

**SOUTH HADLEY PLANNING BOARD REGULAR MEETING
MINUTES OF APRIL 22, 2019
DRAFT**

Present: Mark Cavanaugh, Chair (as elected at tonight's meeting – arrived at 5:48 p.m.); Melissa O'Brien, Vice-Chair (as elected at tonight's meeting) ; Diane Mulvaney, Clerk (as elected at tonight's meeting) ; Brad Hutchison, Member; Joanna Brown, Member; Larry Butler, Associate Member; Richard Harris, Town Planner; and Colleen Canning, Recorder

As the Vice-Chair/Acting Chair had not yet arrived, Board Clerk Ms. O'Brien called the meeting into session at 6:32 PM.

Agenda Item # 3---Minutes

The draft minutes from the Regular Board Meeting on April 8, 2019 and the Public Hearing minutes from April 8, 2019 for Site Plan Review and Stormwater Management Plan for the Center for Human Development's proposed recovery facility had been previously transmitted to the Board for review.

Motion: Ms. Mulvaney moved to approve the Regular Board Meeting minutes from April 8, 2019. Mr. Hutchinson seconded the motion. Four (4) out of Four (4) members voted in favor of the motion.

Motion: Ms. Mulvaney moved to approve the April 8, 2019 Public Hearing minutes for Site Plan Review and Storm Water Management Plan for the Center for Human Development's proposed recovery facility. Mr. Hutchinson seconded the motion. Four (4) out of Four (4) members voted in favor of the motion.

Agenda Item #4---Correspondence

The correspondence folder was in front of Ms. O'Brien. No additional correspondence had been received. Mr. Harris explained that a letter had been received from Frank DeToma, Chair of the Fire District No. 2 Water Commission, regarding the North Pole Estates Preliminary Subdivision Plan. A Special Meeting has been scheduled on April 29 for consideration and discussion of the Plan.

Agenda Item #10---Consider Revising Policy on Public Hearing Requests

Mr. Harris opened with background. He noted that in January. The Board had codified their policy regarding allowing applicants to be absent for their scheduled Public Hearing if they requested a deferral/continuation 72 hours (excluding weekends and holidays) prior to the hearing. Within recent months, there has been a 'continuous series of continuations' requested. It is being proposed to the Board to require the applicant to be present after two consecutive

continuations so the applicant can explain the necessity for a continuation. If the Board denies the request, the Public Hearing would immediately begin. An exception would be made if the reason for deferral/continuation is the due to the Town.

Motion: Ms. Mulvaney moved to accept the policy amendment as drafted. Ms. Brown seconded the motion. Four (4) out of Four (4) members present voted in favor of the motion to amend the policy as follows:

“However, if the applicant requests such a deferral/continuation for more than 2 consecutive scheduled public hearings on the application, the applicant (or their authorized representative) shall attend the Planning Board hearing at which time they may request the deferral/continuation and explain the detailed reasons why the hearing needs to be deferred/continued. If the Board denies the request, the Board shall immediately open the hearing. The Board will make an exception to this requirement if the reason for the request is due to the Town departments/consultant not having completed their review of the application, or if one or more members of the Planning Board has indicated they are unable to attend the public hearing, or Town Hall is to be closed unexpectedly at that time.”

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

Development Report

- Zoning Map Amendments – No changes had been made
- North Pole Estates Preliminary Subdivision Plan: The Town has contracted Berkshire Design to do the engineering review of the Preliminary Plans. Mr. Harris shared that he has met with the applicant and their consultant to discuss working toward a Definitive Subdivision Plan. Additionally, a departmental staff discussion will be held on April 24 to review the current plans.
- Bridge Street Mixed Use Development –No changes have been made.

