutes)

The meeting reconvened at 7:50 PM.

Agenda Item #5 --- CONSIDER DECISIONS: Application for Site Plan Review and Stormwater Management Permit for proposed South Hadley Dog Park. Property Location: 18 Mulligan Drive (Assessor's Map #23 – Parcel #48)

Motion: Ms. Mulvaney moved to continue the Public Hearing to July 22, 2019. Ms. Brown seconded the motion. Four (4) out of four (4) members present voted in favor of the motion.

Agenda Item #6 --- SCHEDULED PUBLIC HEARING: Proposed Smart Growth Districts Administrative Regulations

Chair Cavanaugh called the Public Hearing into order at 7:52 PM. (See Public Hearing Minutes)

The meeting reconvened at 8:07 PM.

Agenda Item #7 --- DECISION: Consider Adoption of Proposed Smart Growth Districts Administrative Regulations

Motion: Ms. Mulvaney moved to accept the proposed Smart Growth Districts Administrative Regulations. Ms. Brown seconded the motion. Four (4) out of four (4) members present voted in favor of the motion.

Agenda Item #8 --- SCHEDULED PUBLIC HEARING: Proposed Newton Street Smart Growth District Design Standards

Chair Cavanaugh called the Public Hearing into order at 8:08 PM. (See Public Hearing Minutes)

The meeting reconvened at 9:03PM.

Agenda Item #9 --- DECISION: Consider Adoption of Proposed Newton Street Smart Growth District Design Standards

Motion: Ms. Mulvaney moved to adopt the proposed Newton Street Smart Growth Design Standards. Ms. Brown seconded the motion. Four (4) out of four (4) members present voted in favor of the motion.

Motion: Ms. Mulvaney moved to amend Section 7.2.4 of the endorsed *Newton Street Smart Growth District Design Standards* to include the insertion of the phrase “... and ground level of residences” so the section standard would read ‘*Rooftop mechanical equipment shall be set back from building facades so that it is not visible from street views and ground level of residences...*’. She additionally motioned to amended Section 8.1.7 to include specific language identifying that that standard cannot be used to diminish green space or to diminish the number of trees on a proposed site. Ms. Brown seconded the motion. Four (4) out of four (4) members present voted in favor of the motion.

Mr. Harris recommended that Agenda Item #7 be revisited.

Agenda Item #7 --- DECISION: Consider Adoption of Proposed Smart Growth Districts Administrative Regulations

Mr. Harris noted that public comment was made during the Public Hearing for the *Newton Street Smart Growth District Design Standards* could be incorporated into the *Smart Growth District Administrative Regulations*. A recommendation was made to require that shade studies be performed on new development that could possibly impact existing properties.

As there was no additional comment, Chair Cavanaugh inquired if there was a motion.

Motion: Ms. Mulvaney moved to amend the *Smart Growth District Administrative Regulations* to require that a shade study be performed for all developments three stories or higher. Ms. Brown seconded the motion. Four (4) out of four (4) members present voted in favor of the motion.

Agenda Item #3a --- Consider Endorsement of Approval Not Required Plan submitted by Kenneth C. LeBlanc. Property Location: 88 Park Street (Assessor’s Map #50 as Parcel #48)

Kenneth LeBlanc, owner of the property at 88 Park Street, was present at the meeting.

Mr. Harris opened with background. He explained that the property owner wanted to subdivide the property into three lots. The only considerations the Board could make in deciding to endorse the Approval Not Required (ANR) Plan were **1**) did the proposed lots meet the required frontage? And **2**) were the lots located on a publically maintained road? As the proposed lots met the requirements, Chair Cavanaugh inquired if there was a motion.

Motion: Mr. Hutchinson moved to endorse the ANR plan to subdivide the property at 88 Park Street into three lots. Ms. Brown seconded the motion. Four (4) out of four (4) members voted in favor of the motion.

The endorsed plan was passed to the Board members and signed by Chair Cavanaugh, Ms. Mulvaney, Mr. Hutchinson, and Ms. Brown.

