

**SOUTH HADLEY PLANNING BOARD VIRTUAL MEETING  
MINUTES OF AUGUST 24, 2020  
As Approved**

**Present:** Brad Hutchison, Chair; Diane Mulvaney, Vice-Chair; Joanna Brown, Clerk; Melissa O'Brien; Member; Nate Therien, Member; Richard Harris, Director of Planning and Conservation; Anne Capra, Conservation Administrator/Planner; and Colleen Canning, Senior Clerk Planning and Conservation

Chair Hutchison called the virtual meeting to order at 6:30 PM and overviewed virtual meeting protocols.

**Agenda Item #1--- Minutes**

Draft minutes of the July 20, 2020 virtual regular meeting and public hearing were previously sent to the Board for their review.

Spelling errors were noted within the July 20, 2020 regular meeting draft. No content was changed.

**Motion:** Vice-Chair Mulvaney moved to approve the regular meeting minutes of July 20, 2020. Member O'Brien seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

Spelling errors were noted within the July 20, 2020 public hearing draft. No content was changed.

**Motion:** Vice-Chair Mulvaney moved to approve the public hearing minutes of July 20, 2020. Member O'Brien seconded the motion. Five (5) out of five (5) members voted in favor of motion by roll call.

**Agenda Item #2 --- Correspondence**

The list of correspondences was included within the agenda background materials and the list of additional correspondences were transmitted to the Board prior to the meeting.

Mr. Harris explained that, within the list of additional correspondence, there was an email from Martha Terry, Brainerd Street, asking for clarity in an item of the draft Master Plan. Mr. Harris noted that an advisory committee had been established to advise on the Master Plan update. He suggested that questions on the draft could be fielded by the Town's consultant through the advisory committee. The Planning Board had not yet received a copy of the draft. The Planning Board would have an opportunity to review the draft after the advisory committee completed their review.

The list of additional correspondences included an email from the Chair of the Tree Committee regarding the applications to be considered during the public hearing scheduled tonight. Chair Hutchison addressed appropriate protocols to solicit input from Town Boards and Commissions on development applications. If a member wanted a board or committee to review a project, that

was not required through Planning Board regulations, they should make the request known during the course of the Public Hearing. In turn, Town staff would coordinate receipt of the comments. Separately, the Board could consider amending their regulations if there were particular boards and commissions they wished to get routine input from on development applications.

**Motion:** Chair Hutchison moved to reconsider the Planning Board's rules and regulations at a future meeting. Clerk Brown seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

**Agenda Item #3 --- DECISION: Consider Notice of Intent to Sell property under Chapter 61A by Mary Elizabeth O'Meara, et als. Property Location: Lithia Spring Road (Lot 2 on ANR Plan being Parcel #135 on Assessors Map #58)**

Mr. Harris explained that the Town received notice of intended sale of a lot on Lithia Springs Road. The property, known as lot 2 on the ANR plan endorsed by the Board, was placed under Chapter 61A for agricultural use which reduced the property's tax rate. The Chapter 61A placement allowed the Town to acquire the land in the event that the property was sold or its use converted. As the lot was now being sold, the Town was being given the opportunity to acquire the land. Two other lots created from the ANR plan had been sold off after the Town chose not to exercise its right to acquire the lots.

Chair Hutchison solicited comments from each of the Board members. No members expressed interest in recommending the acquisition of the lot.

**Motion:** Member O'Brien moved to recommend that the Town *not* exercise its rights under Chapter 61A to acquire the property known as Lot 2 on Lithia Spring Road (Assessor's Map 58 Parcel 135). Vice-Chair Mulvaney seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

**Agenda Item #4 --- SCHEDULED PUBLIC HEARING: Applications for Site Plan Review for a bank office building and Special Permit for Drive Through services for a bank by Peoples Bank. Property Location: west side of Newton Street (aka State Route 116), north side of Lyman Street, and south side of Dayton (Assessor's Map Number #28 - Parcels #190, #191, #192, #193, # 258, and #260)**

Chair Hutchison called the public hearing continuance to order at 6:55 PM. (See Public Hearing minutes)

The regular meeting reconvened at 8:38 PM.

