

## Background Materials for May 11, 2015

### Agenda Items #1 through #11

#### Agenda Item #1 – 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). April 27, 2015 Planning Board Meeting
- 2). April 27, 2015 Public Hearing – Special Permit/Site Plan Review – Bell Atlantic Mobile dba Verizon Wireless at Mount Holyoke College

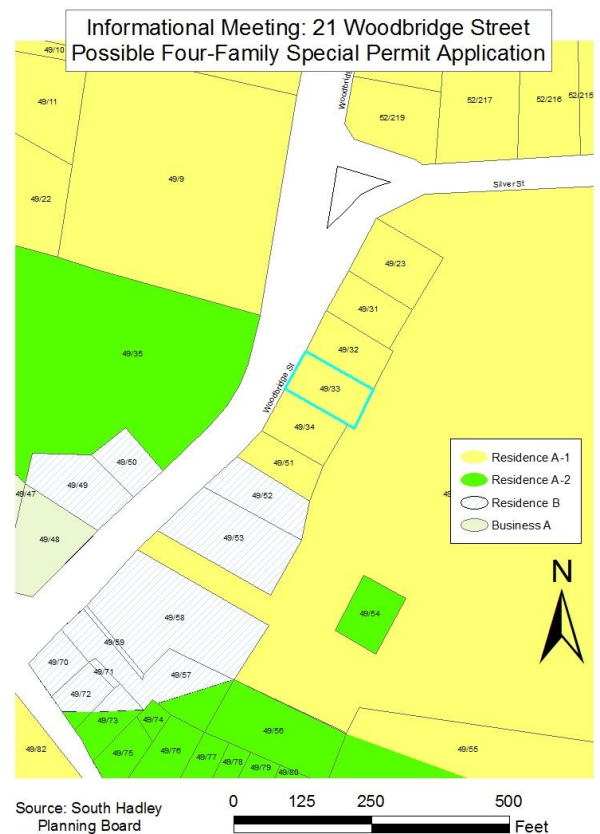
**ACTION NEEDED:** Review, edit and approve the minutes.

#### Agenda Item #2 – Bills and Correspondence

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

#### Agenda item #3 – Informational Meeting: 21 Woodbridge Street

This structure was built in 1911 and has been owned by Mount Holyoke College since 1959. The assessors have the building listed as a four family. However, it has been used by Mount Holyoke College as part of their student and faculty housing since 1959. Thus, I have advised that there does not appear to be any grandfathering of the use. The prospective purchaser was advised by his attorney to seek a Special Permit. It is located on the east side of Woodbridge Street opposite Fire District #2 Station. The property is zoned Residence A-1 which allows multifamily by Special Permit. (See aerial photo and zoning map excerpts below)



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 May 11<sup>th</sup> 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.

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.

One issue which seems apparent with this property is the building and the adoption of Section 7(Z) of the Zoning Bylaw which would seem to limit the ability to use this property for multifamily. The subject property is less than 12,000 square feet in area. Section 7(Z) limits density in Residence A-1 to 1.2 units per acre. Thus, for four units, the zoning would appear to require 3.33 acres of land for a four-dwelling unit building. However, the configuration of the building and its age, may suggest the building should not be considered subject to that density limitation – it is an unusual situation.

**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 #4 – Tree Fund Utilization***

The Town has a tree fund which was created as mitigation for a development project a number of years ago. Utilization of that fund has been under the Planning Board's purview since it was created as a condition of a Planning Board approval. Less than 10% of the original fund's balance has been utilized.

However, with the creation of a Shade Tree Committee and employment of a new Tree Warden, there has been renewed interest in utilizing tree funds to plant more trees. Tree Warden Chris Ryan has identified a number of locations for planting of trees in accordance with a recent policy program adopted by the Selectboard. This current year's plan could require approximately \$3,000 of this fund ... leaving approximately 75% of the original amount on hand.

Mr. Ryan and I have talked about trying to utilize the balance over the next 3 years and leverage other funds to implement a more aggressive planting program.

**ACTION NEEDED:** Authorize the Town Planner to approve disbursements from the Tree Fund in accordance with a multiyear program.