Bylaw Amendments

- Bylaw Amendments for 2019: This will be discussed tonight under Agenda Item #7 and Agenda Item #8

Other Projects

- Urban Renewal Plan and Redevelopment Authority: In working with Anne Capra, Conservation Administrator/Planner, the Redevelopment Authority has selected BSC Group as a consultant to assist with the MEPA filing required to secure State approval of the plan.
- MassWorks Grant – Gaylord Street: The Construction of the parking lot improvements has been substantially completed. The water line work has been completed and the contractor is making rapid progress on the curbing and sidewalk work. The DPW Superintendent anticipates the work will be completed earlier than scheduled and additional pedestrian enhancements on Lamb Street may be possible

Vice-Chair/Acting Chair Cavanaugh arrived at 5:48 PM.

- Complete Streets Program Participation: The plans have been completed and a bid package is being prepared for advertisement.
- Open Space & Recreation Plan and Master Plan Updates: The consultant was present at the meeting and will be part of the discussion under Agenda Item #2.
- The MPIC has completed 4 “Meetings in a Box” as follow ups to the second forum as follows:
 - April 9, 2019 – 2:00 p.m. – Lathrop Village, Lathrop Street
 - April 13, 2019 – 10:30 a.m. – South Hadley Public Library, 2 Canal Street
 - April 16, 2019 – 11:00 a.m. – South Hadley Senior Center, Dayton Street
 - April 18, 2019 – 6:30 p.m. – Loomis Village, 246 North Main Street
- The next meetings of the Open Space and Recreation Plan Update Advisory Committee are scheduled for Wednesday May 15, 2019 and Wednesday May 22, 2019 in the Town Hall – Room 205
- The next meeting of the Master Plan Update Advisory Committee is scheduled for Wednesday May 15, 2019 in the Town Hall – Room 205 (to immediately follow the OSRP Update Advisory Committee meeting)

Agenda Item #1---Board Re-organization: Election of Chair, Vice-Chair, Clerk and appointment of representatives

Town elections had taken place since the previous Board Meeting. The Board is required to elect a Chair, Vice-Chair, and Clerk and to appoint a Representative to the Pioneer Valley Planning Commission (PVPC). Mr. Harris noted that about 5 years ago, the Board adopted a rotating system which offered members an opportunity to function in each roll. However, with current three-year-terms, this system doesn't offer the same opportunity and during the past 5 years, the Board members had chosen not to use the rotating system..

Mr. Harris noted that the Chair of the Planning Board serves as the representative to the Master Plan Update and OSRP Update Advisory Committees. As Mr. Cavanaugh is the most senior member, Ms. Mulvaney nominated him for the position of Chair.

Motion: Ms. Mulvaney moved to elect Mr. Cavanaugh as Chair. Ms. O'Brien seconded the motion. Five (5) out of Five (5) members voted in favor of the election.

Motion: Ms. Brown moved to elect Ms. O'Brien as the Vice-Chair. Ms. Mulvaney seconded the motion. Five (5) out of Five (5) members voted in favor of the election.

Motion: Ms. Brown moved to elect Ms. Mulvaney as Clerk. Ms. O'Brien seconded the motion. Five (5) out of Five (5) members voted in favor of the election.

Mr. Cavanaugh explained that he was currently the PVPC representative but would be open to relinquishing the position if any other members were interested in filling it. He explained that the

position involves collaboration working through regional planning issues and that there are four meetings a year. Ms. Brown expressed interest in filling the position.

Motion: Ms. Mulvaney moved to appoint Ms. Brown as PVPC representative. Ms. O'Brien seconded the motion. Five (5) out of Five (5) members voted in favor of the appointment.

Agenda Item #2---Discussion with Consultants Regarding Master Plan/ OSRP Update and Route 202/ Route 33 Corridor

Town consultants were present at the meeting to discuss updates regarding the following projects:

- 1.) Master Plan
- 2.) Open Space and Recreation Plan (OSRP)
- 3.) Route 202-Route 33 Corridor study.