**Agenda #5 --- DECISION: Application Special Permit for Drive Through services for a bank by Peoples Bank. Property Location: west side of Newton Street (aka State Route 116), north side of Lyman Street, and south side of Dayton (Assessor's Map Number #28 - Parcels #190, #191, #192, #193, # 258, and #260)**

**Motion:** Vice-Chair Mulvaney moved to issue a Special Permit for drive through services for a Peoples Bank located at the west side of Newton Street, north side of Lyman Street, and south

side of Dayton Street (Assessor's Map Number #28 - Parcels #190, #191, #192, #193, # 258, and #260) with special conditions as discussed during the public hearing. Member O'Brien seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

**Motion:** Clerk Brown moved to authorize Richard Harris, Director of Planning and Conservation, to sign the Special Permit decision following review of the revised decision, as discussed during the public hearing, by the Chair and Vice-Chair. Member Therien seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

**Agenda Item #6 --- DECISION: Application for Site Plan Review for a bank office building by Peoples Bank. Property Location: west side of Newton Street (aka State Route 116), north side of Lyman Street, and south side of Dayton (Assessor's Map Number #28 - Parcels #190, #191, #192, #193, # 258, and #260)**

**Motion:** Member O'Brien moved to issue Site Plan Approval for a bank office building located at the west side of Newton Street, north side of Lyman Street, and south side of Dayton Street (Assessor's Map Number #28 - Parcels #190, #191, #192, #193, # 258, and #260) with special conditions as discussed during the public hearing. Vice-Chair Mulvaney seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

**Motion:** Member O'Brien moved to authorize Richard Harris, Director of Planning and Conservation, to sign the Site Plan Approval decision following review of the revised decision, as discussed during the public hearing, by the Chair and Vice-Chair. Clerk Brown seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

**Agenda Item #7 --- Consider Letter of Support for 2020 MassWorks Grant Application – Newton Street Smart Growth District Improvements**

Mr. Harris explained that he was working on a grant application to fund infrastructure improvements within the Newton Street Smart Growth District. The improvements would help strengthen the existing infrastructure within the area in anticipation of new development and help encourage additional investment in the area.

Vice-Chair Mulvaney noted that the provided project summary indicated the new Senior Center construction would be completed in 2020. However, it would more likely be completed in 2021.

Member Therien inquired how this year's grant application compared to the previous year's. Mr. Harris explained that this year's application was more competitive because development projects within the Smart Growth Area were imminent. A year ago, development of the area was only anticipated.

Clerk Brown noted a few typographical errors within the provided project summary.

**Motion:** Vice-Chair Mulvaney moved to authorize the letter of support for the Town's 2020 Massworks Grant application inclusive of the edits discussed previously. Member O'Brien seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

**Agenda Item #8 --- Confirmation of September 2020 meeting dates and times**

Mr. Harris explained that the Planning Board meeting tentatively scheduled for next week, August 31, would not be necessary as there were no items currently scheduled. The Board was scheduled to meet on September 14 and 21. There was opposition to meeting on September 28 as it fell on Yom Kippur.

Mr. Harris explained that there was a public hearing scheduled on September 14 which was anticipated to be lengthy. He was anticipating receiving two additional development applications which would both require public hearings. He inquired if the Board was open to holding both public hearings to consider the new applications on September 21. The Board was agreeable to hosting two public hearings the night of September 21 with time limits attached. If review of the applications required more time, the hearings would be continued.

Board members reviewed potential meeting dates for the month of October. The Board was agreeable to meeting October 5 and 29.