***Agenda Item #5 - Street Trees, Streets, and Shade Trees with Shade Tree Committee Representative(s)***

At the April 13<sup>th</sup> meeting, there was some discussion about the current provisions regarding Street Trees. At present, Section 8.10 of the Subdivision Regulations provides the following requirements:

*Planting operations and requirements for trees and plantings contained herein shall be in accordance with the standards and specifications of the American Nurseryman Association and the Associated Landscape Contractors of Massachusetts.*

1. *Street Trees*

- a. *There shall be two trees, which may be existing or newly planted, for each lot in the subdivision.*
- b. *If they are existing trees, they must be approved as to health and suitability by the Tree Warden, and if newly planted they must be approved by the Tree Warden as to their species, size and location.*
- c. *No dead, damaged or diseased tree existing as such at the time of approval of the plan, and no tree injured in the course of work shall be permitted to stand on any lot within a subdivision, and upon orders from the Tree Warden, the subdivider shall remove the same at his own expense, together with the stump and roots thereof.*
- d. *A partial list of acceptable types of street trees is included in the Appendix, and categorized according to growth size.*
- e. *Large-growing trees should be spaced at intervals of fifty (50) to sixty (60) feet, medium-growing trees at intervals of thirty (30) to forty (40) feet, and small-growing, at intervals of twenty (20) to thirty (30) feet. On the side of the street where overhead wires are present, large and medium growing trees should be planted within the front yard of the individual property owner, away from such wires.*
- f. *Where possible, and with the approval of the Tree Warden, the street trees should be of different varieties. Said location of trees shall be at least ten (10) feet from any underground utilities.*

2. *Cul-de-sac Plantings*

*With the approval of the Planning Board, the central radius of a cul-de-sac may be planted with perennial grass (sod or seed), ornamental shrubs, or retention of existing vegetation. Suitable mulch shall be used between plants for weed control.*

3. *Bank Plantings*

- a. *All cut and filled bankings, or portions thereof, that are susceptible to eroding or any building lots where fill or excavation has changed the contours such that drainage to adjoining parcels will be affected, shall be planted with low or very low growing plantings, herbaceous plants or sod grass (see list in Appendix).*
- b. *Suitable mulch shall be spread liberally for weed and erosion control.*

#### 4. *Intersection Plantings*

*No small trees, shrubs or herbaceous plants that tend to obstruct visibility at street intersections shall be permitted within one hundred (100) feet of the point of intersection of the curb or exterior roadway lines along both sides of the corner lot at the intersection.*

Since these provisions relate to the work of the Shade Tree Committee and the DPW, they have an interest in changes to the Subdivision Regulations in regards to Street Trees. This is particularly important since the suggestion which was made that the Subdivision Regulations should require Street Trees to be within the right of way – or at least where feasible. Therefore, the Shade Tree Committee has requested the opportunity to discuss this matter with the Planning Board before we begin reworking the Subdivision Regulations. I have also invited the DPW Superintendent and the Tree Warden for this discussion.

**ACTION NEEDED:** No action is anticipated or needed at this meeting.

#### ***Agenda Item #6 – Extension for Ethan Circle***

The Planning Board Decision on this Definitive Plan required the applicant to submit all materials for the Planning Board endorsement of the Definitive Plan on or before April 10, 2015. At the April 13, 2015 meeting, the Board granted a 30-day extension to May 10, 2015 for submittal of the materials. On May 6<sup>th</sup>, the developer’s attorney contacted me and it was determined that they would not be able to make the May 10<sup>th</sup> deadline as he had not completed work on the Homeowners Documents or other documents. Therefore, they have requested another extension of the deadline.

**ACTION NEEDED:** Granting of an extension by the Board.

#### ***Agenda Item #7 – ANR Plan for 51 Lyman Street***

Barbara McCarthy has submitted an ANR Plan which proposes to remove a 2,465 square foot parcel from her property and add it to the property at 6 Noel Street. The properties are located on the east side of Lyman Street and north side of Noel Street. Both properties lie within the Residence A-2 zoning district and appear to conform to the zoning district requirements. The ANR Plan will not alter their compliance (see aerial photo and map on the next page):

Lyman Street and Noel Street are public maintained roadways. Based on the available information, I believe the ANR Plan is “entitled” 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 #8 – Master Plan Matrixes**