Emily Innes, consultant from Herriman, addressed the Board. Her firm was working on the Master Plan Update and the Route 202-Route 33 Corridor Study. She explained that the Master Plan public engagement process was fully underway and that Tighe and Bond, the Town's OSRP consultant, was jointly involved in those efforts. Emily Innes offered Tighe and Bond's representative time to speak before she reviewed the Route 202- Route 33 Corridor Study.

Tracy Adamski, consultant from Tighe and Bond, addressed the Board regarding the Open Space and Recreation Plan. She explained that, unlike the Master Plan Update, the OSRP has a fast schedule that will require plans to be completed and approved by the end of June. She explained that these plans are required to be considered for a variety of grant funding such as Recreational Trails Program Grants, Parc Grants, Land & Water Conservation Grants, etc. Mr. Harris explained how the Town has used these grants in the past and are currently using them to develop trails.

Emily Innes, consultant from Herriman, addressed the Board to offer background information on the Route 202-Route 33 Corridor study. She explained that they will be gathering physical inventory during June and July to inform the study. Ms. Brown shared that she lives within the corridor and asked if studies will include analysis of increased traffic. Emily Innes explained that grant funding had a limited scope but use of previous studies would be utilized. The intention of this study was to offer a "framework" plan rather proposing any particular type of development. As the Plains School is located at the intersection on Route 33 and Route 202, Mr. Harris offered that it might be a good location for outreach and public interest forums.

Martha Terry, 25 Brainard Street, addressed the Board. She was concerned that the developments that lay over town lines would negatively affect the charm of South Hadley. Emily Innes shared that it is frequent for planning agencies to be aware of what happens on the border of towns. She added that it will be important to assess how zoning supports the community as it offers a 'reinforcement' of moving from one community to another.

Agenda Item #5---Reconsider the June, July and August Schedule

At the previous Board Meeting, June meeting dates had been decided. Since then, a few scheduling conflicts had risen and it was to the Board discretion to change the currently scheduled meeting on June 24th to June 17th. Additionally, the Board could consider the scheduled meeting dates for July and August to allow everyone to plan their summer. It was noted that the Board often only meets once in July and once in August. There was discussion as to the most appropriate days to meet in July and August with all members indicating that July 22nd and August 19th meeting dates would work.

Motion: Ms. Mulvaney moved to accept the changed dates to the regularly scheduled Planning Board Meetings. Ms. O'Brien seconded the motion. Five (5) out of Five (5) members voted in favor of the motion adopting the schedule as follows:

- April 29, 2019
- May 13, 2019
- June 3, 2019
- June 17, 2019
- July 22, 2019
- August 19, 2019

Agenda Item #6---Consider Request for illuminated sign at Hanger Pub and Grille. Location: 515 Granby Road (Assessor's Map #32-Parcel #46)

Harold Tramazzo, owner of Hanger Bar and Grille, addressed the Board. He was requesting approval to install two illuminated signs on the property at 515 Granby Road. One sign would be located on the building and the other would be freestanding on the road side. He presented illustrations showing the difference between the day and night version of the sign. The 'day sign' would have a white backdrop and the 'night sign' would have a black backdrop. Harold Tramazzo was questioned about the necessity of using red LED lights that extend to the building's awning. His partner replied that the style of lighting was thematic with other Hanger Bar and Grille establishments and they wished to retain continuity within their brand. The Board considered illumination at the location relative to its surroundings. Considering the lot's frontage, Mr. Harris explained that the size of the proposed road sign was allowable through zoning.

Rodger Barstow, the applicant's developer, addressed the Board and asked them to consider the installation of a loading dock on site. Mr. Harris explained that the Board would not consider the request as it was not part of the agenda. Mr. Harris offered to meet with the developer to help streamline their application process.

Motion: Mr. Hutchison moved to approve the request for illuminated signs at Hanger Pub and Grille with the requirements that the signs will be turned off at 1:00AM and function as

proposed. Ms. Mulvaney seconded the motion. Five (5) out of Five (5) member voted in favor of the motion.