**Motion:** Vice-Chair Mulvaney moved to accept the meeting dates as follows:

September 14, 2020  
September 21, 2020  
October 5, 2020  
October 26, 2020

Member Therien seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

### **Agenda Item #9 --- Planning Director's Report on Planning Projects and Development**

Mr. Harris reviewed the following items with the Board:

- Status Report on Bardwell Arms (27 Bardwell Street) – Mr. Harris explained that a letter was submitted by the developer requesting a one year extension of the Special Permit issued by the Board. However, he would review the Special Acts of 2020 to verify how it impacted expiration dates of permits during the COVID-19 State of Emergency.
- Complete Streets project – Mr. Harris explained that the project was nearly complete.
- Skinner Woods Flexible Development— Mr. Harris explained that the project consultant submitted a letter regarding revisions to the approved development plan. He needed to review the material to confirm what review, if any, would be required from the Board.
- Master Plan Update - As was earlier addressed under correspondences, the Board received an email regarding its role relative to an item within the draft Master Plan. The Master Plan Update Advisory Committee was scheduled to meet on September 2, 2020 to discuss the draft.

### **Agenda Item #10 --- Other New Business**

Chair Hutchison remarked that the Board did not currently have an Associate Member. He asked Board members to spread the word of the Board's interest in filling the position. In certain instances, the associate member could vote on Special Permits.

Vice-Chair Mulvaney used the opportunity to thank former Associate Member Larry Butler for his service to the Board and offered condolences to his family as he recently passed away.

**Agenda Item #11 --- Adjourn**

As there was no new additional business to discuss, Chair Hutchison inquired if there was a motion to adjourn.

**Motion:** Vice-Chair Mulvaney moved to adjourn the meeting at 9:24 PM. Member O’Brien seconded the motion. Five (5) out of five (5) members voted in favor of the motion by roll call.

Respectfully Submitted,  
**As Approved**  
Colleen Canning, Senior Clerk, Planning and Conservation Department

**Appendix**

<b>Document</b>	<b>Document Location</b>
Email received August 22, 2020 from Martha Terry, Master Plan Update Advisory Committee, asking for calcification on action item within the draft Master Plan.	Planning Files
Email received August 23, 2020 from Ted Boulais, Chair of the Tree Committee, regarding the proposed plantings associated with the new Peoples Bank development	Planning Files
Notice of intended sale dated August 12, 2020 received from the representing attorney of Mary Elizabeth O’Meara, et als regarding the Chapter 61A property located at lot 2 Lithia Springs Road a/k/a 10 Lithia Springs Road	Planning Files
Draft Letter of Planning Board support for the Town’s 2020 MassWorks Grant Application	Planning Files
Letter dated July 29, 2020 from Raymond Herieux, representing Jesse Liu, requesting a Special Permit extension to convert the former library at 27 Bardwell Street into 5 multifamily dwellings.	Planning Files
Skinner Woods Flexible Development plan revision notice dated August 9, 2020	Planning Files

## **SOUTH HADLEY PLANNING BOARD VIRTUAL PUBLIC HEARING:**

Applications for Site Plan Review for a bank office building and Special Permit for Drive Through services for a bank by Peoples Bank. Property Location: west side of Newton Street (aka State Route 116), north side of Lyman Street, and south side of Dayton (Assessor's Map Number #28 - Parcels #190, #191, #192, #193, # 258, and #260)

### **MINUTES OF AUGUST 24, 2020**

#### **As Approved**

**Present:** Brad Hutchison, Chair; Diane Mulvaney, Vice-Chair; Joanna Brown, Clerk; Melissa O'Brien, Member; Nate Therien, Member; Richard Harris, Director of Planning and Conservation; Anne Capra, Conservation Administrator/Planner; and Colleen Canning, Senior Clerk Planning and Conservation

Chair Hutchison called the public hearing continuance to order at 6:55 PM and reviewed the virtual meeting protocols.

The applicant's representatives identified themselves. Matt Wzorek, Tim Grace and Jay Viamari, all from Tighe and Bond, were present at the meeting along with Rebecca Hopkins of Tecton Architects.