This is a continuation from April 13, 2015 meeting at which time Mark and Jeff provided a synopsis of their reviews of the portions of the matrixes they had been assigned. The remaining portions are:

These Matrixes were previously provided to you. At the last meeting, the Board divided the matrixes up for your individual review as follows:

- Conservation Commission through Library: Helen Fantini
- Planning Board: Joan Rosner
- Others: Melissa O’Brien

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 #9 – Consider next meeting date***

The Board's next meeting date has been tentatively set for Wednesday May 27, 2015 since the fourth Monday is Memorial Day. At this time, there are no items on the draft agenda warranting the Board's action. However, there may be a request for an illuminated sign submitted this week which could be acted upon on May 27<sup>th</sup>. Additionally, the Board could use the May 27<sup>th</sup> meeting date to discuss the Master Plan Matrixes and the possible amendments for the Fall.

**ACTION NEEDED:** Determine whether or not to meet on May 27<sup>th</sup>.

***Agenda Item #10 - Development Update and Planner's Report***

I will provide a report on the following items:

a. ***Development Report***

***Chatham Estates Subdivision:*** The developer has informed me that the street sign has been installed. I am waiting for the DPW Superintendent to inform me as to the cost of the sign and to bill the developer who will pay the necessary charges. Once the bill has been paid, I will have the Town Treasurer refund the Performance Guarantee with accrued interest.

***Annafield Estates Subdivision:*** This project is moving towards final completion very shortly.

***34 Bridge Street:*** While Mr. Spring has apparently obtained the Electrical and Plumbing Inspectors' approvals of the unit involved, there remain other issues which have not been resolved. Therefore, I am notifying Mr. Spring that he needs to either 1) obtain all necessary approvals by the end of this month or 2) apply for a Special Permit from the Planning Board.

***One Canal Street and 27 Bardwell Street:*** I have met with the developer and his architect and we have discussed some revisions to their plan – including a better parking layout for the Canal Street site. Based on a review of the revised preliminary plan, it appears that the Bardwell Street site will have expanded parking areas but are being designed which afford an opportunity for some landscaping to minimize the parking areas' visual impacts. The developer anticipates submittal of the Special Permit applications by June 1<sup>st</sup> which could allow for opening of the hearings on June 22, 2015.

***Mountainbrook Street Acceptances:*** Progress towards having Red Bridge Lane and East Red Bridge Lane accepted at the Annual Town Meeting in May has continued to be stymied by the issue of ownership of the land. The developer is working to have this resolved. This matter is currently on the Warrant and, as the Board will recall, the Board voted to recommend acceptance of the ways. However, I anticipate this item will not be acted upon at the May 11, 2015 Annual Town Meeting but will be deferred until the Fall 2015 Special Town Meeting – at the earliest.

b. Pioneer Valley Planning Commission

**Housing Plan.** We have been informed that we are to receive \$15,000 in funding from the PATH grant and \$8,000 in funding from the District Local Technical Assistance program contingent upon Town Meeting appropriation of the local funds at the May 11, 2015 Town Meeting – this request is on the Special Town Meeting warrant so the funds would be available this fiscal year. All of these funds would enable us to undertake an update of the Housing Production Plan (part of the Housing Chapter of the Master Plan) as well as undertake the multifamily development study.

**South Hadley Falls 40R District.** I am working with Larry Smith from the PVPC in making an addendum submittal to the State to address several items that they identified as deficient in their initial review.

c. Meeting Schedule through September 2015

This is to recap the meeting schedule that the Board accepted through September 30<sup>th</sup>: I would like to finalize the July through September schedules as soon as possible.

- a) May 27, 2015 **TENTATIVE** Replacement for Memorial Day
  - b) June 8, 2015
  - c) June 22, 2015
  - d) July 13, 2015
  - e) July 27, 2015
  - f) August 10, 2015 (Currently have a schedule conflict)
  - g) August 24, 2015
  - h) September 14, 2015 (Conflicts with Rosh Hashanah)
  - i) September 28, 2015
- d. *Professional Development Day – Held on April 17, 2015:* It appears the focus of the Professional Development Day was on public safety and security.
- e. *Workshops/Training Opportunities*
- f. *OnLine Permitting Program*
- g. *New Town Website:* working on better managing the Board's materials on the website.

**Agenda Item #11 – 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.