Agenda Item #7---Ratify Written Decision: Site Plan Review and Stormwater Management Permit by Center for Human Development for an Educationally Exempt Use (24 bed congregate living facility providing a variety of core life skills education) – **Property Location: West side of Old Lyman Road - (Assessor’s Map #14 – Parcel #64).**

At the previous Planning Board Meeting, the Board approved the Site Plan and Stormwater Management Permit for the proposed congregate living facility on Old Lyman Road. Mr. Harris stated he drafted written Decisions for the Board to ratify – the intent is not to change the Board’s prior decisions but to formalize the decisions into a written document.

Ms. Mulvaney addressed the maintenance agreement required as part of the Site Plan Review. She wanted to ensure that the agreement would still be upheld even if the facility were to get new management. Mr. Harris shared that the maintenance agreement will be a model for agreements used in future projects.

Motion: Ms. Mulvaney moved to ratify the Stormwater Management Permit Decision and the Site Plan Review Decision. Mr. Hutchinson seconded the motion. Five (5) out of Five (5) members voted in favor of the motion. The Decisions were signed by Chair Cavanaugh.

Agenda Item #8---Public Hearing on Proposed Zoning Bylaw Amendments and Proposed Stormwater Management Bylaw Amendment

Time: 6:45 p.m. (Proposed Articles PB-1, PB-2, and PB-3)

Time: 7:00 p.m. (Proposed Article PB-4)

Time: 7:05 p.m. (Proposed Article PB-5)

Chair Cavanagh called the Public Hearing into session at 6:50 PM (See Public Hearing minutes)

The meeting reconvened at 7:53 PM

Agenda Item #9---Consider Recommendation to Town Meeting regarding proposed Zoning Amendments and Proposed Stormwater Management Bylaw Amendment

With the Public Hearing having been closed. Chair Cavanaugh inquired if there were any motions.

Motion: Ms. Mulvaney moved to recommend that Article PB-1 be adopted at Town Meeting. Ms. O’Brien seconded the motion. Five (5) out of Five (5) members voted in favor of the motion.

Motion: Mr. Hutchinson moved to recommended Article PB-2 be adopted at Town Meeting. Ms. Mulvaney seconded the motion. Four (4) out of Five (5) members voted in favor of the motion.

Ms. Brown voted against the motion as she did not support the re-delineation of the Water Supply Protection District and supported keeping the existing delineation.

Motion: Mr. Hutchinson moved to recommend that Article PB-3 be adopted at Town Meeting. Ms. O'Brien seconded the motion. Five (5) out of Five (5) members voted in favor of the motion.

Motion: Ms. Mulvaney moved to recommend that Article PB-4 be adopted at Town Meeting. Ms. Brown seconded the motion. Five (5) out of Five (5) members voted in favor of the motion.

Motion: Ms. Mulvaney moved to recommend that Article PB-5 be adopted at Town Meeting. Ms. O'Brien seconded the motion. Five (5) out of Five (5) members voted in favor of the motion. As this article would amend a General Bylaw, it will additionally require review by the Bylaw Review Committee.

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

Mr. Harris reminded everyone that the next Community Forum for the Master Plan and Open Space & Recreation Plan Update will be held on Wednesday April 24, 2019 at the Library Community Room from 6:00 PM- 8:00 PM.

Agenda Item #13---Adjournment

Motion: Ms. Mulvaney moved to adjourn the meeting at 8:10 PM. Ms. O'Brien seconded the motion. Five (5) out of Five (5) members voted in favor of the motion.

Respectfully Submitted,

Colleen Canning, Recorder

Appendix

Illuminated Sign Proposal for Hangar Pub and Grille	Planning Files
Route 33-Route 202 Corridor preoperational scope of work for grant	Planning Files
Notice of Planning Board Decision for CHD Facility (Site Plan)	Planning Files
Notice of Planning Board Decision for CHD Facility (Storm Water)	Planning Files