Mr. Harris overviewed the status of the applications. The applicant had submitted revised development applications to incorporate comments discussed at the previous hearing date. Since that hearing date, additional comments were submitted by the public, municipal staff, and Town committee members. The Chair of the Tree Committee sent an email advocating for the use of native tree species within the landscape plan. Additionally, Fire District 1 Lieutenant Houle noted that the plans did not include a paved walkway leading from the rear exit to the parking lot sidewalk. Mr. Harris added that he drafted Special Permit and Site Plan Approval decisions based upon the discussions from the previous hearing date on July 20.

Matt Wzorek reviewed revisions made to the plans since the previous hearing date. Per Board of Health department comments, a construction note was added requiring the accessibility and use of water during site development. The construction plans were revised to show the construction entrance. Per Water District 1 comments, the locations of the water mains to be disconnected were identified. Disconnection would be the responsibility of the contractor. Per traffic concerns addressed by the Planning Board, the development plans were revised to show the addition of speed bumps and revised to show the Newton Street curb cut as entrance only.

Tim Grace reviewed the updated landscaping plan. The plan was revised to incorporate species based upon comments received from the Planning Board and Conservation Administrator. The updated plans reflected additional landscaping at the west side of the building. Additionally, the rainfall data sets used for development of the stormwater management systems utilized data showing the more severe storm within the TP-40 and NOAA-Atlas 14 rainfall data sets.

Rebecca Hopkins reviewed the architectural plans. She explained that directional notations and elevations were added to the plan for clarification. However, no content was changed.

The Board discussed the landscape plan. The Chair of the Tree Committee submitted an email advising that native trees be incorporated into the landscaping plan to the extent possible. Clerk Brown noted that, at the previous hearing date, she recommended that the proposed Eastern Pine Trees be replaced with a different species. The updated plans showed replacement of all but one Eastern Pine. The consultants would revise the landscape plan to replace the Eastern Pine.

An email was received from a residential abutter to the project requesting that a privacy fence be incorporated into the plans to screen the employee parking area. The Board considered the necessity of a privacy fence at the location and considered if the desired privacy could be achieved through a natural vegetated border. Matt Wzorek proposed dense vegetated plantings in lieu of a traditional fence. Members of the Board were agreeable to the vegetated border with the conditions that the border be planted with mature shrubs that reached a minimum height of four feet that would adequately screen the employee parking area from the residential abutter.

Board Members considered the necessity to condition the survival of the plantings or if a financial guarantee needed to be provided to ensure that the planting would be installed to approve specifications. Mr. Harris explained that he could not sign off on a Certificate of Occupancy for the Building Commissioner if conditions of approval were not met. However, the Board could instate a maintenance bond to ensure the adequate installation and survival of the vegetated plantings to shield the employee parking area.

The Board reviewed pending items that were addressed at the previous hearing date. The applicant provided information on the decibel levels associated with the automated teller machine and verified that it conformed with the DEP noise standard. The Building Commissioner would be consulted on the conformity of Peoples Bank branded signage at the time of development.

Member O'Brien inquired if the Board of Health Director's comments were satisfied. Mr. Harris replied that the Board of Health Director's comments could be incorporated within permit conditioning.

Member Therien asked for clarity regarding the applicant's response to incorporation of 'green technology' into the plans. Rebecca Hopkins responded that, following a cost analysis, the price of installation of solar features would not render enough energy to make its installation feasible.

The Board reviewed the Site Plan Review Criteria. Chair Hutchison read the criteria as detailed in Section 255-148 of the South Hadley Bylaw. The Board reviewed the criteria as follows:

Criteria 1: The criteria were satisfied.

Criteria 2: The building's position was sensitive to the abutting businesses and residences. The criteria were satisfied.

Criteria 3: The applicant modified their landscape plan to incorporate additional vegetative screening. The proposed development was an improvement of conditions from the site's previous use. The criteria were satisfied.