Agenda Item #10 ---Discussion of Proposed Local Historic District

Frank DeToma, member of the Historic District Study Committee, was present at the meeting. He addressed the Board by sharing the progress his committee made in petitioning the state to approve a historic designation to South Hadley Falls. Over the course of the past years, the Committee performed analysis over the entire town and decided to focus their efforts in the Falls area. With recent State approval of the proposed district, the Planning Board would be asked to offer comments and recommendations prior to the Public Hearing process to adopt the district held by the Selectboard. Frank DeToma added that the Administrative Regulations should be crafted to allow for additional historic districts in Town.

Mr. Harris commented that, in crafting administrative regulations of the proposed district, the district boundaries should extend to the edge of private property lines so lots are not “split”; with one part of a lot inside the district and the other outside.

Chair Cavanaugh questioned who the regulatory body would be in crafting the by-law. He observed that in the draft report, the Planning Board was the responsible party to develop the by-law. Mr. Harris advised that the Planning Board should be part of the appeal process. Regulatory authority of the proposed historic district will be part of an on-going conversation.

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

a. Development Report

- Skinner woods – The applicant submitted a Special Permit and Stormwater Management Plan for a flexible development project. A Public Hearing had been scheduled for the next Planning Board meeting on July 22, 2019.
- North Pole Estates Preliminary Subdivision Plan – No change was noted.
- Bridge Street Mixed Use Development – No change was noted.
- Newton Street Smart Growth Zoning District – This item was discussed under Agenda Item #8 and Agenda Item #9
- Smart Growth Districts Administrative Regulations –This item was discussed under Agenda Item #6 and Agenda Item #7

b. Bylaw Amendments

- Bylaw Amendments for 2019 - No change was noted.
- Water Supply Protection District Revisions - The Working Group had their initial meeting. The group will be working through the summer to develop proposals for respective boards to consider and for Town Meeting action at a Special Town Meeting this fall.

c. Other Projects

- Urban Renewal Plan and Redevelopment Authority - No change was noted.

- MassWorks Grant – Gaylord Street: Mr. Harris explained that work was progressing well and the project is expected to be finished before June 30, 2019.
- Complete Streets Program Participation – Mr. Harris explained that bids were accepted and, according to the DPW Superintendent, the contract has been awarded.
- Open Space & Recreation Plan and Master Plan Updates – Mr. Harris explained that the fourth Community Forum was held Wednesday May 29, 2019 at the South Hadley Town Hall Auditorium. Approximately 17 persons participated. Additionally, the MPIC held the following “Meetings in a Box” as follow-ups to the third forum:
 - SH Public Library, Sat. June 8, 10 am
 - Newton Manor, Tuesday, June 11, 2 pm
 - Loomis Village, Thursday June 13, 2:30 pm
 - Pine Grove Condominiums, Clubhouse Thursday, June 13, 6:30 pm

Additionally, a meeting was held with the Chamber of Commerce regarding the Master Plan update.

Mr. Harris readdressed that the consultants are working on the draft reports. The first priority would be the Open Space and Recreation Plan as it needed to be submitted to the State for approval soon. Accordingly, the complete plan need to be completed during the month of June 2019. Regarding the Master Plan Update, the consultants will complete the draft report over the summer. A community meeting will be scheduled for the fall to focus on the recommendations.

Mr. Harris addressed process. He explained that Anne Capra, Conservation Administrator/Planner, and himself would be coordinating all work with the consultants so that they could effectively manage the contracted service time. Thus, as the drafts of both plans come in, Anne Capra and Mr. Harris will review the drafts. Once they are satisfied that there are not glaring omissions or errors, the drafts will be provided to the respective advisory committees for their review. After the committees were satisfied with the drafts, they will be posted for public and board review and comment.

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

There was not new business to address.

Agenda Item #13 --- Adjournment

As there was not new business to address, Chair Cavanaugh inquired if there was a motion for adjournment.

Motion: Ms. Mulvaney moved to adjourn the meeting at 9:34 PM. Mr. Hutchinson seconded the motion. Four (4) out of four (4) members present voted in favor of the motion.

Respectfully Submitted,
As Approved
Colleen Canning, Recorder

Appendix

Document	Document Location
Letter and site plan from Rodger Barstow requesting waiver from Site Plan Review for addition of loading dock at 515 Granby Road	Planning Files
88 Park Street ANR Plan	Planning Files
Public Hearing Draft of the <i>Newton Street Smart Growth District Design Standards</i>	Planning Files
Public Hearing Draft of the <i>Smart Growth District Administrative Regulations</i>	Planning Files