Criteria 4: The Board reviewed Special Permit criteria at the previous hearing date and would consider the criteria again after Site Plan Review criteria. Therefore, the criteria were satisfied.

Criteria 5: Chair Hutchison inquired where the electrical and mechanical equipment would be stored as it related to the criteria. Rebecca Hopkins responded that most of the equipment would be located within the attic space. Matt Wzorek added that a small air conditioner condenser would be located outside and would be shielded with vegetation. The criteria were satisfied.

Criteria 6: There was robust discussion regarding the landscape plan. The applicant modified the landscape plan to incorporate comments from Town boards and departments. The criteria were satisfied.

Criteria 7: The applicant modified the plans to reflect the Newton Street curb cut as entrance only. The Board inquired about the potential for bike racks on site. Matt Wzorek responded that the Valley Bike Share racks at the existing Peoples Bank location would be relocated to the new location. However, bike racks for personal bikes for customers of the bank would be added to the plan as it was requested by members of the Board. The criteria were satisfied.

Criteria 8: The criteria were satisfied through the site's stormwater management plan.

Criteria 9: The criteria were addressed and satisfied.

Criteria 10: The exterior lighting was confirmed to be dark sky compliant. The criteria were satisfied.

Criteria 11: The site design utilized underground utilities. The criteria were satisfied.

Criteria 12: The site's proposed stormwater management plan improved conditions from the site's previous use. The criteria were satisfied.

Criteria 13: The criteria advised a 50% frontage occupancy at the location. Mr. Harris explained that the criteria did not need to be applied in a strict fashion if the applicant satisfied the intention of the criteria which the applicant achieved through screening and building positioning. Site Plan Review criteria were less rigid than that of Special Permit criteria. At 50% frontage occupancy, the site would not be able to satisfy the parking requirements. The criteria were considered satisfied.

The Board reviewed Attachment A of the Special Permit draft decision which detailed drafted findings. Chair Hutchison read aloud the document. Members of the Board indicated that they were supportive of the findings.

The Board reviewed the special conditions of the Special Permit as presented in the draft decision. The Board was supportive of the draft as written.

The Board reviewed the special conditions of the Site Plan Review as presented in the draft decision. *Special Condition 16 Landscaping- Tree Selection* within the draft was amended to include a notation that native trees were encouraged to be used per email from the Tree Committee Chair. Additionally, the condition would be amended to require the replacement of the Eastern Pine previously referenced. *Special Condition 17 Landscaping Plan- Fencing* within the draft was amended to reference the previous discussion regarding the vegetative screening of the employee parking area. *Special Condition 19 Site Delivery and Maintenance Services* within the draft were amended to reference acceptable dumpster pick-up hours from 7:00 a.m. to 7:00 p.m. New special conditions were added to reference the requirement for personal use bike racks and the sidewalk connection required by the Fire District.

Mr. Harris noted that he would add a special condition with the Special Permit for a performance guarantee associated with the landscaping plan.

No google forms or google chats had been submitted from the public indicating interest to speak at the hearing.

**Motion:** Clerk Brown moved to close the public hearing. Member Therien seconded the motion.

Chair Hutchison closed the Public Hearings at 8:38 PM.

Respectfully Submitted,  
**As Approved**  
Colleen Canning, Senior Clerk, Planning and Conservation Department

**Appendix**

<b>Document</b>	<b>Document location</b>
Email received August 23, 2020 from Ted Boulais, Chair of the Tree Committee, regarding the proposed plantings	Planning Files
Email received August 24, 2020 from David Gardner, Building Commissioner, regarding comments made by Lt. Houle, Fire District 2, regarding the absence of a paved sidewalk leading from the rear exit	Planning Files
Staff Draft Decisions and findings within the August 24, 2020 Meeting Agenda Background Materials	Planning Files
Revised Plans and updated response memorandum dated August 17, 2020	Planning Files
Email received August 17, 2020 from David Desmarais, 19 Dayton Street, requesting that a privacy fence be installed along the parking area	Planning Files